



**G S College**

Where Quality Meets Potential In Creating Your Tomorrow Today

# Central Office

P O Box 3475  
Standerton  
2430

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## SRC CONSTITUTION

### **DEFINITIONS:**

**ACT** means the Further Education and Training Act no. 98 of 1998

**COLLEGE COUNCIL** means the council of Gert Sibande public further education and training institution as defined in the Act chapter 3

**CONSENSUS** means a written document detailing aspects such as composition, selection and functioning of a specific organization

**CLUSTER** refers to a group of Colleges under the governance of a single council as contemplated in notice 4598 of 2001

**SRC** means student representative council referred to in section 8(1) of the Act

**LIAISON OFFICER** means a lecturer coordinating between the SRC and management

**QUORUM** means a 50% plus 1 attendance at a meeting.

Failing which the meeting shall be postponed to another date. Failure of a second scheduled meeting to produce a quorum; then the proposed agenda shall be referred to the Executive Council

**STUDENT** means any person registered with the Gert Sibande FET College as per the FET Act

**EXECUTIVE COMMITTEE** means members of the SRC with executive powers and shall include the president, deputy president, general secretary, deputy secretary, treasurer

**PRINCIPAL/ CEO** means the chief executive and accounting officer of the Gert Sibande FET College

**CAMPUS CONVENER** means members who shall be based in the respective campuses of the College and serve as channels between students and the College SRC.

These members shall be absorbed from the Additional Members

**FET** means all learning and training programmes leading to qualifications from levels 2 – 4 of NQF (SAQA Act 58 of 1995) above general education and training but below higher education and training

**FET INSTITUTION** means any institution that provides further education and training on a full time, part time or distance basis and is established declared and registered under the Act as a FET institution

### MISSION OF THE SRC



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1 of 12

GS Policy 19 Rev 1

We, the SRC of Gert Sibande College for FET, commit ourselves to act as representatives of students as well as to participate in the governance of the College with the College Council and to oversee that relevant and quality education takes place

We will do this by:

- Placing education and learning first in everything we do in our College
- Using resources allocated to us by College Council to improve learning
- We will achieve these aims through cooperation with one another and complete dedication to education and learning

### **NAME**

The name shall be the Student Representative Council of the Gert Sibande FET College thereafter referred to as “SRC”

### **AIMS AND OBJECTIVES**

- To enhance the proper functioning of the College
- To initiate and advance such students activities as may be necessary
- To serve as mouth-piece for the students
- To foster the spirit of UBUNTU, humanity, dignity, equality and moral upliftment
- To provide a forum for the students to present their ideas, contributions and complaints
- To respect and encourage democracy and foster an institutional culture which promotes fundamental human rights and creates an appropriate environment for teaching and learning
- To act as a channel of communication between:
  - \* STUDENTS
  - \* STUDENTS AND CAMPUS MANAGERS
  - \* STUDENTS AND CEO
  - \* STUDENTS AND STAFF
  - \* STRUCTURES
  - \* STUDENTS AND LIAISON OFFICER
- To ensure a harmonious college environment that is free of discriminatory practices on the grounds of race, religion, gender, age, disability, culture, language, social background and sexual orientation
- To participate actively in accelerating the transformation of the education system
- To promote greater solidarity, cooperation and mutual respect within the College
- To liaise with other student bodies

### **AUTHORITY AND STATUS**

The SRC recognizes the College Council as the highest authoritative body of the College

The SRC is not a bearer of its own rights but exists as an entity with the powers delegated by the College Council

The SRC is a non-profit making structure

The SRC members are serving the college community and student's interests only

### **POWERS AND FUNCTIONS**

The SRC shall have the powers to make recommendations on behalf of the whole student community in cases, which it considers urgent.

The SRC shall be responsible drafting an annual budget and then seek approval from Council.

The SRC shall have the powers to call meetings of the entire student body, provided proper procedures are followed.

The SRC shall have the power to form substructures/committees to promote extra curricular activities.

The SRC shall have the power to represent the entire student community of the College in all governing bodies including management and College Council as per subsection 9 (4) (f) of the FET Act.

### **COMPOSITION OF THE SRC**

The composition of the SRC must strive to reflect as far as possible the demographics of the student population of the college.

It will consist of 30 members elected from 3 different campuses (10 from each campus).

13 members shall fill the identified portfolios (see below).

These 10 students will act as Representative for the SRC.

10 members of the 30 members shall constitute for the SRC.

10 members of the 30 members shall constitute the executive committee for the cluster. These members shall be decided at the Leadership Camp for all elected student leaders.

### **PORTFOLIOS**

- President
- Deputy president
- Secretary
- Deputy secretary
- Treasurer
- Director of Social Affairs
- Director of Sports and Recreation and Arts and Culture
- Director of Academic Affairs

- Additional Members

## **DUTIES OF OFFICE BEARERS**

### **PRESIDENT**

- Preside at all SRC meetings
- Submit a report of the activities of the SRC to SSO and AGM
- Represent the SRC at all official student functions
- Have ex-officio membership of all SRC committees.

### **DEPUTY PRESIDENT**

- Assume the powers and the duties of the President at the request of or the absence of the President
- Oversee the constitutional development process
- Be the chairperson of the Disciplinary Committee

### **TREASURER**

- Responsible for the formation of the Financial Committee and serve as its chairperson. Members of the Committee shall be absorbed from the Additional Members
- Shall serve as the chairperson of the fund raising committee
- In cooperation with the President shall draft a Budget
- Present the financial report at AGM
- Responsible for managing all SRC funds according to PFMA
- Receive all SRC projects transactions
- The budget submitted to Campus Manager

### **GENERAL SECRETARY**

- Together with the President draft Agenda for meetings and call the meetings
- Serve as the chief administrator
- Together with the President perform ex-officio duties
- In the absence of the President and deputy, shall assume the duties of chairing

### **DEPUTY SECRETARY**

- Deputize in the absence of the General secretary
- Post on notice boards such information as may be decided upon by the SRC, after the Campus Manager has signed notices not later than 48 hours prior
- Keep minutes of the meetings

- Maintain resolutions of the SRC

### **DIRECTOR OF PUBLIC RELATIONS**

- Liaise with the marketing department of the college
- Responsible for the Student's Newsletter and other publications for students
- Responsible for promoting and advertising SRC activities

### **DIRECTOR OF COMMUNITY OUTREACH**

- Responsible for community projects
- Compile research data of community profiles

### **DIRECTOR OF CULTURAL AFFAIRS**

- Be in charge of all cultural activities
- The member shall assist in promoting special events at the college such as the crowning ceremony of Mr. and Miss College and be responsible for putting up photographs of these events

### **DIRECTOR OF RELIGIOUS AFFAIRS**

- Identify the existing denominations within the College
- Identify ways of enhancing the identified denominations

### **DIRECTOR OF SPORTS AND RECREATION**

- Responsible for identification of the sport codes in which the student have an interest and set up the relevant teams
- Identifies playing fields where students can practice as well as play matches and makes the necessary arrangements
- Ensures that each sport discipline has a valid constitution

### **DIRECTOR OF ACADEMIC AFFAIRS**

- He/she shall organize and chair all students:
  - \* Symposia
  - \* Academic address
  - \* Conferences
  - \* Trips of Academic importance
  - \* Academic related activities
- Ex-Officio status in the Academic Board

## **TERM OF OFFICE**

Members of the SRC shall remain in office until the next elections are held

## **ELECTIONS**

The elections shall be held in the second month of each year

The Campus Student Support Officer shall supervise and have complete control over all SRC elections and by-elections, and all such activities as are specified in the standing orders, and make such arrangement of r essential publicity as may be prescribed in the same standing orders

Nominations of candidates for the general elections shall be lodged with the Electoral Officer in writing not later five days before elections

Objection to the nomination shall be in writing and lodged with the electoral officer within 24 hours after the list of nominees has been released

Voting shall be conducted through secret ballot papers provided and issued by the Electoral Committee

The election shall be declared null and void in the case of sustainable irregularities

## **DUTIES OF THE ELECTORAL OFFICER (CSSO)**

The Electoral Officer shall:

- ↻ Be the Chief Presiding Officer of the SRC elections
- ↻ Be the Chairperson of the Independent Electoral Commission
- ↻ Ensure free and fair elections
- ↻ Have the final say in the case of any allegation of fraud or any unfair practices
- ↻ Fix dates and times of nominations and voting within the limits of the constitution
- ↻ Publicize such dates, times and election procedures seven days before the commencement of the election process
- ↻ Accept and declare nominations as valid on a pre-determined date
- ↻ Count votes and confirm election results
- ↻ Be the Presiding Officer at he voting station during elections
- ↻ Chair the election mass meeting
- ↻ Hear and adjudicate cases of protest or any other irregularities pertaining to the elections

## **CONDITIONS**

No student shall stand for election if he/she has found guilty of any misconduct by the College.

A ballot paper shall be declared spoiled and rejected if:

- The name of the candidate or any of the printing on the ballot paper is amended
- Unsavory comments are made in writing on the ballot paper
- The electoral committee finds factual and sufficient reasons to declare a ballot paper spoiled
- If you failed your exam you can't be elected.

## **VOTING**

SRC elections shall be directed elections.

Voting shall be by secret ballot.

All student as per our definition shall have the right to vote.

Each student is allowed to vote for a maximum of 10 candidates.

In the event of a tie, elections shall be held 48 hours after the announcement of election results and such elections shall involve the candidates in the tie.

Election results shall be publicized not later than three days after the election and not earlier than one day after the elections.

New students can't be candidates but can vote.

During voting no candidate shall be permitted to display any material or engage in campaigning activities within a distance as determined by the IEC.

Immediately after the results are published, the CSSO shall submit a report to management.

The 10 candidates with the highest votes in a campus shall be the Campus Representative for the SRC.

Every SRC member shall sign an oath whose contravention shall be tantamount to breach of promise.

The 10 SRC members decide on the portfolios.

## **TERMINATION OF MEMBERSHIP**

The membership of any member will be terminated if:

- A member should die
- The term of which a member was elected for comes to an end
- He/she terminates their studies at the College
- He/she is found guilty according to the code of conduct of students
- He/she fails to attend three or more consecutive SRC meeting without giving valid reasons
- He/she tenders a resignation letter
- A vote of no confidence is passed at a constituted SRC meeting against a member in a form of motion supported by at least 2/3 majority of a fully quorum produced meeting

## **MEETINGS**

### **RULES OF GOVERNING MEETINGS:**

- No meeting shall be held during College teaching times unless urgent. Provision shall be made for such urgency
- No meeting may take place unless proper procedures are followed

### **PROCEDURES GOVERNING MEETINGS**

- A decision regarding the proposed meeting must be taken at an ordinary SRC meeting
- Either the President or the Secretary shall then inform the Campus Manager of the proposed meeting
- They must present the Campus Manager with the minutes of the meeting that took the decision, proposed agenda for the proposed meeting and the attendance register of the meeting that took the decision. The Campus Manager must then inform the CEO of the proposed meeting
- 48 hours shall be allowed for the Campus Manager to respond
- The notices of the said meeting, if accepted by the Campus Manager and Student Support Officer, shall be published on notice boards after the attachment of the signatures of the Campus Manager

### **MASS MEETING**

- A mass meeting could be held per trimester/semester on a date determined by the SRC after consulting the Campus Manager and Student Support Officer
- For a mass meeting a notice indicating the Agenda shall be given out at least 7 days before the meeting

### **SPECIAL MEETING**

- A special meeting may be held after consulting the Campus Manager and Student Support Officer
- The notice of such a meeting together with the Agenda shall be posted on a notice board at least 24 hours prior to such a meeting
- This meeting may be held at the instruction of the President of the SRC or at the written request of at least five members of the EXCO.
- A quorum must be formed for such a meeting
- In the event a quorum is not formed the meeting shall be postponed to another date decided by those present
- On the day decided those are present will form a quorum

### **SRC MEETINGS**

- The SRC shall meet once a month, on the first Tuesday of the month and will be indicated on each Campus Year Program
- A quorum must be formed
- Members of different student bodies may attend SRC meetings, but only as observer and may not vote

### **ELIGIBILITY**

A candidate must have finished at least a trimester

### **FILLING OF VACANT SEATS**

Members shall be adopted from the Additional Members

### **AMENDMENTS OF THE CONSTITUTION**

Amendments to the constitution shall be dealt with as follows:

The SRC will collect proposals to amend the constitution from students. The Deputy President shall handle all proposals.

All amendments will be discussed at a meeting of the SRC.

An amendment will only be considered if supported by a 2/3 majority of the SRC.

After the proposed amendments are voted for and accepted by a 2/3 majority, the proposed amendments should be presented to the College Council for approval before implementation.

All amendments shall be done annually.

### **CONFIDENTIALITY**

The SRC shall reserve the right to protect from division information it deems sacred and to the best interest of both the College and the SRC. This information shall not include financial matters.

### **FINANCIAL POLICY**

The Council may impose any reasonable conditions of an allocation of funding.

The Council must on annual basis provide sufficient information to the SRC regarding the funding to enable the SRC to prepare their budget for the year.

All requisitions shall be completed by the treasurer on an official requisition form to be accompanied by the minutes of the meeting in which the requisition was agreed upon and submitted to the Student Support Officer.

The President together with the General Secretary must sign every requisition before it is submitted.

No structure shall have the right to request money from the SRC fund without official approval of the SRC.

All money generated by the student structures shall be declared as income and reflected on the budget.

No structure shall be allowed to operate its finances independently from College supervision.

The treasurer shall be responsible for compiling a comprehensive report and present it before the SRC at every meeting and at the request of the CEO of College Council.

It shall be incumbent upon College Council to ensure that the Financial Committee of the SRC receives proper training on financial planning and management.

## **CODE OF CONDUCT**

A member shall be charged with offence against the SRC if:

- With intent to destroy the integrity of the SRC, its member or organizational capacity, she/he:
  1. sabotages the activities of the SRC
  2. Creates divisions within the SRC
  3. Impedes proper functioning of the SRC
  4. Destroys or threatens to destroy property of the SRC
  5. Engages in activities or spread misinformation with the objective of turning the student community against the SRC
  6. Causes grievous bodily harm, including rape or attempted rape to any other member of the SRC
  7. Fails to follow proper procedure as laid out in the Constitution
  8. Conviction in a court of law and sentenced to a term of imprisonment
- Commits sexual assault, sexual harassment whether verbal or physical of women or in any other way seriously offending the dignity of others
- Any person/member who wishes to destroy the SRC or prevent it from fulfilling its set aims and objectives
- Acts in a way that exposes members to seriously physical harm or death
- Deliberately behaves dishonestly in relation to SRC activities, recklessly exposing the SRC to danger or stealing from the SRC or its members
- Behaving corruptly in seeking or accepting any kind of bribes for performing or not performing any task on behalf of the SRC
- Engaging in abuse of office to obtain undue advantage
- Persistently undermining, without cause, the respect of the SRC and impeding the functioning of structures of the SRC
- Acting, without good cause, against a decision of the Constitution

## **VIOLATIONS OF DISCIPLINE**

A member shall be charge with Violation of Discipline for:

- Rowdy and aggressive behavior and drinking during meeting or during activities of the SRC. Abusive and disrespectful behavior towards other members
- Malicious gossip that sows divisions among members
- Carelessness in relation to property of the College, including reckless or careless use of College transport and unauthorized use of College property for personal use
- Disrupting meetings and interrupting with the orderly functioning of the SRC
- Any persistent behavior that harms or threatens to harm the SRC

**DISCIPLINARY PROCEDURE**

➤ **PRINCIPLES**

- a) Discipline should not be seen as a means of denying members their basic democratic rights
- b) It should not be used as a means of solving personal problems
- c) Any person faced with disciplinary proceedings shall receive due written notice of any hearing and of the basic allegations and charges against him/her and be afforded a reasonable opportunity to make his/her defense
- d) All disciplinary proceedings shall be attended to as speedily as possible

➤ **STURCTURES**

- a) The Deputy President shall be the Chairperson of the Disciplinary Committee

➤ **RULES OF PROCEDURES**

- a) Guidelines for the interpretation of the Code of Conduct and the Rules of Procedures, including time limits to be followed before, during and after the hearing shall be binding on all members of the SRC
- b) Decisions relating to disciplinary proceedings shall be announced during constitutional meetings of the SRC
- c) Decisions of the Disciplinary Committee shall be final

➤ **RIGHT OF APPEAL**

- a) Any person found guilty in a disciplinary proceeding, has the right, within a reasonable period to appeal against the conviction or the sentence to the next higher body of the College such as the Council
- b) The principal may direct that a higher body than the Disciplinary should hear any appeal

➤ **SCHEDULE OF PENALTIES**

Should a member be found guilty of an offence, a violation of discipline or an abuse of rules, one shall be liable to:



- a) Reprimand
- b) An act of reasonable compensation to be determined by the Disciplinary Committee depending on the seriousness of the offence
- c) Re-deployment
- d) Warning – Verbal
  - Written
  - Expulsion
- e) Demotion
- f) Imposition of corrective measures
- g) Temporary forfeiture of membership
- h) Temporary suspension

<b>VERSION</b>	<b>ORIGINAL</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Date</b>	<b>24 Nov 2005</b>			