



**POLICY: CONSTITUTION
OF THE UNIVERSITY OF
JOHANNESBURG
STUDENT
REPRESENTATIVE
COUNCIL**

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1. GENERAL PROVISIONS

1.1 Preamble

We, the students of the University of Johannesburg, drawn from our various cultural, religious, social, economic and political backgrounds; conscious of the historic disparities within South Africa and Africa in general; and committed to the building and sustenance of a non-racial, non-sexist and democratic institution, hereby organise ourselves into a student representative body duly influenced by the Constitution of South Africa and supported by the Higher Education Act that gives life to the University statutes and the Council of the University.

1.2 Name of the organisation

The name of the student representative body shall be the University of Johannesburg Student Representative Council, hereinafter referred to as the UJSRC.

1.3 Values

The values of the UJSRC shall be:

- 1.3.1 to promote and protect the values as entrenched in the Bill of Rights in the Constitution of the Republic of South Africa;
- 1.3.2 to embrace the vision, mission and values of the University of Johannesburg;
- 1.3.3 to respect diversity and to oppose any form of discrimination and division amongst the student body;
- 1.3.4 to build, create and sustain an environment of academic learning, excellence and democratic values.

1.4 Objectives

The objectives of the UJSRC are:

- 1.4.1 to represent, and act in the interest of the student community at all times;
- 1.4.2 to promote and uphold the principles of the UJSRC;
- 1.4.3 to be committed to the process of fundamental transformation of the University of Johannesburg;
- 1.4.4 to ensure that the right to access to education is restored, protected and preserved;

- 1.4.5 to ensure that no student is discriminated against on the basis of colour, race, gender, religion, ethnicity, sex, sexual orientation, age, culture, language, birth, pregnancy, marital status, disability, conscience, belief or political inclination;
- 1.4.6 to encourage and support the development of efficient student governance by creating forums for student participation and through co-operation between the various student organisations on different levels of student governance;
- 1.4.7 to promote academic diligence and excellence among students;
- 1.4.8 to encourage participation of the entire student community in activities of the UJSRC;
- 1.4.9 to implement measures to address the needs of students arising from previous social inequities;
- 1.4.10 to promote equal access to the programmes and facilities of the University.

1.5 Principles

The UJSRC is committed to upholding the principles of democracy, transformation, transparency, accountability, equality, efficiency, non-discrimination, non-racialism, non-sexism, non-prejudice, integrity and responsiveness, participation of the entire student community, redress and equal access to the university and its programmes.

1.6 Colours and symbols

The colours and symbols of the UJSRC shall be the same as those of the University of Johannesburg.

1.7 Application

This constitution applies to all levels of student governance and at all campuses of the University of Johannesburg.

1.8 Definitions

In this constitution, the words and expressions shall, unless the context indicates otherwise, have the following meanings:

- 1.8.1 'Academic year' shall mean the period covering the first and second semester of the University in a particular year;
- 1.8.2 'Announcements' shall mean the displaying of written notices on official notice boards of the University;
- 1.8.3 'Campus arts and culture council' shall mean the body comprising student representatives of arts and culture organisations on each campus.

- 1.8.4 'Campus housing council' shall mean the body comprising the chairpersons of each house committee on each campus.
- 1.8.5 'Campus societies council' shall mean the body comprising the chairpersons of each society on each campus.
- 1.8.6 'Campus sport council' shall mean the body comprising student representatives of the sport clubs on each campus.
- 1.8.7 'Campus student faculty committee' shall mean committees comprising representatives of each department in a particular faculty on a particular campus;
- 1.8.8 'Campus student faculty council' shall mean the body comprising the chairpersons of student faculty committees on each campus.
- 1.8.9 'Campus SRC' shall mean the student representative council of a campus;
- 1.8.10 'Council' shall mean the Council of the University of Johannesburg;
- 1.8.11 'Day' or 'days' shall mean any working day or days and exclude Saturdays, Sundays and public holidays;
- 1.8.12 'Disciplinary action' shall mean any corrective action imposed by any body of the University authorised by the Council to undertake such action;
- 1.8.13 'Publication' shall mean any written document, whether in the form of public notice, pamphlet or any other written or printed media required. 'Publish' has a similar meaning;
- 1.8.14 'Quorum' shall mean fifty (50) percent plus one of the members of a meeting who are eligible to vote, unless otherwise specified in this constitution;
- 1.8.15 'Simple majority' shall mean fifty (50) percent plus one of the members present at the meeting;
- 1.8.16 'Student' shall mean any person registered for a formal subsidised qualification at the University of Johannesburg for the purpose of obtaining an approved degree, diploma or certificate;
- 1.8.17 'Student body' shall mean the body of registered students for formal subsidised qualifications of the University;
- 1.8.18 'Student Life and Governance' shall mean the unit in Student Affairs responsible for managing and supporting the UJSRC.
- 1.8.19 'Student organisation' shall mean a student society as defined in the Policy for Societies;

- 1.8.20 'University' shall mean the University of Johannesburg;
- 1.8.21 'University of Johannesburg Student Parliament' (UJ Parliament) shall mean a student assembly as described in this constitution;
- 1.8.22 'University of Johannesburg Student Representative Council' (UJSRC) shall mean both central and campus Student Representative Councils of the University;
- 1.8.23 'Vice-Chancellor' shall mean the Vice-Chancellor and Principal of the University of Johannesburg.

2. Central Student Representative Council (CSRC)

2.1 Composition of the CSRC

The CSRC will comprise:

- 2.1.1 two members from each campus as elected directly by the students of the particular campus;
- 2.1.2 the chairperson and secretary of each campus SRC who shall be regarded as ex officio members of the CSRC with no voting rights.

2.2 Powers, functions and responsibilities of the CSRC

The CSRC shall:

- 2.2.1 represent students on issues that affect all students in the University;
- 2.2.2 deploy members from its own ranks to represent students in all institutional governance forums according to the number of seats allocated;
- 2.2.3 liaise with the Council, Senate, Institutional Forum, Management Executive Committee, the general public, other institutions, student representative councils of other institutions, national or international student organisations, unions and news media in pursuit of its mandate;
- 2.2.4 be the umbrella organisation for all student committees, clubs, councils and societies, granting or withdrawing recognition of such student committees, clubs, councils and societies as it deems appropriate and in line with University policies;
- 2.2.5 have the authority to investigate complaints and make recommendations in line with University policies with regard to student organisations ;
- 2.2.6 coordinate and supervise the use of facilities placed under its jurisdiction, and matters pertaining thereto, in conjunction with the institutional management;
- 2.2.7 manage general referenda and petitions organised by students within the rules;

- 2.2.8 appoint such office bearers and establish such committees as it deems necessary;
- 2.2.9 be held accountable for managing its finances in accordance with the financial policies and procedures of the University, and other financial guidelines agreed upon with the Student Affairs;
- 2.2.10 submit an annual report to the UJ Student Parliament, Student Affairs and Council;
- 2.2.11 recommend to the Council rules to determine the conduct of its affairs;
- 2.2.12 take decisions on behalf of the students of the University and such decisions shall be binding to all students of the University;
- 2.2.13 affiliate to any organisation or association outside of the University provided that the relationship is clearly defined, and further that such affiliation enhances the values, objectives and principles of the UJSRC;
- 2.2.14 exercise discipline with regard to its own members;
- 2.2.15 inform and report to students with regard to its activities by means of meetings, posters, newsletters, and any other appropriate media;
- 2.2.16 organise events for all students according to the need for such events. The CSRC shall take responsibility for the order and organisation of such events;
- 2.2.17 draft guidelines, rules and policies regulating its own activities, that of student governance and matters pertaining to all students, provided that such policies do not contravene the rules of the University;
- 2.2.18 consider the advice of the councils described in this constitution when formulating its own views and is obliged, in the case of such views differing from that of the particular council, to also reflect the opinion of the particular council when making submissions to decision making bodies of the University;
- 2.2.19 carry such additional functions and privileges as may be specifically conferred upon it by the Council.

2.3 Portfolios of the CSRC

CSRC shall hold the following portfolios:

- 2.3.1 president,
- 2.3.2 deputy president,
- 2.3.3 secretary-general,
- 2.3.4 treasurer-general,
- 2.3.5 academic and quality officer,
- 2.3.6 marketing, projects and development officer,

- 2.3.7 sport, arts and culture officer, and
- 2.3.8 transformation, gender and policy officer.

2.4 Duties and obligations of the CSRC members

The duties and obligations of the CSRC shall be as follows:

2.4.1 The President:

- 2.4.1.1 shall officially preside over all meetings of the CSRC;
- 2.4.1.2 shall conduct meetings according to the provisions of this constitution;
- 2.4.1.3 shall supervise all the work of the CSRC in accordance with this constitution and the rules and procedures agreed upon by the UJSRC;
- 2.4.1.4 shall, together with other delegated UJSRC members, represent the UJSRC and students in all official functions of the University;
- 2.4.1.5 shall, together with the treasurer-general act as co-signatory to financial transactions of the CSRC;
- 2.1.4.6 shall issue press statements on behalf of the UJSRC;
- 2.1.4.7 shall act as the official spokesperson of the UJSRC;
- 2.1.4.8 shall sign all minutes and official correspondence of the CSRC;
- 2.1.4.9 shall present the state of the institution address to the UJ Parliament;
- 2.1.4.10 shall prepare and submit a monthly report to the Secretary-General;
- 2.1.4.11 shall, in his/her absence, appoint another member of the CSRC to act as president.

2.4.2 The Deputy President:

- 2.4.2.1 shall deputize the president;
- 2.4.2.2 shall be responsible for the issues that affect the welfare of international students in the University;
- 2.4.2.3 shall chair the disciplinary hearings of the CSRC;
- 2.4.2.4 shall coordinate all external and international matters of the UJSRC;
- 2.4.2.5 shall promote and facilitate strategic relations with external stakeholders;

- 2.4.2.6 shall liaise with UJ international students through the appropriate UJ offices and the society for international students;
- 2.4.2.7 shall liaise with the committee responsible for student community service;
- 2.4.2.8 shall liaise with the campus SRC members responsible for residences;
- 2.4.2.9 shall prepare and submit a monthly report to the Secretary-General.

2.4.3 The Secretary-General:

- 2.4.3.1 shall be responsible for maintaining all archives including resolutions, minutes and correspondence of the CSRC;
- 2.4.3.2 shall be responsible for the taking and circulation of minutes for all meetings of the CSRC;
- 2.4.3.3 shall circulate notices and agendas of meetings to all members of the CSRC;
- 2.4.3.4 shall receive monthly reports from the CSRC members;
- 2.4.3.5 shall present the CSRC report in the UJ Parliament;
- 2.4.3.6 shall, together with the treasurer-general, in the absence of the president, be a co-signatory to all financial transactions of the UJSRC.

2.4.4 The Treasurer-General:

- 2.4.4.1 shall be the chief financial officer of the CSRC and act as the chief signatory;
- 2.4.4.2 shall be responsible for the proper management and disbursement all CSRC funds;
- 2.4.4.3 shall be the chief custodian of all assets of the CSRC;
- 2.4.4.4 shall receive quarterly financial reports from campus SRCs;
- 2.4.4.5 shall obtain quarterly financial statements from the University accountant and submit them to the CSRC;
- 2.4.4.6 shall administer the finances of the CSRC in accordance with the financial policies, policy documents, rules and regulations of the University;
- 2.4.4.7 shall, together with the president (or the acting president) or secretary-general, be a signatory to all financial transactions of the CSRC;
- 2.4.4.8 shall ensure that all funds received by the CSRC are dealt with according to the appropriate financial policy;

- 2.4.4.9 shall represent the UJSRC in the University committees requiring UJSRC input on financial matters;
 - 2.4.4.10 shall formulate and coordinate all fundraising programmes of the CSRC;
 - 2.4.4.11 shall coordinate all fundraising initiatives of the campus SRCs;
 - 2.4.4.12 shall present an annual budget of the CSRC at the first official meeting of the CSRC
 - 2.4.4.13 shall prepare and submit a monthly report to the secretary general.
- 2.4.5 **The Academic and Quality Officer:**
- 2.4.5.1 shall represent students in academic forums;
 - 2.4.5.2 shall liaise with academic student support services departments to ensure and contribute to the provision of adequate learner support programmes;
 - 2.4.5.3 shall liaise with the academic and quality officers of the campus SRCs;
 - 2.4.5.4 shall liaise with executive deans with regard to faculty matters;
 - 2.4.5.5 shall represent students in institutional quality forums;
 - 2.4.5.6 shall implement student quality awareness initiatives;
 - 2.4.5.7 shall prepare and submit a monthly report to the secretary-general.
- 2.4.6 **The Marketing, Projects and Development Officer:**
- 2.4.6.1 shall be the chief marketing officer of the CSRC;
 - 2.4.6.2 shall prepare and disseminate all CSRC publications;
 - 2.4.6.3 shall build, promote and maintain good relations with all departments, faculties and organisations within the University;
 - 2.4.6.4 shall organise functions and coordinate all projects of the CSRC;
 - 2.4.6.5 shall coordinate projects that are aimed at building capacity and developing students;
 - 2.4.6.6 shall create awareness within the student community about any campaigns in the University;
 - 2.4.6.7 shall prepare and submit a monthly report to the secretary-general.

2.4.7 The Sport, Arts and Culture Officer:

- 2.4.7.1 shall represent students in the relevant forums of the University;
- 2.4.7.2 shall liaise with relevant stakeholders;
- 2.4.7.3 shall be responsible for the promotion and development of sport, arts and culture;
- 2.4.7.4 shall organise programmes aimed at uniting students through sport, arts and culture;
- 2.4.7.5 shall organise recreational events and activities of the CSRC;
- 2.4.7.6 shall promote and protect the social welfare of the students;
- 2.4.7.7 shall prepare and submit monthly reports to the secretary-general.

2.4.8 The Transformation, Gender and Policy Officer:

- 2.4.8.1 shall head the institutional transformation programmes of the CSRC;
- 2.4.8.2 shall coordinate all transformation-related matters in cooperation with the campus SRC members for transformation;
- 2.4.8.3 shall drive policy processes of the CSRC;
- 2.4.8.4 shall promote gender equity programmes;
- 2.4.8.5 shall prepare and submit monthly reports to the Secretary-General.

2.5 Meetings of the CSRC

- 2.5.1 The CSRC shall have mandatory meetings at least once every two weeks;
- 2.5.2 Meetings of the CSRC shall be conducted according to agreed formal meeting procedures.
- 2.5.3 The president of the CSRC shall act as chairperson at all meetings of the CSRC.
- 2.5.4 At least four (4) day notice of the date, time and venue and agenda of meetings of the CSRC shall be given.
- 2.5.5 Decisions of the CSRC shall be taken if:
 - 2.5.5.1 a quorum is met; and
 - 2.5.5.2 it is agreed to by a simple majority.

- 2.5.6 Members of the CSRC that represent the CSRC in decision making, consultative or advisory bodies of the University must convey opinions of the CSRC as formally decided upon at meetings of the CSRC.
- 2.5.7 CSRC members shall be given reasonable opportunity to put matters on the agenda.
- 2.5.8 Decisions may only be taken in respect of matters being disclosed in the agenda, provided that other matters may be added to the agenda if there is a simple majority agreement to add such matters to the agenda.
- 2.5.9 A decision taken shall take immediate effect unless otherwise stipulated.
- 2.5.10 Minutes shall be kept of all meetings of the CSRC and shall be submitted to the next ordinary meeting for approval and should thereafter be signed by the chairperson.
- 2.5.11 The minutes thus signed and approved shall be the official account of the proceedings of the meeting and shall be available at the reasonable request of any interested party.
- 2.5.11 The CSRC shall, for consultative purposes, have quarterly extended meetings with all the members of campus SRCs. Such meetings shall be chaired by the CSRC president.
- 2.5.12 An extraordinary meeting of the CSRC shall be held if:
 - 2.5.13 the president calls for such a meeting; or
 - 2.5.14 at least five (5) members of the CSRC (excluding the ex-officio members) submit a written request to the president for such a meeting, accompanied by a written motion for consideration at the meeting.
- 2.5.15 Notice for the date, time and venue of an extraordinary meeting as well as disclosure of the agenda shall be given at least forty-eight (48) hours before such a meeting.

3. Campus SRCs

3.1 Composition of the campus SRCs

A campus SRC shall comprise ten (10) members as elected by the students of the particular campus.

3.2 Powers, functions and responsibilities of campus SRCs

- 3.2.1 The powers and functions of campus SRCs are delegated to them by the CSRC. In the absence of the CSRC specifically delegating a particular power or function to a

campus SRC, the campus SRC shall obtain approval from the CSRC for administering such a power or function.

- 3.2.2 Campus SRCs shall manage the regular organised student activities on their respective campuses.
- 3.2.3 Campus SRCs shall represent students with regard to all issues that affect students of the respective campuses.
- 3.2.4 Campus SRCs shall implement programmes of the CSRC, provided that the required resources are available.
- 3.2.5 Campus SRCs shall represent the campus student body of their respective campuses in disciplinary hearings.
- 3.2.6 Campus SRCs shall co-ordinate and supervise the use of facilities under its jurisdiction, and where appropriate the provision of services for students.
- 3.2.7 Campus SRCs shall be responsible for convening and conducting all authorised meetings of the general student body and managing all referenda organised by the students on their respective campuses.
- 3.2.8 Campus SRCs shall inform and report to students with regard to their activities by means of meetings, posters, newsletters and any other appropriate media.
- 3.2.9 Campus SRCs may authorise the formation of committees in order to achieve their objectives.
- 3.2.10 Campus SRCs may organise events for all students of their respective campuses according to the need for such events. The campus SRCs shall take responsibility for the order and organisation of such events.
- 3.2.11 Campus SRCs shall organise and promote extramural activities among students.
- 3.2.12 Campus SRCs shall be responsible for the preservation of order at student functions organised by the campus SRCs, and good conduct at other approved meetings of students.

3.3 Portfolios of campus SRC members

Campus SRC members shall hold the following portfolios:

- 3.3.1 chairperson,
- 3.3.2 deputy chairperson,
- 3.3.3 secretary,
- 3.3.4 deputy secretary,
- 3.3.5 treasurer,
- 3.3.6 academic and quality officer,
- 3.3.7 marketing, projects and development officer,

- 3.3.8 social and welfare officer,
- 3.3.9 sport, arts and culture officer,
- 3.3.10 transformation, gender and policy officer.

3.4 Duties and obligations of campus SRC members

3.4.1 The Chairperson:

- 3.4.1.1 shall be responsible for the proper functioning of the campus SRC,
- 3.4.1.2 may delegate any of his/her responsibilities to another member of the campus SRC,
- 3.4.1.3 shall officially preside over all meetings of the campus SRC and general student meetings of the campus;
- 3.4.1.4 shall conduct meetings according to the provisions of this constitution;
- 3.4.1.5 shall supervise all the work of the campus SRC in accordance with this constitution, and the rules and procedures agreed upon by the campus SRC;
- 3.4.1.6 shall, together with other delegated campus SRC members, represent the campus SRC and students of the campus at all official functions of the campus;
- 3.4.1.7 shall, together with the treasurer, act as co-signatory to financial transactions of the campus SRC;
- 3.4.1.8 shall sign all minutes and official correspondences of the campus SRC;
- 3.4.1.10 shall present a quarterly report to meetings of the extended CSRC and mass meetings;
- 3.4.1.11 shall prepare and submit a monthly report to the secretary.
- 3.4.1.12 shall be an ex-officio member of CSRC.

3.4.2 The Deputy Chairperson:

- 3.4.2.1 shall deputize the chairperson;
- 3.4.2.2 shall head the disciplinary committee of the campus SRC;
- 3.4.2.3 shall establish the campus societies council;
- 3.4.2.4 shall monitor the progress and activities of affiliates, and report to the campus SRC on this activity;
- 3.4.2.5 shall be responsible for the convening and proper functioning of a campus mass meeting;

3.4.2.6 shall be responsible for the issues that affect the welfare of international students in a campus;

3.4.2.7 shall prepare and submit a monthly report to the secretary.

3.4.3 The Secretary:

3.4.3.1 shall be the custodian of all documents of the campus SRC;

3.4.3.2 shall maintain regular communication with all campus SRC affiliates;

3.4.3.3 shall circulate relevant agendas and notices to all members of the campus SRC;

3.4.3.4 shall be responsible for the minutes of all meetings of the campus SRC;

3.4.3.5 shall present an annual report on the campus SRC to the CSRC;

3.4.3.6 shall, together with the chairperson, prepare a quarterly report for extended meetings of the CSRC and mass meetings;

3.4.3.7 shall be an ex-officio member of CSRC.

3.4.4 The Deputy Secretary:

3.4.4.1 shall deputize the secretary;

3.4.4.2 shall take minutes;

3.4.4.3 shall perform all tasks delegated to him/her by the secretary.

3.4.5 The Treasurer:

3.4.5.1 shall be responsible for the campus SRC funds and the budgets of the affiliates;

3.4.5.2 shall be the custodian of all the assets of the campus SRC;

3.4.5.3 shall obtain quarterly financial statements from the University accountant and submit them to the campus SRC;

3.4.5.4 shall administer the finances of the campus SRC in accordance with the financial policies, policy documents, rules and regulations of the University;

3.4.5.5 shall, together with the chairperson, be a signatory to all financial transactions of the campus SRC;

3.4.5.6 shall, in consultation with the Treasurer-General oversee all fundraising programmes of the campus SRC;

3.4.5.7 shall prepare and submit a monthly report to the secretary.

3.4.6 The Academic and Quality Officer:

3.4.6.1 shall establish campus student faculty committees and councils;

3.4.6.2 shall represent students in academic forums on campus.

3.4.6.3 shall liaise with student support service departments to ensure and contribute to the provision of adequate learner support programmes;

3.4.6.4 shall implement student quality awareness initiatives on campus;

3.4.6.5 shall prepare and submit a monthly report to the secretary.

3.4.7 The Marketing, Projects and Development Officer:

3.4.7.1 shall head the marketing efforts of the campus SRC;

3.4.7.2 shall disseminate all campus SRC publications;

3.4.7.3 shall build, promote and maintain good relations with all stakeholders on the campus;

3.4.7.4 shall coordinate all projects of the campus SRC;

3.4.7.5 shall coordinate projects that are aimed at building capacity and developing students on campus;

3.4.7.6 shall create awareness within the student community about campus SRC campaigns on campus;

3.4.7.7 shall liaise with the committee responsible for student community service projects on the campus;

3.4.7.4 shall prepare and submit monthly reports to the secretary.

3.4.8 The Social and Welfare Officer:

3.4.8.1 shall investigate and attend to all issues that are associated with the social development within the student community;

3.4.8.2 shall organise social awareness campaigns of the campus SRC and coordinate such programmes with the CSRC;

3.4.8.3 shall promote and protect the welfare of the students;

3.4.8.4 shall liaise with the chairpersons (primarii and primariae) of campus residence and day-house house committees;

- 3.4.8.5 shall be responsible for establishing the Campus Housing Council on the campus;
- 3.4.8.4 shall prepare and submit monthly reports to the secretary.

3.4.9 The Sport, Arts and Culture Officer:

- 3.4.9.1 shall represent students in the relevant forums on campus;
- 3.4.9.2 shall be responsible for the promotion and development of sport, arts and culture on the campus;
- 3.4.9.3 shall organise programmes aimed at uniting students through sport, arts and culture;
- 3.4.9.4 shall organise recreational events and activities of the campus SRC;
- 3.4.9.6 shall prepare and submit monthly reports to the secretary;
- 3.4.9.7 shall liaise with relevant stakeholders on campus;

3.4.10 The Transformation, Gender and Policy Officer:

- 3.4.10.1 shall head the transformation programmes of the campus SRC;
- 3.4.10.2 shall promote gender equity programmes on campus;
- 3.4.10.3 shall facilitate and implement the policy initiatives of the CSRC on the campus;
- 3.4.10.3 shall prepare and submits monthly reports to the secretary.

3.5 Meetings of the campus SRCs

- 3.5.1 Ordinary meetings shall be held once a week.
- 3.5.3 Details with regard to the venue, date, time and the agenda shall be disclosed at least four (4) days before the meeting.
- 3.5.4 Meetings shall be conducted according to the agreed formal meeting procedures.
- 3.5.5 Decisions of the campus SRCs shall be taken if:
 - 3.5.5.1 a quorum is met; and
 - 3.5.5.2 it is agreed to by a simple majority.
- 3.5.6 A campus SRC shall have an extended meeting for consultative purposes at least once a month. Beside the campus SRC members such a meeting will be attended by the following ex officio members who will have no voting rights:
 - 3.5.6.1 A representative of the Campus Student Faculty Council;

- 3.5.6.2 A representative of the Campus Housing Council;
- 3.5.6.3 A representative of the Campus Societies Council;
- 3.5.6.4 A representative of the Campus Sport Council;
- 3.5.6.5 A representative of the Campus Arts and Culture Council.

3.6 Campus mass meetings

- 3.6.1 Campus mass meetings must be held quarterly.
- 3.6.2 Campus mass meetings shall be open to all students registered for a formal subsidised qualification at a particular campus.
- 3.6.3 Campus mass meetings shall be chaired by the chairperson of the campus SRC.
- 3.6.4 Campus mass meetings shall be held at such a time and place, so as not to disrupt the academic programme.
- 3.6.5 Details with regard to the venue, date, time and the agenda shall be disclosed at least seven (7) days before the meeting.
- 3.6.6 An attendance register, providing for the full name, student number and signature of the students present shall be taken.
- 3.6.7 Meetings shall be conducted according to agreed formal meeting procedures.
- 3.6.8 The campus SRCs shall convene special general student meetings if petitioned to do so by at least one thousand (1000) or fifteen percent (15%) of the students of a particular campus, whichever is the least.
- 3.6.9 The campus SRCs may convene special mass meetings if they deem this necessary.
- 3.6.9 At a mass meeting a campus SRC shall report on its programme and other issues affecting students on the campus.
- 3.6.10 A mass meeting may give a campus SRC a particular mandate.

4. UNIVERSITY OF JOHANNESBURG STUDENT PARLIAMENT

4.1 Composition of the UJ Parliament

The UJ Parliament shall comprise the following members:

- 4.1.1 the CSRC;

- 4.1.2 each campus SRC;
- 4.1.3 two members of each campus housing council;
- 4.1.4 two members of each campus student faculty council;
- 4.1.5 two members of each campus societies council;
- 4.1.6 two members of each campus sport council;
- 4.1.7
- 4.1.8 two members of each campus arts and culture council;
- 4.1.8 30 students per campus as elected by campus mass meetings.

4.2 Powers, functions and responsibilities of the UJ Parliament

- 4.2.1 UJ Parliament ensures, by means of consultation, that the CSRC adheres to its responsibilities and obligations as described in this constitution.
- 4.2.2 The primary functions of the UJ Parliament shall be to:
 - 4.2.2.1 advise the CSRC programme of action and budget;
 - 4.2.2.2 be consulted before any major deviation from the CSRC programme of action or budget that was adopted by the UJ Parliament;
 - 4.2.2.3 review the CSRC report on its activities which shall include details on the programme of action and a financial report;
 - 4.2.2.4 comment and advise the CSRC on amendments to this constitution. Should the CSRC not consider or reject the proposals for amendment, it must provide the Student Parliament with substantive written reasons. Should such reasons not be substantive, the Senior Director: Student Affairs shall make recommendation to the Management Executive Committee member responsible for Student Affairs;
 - 4.2.2.5 comment and advise on activities related to the respective portfolios of the CSRC.
- 4.2.3 If the CSRC does not adopt a formal proposal from the UJ Parliament, it shall furnish in writing substantive reasons to the UJ Parliament for not doing so.
- 4.2.4 The UJ Parliament may assume any other powers, functions and responsibilities of an advisory or consultative nature, provided that these have been agreed to at a formal meeting of the UJ Parliament.

4.3 Meetings of the UJ Parliament

- 4.3.1 The UJ Parliament shall meet at least once per semester, no later than the end of March in the first semester and no later than the middle of August in the second semester.
- 4.3.2 The speaker of the UJ Parliament shall be elected by the UJ Parliament at the first meeting of the UJ Parliament.
- 4.3.3 The quorum of the UJ Parliament for any of its meetings shall be forty percent (40%) of its members.
- 4.3.4 Decisions of the UJ Parliament shall be taken on the basis of a majority vote cast by the members of the UJ Parliament present at the meeting.
- 4.3.5 An extraordinary meeting of the UJ Parliament shall be called by the speaker if at least forty percent (40%) of the members of the UJ Parliament petition him/her in writing to do so, in which a case, the meeting shall take place within two weeks after the petition has been received;

5. CAMPUS STUDENT FACULTY COUNCILS

5.1 Composition of the campus student faculty councils

- 5.1.1 Campus student faculty councils shall comprise the chairpersons of each campus student faculty committee;
- 5.1.2 Campus student faculty councils will elect chairpersons from its own members;

5.2 Functions, powers and responsibilities of the campus student faculty councils

The campus student faculty councils shall:

- 5.2.1 deliberate on academic matters of principle and policy;
- 5.2.2 make recommendations to the campus SRC academic and quality officers pertaining to matters of the specific faculty;
- 5.2.3 make recommendations to the campus SRC academic and quality officers about facilities and services on the various campuses that relate to the academic performance of students;
- 5.2.4 implement systems and projects that enhance the awareness and participation of all students on the particular campus in quality education;
- 5.2.5 manage the system of student faculty committees as described in the Policy for Student Faculty Committees;

5.3 Meetings of the campus student faculty councils

5.3.1 The campus student faculty councils shall meet at least once per month.

5.3.2 Decisions of the campus student faculty councils shall be taken if:

5.3.2.1 a quorum is met; and

5.3.2.2 it is agreed to by a simple majority.

6. CAMPUS HOUSING COUNCILS

6.1 Composition of the campus housing councils

6.1.1 The campus housing councils shall comprise the chairpersons (primarii and primariae) of each house committee.

6.1.2 The social and welfare officer of the campus SRC shall be responsible for establishing the campus housing councils.

6.1.3 Campus housing councils shall elect chairpersons from their own members.

6.2 Functions, powers and responsibilities of the campus housing councils

The campus housing councils shall:

6.2.1 deliberate on matters of principle and policy that pertain to students registered for formal subsidised qualifications at the University in UJ residences and day-houses;

6.2.2 cooperate with the campus SRC social and welfare officer to implement systems and projects that enhance unity among all UJ residences and day-houses;

6.2.3 deliberate on operational matters relevant to all house committees of the particular campus;

6.3 Meetings of the campus housing councils

6.3.1 The campus housing councils shall meet at least once per month.

6.3.2 Decisions of the campus student faculty councils shall be taken if:

6.3.2.1 a quorum is met; and

6.3.2.2 it is agreed to by a simple majority.

7. CAMPUS SPORT COUNCILS

7.1 Composition of the campus sport councils

- 7.1.1 Campus sport councils shall comprise student representatives of each sport club on a campus;
- 7.1.2 The sport, art and culture officer of a campus SRC shall be responsible for the establishment of a campus sport council.
- 7.1.3 Campus sport councils shall elect chairpersons from its own members;

7.2 Functions, powers and responsibilities of the campus sport councils

The campus sport councils shall:

- 7.2.1 make recommendations to the campus SRC sport, arts and culture officers about facilities and services on the various campuses that relate to students' participation in sport;
- 7.2.2 inform the campus SRC sport, arts and culture officers about important sport events and achievements;

7.3 Meetings of the campus sport councils

- 7.3.1 The campus sport councils shall meet at least once per month.
- 7.3.2 Decisions of the campus sport councils shall be taken if:
 - 7.3.2.1 a quorum is met; and
 - 7.3.2.2 it is agreed to by a simple majority.

8. CAMPUS ARTS AND CULTURE COUNCILS

8.1 Composition of the campus arts and culture councils

- 8.1.1 Campus arts and culture councils shall comprise student representatives of each arts and culture organisation on a campus;
- 8.1.2 The sport, arts and culture officer of a campus SRC shall be responsible for the establishment of an arts and culture council.
- 8.1.3 Campus arts and culture councils will elect chairpersons from its own members;

8.2 Functions, powers and responsibilities of the campus arts and culture councils

The campus arts and culture councils shall:

- 8.2.1 make recommendations to the campus SRC sport, arts and culture officers about facilities and services on the various campuses that relate to students' participation in arts and culture;
- 8.2.2 inform the campus SRC sport, arts and culture officers about important arts and culture events and achievements;

8.3 Meetings of the campus arts and culture councils

- 8.3.1 The campus arts and culture councils shall meet at least once per month.
- 8.3.2 Decisions of the campus arts and culture councils shall be taken if:
 - 8.3.2.1 a quorum is met; and
 - 8.3.2.2 it is agreed to by a simple majority.

9. CAMPUS SOCIETIES COUNCILS

9.1 Composition of the campus societies councils

- 9.1.1 A campus societies council shall comprise the chairpersons of each society of the particular campus.
- 9.1.2 The deputy chairperson of a campus SRC shall be responsible for the establishment of a campus societies council.
- 9.1.3 Campus societies councils shall elect chairpersons from their own members.

9.2 Functions, powers and responsibilities of the campus societies councils

Campus societies councils shall:

- 9.2.1 deliberate on matters of principle and policy that pertain to the interests of societies, whether academic, political, religious or social;
- 9.2.2 cooperate to implement projects that enhances the experience of UJ students;
- 9.2.3 deliberate on operational matters relevant to all societies of the particular campus.

9.3 Meetings of the campus societies councils

- 9.3.1 Campus societies councils shall meet at least once per month.

9.3.2 Decisions of the campus student faculty councils shall be taken if:

9.3.2.1 a quorum is met; and

9.3.2.2 it is agreed to by a simple majority.

10. TERM OF OFFICE

10.1 The term of office for the CSRC, the campus SRCs and the councils described in this constitution, shall be twelve months, officially starting on 1 January each year.

10.2 The University Council may appoint an Interim Student Representative Council in place of UJSRC in instances where the UJSRC does not exist or is unable to function.

10.3 The regulation of the appointment of Interim Student Representative Council shall be determined by the University Council.

10.4 The CSRC and campus SRC members shall be elected no later than October of each year. For the remainder of the year the CSRC and campus SRCs will:

10.4.1 be inducted;

10.4.2 be briefed by the outgoing CSRC and campus SRC;

10.4.3 prepare year plans and budgets;

10.4.4 establish the UJ Student Parliament and councils described in this constitution.

10.5 No individual member may serve in the CSRC or campus SRC respectively for more than two terms, whether consecutively or separately.

11. ELECTIONS

Elections for the members of the CSRC and the campus SRCs shall be held simultaneously each year before the end of October. Elections shall be held according to the Policy for the Election of the CSRC and Campus SRCs.

12. CODE OF CONDUCT

Members of the CSRC, campus SRCs, student committees, clubs, councils and societies are subject to the UJSRC Code of Conduct.

13. TERMINATION

13.1 A member of the CSRC or a campus SRC shall cease to hold office if and when the member:

- 13.1.1 in the case of an independent member of the SRC, tenders his or her resignation in writing; or
- 13.1.2 tenders his/her resignation in writing and the student society that has placed the student accepts such resignation; or
- 13.1.3 resigns as a member of the student society that has placed him/her in a particular position; or
- 13.1.4 has been found guilty by the Student Disciplinary Committee or any disciplinary body of the University of an offence that warrants termination.; or
- 13.1.5 has been found guilty of a criminal offence; or
- 13.1.6 is no longer a registered student of the University; or
- 13.1.7 no longer primarily fulfils his or her learning responsibilities at the campus at which or she did so when she or he was elected; or
- 13.1.8 is replaced by a student society which had appointed him or her into a SRC.
- 13.2 The student society should inform the campus SRC or CSRC and the Director: Student Life and Governance about the termination.

14. REPLACEMENT

- 14.1 A student society that has appointed a CSRC member or campus SRC member, may replace that member with another member of the student society. With regard to such a replacement the following will apply:
 - 14.1.1 A replacement may not be made within the first three months of the SRC official term of office.
 - 14.1.2 A replacement may be made only once during the CSRC or campus SRC's term of office with regard to a particular portfolio;
- 14.2 When replacing a CSRC or campus SRC member the student society shall follow a procedurally and substantively fair and reasonable process, formally and demonstrably adopted by the student society that allows for such a member to exercise his or her right of appeal against the decision to replace him or her.
- 14.3 A student society shall inform the Director: Student Life and Governance in writing of the replacement. Such written notification shall contain details of the process that was followed by the student society, as provided for in 14.2 above.
- 14.4 If, having regard to the details of the replacement process followed by the student society, the Director: Student Life and Governance is of the view that the process followed is not substantively or procedurally fair, he or she shall inform the Senior

Director: Student Affairs accordingly. If the Senior Director: Student Affairs deems it appropriate, he or she shall refer the matter back to the student society.

- 14.5 Upon receipt of the written notification from the student society of the replacement, and, if and when the Senior Director: Student Affairs (in consultation with the Director: Student Life and Governance) is satisfied that a procedurally fair process has been followed by the student society, the Director: Student Life and Governance shall ensure that the replacement takes effect at the beginning of the month following the said written notification.
- 14.6 The President and Secretary-General of the CSRC can only be replaced if one or more of the reasons for termination, as provided for in sections 13.1.1 to 13.7 above exist.

15. AMENDMENT

- 15.1 The Constitution forms part of the Rules of the University issued by the Council. Council may grant, revoke or reassign to other structures or officials the authority to issue Rules.
- 15.2 Council approves the Constitution as well as subsequent amendments to the Constitution:
- 15.2.1 at the request of any person on subordinate body in terms of the procedure below; or
- 15.2.2 at the request of the Management Executive Committee after consultation with the UJSRC where practical; or
- 15.2.2 in other instances after consultation with the UJSRC, provided that for justifiable reasons Council may amend the Constitution temporarily without prior consultation with the UJSRC, but which amendments will only become permanent after consultation with the UJSRC.
- 15.3 The following procedure must be followed in amending this Constitution in terms of Clause 15.2.1:
- 15.3.1 Any person (student or member of staff of the University) or subordinate body of the UJSRC as described in this constitution may make submissions for consideration by the UJ Student Parliament, UJSRC and Management Executive Council as constitutional amendments.
- 15.3.2 Any such submission must be submitted in writing and signed by the chairperson of the particular body or signed by the person making the submission.
- 15.3.3 Proposed amendments to the constitution must be submitted to the UJ Student Parliament who shall make recommendations to the UJSRC.

- 15.3.4 Amendments to the policy must first be considered by the UJSRC and then be submitted to the Management Executive Committee for consideration to submit to Council.

PROMULGATION

This constitution and its amendments are hereby approved by Council of the University of Johannesburg and thereby giving the UJSRC powers and functions as stated in this constitution, the South African Higher Education Act, and the University of Johannesburg Statute.