



**ORBIT TVET COLLEGE**

# **CONSTITUTION OF THE STUDENT REPRESENTATIVE COUNCIL**

## 1. PREAMBLE

<b>Recognizing</b>	The important role of Technical and Vocational Education and Training (TVET) in the development of individuals and the South African society at large.
<b>Committed</b>	To the core values of ORBIT TVET College in developing individuals who combine skills competence with a sense of responsibility to themselves and society.
<b>Desiring</b>	To develop men and women of good character, and integrity;
<b>Determined</b>	To nurture responsible leadership at ORBIT TVET College and in the surrounding communities.
<b>Acknowledging</b>	The authority of the Department of Higher Education, the College Council, Management and Staff, while desiring to promote the rights and interests of the students, and the acknowledgement of all the relevant legislative guides.
<b>Do Hereby</b>	Resolve to adopt the ORBIT TVET College Student Representative Council (SRC) Constitution to guide the student leadership in its endeavor to responsibly represent students' rights and interests within the respective ORBIT TVET College structures.

## 2. INTRODUCTION

ORBIT TVET College SRC Constitution is promulgated with reference to the Constitution of the Republic of South Africa, Continuing Education and Training (CET) Act 16 of 2006 as amended, Guidelines on Student Leadership and Governance in TVET Colleges issued in 2019 and all related legislative guides.

Being the umbrella body of all student organisations, the SRC aims at unifying students of the College ~~(therefore the institution should provide resources and support to the students)~~ in order to contribute to the advancement of the students' interest in the academic, social, cultural and extra-mural spheres.

The SRC undertakes to do this in a transparent and organized manner and in full co-operation with the College Council, College Management, Staff, Students, Society, surrounding communities and all relevant Stakeholders.

The SRC shall be the highest student representative body in Council and Management Committee of the College regarding all student matters and student interests.

### 3. TERMINOLOGY

Unless otherwise specified the following meaning will apply to the terms or words used in this document.

- ~~3.1 An **eligible student candidate** for the SRC election is a full time registered student at ORBIT TVET College registered for all four (4) subjects in Report 191 (Nated) all four (4) subjects at Pre-vocational Learning Programme (PLP) , or all seven (7) at National Certificate Vocational (NCV) . The subjects must be registered at the same level of study ~~(Including all students {cos}.~~~~
- ~~3.2 **ORBIT Community** refers to the Student Body and College Staff members of all College sites, i.e. Campuses and Central Office.~~
- ~~3.3 **Student body** is a collective term for all students duly registered as such by the College.~~
- ~~3.4 **Student (s)** means any full time or part time student duly registered for Report 191, PLP or NCV programmes at ORBIT TVET College but excludes:~~
- ~~(i) Student (s) who is/are only registered for a short learning programme/project at the campus funded by an external organisation/Sector Education and Training Authority (SETA).~~
- ~~3.5 **Student Support Officer (SSO)** is a staff member appointed to guide, monitor, and co-ordinate and control the activities of the SRC members at that Campus. ~~(SRC should have full control of their activities but the SSO can just monitor and guide repeal of the word control).~~~~
- ~~3.6 **College Management** refers to a structure at the College responsible for the entire management and success of the College.~~
- ~~3.7 **Academic Board** refers to the board of the College as defined by the CET Act 16 of 2006 as amended by Act no 3 of 2012.~~
- ~~3.8 **College Council** refers to the Council of the College as defined by the CET Act 16 of 2006 as amended by Act no 3 of 2012.~~

~~3.9 Chief Electoral Officer refers to a member and/or delegate of the Independent Electoral Institution responsible for the administration of the SRC elections.~~

No.	Acronym/ Term	Description
01	<b>Chief Electoral Officer</b>	refers to a member and/or delegate of the Independent Electoral Agency responsible for the administration of the SRC elections.
02	<b>Eligible Student(s)</b>	is a full time registered student at ORBIT TVET College registered for all four (4) subjects in Report 191 (Nated), all four (4) subjects at Pre-Vocational Learning Programme (PLP), or all seven (7) at National Certificate Vocational (NCV). The subjects must be registered at the same level of study.
03	<b>IEA</b>	Independent Electoral Agency
04	<b>IEB</b>	Independent Electoral Body
05	<b>IEC</b>	Independent Electoral Committee
06	<b>NC (V)</b>	National Certificate (Vocational)
07	<b>PLP</b>	Pre-Vocational Learning Programme
08	<b>Report 191</b>	Nated related Programmes
09	<b>SRC</b>	Student Representative Council
10	<b>SSS</b>	Student Support Services
11	<b>SSO</b>	Student Support Officer
12	<b>Student(s)</b>	means any full time or part time student duly registered for Report 191, PLP or NCV programmes at ORBIT TVET College but excludes students registered short learning programme/project at the campus funded by an external organisation
13	<b>Student Body</b>	is a collective term for all students duly registered as such by the College
14	<b>College Management</b>	refers to a structure at the College responsible for the entire management and success of the College
15	<b>Academic Board</b>	refers to the board of the College as defined by the CET Act 16 of 2006 as amended by Act no 3 of 2012.
16	<b>College Council</b>	refers to the Council of the College as defined by the CET Act 16 of 2006 as amended by Act no 3 of 2012.

#### 4. ESTABLISHMENT OF THE SRC

4.1 The SRC is the statutory body of the college established in terms of section 14 of the CET Act no 16 of 2006 as amended.

4.2 The establishment, composition, manner of election, term of office, functions and

privileges of the SRC shall be determined by the College Management and Council after consultation with the students, subject to policy determinations (~~Implementation of consulting students~~).

~~4.3 Establish and make available policies that inform the SRC about constitution.~~

## 5. AIMS AND OBJECTIVES OF THE SRC

The SRC exists to represent student matters and aspires to:

~~SRC should serve on the best interest of the students.~~

- 5.1 Establish a platform that is open to every student to participate in student governance
- 5.2 Function as a channel of communication between the Student Body and the College management;
- 5.3 Provide a channel of communication between the students of ORBIT TVET College and Students of other Institutions;
- 5.4 Crystallize the needs and aspirations of students and to make known their concerns and point-of-views; (~~hold accountable and taken to disciplinary~~).
- 5.5 Seek clarification on general academic issues and Student community issues, conducting the dialogue and consultation within the parameters of regulations embedded within the College.
- 5.6 Promote the spirit of harmony and unity among Students and Staff of each Campus and the College.
- 5.7 Establish a solid identity amongst the Students and to help ensure that they are treated with the respect, dignity and the equality they deserve.
- 5.8 Promote a culture of academic excellence, diligent leadership and student participation in all facets of student governance.

~~5.9 Establish a program that will make students aware of policies that governs them.~~

~~5.10 SRC should actively participate in leaderships.~~

## 6. FUNCTIONS OF THE SRC

In fulfilling its role within the College, the SRC will strive to:

- 6.1 Promote the vision and mission statement of the College.
- 6.2 Help bring out and nurture talent in all Students, and to challenge the students to have a spirit of service within the community.

- 6.3 Appoint delegates who will represent the Students at meetings acceptable to the Department of Higher Education and Training and approved by the College Council and Management.
- 6.4 Convene and conduct general and special meetings of the Students; ~~Communication to be made through SRC PRO.~~
- 6.5 Support all Student committees, clubs, societies, extra-curricular and extra - mural activities pertaining to the College, and to be prepared to take initiatives from time to time as the need arises;
- 6.6 Support the interest of Students to participate in extra-curricular, and development activities;
- 6.7 Prudently utilise funds allocated to SRC and such funds as the SRC might gather from other sources; ~~The Treasury must submit a monthly report and have full control, access and transparency to the allocated funds.~~
- 6.8 Be accountable for all its decisions. It is not allowed to take major decisions ~~(clarity of major decisions)~~ without the mandate of the Student Body of the College. Where it is practically impossible to obtain this mandate beforehand, a decision may only be taken with the approval of the College Council and ratification must be sought from the Student Body of the College as soon as possible;
- 6.9 The SRC is not allowed to affiliate with any organization. The SRC is a statutory body that represents the entire Student Body of the College and does not allow itself to become the representative of any other body.
- 6.10 The SRC shall avoid all forms of intimidation or pressurization of the Student Body of the College, since it exists only to serve. However, it is the right of any individual member of the SRC to join any organised student formation outside the SRC which will not be used or practiced to execute SRC duties.
- 6.11 ~~The SRC should have the authority to scrutinising College policies, regulations and any other law affecting students.~~
- 6.12 ~~Support of standard programmes within the institution.~~

## 7. SRC ELECTIONS AND BI-ELECTIONS

- 7.1 SRC Elections shall be held annually before the 31<sup>st</sup> March of each Academic year.
- 7.2 Please refer to the Annexure A - SRC Election Procedure for ease of reference.

## 8. ROLE DESCRIPTIONS OF THE SRC EXECUTIVE COMMITTEE MEMBERS

### 8.1 The SRC President shall:

- 8.1.1 Chair all meetings of the SRC Executive Committee;
- 8.1.2 Be the spokesperson of the SRC;
- 8.1.3 Represent the Students and the SRC at all official Student functions;
- 8.1.4 Co-ordinate and support all the other SRC members in their various tasks;
- 8.1.5 Report directly to the Social Support Coordinator at Central Office regarding College SRC affairs and activities.

### 8.2 The Deputy-President shall:

- 8.2.1 At the request of, or in the absence of the President, carry out the duties and privileges of the SRC President;
- 8.2.2 The President and Vice-President shall work together at all material times.

### 8.3 The Secretary shall:

- 8.3.1 Be in charge of and responsible for the records and office property of the SRC, excluding financial records;
- 8.3.2 Conduct the SRC correspondence and keep copies of all correspondence which he or she handles;
- 8.3.3 Circulate notices and agendas of SRC meetings, within reasonable time of such meetings;
- 8.3.4 Take minutes at all SRC meetings, General meetings and Special meetings, and ensure that the relevant Staff and SRC members get a copy of these minutes.

### 8.4 The Vice-Secretary shall:

- 8.4.1 At the request of, or in the absence of the Secretary, carry out the duties of the Secretary;
- 8.4.2 Be the vice operations and administrative officer of the SRC and work hand in hand with the Secretary;
- 8.4.3 Can be assigned special tasks by the Secretary and/ President.

8.5 The **Treasurer** shall:

- 8.5.1 Keep books and proper records of the SRC finances;
- 8.5.2 Presents a financial status report at ~~each~~ **all** meeting of the SRC ~~and at each General Meeting.~~
- 8.5.3 **The Treasury must submit a monthly report and have full control, access and transparency to the allocated funds.**
- 8.5.4 **Financial Reports, statements & Records to be made available to the SRC Treasure.**

8.6 The **Public Relations Officer (PRO)** shall:

- 8.6.1 Promote the good image of the SRC within the College Community and Stakeholders.
- 8.6.2 Working under the SRC's direction, the PRO takes a special responsibility on matters of effective ordinary communication.
- 8.6.3 In particular, the PRO shall:
  - 8.6.3.1 Maintain a concern for sound two-way communication and understanding between the SRC and the College Community;
  - 8.6.3.2 Assist the President in liaising with the members of the SRC about student activities;
  - 8.6.3.3 Assist the President in communication, on the student's behalf, with other educational institutions;
  - 8.6.3.4 Serve on the Marketing Committee of the College
  - 8.6.3.5 Co-ordinate community and outreach activities

8.7 The **Academic Development and Alumni Officer** shall:

- 8.7.1 Support, organize and encourage all students to participate in:
  - 8.7.1.1 Symposiums
  - 8.7.1.2 Academic Addresses
  - 8.7.1.3 Conferences
  - 8.7.1.4 Academic Trips
  - 8.7.1.5 Academic related activities



8.7.2 Have Ex-Officio status in the Academic Board

8.8 **The Disciplinary and Legal Officer shall:**

- 8.8.1 Represent the chairperson of the SRC in the disciplinary committee
- 8.8.2 Represent students in the disciplinary processes that involves students
- 8.8.3 Make valuable contributions to the College policies on disciplinary matters
- 8.8.4 Ensure safety and security of students in the College and during students' excursions

8.9 **The Health & Wellness and Hostel Officer shall:**

- 8.9.1 Support participation of students in the health and wellness activities.
- 8.9.2 Participate in the development of health and wellness policies.
- 8.9.3 Encourage students' participation in the health and wellness activities.
- 8.9.4 Support the health and wellness programme.
- 8.9.5 Encourage students' participation in the rolling out of health and wellness programmes.
- 8.9.6 Encourage students in the enhancement of health, cleanliness and wellness.
- 8.9.7 Participate in the hostel committee meetings.

8.10 **The Sports & Recreation Officer shall:**

- 8.10.1 Be responsible for identification of sports codes in which the students have interest and set up the relevant teams.
- 8.10.2 Identify playing fields where students can practice as well as play matches, and communicate the necessary arrangements.
- 8.10.3 Ensure that all codes have full participation where necessary.
- 8.10.4 Accompany students when participating in sports and recreation.
- 8.10.5 Encourage the participation of students in sports and recreational activities.
- 8.10.6 Participate in the policy development.
- 8.10.7 To participate in the sports and recreation meetings

8.11 **The Arts and Culture Officer shall:**

- 8.11.1 Be responsible for identification of arts and cultural activities in which the students have interest and support the setting up of relevant teams.
- 8.11.2 Identify venues where students can practice and perform, and communicate the necessary arrangements.
- 8.11.3 Ensures that all groups have full participation where necessary.
- 8.11.4 Accompany students when participating in arts and cultural activities.
- 8.11.5 Encouraging the participation of students in arts and cultural activities.
- 8.11.6 Participate in the policy development.
- 8.11.7 Participate in arts and culture meeting

8.12 **The Gender and Disability Officer shall:**

- 8.12.1 Advocate for the rights of equal treatment and protection for all students irrespective of race, gender, sexual orientation, disability, religion, nationality, ethnicity, crime, social origin, and socio-economic issues.
- 8.12.2 Support and encourage the running of awareness campaigns and events for marginalized groups in the Campus.
- 8.12.3 Encourage freedom of expression, freedom of speech, movement, association and participation of the marginalized groups.
- 8.12.4 Uphold the South African constitution and all the other legislative guides that support gender and disability.
- 8.12.5 Participate in the policy development.
- 8.12.6 Participate in the gender and disability meetings.
- 8.12.7 Participate in the activities that support gender and disability community

**9. SRC REPRESENTATION ON BODIES WITHIN THE COLLEGE STRUCTURE**

By virtue of their portfolios, SRC members will serve on the relevant committees and structures of the College, as may be required.

**9.1 Statutory Bodies**

- 9.1.1 In the College Council, the SRC shall be represented by the SRC President and the Secretary General
- 9.1.2 In the Academic Board, the SRC shall be represented by the President and the

Academic Development and Alumni Officer

9.1.3 It must be understood that SRC members serving on these structures, serve as full Members and not representatives and therefore cannot be represented by another SRC member if they cannot attend the meeting.

## **9.2 College Committees**

9.2.1 In the Disciplinary Committee, the SRC shall be represented by the SRC Disciplinary and legal officer and / or an Executive Committee member delegated by the President.

9.2.2 In the Financial Aid Committee, the SRC shall be represented by the Treasurers from All Campuses, President and Deputy President.

9.2.3 In the Sports & Recreation Committee, the SRC shall be represented by the Sports & Recreational Officer.

## **9.3 Campus Committees**

The various respective portfolio holders will represent the SRC on the below Committee:

9.3.1 Health and Wellness

9.3.2 Arts and culture

9.3.3 Sports and recreation

9.3.4 Student Disciplinary

9.3.5 Chairperson's committee

9.3.6 Academic and alumni

## **10. CHAIRPERSON'S COMMITTEE/ FORUM**

10.1 Campus SRC Chairpersons shall schedule regular meetings with Chairpersons of Student's formations to discuss campus student matter

10.2. The SRC President shall schedule College Chairpersons forum with student formations

## **11. ACCOUNTABILITY OF THE SRC**

The SRC must hold meetings, provide minutes and reports to students, Management and Council.

- 11.1 The SRC must develop a programme of action which will be costed using resources, needs, and key deliverables
- 11.2 The SRC must use the budget allocated responsibly guided by the activity plan/s.
- 11.3 The SRC must remain faithful to the students and the College.
- 11.4 The SRC must exercise discipline with regard to its members.
- 11.5 The SRC must seek approval of all notices for display on the campus notice boards and even outside the college
- 11.6 The SRC must submit and present bi-annual reports to the College students and Management
- 11.7 The SRC must hold meetings, provide minutes and reports to students and management.

## **12. TERM OF OFFICE**

- 12.1 The term of office of the SRC shall be one academic year.
- 12.2 No SRC member may serve in the college or campus respectively for more than two terms whether consecutively or separately.
- 12.3 If the elections could not be held as expected and regulated, the outgoing SRC shall continue serving to avoid a vacuum in various committees for a period not exceeding two (2) months.
- 12.4 The term of office shall commence immediately after SRC elections and announcements of elected SRC members.
- 12.5 The selected outgoing SRC executive members shall assist College management in respect of the handing over process.

## **13. TERMINATION OF MEMBERSHIP**

The membership of the SRC shall be terminated if:

- 13.1 The term of office which a member was elected for expires/come to an end.
- 13.2 A member resigns in writing from the SRC
- 13.3 A member ceases to be a student at the College

- 13.4 A member fails subjects within three months of being in office (assessments and or examinations) ~~Academic support to be provided to all SRC members as soon as they assume on office.~~
- 13.5 A member fails to attend three (3) consecutive meetings of the SRC without a valid reason and written apology
- 13.6 The Disciplinary Committee finds him/her guilty of a serious misconduct in terms of the College Students Code of Conduct and or SRC Code of Conduct
- 13.7 A vote of no confidence is passed by the general student body of at least fifty (50) plus one (1) of the majority of registered students. The objection shall be done by means of a written letter accompanied by signatures. ~~(Motion of no confidence should be filled among office members and not the student body as per section 102 The South African constitution).~~
- 13.8 A member is convicted for any criminal activity and imprisoned for at least six months without an option of a fine by the court of law.
- 13.9 The membership of the whole of the SRC may be terminated if after due processes, College Council takes a decision to dissolve the SRC.
- 13.10 Compliance to items 13.4 to 13.9 above will be enforced by the SSS Office bearers after following all relevant procedures.

#### 14. FILLING OF VACANCIES

- 14.1 In case the SRC President vacates his/her office, the vice-president shall fill the position.
- 14.2 Then the third elected Campus Chairperson will be the next vice-president.
- 14.3 ~~Bi elections will then take place at that~~ Filling of the vacant position at that particular Campus where the resigned president studies ~~will be determined by the initial election results of candidates in terms of number of votes. to elect a member of the SRC committee (Clarity) ( Bi elections to be held to fill in vacancies after the termination of a member in the office).~~
- 14.4 Any other vacancy will be filled as follows:
- 14.4.1 The position of any other portfolio will be determined by the initial election ~~position of the SRC members~~ results of candidates in terms of number of votes.

#### 15. SRC BUDGET

- 15.1 Each site has an SRC budget with a specific amount allocated on an annual basis.
- 15.2 The Annual budget is prepared by the Finance Unit in collaboration with the Student Support Services Unit.
- 15.3 The College Council approves the Budget of the College which includes the budgets of the SRC **on an annual basis.**
- 15.4 The budget shall specify how much money is allocated to each activity of the SRC, and it shall respect the fact that certain funds have been raised or donated specifically for a particular activity.
- 15.5 Any SRC financial queries are handled by the Treasurer through the correct channel of communication.
- 15.6 The SRC shall attempt to keep its own administrative expenses modest, avoiding spending the SRC funds extravagantly and on personal privileges. ~~SRC to have full access to funds which have been allocated.~~
- 15.7 The SRC funds shall primarily be used for SRC Development and Training and student activities.
- ~~15.8 The SRC must be given their budget in documentation form.~~
- ~~15.9 Transparency to the SRC Treasure with regards to financial reports. The SRC Treasurer should receive the approved SRC budget.~~

## **16. RELATIONSHIP BETWEEN THE SRC, COLLEGE STRUCTURES AND ORGANIZED STUDENT FORMATIONS**

- 16.1 The SRC, like all other structures in the College, is subject to the College Governing Council, whose approval is needed for the SRC Constitution and any changes thereof.
- 16.2 The SRC represents the interests of the students, liaising closely with the College Management and staff to ensure effective communication and co-ordination.
- 16.3 The SRC shall ensure that there is a harmonious relationship with existing organised student formations on the Campuses and within the student body.
- 16.4 The existing organised student formations shall acknowledge the office and authority of the duly elected SRC and Management structures of the College.
- 16.5 Representatives of organised student formations shall at all times seek to raise their concerns through the office of the SRC in a respectful manner that promotes harmonious relations and contributes to a conducive atmosphere that promotes quality teaching, study and learning.

## 17. DISSOLUTION

- 17.1 The SRC may be dissolved by a resolution of the College Council after following due processes and on good cause shown or by College students and not student political formations. The resolution will succeed by no less than two thirds majority. This must be done in the form of signing a memorandum.
- 17.2 The SRC will be dissolved if a two thirds majority of the total Student Body of the College passes a vote of no confidence in the SRC.

## 18. AMENDMENTS TO THE SRC CONSTITUTION

- 18.1 Amendments of the SRC Constitution may be reviewed after every three (3) years.  
~~The SRC constitution revision on annual basis to adopt to the day-to-day operations.~~
- 18.2 Annexure A (SRC Election Procedure), Annexure B (SRC Meetings), Annexure C (SRC Privileges and Incentives) and Annexures D (SRC Code of Conduct) attached to the constitution may be reviewed on an annual basis to allow for flow of operations.
- 18.3 The SRC President shall facilitate the submission of inputs from the student body
- 18.4 Such inputs will be submitted in writing to the relevant office for consolidation and submission to relevant College Structures for recommendation and Approval.

## 19. APPROVALS

This ORBIT TVET College SRC Constitution and its Annexures is a document that is promulgated following consultations and deliberations of the Student Body through the Student Representative Council and all relevant stakeholders.

~~Authenticity of the constitution, to be inclusive of SRC EXCO Council Representatives.~~

\_\_\_\_\_  
K. MOLOANTOA (Dr)  
CHAIRPERSON  
COLLEGE COUNCIL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
D.F. MOKOENA  
PRINCIPAL  
(College Accounting Officer)

\_\_\_\_\_  
DATE

## ANNEXURES

### ANNEXURE A – SRC ELECTION PROCEDURE

#### 1. INTRODUCTION

The SRC elections process needs to be fair, open, transparent, legal and credible in order to ensure that those students nominated for elections by the College populace will get a fair and equal opportunity to canvass for votes and be elected to serve in the SRC as prescribed.

#### 2. PURPOSE

- 2.1 To provide framework and position for the elections, and constituting of the SRC in accordance to the constitution of the SRC Constitution
- 2.2 Ensure consistency in the conduct of Free, Fair and Credible elections
- 2.3 Advance tolerance in the exercise of democratic activities and creating a free campaigning environment and open public debate

#### 3. APPOINTMENT OF INDEPENDENT ELECTORAL AGENCY/ BODY/ COMMITTEE

- 3.1 The SRC Elections and/or By-Elections shall be conducted and supervised by an Independent Electoral Agency (IEA) ~~or Independent Electoral Body (IEB) or Independent Electoral Committee (IEC).~~
- 3.2 The appointment of such Independent Body to conduct the Elections and/or By-Elections shall be in writing, after consultation with the College SRC Executive.
- 3.3 The Student Support Services Manager or a delegated Official shall lead the Elections Process.

#### 4. ROLES AND DUTIES OF THE INDEPENDENT ELECTORAL COMMITTEE

It shall be the duty and responsibility of the Principal or delegated official to inform the process of appointing an Independent Electoral Committee or body, and this company shall appoint an Electoral Officer.

The Independent Electoral body will manage the entire process of SRC elections including the disputes. Disputes must be submitted in writing to the Chief Electoral Officer and resolved within 48 hours.

##### The Electoral Officer shall:

- 4.1 Be a member of the Independent Electoral Committee or Independent Electoral body.
- 4.2 Be informed about the Constitution of the SRC on how to run the elections.



- 4.3 Be supplied with all relevant information and resources from the College
- 4.4 Explain the Election Procedure to all stakeholders (Staff members and Outgoing SRC) before the process starts.
- 4.5 Be responsible for counting of votes and announcements of results.
- 4.6 Develop an SRC election schedule in consultation with the relevant SSS Office bearer.
- 4.7 Have complete control over the election procedure according to the SRC Constitution and National Guidelines on Student Leadership and Governance in the TVET Colleges; and be accountable to the Student Body and the Principal of the College for this responsibility.
- 4.8 In collaboration with the College and Campus management, the Independent Electoral body will be responsible for the following:
  - 4.8.1 Developing an election schedule.
  - 4.8.2 Verifying and endorsing the candidates' eligibility.
  - 4.8.3 Preparing the ballot papers and the ballot boxes/system and database in case of online elections.
  - 4.8.4 Preparing the Election venue and procedures.
  - 4.8.5 Providing ballot papers to the student voters

## **5. VOTING PROCESS FOR THE SRC**

This process shall be conducted and managed by the Independent Electoral Body or Independent Electoral Committee and spearheaded by the Student Support Services (SSS) Manager.

- 5.1 The SSS Manager or delegated official will determine the voting platform, i.e. manual, electronic or mixed based on the options available to the College and prevailing circumstances in consultation with the out-going SRC.
- 5.2 The voting platform shall be communicated to the entire student body and College management in advance.
- 5.3 The voting period shall be guided by the voting platform used. The voting period shall not be longer than one (1) day/24 hours.
- 5.4 The IEA/~~IEB~~/ IEC shall issue the Election results to the Student Support Officer at the Campus and Student Support Manager at Central Office.

5.5 The Student Support Officer at the Campus shall submit to the Campus Manager and Central Office 8 names of the elected Campus SRC candidates, as determined by the highest number of votes acquired by a Candidate.

5.6 At all times, there should be eight (8) members of the SRC per Campus.

5.7 In terms of equal votes between two or more candidates, bi-elections between those Candidates will be sanctioned.

5.8 After the completion of counting, the top 8 candidates, in numerical order of votes will become the Campus SRC, or as agreed by the elected SRC in the Campus and that order/agreement will inform the below portfolios/office bearers:

1. Chairperson
2. Secretary
3. Treasurer and Student Finance Officer
4. Academic Development and Alumni Officer
5. Public Relations Officer
6. Sports and Recreation Officer
7. Arts and Culture Officer
8. Health and Wellness Officer (and Hostel Officer at Mankwe)

## **6. NOMINATION AND ELIGIBILITY OF CANDIDATES TO THE SRC**

6.1 The nomination of candidates as members of the SRC shall be lodged with the appointed IEA or IEB or IEC.

6.2 To be eligible for nomination as a candidate for the SRC elections, a candidate must meet the following criteria:

6.2.1 Must be a full time registered student of ORBIT TVET College;

6.2.2 Must have achieved 60% per subject on all ministerial – funded Programmes;

6.2.3 Must have passed seven (7) out of seven (7) National Certificate Vocational (NCV) subjects and four (4) out of four (4) R191/PLP programme in one Examination sitting; and

6.2.4 Must have attended 80% of his/her classes in the year preceding the elections.

6.3 Nomination forms shall be collected from the IEA or IEB or IEC at Student Support Centre at each Campus.

6.4 Nomination forms shall be returned to the IEA or IEB or IEC in the Student Support Centre before the closing date as indicated in the Election Schedule. All required documentations must be submitted with the nomination form to the IEA or IEB or IEC.

6.5 Nominated candidates shall have their forms signed by 100 ORBIT TVET College registered students in the current year to justify their constituent support for legible standing as candidates;

- 6.6 The names of all the nominated candidates who meet the requirements to stand for Elections will be posted on Campuses' Notice Boards by the Independent Electoral Office/Officer.
- 6.7 The names of the nominated candidates per campus must be verified by the Independent Electoral Official and College Official.
- 6.8 The verified list of candidates who meet the eligibility criteria will be published for the voting exercise.

## **7. COMPOSITION AND ELECTION OF THE EXECUTIVE COMMITTEE MEMBERS OF THE COLLEGE SRC**

- 7.1 The SRC Executive Committee shall consist of 12 elected members at College level, and shall be made up of the following Office Bearers:

1. President
2. Deputy President
3. Secretary
4. Vice-Secretary
5. Treasurer
6. Academic Development & Alumni Officer
7. Disciplinary and Legal Officer
8. Health & Wellness and Hostel Officer
9. Public Relations Officer (PRO)
10. Sports & Recreation Officer
11. Arts & Culture Officer
12. Gender & Disability Officer

- 7.2 The SRC Executive Committee shall be elected by a democratic process, through a secret ballot by the 24 newly elected SRC.
- 7.3 Campus SRC Chairpersons shall stand for the position of president. The chairperson with the highest number of votes becomes President and the 2nd highest with votes becomes the Deputy President.
- 7.4 The 3rd Chairperson with the lowest number of votes will fill the position of Disciplinary and Legal Officer. This bears in mind that the Campus Chairperson is a committee member of Campus Disciplinary Committees.
- 7.5 The rest of the Office Bearers of the SRC Executive Committee must be serving the same portfolios as at campus level. They will therefore be elected in the same manner as the 1st three Office Bearers, i.e. the Candidate with the highest votes

becomes the Secretary, the 2nd highest the Vice-Secretary and the 3rd highest the Gender and Disability Officer. The rest of the portfolios will be elected according to the highest vote per portfolio.

## **8. ELECTIONS AND FILLING OF VACANT POSITIONS**

- 8.1 SRC Elections shall be held annually by the 31<sup>st</sup> of March of every Academic year.
- 8.2 For Campus SRC Elections to render a valid and binding results, a minimum of twenty-five (25 %) of the registered students must have cast ballots.
- 8.3 In case the SRC President vacates his/her office, the Deputy President shall fill the position.
- 8.4 Then the third elected Campus Chairperson will be the next Deputy President.
- 8.5 Any other vacancy will be filled as follows:
  - 8.5.1 The position of any other portfolio will be determined by the initial election results of candidates in terms of number of votes.

## **9. VOTERS' ROLL**

- 9.1 Before an election, the IEA or IEB or IEC shall obtain from the College Management (SSS Unit) a list of all students from all campuses eligible to vote in the SRC elections.

## **10. MANIFESTO READING**

- 10.1 The chief electoral officer shall publish two (2) days' notice or indicate on the elections schedule about the date and time of the SRC election Manifesto reading
- 10.2 At the SRC election manifesto reading, the chief electoral officer shall introduce the names of participating student organisations and the number of candidates they have forwarded or of individual candidates
- 10.3 At the SRC election manifesto reading, participating candidates shall present any form of information or manifesto to mobilise voters and respond to any question raised by voters or candidates.
- 10.4 The presentation of the manifesto shall be done in an alphabetical order until all candidates have presented.
- 10.5 Failure to honour and present manifesto by any candidate will result in automatic disqualification from contesting SRC elections.
- 10.6 Any candidate who presents their manifesto and walk away immediately afterwards without sitting until all candidates have presented will also have their candidacy withdrawn or disqualified.

## **11. DUTIES AND RESPONSIBILITIES OF OBSERVERS**

- 11.1 Increase the confidence of the College Community and Candidates in the democratic elections process.
- 11.2 Observers represents their representatives at all meetings and interaction with the IEA or IEB or IEC and observe entire elections process until results are issued.
- 11.3 Cooperate and comply with order issues by the IEA or IEB or IEC, deter fraud, intimidation and improper conduct or activities through their observation.
- 11.4 Report any concerns or problems in the elections process to the IEA or IEB or IEC and cooperate in any investigation.
- 11.5 Refrain from either talking to voters or interfering with the work of the polling officers at the polling station and from election campaigning at the polling station.
- 11.6 Observers are not allowed to interfere with voting and counting, also not allowed to handle ballots.
- 11.7 All nominated observers must be subjected to observers training by the Independent Elections Agency, failure which those absent from training will not be allowed in the polling station.
- 11.8 The elections agency shall have authority to define and promulgate any other additional rules that relates to observers and their responsibilities as considered necessary to deliver free and fair elections.

## **12. LODGING OF COMPLAINTS DURING THE VOTING PERIOD**

- 12.1 Only participating student candidates through observers shall have competence to file any complaint on the SRC elections at any time during the voting period, particularly complaints of errors or misconduct committed in the voting station.
- 12.2 All complaints shall be in writing and co-signed by both observes of the participating student and or, organisations.
- 12.3 All complaints shall be raised with the Chief Electoral Officer in a manner described by section 13.1 and 13.2
- 12.4 The Chief Electoral Officer shall apply his/her mind on any complaint raised and give a ruling.
- 12.5 In case the complaining participating student candidate is not satisfied with the ruling of the Chief Electoral Officer, he/she may appeal to the Deputy Principal Academic and should note that it does not stop or nullify results.

## **13. COUNTING OF VOTES**

- 13.1 The Chief Electoral Officer shall ensure that only members of Electoral team, participating student candidates Observers and specified College Observers are present at the voting station during the counting of votes.
- 13.2 The Chief Electoral Officer shall ensure that after the closure of the voting stations all Ballot Boxes are sealed and that all Ballot Boxes are counted in the presence of Observers.
- 13.3 The Chief Electoral Officer shall unseal every Ballot Box during the counting period for that specific Ballot Box, in the presence of Observers

- 13.4 The Chief Electoral Officer shall ensure that all cast Ballot Papers are counted immediately after the closure of the voting station.

#### **14. ANNOUNCEMENT OF THE ELECTIONS RESULTS**

- 14.1 The Chief Electoral Officer shall immediately after counting and signing off the results by observers and then publish the elections results.
- 14.2 The Chief Electoral Officer shall invite student observers to raise any objection to the preliminary results within twenty-four hours (24) after the announcement of the preliminary results.
- 14.3 The Chief Electoral Officer shall immediately publish the preliminary results notwithstanding any objection raised.
- 14.4 The Chief Electoral Officer shall proceed to publish the final SRC elections results the lapse of the timeframe provided by section 14.2 15.2

#### **15. OBJECTIONS TO ELECTION RESULTS**

- 15.1 Any objection of the preliminary elections results must be lodged with the Chief Electoral Officer and must be in writing and co-signed by both observers of the objecting participating student candidate.
- 15.2 In case an objection, the Chief Electoral Officer shall interrogate allegation presented, investigate then applies his/her mind to any objection raised and provide a ruling in writing.
- 15.3 Any objection brought forward outside allocated time lines in terms of the elections schedule shall not be attended but rather disregarded.
- 15.4 The Chief Electoral Officer shall proceed to announcement the final SRC Elections Result, within twenty-four hours after the elections day.

## **ANNEXURES B – SRC MEETINGS**

### **1.1. SRC EXECUTIVE MEETINGS**

- The SRC Executive should conduct four (4) meetings during their term of office. This can be scheduled as one meeting per term.
- Notice and agenda for the meeting should be circulated seven (7) days prior to the meeting.
- Minutes of the meeting should be available and circulated (seven) 7 days after the meeting.
- The SRC Executive should develop an activity plan for their term of office in consultation with SSS office bearers.

### **1.2 CAMPUS SRC MEETINGS**

- The Campus SRC should conduct one meeting per month during their term.
- Notice and agenda for the meeting should be circulated four (4) days prior to the meeting.
- Minutes of the meeting should be available and circulated four (4) days after the meeting.
- The Campus SRC should develop an activity plan for their term of office in consultation with the SSS office bearers.

### **1.3 SPECIAL MEETINGS**

- A special meeting can be called by the SRC President for SRC Executive to address urgent matters that require SRC Executive to seat.
- A special meeting can be called by the SRC President for the entire SRC team (24) to address urgent matters that require the entire SRC team.
- At least three (3) days' notice is required for a special meeting notice.
- Minutes of the special meeting should be available and circulated two (2) days after the meeting.

#### 1.4 **SRC LEKGOTLA**

- SRC Lekgotla is a student policy review meeting/ conference where the SRC leads and facilitate the submission of inputs from the student body.
- The SRC Lekgotla is conducted under the guidance of the SSS office bearers.
- SRC Lekgotla will be conducted as per the required time frame for the review of student policies, which is once every 3 years.

#### 1.5 **MASS MEETINGS**

- The SRC at each campus should conduct a maximum of three (3) mass meetings with students during their term of office. Mass meetings will be held at Campus level rather than a College level due to the student population size.
- Notice of a mass meeting should be given seventy-two (72) hours before.
- Mass meetings must not disturb teaching and learning activities.
- An emergency mass meeting can be called when there are urgent and important matters that require the constituency mandate by the SRC. A twenty-four (24) hours' notice is required for an emergency mass meeting.
- The Campus SRC and or SRC Executive can initiate a mass meeting at Campus level.
- Mass meetings are conducted for accountability purposes to the constituency.



## ANNEXURE C - INCENTIVES AND PRIVILEGES FOR SRC MEMBERS

SRC members will hold SRC office without any remuneration as it is seen as a service to the students and as an honorary position.

Benefits and privileges for the SRC Members shall be determined by the College Council and Management after proper consultations and subject to relevant policy determinations. The SRC shall, through the allocated budget approved by the College Council be allocated the following:

- SRC office, computer (s) with Internet connectivity, Laptop where possible, printer, telephone with a telephone pin and all other necessary resources to enable it to execute its duties and functions within the affordability of the college;
- Transport in accordance to College policies to transport SRC members to and from meetings and workshops that are related to its duties and functions and which have an official communication and endorsement;
- Training through workshops and continuous student development training until their term of office expires;
- Attire to be worn as identification of members when attending meetings and workshops, e.g. blazer/jacket, t-shirt, Shirt, tie, scarf, tracksuit or any attire as approved by College council and management;
- 100% tuition fee discount for SRC members who are not National Student Financial aid beneficiaries. The discount shall only be applicable where the SRC member attended 80% of his/her classes, have no record of misconduct, and have a proven academic performance.
- Chairperson and Secretary at the Campus will receive Airtime and Data within the affordability of the College and availability of funds.
- Other SRC portfolio holders shall receive data guided by the circumstances and within the affordability of the College and for a prescribed time-frame.
- ~~SRC Stipend minimum of R1500~~
- ~~Learners and Licence~~
- A certificate of acknowledgement of being in the office

## **ANNEXURE D - THE SRC CODE OF CONDUCT**

1. This code of conduct for SRC members is in addition to the Code of Conduct for students. All SRC members shall observe the below code of conduct in addition to the Student code of conduct:

- No member shall use offensive language during an SRC or any other meeting;
- Member in a meeting shall address matters via the Chairperson to avoid being personal. In matters that concern the Chairperson, the Vice-Chairperson will chair that part of the meeting.
- No member shall bring the SRC into disrepute through his/her public conduct;
- No member shall act in such a way to create disunity and division in the SRC;
- No member shall distort SRC policy and misrepresent the SRC for personal gain;
- No member shall imply to represent the SRC without proper mandate;
- No member shall involve him/her in confrontations that will diminish the integrity and reputation of the SRC;
- No member shall use the name of the SRC for personal gain and abuse SRC or college property for his/her own benefit;
- No member shall divulge information deemed as confidential by the SRC;
- No member shall be involved in drinking of alcohol or in taking or selling of illegal drugs while conducting official SRC duties;
- No member shall harass other members, staff, students or other members of the community sexually or otherwise under any circumstances;
- No member shall disrespect and/or offend the dignity of a fellow student, member of the staff or member of the public in whatever way; and
- No member shall neglect the performance of duties, which are assigned to his/her by the SRC constitution or the college;
- Members of the SRC are expected to attend all scheduled SRC meetings

## 2. **SRC DISCIPLINARY PROCEDURE**

- When an SRC member contravenes the SRC code of conduct, a disciplinary hearing should be instituted. The disciplinary procedure outlined in the student code of conduct will be followed to ensure that the process become fair.
- Sanctions may also include, in addition to the ones outlined in the student code of conduct suspension from the SRC for a specific period or indefinitely and community services within the College or surrounding community of the campus the SRC member is serving.
- Disciplinary committee should comprise SSS team member, SRC member and two (2) staff members appointed by the Campus manager or College Principal.

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