

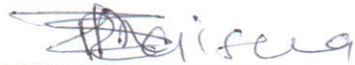
## Student Representative Council Constitution Tompi Seleka College of Agriculture

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Recommended by:



Head of Department

(Maisela, RJ)

2017-09-07

Date

Approved by:



Hon MEC for Agriculture and Rural Development

Mapula Mokaba-Phukwana (MPL)

11/09/17

Date

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## 1. Acronyms and abbreviations

HOD	Head of Department
IEC	Independent Electoral Commission
MEC	Member of Executive Council
SRC	Student Representative Council



## **2. Executive summary**

The Student Representative Council (SRC) Constitution serves as a guideline on how the SRC should operate. It also gives guidance on how the composition of the SRC should look like and how each member to be elected should meet the requirements. Procedures, Committees, collective powers and the aims and objectives of the SRC is detailed in this document.

## **3. Introduction**

Any Academic Institution deals with students and students need to be directed and governed by a SRC. The SRC is elected by the students themselves and need some clear guidelines to direct their actions and the students. These guidelines are documented in the SRC Constitution for Tompi Seleka College of Agriculture.

## **4. Purpose and objectives**

The purpose of the SRC Constitution is to guide the SRC on duties and responsibilities at Tompi Seleka College of Agriculture and to provide indications as to how the SRC should operate.

The objectives of the SRC and this SRC Constitution are:

- 1) To serve as a mouthpiece for the Student's Body.
- 2) To represent and act in the interests of the students at all times.
- 3) To preserve and promote the honour and the interests of the College as well as that of the students.
- 4) To encourage the unity and peace within the Student Body.
- 5) To uphold justice and order in the Student Body.
- 6) To encourage good cooperation between the Student Body, its affiliates and the College authorities.
- 7) To encourage all parties involved in the College to create a climate conducive to learning and teaching.
- 8) To practice control over funds available to the SRC.

## **5. Authority**

This SRC Constitution is issued under the custodianship of the Hon. Member of the Executive Council (MEC) for Agriculture and Rural Development in Limpopo and the Head of Department (HOD) as Accounting Officer.

## 6. Legal Framework

- Constitution of the Republic of South Africa, 1996
- Quality Management Systems for Education and Training Providers

## 7. Scope of application

The SRC Constitution of Tompi Seleka College of Agriculture is applicable to all SRC members elected to the SRC at the College and all these SRC members should respect and adhere to the prescripts of this Constitution at all times.

## 8. Definitions

For the purpose of this Constitution, the following terms will carry the meaning as described below:

Student:	Person registered at Tompi Seleka College of Agriculture
College:	Tompi Seleka College of Agriculture
Constitution:	This specific document directing SRC actions and responsibilities
Secondees	The academic staff members who was seconded by the Principal for facilitating nominations for the SRC election
Modus Operandi:	The method of operating and functioning
Student Body:	The representation of all the students

## 9. Pronouncements

### 9.1 Composition of the SRC

The SRC shall consist of five (5) senior members and one (1) junior member, namely:

- 1) Chairperson
- 2) Vice-chairperson
- 3) Four (4) members of which one is chosen from the first year students.

Every member of the SRC must meet the requirements stipulated.

### 9.2 SRC Electoral Commission

The following stipulations will apply regarding the election of the SRC:

#### A) ELECTORAL COMMISSION:

- 1) The IEC will be recruited by the College to serve as Electoral Commission when the new SRC is to be elected.

- 2) The Electoral Commission shall appoint a Chief Electoral Commissioner from its ranks.

B) VOTERS ROLE:

- 1) All registered students are eligible to vote.
- 2) Any objections regarding the inclusion/exclusion of specific names/students shall be considered by the Chief Electoral Commissioner and his/her decision shall be final.

C) NOMINATIONS:

- 1) The Chief Electoral Commissioner shall ask for nominations of candidates for the SRC elections by means of notice.
- 2) The closing date for nominations may not be less than three (3) days or more than seven (7) days after the date of the notice.
- 3) The date at which nominations close (as well as the date of election), will be determined by the Chief Electoral Commissioner. *These dates shall be announced by way of written notice on the notice boards.*
- 4) Notices shall be given to those persons nominated as candidates for the election.
- 5) Nominations must be done in writing and signed by at least two (2) members of academic staff of the College who was seconded for this purpose by the Rector/Principal. All the signatures must qualify under the voter's role.

D) ELECTIONS:

The SRC elections of the senior five members shall take place as follows:

- 1) The Chief Electoral Commissioner prepares a ballot paper.
- 2) The Electoral Commission shall give notice of the day/date, type and venue of the election.
- 3) The election shall take place on the appointed day/date, time and place by means of a secret ballot – under the supervision of the Electoral Commission
- 4) The Chief Electoral Commissioner shall be in full control of the election process and shall be empowered to deal with any irregularities that might arise.
- 5) Only ballot papers supplied by the Electoral Commission may be used.
- 6) Each voter has to vote in person.
- 7) Each voter may only vote once.
- 8) Each voter shall vote for six (6) persons and this includes the Chairperson – by means of **an X** in the appropriate corresponding box.
- 9) The five (5) candidates who obtained the most votes, will be considered as being elected to the SRC.
- 10) The candidate receiving the most votes, would receive the position of Chairperson and the candidate receiving the second most votes, would receive the position of Vice-chairperson.
- 11) If a SRC member resigns, a new member will be elected according to the same procedure.
- 12) The election of a single junior member takes place as follows:
  - a) Nominations shall be handled according to the process described above.

- b) Election procedures shall be followed as described above.
- c) Each person entitled to vote shall vote only once and for one (1) first year student only.
- d) The junior student who obtained the most votes, will be considered elected to the SRC of the College.

### **9.3 Term of Office**

The term of the office of the SRC (and all its accompanying structures) shall be linked to twelve (12) months.

### **9.4 Requirements for candidates for SRC**

To be accepted as a candidate, the nominee must satisfy the following requirements, namely:

- 1) He/she must not have been found guilty by the disciplinary commission of Tompi Seleka College of Agriculture.
- 2) He/she must be a full time student completing two (2) semesters in the same year.
- 3) He/she should subscribe to the foundation of the SRC.
- 4) He/she should not have any outstanding fees.
- 5) He/she should be able to complete his/her diploma in the minimum required time.

### **9.5 Procedures of the SRC**

The procedure (modus operandi) of the SRC is as follows:

- 1) The newly elected SRC joins the existing SRC after the election, but is not officially in charge. The newly elected SRC only take charge during their term of office.
- 2) Meetings take place monthly at a fixed date and time OR with a prior notice of at least 24 hours.
- 3) The Chairperson of the SRC is responsible for holding a mass meeting once a term with at least 48 hours written notice.
- 4) The SRC members receive re-nomination *ad honorarium* from the management of the College.

### **9.6 Committees of the SRC**

The following are official committees of the SRC, namely:

- 1) Sport Committee
- 2) Social Committee
- 3) Cultural Committee
- 4) House Committee

The functions of these committees are to organise, rule, coordinate and promote the individual fields as named above.

## 9.7 Collective powers and duties

The SRC shall:

- 1) Ensure that fairness (justice), respectability, unity and equity are maintained on campus and that the rights of all students are protected.
- 2) Carry out all duties and responsibilities as agreed upon in SRC meetings.
- 3) Respect and uphold the SRC Constitution and Code of Conduct at all times.
- 4) Protect and promote the good image of the SRC at all times.
- 5) Act in accordance with the aims and objectives of the SRC.
- 6) Strive to maintain and promote a spirit of dignity and humanity within the student masses.
- 7) Strive for cooperation and communication between the student masses and other Constitutions of the College.
- 8) Coordinate activities in matters which are of common interest between these bodies.
- 9) Manage social life on campus and render any assistance necessary.
- 10) Convene all students' general meetings on campus.
- 11) The SRC has the power to formulate certain regulations so as to facilitate the execution of its responsibilities and commitments.

## 9.8 Meetings

### 9.8.1 SRC MEETINGS

- 1) The SRC shall meet at least once a month. If there is no quorum, the SRC meeting shall be adjourned for 24 hours and the members that attend the second meeting are taken to constitute a quorum.
  - 2) The Chairperson (or Deputy-chairperson in the absence of the Chairperson) shall convene all SRC meetings.
  - 3) The Secretary shall issue notices of the meetings at least three (3) days in before the meetings. Members will be informed by word of mouth OR in writing of the time and venue of the meeting.
  - 4) A special SRC meeting can be convened at any time and members will be informed at least 12 hours prior to the meeting.
  - 5) Two thirds of the members shall constitute a quorum; i.e. 4 of the 6 members.
- A) PROCEDURE: Meeting procedures should take place according to procedure training sessions at the beginning of the term of Office and shall continue as such throughout the year.
- B) DECISIONS: At an SRC meeting, decisions will be taken by means of consensus OR by a simple count of the majority of votes by the members present and having the right to vote. All decisions taken at a SRC meeting must be executed (as far as possible) before the subsequent meeting.

C) MINUTES: The following is applicable:



1) The SRC shall ensure that a designated person shall keep minutes of the proceedings of each SRC meeting.

2) The minutes of a SRC meeting shall be distributed to the following ordinary SRC meeting for approval and thereafter signed by the Chairperson.

3) The minutes thus approved and signed shall be the only official account of the proceedings of the meeting and shall be available at the request of any interested party within five (5) days after approval of the minutes.

D) ADMISSION TO MEETINGS: The following is applicable:

1) Members of the student masses shall be entitled to attend SRC meetings.

2) Members of the student masses shall be entitled to apply in writing to the SRC meeting on a particular matter disclosed on the agenda. Such requests may be granted or refused.

3) Students need to produce student identification before entering into meetings.

#### 9.8.2 ORDINARY GENERAL MEETINGS

1) Only the SRC shall have the power to convene a general or mass meeting.

2) The SRC and the Student Body shall meet at least once per academic quarter. If there is no quorum, the meeting shall be adjourned for seven (7) days after which the students attending the second meeting shall be deemed to constitute a quorum.

3) Notice of the date, time and place/venue of the meeting shall be posted on the notice boards (accompanied by the agenda) at least seven (7) days prior to such a meeting. The management of the College shall also be informed.

4) The SRC shall convene the plan for all general meetings.

5) Two thirds of registered students shall constitute a quorum.

#### 9.8.3 CODE OF CONDUCT

1) Members of the SRC shall attend all SRC meetings. Should they be unable to attend a meeting, a written apology must be submitted to the secretary. Members who are absent from three (3) consecutive meetings without written apology, shall be subject to disciplinary action by the SRC.

2) No SRC member shall be allowed to use offensive language during any SRC meeting.

3) All SRC members shall address the Chairperson during meetings in order to avoid being personal and in order to ensure that proper meeting procedures are followed at all times. Should any matter on the agenda be concerning the SRC Chairperson, that specific part of the meeting shall be chaired by the Vice-chairperson.

- 4) No SRC member shall bring the SRC into disrepute through his/her public conduct.
- 5) No SRC member shall act in such a way as to create disunity and division in the SRC.
- 6) No SRC member shall distort SRC Constitution/positions and misrepresent the SRC for his/her personal gain.
- 7) No SRC member shall involve him/herself in confrontations that will diminish the integrity and reputation of the SRC or the College.
- 8) No SRC member shall use the SRC name to fulfil his/her personal interest and abuse SRC property or funds for his/her personal benefit.
- 9) No SRC member shall divulge information deemed as private and confidential by the SRC.
- 10) No SRC member shall disrespect and offend the dignity of a fellow student in whatever way.
- 11) No SRC member shall neglect the performance of duties which are assigned to him/her by the provisions of the SRC Constitution.

#### 9.8.4 LANGUAGE

All documents, reports, minutes, activities, etc. of the SRC and SRC meetings will be in accordance with the Language Policy of the specific College.

#### 9.8.5 AUTHORITY AND STATUS

- 1) The SRC recognizes the College Principal as the highest body of authority at the College.
- 2) The SRC shall be the highest body of authority among the students.

#### 9.8.6 LEGAL ENTITY

The SRC is NOT a legal Entity.

#### 9.8.7 RIGHT TO VOTE

- 1) A registered student, of the College, has the right to vote at general meetings and SRC elections as long as the student is registered as a year/semester student for a course at the College.
- 2) There shall be no right to vote by proxy.

#### 9.8.8 FINANCE

All expenses shall be handled in accordance with the stipulations of the SRC Financial Management Policy.

#### 9.8.9 DISCIPLINARY PROCEDURE

The membership of any member of the SRC will be terminated if a disciplinary committee deems it necessary.

## 10. Default

Any non-compliance or deviation from this SRC Constitution, will be unacceptable. Should any deviation be needed, it will only be considered after a written motivation towards the Accounting Officer of the LDARD has been submitted and written permission have been granted.

### 11. Inception date

The inception date of this SRC Constitution is the date of approval by the Hon MEC for LDARD (as indicated on the cover of this document.)

### 12. Termination and review

This Constitution will be reviewed every three years (or as and when a need arise) and may be replaced by a transversal Policy presented by Department of Agriculture, Forestry and Fisheries (DAFF) at any time.

Should the SRC Constitution still be in the review process by the time it lapses, an extension period is applicable and the approved SRC Constitution remain valid until the reviewed version is approved.

### 13. Enquiries and reporting

All enquiries regarding the SRC Constitution should be directed towards: Tompi Seleka College of Agriculture at 013 264 5300.

The specific College of Agriculture is responsible for the timeous review, circulation, advocacy, availability and feed-back regarding this policy document. The specific College of Agriculture is responsible for reporting towards oversight bodies in the event of enquiries with regards to this policy document.

**Recommended by:**

  
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**Head of Department**  
**(Maisela, RJ)**

2017-04-07

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**Date**

**Approved by:**

  
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**Hon MEC for Agriculture and Rural Development**  
**Mapula Mokaba-Phukwana (MPL)**

22/04/17

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**Date**