



**PAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

**CONSTITUTION
OF THE
STUDENTS' REPRESENTATIVE COUNCIL**

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CONSTITUTION OF THE STUDENTS' REPRESENTATIVE COUNCIL

PREAMBLE

We, the students of the Namibia University of Science and Technology, acknowledge our role to be transparent, accountable and a responsive student leadership anchored on good governance which shall unite and serve in the best interest of the University and all its students.

We recognise and accept our responsibility to assist the University in achieving its vision and mission statement as we strive for the highest quality in all our programmes, research, services and activities involving the students and actively co-operate with our partners and stakeholders and the broader society.

We commit to protect the good image of the University as a responsive university creatively meeting the needs of the students, society and the economy through multiple pathways for excellent education, applied research, innovation and service in collaboration with stakeholders and that of the SRC and the students through innovation and creative thinking, and value the impact of each student.

We therefore, determine the Students' Representative Council of the Namibia University of Science and Technology as the primary governing body on all issues of student governance cognisant of the University's co-operative governance structures including the Council, Senate, University Committees and other fora.

In adopting this Constitution for Student Governance at the Namibia University of Science and Technology, we affirm the principles, values and provisions espoused in the Namibian Constitution, the Namibia University of Science and Technology Act and the Statutes, Rules and Regulations of the Namibia University of Science and Technology.

CHAPTER 1: INTRODUCTION

Article 1.1 Definitions

- (1) **“Academic term”** means a period of time stretching from the first day of the commencement of academic operations in a particular block of a year until the completion of that specific educational period by an official recess or the end-of-the-year vacation. Normally four terms are determined annually in advance and are published in the NUST calendar.
- (2) **“Board of Studies”** means the Board of Studies of the Faculties of the Namibia University of Science and Technology.
- (3) **“Committee”** means a committee of NUST students established in terms of the provisions of this Constitution.
- (4) **“Council”** means the Council of the Namibia University of Science and Technology.
- (5) **“Day”** shall mean one calendar day, including weekends.
- (6) **“GSA”** means General Student Assembly.
- (7) **“NUST”** means the Namibia University of Science and Technology.
- (8) **“NUST Act”** means the Namibia University of Science and Technology Act (Act No. 7 of 2015).
- (9) **“NUST Statutes, Rules and Regulations”** means the Statutes, Rules and Regulations of the Namibia University of Science and Technology.
- (10) **“Rules”** means the institutional rules of the Namibia University of Science and Technology.
- (11) **“Semester”** means an academic period of six (6) months commencing in either January or July.
- (12) **“Senate”** means the Senate of the Namibia University of Science and Technology.
- (13) **“Society”** means a society of NUST students established in terms of the provisions of this Constitution.
- (14) **“SRC”** means the Students’ Representative Council of Namibia University of Science and Technology.
- (15) **“SRC Constitution”** means the Constitution of the Students’ Representative Council of the Namibia University of Science and Technology.
- (16) **“Student structures”** means the structures as established in terms of this Constitution.
- (17) **“Student”** and **“Voting Member”** means a person registered as a student at the Namibia University of Science and Technology.
- (18) **“University”** means the Namibia University of Science and Technology.
- (19) **“Words”** in the masculine shall also include the feminine and *vice-versa*.
- (20) **“Words”** in the singular shall also include the plural and *vice-versa*.
- (21) **“Year”** means full calendar year, from the first day of the year, 01 January, to the last day of the same year, 31 December.

Article 1.2 Status

Subject to the provisions of the NUST Act, NUST Statutes, Rules and Regulations and the authority of the Council, this Constitution shall apply to the Students’ Representative Council, student structures and all the students of NUST.

Article 1.3 Name

The name of the body shall be the Students' Representative Council of the Namibia University of Science and Technology, hereinafter referred to as SRC.

Article 1.4 Aims and Objectives

The SRC shall strive and be dedicated to:

- (1) promote and ascribe to a culture of academic excellence amongst the students;
- (2) give expression to and ensure a flexible and appropriate response to the interests, aspirations and needs of students;
- (3) positively promote the mandate of NUST and protect the good image and reputation of the SRC and NUST;
- (4) serve as a forum of conciliation for and within a diverse and multicultural student body;
- (5) encourage the engagement of students in the SRC and promote and cultivate links of cooperation and friendship among students nationally and globally;
- (6) support and advance a positive relationship between students, Management, staff members and external stakeholders; and
- (7) show leadership and integrity within the ambit of its Constitution and NUST Statutes, Rules and Regulations and be accountable to the General Student Assembly.

Article 1.5 Functions, Powers and Duties

Subject to the provisions of the NUST Act and the NUST Statutes, Rules and Regulations, the SRC shall:

- (1) make representations on behalf of students in general, and in particular to the Council, the Senate and other bodies and officers of the University;
- (2) formulate, develop and enforce the terms of reference for its members, committees and sub-committees as well as the criteria for registration and recognition of any of student cultural societies, clubs and sport codes;
- (3) designate any of its members to sit on the Council, Senate and Boards of Studies;
- (4) be the coordinating body of all formal student activities at NUST;
- (5) control and administer in the interests of students, funds and assets as may be allocated to it from time to time by the Council or as may be received by it from any other source(s), in line with the policies of the NUST;

- (6) perform all such other acts as may be reasonably justifiable in the pursuance of the stated aims and objectives incidental thereto; and
- (7) submit an annual report to the General Assembly and the Director responsible for Student Services for approval.

CHAPTER 2: THE GENERAL STUDENT ASSEMBLY (GSA)

Article 2.1 Composition of the GSA

- (1) There shall be a GSA of NUST, which shall consist of every registered student and shall be the highest decision-making body of the students.

Article 2.2 Powers and Functions of the GSA

Subject to the provisions of this Constitution, the GSA shall have the powers and functions to:

- (1) require the SRC to account for and explain its policies, plans and programmes, from time to time;
- (2) receive and discuss reports on the activities of the SRC and make recommendations;
- (3) exercise such other functions or powers incidental thereto, subject to the provisions herein; and
- (4) propose amendments to the SRC Constitution and Addendums thereto.

Article 2.3 Meetings and Procedures of the GSA

- (1) The SRC shall convene at least one meeting of the GSA per semester in order to account, consolidate and receive its mandate and provide a platform for debate which serves as a tool to translate the principles of democracy, accountability and transparency of student governance into action.
- (2) The SRC shall request a special GSA upon a written request of two thirds ($\frac{2}{3}$) of its members, should an urgent matter affecting students arise.
- (3) The students may request a special GSA through a petition signed by at least three hundred (300) registered students and handed over to the Secretary-General.
- (4) The Secretary-General shall, after receiving the petition provided for in (3) above, inform the SRC and convene such a meeting within two (2) weeks after the petition has been received.
- (5) Notice of the date, time, venue and agenda of a GSA must be given at least seven (7) days before such a meeting, except in the case of a special GSA.

- (6) Notwithstanding anything contained to the contrary herein, the SRC shall call a special GSA before vacating office in order to give a full account of their term in office.
- (7) Should the SRC fail to convene a special GSA for reporting on the annual activities before the general elections, the Vice-Chancellor after consultation with the Director responsible for Students Services may initiate the dissolution of the SRC as provided for in this Constitution and facilitate a process of establishing an interim SRC.
- (8) An agenda shall be prepared for the GSA and shall include:
 - (a) Approval of the agenda;
 - (b) Register of students present at the meeting and apologies from the SRC members, if any;
 - (c) Reading and confirmation of the previous minutes and matters arising;
 - (d) Submission, discussion and acceptance of the President's report;
 - (e) Submission, discussion and acceptance of the Financial Report; and
 - (f) Tabling, discussion and approval of amendments to the SRC Constitution submitted in terms of the provisions of this Constitution.

Article 2.4 Chairperson, Quorum and Resolutions of the GSA

- (1) The President of the SRC shall be the Chairperson of the GSA.
- (2) The Secretary-General shall be accountable for minute taking at the GSA and posting of such minutes on notice boards, within seven (7) days after the said GSA.
- (3) Attendance at the GSA is compulsory for all SRC members.
- (4) A resolution taken by simple majority of the GSA meeting of at least three hundred (300) voting members present at the said GSA shall be binding on the SRC.

CHAPTER 3: STUDENTS' REPRESENTATIVE COUNCIL

Article 3.1 Authority of the SRC

The SRC is the highest decision-making student body at the University, in the absence of the GSA or between the GSAs, representing students in terms of the provisions of this Constitution, the NUST Act and the NUST Statutes, Rules and Regulations.

Article 3.2 Composition of the SRC

- (1) The SRC shall consist of eleven (11) registered students elected annually by students who have been registered for at least one (1) academic semester at NUST.
- (2) The SRC members shall consist of the following portfolios:
 - (a) President
 - (b) Vice-President
 - (c) Secretary-General
 - (d) Secretary for Finance
 - (e) Secretary for Internal Affairs
 - (f) Secretary for Academic Affairs
 - (g) Secretary for Accommodation
 - (h) Secretary for Information and Publicity
 - (i) Secretary for External Affairs and Liaison
 - (j) Secretary for Sports, Recreation and Culture
 - (k) Secretary for Gender, Health and Development

Article 3.3 Eligibility

- (1) Students must be registered with the University for a Credentialed Programme for at least one (1) semester before they are eligible for nomination to any position on the SRC.
- (2) Only students who have passed at least eighty percent (80%) of all their courses in the previous semester, and have attained at least an average of sixty percent (60%) in such courses in the previous semester at NUST shall be eligible to be elected as members of the SRC.
- (3) Students who are engaged in programmes involving research only, must have a progress report from their department indicating satisfactory progress in their studies.
- (4) A member of the SRC becomes disqualified to hold office when his/her performance drops below the average of fifty percent (50%) or the student's department reports unsatisfactory progress with his/her progress.
- (5) A member of the SRC becomes disqualified to hold office when he/she is found guilty of misconduct.

Article 3.4 Term of office of the SRC

- (1) The SRC shall hold office for one (1) year from 01 January to 31 December.
- (2) All members of the SRC shall only serve one (1) term per portfolio, for a maximum of two (2) portfolios.
- (3) In the event of a person being co-opted or appointed in terms of the provisions of this Constitution, the period of time, if less than six (6) months during which such member holds office, shall not be regarded as a term.

Article 3.5 Suspension and Termination of the SRC members

- (1) A member of the SRC may be suspended if a motion of censure is passed on him/her on the grounds of an infringement or of such gross ineptitudes as to render him/her unfit to hold office with dignity and honour, provided that:
 - (a) the said motion is adopted by a two-thirds ($\frac{2}{3}$) majority of all the members of the SRC;
 - (b) the matter is subjected to the provisions of the NUST Act and Statutes, Rules and Regulations.
- (2) A member of the SRC shall cease to hold office and shall not be eligible to stand for elections if he/she:
 - (a) becomes ineligible to hold office as provided for in Article 3.3(4) and 3.3(5);
 - (b) ceases to be a registered student of NUST;
 - (c) tenders his/her resignation in writing to the Secretary-General;
 - (d) brings the name of the SRC into disrepute by being found guilty of a serious misconduct by a relevant Disciplinary Committee of NUST;
 - (e) absents himself/herself from three (3) ordinary meetings per semester of the SRC or a GSA without a valid reason;
 - (f) fails, without a reasonable and written explanation acceptable to the SRC, to carry out duties entrusted to him/her in terms of this Constitution;
 - (g) fails to submit written quarterly and final reports acceptable to the SRC;
 - (h) fails to submit written reports acceptable to the GSA; and
 - (i) is removed from office in terms of the provisions of this Constitution.

Article 3.6 Functions and meeting procedures of the SRC

- (1) The SRC shall have at least two (2) ordinary meetings per academic term.
- (2) The quorum of the SRC meetings shall be fifty percent (50%) plus one (1) of all its members.
- (3) The President shall preside over all SRC meetings and in his/her absence, the Vice-President, and in their absence, the Secretary-General, and in their absence a member so elected at that meeting.
- (4) Notices of meetings, the agenda and minutes of previous meetings shall be circulated to all SRC members at least five (5) working days before any scheduled meeting.

- (5) Proceedings at meetings shall be in accordance with the adopted agenda.
- (6) No question that has been debated and decided upon shall be re-opened at the same meeting.
- (7) The ruling of the Chairperson on a question of order shall be binding, unless immediately challenged by a member, in which event it shall be submitted without discussion to the meeting and the decision of the meeting shall be final.
- (8) The Chairperson shall have a deliberative and a casting vote in the event of a tie.
- (9) Except where provided for in this Constitution, a motion shall be carried by a simple majority vote.
- (10) A motion can be amended after it has been proposed and before it has been voted upon.
- (11) The SRC shall hold special meetings at the discretion of the President or at the request in writing, of at least one-third of all its members.
- (12) No business other than that for which a special meeting was called shall be transacted at the said meeting.

CHAPTER 4: THE EXECUTIVE COMMITTEE

Article 4.1 Composition of the Executive Committee

- (1) There shall be an Executive Committee, which shall consist of:
 - (a) The President;
 - (b) The Vice-President;
 - (c) The Secretary-General; and
 - (d) The Secretary for Finance.

Article 4.2 Duties of the Executive Committee

- (1) The Executive Committee shall:
 - (a) be responsible for the day-to-day activities of the SRC in terms of its administration, recognised structures, finances, facilities and resources;
 - (b) convene meetings of the SRC;
 - (c) deal with any matter of urgency; and
 - (d) execute any duty as delegated by the SRC.

Article 4.3 Meetings of the Executive Committee

- (a) The Executive Committee shall meet at least once per fortnight to deal with matters in accordance with its duties outlined above.
- (b) The President shall preside over all the meetings of the Executive Committee and in his/her absence the Vice-President.
- (c) The quorum of the Executive Committee meetings shall be three (3) members.
- (d) An agenda shall be prepared for its meetings and shall include:
 - i. Approval of the agenda;
 - ii. Register of members or students present at the meeting and apologies;
 - iii. Reading and confirmation of the previous minutes and matters arising; and
 - iv. Reports and other matters tabled for discussion and decision-making.

CHAPTER 5: COMMITTEES AND SOCIETIES

Article 5.1 SRC Committees

- (1) The SRC must constitute the following standing committees, whose composition, functions and duties must be prescribed in the Standing Rules:
 - (a) the Academic Committee;
 - (b) the Finance Committee;
 - (c) the Election Committee; and
 - (d) any other Committee deemed necessary for a specific function.
- (2) The decision of such committees shall not be of force nor have legal effect unless ratified at the SRC meeting.

Article 5.2 Societies

- (1) The SRC may constitute the following societies:
 - (a) Society for undergraduate students in the different Faculties;
 - (b) Society for postgraduate students in the different Faculties;
 - (c) Cultural societies;
 - (d) Society for on-campus students, designated the Residence House Society;
 - (e) Society for different sports codes; and
 - (f) Any other society.

Article 5.3 Composition of Committees and Societies

- (1) The composition of each committee and society is determined in accordance with the provisions of their own Standing Rules.
- (2) The SRC must elect an SRC member to chair meetings of its committees.
- (3) Each society shall elect a Chairperson from amongst its members.
- (4) All committees and societies are accountable to the SRC.
- (5) The SRC may assign to any committees and societies such functions or duties as it may deem expedient, subject to the provisions herein contained.
- (6) The SRC may delegate any of its powers to any such a committee or societies, but it shall not be divested of a power so delegated.

CHAPTER 6: GENERAL PROVISIONS

Article 6.1 Vacancies

- (1) If a vacancy or more than one vacancy arises in the membership of the SRC for whatever reason the SRC may:
 - (a) declare the student or students who obtained the next highest number of votes in the relevant portfolios in the election to be a member or members to fill the vacancy or vacancies; or
 - (b) failing the availability of candidates as provided for in (a), co-opt a student, or students from amongst those who have ran for election but were not elected, to fill the vacancy or vacancies provided that such co-option shall be endorsed by the Vice-Chancellor after consultation with the Director responsible for Student Services.

Article 6.2 Interim SRC

- (1) If the Election Committee declares an election invalid because fewer than fifteen percent (15%) of the eligible voters have voted in the election and if the Vice-Chancellor has, after receiving the advice of the Director responsible for Student Services, recognised the eleven (11) students who obtained the highest number of votes to be an Interim SRC for such period as the Vice-Chancellor may determine within a reasonable period.
- (2) The Interim SRC thus recognised shall have the powers, rights and obligations of SRC except that it may not propose amendments to the SRC constitution.

Article 6.3 SRC Regulations

- (1) In accordance with the provisions of this Constitution, the SRC may by an absolute majority, subject to the approval of the Vice-Chancellor, approve, amend, or repeal SRC Regulations and Standing Rules to regulate its activities, and must make standing rules to cover:
 - (a) SRC Duties and Functions;
 - (b) SRC Code of Conduct;
 - (c) SRC Standing Committees; and
 - (e) SRC Election Rules.

Article 6.4 SRC Incentives

- (1) All members of the SRC may be afforded flexibility in academic arrangements upon a written application submitted in advance, subject to approval by the departments concerned; and
- (2) All members of the SRC shall be granted a rebate on tuition fees as specified and on conditions as set out by the Council from time to time.
- (2) Nothing contained in this section shall preclude the Vice-Chancellor, after consultation with the Chairperson of the Council, from authorising further conferment to, or withdrawals from, the SRC members, individually or collectively, as deemed necessary and expedient.

CHAPTER 7: INTERPRETATION

- (1) Any matter involving a dispute, conflict of interest or rights of any student or the violation of the letter or spirit of this Constitution or its Regulations by any person shall be adjudicated upon by the Vice-Chancellor, after consultation with the Director responsible for Student Services.
- (2) The NUST Act, the Statutes, Rules and Regulations and policies shall take precedence in the event of a dispute.
- (3) The responsibility of the interpretation of the provisions of this Constitution shall vest in the Council.

CHAPTER 8: AMENDMENTS

- (1) Any amendment of this Constitution shall be adopted by a motion carried by two-thirds ($\frac{2}{3}$) majority of the members present at the said GSA, and shall be subject to final approval by Council.
- (2) Any student or structure of the SRC may submit constitutional amendments for consideration by the SRC.

- (3) Such submission must be submitted in writing and signed by at least three hundred (300) students.
- (4) Proposals for amendments shall be tabled at the GSA provided that such proposed amendments have been circulated and advertised on campus notice boards at the Windhoek Campus and other learning centres of the university, as well as other platforms and social media two (2) weeks prior to the GSA.
- (5) The SRC shall submit the proposed amendments to the GSA for discussion and adoption.
- (6) There shall be clarity about the proposed amendments which are supported or not by the SRC.
- (7) In the latter case, the proposer shall motivate the amendment.
- (8) After a proposal for the amendment of this Constitution has been accepted and approved by the GSA, such amendment shall be recommended and forwarded to the Council for a final decision.
- (9) The Council may, with respect to any recommendation for the amendment of this Constitution forwarded to it:
 - a) accept such recommendation, with or without changes;
 - b) refer the matter back to the SRC for reconsideration; or
 - c) reject such recommendation.
- (10) Any amendment to the administrative rules and regulations may be approved by the Vice-Chancellor after consultation with the Director responsible for Students Services.
- (11) Nothing contained herein shall prevent the Vice-Chancellor to initiate any amendment to the SRC Constitution.

CHAPTER 9: SUSPENSION AND DISSOLUTION OF THE SRC

1. The Vice-Chancellor may recommend the suspension or dissolution of the SRC to the Council, if he/she deems it in the best interest of NUST, after consulting with the Director responsible for Student Services.
2. The Council may suspend or dissolve the Students' Representative Council if the Council thinks it fit in the best interest of the University.

Approved by Council: _____

Date: _____

NUST SRC REGULATIONS

ADDENDUM I

1. DUTIES OF THE OFFICE BEARERS

1 The President shall:

- (a) be the leader of the SRC;
- (b) preside at meetings of the SRC;
- (c) countersign necessary documents of the SRC;
- (d) report on behalf of the SRC on the activities and duties to the GSA;
- (e) have ultimate responsibility for the implementation of the SRC rules and policies;
- (f) delegate tasks to any member of the SRC whenever necessary;
- (g) act as spokesperson and issue official communication on behalf of the SRC together with the Secretary-General and the Secretary for Information and Publicity;
- (h) issue written warnings of misconduct to members of the SRC, in consultation with the Director responsible for Student Services; and
- (i) submit a monthly report to the Secretary-General.

2 The Vice-President shall:

- (a) assist and deputize the President;
- (b) coordinate other portfolios within the SRC on delegation by the President;
- (c) be an ex-officio member of all committees of the SRC;
- (d) take over the office of the President if the President resigns, is removed from office as provided in the Constitution or is unable to carry out the duties of the President for any other reason; and
- (e) submit a monthly report to the Secretary-General.

3 The Secretary-General shall:

- (a) be the chief administrative officer of the SRC;
- (b) be the chairperson and secretary of the GSA;
- (c) give notice and take minutes at all SRC meetings;
- (d) record the voting at all SRC and GSA meetings;
- (e) preside over the Ad-hoc committees of the GSA;
- (f) receive progress reports from all the SRC members on a monthly basis;
- (g) act in the absence of both the President and the Vice-President;
- (h) compile and submit a monthly comprehensive report of all SRC activities to the Officer: Accommodation, Sport and Culture; and
- (i) compile and submit the SRC annual reports to the Officer: Accommodation, Sport and Culture.

4 The Secretary for Finance shall:

- (a) be responsible for the upkeep, administration and maintenance of all financial books, records and transactions of the SRC;
- (b) present monthly financial reports to the SRC and the Director responsible for Student Services;
- (c) prepare and present the financial report to the GSA on behalf of the SRC;

- (d) be co-signatory, together with the President, and in his absence the Secretary-General, of all financial documents of the SRC;
 - (e) assist students in financial matters through the finance Department;
 - (f) attend ad-hoc financial meetings on behalf of the SRC;
 - (g) initiate fundraising activities for the SRC;
 - (h) obtain monthly financial records of the use of the students' activity fund from the Officer: Accommodation, Sport and Culture or the relevant bodies; and
 - (i) submit a monthly report to the Secretary-General.
- 5 The Secretary for Internal Affairs shall:
- (a) convene and preside over the SRC Disciplinary Committees;
 - (b) attend to all internal issues affecting students in consultation with the relevant authorities;
 - (c) take measures aimed at safeguarding and maintaining a calm, collegial, decent, disciplined and safe environment on campus;
 - (d) advise the SRC on legal matters after consultation with the relevant authorities;
 - (e) attend all non-academic disciplinary hearings; and
 - (f) submit a monthly report to the Secretary-General.
- 6 The Secretary for Academic Affairs shall:
- (a) represent the SRC at meetings of all Boards of Studies;
 - (b) organize, attend and administer all academic student matters and events in liaison with NUST authorities;
 - (c) initiate activities aimed at promoting and cultivating a culture of academic excellence among the student of NUST;
 - (d) address issues regarding the academic progress of the students and make presentations thereof to the relevant authorities;
 - (e) foster communication between students on the one hand, and lecturers as well as other NUST staff on the other hand;
 - (f) preside over the academic affairs committee;
 - (g) register and keep record of all academic student societies and faculty representatives;
 - (h) initiate and develop rules and procedures of all academic student societies and faculty representatives; and
 - (i) submit a monthly report to the Secretary-General.
- 7 The Secretary for External Affairs and Liaison shall:
- (a) cultivate and establish links of communication, solidarity, cooperation and friendship with other student bodies and organisations in and outside Namibia;
 - (b) liaise with NUST authorities to organize workshops, seminars and public lectures aimed at enhancing the professional, organisational and leadership skills of the students;
 - (c) safeguard the interests of all international students in liaison with NUST authorities;
 - (a) preside over the international committee; and
 - (b) submit a monthly report to the Secretary-General.

- 8 The Secretary for Information and Publicity shall:
- (a) be responsible for the collection, publication and dissemination of information among the students;
 - (b) promote, defend and explain the policies and deliberations of the SRC and GSA;
 - (c) encourage intellectual inquiry, debate and research among the students;
 - (d) promote attitudes of understanding, tolerance of different viewpoints and freedom of speech on NUST campus;
 - (e) submit a monthly report to the Secretary-General.
- 9 The Secretary for Sports, Recreation and Culture shall:
- (a) organize and promote sport and cultural activities amongst the students;
 - (b) cultivate and maintain student sporting and culture links with other academic institutions or clubs in liaison with NUST authorities;
 - (c) co-operate with the relevant authorities in the maintenance and administration of sport facilities and recreational equipment of NUST;
 - (d) monitor the entertainment of the students on-and off-campus in consultation with the relevant authorities;
 - (e) regulate the registration and the activities of the sports and cultural committees;
 - (f) work in collaboration with the Officer: Accommodation, Sport and Culture;
 - (g) be involved in the promotion of the intercultural student exchange programs; and
 - (h) submit a monthly report to the Secretary-General.
- 10 The Secretary for Gender, Health and Development shall:
- (a) initiate projects and organize activities aimed at cultivating responsible healthy behaviour, gender awareness, developing students and sensitivity on NUST campuses and regional centres;
 - (b) promote and defend human rights and dignity on campuses and regional centres;
 - (c) advise the SRC and promote its active participation in all matters bearing on the welfare of the students;
 - (d) regulate the registration and the activities of the Gender Committee;
 - (e) assist in health development workshops and health programmes;
 - (f) promote gender balance in student related aspects; and
 - (g) submit a monthly report to the Secretary-General.
- 11 The Secretary for Accommodation shall:
- (a) represent the SRC on the Housing Committee (HC);
 - (b) attend to all matters of resident students and non-resident students in consultation with the relevant authorities and the HC;
 - (c) perform such other functions as may be delegated by the SRC and / or HC;
 - (d) facilitate communication between non-resident students and external non-resident structures;
 - (e) attend residence advisory committee meetings and the institution residence committee meetings;
 - (f) campaign for adequate and better student accommodation;
 - (g) advise the student body on matters of student accommodation;
 - (h) submit a monthly report to the Secretary-General.

1 CODE OF CONDUCT OF THE SRC

All members of the SRC shall:

- (1) be conversant with the NUST Act, Statutes and Regulations and all governing documents of NUST;
- (2) acquaint themselves with the Constitution of the SRC, accept it and be conversant and consistent with it in word and action;
- (3) attend meetings of the SRC as well as any other meetings as delegated by the SRC;
- (4) refrain from utterances and deeds which might directly or indirectly bring the SRC and NUST into disrepute;
- (5) refrain from any diversionist tendencies that might result into disunity within the SRC and/or the student community;
- (6) be committed and accountable to the students and oppose any form of prejudice that might undermine academic excellence and harmony amongst the students;
- (7) regard themselves as servants of the students and desist from any conduct by which they seek to alienate themselves from the students or cause division amongst students;
- (8) be an example of dedication and commitment as students;
- (9) conduct themselves above reproach;
- (10) represent the SRC at any meetings as delegated by the SRC; and
- (11) refrain from politicising the SRCs and the student body.

1 Electoral Committee

The Electoral Committee (EC) is an independent and impartial body, constituted annually, that shall exercise its powers and perform its duties without fear, favour or prejudice. The EC shall oversee and govern the SRC elections and shall carry out the responsibilities and duties assigned to it in terms of this Constitution to ensure that the election process is free and fair. The Chairperson of the EC shall serve for one year only.

2 Composition of the Electoral Committee

The EC consists of students interviewed and appointed by the Director responsible for Student Services and the Secretary-General.

3 Conflict of Interest

- (1) To maintain the independence and impartiality of the EC:
 - (a) No member of the GSA may participate in the appointment of the EC if that member is standing for election or assisting in the campaign of a student standing for election.
 - (b) No member of the EC may stand for election or assist in the campaigning of a student standing for election.
 - (c) Members of the EC should recuse themselves if a conflict of interest exists.
 - (d) Any EC member who has attended a meeting of the Committee and resigned, is not eligible to stand for election and may not assist in the campaigning for a student standing for election in that year.

4 Quorum

- (1) The quorum of the EC is 50 percent plus 1 member.

5 Powers and Duties of the EC

- 1) The EC must:
 - (a) oversee all rules and regulations pertaining to the election process;
 - (b) interpret all rules, codes and the Constitution so as to preserve the integrity of the election process;
 - (c) be the sole authority to give instructions on all aspects of voting;
 - (d) determine and publish protocols relating to voting procedures, question and answer sessions;

- (e) determine and publish further rules, codes and protocols as is deemed necessary;
 - (f) supervise the Election Operations Office and the Election Complaints Panel;
 - (g) consult with and assist student services to ensure disabled students participate in and access all aspects of the election process;
 - (h) promote voter education and arrange publicity for the entire election process;
 - (i) co-ordinate the nomination process and provide instructions on voting and vote counting;
 - (j) monitor the conduct of candidates and voters;
 - (k) publish regular reports and announce the results and the poll of the elections;
 - (l) consider complaints or objections regarding election irregularities and impose necessary sanctions; and
 - (m) consider appeals relating to elections.
- (2) The EC may:
- (a) enact any special rules governing the election process that do not conflict with the SRC Constitution and policies to be adopted by the GSA; and
 - (b) adopt such additional measures as it deems necessary and appropriate to ensure free and fair elections.

6 General Elections

- (1) The EC shall conduct general elections once a year in terms of Chapter 3.
- (2) The general elections shall be conducted to elect the eleven (11) members of the SRC from the nominations received.

7 Voting Procedure

- (1) All registered students of NUST shall vote electronically.
- (2) The EC shall acquire the student registration list from the Department of Information Communication and Technology.
- (3) The EC shall verify the student's identity as per his/her student card with the registration list to qualify for voting.
- (4) Voting will take place for a period of four (4) consecutive days.
- (5) The EC in conjunction with DICT shall announce the SRC voting results as soon as possible upon verification of the results.

8 Election Dispute Resolution

- (1) Any dispute arising from any aspect of the elections can be submitted for consideration to an Election Tribunal, constituted by the Office of the Directorate of Student Services.
- (2) A dispute shall be presented in writing in the prescribed format, and where necessary, must be accompanied by supporting documentation.
- (3) Any dispute shall be submitted to the Election Tribunal no later than five working days after the IEC's official announcement of the election results.
- (4) The Election Tribunal shall acknowledge all appeals within twenty (24) hours.
- (5) The appellant shall submit all supporting evidence with the appeal.
- (6) Parties to the appeal shall be given the opportunity to respond.
- (7) The Electoral Committee shall adjudicate the appeal within five (5) working days.
- (8) The Electoral Committee shall inform all parties and publish its decision.
- (9) The decision of Election Tribunal shall be final and binding.

1 Residence House Committees

- (1) A Residence House Committee is a student structure recognised and approved by the SRC, which, in accordance its own constitution provides sports, social, academic, cultural and community outreach and any other needs of students in that particular residence.
- (2) In order that a Residence House Committee may carry out its responsibilities, it qualifies for funding as allocated by the SRC.
- (3) A Residence House Committee may be required by the SRC to submit regular financial reports to the SRC through the Secretary for Accommodation.
- (4) A Residence House Committee shall be elected in a manner that is aligned to the principles outlined in the preamble and of the Constitution of the SRC and in accordance to the provisions of the constitution of that residence.
- (5) The constitution of a Residence House Committee shall be submitted to the SRC, through the Secretary for Accommodation, for approval.
- (6) A Residence House Committee of a residence shall include, but is not limited to, the following portfolios:
 - i. Chairperson;
 - ii. Secretary;
 - iii. Treasurer.

2 Undergraduate Faculty Committees

- (1) An undergraduate Faculty committee is a student structure registered with the SRC, that is linked to a particular University Faculty, in accordance its own constitution, and provides for academic needs, community outreach and any other needs of students in that particular faculty or school.
- (2) An undergraduate faculty committee in collaboration with the Faculty Dean shall co-ordinate a system of class representatives.
- (3) In order that an undergraduate Faculty committee may carry out its responsibilities it qualifies for funding and any other available resources as allocated by the Secretary for Academic Affairs and/or the faculty to which it is attached.
- (4) Undergraduate Faculty Committees may be required by the SRC to submit regular reports to the SRC through the Secretary for Academic Affairs.
- (5) An undergraduate Faculty committee shall be elected in a manner that is aligned to the principles outlined in the preamble and of the Constitution of the SRC and in accordance with the provisions of the constitution of that faculty committee.

- (6) The constitution of an undergraduate faculty committee must be submitted to the SRC for its recommendations, before submission to the Secretary for Academic Affairs for approval.
- (7) An undergraduate faculty committee shall include, but is not limited, to the following portfolios:
 - i. Chairperson;
 - ii. Secretary;
 - iii. Treasurer.

3 Postgraduate Faculty Committees

- (1) A Postgraduate Faculty Committee is a student structure registered with the SRC that is linked to a particular University faculty, in accordance its own constitution, and subject to relevant university provisions relating to academic matters in collaboration with the Dean(s) concerned, provides for academic needs and community outreach and any other needs of postgraduate students in that particular faculty.
- (2) In order that a Postgraduate Faculty Committee may carry out its responsibilities it qualifies for funding and any other available resources as allocated by the SRC through the Secretary for Academic Affairs and/or the faculty to which it is attached.
- (3) Postgraduate Faculty Committees may be required by the SRC to submit regular reports to the SRC through the Secretary for Academic Affairs.
- (4) A Postgraduate Faculty Committee shall be elected in a manner that is aligned to the principles outlined in the preamble and of the Constitution of the SRC and in accordance to the provisions of the constitution of that Postgraduate Faculty Committee.
- (5) The constitution of a Postgraduate Faculty Committee shall be submitted to the SRC for its recommendations, before submission to the Secretary for Academic Affairs for approval.
- (6) A Postgraduate Faculty Committee shall include, but is not be limited to the following portfolios:
 - i. Chairperson;
 - ii. Secretary;
 - iii. Treasurer.

4 Societies

- (1) A society is a student structure registered with the SRC, in accordance its own constitution, which has a specific purpose in relation to social, political, religious, academic, cultural, community outreach or any other needs of students who join as members.
- (2) In order that a society may carry out its responsibilities, it qualifies for funding as allocated by the SRC through the Secretary for Academic Affairs.
- (3) Societies may be required by the SRC to submit regular financial reports to the SRC through the Secretary for Academic Affairs.

- (4) A society shall elect a committee in a manner that is aligned to the principles outlined in the preamble of the Constitution of the SRC and in accordance to the provisions of the constitution of that society.
- (5) The constitution of a society must be submitted to the Secretary for Academic Affairs for its recommendations before submission to the SRC for approval.
- (6) A society shall have at least twenty (20) members.
- (7) A society's executive committee shall include, but is not limited to the following portfolios:
 - i. Chairperson;
 - ii. Secretary; and
 - iii. Treasurer.

5 Sports Codes

- (1) A sports code is a student structure registered with the SRC, in accordance its own constitution, which has a specific purpose in relation to sports and any other needs of students who join as members.
- (2) In order that a sports code may carry out its responsibilities, it qualifies for funding as allocated by the SRC through the Secretary for Sports, Recreation and Culture.
- (3) Sport codes may be required by the SRC to submit regular financial reports to the SRC through the Secretary for Sports, Recreation and Culture.
- (4) A sports code shall elect a committee in a manner that is aligned to the principles outlined in the preamble and of the Constitution of the SRC and in accordance to the provisions of the constitution of that sports code.
- (5) The constitution of a sports code must be submitted to the Secretary for Sports, Recreation and Culture for its recommendations before submission to the SRC for approval.
- (6) A sports code shall have at least twenty (20) members.
- (7) There shall be a Sports Executive Committee comprising of all sport codes, which shall include, but is not limited to the following portfolios:
 - i. Chairperson;
 - ii. Secretary; and
 - iii. Treasurer.