



SRC Policy Documents

(Reviewed 2012)

Draft 1

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DRAFT SRC CONSTITUTION - 2012
Durban University of Technology

PREAMBLE

We, the students of the Durban University of Technology, recognise our diversity and believe that as a student community we need to be united. Further, we affirm our belief in the principles of democracy, non-sexism, non-racism, non-tribalism, non-ethnicity, equity and freedom as stipulated in the Bill of Rights of the Constitution of the Republic of South Africa, Act No. 108 of 1996. We pledge our commitment to heal the divisions of the past through the establishment of a student community based on the following values:

- Tolerance
- Acceptance of diversity
- Integrity
- Academic freedom
- Co-operative governance
- Reject unfair discrimination
- Non-racism and non- sexism
- Ubuntu

Further, we commit ourselves to ensure that this SRC Constitution:

- enhances academic life and promotes academic excellence
- upholds democracy and democratic values
- promotes the mission and vision of the Durban University of Technology
- promotes interaction and communication between the SRC and the student community
- promotes equality in all aspects of student life
- promotes unity
- is implementable through the provision of appropriate leadership development programmes for students

INTERPRETATION

In this Constitution, unless inconsistent with or otherwise indicated by the context:

- (a) “Academic days” shall mean days during normal term time and excludes Saturdays, Sundays and public holidays.
- (b) “Act” shall mean the Higher Education Act, 1997 (Act No. 101 of 1997) as amended.
- (c) “Club, Society and Organisation” means all formally organised student formations operating on campus, be they social, cultural, religious, political or otherwise, that are formally recognised by the SRC which is the umbrella body as contemplated in the DUT Statute.
- (d) “Constitution” means the SRC constitution set out in this document.
- (e) “Council” means the Council of the University as defined in the Act and the DUT Statute.
- (f) “Dean: Student Services” means the member of the Management team responsible for the student services portfolio.
- (g) “Durban Campus” means the ML Sultan, Steve Biko, Ritson, Brickfield and City campuses of the Durban University of Technology.
- (h) “DUT” means the Durban University of Technology.
- (i) “DUT Statute” means the Statute of the Durban University of Technology published in terms of the Act in Government Notice No. 43 of 20 January 2012 in Government Gazette number 34953 of 20 January 2012.
- (j) “Faculty Boards” means faculty boards of the DUT as determined by the DUT from time to time.
- (k) “Institutional Forum” means the Institutional Forum of DUT as defined in the DUT Statute.
- (l) “Management” means personnel responsible for academic and administrative management of the DUT under the leadership of the Vice-Chancellor.
- (m) “Manager: Student Governance and Development” means the person responsible for the portfolio of student governance and development who reports to the Dean: Student Services.
- (n) “Midlands Campus” means Indumiso and Riverside campuses of the University located in the Umsunduzi Municipality.
- (o) “Month” means calendar month.
- (p) “Senate” means the Senate of the DUT as defined in the DUT Statute.

- (q) "Simple majority" shall mean fifty (50) percent plus one of the members present at the meeting.
- (r) "SRC" means the students representative council formed in terms of this Constitution.
- (s) "SRC Disciplinary Tribunal" means the Students' Disciplinary Tribunal as contemplated in rule SR5(2) in the General Handbook for Students
- (t) "Student" means any person registered as a student on a formal programme recognised by Senate.
- (u) "University" means the Durban University of Technology.
- (v) "Vice-Chancellor" means the vice-chancellor of the DUT as defined in the DUT Statute and the Act.
- (w) "Year" shall mean the University academic year as defined by the University's Sessional Dates.

SECTION 1.

1. OBJECTIVES OF THE SRC

The objectives of the SRC are to:

- 1.1 represent students of the University in matters that may affect them.
- 1.2 provide leadership to the student body
- 1.3 serve the interests of students without partiality, bias, prejudice, discrimination or preference promote, by example and leadership:
 - 1.3.1 academic excellence and a culture of learning
 - 1.3.2 democracy
 - 1.3.3 community service
- 1.4 promote unity-in-diversity among students
- 1.5 promote the vision and mission of the University

SECTION 2.

2. NAME, STATUS AND LOCATION

- 2.1 The official name of the SRC shall be “Durban University of Technology Students Representative Council”.
- 2.2 The official seat of the SRC shall be at Durban Campus, with a satellite office in Midlands Campus. The SRC shall be entitled to change its seat subject to Management approval
- 2.3 The SRC shall not own any property independently of the University nor shall it be capable of disposing or alienating any property, save for the distribution of funds as contemplated in this constitution, without the prior written consent of Management.

SECTION 3.

POWERS AND DUTIES OF THE SRC

- 3.1 As set out in the DUT Statute, the SRC is the umbrella organisation for all student committees, clubs, councils, societies and organisations, and shall have the power to

grant or withdraw recognition of such student committees, clubs, councils, societies and organisations as it deems appropriate.

3.2 The SRC represents students on the University's structures and in negotiations and interactions with such structures.

3.3 The SRC shall administer funds for student activities in co-operation with clubs, societies and organisations

3.4 The SRC shall organise social functions for students in collaboration with clubs, societies and organisations

3.5 The SRC shall coordinate student involvement in community development projects and student development projects

3.6 The SRC shall hold at least one public feedback meeting before the end of each semester

3.7 The SRC shall consult clubs, societies and organisations before making decisions that affect these structures

3.8 The SRC may conduct referenda to ascertain student opinion on any issue that may affect them.

3.9 The SRC shall coordinate and supervise the use of facilities, assets and resources placed under its care and jurisdiction

3.10 The SRC shall avail the SRC constitution to students and market it

3.11 The SRC may issue media statements in respect of any matter relating to the student community

3.12 The SRC shall perform such functions and enjoy such privileges as may be specifically conferred upon it by Council

SECTION 4.

COMPOSITION, MEMBERSHIP AND SIZE OF THE SRC

4.1 The SRC shall consist of 21 (twenty one) members whose composition shall be as follows:

4.1.1 Seven (7) members from the Midlands Campus. Four (4) of the positions on the Midlands Campus shall be contested by clubs, societies or organisations that have been formally recognised by the SRC

4.1.2 Ten (10) members from the Durban Campus. Six (6) of the positions on the

- Durban Campus shall be contested by clubs, societies or organisations that have been formally recognised by the SRC
- 4.1.3 Four (4) *ex officio* members representing (i) the Sports Union, (ii) the Central Housing Council, (iii) the Student Faculty Forum, and (iv) the Differently-abled Students Association
- 4.2 The SRC Executive Committee (EXCO) shall consist of the:
- 4.2.1 President
- 4.2.2 Deputy President
- 4.2.3 General Secretary
- 4.2.4 Deputy General Secretary
- 4.2.5 Treasurer
- 4.3 If, at the allocation of portfolios, a candidate from one campus is elected President, all remaining candidates from that campus shall not be qualified to be elected into the position of Deputy President
- 4.4 If, at the allocation of portfolios, a candidate from one campus is elected as General Secretary, all remaining candidates from that campus shall not be qualified to be elected into the position of Deputy General Secretary
- 4.5 Notwithstanding the above provisions in 4.3 and 4.4, the majority of office bearers forming the executive committee of the SRC shall be from the Durban Campus
- 4.6 The other members of the SRC shall be allocated the following portfolios:
- 4.6.1 Sports and Recreation officers (X2). One shall be from the Durban Campus and the other from the Midlands Campus.
- 4.6.2 Education and Transformation officers (X2). One shall be from the Durban Campus and the other from the Midlands Campus.
- 4.6.3 Media and Publicity officers (X2). One shall be from the Durban Campus and the other from the Midlands Campus.
- 4.6.4 Social and Welfare officers (X2). One shall be from the Durban Campus and the other from the Midlands Campus.
- 4.6.5 Projects officers (X2). One shall be from the Durban Campus and the other from the Midlands Campus.
- 4.6.6 Clubs, Societies and Organisations officer
- 4.6.7 Legal, Constitutional and Human Rights Affairs officer
- 4.6.8 Sports Union representative
- 4.6.9 Central Housing Council representative

- 4.6.10 Student Faculty Forum representative
- 4.6.11 Differently-abled Students Association representative

SECTION 5.

DUTIES AND RESPONSIBILITIES OF SRC OFFICERS AND SUB-COMMITTEES

- 5.1 The SRC may, in addition to the duties and functions listed below, assign other duties and functions to any of its members.
- 5.2 The SRC may, in addition to the sub-committees listed below, establish other sub-committees as and when the need arises, and may co-opt any students to these sub-committees.

Duties of the President

- 5.3 The President shall:
 - 5.3.1 preside at all meetings of the SRC, the SRC Executive Committee, the Student Parliament, and mass meetings of the student body. The President may, in the absence of the Deputy President, delegate this duty to any other member of the SRC
 - 5.3.2 be an ex-officio member of all SRC standing committees
 - 5.3.3 be responsible for the overall coordination of the duties and functions of the members of the SRC
 - 5.3.4 represent students at Senate, Council, Student Services Board and other structures of the University as provided for by those structures. The President may, when the Deputy President is not available, delegate this duty to another member of the SRC.
 - 5.3.5 together with the Treasurer and General Secretary, be the official signatories of the SRC
 - 5.3.6 be responsible for all international and external affairs of the SRC, including but not limited to liaison with any national organisations with which the SRC has relations.

Duties of the Deputy President

- 5.4 The Deputy President shall:
 - 5.4.1 deputise for the President in his/her absence

- 5.4.2 support and assist the President in the coordination of the duties and functions of the members of the SRC
- 5.4.3 in conjunction with the Deputy General Secretary, be responsible for convening the Student Parliament as required by the SRC constitution
- 5.4.4 coordinate the affairs and sittings of the Student Parliament
- 5.4.5 in conjunction with the Deputy General Secretary, prepare the agenda and notices of the Student Parliament
- 5.4.6 perform any other duties as may be assigned to him/her by the President

Duties of the General Secretary

5.5 The General Secretary shall:

- 5.5.1 be the chief operations and administrative officer of the SRC
- 5.5.2 be the chief custodian of all assets and documents of the SRC
- 5.5.3 keep the minutes of all proceedings of the meetings of the SRC and ensure that all resolutions are duly recorded in the minutes
- 5.5.4 circulate on time, notices, agendas and minutes to all members of the SRC
- 5.5.5 be responsible for the processing of all correspondence of the SRC with persons or bodies outside the SRC
- 5.5.6 manage the process of granting or withdrawal of recognition of clubs, societies and organisations
- 5.5.7 be responsible for the circulation of important information both within and outside the SRC
- 5.5.8 together with the President and Treasurer, be the official signatories of the SRC
- 5.5.9 ensure that the duly signed minutes of SRC proceedings are circulated to the Office of the Dean: Student Services

Duties of the Deputy General Secretary

5.6 The Deputy General Secretary shall:

- 5.6.1 deputise for the General Secretary in his/her absence
- 5.6.2 support and assist the General Secretary in the administration of the affairs of the SRC
- 5.6.3 be the Secretary of the Student Parliament, ensuring that the proceedings of the Student Parliament are duly recorded in minutes.

- 5.6.4 circulate on time, notices, agendas and minutes to all members of the Student Parliament
- 5.6.5 ensure that the resolutions of the Student Parliament are communicated to the student body
- 5.6.6 perform any other duties as may be assigned to him/her by the General Secretary or by the Executive Committee
- 5.6.7 ensure that minutes of proceedings of the Student Parliament are circulated to the Office of the Dean: Student Services.

Duties of the Treasurer

5.7 The Treasurer shall:

- 5.7.1 be responsible and accountable for the finances of the SRC
- 5.7.2 convene and chair the Finance sub-committee of the SRC, ensuring that some of the members on the sub-committee are drawn from students who are registered for finance or accounting related courses
- 5.7.3 in conjunction with the Finance sub-committee, draw up the SRC budget for the year and present it first to the SRC Executive Committee for comment and input, and subsequently to a full sitting of the SRC for approval.
- 5.7.4 be responsible and accountable for the management of the budget of the SRC
- 5.7.5 ensure that the finances of the SRC are duly audited and prepared for presentation at the AGM
- 5.7.6 ensure that all financial transactions of the SRC and its sub-committees and substructures conform to the financial rules, policies and procedures of the University
- 5.7.7 keep records of all financial transactions of the SRC
- 5.7.8 together with the President and General Secretary be the official signatories of the SRC
- 5.7.9 present a financial report to the Student Parliament, Council, the Dean: Student Services, and to the SRC whenever required, provided that he/she is given at least seven working days' notice to do so.
- 5.7.10 ensure that funds are allocated only to those clubs, societies and organisations whose plans of action and budgets for the year have been approved by the SRC.
- 5.7.11 be responsible for fundraising for the SRC within the University's policy framework.

Duties of the Sports and Recreation Officer

5.8 The Sports and Recreation Officer shall:

- 5.8.1 convene and chair the Sports and Recreation sub-committee of the SRC. The Sports Union representative on the SRC shall be a member of the sub-committee.
- 5.8.2 in conjunction with the Sports Union and the Sports and Recreation sub-committee, design an action plan for the year, including a budget, and present it to the SRC for approval
- 5.8.3 in conjunction with the Sports Union, organise and coordinate all sporting activities under the auspices of the SRC
- 5.8.4 cultivate positive relationships between the SRC and the Sports Union
- 5.8.5 organise recreation activities and entertainment for the student body

Duties of the Education and Transformation Officer

5.9 The Education and Transformation Officer shall:

- 5.9.1 convene and chair the Education and Transformation sub-committee of the SRC. The Student Faculty Forum representative on the SRC shall be a member of the sub-committee.
- 5.9.2 in conjunction with the Education and Transformation sub-committee of the SRC, design an action plan for the year, including a budget, and present it to the SRC for approval
- 5.9.3 represent the student body on the Institutional Forum
- 5.9.4 be responsible for coordinating academic matters affecting students
- 5.9.5 liaise with Faculty Committees to gather issues that require the attention of the SRC and provide feedback on progress made regarding those issues referred to the SRC
- 5.9.6 gather information pertaining to the transformation of the University.
- 5.9.7 in conjunction with the Office of the Registrar, facilitate programmes and campaigns to educate and inform the student body about the academic rules of the University
- 5.9.8 cultivate positive relationships between the SRC and the student body, lecturers, Heads of Departments and Executive Deans.

Duties of the Media and Publicity Officer

5.10 The Media and Publicity Officer shall:

- 5.10.1 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 journalism, media, and marketing related courses.
- 5.10.2 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.
- 5.10.3 in conjunction with the President and General Secretary, prepare and release media statements as and when required
- 5.10.4 be responsible for the Public Relations of the SRC, ensuring that the SRC cultivates and projects a positive image
- 5.10.5 in the spirit of collegiality and in conjunction with the President and the Clubs, Societies and Organisations Officer, ensure that its sub-structures are able, when necessary, to articulate to the media an independent voice pertaining to specialised issues that affect them, especially those with which the SRC may not be readily familiar.
- 5.10.6 coordinate the production of all SRC publications, notices and digital and web-based forms of communication

Duties of the Social and Welfare Officer

5.11 The Social and Welfare Officer shall:

- 5.11.1 convene and chair the Social and Welfare sub-committee of the SRC. The Differently-abled Students Association representative on the SRC shall be a member of the sub-committee.
- 5.11.2 in conjunction with the Social and Welfare sub-committee, design an action plan for the year, including a budget, and present it to the SRC for approval
- 5.11.3 promote and protect the welfare of Oppidani (students who do not reside in the University's halls of residence)
- 5.11.4 investigate and attend to issues that relate to the social development of the student community
- 5.11.5 in conjunction with the Projects Officer, collaborate with projects that address the problem of hunger among students
- 5.11.6 represent the SRC in all matters relating to safety, security and accessibility of buildings to physically-challenged students

- 5.11.7 facilitate the initiation and establishment of programmes aimed at educating students about safety and security on and off campus
- 5.11.8 facilitate the provision of support to students who are victims, targets and survivors of violence and abuse

Duties of the Projects Officer

- 5.12 The Projects Officer shall:
 - 5.12.1 convene and chair the Projects sub-committee of the SRC. The Central Housing Council representative on the SRC shall be member of the sub-committee.
 - 5.12.2 in conjunction with the Projects sub-committee, design an action plan for the year, including a budget, and present it to the SRC for approval
 - 5.12.3 coordinate all projects of the SRC
 - 5.12.4 create awareness within the student community about SRC campaigns on campus
 - 5.12.5 identify community outreach programmes or developmental projects to be initiated or supported by the SRC
 - 5.12.6 forge links to collaborate with development-oriented community based and non-governmental organisations
 - 5.12.7 in collaboration with the Treasurer, fundraise for projects of the SRC

Duties of the Clubs, Societies and Organisations Officer

- 5.13 The Clubs, Societies and Organisations Officer shall:
 - 5.13.1 convene and chair the Clubs, Societies and Organisations sub-committee of the SRC
 - 5.13.2 in conjunction with the Clubs, Societies and Organisations sub-committee, design an action plan for the year, including a budget, and present it to the SRC for approval
 - 5.13.1 provide support to clubs, societies and organisations
 - 5.13.2 be the link and point of reference between the SRC and clubs, societies and organisations, ensuring that the SRC cultivates and maintains good relations with clubs, societies and organisations.
 - 5.13.3 ensure that clubs, societies and organisations draw up their respective action plans and budget for the year

5.13.4 ensure that clubs, societies and organisations submit their quarterly reports to the SRC as required by the SRC constitution

Duties of the Legal, Constitutional and Human Rights Affairs Officer

5.14 The Legal, Constitutional and Human Rights Affairs Officer shall:

5.14.1 convene and chair the Legal, Constitutional and Human Rights Affairs sub-committee of the SRC

5.14.2 in conjunction with the Legal, Constitutional and Human Rights Affairs sub-committee design an action plan for the year, including a budget, and present it to the SRC for approval

5.14.3 establish a sub-committee on Gender Equality which shall be responsible for:

5.14.3.1 organising campaigns and workshops on gender transformation

5.14.3.2 facilitating the establishment of a Gender Desk within the University

5.14.3.3 all SRC HIV/AIDS activities in conjunction with other relevant stakeholders

5.14.4 coordinate and facilitate the establishment of programmes and projects that address issues of diversity

5.14.5 be responsible for all constitutional matters and drive the constitutional development process of the SRC

5.14.6 in conjunction with the Office of the Manager: Student Governance and Development, ensure that the SRC members, its sub-committees, the Student Parliament, Clubs, Societies and Organisations are educated on the SRC Constitution

5.14.7 promote the SRC Constitution and the values and principles underlying it to the student body.

5.14.8 coordinate matters relating to the SRC Disciplinary Tribunal in conjunction with the Office of the Dean: Student Services or its nominee.

5.14.9 promote the Code of Conduct among the SRC members and its sub-committees, including the Student Parliament

SECTION 6.

MEETINGS

6.1 Voting at meetings

6.1.1 Voting at meetings shall be by show of hands, except where 50%+1 of those present decide on a different form of voting.

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

6.2 Quorum

6.2.1 Where a meeting of the SRC or any of its sub-structures or committees, including the Student Parliament, is called through official and appropriate notification and there is no quorum, the chairperson may adjourn the meeting to a date not less than seven (7) days later and require the secretary to give the notice of the time and venue of the meeting to all members of the body concerned and, if this is done, the members present at the start of the reconvened meeting constitute a quorum despite any provision to the contrary.

6.3 Annual General Meetings and Mass Meetings:

6.3.1 Annual General Meetings, regular or special, and Mass Meetings, shall be open to all students.

6.3.2 The ordinary AGM shall be called by the SRC prior to the end of its term of office to render account of its finances, which shall have been duly audited, and to report on its activities for the year.

6.3.3 The SRC may convene a Special AGM to consider any matter that it is required to.

6.3.4 Mass meetings can be called at the discretion of the SRC.

6.3.5 A quorum of ten percent (10%) of registered students shall be required at a regular AGM or ordinary mass meeting, provided that at a mass meeting convened to consider a vote of no confidence motion in the SRC, a quorum of twenty percent (20%) of registered students shall be required.

6.3.6 A resolution taken by a simple majority at a mass meeting binds the SRC, provided that at a mass meeting convened to consider the dissolution of the SRC five percent (5%) of registered students shall be required to pass a motion of no confidence in the SRC.

6.4 Student Parliament

6.4.1 The Student Parliament shall comprise of members of the SRC, representatives of clubs, societies, organisations, and faculty representatives. The SRC shall determine the number of representatives per organisation or structure.

6.4.2 The Student Parliament shall meet at least once per semester

6.4.3 The Student Parliament shall act as a collective voice of all student structures.

6.4.4 The Student Parliament makes recommendations to the SRC on policies and issues.

6.4.5 The quorum for the Student Parliament shall be 60% of qualifying members

6.4.6 Voting at the Student Parliament shall be by a simple majority, provided that at a sitting of the Student Parliament convened to consider amendments to the Constitution, sixty percent (60%) of members present shall be required to recommend for approval to the Special AGM amendments to the Constitution.

6.5 SRC meetings

6.5.1 The SRC shall meet at least once every (21) twenty one days except during holidays and examinations.

6.5.2 The SRC Executive Committee shall meet:

6.5.2.1 once every two (2) weeks

6.5.2.2 during emergencies when it is not possible to convene a full SRC meeting, with its decisions being ratified by a full SRC meeting when it does convene

6.5.3 A quorum of sixty six percent (66%) shall be required at SRC meetings.

6.5.4 A resolution taken by a simple majority at SRC meetings binds the SRC. In the event of a tie the Chairperson shall have a deciding vote.

SECTION 7.

TERM OF OFFICE

7.1 The SRC term of office shall be twelve months.

SECTION 8.

ELIGIBILITY

8.1 No individual may serve more than two terms, whether consecutively or separately

8.2 Academic performance required for eligibility:

**** There was no consensus on which one of the following two proposals should be adopted:***

▪ **Proposal 1:**

No student shall be eligible to stand for election unless they obtain a 60% aggregate on the previous examination or assignments.

▪ **Proposal 2:**

No student shall be eligible to stand for election unless she/he passes 50% of the courses for which he/she registered in the previous year or semester. In the case of annualised courses, a student shall be required to pass 50% of assignments written in the previous semester to be eligible to stand for election.

8.3 Any student who has been registered for at least one semester for a formal programme of study recognised by Senate shall be eligible to stand for election.

8.4 Notwithstanding the provisions of 8.3, no student shall be eligible to stand for election if the formal programme of study recognised by the Senate for which the student is registered is reasonably expected to be completed by the student in question within a period shorter than the anticipated term of office of the SRC to be

elected, unless such student has applied and been accepted or is likely to be accepted in another formal programme of study recognised by Senate.

8.5 A student may only stand for election on the campus in which he/she is currently registered.

8.6 The following shall not be eligible to stand for elections:

8.6.1 a student who has been found guilty of an offence by any of the University's Tribunals

8.6.2 a student who is on academic probation

8.6.3 a student who has previously been found guilty of serious misconduct by any other university

8.6.4 a student who has been found guilty of a criminal offence without the option of a fine by a court of the Republic of South Africa

SECTION 9.

RECOGNITION OF CLUBS, SOCIETIES AND ORGANISATIONS

9.1 The SRC, being the umbrella organisation for all student committees, clubs and societies, councils, and organisations, has the power and responsibility to grant or withdraw recognition of such as it deems appropriate.

9.2 Organisations that already exist shall be required to renew their affiliation with the SRC annually by submitting a copy of their programme for the previous year along with a budget and a list of one hundred and fifty (150) signed-up members. The date for the renewal of affiliation shall be determined by the SRC at the beginning of the academic year.

9.3 Clubs, Societies and Organisations shall be required to submit quarterly reports of their activities to the SRC.

9.4 Application for Recognition shall be done formally via the Office of Student Governance and Development, using a prescribed form. The Office of Student Governance and Development shall make a record of the application and pass it on to the General Secretary.

9.5 An Application for Recognition shall include a statement of intent (aims and objective, vision and mission), a plan of action detailing financial implications (budget), and a draft constitution.

- 9.6 Clubs, Societies and Organisations applying for recognition shall require a minimum of one hundred and fifty (150) signed-up members.
- 9.7 An Application for Recognition shall include the names and signatures of a minimum of six students who are willing to serve on the organisation's founding committee.
- 9.8 The organisation applying for recognition shall call a meeting of its members to be attended by at least one member of the SRC and an official from the Student Governance and Development division. A record of the proceedings and an attendance register shall be submitted to the SRC.
- 9.9 The General Secretary shall make a recommendation on the recognition of the organisation to an ordinary meeting of the SRC.
- 9.10 The process of recognition must be finalized within three (3) weeks after the Student Governance and Services division has passed on the documentation for Application of Recognition to the General Secretary.
- 9.11 In the event of an Application for Recognition being rejected, the SRC shall provide reasons in writing to the applying organisation.
- 9.12 In the event of a rejection by the SRC, the organisation applying for recognition shall have the right to appeal to the Manager: Student Governance and Development whose decision shall be final.

SECTION 10.

WITHDRAWAL OF RECOGNITION OF CLUBS, SOCIETIES AND ORGANISATIONS

- 10.1 The SRC shall have the right to withdraw recognition of a club, society or organisation if the club, society or organisation:
- 10.1.2 does not operate consistently and in terms of its aims and objectives, and in terms of its plan of action during the course of year
 - 10.1.3 is found guilty of misappropriation of funds
 - 10.1.4 does not submit required reports
 - 10.1.5 is found guilty of serious violation of the University's rules
- 10.2 The SRC shall inform in writing the student organisation of its intention to withdraw recognition.
- 10.3 The SRC may give the student organisation two (2) or three (3) months in which to remedy the problems identified.

10.4 An organisation that has had its recognition withdrawn has the right to appeal to the Office of the Dean: Student Services whose decision shall be final.

SECTION 11.

TERMINATION OF INDIVIDUAL SRC MEMBERSHIP

11. An individuals' membership of the SRC shall be terminated on the following grounds:

- 11.1 When the member's registration as a student of the University ceases
- 11.2 If placed on academic probation and/or is academically excluded
- 11.3 If found guilty of a serious offence as prescribed by the University's rules
- 11.4 If found guilty of a criminal offence by a court of the Republic of South Africa without the option of paying a fine
- 11.5 On tendering of a written resignation and acceptance of such by the SRC
- 11.6 On having two motions of censure passed against him/her by the SRC during a single term of office for:
 - 11.6.1 failure to attend three (3) consecutive meetings without acceptable written reason
 - 11.6.2 consistent failure to carry out duties fairly assigned by a designated person
 - 11.6.3 failure to submit quarterly and/or final reports acceptable to the SRC
 - 11.6.4 bringing the name of the SRC into disrepute by being found guilty of an offence by the University or for being found guilty by the SRC Disciplinary Tribunal for seriously transgressing the Code of Conduct.
- 11.7 On tendering a written resignation from the club, society or organisation she/he represents on the SRC and acceptance of the resignation by the club, society or organisation
- 11.8 On being replaced by his/her organisation:
 - 11.8.1 In the event of a club, society or organisation passing a motion of no confidence on a member who represents it on the SRC, that motion must be approved by two-thirds of the SRC of the campus where the student is registered
 - 11.8.2 The club, society or organisation shall submit in writing reasons to the SRC for passing of a motion of no confidence on the member representing it on the SRC, and the SRC shall accord the affected member the right of rebuttal
 - 11.8.3 Should the SRC resolve to uphold the club, society or organisation's motion of no confidence on the member representing it on the SRC, it shall communicate the resolution in writing to the affected member who shall duly sign a confirmation of

receipt

- 11.8.4 The affected member shall have the right to lodge an appeal in writing to the Manager: Student Governance and Development within (7) seven academic days of having signed a confirmation of receipt of the written resolution from the SRC
- 11.8.5 The Manager: Student Governance and Development shall dispose of the matter within 14 (fourteen) days of receiving the written appeal from the affected member. The Manager: Student Governance and Development may hold an enquiry into the matter. The decision of the Manager: Student Governance and Development shall be communicated formally in writing to all the parties and the decision shall be final and binding
- 11.8.6 The affected member shall continue to be a full member of the SRC pending the outcome of the appeal
- 11.8.7 In the event the Manager: Student Governance and Development upholds the motion of no confidence, the club, society or organisation shall have 14 (fourteen) academic days to submit in writing to the Manager: Student Governance and Development the replacement name of the student who will represent it on the SRC
- 11.8.8 The Manager: Student Governance and Development shall ensure that the replacement student meets all eligibility criteria. The replacement student shall be entitled to take his/her seat on the SRC only after the formal confirmation of eligibility from the Manager: Student Governance and Development to the SRC
- 11.9 If two-thirds of the student body meeting supported by two-thirds of the SRC move a motion of no confidence in the member
- 11.10 If doing in-service training.
- 11.11 On becoming a member of staff or management or a service provider to the University
- 11.12 A member whose membership has been terminated by the SRC may lodge an appeal within seven (7) days to the Manager: Student Governance and Development. The affected member shall continue to be a full member of the SRC pending the outcome of the appeal.

SECTION 12.

DISSOLUTION OF THE SRC

12. The SRC may be dissolved under the following conditions:

12.1 Vote of no-confidence motion:

12.1.1 An individual student or group has the right to propose a vote of no-confidence in the SRC if he/she/they are dissatisfied with the way the SRC conducts its affairs, provided that they shall first engage the SRC to find solutions to issues with which they are dissatisfied. Only if there is evidence of such engagement with the SRC shall the proposer(s) resort to a motion of no-confidence

12.1.2 A mass meeting shall be called by the SRC to consider such a motion. A quorum of twenty percent (20%) of registered students shall be required at such a mass meeting

12.1.3 The Student Governance and Development division shall ensure that the SRC calls the mass meeting to consider the motion

12.1.4 The Student Governance and Development division shall chair the mass meeting at which a motion of no confidence in the SRC is to be considered

12.1.5 At least five percent (5%) of registered students shall be required to uphold a vote of no-confidence

12.1.6 An Interim SRC shall be elected in the same meeting to assume responsibilities of the SRC until the election of a new SRC. Elections for a new SRC shall be held within a period not exceeding six weeks during normal term time. The Interim SRC shall comprise of four (4) members from the Durban campus, and two (2) members from the Midlands campus.

12.2 If two-thirds of members resign simultaneously the SRC shall be dissolved.

12.3 Should the SRC fail to convene an AGM by the end of the third term, the Vice-Chancellor may dissolve the SRC and facilitate a process of establishing an Interim SRC.

12.4 The Vice-Chancellor may dissolve the SRC and facilitate a process of establishing an Interim SRC if, without justifiable and acceptable reasons, the SRC fails to execute its functions and responsibilities as set out in the SRC Constitution. Elections for a new SRC shall be held within a period not exceeding six week during normal term time.

SECTION 13.

AMENDMENTS TO SRC CONSTITUTION

13.1 Proposed amendments to the Constitution shall be considered at a Special AGM.

13.2 Students shall be given one month to submit any proposed amendments.

13.3 Proposed amendments, supported in writing by at least five hundred (500) students, may be submitted in writing by any student or student organisation to the Student Governance and Development division who shall make a record of them and pass them on to the General Secretary.

13.4 Prior to the Special AGM, proposed amendments must be discussed and recommended for approval by at least sixty percent (60%) of the Student Parliament.

13.5 Amendments recommended for approval shall be publicised to the general student body four (4) weeks prior to the Special AGM where they will be considered. Students may submit written comments or input on the recommended amendments and submit them to the Student Governance and Development division who will make a record of them and pass them on to the General Secretary.

13.6 There should be clarity about and an indication of amendments recommended for approval and those that are not recommended for approval by the SRC and/or Student Parliament. At the Special AGM, the proposer(s) may motivate to the student body the amendments that are not recommended for approval by the SRC and/or Student Parliament.

13.7 A quorum of ten percent (10%) of registered students shall be required at the Special AGM called to consider amendments to the Constitution.

13.8 At least the support of sixty percent (60%) of students present at the Special AGM shall be required to pass an amendment to the Constitution.

13.9 Amendments to the Constitution shall require the approval of Council. Council may:

13.9.1 accept proposed amendment(s) as is

13.9.2 accept amendment(s) with changes

13.9.3 refer a matter back to the SRC and student body for reconsideration

13.9.4 reject proposed amendment(s)

SECTION 14.

SRC ELECTIONS

14.1 Elections for the SRC shall be held according to the rules, conditions, processes and procedures set out in a separate schedule entitled “Electoral Policy for the Durban University of Technology SRC”.

14.2 The elections shall be held at a convenient date to be determined by the University.

SECTION 15.

CODE OF CONDUCT

15.1 Members of the SRC and its substructures shall at all times strive to conduct themselves and their affairs in a manner worthy of the leadership positions they have been entrusted with. They shall eschew any behaviour and conduct which may bring their structures and/or the University into disrepute.

15.2 The conduct of the SRC and its substructures shall be regulated in a separate schedule entitled “Code of Conduct”.

SECTION 16.

PROMULGATION

16.1 Once approved by Council, this SRC Constitution shall:

16.1.1 nullify all existing constitutions or similar documents of the SRC

16.1.2 come into immediate effect

CODE OF CONDUCT OF DUT SRC

INJUNCTIONS AND TRANSGRESSIONS

1. This Code of Conduct is intended to regulate the behaviour and conduct of SRC members and its substructures. Members of the SRC and its substructures are required to conduct themselves and their affairs in a manner befitting their positions of leadership. The Code of Conduct shall be read and applied in conjunction with Rules SR5 (2) and SR8 in the General Handbook for Students, and in conjunction with the SRC Constitution.

2. SRC meetings:

2.1 Members of the SRC shall attend all SRC meetings.

2.2 All notification for SRC meetings shall be three days in advance. When a member is unable to attend a SRC meeting, he/she shall write an apology and submit it to the General Secretary or relevant person in advance or within twenty four hours in the case of an emergency meeting.

2.3 Members who are absent from three consecutive meetings, without written and acceptable apology, shall be dealt with in accordance with Section 11 of the SRC Constitution.

2.4 No member shall use offensive or hate language during an SRC meeting. To avoid being personal, all members present in a meeting shall address the Chairperson.

3 No member shall:

3.1 neglect the performance of the duties and responsibilities assigned to him/her in terms of the provisions of the SRC Constitution

3.2 bring the SRC into disrepute through his/her public conduct

3.3 involve him/herself in confrontation that will diminish the integrity and reputation of the SRC

3.4 impede the proper functioning of the SRC or its substructures or sabotage its activities

3.5 engage in activities or spread misinformation with the aim of turning the student community against the SRC

3.6 shall use offensive or hate language against the SRC, students or staff members

- 3.7 disrespect and offend the dignity of a fellow student or member of staff in any way
- 3.8 act in any way that creates disunity and division in the SRC
- 3.9 distort SRC policy positions and misrepresent the SRC for personal gain
- 3.10 behave corruptly in seeking or accepting any kind of bribes for performing or not performing any task on behalf of the SRC
- 3.11 engage in abuse of office to obtain undue personal advantage
- 3.12 use the SRC name for personal gain, other than that of the SRC
- 3.13 abuse SRC property for his/her personal benefit
- 3.14 divulge information explicitly regarded by the SRC as private, confidential or sensitive with the aim of protecting the privacy, dignity and rights of a person or group
- 3.15 harass other members, fellow students and staff members, sexually or otherwise
- 3.16 be involved in excessive consumption of alcohol or in consuming or selling of illegal drugs on University premises or in any SRC functions, programmes or projects
- 3.17 destroy or threaten to destroy the property of the SRC or the University

RANGE OF PENALTIES

- 4. Should an accused be found guilty, the Students' Representative Council Tribunal may, in addition to the Range of Sentences listed in Rule SR5 (2) (c), impose one or more of the following penalties:
 - 4.1 a written final warning after which a sanction shall be imposed
 - 4.2 community service for a minimum of five (5) hours in three (3) days, or a maximum of sixty (60) hours in ninety (90) days
 - 4.3 to apologise in writing to a person, body or organisation that has been wronged
 - 4.4 expulsion of a member from the SRC
 - 4.5 deprivation of all or some of the privileges for a period not exceeding ninety days, which may include:
 - 4.5.1 suspension of a student's right and/or privilege to participate as a member, organiser, or official of any student organisation, including the SRC, or participation in any student activities of any nature
 - 4.5.2 prevention from obtaining or wearing the colours of the University in any form

APPEALS

5. A member who has been found guilty by the SRC Tribunal shall have the right to appeal against the verdict or sentence or both to the Student Disciplinary Tribunal. The process of appeal is set out in Rule SR8 in the General Handbook for Students.

COMPOSITION OF TRIBUNAL

6. The composition of the Students' Representative Council Tribunal is set out in Rule SR5 (2) (a) in the General Handbook for Students.

UTILISATION OF FINES

7. Fines paid for contravening the SRC Code of Conduct shall be utilised in aid of the Student Hunger Fund.

ELECTORAL POLICY FOR THE DURBAN UNIVERSITY OF TECHNOLOGY SRC

INTRODUCTION

This Electoral Policy shall be read and applied in conjunction with the SRC Constitution, the DUT Statute, and the Institutional Rules as set out in the General Handbook for Students. The policy sets out the process and conditions governing the management of SRC elections.

SECTION 1: POWERS AND FUNCTIONS OF THE ELECTORAL COMMISSION

1. The primary function of the Electoral Commission (EC) is to manage and administer SRC elections efficiently on an impartial, unbiased and independent basis, i.e., without fear, favour or prejudice. The EC shall ensure that the elections are free and fair.

1.1 The Electoral Commission shall:

1.2 submit to the Student Services Board, a planning document, that is, an Election Programme of Action, and a budget for the elections

1.3 open and close the nomination process following a time-table approved by the Student Services Board

1.4 compile and publish a complete list of organisations and candidates contesting elections

1.5 be responsible for all election material:

1.5.1 ensure that sufficient ballot papers are available for elections at least two hours before voting stations open

1.5.2 ensure supply of adequate stocks of ballot boxes, voters' rolls and receipts for each campus

1.5.3 determine the design of ballot papers and ballot boxes, including appropriate numbering and labeling of ballot papers and boxes ensure that all election material is safely stored

1.6 submit results of elections to the Dean: Student Services within one day after counting of ballot papers

1.7 declare results of elections, provisional and final, for each campus at a pre-determined time and place

- 1.8 present a full report, including financials, to the Student Services Board and to the University management through the Office of the Dean: Student Services
- 1.9 formally constitute the new SRC
- 1.10 The EC may postpone elections should circumstances not be conducive to free and fair elections

SECTION 3: FUNDING

- 3.1 The EC shall make funds available from its budget for organisations and independent candidates that are contesting elections
- 3.2 The funds shall be allocated equitably at the discretion of the EC

SECTION 4: COMPOSITION OF THE ELECTORAL COMMISSION

4. The Electoral Commission shall be composed of:
 - 4.1 the Manager: Student Governance and Development, who shall be the Chief Electoral Officer (Chair)
 - 4.2 not more than five (5) Student Governance and Development officers
 - 4.3 Presiding Officers who shall be from the Independent Electoral Commission of South Africa (IEC) with their number being determined by the number of voting stations
 - 4.4 two members from the outgoing SRC who are not standing for elections. In the event all outgoing SRC members standing for election, the SRC shall appoint two candidates from its sub-committees who are not standing for election
 - 4.5 one nominee designated by the Applied Law Department
 - 4.6 one nominee designated by the Legal and Governance Department

SECTION 5: NOMINATIONS

- 5.1 Only students who meet the eligibility criteria as prescribed in Section 8 of the SRC Constitution may contest elections
- 5.2 The EC shall announce the opening of the nomination period, stating the closing date and procedure for nominating candidates
- 5.3 Nomination days shall be between five (5) and ten (10) days

- 5.4 Nomination forms will be obtainable at advertised points on campus and on the Intranet, and shall also be provided by the Chief Electoral Officer on request
- 5.5 An organisation wishing to contest the elections shall, in addition to the requirements prescribed in 5.6, indicate the number of seats they will be contesting, and submit a list with the names of eligible individual students in a ranked order who will be contesting elections in its name
- 5.6 An organisation or student wishing to contest the elections shall submit by hand a completed prescribed nomination form and the following pertaining to the nominee:
- 5.6.1 recent ID size photo
 - 5.6.2 student card or proof of registration acceptable to the EC
 - 5.6.3 acceptance of nomination
 - 5.6.4 names and signatures of at least twenty (20) registered students supporting the nomination of each candidate
 - 5.6.5 a manifesto not exceeding 250 words
- 5.7 The duly completed nomination form must be delivered by hand to the office of the Chief Electoral Officer, who shall issue a receipt to the respective nominee
- 5.8 No nominations shall be accepted after the date and time for closing of nominations.
- 5.9 The EC shall verify all nominations for validity and eligibility. Nominations not meeting the eligibility and validity criteria shall be notified within forty eight (48) hours after the closing of nominations and shall be disqualified from running.
- 5.10 Objections to nominations must be in writing, signed by the objector(s), stating the reasons for objection and be submitted to the office of the Chief Electoral Officer within twenty four (24) hours of the publication of the nominee list
- 5.11 After the closing of nominations, the EC shall publish the list of qualifying candidates contesting the elections
- 5.12 Contestants who have been disapproved shall have twenty four (24) hours to amend their nominations and the EC shall consider the amended submissions within two (2) days and, if required, publish a second list of nominations
- 5.13 If nominations are equal to the number of SRC positions, elections shall not be held and nominees shall be declared duly elected
- 5.14 If insufficient nominations are received, the EC may extend the period for nominations. If still after the extension of the period for nominations insufficient nominations are received, the EC shall be empowered to co-opt from sub-committees of the SRC, the number of outstanding candidates who, if eligible, shall

be deemed to have been duly elected and shall, together with the qualifying nominations, be declared duly elected and shall constitute the new SRC

- 5.15 An organisation or nominee who wishes to withdraw from running shall submit a written notification of intention to withdraw from participation to the Chief Electoral Officer within the specified nomination period. In the case of an organisation, the notification shall be signed by two members of the executive committee of the organisation concerned.

SECTION 6: CAMPAIGNING

- 6.1 All qualifying nominees shall be required to attend a compulsory preparatory workshop to prepare them for the process of campaigning
- 6.2 All qualifying nominees/organisations will be required to lodge details with the EC of their official names, logos, slogans, and symbols which they will use when manifestos are submitted
- 6.3 Following the close of nominations, candidates shall follow a structured programme of campaigning (Campaign Meetings) in accordance with the election time table
- 6.4 Electioneering pamphlets or notices may be distributed only on University premises and designated sites
- 6.5 Candidates:
- 6.5.1 may visit House Common Rooms to give a statement of policy and to answer questions. The EC shall be responsible for arranging and monitoring these visits .
- 6.5.2 shall be given equitable time to address the meeting
- 6.5.3 may not make derogatory remarks about other candidates
- 6.6 All candidates shall sign an electoral code of conduct, committing themselves to a fair and democratic electioneering process
- 6.7 In terms of the electoral code of conduct, any voter or candidate can lodge in writing a complaint with the EC on the manner the campaigners conduct themselves
- 6.8 Campaigning shall close on the last day prior to the elections, whereafter no candidate may be involved in any formal or informal campaigning for votes. Candidates who violate this provision may be disqualified from running.

SECTION 7: VOTING

- 7.1 A schedule of registered students shall constitute the voters roll
- 7.2 Voting shall be by secret ballot
- 7.3 There shall be no voting by proxy
- 7.4 Each student shall have the right to cast one vote on for an individual standing independently for election, and one vote for an organisation contesting the election
- 7.5 Voting shall take place over three (3) days as follows:
- 7.5.1 Midlands Campus: 08h00 – 17h00 days 1 and 2
- 7.5.2 Midlands Campus: 08h00 – 18h00 day 3
- 7.5.3 Durban Campus: 08h00 – 18h00 all three days
- 7.5.4 Durban Campus halls of residence: 19h00 – 21h00 all three days
- 7.6 All voting stations shall be staffed by a specified number of EC officials
- 7.7 A voter shall produce a valid student card or valid proof of registration and identity document
- 7.8 The EC officer shall verify the student card or proof of registration
- 7.9 The student shall be given a ballot paper and be directed to the voting booth where the student shall in secret correctly mark the ballot paper. No changes shall be made to the ballot paper by the student. The student shall fold the marked ballot paper and place it in the ballot box
- 7.9 Ballot boxes shall be placed at specified places on campus
- 7.10 Ballot papers shall contain in alphabetical order, the names of organisations and the names of independent candidates contesting the elections
- 7.11 At the end of the time allocated for voting, all the ballot boxes shall be sealed by the EC and stored in a safe and secure place in the presence of a security officer

SECTION 8: CANDIDATES AGENTS

- 8.1 Organisations and candidates contesting the elections shall have the right to appoint two agents per voting station and at the counting venue to act as observers on their behalf
- 8.2 An agent shall be a student who is not running in the elections

- 8.3 Organisations and candidates must issue their agents with proof of appointment on a prescribed form and give notice of such appointment to the Presiding Officer
- 8.4 Agents may not interfere with the proceedings of the electoral process
- 8.5 Agents may lodge complaints or bring irregularities to the attention of the Presiding Officer
- 8.6 Agents and candidates must comply with orders given by the Presiding Officer
- 8.7 The absence of agents shall not invalidate proceedings. The onus is on organisations and candidates to ensure the presence of their agents

SECTION 9: INDEPENDENT MONITORING BODY

- 9.1 There shall be an Independent Monitoring Body consisting of the Dean: Student Services or his/her nominee and the representatives of organisations and candidates contesting the elections. The Independent Monitoring Body shall be convened and chaired by the Dean: Student Services or his/her nominee
- 9.2 The primary function of the Independent Monitoring Body is to ensure that the elections are free and fair by monitoring all the phases of the election which include:
- 9.2.1 nominations and nominations procedures
 - 9.2.2 voting and voting procedures
 - 9.2.3 counting of votes
- 9.3 The Independent Monitoring Body must meet during the election period
- 9.4 The Dean: Student Services may, in consultation with the representatives of the organisations and candidates on the Independent Monitoring Body, invite additional and external persons or organisations to assist and advise the Independent Monitoring Body

SECTION 10: COUNTING OF VOTES

- 10.1 Counting of votes shall take place in a secure venue determined by the EC
- 10.2 Counting of votes may only commence after the ballot papers have been opened in the presence of EC officials and a security officer. A security officer shall be present throughout the process of counting.
- 10.3 Counting of votes may commence within an hour, but not later than 24 hours after the closing of voting, and may be adjourned or suspended with the approval of

the EC. Should this not be possible, counting may commence as soon as deemed practicable by the EC after the closing of the last voting station

10.4 Ballot papers will be counted at the respective campuses, that is, votes cast at the Midland Campus shall be counted at the Midlands Campus, and votes cast at the Durban Campus shall be counted at the Durban Campus

10.5 Disputed and spoilt papers shall be counted towards the poll, not the results. A vote shall be spoilt if:

10.5.1 a ballot paper is unclear as to the vote exercised by a student

10.5.2 a ballot paper has been changed or defaced

10.5.3 the ballot paper does not contain any vote cast

10.5.4 a ballot paper reflects the identity of a voter

10.5.5 the EC considers the ballot paper to be spoilt for any other good and sufficient reason

10.6 When the EC is satisfied that votes have been accurately counted, it shall record the result of the election, the percentage poll and the number of spoilt papers

10.7 In the event that there are no objections, ballot papers used during the elections shall be destroyed forty eight hours after the publication of the final results

SECTION 11: OBJECTIONS AND APPEALS

11.1 Objections to any aspect of the elections, with the exception of the election results, must be lodged on a prescribed form, stating grounds for such objection and submitted to the EC

11.2 Objections to the election results must be handed in writing to the EC within twenty four (24) hours of the announcement of provisional results

11.3 The decisions of the EC regarding any objections lodged shall be subject to appeal.

11.4 An appeal against any decision or ruling given by the EC shall be lodged in writing with the Chairperson of the Independent Monitoring Body, whose decision shall be final and binding. Such appeal shall be lodged within twenty four (24) hours after the decision of the EC has been received.

11.5 An agent who has lodged an appeal shall not form part of the discussion or decision making process of the appeal

- 11.6 The Chairperson of the Independent Monitoring Body shall take a decision on the appeal regarding the EC decision within forty eight (48) hours days of receiving the appeal. Should the investigation take longer, the Chairperson shall communicate this to the relevant parties

SECTION 12: DECLARATION AND ANNOUNCEMENT OF RESULTS

- 12.1 All agents shall sign a declaration whether or not they accept the provisional election results and that the process was free and fair
- 12.2 The EC shall announce the provisional results and percentage poll attained as soon as possible after the counting of votes
- 12.3 The EC shall announce the final results within forty eight (48) hours of the resolution of objections and/or appeals to the provisional results
- 12.4 Allocation of seats:
- 12.4.1 The overall number of valid ballot papers received divided by number of seats contested, plus one, equals the quota of votes needed to win an organisation seat on the SRC. Spoilt papers shall be excluded in the application of the formula. The quota shall be used to determine the number of seat(s) received by each organisation participating in the SRC elections.
- 12.4.2 Candidates contesting elections independently shall be allocated seats according to the highest number of votes received.

SECTION 13: BY-ELECTIONS

- 13.1 In the event of a by-election, the Electoral Commission shall be replaced by a By-election Committee.
- 13.1.1 The By-election Committee shall comprise of the Manager: Student Governance and Development who shall be the Chief Electoral Officer, a Student Governance and Development officer, and two (2) SRC members, one from the Midlands Campus and one from the Durban Campus.
- 13.1.2 The By-election Committee may co-opt additional members to assist them should this be necessary.

- 13.2 If two (2) or less non-executive vacancies occur, there shall not be a by-election. The SRC shall, in consultation with the Dean: Student Services or his/her nominee, co-opt from its sub-committees the number of eligible and suitable students required to fill the vacancies
- 13.3 Should a vacancy occur in the Executive Committee, there shall be a by-election. After the by-election there shall be a re-allocation of portfolios and the newly elected member shall not necessarily be allocated the vacant Executive Committee portfolio.
- 13.4 By-elections shall be held within a period of thirty (30) days of a vacancy occurring

SECTION 14: CONSTITUTING THE NEW SRC

- 14.1 The new SRC shall not assume office until it has been formally constituted by the Chief Electoral Officer through a process of allocation of portfolios
- 14.2 Organisations that win seats on the SRC shall forward the names of their candidates for the number of seats won (provided that the candidates shall be drawn from the ranked Candidate List submitted at the time of registration for elections) to the Chief Electoral Officer prior to the portfolio allocation meeting.
- 14.3 The Chief Electoral Officer shall convene a portfolio allocation meeting within ten (10) academic days after the final election results have been published
- 14.4 A quorum of 60% shall be required to proceed with the allocation of portfolios
- 14.5 If there is no quorum, the Chief Electoral Officer shall adjourn the meeting to a later date. The candidates present at the start of the reconvened meeting shall constitute a quorum and the allocation of portfolios shall proceed. Candidates not present at the reconvened meeting without reasonable and acceptable explanation shall forfeit the right to be on the SRC. The Chief Electoral Officer shall then invite the candidates and organisations with the next highest number of votes and they shall be allocated the remaining positions at a later meeting to be convened by the Chief Electoral Officer.
- 14.6 Nomination for any portfolio shall need to be seconded. There shall be no limit to the number of candidates nominated for a portfolio
- 14.7 Voting shall be by secret ballot and all candidates shall have the right to vote, including those who have been nominated

- 14.8 Each candidate shall have one vote in respect of each position available on the SRC
- 14.8 A candidate shall need a simple majority of all votes cast in order to be elected to a position
- 14.9 In the event of a tie, the Chief Electoral Officer shall have a casting vote
- 14.10 In order to maintain parity and maintain the strength of the SRC on both campuses, the provisions of Sections 4.3, 4.4 and 4.5 of the SRC Constitution shall apply for the election of the Executive Committee in general, and of the President, Deputy President, General Secretary and Deputy General Secretary in particular.
- 14.11 The newly constituted SRC shall be formally sworn-in at a convenient time and date in a ceremony where they will take an Oath of Office. The swearing-in ceremony shall be presided over by an official of the University designated by the Vice-Chancellor.

SECTION 15: GENERAL PROVISIONS

- 15.1 The Electoral Commission and its officers shall, when necessary, be afforded privacy to address any issue pertaining to the electoral process
- 15.2 The Electoral Commission owns election material and may dispose of such at a convenient time after publishing the final results and the process is agreed as being free and fair
- 15.2 The Electoral Commission may make further regulations if required by the policy or if it considers this necessary for an efficient electoral process