



House Rules of the Vaal Triangle Campus Student Representative Council, North-West University

CHAPTER 1

1 Preamble

We, the students of North-West University (Vaal Triangle Campus), in co-ordination with the change of the higher education landscape, strive to align ourselves with the democratic higher education system ensuring non-racial, non-sexist, acceptance of culture, language and creed that is envisaged in the Constitution of our country; in understanding and realising our leadership and student obligations within our community, and to commit ourselves to embracing the mission, vision, aims and obligations of North-West University (Vaal Triangle University) as well as our Do-Values (ICAR), through the development of planning, organising, leading and controlling as the Student Representative Council.

2 Definitions

“Calendar year”	means the period of the time contemplated in the rules and regulations of the school.
“Campus”	means the location where university operations take place.
“Society”	means a grouping of students with particular interest and recognized by CSRC, (e.g. Churches, poetry and /dance clubs).
“Council”	means the governing body of the North-West University responsible for making policy and sets in place rules, procedures and mechanisms to ensure the effective management of the University through the Statute of the North West University, established in terms of section 26 (2)(a) of the Act and composed in terms of section 27(4) of the Higher Education Act, 105 of 1997
“CSRC”	means the Campus Student Representative Council, which is the highest governing body representing bona fide student at campus level
“Day students”	means the bona fide registered students of the University who do not reside in the university’s residence.
“Student”	means any person registered as a student at a higher education institution for a programme of the University leading to the attainment of a qualification
“Institution”	means the North-West University, as duly constituted in terms of the Higher Education Act, 1997 (act no.101 of 1997).
“Management”	means the staff members of the University indicated in paragraph 69 and 71 of the Statute of North-West
“Mass meeting”	means a meeting of the general student body.
“Quorum”	means the required majority of members at a meeting to ensure the meeting is duly constituted.
“University”	shall mean the North-West University
“Misconduct”	means any conduct that constitutes theft, corruption, fraud, dishonesty, serious violence, interruption of the university’s daily working hours or any act which undermines the integrity or stains the name of the

university.

- “Day”** means a full calendar day recognized by the university and includes Saturday and Sunday
- “Higher Education Act”** shall mean the Higher Education Act, 1997 (Act no. 101 of 1997) as amended
- “Structure”** means any student organization recognized by the CSRC with an inclusive representation of student interests regardless of race or gender.
- “Notice boards”** means the general notification boards found throughout the University campuses.

3 Application

The Student Representative Council (VTC) is the highest recognised student body in the Vaal Triangle Campus of the North-West University, wherein we govern, bridge the gap between management and students, and to serve as the mouthpiece of the entire VTC's student body.

4 Name

These House Rules is a standing document of the body responsible for representing the student community of the North-West University and claims the legal name of Student Representative Council of North-West University Vaal Triangle Campus (VTC) hereinafter referred to as NWU-CSRC

5 Legal Status and Indemnity

The Student Representative Council shall inherit authority from section 35 of Higher Education Act 101 of 1997 as amended, statute of North-West University approved by Council.

6 Objectives of the SRC

- 6.1 To promote maximum representation, transparency and accountability in search of all SRC structures, to develop a broad participation within student community, promote their aspirations and interests.
- 6.2 To ensure openness and willingness to being fully committed to transformation process at NWU- VTC
- 6.3 Strive to ensure services delivered to students are of highest quality.
- 6.4 To maintain and promote the ideals of NWU-VTC, in order to the enhancement of our student's image.
- 6.5 To develop, control and maintain good communication channels between management and students, to ensure that structures work together for the benefit of all students.
- 6.6 To promote equal opportunities for all student bodies (including House Committees and affiliated bodies), in order to ensure unity in all their efforts.

7 Responsibilities of the SRC

- 7.1 Manages organised student Life on the campus concerned in order to assist in the realisation of the vision of the University with regards to the academic, cultural, sport, residence and other relevant fields;
- 7.2 Is accountable for the management functions contemplated in subparagraph (7.1) and may for this purpose be vested with the power to dispose of any particular matter;

- 7.3 May at the campus level register or extend patronage to other student bodies and exercise control over such bodies; and
- 7.4 Maintains discipline over students in accordance with the relevant prescripts contained in this Statute, the Rules and the constitution of the ISRC.
- 7.5 To place at the centre of the operations of the CSRC the students needs and concerns
- 7.6 Ensure that every student has access to information
- 7.7 Ensure the student community is aware of their rights and responsibilities
- 7.8 Promote diversity
- 7.9 Represent the interest of all students in all spheres of student life in harmony of the constitutional policies
- 7.10 Promote a culture of a balanced student life and academics.

8 Eligibility

- 8.1 All candidates must live in accordance to principles of North-West University (VTC) in word and deed, to not have a history of poor behaviour or conduct.
- 8.2 All students must endure passion and willingness to serve their fellow students, as well as set and maintain well-balanced principles that offers progress to and campus as a whole.
- 8.3 Candidates for President must have already served on the CSRC for a complete term of office, or appointed due to no candidate (qualifying/applying) for the above-mentioned position, but must have served on previous CSRC.
- 8.4 Candidates for Vice-President must have at least served in previous CSRC.
- 8.5 Candidates for Secretary General must have at least served part of a team in previous CSRC or alternatively must have served a full term in House Committee.
- 8.6 Candidates for Treasurer must have at least served part of a team in previous CSRC or alternatively must have served full term in House Committees, and must have at least first year accounting in any faculty.
- 8.7 Open portfolio candidates must have served a full term on previous CSRC and or on a full term in the House Committee and/or affiliated bodies.
- 8.8 Any person that has served on the CSRC for a full term may have nominated by the current CSRC in the subsequent term should there be an uncontested portfolio during elections, or a member of the current CSRC steps down and his/her portfolio was not contested.
- 8.9 A candidate may be available for more than one position, but not more than 3 positions, on condition that he/she provides the electoral officer with a priority list prior to the elections (Application Form)

9 Voting for SRC

- 9.1 Each registered student shall have the right to cast one vote for an individual standing for election to a CSRC
- 9.2 Seats on the CSRC shall be allocated to the successful candidates in accordance to the highest number of votes accumulated.

10 Composition of the CSRC

1. Chairperson
2. Deputy Chairperson
3. Secretary General
4. Deputy Secretary
5. Treasurer

Portfolio Holders

1. Academics Officer
2. Constitutional and Societies Officers
3. Public Relations Officer
4. Projects Officer
5. Arts and Cultural Officer
6. Sports Officer
7. Health and Safety Officer
8. Residences Officer
9. Transformation Officer

11 Duties of the Portfolios

11.1 Chairperson

- 11.1.1 Shall serve as the Chief Executive Officer of the CSRC
- 11.1.2 Chair CSRC meetings, mass meetings, liaison meetings and other meetings of the CSRC, contingent on the provisions of these rules of procedures.
- 11.1.3 Call CSRC meetings, Special CSRC meetings, Executive meetings and other meetings when he/she finds it necessary.
- 11.1.4 Ensure the effective transfer of CSRC activities in co-operation with the retired chairperson.
- 11.1.5 Receive and sign the transfer package within two weeks of the constituting of the CSRC.
- 11.1.6 Compile a consolidated year program of the CSRC concerning organised student life, and to submit, at the beginning of the term, to the CSRC for approval and to the student community in general for attention.
- 11.1.7 Draft the budget of the CSRC in co-operation with the CSRC Treasure, Vice-Chairperson and Director of Student Affairs.
- 11.1.8 Exercise general control over the execution of the year program of the CSRC in co-operation with the Vice-Chairperson.
- 11.1.9 Issue policy statements and press statements on behalf of the CSRC and/or the organised Student life, subjected to the approval of the CSRC.
- 11.1.10 Exercise oversight role over the activities of the Secretary in service of the CSRC.
- 11.1.11 Bring about effective liaison between the CSRC of the Vaal Triangle Campus and other campuses or extra-university organisations, according to the need and subject to the approval of the CSRC.
- 11.1.12 Act as liaison with the Rector of the Vaal Triangle Campus and the Director of Student Affairs on behalf of the student community, in order to promote mutual relations and to intercept and discuss problems.
- 11.1.13 Act as Tour Leader on all tours and camps involving the CSRC exclusively, unless the CSRC decides differently.

- 11.1.14 Retain liaison with the CSRC of the Potchefstroom, Mafikeng Campus and Institutional Student Representative Council in co-operation with the CSRC member for Public Relations and Student Community Services.
- 11.1.15 Draw up a consolidated Annual Report of the activities of the CSRC at the end of the term, concerning the organised student life, and to submit it to the ISRC for approval and to the student community in general for attention.
- 11.1.16 Take a seat on committees and commissions of the Rector and the Management Committee, when necessary.
- 11.1.17 Act as the head official during the election of the new CSRC, as well as during any other CSRC elections, except when he/she stands.
- 11.1.18 To *ex-officio* serve as member of the Council of the North-West University.
- 11.1.19 Represent the student community in any national or provincial SRC Assembly (South African Union of Student)
- 11.1.20 Perform normal duties of a Chairperson.
- 11.1.21 Sign off all the minutes of the meetings of the CSRC.
- 11.1.22 Make all arrangements for the CSRC elections according to the rules of procedure of the CSRC for the elections.
- 11.1.23 Continually sustain liaison with the Management Committee, and to take up problems or complaints of students with the Management Committee.

11.2 Vice Chairperson

- 11.2.1 Shall serve as the Chief Operating Officer of the CSRC.
- 11.2.2 To assist the Chairperson in the performance of the duties of the Chairperson.
- 11.2.3 To hold the office of the Chairperson temporary capacity and perform his/her duties, should the Chairperson:
 - 11.2.3.1 Have resigned or have been dismissed;
 - 11.2.3.2 Be unable or incompetent to perform his or her duties personally for a period of two weeks; or
 - 11.2.3.3 Be absent for a period of time
 - 11.2.3.4 On condition that, in case of uncertainty as to the competence of the Chairperson, the CSRC takes a decision in this regard under the chairmanship of an elected Chairperson for the particular point on the agenda.
- 11.2.4 To receive and sign the transfer package within one week of constituting of the CSRC.
- 11.2.5 To act as head organiser for the Reception and Introduction program for first year students (hereafter "R & I program") of the CSRC. This involves the following:
 - 11.2.5.1 The executive, co-ordinating and control of the R & I program with the help of the House Committee of each residence;
 - 11.2.5.2 To manage liaison between Student Affairs, House Fathers, House Committees, first-year students and the CSRC concerning the R & I program.
- 11.2.6 To take charge of the training of CSRC members in co-operation with particular portfolio holders.
- 11.2.7 Getting well posted on the House Rules and Internal Rules and of Procedure of the CSRC as soon as possible after the beginning of the term of the CSRC.
- 11.2.8 Updating the House Rules and Rules of Procedures for the CSRC annually, for transfer to the succeeding CSRC.
- 11.2.9 Assisting and advising the CSRC particularly on all matters concerning constitutional affairs, and managing the drafting of new rules of procedures of the CSRC.

- 11.2.10 Exercising control over the transfer packages of the CSRC.
- 11.2.11 Keeping the constituency up to date with any changes to the House Rules and controlling it; and
- 11.2.12 Keeping up to date with the national constitution and debates.
- 11.2.13 Ensure that all activities are run in accordance with the CSRC House Rules.
- 11.2.14 Supervise the duties of CSRC non-executive members
- 11.2.15 Manage the Vaal Triangle Campus clothing and honorary colours
- 11.2.16 Make recommendations to the CSRC concerning new cloths or clothing articles of the VTC of the North-West University, changes to these clothing articles, and applications by individuals and affiliated bodies in this regard.
- 11.2.17 Control and supervise contracts entered into with clothing suppliers and carrying out these contracts, as well as controlling and supervising the suppliers and the relationship of the CSRC with the suppliers.
- 11.2.18 Revising the rules of procedure for the awarding of Vaal Triangle Campus colours annually and controlling the awarding of honorary colours.
- 11.2.19 Taking care that the colours of the VTC of the North-West University are honoured; and
- 11.2.20 Assist CSRC members with portfolio work when necessary.
- 11.2.21 Ensure that the all First-Years' Committee functions are run effectively every year by:
 - 11.2.21.1 Serving as liaison between the CSRC and the First-Years' Committee functions;
 - 11.2.21.2 Acting as mouthpiece for the first-year students;
 - 11.2.21.3 Forming a First-Years' Committee in co-operation with the CSRC and the first year students;
 - 11.2.21.4 Identifying the leaders using a sufficient mechanism in co-operation with the Directorate: Student Affairs
 - 11.2.21.5 Seeing that the rules of procedure of the First-Years' Committee functions are revised and/or drawn up;
 - 11.2.21.6 Seeing that sufficient year planning is compiled by the First-Years' Committee functions;
 - 11.2.21.7 To appoint CSRC guardians for every residence.
- 11.2.22 To manage disciplinary cases by:
 - 11.2.22.1 Forming CSRC disciplinary committees together with the CSRC Chairperson, and Deputy Chairperson and two(2) SRC members;
 - 11.2.22.2 Keeping record of disciplinary cases;
 - 11.2.22.3 Reporting on disciplinary cases to the Rector of the Vaal Triangle Campus of the North-West University in his capacity as Chief Disciplinary Officer; and
 - 11.2.22.4 To see to it that all terms of the disciplinary rules of procedure are complied with.

11.3 Secretary General

Within two days of the transfer meetings of the CSRC the Secretary General must:

- 11.3.1 Submit the names of the newly elected SRC in writing to the Rector, Director of Student Affairs (Vaal Triangle Campus) and other Student Councils;
- 11.3.2 Take delivery to all unfinished correspondences;
- 11.3.3 Take delivery of all post-box keys;
- 11.3.4 Take stock of items and take delivery of supplies together with the Treasurer.
- 11.3.5 To take minutes of all CSRC meetings, meetings of the Executive, mass meetings and

general meetings and meetings of parliament.

- 11.3.6 To submit decisions of the Executive to CSRC meetings by means of motions.
- 11.3.7 To keep the attendance register at CSRC meetings, meetings of the Executive, mass meetings and general meetings and meetings of parliament.
- 11.3.8 To give proper and timeous notice of all CSRC meetings, meetings of the Executive, mass meetings and general meetings and meetings of parliament;
- 11.3.9 To give proper and timeous notice of meetings to CSRC members by means of individual notice, in writing or via email and through agenda;
- 11.3.10 To give proper and timeous notice to the general student community by means of notices on notice boards; and
- 11.3.11 To give proper and timeous notice of meetings to the Prim's by means of individual notice and/or agenda.
- 11.3.12 To handle all official correspondences of the CSRC and to submit it to the CSRC where necessary.
- 11.3.13 To file and save all incoming and copies of all outward correspondence of the CSRC.
- 11.3.14 To exercise control over the use of the postal and telephone services of the CSRC.
- 11.3.15 To exercise control over all sales by the CSRC in co-operation with the Treasurer.
- 11.3.16 To act as chairperson of the secretarial committee of the CSRC and to see that the secretarial policy of the CSRC is observed by all secretaries of the CSRC and its affiliated bodies.
- 11.3.17 To exercise general control over all administrative aspects of the activities of the councils and affiliated bodies by:
 - 11.3.17.1 Properly presenting all important administrative arrangements to all secretaries at the beginning of the term; and
 - 11.3.17.2 Calling meetings of all secretaries where necessary to disclose to or impress on member administration arrangements.
- 11.3.18 To perform normal duties of the secretary.
- 11.3.19 To assist CSRC members in portfolio duties should it prove necessary.
- 11.3.20 To provide the Head Electoral Officer with all possible assistance;
- 11.3.21 To draft a program for elections in co-operation with the CSRC President and Constitution officer to submit it to the CSRC for approval.
- 11.3.22 To arrange with the Administration of the Vaal Triangle Camus for the appropriation of a computer printout (with particulars of students);
- 11.3.23 To make arrangements for by-elections according to the rules of procedure, and also to take care of the filling of vacancies in affiliated bodies; and
- 11.3.24 To inform members of the CSRC at the beginning of the term of service of current procedures of meetings.
- 11.3.25 Draw up a consolidated Year Plan of the CSRC and its activities
- 11.3.26 To maintain a central list of fixtures concerning co-ordinating of student activities, e.g.:
- 11.3.27 To ensure that all important dates are passed on to the CSRC
- 11.3.28 To take care of the co-ordinating of all services rendered to students including:
 - 11.3.29 The reference of any problem in student life, either for counselling by the Director of Student Affairs or written reference to the Management Committee of the University via Director of Student Affairs
- 11.3.30 To see to the safe-keeping and neat state of all fixed and moveable assets of CSRC by:

- 11.3.31 See to the cleanliness of the offices of the CSRC
- 11.3.32 Taking responsibility for liaison with the head of Technical Services all defects in CSRC offices such as broken windows, doors, etc. Action must be taken in writing and in triplicate copy for the following parties:
- Head of Technical Services
 - Director of Student Affairs
 - CSRC Filing.
- 11.3.33 Compiling a detailed inventory of CSRC equipment in co-operation with the CSRC Treasurer, and to see to it that all equipment is kept safely.
- 11.3.34 Take responsibility for the regular service and maintenance of CSRC equipment such as computers and typewriters, and also for the purchase of supplies in this regard;
- 11.3.35 Being responsible for all removing, improvements or changes in CSRC offices; and
- 11.3.36 Exercising control over the allocation and use of venues under the control of the CSRC.
- 11.3.37 Serves as link between the campus SRC and Students of the Vaal Triangle Campus (VTC) of the North-West University.
- 11.3.38 Provide administrative support to all portfolios of the CSRC.

11.4 Deputy Secretary

The deputy Secretary shall:

- 11.4.1 Deputies the Secretary General
- 11.4.2 Assist with all functions ascribed to the Secretary General
- 11.4.3 Draw up a consolidated Year Plan of the CSRC and its activities
- 11.4.4 To maintain a central list of fixtures concerning co-ordinating of student activities, e.g.:
- 11.4.5 To ensure that all important dates are passed on to the CSRC
- 11.4.6 To take care of the co-ordinating of all services rendered to students including:
- 11.4.7 The reference of any problem in student life, either for counselling by the Director of Student Affairs or written reference to the Management Committee of the University via Director of Student Affairs
- 11.4.8 To see to the safe-keeping and neat state of all fixed and moveable assets of CSRC by:
- 11.4.9 See to the cleanliness of the offices of the CSRC
- 11.4.10 Taking responsibility for liaison with the head of Technical Services all defects in CSRC offices such as broken windows, doors, etc. Action must be taken in writing and in triplicate copy for the following parties:
- Head of Technical Services
 - Director of Student Affairs
 - CSRC Filing.
- 11.4.11 Compiling a detailed inventory of CSRC equipment in co-operation with the CSRC Treasurer, and to see to it that all equipment is kept safely.
- 11.4.12 Take responsibility for the regular service and maintenance of CSRC equipment such as computers and typewriters, and also for the purchase of supplies in this regard;
- 11.4.13 Being responsible for all removing, improvements or changes in CSRC offices; and
- 11.4.14 Exercising control over the allocation and use of venues under the control of the CSRC.
- 11.4.15 Serves as link between the campus SRC and Students of the Vaal Triangle Campus (VTC) of the North-West University

11.4.16 Provide administrative support to all portfolios of the CSRC

11.5 Treasurer

- 11.5.1 Manage all executive financial aspects of the work of the CSRC according to the Financial Policy and the Rules of the Procedure for Treasurers of the CSRC.
- 11.5.2 Ensure that the financial policy of the CSRC and the rules of procedure for Treasurers are observed by the CSRC and all its affiliated bodies.
- 11.5.3 Handle the transfer of signing rights on the accounts of the CSRC as soon as possible (within the first week of the constituting of the CSRC), and to receive and sign the transfer package of the CSRC.
- 11.5.4 Exercise general control over the financial aspects of the activities of the affiliated by:
 - 11.5.4.1 Calling meetings, where necessary, of all treasurers for the notification of inculcation of financial arrangements.
- 11.5.5 Draft and submit to the CSRC a specified budget of funds at the beginning of the financial year in co-operation with the Financial Committee of the CSRC, in which granting of funds is recommended concerning:
 - 11.5.5.1 The CSRC;
 - 11.5.5.2 The affiliated bodies of the CSRC.
- 11.5.6 Act as Chairperson of the Financial Committee of the CSRC and to see to it that members, as well as Treasurers of affiliated bodies, manage and apply the funds allocated to them properly and according to the Rules of Procedure of Treasurers.
- 11.5.7 Submit a written report to the CSRC at the end of each period of three months, concerning the financial aspects of the activities of the CSRC and affiliated, on 28/2, 31/5, 31/8 30/11, or the date of the CSRC meeting closest to above dates. Above-mentioned reports can, however, also be requested by the CSRC at any other time.
- 11.5.8 Submit a detailed Treasurer's report to the CSRC at the end of the term for approval, and also to the student community in general for attention.
- 11.5.9 Control the spending of funds allocated by the CSRC.
- 11.5.10 Control all sales made by the CSRC.
- 11.5.11 Control the use of University vehicles in the name of the CSRC.
- 11.5.12 Control CSRC telephone.
- 11.5.13 Submit the books to the Financial Department for auditing before a given date as determined by the CSRC.
- 11.5.14 Perform the normal duties of treasurers as stipulated in the rules of procedure of the CSRC.
- 11.5.15 Meet the financial obligations of CSRC members and their portfolios
- 11.5.16 Submit a reasoned recommendation in writing to the CSRC for a successor for the portfolio of the Treasurer.
- 11.5.17 Train his/her successor according to the constitution and the rules of procedure of the CSRC, for his/her task in the ensuing term, as well as treasurers of councils and societies.
- 11.5.18 Liaise with the Head of Finance on behalf of the CSRC.
- 11.5.19 Be responsible for creating structures aimed at generating sponsorships for student activities.

11.6 Portfolios

Duties of the various portfolios shall include the following:

- 11.6.1 To look after the interests of general student concerns primarily by exercising their vote on all CSRC meetings.
- 11.6.2 Serve as a link between selected interest groups by attending council meetings and other meetings of said interest groups, and to act as alternative channel between those interest groups and the CSRC where necessary.
- 11.6.3 Sign the transfer package of the CSRC at the beginning of the term after studying it.
- 11.6.4 Train their successors according to the constitution and rules of procedure of the CSRC, for his/her task in the ensuing term.
- 11.6.5 Punctually perform portfolio duties as instructed by the CSRC.
- 11.6.6 Punctually attend mass meetings, program meetings, and other major campus functions, or to offer apologies for absence.
- 11.6.7 Meet the social obligations of the CSRC punctually or to offer apologies for absence.
- 11.6.8 Schedule a weekly appearance time in co-operation with the Secretary and to be available in the CSRC office at these times, excluding university holidays.
- 11.6.9 Link their portfolios projects to the consolidated year program (co-ordinated with it) of the CSRC chairperson, after studying the portfolio duties, by appointing person responsible and targeted dates for completion.
- 11.6.10 Comply with committee and commission duties as assigned to them by the CSRC during the term.
- 11.6.11 Perform ad-hoc duties that might arise during the term or that might be assigned to them.
- 11.6.12 Submit all apologies in writing to the Secretary and/or the President.
- 11.6.13 Accept the responsibilities assigned to everyone and to perform his or her duties to the best of his/her abilities.
- 11.6.14 There should always be at least two members of the CSRC in the SRC office between 8:00 and 16:00.
- 11.6.15 The newly chosen Executive of the CSRC manages the division of portfolios after discussion with portfolio holders.
- 11.6.15.1 Members of the CSRC are introduced according to their portfolios as far as possible and not according to their circles of interest, since the portfolio duties are primary and the circles of interest secondary in nature

12 Portfolios

- 12.1 The following are the existing portfolios of the CSRC (voted) nine (9) portfolio holders (remaining after the election of the Executive) at the beginning of each term.
- 12.2 A member of the CSRC manages his/her portfolio for the full term, unless decided differently by the CSRC.
- 12.3 The following are the nine (9) portfolios of the CSRC:
 - 12.3.1 Academics
 - 12.3.2 Constitutional and Societies Officer
 - 12.3.3 Public Relation Officer
 - 12.3.4 Projects Officer
 - 12.3.5 Arts and Cultural Officer
 - 12.3.6 Sports Officer
 - 12.3.7 Health and Safety Officer;

- 12.3.8 Residence Officer;
- 12.3.9 Transformation Officer.

13 Job Descriptions of Open Portfolio Holders

13.1 Academic Officer

- 13.1.1 Provide bodies that plan academic training functions with advice and assistance and to look after their interests on the CSRC.
- 13.1.2 Ensure that each council provides the necessary training opportunities to its members.
- 13.1.3 Ensure the training of the following groups:
 - Academic council.
 - Executives of affiliated bodies concerning Academic affairs
 - House Committee members
 - First-, second-, third-years and university leavers in advertising methods, secretarial work, work of treasure, and procedures of meetings.
- 13.1.4 Provide the first years during orientation with general information about the campus and to provide them with General Information test- “GI Test”
- 13.1.5 Keeping the lists of people passing the “G.I. Test” examination up to date;
- 13.1.6 Seeing that every first-year student receives an award after passing the “G.I. Test” examination.
- 13.1.7 As secondary priority, apart from the performing of primary duties, to look after and promote the academic interests of the SRC by:
 - 13.1.7.1 Creating an academic structure to ensure that academic issues are fully represented.
 - 13.1.7.2 Ensuring that this structure functions efficiently.
 - 13.1.7.3 Seeing that a healthy academic climate is created on campus, with the co-operation of the Director of Student Affairs.
 - 13.1.7.4 Making the student community aware that academic performance is their first priority on campus;
 - 13.1.7.5 Providing students with assistance and guidance concerning academic affairs;
 - 13.1.7.6 Distributing posters and pamphlets of words of encouragement for the examinations on behalf of the CSRC.
- 13.1.8 Manage the CSRC’s bookshop for second-hand books.
- 13.1.9 To ensure that resources needed by students are available at the library and the bookshop.
- 13.1.10 Being of assistance to the First-Years’ Committee with advertising, organisation and control of projects at campus level, and mobilising first-years in this regard;
- 13.1.11 Accepting all responsibility for all activities presented by First-Years’ Committee
- 13.1.12 Serve on the bursary and loans committee of Vaal Triangle Campus
- 13.1.13 Share information on bursaries and loans at mass meetings.
- 13.1.14 Liaise with the Head: Academic Administration on behalf of the CSRC.

13.2 Constitutional and Societies Officer

- 13.2.1 Keeping records of disciplinary cases;
- 13.2.2 Ensure that all terms of the disciplinary rules of procedure are complied with.
- 13.2.3 Providing affiliated bodies of the CSRC or bodies wishing to affiliate with advice and

assistance on the drafting and/or revision of functional constitutions and rules of procedure for those bodies;

- 13.2.4 Updating the constitution and rules of procedure for the CSRC annually, for transfer to the succeeding CSRC;
- 13.2.5 Draft a constitution for the Affiliated Societies.
- 13.2.6 Maintain good relations between the Affiliated Societies.
- 13.2.7 Assist the affiliated bodies within the sport, culture and social spheres in terms of organising their activities.
- 13.2.8 Make all arrangements for the CSRC elections according to the rules of procedure of the CSRC for election:
- 13.2.9 Annually revise the rules of procedure for elections of members of SCS and ensure that all affiliated bodies adhere to the regulations.

13.3 Public Relations Officer

- 13.3.1 Ensure that important information concerning student life is passed on to the Department of Public Relations of the VTC of the NORTH-West University.
- 13.3.2 Handle the reception and accommodation of visiting student councils and individuals.
- 13.3.3 Utilise all possible liaison events internally and externally, on own initiative, subject to approval by or under the instruction of the CSRC.
- 13.3.4 Organise and handle all public relation events on behalf of the CSRC.
- 13.3.5 Co-ordinate visits by guest speakers as well as to inform the Rector and the Director of Student Affairs at an early stage.
- 13.3.6 Provide affiliated bodies that have publications with advice and assistance, without impeding on the healthy flow of information, and ensure that nothing that is in conflict with the policy of the VTC of the North-West University is published:
 - 13.3.6.1 To see that the policy for publications of the CSRC is observed at all times;
 - 13.3.6.2 To endorse all publications before they are published, in other words before they go to press, on behalf of the CSRC according to the rules of procedure for publication of the CSRC;
 - 13.3.6.3 To see to the distribution of publications to the archives of the library, the Department of History and the CSRC, as well as to the Director of Student Affairs and the Rector of the Vaal Triangle Campus;
 - 13.3.6.4 To keep abreast of publication of other campuses and to submit relevant information to the CSRC on meetings; and
- 13.3.7 Advertise sports cultural, social and recreational activities on campus at all times by means of posters and any other approved publications.
- 13.3.8 Ensure that all posters for these activities are stamped and signed as proof that they have been cleared by the CSRC member; exercising control over the notice boards;
- 13.3.9 Seeing that posters are not put up in prohibited places;
- 13.3.10 Taking steps concerning transgressions of article 13.3.20 as proposed by the CSRC; and
- 13.3.11 Advertising any function brought to the attention of the CSRC by external organisations and cleared by them.
- 13.3.12 Handle all dissemination of information and advertising on Campus

13.4 Project Officer

- 13.4.1 Head of social activities which includes:

- 13.4.1.1 Bashes
- 13.4.1.2 Rag's
- 13.4.1.3 Community Outreach Programmes
- 13.4.1.4 Recreational activities in co-operation with the Sport Officer
- 13.4.2 Ensure that multi-culturalism is promoted within each activity.
- 13.4.3 Responsible for the formation of the Projects Council
- 13.4.4 Organise trips and tours that are within the interest of the Student Community.
- 13.4.5 Launch an investigation and implementation of the following projects:
 - 13.4.5.1 Seminars
 - 13.4.5.2 Work-shops
 - 13.4.5.3 Symposiums.
- 13.4.6 Ensure that the specific social needs of students are provided for via all social organisations and House Committees, to co-ordinate such functions and activities and to see to it that these are employed fully in the interest of the student community; and
- 13.4.7 Ensure that no discrimination takes place at any of the activities.
- 13.4.8 Ensure that the VTC (Vaal Triangle Campus) is accommodated in all possible activities of the North West University in which the all campuses participate

13.5 Residence Officer

- 13.5.1 Handle all liaisons between the CSRC and residences through the effective and efficient liaison with House Committee members.
- 13.5.2 Organise and co-ordinate CSRC visits to residences.
- 13.5.3 Inform the Director of Student Affairs and/or House Masters of all co-ordinated activities of all residences.
- 13.5.4 Ensure that all Prims regularly report in writing on matters concerning their residences.
- 13.5.5 Take a seat as *ex officio* member in the Residence Management Committee (RMC) and to file all relevant documents.
- 13.5.6 Pass on to and discuss with all Prims any important matter concerning residences.
- 13.5.7 Exercise bargaining power in general for the interests of all residence students
- 13.5.8 Constitute a committee made up of all Prims and to see to it that they function effectively
- 13.5.9 Organise informal functions for CSRC members and House Committee members.

13.6 Arts and Cultural Officer

- 13.6.1 Promote multi-culturalism within each activity.
- 13.6.2 Shall chair the Arts and Cultural Council;
- 13.6.3 Together with the Directorate: Student Affairs organize annual cultural events;
- 13.6.4 Endeavour to utilize culture to bridge cultural divides;
- 13.6.5 Shall execute any other duties assigned by the CSRC

13.7 Health and Safety Officer

- 13.7.1 Shall chair the Health and Safety Council
- 13.7.2 Liaise with external health organisations in pursuance of the interests of the students of NWU – VTC
- 13.7.3 Liaise with the NWU – VTC HIV/AIDS Co-ordinator

- 13.7.4 Engage in and introduce health awareness programmes in conjunction with HIV/AIDS and Health Co-ordinator
- 13.7.5 Shall ensure that adequate and standardised security measures are implemented on residences.
- 13.7.6 Popularise health services established and available on campus in conjunction with the HIV/AIDS Co-ordinator.
- 13.7.7 Shall be responsible for ensuring that safety and security measures are in place for all student activities on campus.
- 13.7.8 Engage in programmes that sensitise students on health, safety and security measures and issues and liaise with the university's Occupational Health and Safety Officer.
- 13.7.9 Shall execute any other duties assigned by the CSRC.

13.8 Transformation Officer

- 13.8.1 To ensure that no discrimination takes place at any of the activities.
- 13.8.2 Shall chair the Student Transformation Council
- 13.8.3 Shall run programmes aimed at creating gender, equity and diversity sensitivity in order to establish harmony;
- 13.8.4 Liaise with the campus Transformation Manager, Cultural Officer, and the Directorate: Student Affairs;
- 13.8.5 Participate in all transformation and diversity bodies within campus
- 13.8.6 In conjunction with the Transformation Manager, shall be instrumental in the establishment of relevant bodies to advance various facets of transformation (e.g. Gender Forum).
- 13.8.7 Shall execute any other duties assigned by the CSRC.

13.9 Sport Officer

- 13.9.1 To organise the first years' Sports Day in co-operation with the general membership of the campus Sports Council, CSRC, House Committees.
- 13.9.2 Chair the NWU-VTC Sports Council.
- 13.9.3 Together with the Sports Manager ensure the development of sports and introduction of new sporting codes on campus.
- 13.9.4 Keep register of all registered sporting codes and ensure that they satisfy the requirements set by CSRC as amended from time to time.
- 13.9.5 Launch an investigation in the implementation of mini-Intersarsity and/or Intersarsity games, and to ensure that a report concerning this is submitted to the CSRC as soon as possible and, if accepted, to take immediate steps for the realisation of such mini-Intersarsity and/or Intersarsity games.
- 13.9.6 Ensure that the VTC (Vaal Triangle Campus) is accommodated in all possible sports activities in which the all-campus participation.
- 13.9.7 Shall execute any other duties assigned by the CSRC.

14 Term of Office

- 14.1 The term of office of the CSRC shall be twelve months.

15 Termination of SRC Membership

A member of the CSRC shall cease to hold office if and when:

- 15.1.1 Resign in writing with the chairperson of the ISRC or campus SRC concerned;

- 15.1.2 Has been absent from three consecutive ordinary meetings of the ISRC or campus SRC without prior apology for absence having been made to and accepted by the ISRC or campus SRC;
- 15.1.3 Is declared insolvent by a court of law;
- 15.1.4 Is convicted by a court of law of an offence which , in the opinion of the council, after consultation with the ISRC or relevant campus SRC, is of such a serious nature that it is not desirable that such membership should continue;
- 15.1.5 Becomes incapable of performing the official duties of a member of the ISRC or the campus SRC concerned; or
- 15.1.6 Is a member by virtue of the person's membership of a sub-student council or patroned committee of a campus SRC and ceases to be a member of the sub-student council or patroned committee which had designated or elected the person; or
- 15.1.7 Is found guilty of unbecoming or disorderly conduct in a disciplinary action taken against the member by the ISRC or campus SRC, and the membership is terminated;
- 15.1.8 Ceases to be a student of the University.

16 Replacement of Members of an SRC

- 16.1 Using the co-option route where the natural order of the candidates list is followed, should the candidate decline or not be available to stand, the CSRC in consultation with the office of Student Affairs shall co-opt.
- 16.2 The position of the Chairperson left vacant shall be filled by promoting the Deputy Chairperson to Chairperson as a natural order of procession.
- 16.3 The replacement of members must be done in a manner that does not impede or disturb the functioning and smooth running of the CSRC

17 Reshuffling of Portfolios of the SRC

- 17.1 Conducted at the discretion of the CSRC
- 17.2 Reshuffling of Portfolios may be necessary when a replacement has been effected
- 17.3 CSRC must inform the Office of the Director of Student Affairs in writing of the intention to reshuffle portfolios
- 17.4 The Director of Student Affairs shall preside over the process of reshuffling

18 Privileges of the SRC Members

- 18.1 These will be determined by the university Council on an annual basis.
- 18.2 A basic amount in respect of Leadership Bursary is payable to the member at the end of each office semester with a baseline amount equal to $\frac{1}{4}$ of what the individual is entitled to receive.

19 Meetings of CSRC

19.1 Ordinary Meetings of CSRC

- 19.1.1 Shall be held at least once every two weeks
- 19.1.2 A quorum shall be constituted by 50 percent + 1 in total (9) members
- 19.1.3 The General Secretary shall give written notice of the meeting at least 48 hours before the determined time, as well as a proposed agenda for the meeting

- 19.1.4 The Agenda is compiled by the Chairperson and the Secretary-General
- 19.1.5 A Quorum shall be formed by the presence of seven (7) members; in the event a quorum is not formed the said meeting shall be postponed to a date determined by those present. If the next scheduled meeting does not achieve a quorum, that meeting shall be re-scheduled to another date as agreed by those present. In the event, the third meeting does not achieve a quorum; those present shall have the power to take binding decisions
- 19.1.6 Leave of absence from the meeting is only granted if it has been requested in writing from the Chairperson or the Secretary-General and with sufficient reasons
- 19.1.7 Notice of motions to be introduced to the meeting, must be submitted in writing at least 48 hours before the determined time of the meeting
- 19.1.8 The minutes of the CSRC meeting must be published within 7 days after the meeting and be made available to all members and the Director of Student Affairs
- 19.1.9 The approved minutes shall be placed on the CSRC notice board
- 19.1.10 All meetings to begin and end with prayer.

19.2 Executive Meetings

- 19.2.1 The Executive of the CSRC has the power to take decisions concerning pressing matters, decisions of which must be ratified by the first sitting of an ordinary meeting of the CSRC
- 19.2.2 The Executive Meeting shall take urgent decisions in the event an ordinary meeting cannot be called to conclude the matter on time
- 19.2.3 The Executive Meeting shall take decisions on matters referred to it by the CSRC
- 19.2.4 The Executive Meeting shall sit if called in writing to the Chairperson by two (2) or more members of the CSRC
- 19.2.5 The Executive Meeting shall have no power to take policy decisions.

19.3 Annual General Meeting

- 19.3.1 The CSRC is obliged to convene an AGM at least three weeks prior to the commencement of the CSRC elections period, as determined by the appointed Electoral Commission
- 19.3.2 The details of the meeting, including the date, venue and agenda shall be published on student notice boards at least two weeks prior to the meeting
- 19.3.3 The AGM's are open to all registered students of VTC of NWU
- 19.3.4 Decisions shall be taken via a simple majority vote

19.4 General Meetings

- 19.4.1 The CSRC shall convene a general meeting of students at least once a semester
- 19.4.2 The details of the meeting, including the date, venue and agenda shall be published on the student notice boards at least five days prior to the meeting

19.5 Special CSRC Meetings

- 19.5.1 May be called on the request of seven (7) or more members of the CSRC in writing to the Chairperson
- 19.5.2 All stipulations that are valid for normal CSRC meetings, are valid mutatis mutandis for the special CSRC Meeting, provided that the agenda of the Special Meeting is focused on more specific matters
- 19.5.3 Should the Special Meeting be urgent, the 24 hour period of notice shall cease to be valid, provided that all CSRC members can be informed before commencement of the

said meeting

19.6 Special General Meeting

- 19.6.1 The CSRC shall be obliged to convene a special general meeting if petitioned to do so in writing by 1000 or more registered students placing their signatures on such a petition.
- 19.6.2 Notice of such a meeting, including its venue, date and agenda shall be published on the student notice boards

20 Code of Conduct

- 20.1 Every member should have a copy of the Code of Conduct and abide by its rules and regulations
- 20.2 It is the duty of the CSRC to draw up a Code of Conduct on the first meeting after elections.
- 20.3 The document drafted by the CSRC is a legal document recognised by the constitution.

21 Recognition of Student Organizations

- 21.1 CSRC receives and recognises student organisations
- 21.2 Applications for recognition as a bona fide Student Organization shall be made using the prescribed forms.
- 21.3 The applying organization shall have a Constitution, a Founding Committee and membership proportionate to the size and nature of the organization.
- 21.4 The application should include the intended aims and objectives of the organization, action plan and programme and a budget request.
- 21.5 All applications received will be considered at an official CSRC ordinary meeting. If recognition is granted, the applying student organization will be notified in writing within seven working days of the meeting, and will then be free to commence its activities enjoying the support of the CSRC.
- 21.6 In the event of a rejection of an application, full reasons shall be supplied in writing no later than seven days after the meeting at which the application is considered.
- 21.7 Should the applicants feel aggrieved by a rejection, they have the right to submit an appeal with the Director: Student Affairs.
- 21.8 Student organisations are required to attend events organised by the SRC.
- 21.9 The Constitution Officer should annually submit recommendations to the SRC on how to affiliate, however the SRC should approve the criteria, and made available to concerned members.
- 21.10 Registered student organizations should submit annual progress reports as well as financial statements to the constitutions officer.
- 21.11 Registered student organizations should abide by rules set by the CSRC and communicated in the constitution.

22 Amendments to the Constitution

- 22.1 Proposed amendments to the Constitution Officer should be forwarded to the CSRC in writing for consideration at an annual or special meeting. Approval requires 2/3 majority in an Annual General Meeting of the CSRC
- 22.2 Amendments to the CSRC House Rules require approval by the University ISRC and campus Senate committee.

23 Promulgation

- 23.1 The House Rules should be approved by the council and put on the University's website in order to be easily accessible for students.
- 23.2 Official notice boards can be used to promulgate the House Rules.

CHAPTER 2

Rules of Procedure for the election of Members of the Student Representative Council of the Vaal Triangle Campus

1 Introductions

- 1.1 This policy serves to outline the process governing the election of members of the NWU-VTC SRC and will serve as a guide for the election processes and management of the said organisation.
- 1.2 The purpose of these Rules of Procedure is to ensure that the election of the Student Representative Council of the Vaal Triangle Campus of the North West University takes place in an orderly manner and are free and fair.

2 Definitions

Terms as defined in the NWU-VTC SRC House Rules shall apply to this policy. In addition, the following definitions are relevant in this policy:

- “Independent Electoral Commission”** means the commission/ a body responsible for the organising and facilitating the elections of the NWU-VTC SRC, otherwise referred to as the IEC
- “Candidate”** means any individual *bona fide* student of NWU-VTC who stands in the elections of the campus SRC Elections and meets the criteria set for eligibility in the said elections.
- “Half plus one”** shall mean an academic achievement of 50 percent plus 1 subjects passed of all subjects enrolled for a recognised academic period that includes semester or year.

3 Force

These Rules of Procedure are valid for all elections and by-elections of members of the CSRC.

4 Composition and Constitution

- 4.1.1 The elections of the campus Student Representative Council shall be organized, administered, supervised and conducted by the Independent Electoral Commission.
- 4.1.2 The Independent Electoral Commission shall consist of an executive committee, the Chief Electoral Officer, the Deputy Chief Electoral Officer and electoral officials and shall be an independent body.
- 4.1.3 The Independent Electoral Commission shall be appointed by the office of the Directorate: Student Affairs in consultation with the outgoing CSRC President.

- 4.1.4 Electoral officers/ officials may not be nominated as candidates in the elections they manage.
- 4.1.5 The Chief Electoral Officer must ensure the compliance with the Rules of Procedure and the Code of Conduct.
- 4.1.6 The Deputy Chief Electoral Officer acts as an assistant to the Chief Electoral Officer in ensuring the compliance of the Rules of Procedure and the Code of Conduct.
- 4.1.7 The IEC shall be independent, impartial and exercise its powers and/or perform its duties without fear, favor and prejudice.
- 4.1.8 The IEC shall be made up of the following persons:
 - 4.1.8.1 Members of the Directorate: Student Affairs
 - 4.1.8.2 Chairperson of the outgoing CSRC. First preference shall be enjoyed by the outgoing Chairperson. In the absence of the Chairperson or in the event the Chairperson has indicated that he/ she will stand in the upcoming CSRC elections, the Deputy Chairperson shall serve in the IEC. In the event the Deputy Chairperson is not available or intends standing in the upcoming CSRC election, that responsibility shall fall to the outgoing Constitution and Societies Officer. Whichever option, this person shall act as the Chief Electoral Officer.
 - 4.1.8.3 The rest of the membership of this body shall be constituted by the personnel of the appointed Independent Electoral Commission.
- 4.1.9 Any irregularity that might occur during the election of members of the CSRC must be referred directly to the Chief Electoral Officer, who shall deal with the matter within 24 hours.

5 Responsibilities of the IEC

The IEC shall, in consultation with the office of the Directorate: Student Affairs:

- 5.1.1 Organise and oversee all the CSRC elections in accordance with this Electoral Policy,
- 5.1.2 Ensure that the elections are free and fair,
- 5.1.3 Promote conditions that are conducive to free and fair elections,
- 5.1.4 Promote free campaigning and open debate,
- 5.1.5 Declare the results of the CSRC elections within six hours after the completion of the voting and counting processes,
- 5.1.6 Present a full report to the office of the Directorate: Student Affairs within two working days upon completion of the elections.

6 Electoral Policies: Standing and Voting in Elections

- 6.1.1 All registered *bona fide* students of NWU-VTC at the time of the election are entitled to stand and vote in CSRC elections.
- 6.1.2 All registered students on the Vaal Triangle Campus of the University as drawn from the ITS Student Information System by the Registrar shall constitute the Voter's Roll for the campus.
- 6.1.3 Voters must personally be present cast their vote.
- 6.1.4 Candidates standing and appearing on the Ballot Paper will be removed from the Ballot Paper and disqualified from the process should transgress any of conditions laid out in the Code of Conduct for Candidates and the Independent Electoral Commission of NWU-VTC.
- 6.1.5 All candidates standing in the elections must undergo a compulsory induction workshop conducted by the IEC.
- 6.1.6 Students standing for election must have served a CSRC sub-structure.
- 6.1.7 Candidates contesting for Executive Positions must have served in the previous CSRC.

- 6.1.8 E-mail or any proxy vote will not be allowed.
- 6.1.9 The voting shall be by a secret ballot.
- 6.1.10 the candidates may contest for any one of the following Executive Committee position and/or Portfolios, namely:

Executive

- 1. Chairperson
- 2. Deputy Chairperson
- 3. Secretary General
- 4. Deputy Secretary
- 5. Treasurer

Open Portfolio Holders

- 6. Academics Officer
- 7. Constitution and Societies Officer
- 8. Public Relations Officer
- 9. Projects Officer
- 10. Arts and Cultural Officer
- 11. Sports Officer
- 12. Health and Safety Officer
- 13. Residences Officer
- 14. Transformation Officer

7 Eligibility

- 7.1.1 Any candidate standing for election must have obtained a “half plus one” academic achievement.
- 7.1.2 A candidate must be a *bona fide* registered student of the NWU-VTC.
- 7.1.3 A candidate must have served in a sub-structure of the CSRC.
- 7.1.4 All candidates must live in accordance to principles of the NWU-VTC SRC in word and deed, and should not have a history of poor behaviour or conduct.
- 7.1.5 Student who have been found guilty by the university disciplinary committee are not eligible to be voted into the CSRC.
- 7.1.6 All students must display passion and willingness to serve their fellow students, as well as set and maintain well-balanced principles that offers progress to student and campus life as a whole.

8 Nomination Procedure

- 8.1 Nomination for CSRC positions must be signed off by the nominee, seconders, the Chairperson of Outgoing CSRC and the Candidate.
- 8.2 Nomination for CSRC positions must also be signed by twenty five (25) students conforming to the general requirements for the right to vote.
- 8.3 All nominations for the CSRC must be endorsed by the outgoing CSRC prior to elections.
- 8.4 All nominees must be full-time registered senior students of NWU-VTC.
- 8.5 Nominees for Open Portfolios must have served on any one of the recognized sub-structures

of the CSRC.

- 8.6 Nominees for the portfolio of Treasurer of the CSRC must have enrolled for and passed Accounting as a Module.
- 8.7 Nominees for the portfolio of Secretary General must have served a full-term as a member of the CSRC. In the event none of the nominees has served the CSRC for a full-term, this portfolio shall be contested by candidates who have served in any one of the House Committees.
- 8.8 If nominations have not been received for all portfolios with the lapse of the period of nomination, the IEC may extend the nomination period for a further forty eight (48) hours, after which the elections proceed irrespective of the number of nominations submitted. Should there still be a vacancy on the CSRC after the elections, the CSRC has the power to, by a majority vote of the newly elected members, fill such a vacancy by means of co-option from the ranks of the previously serving House Committee members.
- 8.9 Confirmation of Candidacy will be done by the IEC.

9 Cancellation

- 9.1 Candidates wishing to withdraw their candidature, may do so within 24 hours before the Manifesto declaration date.
- 9.2 Candidates who wish to change Portfolios to stand for, may do so before the Preliminary Candidate List is issued.
- 9.3 Upon publication of the Candidate List, candidates no longer have an option to change Portfolios but may still withdraw from standing in the elections.
- 9.4 Once a candidate is included in the Final Candidate List he/ she cannot withdraw, but cases of emergency will be considered.
- 9.5 Any notification of intention to withdraw for participation by a candidate must be made in the form of a written declaration.
- 9.6 Any candidate found to have made a false statement or providing false particulars in any application or other document required by this regulation, shall be liable to have their registration for the election cancelled by the Independent Electoral Commission.

10 Conduct of Candidates

- 10.1 Candidate conduct shall be governed by the Code of Conduct of Candidates and IEC of NWU-VTC
- 10.2 All transgressions and contraventions shall be referred to the IEC through the Chief Electoral Officer who shall deal with them within 24 hours in consultation with the Student Judicial Services Office of the University.

11 Voting Stations

- 11.1 Voting Stations shall be identified by the IEC and communicated to all candidates and voters.
- 11.2 The IEC, in consultation with the Directorate: Student Affairs must establish an appropriate location for the voting stations on campus.
- 11.3 The location and number of voting stations must take into consideration the need to ensure free and fair and the orderly conduct of the elections. They must also take into consideration

the number of voters and the need to avoid congestion at voting stations.

12 Voting Procedures

- 12.1 Voting will take place on the dates determined by the IEC, in consultation with the office of the Directorate: Student Affairs
- 12.2 The voting times shall be determined by the IEC, in consultation with the office of the Directorate: Student Affairs
- 12.3 Voting shall take place over a period of two (2) days. Additional days may be added at the discretion of the IEC.
- 12.4 Prior to the opening of votes, the Chairperson of the IEC must show candidate agents that the ballot boxes are empty and thereafter seal the ballot boxes.
- 12.5 Voters must produce a valid student card when voting, and they should appear on the voters' roll.
- 12.6 Voting shall be by a secret ballot.
- 12.7 Each voter will be given two ballot papers. One containing all the open portfolios and one containing all the executive portfolios with the names of the of the contesting candidates.

13 Candidates

- 13.1 Each candidate contesting the election shall be entitled to a maximum of two Election Agents.
- 13.2 It shall be the task of the Agents to oversee the that the elections are run as per the Rules of Procedure and that the Code of Conduct is observed by all attached to the elections.
- 13.3 The Agents shall be responsible for assisting the IEC with promoting conditions that are conducive to free and fair elections.
- 13.4 The Agents shall be responsible for promoting conditions that are conducive to free campaigning and open debate.
- 13.5 All Agents are to be stationed at a common location during the announcement of the results of the elections
- 13.6 All Agents mobile phones are to be retrieved and stored away when engaged in electioneering duties.

14 Counting of Votes and Declaration of Results

- 14.1 The IEC shall be responsible for the counting of the votes cast.
- 14.2 The IEC shall be responsible for the safety and secure keeping of the ballot boxes for the entire duration of the elections.
- 14.3 No candidate may be involved in the counting of votes.
- 14.4 Agent may not be involved in the counting of votes, but will be allowed to be silent observers to the counting of the votes.
- 14.5 Counting shall commence immediately after the closing of voting days.
- 14.6 The IEC must declare the elections free and fair upon completion of the counting of votes

process.

- 14.7 The results of the elections must be released and announced immediately after declaration of free and fair elections by the Chief Electoral Officer in public.
- 14.8 The announcement must include the number of votes for the successful candidates, as well as the percentage votes cast and the number of spoilt ballot papers.
- 14.9 The names of the elected CSRC members, with their respective portfolios must be published on the open notice boards on the campus, on the notice boards in the residences and on the CSRC notice board.
- 14.10 All ballot papers are to be kept safely for thirty (30) days after the announcement of the results, after which they shall then be destroyed.
- 14.11 If no application for revision of the results of the election is made within two (2) days after the announcement of results, the result shall be final.
- 14.12 An objection to the election results must be made in writing, with a statement of reasons for the objection, addressed to the Campus Rector, within two (2) days after the announcement of the results. The decision of the Campus Rector about the matter shall be final.
- 14.13 If the votes are counted and it transpires that more than one (1) candidate have received an equal number of votes for a portfolio, the Academic performance of the candidates with equal number of votes will be considered.

15 Appeals and Objections

- 15.1 The IEC shall be responsible for the management of all appeals and objections.
- 15.2 The IEC shall engage the aggrieved candidates on the resolution of any matter brought forward.
- 15.3 The IEC shall deal with all transgressions and contraventions of the Rules of Procedure of Election of Members of the CSRC in accordance with the provisions made for by the Student Judicial Service Office.

16 General Provisions

- 16.1 Election of members of the CSRC are conducted in accordance with these Rules of Procedure and other relevant documents e.g. Code of Conduct for Candidates and Members of the Independent Electoral Commission.
- 16.2 Candidates shall not be entitled to utilize the resources of management/ the University to advance their campaigning i.e. Mass Meeting, eFundi, Bulk SMS System.
- 16.3 Agents must be present at the Voting Station(s) for the entire duration of the elections.
- 16.4 Candidates and Parties contesting the elections may change their Agents as they deem fit.
- 16.5 The elections period must take place free of semester test weeks or in-service duration, the date of which is determined by the IEC in consultation with the outgoing CSRC.

CHAPTER 3

Code of Conduct for Candidates and the Independent Electoral Commission of the Vaal Triangle Campus

1 Introduction

The purpose of this Code of Conduct is to promote conditions that are conducive to free and fair elections of the CSRC of the VTC. These rules are subject to the Rules of Procedure for the Election of Members of the CSRC and are supplementary thereto. This policy serves to outline the process governing the election of the CSRC and will serve as a guide for the CSRC election processes and its management.

It is the intention of this policy to promote:

- Tolerance of democratic activity and
- Free campaigning and open debate

2 Definitions

In this Code, unless the context indicates otherwise, terms as defined in the CSRC Constitution shall apply. In addition, the following definitions are relevant in this policy:

“**CSRC**” shall mean the Campus Student Representative Council

“**IEC**” shall mean the Independent Electoral Commission

“**Officer/ official**” shall mean a member of the IEC

“**Rules**” shall mean the Rules of Procedure for the Election of Members of the CSRC

“**Candidate**” shall mean any person who is eligible to stand in the election of the CSRC

3 Every candidate and electoral committee member must:

3.1 Comply with this Code of Conduct

3.2 Promote the purpose of the Code when conducting an election

4 Every candidate must acknowledge and respect that every registered student and other candidates have the right:

4.1 To freely express his/ her beliefs and opinions

4.2 To challenge and debate the beliefs and opinions of others

4.3 To publish and distribute election campaigning materials, including notes and advertisements

4.4 To lawfully erect banners, bill boards, placards and posters of all parties contesting the elections on designated areas on campus

4.5 To canvass support for a candidate

4.6 To hold lawfully convened meetings on campus

4.7 Publicly condemn any action that may undermine the free and fair conduct of the elections

5 Every candidate must accept the result of an election or alternatively challenge the results in terms of Rules of Procedure of Election of Members of the CSRC

6 Prohibited Conduct

6.1 No candidate or student canvassing for a candidate may:

6.1.1 Use language or act in a way that may provoke-

6.1.1.1 Violence during an election.

6.1.1.2 Intimidate candidates, supporters or candidates or voters

6.1.2 Publish false or defamatory allegations in connection with an election in respect of a candidate of his/ her supporters

6.1.3 Discriminate on the grounds of race, ethnicity, sex, gender or religion in connection with an election

6.2 No person may:

6.2.1 Offer an inducement or reward to another person-

6.2.1.1.1 to support a particular candidate

6.2.1.1.2 to attend a meeting, a march, rally or other election event

6.2.1.1.3 to vote or not vote

6.2.1.1.4 to vote or not vote in a particular way

6.2.1.1.5 to refuse a nomination as a candidate or to withdraw as a candidate.

6.2.2 Openly display weapons-

6.2.2.1 at a meeting

6.2.2.2 in any march, rally or other election event

6.2.3 Unreasonably prevent any person access to voters for the purpose of canvassing supporting for a candidate

6.2.4 Deface, unlawfully remove or destroy the billboards, placards, posters or any other election materials of a candidate

6.2.5 Abuse a position of power, privilege or influence to impact the conduct or outcome of an election

6.3 No person may interfere with a voter's right to secrecy while casting a vote

7 Infringement of Secrecy

Except as permitted in terms of the Rules of Procedure of Election of Members of the CSRC, no person may:

7.1 Disclose any information about voting or counting of votes

7.2 Open any ballot box or container sealed in terms of Rules of Procedure of Election of Members of the CSRC

8 Prohibitions Concerning Voting and Election Materials.

Except as permitted in terms of the Rules of Procedure of Election of Members of the CSRC, no person may:

8.1 Print, manufacture or supply any voting material

8.2 Remove or conceal any voting or election material

8.3 Damage or destroy any voting or election material

8.4 Use voting or election material for a purpose other than an election purpose

9 Obstruction of Electoral Officers or Officials.

9.1 No person may refuse to give effect to a lawful direction, instruction or order of an electoral officer or official

9.2 A person may not in any manner obstruct or hinder an electoral officer or official in the exercise of his/ her electoral duties during the election period and voting process.

10 The Independent Electoral Commission must in terms of the Rules of Procedure of Election of Members of the CSRC, co-ordinate, manage and supervise the election process, the voting venues concerned and the counting of votes with diligence and utmost good faith, in terms of the said Rules.

11 All electoral officers and officials must act impartially and exercise their duties independently and without fear, favor or prejudice towards all candidates

12 An electoral officer or official may not, directly or indirectly give support to, or oppose any candidate contesting an election, or any of the issues in contention between the candidates

13 An electoral officer or official may not place in jeopardy the independence and integrity of the IEC by his/ her conduct, membership or association

Original details: Irma van Niekerk(10210288) H:\1. Governance\1.3 Governance structures\1.3.31 Institutional Students Representative Council (ISRC)\1.3.31.1 Terms of Reference\2011.08.06 House Rules of the Vaal Triangle CSRC Ivn.docm
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