

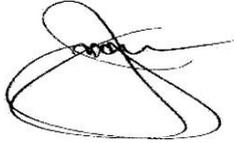


**SOUTH WEST GAUTENG TECHNICAL AND VOCATIONAL<sup>TM</sup>  
EDUCATION AND TRAINING COLLEGE**  
EDUCATION OF DISTINCTION

# **QUALITY MANAGEMENT SYSTEM**

# **STUDENT REPRESENTATIVE COUNCIL CONSTITUTION**

**This constitution on Student  
Representative Council has been issued  
on the authority of the Council of South  
West Gauteng TVET College**

|  |  |   |
|--|--|---|
| <b>South West Gauteng TVET College</b>   |  |   |
| <b>Student Representative Council Constitution</b>   |  |   |
| <b>Department: Student Support Services</b>  |  |   |
| <b>Responsibility: Assistant Director</b>  |  |   |
| <p>_____<br/> <b>Prepared and submitted by<br/> the Accounting Officer to<br/> Council</b></p>  <p><b>Date: 12 December 2025</b></p> | <p>_____<br/> <b>Adopted by Council<br/> (Signed by Chairperson<br/> obo Council)</b></p>  <p><b>Date: 12 December 2025</b></p> | <p style="text-align: center;"><b>Implementation</b></p> <p><b>Date: 12 December 2025</b></p> |

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| <b>Rev No.</b> | <b>Page No.</b> | <b>Amendment Description</b>   | <b>Originator</b> | <b>Approved By</b> | <b>Date</b> |
|----------------|-----------------|--|-------------------|--------------------|-------------|
| 1.             | 11.             | Student definition is amended to "Any person properly registered at the college, on a full- time or part-time basis, receiving face-to-face or distance learning during the current academic year".  |                   |                    |             |
| 2.             | 11.             | Term definition is amended to "An academic period that may be a trimester (3 months) a semester (6 months) or a full calendar year (12 months) depending on the programme".  |                   |                    |             |
| 3.             | 11.             | Passed definition is amended to "A student has passed when they have successfully completed 7 out of 7 NC(V) subjects or 4 out of NATED / REPORT 191 subjects from the previous academic term".  |                   |                    |             |
| 4.             | 11.             | Campus SRC portfolios amended from 8 (eight) to 7 (seven) portfolios.  |                   |                    |             |
| 5.             | 11.             | SMME" definition is removed "Small, Medium Micro Enterprise."  |                   |                    |             |
| 6.             | 12.             | Additional definition: "POPI Act 4 of 2013 (Protection of Personal Information): Aims to protect individual's personal information and promote transparency in its processing".  |                   |                    |             |
| 7.             | 12.             | Additional definition: "NBDU- New Business Development Unit".  |                   |                    |             |
| 8.             | 12.             | Additional definition: "Group - A class of students formally enrolled in the same academic programme and level, attending the same scheduled learning sessions".   |                   |                    |             |
| 9.             | 12.             | Clause 3 is amended to "The Student Representative Council is dedicated to passionately represent and advocate for the diverse interests, welfare and well-being of students. Strive to foster an inclusive supportive college community that empowers students to succeed academically, socially, personally through effective representation, advocacy and leadership. All SRC members will oath to do this in a transparent and organised manner in full co - operation with the College Council, College management and all other stakeholders of the College whilst upholding our duty to serve first, always and only the students". |                   |                    |             |

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| 10. | 12. | "Clause 4.3 is merged with 4.9 "Serve as the student's voice and promote academic excellence".  |  |  |  |
| 11. | 12. | Clause 4.7. is removed "Uphold the pursuit of sound education and training".  |  |  |  |
| 12. | 13. | Clause 5.1 (e) is amended to "POPI Act 4 of 2013"   |  |  |  |
| 13. | 13. | Additional clause 5.1 (h) and (i)   |  |  |  |
| 14. | 14. | Clause 6.3 is amended to "is the highest authority in the student community with powers delegated through CET Act 16 of 2016 and the College Senior Management".  |  |  |  |
| 15. |     | Clause 6.9 is removed "All SRC members represent the student community".  |  |  |  |
| 16. | 14. | Clause 6.10 is amended to "The SRC EXCO must advice the senior management in terms of the College matters relating to student affairs".   |  |  |  |
| 17. | 14  | Clause 6.16 is amended to "They follow the disciplinary measures as stated in this constitution pertaining to the SRC and attend to student's disciplinary processes as stated in the active Policy on Discipline". |  |  |  |
| 18. | 14  | -Clause 7.2 amended to "The SRC acts as ambassadors of the college in the community at large".  |  |  |  |
| 19. |     | Clause 7.9 is removed. It read as follows: "SRC members must attend parents' meetings as per invite".   |  |  |  |
| 20. |     | Clause 7.14 is removed. It read as follows: "It is compulsory for SRC members to assist during registration of students".   |  |  |  |
| 21. | 14  | Additional clause 7.13  |  |  |  |
| 22. | 14  | Additional clauses 8.1. (a) and (b)   |  |  |  |
| 23. |     | Clause 8.1 (a) is removed: "The IEB will conduct the Class Representatives elections after the College Elections".  |  |  |  |
| 24. | 14  | Clause 8.2.1 is amended to "Encourage communication between students, lectures and campus SRC".   |  |  |  |

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| 25. | 14  | Clause 8.2.2 is amended to "Encourage discipline and diligence in class".   |  |  |  |
| 26. | 14  | Clause 8.2.3 is amended to "Encourage cleanliness and monitor fit for purpose status of the classroom / teaching and learning".   |  |  |  |
| 27. | 14  | Additional clause 8.2.7 "To foster students and lectures attendance including SRC members"  |  |  |  |
| 28. | 15  | Clause 8.5.2.(b) is amended to: "Deputy Chairperson".   |  |  |  |
| 29. |     | Clause 9.1.6 merged with clause 9.1.8   |  |  |  |
| 30. | 15  | Clause 8.4.2 is amended to "To hold meetings once a month to discuss campus related issues under the guidance of the Student Support Office".   |  |  |  |
| 31. | 15  | Clause 8.4.14 amended to "Lead with dignity and integrity".   |  |  |  |
| 32. |     | Clauses 9.3.4.1; 9.3.4.2; 9.3.4.3 and 9.3.4.5 are removed.  |  |  |  |
| 33. | 17. | Clause 8.5.4.8 is amended to "Collaborate with the New Business Development Unit and Marketing & Communications units to source funds and prepare a campus Annual Plan of Action in consultation with Campus SSS and ASD: SSS". |  |  |  |
| 34. |     | Clauses 9.3.4.13 is removed   |  |  |  |
| 35. | 17. | Clause 8.5.5.1 is amended to "Promote Sports, Arts and Culture in the campus".  |  |  |  |
| 36. |     | Clauses 9.3.5.5 and 9.3.5.9 are removed   |  |  |  |
| 37. |     | Clause 9.3.6. merged with 9.3.8 "Health, Inclusivity and Transformation".   |  |  |  |
| 38. |     | Clauses 9.3.6.1 to 9.3.6.6 are amended to clauses 9.3.7.1 to 9.3.8.7  |  |  |  |
| 39. | 17. | Clause 8.5.6.1 is amended to "Liaise with campus Manager on organized student experiential teaching and learning, including student excursions to industry and business".   |  |  |  |
| 40. | 19. | Clause 8.8.2 is amended to "Deputy President"   |  |  |  |

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|-----|-----|---|--|--|--|
| 41. | 19. | Additional Clause 8.8.2.2 "Deputy Secretary".   |  |  |  |
| 42. |     | Clause 9.3.2 is merged with 9.3.6 "Health, Inclusivity and Transformation".   |  |  |  |
| 43. | 19. | Clause 8.7.2 amended to "Must function under the guidance of, and report to ASD: SSS, through the SRC Secretary General".                         |  |  |  |
| 44. |     | Clause 9.6.1.8 is removed.  |  |  |  |
| 45. |     | Clause 9.6.2.8 is removed.  |  |  |  |
| 46. | 20. | Additional clause 8.8.2.11 "Convenes monthly meetings of SRC EXBO in consultation with the President".  |  |  |  |
| 47. | 20. | Additional clause 8.8.4   |  |  |  |
| 48. | 20. | Additional clauses 8.8.4.1 to 8.8.4.5   |  |  |  |
| 49. |     | Clause 9.6.4.2 is removed "Sits on the Financial Aid Committee".  |  |  |  |
| 50. |     | Clause 9.6.4.3 is removed "Co-Signs the requisitions forms regarding SRC expenditure with the assistance of the SSS Manager".                     |  |  |  |
| 51. | 21. | Clause 8.8.6.2 is amended to "Attends relevant organized CoSACSA functions and meetings".   |  |  |  |
| 52. |     | Clause 9.6.5.6 is removed "Draft a policy for construction, functional and maintenance of sports facilities with campus Sports Arts and Culture". |  |  |  |
| 53. |     | Clause 9.6.6 merged with clause 9.6.8 "Health, Inclusivity and Transformation Coordinator".   |  |  |  |
| 54. | 21. | Clause 8.8.8 is amended "   |  |  |  |
| 55. | 22. | Additional clauses are 8.8.8.7 to 8.8.8.12  |  |  |  |
| 56. | 22. | Clause 8.7.1 is amended   |  |  |  |
| 57. | 24. | Clause 8.9.4.6 is amended   |  |  |  |
| 58. | 25. | Additional clause 10.4.2 "A nominee can only be nominated for one portfolio".   |  |  |  |
| 59. | 26. | Clause 10.4.7 is amended  |  |  |  |
| 60. |     | Clause 11.4.9 is removed  |  |  |  |
| 61. |     | Clause 11.4.14 is removed   |  |  |  |

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| 62. | 27. | Clause 15.1 is amended   |  |  |  |
| 63. |     | Clause 16.2 is removed   |  |  |  |
| 64. | 27. | Clause 15.3 amended to "All outgoing SRC members must hand over to the newly elected SRC".     |  |  |  |
| 65. | 28. | Additional clause 16.9   |  |  |  |
| 66. | 28. | Additional Clause 19.1   |  |  |  |
| 67. | 28. | Clause 19.1.2 (c) is amended   |  |  |  |
| 68. | 29. | Additional clause 20.3.  |  |  |  |
| 69. | 29. | Clauses 21.7 and 21.8 are amended  |  |  |  |
| 70. | 29. | Additional clause 21.10  |  |  |  |
| 71. | 30. | Clause 23.1 is amended   |  |  |  |
| 72. | 30. | Clauses 23.4 and 23.5 are amended  |  |  |  |
| 73. | 30. | Additional clause 23.7   |  |  |  |
| 74. | 30. | Clauses 24.2 and 24.4 are amended  |  |  |  |
| 75. | 31. | Clause 25.10 is amended.   |  |  |  |
| 76. | 32. | Clause 26.10 amended.  |  |  |  |
| 77. | 33. | Clause 29.4 is amended.  |  |  |  |
| 78. | 33. | Additional clause 21.5   |  |  |  |
| 79. | 34. | Additional Clause 32.4   |  |  |  |
| 80. |     | Clause 33.5 is removed "SRC EXBO and Campus Treasures will be part of the strategic planning". |  |  |  |
| 81. | 34. | Clause 33.1 (a) is amended.  |  |  |  |
| 82. | 34. | Clause 33.1 (b) is merged with (Health and Gender) portfolios                                  |  |  |  |
| 83. | 34. | Additional clause 33.2.(e)   |  |  |  |
| 84. | 34. | Clause 33.3 is amended "Disciplinary Processes"  |  |  |  |
| 85. | 35. | Clause 34.2 (a) to (d) is amended.   |  |  |  |
| 86. |     | Clause 37.1.2 is removed   |  |  |  |
| 87. | 36. | Additional Clauses 34.5 (a) and (b)  |  |  |  |

| <b>TABLE OF CONTENTS</b> |   | <b>PAGE</b> |
|--------------------------|---|-------------|
|                          | <b>CHAPTER A</b>  |             |
| 1.                       | Name  | 10          |
| 2.                       | Definitions   | 10 - 11     |
| 3.                       | Mission   | 11          |
| 4.                       | Purpose   | 11-12       |
|                          | <b>CHAPTER B</b>  | 12          |
| 5                        | Applicable Legislation and Policy                           | 12          |
| 6                        | General Responsibilities of the SRC                         | 12-13       |
| 7                        | SRC Code of Conduct   | 13-14       |
|                          | <b>CHAPTER C</b>  | 14          |
| 8                        | Class Representatives                                       | 14          |
| 8.1                      | Elections of the Class Representation                       | 14          |
| 8.2                      | Responsibilities of Class Representative                    | 14          |
| 8.3                      | Composition of Campus Representatives                       | 15          |
| 8.4                      | Responsibilities of the Campus SRC                          | 15          |
| 8.5                      | Portfolios and Duties of the Campus SRC:                    | 15          |
| 8.5.1                    | Chairperson   | 15-16       |
| 8.5.2                    | Deputy Chairperson  | 16          |
| 8.5.3                    | Secretary   | 16          |
| 8.5.4                    | Treasurer   | 16-17       |
| 8.5.5                    | Sports, Arts and Culture                                    | 17          |
| 8.5.6                    | Employability   | 17-18       |
| 8.5.7                    | Health, Inclusivity and Transformation                      | 18          |
| 8.6                      | Functional Composition of the College SRC EXCO              | 18-19       |
| 8.7                      | Responsibilities of the College SRC EXCO                    | 19          |
| 8.8                      | Portfolios and Duties of the College SRC EXCO               | 19          |
| 8.8.1                    | President   | 19          |
| 8.8.2                    | 8.8.2 Deputy President                                      | 19-20       |
| 8.8.3                    | Secretary General   | 20          |
| 8.8.4                    | Deputy Secretary General                                    | 20          |
| 8.8.5                    | Treasurer General   | 20-21       |
| 8.8.6                    | Sports, Arts and Culture Coordinator                        | 21          |
| 8.8.7                    | Employability Coordinator                                   | 21          |
| 8.8.8                    | Health, Inclusivity and Transformation Coordinator          | 21-22       |
| 8.9                      | South West Gauteng TVET College Student Parliament          | 22          |
| 8.9.1                    | The SWGC Parliament must comprise of the following members  | 22          |
| 8.9.2                    | Responsibilities of the SWGC parliament                     | 22          |
| 8.9.3                    | The primary functions of the SWGC parliament must be to:    | 22-23       |
| 8.9.4                    | Meetings of the SWGC parliament                             | 23          |
|                          | <b>CHAPTER D</b>  | 23          |
| 9                        | The Electoral Officer/s must:                               | 23          |
| 10                       | Nomination and Eligibility of Candidates to the SRC         | 24          |
| 10.2                     | Eligibility Criteria for Nomination as Campus SRC           | 24          |
| 10.3                     | Eligibility Criteria for Nomination as College SRC Election | 24          |
| 10.4                     | Election Procedure for the Campus SRC                       | 25          |
| 11.                      | Election Procedure for the College SRC EXCO                 | 25          |
| 12.                      | Spoilt Ballots.   | 25          |
| 13.                      | Invalid Elections for Campus and College:                   | 26          |

|        |   |           |
|--------|---|-----------|
| 14.    | Objection to Nominations                            | 26        |
| 15.    | Term of Office                                      | 26        |
| 16.    | Termination of Office                               | 26-27     |
| 17.    | Academic Support                                    | 27        |
| 18.    | Dissolution of the SRC                              | 27        |
| 19.    | Filling of Portfolios during the Academic Year      | 27        |
| 19.1.1 | Reshuffle   | 27        |
| 19.1.2 | Co-option   | 27        |
| 20     | College SRC EXCO                                    | 28        |
|        | <b>CHAPTER E</b>                                    |           |
| 21     | Financial Management                                | 28        |
| 22     | Student Clubs (Academic and non-academic)           | 29        |
| 23     | Student Formation                                   | 29        |
|        | <b>CHAPTER F</b>                                    | 29        |
| 24.    | Campus Student Mass Meetings                        | 29-30     |
| 25     | College SRC Exco Meetings                           | 30        |
| 26     | Campus SRC Meetings                                 | 30-31     |
| 27     | Class Representatives Meetings                      | 31        |
| 28     | College Council Meetings                            | 31-32     |
| 29     | Academic Board Meetings                             | 32        |
| 30     | College Mid-Term Review                             | 32        |
|        | <b>CHAPTER G</b>                                    | <b>32</b> |
| 31.    | SRC Strategic Planning                              | 32        |
| 32.    | Disciplinary Process into Misconduct by SRC Members | 32-33     |
| 33.    | Temporary suspension and conditions:                | 33        |
| 33.1   | Investigation Committee Composition:                | 33        |
| 33.2   | The Disciplinary Committee Consists of:             | 33        |
| 33.3   | Disciplinary Process                                | 33-34     |
| 34     | Appeal Process:                                     | 34        |
| 34.1   | In a case where the accused /complaint              | 34        |
| 34.2   | The Appeals Committee Composition:                  | 34        |
|        | <b>CHAPTER H</b>                                    | 35        |
| 35     | Privileges/Benefits for the SRC                     | 35        |
| 36     | SRC Offices   | 35-36     |
| 37     | Leadership capacity                                 | 36        |
| 38     | Amendments to the Constitution                      | 36-37     |
|        | Annexure "A"  | 38        |

## CHAPTER A

### 1. Name

The Student Representative Council will be known as the South - West Gauteng College Technical Vocational, Education and Training Student Representative Council herein referred to as the College SRC.

### 2. Definitions

**"Student"**- any person properly registered at the college, on a full- time or part-time basis, receiving face-to-face or distance learning during the current academic year.

**"Term"**- An academic period that may be a trimester (3 months) a semester (6 months) or a full calendar year (12 months) depending on the programme.

**"Class"** (as in 'class representative') means a properly constituted group of students who appear in a specific, unique class attendance register – excluding 'fundamental' subjects - in a particular vocational Programme and level.

**"College SRC Executive Committee"** herein referred to as College SRC EXCO must mean the (8) eight elected College SRC.

**"College SRC Executive Board"** herein referred to as College SRC EXBO must mean College SRC EXCO together with Campus SRC chairpersons and Secretaries.

**"College SRC"** must mean College SRC EXCO

**"Passed"**- A student has passed when they have successfully completed 7 out of 7 NC(V) subjects or 4 out of NATED / REPORT 191 subjects from the previous academic Term

**"Campus SRC"** herein referred to as Campus SRC must mean all (7) seven students who are elected as per Section 9.3

**"SWGC Parliament"** must mean the student parliament of South West Gauteng College created and regulated in terms of section 8.9 of the constitution.

**"Committee"**: a committee composed of Campus class-reps which reports to Campus SRC

**"Academic Board"**: is the principal **academic** decision-making body of the College, advising both the College **Council** and the Principal on all matters related to the **academic** functioning of the College.

**"College council"**: is the governing body of the **College** and exercises general oversight over the institution and its affairs.

**"WIL"**: Work integrated learning

**"WBE"**: Work-based exposure

**"SSS"**: Student support services

**"IEB"**: Independent electoral body

**"SRC"**: Student Representative council

**"Class Representative"**: is a student elected to represent a particular class

**"POA"**: Plan of Action

**"COSACSA"**: College Sports Art and Culture SA

**"POPI Act 4 of 2013"** (Protection of Personal Information): Aims to protect individual's personal information and promote transparency in its processing

**"NBDU"**- New Business Development Unit

**"Group"** - A class of students formally enrolled in the same academic programme and level, attending the same scheduled learning sessions

### **3. Mission**

The Student Representative Council is dedicated to passionately represent and advocate for the diverse interests, welfare and well-being of students. Strive to foster an inclusive supportive college community that empowers students to succeed academically, socially, personally through effective representation, advocacy and leadership. All SRC members will oath to do this in a transparent and organised manner in full co - operation with the College Council, College management and all other stakeholders of the College whilst upholding our duty to serve first, always and only the students.

### **4. Purpose**

The Student Representative Council, as the elected representative authority of the student population, will manage its responsibilities in a responsible manner.

#### **The SRC is mandated to:**

- 4.1 Unify students by implementing vibrant student activities.
- 4.2 Activate, advance and control student activities in accordance with regulations laid down by the College Council.
- 4.3 Serve as the student's voice and promote academic excellence.
- 4.4 Promote the good name of the College at all times in a positive manner.
- 4.5 Be involved in applicable community projects and events.
- 4.6 Recognize the management, rules and regulations of the College.
- 4.7 Be real representatives, leaders and play a significant role in all student affairs.
- 4.8 Promote a well-disciplined, law-abiding and democratic College environment.
- 4.9 Promote and adhere to principles and values of non-racialism, gender and disability equity.
- 4.10 Promote interest and participation in sport and other extra-curricular activities

among students.

4.11 Be more informative about College Operations.

## **CHAPTER B**

### **5. Applicable Legislation and Policies**

5.1 The SRC must conduct its function in line with applicable legislation as well as Government and/or College regulations and policies when and wherever necessary.

#### **This will include, but is not limited to:**

- a) Continuing Education and Training Act, Act No 16 of 2006 (or its amendment)
- b) College Financial Management policies
- c) College Transport Policy
- d) College Supply Chain Management policy
- e) POPI Act 4 of 2013
- f) College Student Code of Conduct
- g) Any other relevant policy/process/procedure as prescribed by the College.
- h) Student Health and Wellness policy
- i) Student Unrest Policy

### **6. General Responsibilities of the SRC:**

- 6.1 Must liaise with Student Support Services, the Campus Management, the College Management and ultimately with the College Council, while it accounts to its constituency (Students).
- 6.2 Recognizes the College Council as the highest authority of the College.
- 6.3 It is the highest authority in the student community with powers delegated through (CET Act 16 of 2016, as amended) and the College Senior Management.
- 6.4 Must at all times adhere to the stipulations of the Student Code of Conduct and generally stipulated College Rules
- 6.5 Is the legitimate body representing all students and each member of the SRC undertakes to use his/her position to the benefit of all the students of the College.
- 6.6 Should engage with a hierarchy regarding activities and issues concerning students within the College.
- 6.7 Formulate and review guidelines, policies and procedures that impact on the student's body in liaison with college management.
- 6.8 The SRC members recognize the supervisory and advisory role of the Campus Student Support Services Officers as well as ASD: SSS in all consultations and

activities.

- 6.9 They plan and implement student activities.
- 6.10 The SRC EXCO must advise the senior management in terms of the College matters relating to student affairs.
- 6.11 They assist the Campus/College management in maintaining order and discipline amongst students.
- 6.12 They make representations on behalf of students at all College forums.
- 6.13 They liaise with other organizations and bodies on behalf of the students, as long as it serves the interests of the students.
- 6.14 They convene and conduct mass meetings with the student community.
- 6.15 They plan student's functions and events for the benefit of the students.
- 6.16 They follow the disciplinary measures as stated in this constitution pertaining to the SRC and attend to student's disciplinary processes as stated in the active Policy on Discipline.
- 6.17 Liaise with class representatives when arranging student activities.
- 6.18 The SRC treasurer and Treasurer General must be provided with requisitions and invoices in order to prepare financial reports in accordance with section 21 of the SRC constitution.

## **7. SRC Code of Conduct**

- 7.1 The SRC acts as liaison between management and students.
- 7.2 The SRC acts as ambassadors of the college in the community at large.
- 7.3 SRC members must set an example to other students concerning their appearance, behavior and keeping to college regulations.
- 7.4 The SRC must ensure that students obey the rules and regulations of the College.
- 7.5 It is expected that SRC members and the SRC in its entirety will be involved in all functions concerning student activities and must be held responsible individually and jointly for what happens at activities organized by the SRC.
- 7.6 The SRC must be represented at all College functions concerning student activities.
- 7.7 The SRC must hold meetings regularly, maintain healthy communication and keep management and students informed of decisions taken at those meetings.
- 7.8 It is compulsory for individual members to attend all SRC and related meetings.
- 7.9 No member must bring the SRC into disrepute through his/her public conduct.
- 7.10 No member must act in such a way as to create disunity and division in the SRC.
- 7.11 No member must distort SRC policy and misrepresent the SRC for personal gain.
- 7.12 No member must try to represent the SRC without a proper mandate.
- 7.13 No SRC member must participate in student's unrest without confirmation of

submitted grievance list to Campus/College Management.

- 7.14 SRC members must take a written oath of accountability on assumption of office similar to annexure "A" of the constitution.
- 7.15 Use of offensive language is prohibited.
- 7.16 Members must not divulge confidential information.
- 7.17 Harassment of others in any form is strictly prohibited.
- 7.18 SRC members must be expected to regularly attend classes and do well enough in class so as to set an example to other students.
- 7.19 The SRC is expected to set an example and act responsibly in all aspects of student life.

## **CHAPTER C**

### **8 Class Representatives**

#### **8.1 Elections of the Class Representation**

- (a) Student Support Services officials and newly elected campus SRC will conduct class Representatives Elections after the Campus SRC Elections for each enrolment cycle.
- (b) Class Representatives elections will be conducted by show of hands.
- (c) There must be TWO Class Representatives elected per class and gender balance is encouraged.
- (d) Voting must take place annually for NCV, each semester and each trimester for report 190/1Nated.
- (e) Election can either be through volunteering or through nomination by the class.
- (f) Results will be released immediately.

#### **8.2 Responsibilities of Class Representative**

- 8.2.1 Encourage communication between students, lectures and campus SRC
- 8.2.2 Encourage discipline and diligence in class
- 8.2.3 Encourage cleanliness and monitor fit for purpose status of the classroom / teaching and learning
- 8.2.4 Offer student leadership by exemplary behavior in the classroom and on campus.
- 8.2.5 Assist in coordinating Campus SRC activities.
- 8.2.6 Campus SRC should convene monthly meetings to reflect on challenges experienced by respective classes during the month with class representatives in attendance.
- 8.2.7 To foster students and lectures attendance including SRC members

### **8.3 Composition of Campus Representatives**

- (a) Chairperson
- (b) Deputy Chairperson
- (C) Secretary
- (d) Treasurer
- (e) Sports, Arts and Culture
- (f) Employability
- (g) Health, Inclusivity and Transformation

### **8.4 Responsibilities of the Campus SRC**

- 8.4.1 Deals with all operational issues related to the specific Campus under the guidance and reporting to campus Secretary, who will report to the Campus Student Support Services Officers.
- 8.4.2 To hold meetings once a month to discuss campus related issues under the guidance of the Student Support Officer
- 8.4.3 Reports back to the College SRC EXCO, at least once per month.
- 8.4.4 Liaise closely with Campus Management and the Student Support Officers.
- 8.4.5 Expected to report back to the student population at quarterly mass meetings and must make presentation therein regarding students' issues.
- 8.4.6 Student Support Officer and Campus SRC must regularly report to each other regarding students' affairs on campus.
- 8.4.7 Responsible for executing day-to- day activities and for coordinating such activities at the Campus.
- 8.4.8 Attend all meetings and task group meetings.
- 8.4.9 Leads all student matters at the Campus and is obliged to report any misconduct to the Campus Management.
- 8.4.10 Execute all decisions taken at general student meetings and College SRC meetings.
- 8.4.11 Prepare and approve agendas of meetings at the Campus.
- 8.4.12 Draw up an annual plan to serve at the Campus.
- 8.4.13 Attend the Campus Forum Meetings once a month.
- 8.4.14 Lead with dignity and integrity.

### **8.5 Portfolios and Duties of the Campus SRC:**

#### **8.5.1. Chairperson**

- 8.5.1.1 Liaise between campus management, staff and students of the campus.
- 8.5.1.2 May convene mass meeting and any other relevant meeting in

consultation with campus SRC, Campus Manager and SSS.

- 8.5.1.3 With the assistance of the secretary, is responsible for drafting agendas for every meeting and making sure that minutes of the meetings are available to the members within 48 hours after the meeting.
- 8.5.1.4 Acts as chairperson at all Campus SRC, Class Representative and mass Meetings.
- 8.5.1.5 Presides in all Campus SRC, Class Representatives, Mass Meetings and may also delegate Deputy Chairperson.
- 8.5.1.6 The Campus Chairperson sits and represents SRC in all relevant campus meetings.

### **8.5.2 Deputy Chairperson**

- 8.5.2.1 Acts on behalf of the Chairperson in his/her absence and supports in the execution of responsibilities.
- 8.5.2.2 Assists by escalating queries to the relevant structure.
- 8.5.2.3 Ensures that all Campus SRC members properly execute responsibilities assigned to them.
- 8.5.2.4 Plays a supporting role in the academic needs and matters of students in consultation with the Head of Division (HOD), Student Support Services Officer and the Campus Remedial Lecturer.
- 8.5.2.5 Promotes a positive learning environment amongst the students.
- 8.5.2.6 Serves as a member of the Disciplinary Committee.
- 8.5.2.7 Liaise with the Head of Division (HOD) with regard to academic matters.
- 8.5.2.8 Ensures that students receive sufficient and optimal academic support.
- 8.5.2.9 Promotes 4IR and online learning.

### **8.5.3 Secretary**

- 8.5.3.1 Compiles agendas for meetings, programmes or activities and keep minutes of such meetings as well as records of all SRC activities.
- 8.5.3.2 Keeps a register of names, contact details and addresses of Campus SRC members.
- 8.5.3.3 Notifies each member of meetings in writing.
- 8.5.3.4 Responsible for meeting logistics.
- 8.5.3.5 To submit monthly class attendance report to Deputy Chairperson.
- 8.5.3.6 Posts on notice boards and through other available mediums the resolutions of the SRC as per previous meetings.

### **8.5.4 Treasurer**

- 8.5.4.1** Will assist students with NSFAS, SETA, GCRA and any other funding

models working together with Campus Bursary offices.

- 8.5.4.2 Organizes, advertises and oversees Campus student events in collaboration with the Campus SRC, Marketing Department of the College.
- 8.5.4.3 Arranges relevant student events that will enhance student life.
- 8.5.4.4 Seeks sponsorship together with the other Campus SRC for student events and liaises with external stakeholders in consultation with SRC Administrator.
- 8.5.4.5 Prepares written evaluations once each project and activity undertaken has been completed.
- 8.5.4.6 Assists in the preparation of Campus SRC publications, report on activities and information about students.
- 8.5.4.7 Builds a positive image about the Campus SRC at social events. and the College at large while liaising with the surrounding community, at social events and business gatherings (excluding during College Academic Hours!).
- 8.5.4.8 Collaborate with the New Business Development Unit and Marketing & Communications units to source funds and prepare a campus Annual Plan of Action in consultation with Campus SSS and ASD: SSS
- 8.5.4.9 Must be responsible for preparing a campus Annual Plan of Action in consultation with SRC Administrator.

### **8.5.5 Sports, Arts and Culture**

- 8.5.5.1 Promote Sports, Arts and Culture in the campus.
- 8.5.5.2 Must organize programmes aimed at uniting students through Sports, Arts and Culture on the campus.
- 8.5.5.3 Works hand in hand with the College SRC Sports, Arts and Cultural Co-ordinator.
- 8.5.5.4 Attends Sports, Arts and Culture activities at the Campus.
- 8.5.5.5 Organizes Arts and Culture activities including appearances, competitions, and practices.
- 8.5.5.6 Promotes the involvement of students in Sports, Arts and Culture activities.
- 8.5.5.7 Reports to the Campus SRC and the College SRC Sports coordinator.

### **8.5.6 Employability**

- 8.5.6.1 Liaise with campus Manager on organized student experiential teaching and learning, including student excursions to industry and business.
- 8.5.6.2 Liaise and cooperate with the New Business Development and Marketing & Communications units of the College.

- 8.5.6.3 Assists with Students Entrepreneurship Forum initiative at the campus.
- 8.5.6.4 Liaise with parents and the community in the WBE and WIL programmes.
- 8.5.6.5 Arrange activities at the Campus that encourage and promote entrepreneurship awareness and participation.
- 8.5.6.6 Encourages the development of Business Plans for interested students on campus and obtain information from the New Business Development unit.
- 8.5.6.7 Must work hand in hand with the WBE office and Campus SRC Employability for placement opportunities for students with disabilities.

### **8.5.7 Health, Inclusivity and Transformation**

- 8.5.7.1 Promotes Health and Safety regularly by making sure that students have facilities which are well maintained at Campus level and also ensure that those facilities accommodate the requirements of students who are physically challenged.
- 8.5.7.2 Must attend workshops and training relating to Health and Safety such as First Aid and related training also ensuring that campus SRC are capacitated on such trainings.
- 8.5.7.3 Cascades Health and Safety information and skills gained at such workshops and other relevant interventions.
- 8.5.7.4 Works hand in hand with different stakeholders within the Campus by ensuring, promoting unity and equal rights to students.
- 8.5.7.5 Forms part of Campus and College Safety Committees under the leadership of Campus and College Health and Safety coordinators.
- 8.5.7.6 To promote, raise awareness of the LGBTQI+ Community on campus.
- 8.5.7.7 Organizes Disability advocacy Days to raise awareness and educate students.
- 8.5.7.8 Must organize educational and motivational programmes including but not limited to disability advocacy days to encourage and give support to students with disability.
- 8.5.7.9 Works hand in hand with the SRC Sports, Arts and Culture to ensure that students with disability are catered for in Sports Arts and Culture activities.

### **8.6 Functional Composition of the College SRC EXCO**

- 8.6.1 President
- 8.6.2 Deputy President
- 8.6.3 Secretary General
- 8.6.4 Deputy Secretary General
- 8.6.5 Treasurer General
- 8.6.6 Sports Arts and Culture Coordinator

8.6.7 Employability Coordinator

8.6.8 Health, Inclusivity and Transformation Coordinator

## **8.7 Responsibilities of the College SRC EXCO**

8.7.1 To deal with all issues related to the entire College and its students.

8.7.2 Must function under the guidance of, and report to ASD: SSS, through the SRC Secretary General.

8.7.3 have representatives at the College Council, the Academic Board and relevant, related committees and working groups.

8.7.4 Act as representatives of the student population as a whole in all internal and external forums.

8.7.5 They must act as ambassadors of the College.

## **8.8 Portfolios and Duties of the College SRC EXCO**

### **8.8.1 President**

8.8.1.1 Signs all minutes of meetings held by College SRC EXCO and Exbo.

8.8.1.2 Presides in all official meetings of the College SRC.

8.8.1.3 Is the official representative of the students at all college functions and Council meetings.

8.8.1.4 Has ex-officio membership of all College clubs, committees, societies, and ad-hoc committees.

8.8.1.5 Where the need arises, acts on behalf of the College SRC, provided that it is made clear that any decision made will require the ratification of the College SRC.

8.8.1.6 Promotes a culture of learning and teaching in the College.

8.8.1.7 Ensures that proper educational facilities are available and accessible to all students.

### **8.8.2 Deputy President**

8.8.2.1 Act on behalf of the President in his/her absence and supports in the execution of responsibilities.

8.8.2.2 Ensures that all Campus SRC Deputy Chairpersons execute responsibilities assigned to them.

8.8.2.3 Head of the Disciplinary Committee.

8.8.2.4 Implements policies of the SRC in cooperation with the Campus SRC and the College SRC EXCO.

8.8.2.5 Emphasises the policies within the College SRC EXCO and Campus SRC.

8.8.2.6 Plays a supporting role in the academic needs of the students in cooperation with the remedial Lecturer, Head of Division and Academic board.

- 8.8.2.7 Promotes a positive learning environment amongst students.
- 8.8.2.8 Serves as a member of the Academic Board.
- 8.8.2.9 Ensures that students receive sufficient academic support and prepared lessons.
- 8.8.2.10 Promotes 4IR and online learning.
- 8.8.2.11 Convenes monthly meetings of SRC EXBO in consultation with the President

### **8.8.3 Secretary General**

- 8.8.3.1 Is in charge of and accepts responsibility for all records.
- 8.8.3.2 Keeps a register of names, contact details and addresses of all SRC (EXCO) members.
- 8.8.3.3 Liaises with all the Campus SRC secretary.
- 8.8.3.4 Is responsible for the taking of minutes and the compilation of agenda.
- 8.8.3.5 Ensures that minutes are submitted to all the SRC EXCO and SRC administrator.
- 8.8.3.6 Properly files all minutes for future reference.
- 8.8.3.7 Must compile annual reports.
- 8.8.3.8 Posts minutes of all meetings on notice boards within four days of them being adopted.

### **8.8.4 Deputy Secretary General**

- 8.8.4.1 Carries all functions in the absence of the Secretary General.
- 8.8.4.2 Must be a member of the Appeals committee.
- 8.8.4.3 Must perform all duties delegated by Secretary General.
- 8.8.4.4 Is responsible for the taking of minutes and the compilation of agenda of EXBO.
- 8.8.4.5 Reports back to SRC EXBO with minutes of the previous meeting within 48 hours.

### **8.8.5 Treasurer General**

- 8.8.5.1 Presents regular financial statements and reports to the College SRC EXCO
- 8.8.5.2 To ensure that the POA is aligned with the budget allocated.
- 8.8.5.3 Should be part of the College Fundraising Projects and sit in the Additional revenue committee.
- 8.8.5.4 Involved in the organizing of the College students' events in collaboration with the Marketing and Communication Unit of the College.
- 8.8.5.5 Organizes relevant student events, which will enhance student life.
- 8.8.5.6 Seeks sponsorship for college students together with other SRC members in consultation with SRC Administrator.
- 8.8.5.7 Builds a positive image of the College at large while liaising with the

surrounding community, at social events and business gatherings (excl. College Hours).

- 8.8.5.8 Works in collaboration with different campuses and College entities, including Campus Management, Campus SRC, Marketing & Communications and New Business Development Units.
- 8.8.5.9 Must be responsible for preparing the Annual plan of Action of the College SRC in consultation with ASD: SSS.

#### **Evaluation of Activities and Events coordinated by the Treasurer General:**

- 8.8.5.10 Written evaluation of each project will be undertaken once the activity has been completed, then a report will be submitted to the rest of the SRC EXCO and the SRC Administrator.
- 8.8.5.11 The Treasure General should publish reports of their activities and performance to students during mass meetings.
- 8.8.5.12 The evaluation of the activities will make a contribution to the planning of the following year's activities.

#### **8.8.6 Sports, Arts and Culture Coordinator**

- 8.8.6.1 Plays an active role in creating college teams and ensuring that they have extra-mural activities.
- 8.8.6.2 Attends relevant organized CoSACSA functions and meetings.
- 8.8.6.3 Sits at the College Sports, Arts and Culture committee.
- 8.8.6.4 Works hand in hand with the College Sports, Arts and Culture Coordinator.
- 8.8.6.5 Must be liaison with campus SRC Sports, Arts and Culture.
- 8.8.6.6 He/she is responsible for the promotion and development of Sports, Arts and Culture in the college.
- 8.8.6.7 Must organize programmes aimed at uniting students through Sports, Arts and Culture.

#### **8.8.7 Employability Coordinator**

- 8.8.7.1 Liaise with College Assistant Director Curriculum and Implementation on students experiential teaching and learning, including excursions to industry and business.
- 8.8.7.2 Works closely with the Marketing and Communications, New Business Unit of the College.
- 8.8.7.3 Be part of the Students Entrepreneurship Forum initiatives college wide
- 8.8.7.4 Facilitates and assist in the development of Business Plans for interested students.
- 8.8.7.5 Works hand in hand with NBDU and campus SRC Employability to ensure that students with disability are catered for in placement opportunities.

#### **8.8.8 Health, Inclusivity and Transformation Coordinator**

- 8.8.8.1 Promotes health and safety regularly, by ensuring that students have facilities which are well maintained College-wide, accommodates the

requirements for students living with disabilities.

- 8.8.8.2 Must attend workshop relating to Health and Safety such as, i.e. (First Aid training, Basic Fire Fighting and emergency evacuation).
- 8.8.8.3 Works hand in hand with different stakeholders within the College relating to health and safety of the students across the College.
- 8.8.8.4 Forms part of the College Health and Safety Committee.
- 8.8.8.5 Report all Incidents, Accidents to quality assurance and provide recommendations to avoid their re- Occurrence.
- 8.8.8.6 Liaise with College Health and Safety Manager
- 8.8.8.7 Organizes educational programmes to educate students and college community in general, about social gender issues and awareness for the (LGBTQI+) community.
- 8.8.8.8 Must promote unity and equal RIGHTS to all students.
- 8.8.8.9 Must ensure that proper demarcations are displayed at campuses.
- 8.8.8.10 Must ensure user friendly equipment for people with disability on campuses.
- 8.8.8.11 Works hand in hand with the SRC Sports, Arts and Culture Coordinator to ensure that students with disabilities are catered for in Sporting activities.
- 8.8.8.12 Must work hand in hand with the Employability officer to assist students with disability.

## **8.9 South West Gauteng TVET College Student Parliament**

### **8.9.1 The SWGC Parliament must comprise of the following members:**

- 8.9.1.1 College and Campus SRC.
- 8.9.1.2 10 students per campus as nominated by majority of students during the first campus mass meeting.
- 8.9.1.3 Student Support Services Officers
- 8.9.1.4 ASD: SSS
- 8.9.1.5 Campus Managers
- 8.9.1.6 Senior Management Team
- 8.9.1.7 Two HODs per Campus

### **8.9.2 Responsibilities of the SWGC parliament**

- 8.9.2.1 The parliament ensures, by means of consultation, that the College SRC adheres to its responsibilities as prescribed in this constitution.

### **8.9.3 The primary functions of the SWGC parliament must be to:**

- 8.9.3.1 Comments and advice on College SRC programme of action, budget,

amendments to the SRC Constitution and on activities related to respective College portfolios.

- 8.9.3.2 Review the College report on its activities which must include details on the programme of action and a financial report.
- 8.9.3.3 Promotes democratic purposes within the college's student governance which holds true to the values of accountability, Transparency and excellency.
- 8.9.3.4 Holding College SRC Exco accountable and responsible based on their responsibilities.
- 8.9.3.5 To collaborate and strengthen the relationships of all stakeholders within the college.
- 8.9.3.6 Promoting accountable and consultative student governance within the college community.

#### **8.9.4 Meetings of the SWGC parliament**

- 8.9.4.1 The SWGC Parliament must meet twice per academic year, quarter two and three.
- 8.9.4.2 The speaker and Deputy speaker of the SWGC Parliament should be nominated from the delegated students per campus as nominated by majority of students during campus mass meetings.
- 8.9.4.3 The speaker must be a registered student, the Deputy speaker should be NCV student, and the Secretary will be the SRC Administrator.
- 8.9.4.4 In the absence of the speaker, the Deputy speaker will assume the role of the speaker.
- 8.9.4.5 The roles of the speaker must be to direct the programme and coordinate engagements during the Student Parliament, Programme(Agenda) will be coordinated by the Student Support officials.
- 8.9.4.6 Decisions of the SWGC Parliament must be taken at the consensus of the majority.

### **CHAPTER D**

#### **9. The Electoral Officer/s must:**

- 9.1 Be personnel from an external body, Independent Elections Body (IEB) appointed by college management.
- 9.2 Fix dates and times of nominations and voting within time frame of this constitution.
- 9.3 Publicise dates, times and election procedures two working days prior to commencement of the election process.
- 9.4 Have complete control of elections.
- 9.5 Accept, declare nominations and elections as free, fair and valid in public on a predetermined date.

## **10. Nomination and Eligibility of Candidates to the SRC**

10.1 The nomination of candidates as members of the SRC must be lodged with the appointed Independent Electoral Body (IEB), which must be appointed by Council in accordance with section 14 of the CET Act 16 of 2006.

### **10.2 To be eligible for nomination as a candidate for the Campus SRC Election, a candidate must meet the following eligibility criteria:**

10.2.1 Nominees must currently be registered for 7 out of 7 NC(V) subjects and 4 out of 4 Report 191 subjects.

10.2.2 Nominees must be from the campus where they are registered at.

10.2.3 Must not have been found guilty in any internal disciplinary hearing, subject to confirmation by Campus SSS Office.

10.2.4 Nominee must have successfully passed 7 out of 7 NC(V) subjects and 4 out of 4 Report 191 subjects from the same level and from the previous academic year.

10.2.5 On average, each nominee must have passed 60% percent on NC(V) and 50% percent on Report 191 on our College results.

### **10.3 To be eligible for nomination as a candidate for the College SRC Election, a candidate must meet the following eligibility criteria:**

10.3.1 Must currently be registered for 7 out of 7 NC(V) subjects and 4 out of 4 Report 191 subjects at any SWGC TVET Campus.

10.3.2 Must have successfully passed 7 out of 7 NC(V) subjects and 4 out of 4 Report 191 subjects from the same level and from the previous academic year.

10.3.3 Must be a current SRC Member.

10.3.4 Must not have been found guilty in any internal disciplinary hearing, subject to confirmation by Campus SSS Office.

10.3.5 On average, each nominee must have passed 60% percent on NC(V) and 50% percent on Report 191.

### **10.4 Election Procedure for the Campus SRC**

10.4.1 Nominations and Volunteering for elections is open for every student subject to section 10.2 of the constitution and voting will be one (1) student one (1) vote per Portfolio. (Students will vote for Campus SRC directly).

10.4.2 A nominee can only be nominated for one portfolio.

10.4.3 Nominations and volunteering must be conducted by an Independent Electoral Body (IEB) for at least three (3) working days in order to allow the screening of candidates if they satisfy the requirements of section (10.2) of the constitution.

10.4.4 Interested students must register to vote with the IEB and must produce the

identity Card/Book and proof of registration from their registered campus and must only vote at their enrolled campus.

- 10.4.5 A student must be in possession of their proof of registration and Passport/Green Book or Smart Card (No ID, No VOTE).
- 10.4.6 Birth certificate will be permitted, provided an A3 photo size is attached.
- 10.4.7 Interested students must register to vote with IEB within 5 consecutive working days and must produce their ID smart card and proof of registration from their registered campus and must only vote at their enrolled campuses.
- 10.4.8 Election of the campus SRC must be made publicly.
- 10.4.9 Students will vote using official secret ballot, should there be a tie between two candidates, re-elections will be conducted the following day in accordance with (10.3.3 to 10.3.5). Only those who initially registered for elections will be allowed to re-elect.
- 10.4.10 Students will elect (7) (seven) Campus SRC members.
- 10.4.11 No vote by proxy is allowed.
- 10.4.12 Only top four campus SRC will form part of the College SRC elections: Chairperson, Deputy Chairperson, Secretary and Treasurer.

## **11. Election Procedure for the College SRC EXCO**

- 11.1 Each campus must send top four (4) Campus SRC to College SRC Elections.
- 11.2 All portfolios are open for contestation by all present delegates.
- 11.3 Elections will be conducted by the Electoral Officers from an Independent Electoral Body (IEB)
- 11.4 Nominations will close a day before the Election Day and candidates will be allocated time to campaign.
- 11.5 The College SRC EXCO will consist of EIGHT (8) portfolios.
- 11.6 Campus Chairperson and Secretary will automatically form part of the College Executive Board (EXBO).

## **12. Spoilt Ballots.**

Election ballots must be deemed spoiled and rejected if:

- 12.1 The name of the candidate or any other printing on the ballot paper is amended.
- 12.2 Any comments are made in writing on the ballot paper.
- 12.3 The Electoral Officer finds sufficient and good reason to declare a ballot paper spoilt.
- 12.4 More than ONE mark is made against a name.
- 12.5 The decision of the Electoral Officer must be final.

### **13. Invalid Elections for Campus and College:**

#### **13.1 The elections must be declared invalid if:**

- 13.1.1 If there is less than three percent (3%) of the electorate vote determined by the number of students who registered to vote for campus level.
- 13.1.2 An objection to nominations or voting procedures is upheld by the Electoral Officer
- 13.1.3 In case of the above applying, there must be new nominations and re-elections.

### **14. Objection to Nominations**

- 14.1 For Campus, Objections must be in writing and must be lodged with the Electoral Officer within 24 hours after the list of nominees has been released with submission of applicable proof.
- 14.2 For College, the objection must be lodged in writing directly with the IEB immediately after nomination results.
- 14.3 Objections must be considered by the Electoral Officer and the decision taken must be final.

### **15 Term of Office**

- 15.1. The term of office of the SRC must be 12 months Academic Year.
- 15.2. The maximum period that any student can serve on the SRC will be period of two terms whether consecutively or separately, taking into account previous term of office.
- 15.3. All outgoing SRC members must hand over to the newly elected SRC.

### **16 Termination of Office**

Membership of the Student Representative Council must be terminated with immediate effect if a member:

- 16.1. The term of which a member was elected for expires.
- 16.2. A member resigns in writing from the SRC or is deceased.
- 16.3. He/she ceases to be a student at the college.
- 16.4. He/she is found guilty of misconduct in terms of the college students' Code of Conduct and/or SRC Code of Conduct.
- 16.5. he/she fails to attend three (3) consecutive SRC meetings without giving valid reasons; he/she is convicted for any criminal activity.
- 16.6. Fails one or more subjects at the end of each final Exams.
- 16.7. He/she deserted for three months without notice.

16.8. When an SRC member goes against the SRC written oath of accountability.

## **17 Academic Support**

17.1. NCV and Report 191 Trimester students will be assessed based on their Test 1 and Test 2 results and must be referred for academic support.

17.2. Report 191 Semester will be assessed based on their Test1 and Internal exam results and must be referred to as academic support.

## **18 Dissolution of the SRC**

18.1. The SRC may be dissolved by a resolution of the College Council after following due processes and on good cause shown by college students, not student political formations. The resolution will succeed by no less than two-thirds majority of College students Population who are in favour of the signed petition. This must be done in the form of signing a memorandum.

18.2. It is significant that the SRC Constitution and Electoral system gives an opportunity for all students at the college to be involved or consulted when such a decision is made.

## **19 Filling of Portfolios during the Academic Year**

19.1. **The filling of portfolios within campus SRC's starts by reshuffling then followed by co-option procedure:**

### **19.1.1 Reshuffle**

- (a) In the instance where a vacancy occurs, The Chairperson will convene a special meeting, where the Campus SRC will reshuffle within the Campus SRC.
- (b) In the instance where both the Chairperson and Deputy Chairperson portfolios are vacant, The Secretary will convene a meeting, where the SSS will assist with the process of the selection of a chairperson.
- (c) Once the chairperson has been selected the SSS will then hand over to the newly appointed Chairperson and the SSS will automatically become an observer.

### **19.1.2 Co-option**

- (a) The Chairperson will convene a meeting where the campus SRC will co-opt from the second best of the portfolio of the recent Campus election results. In a case where the Second best voted for is no longer available, the remaining candidates will be considered.
- (b) In a case where there was no contestation then the chairperson will convene a meeting to disclose the position that was not filled.
- (c) The Co-option will lapse after 10 working days of College SRC EXCO Election.

## **20 College SRC EXCO**

- 20.1 In the case of the President of the College SRC vacating his/her office, the second best of the portfolio will be ascended from the recent College SRC election results. In a case where the Second best voted for is no longer available, the remaining candidates will be considered.
- 20.2 Any other portfolio will be filled according to recent election results and in consultation with ASD: SSS.
- 20.3 In case where latest election results are exhausted and Portfolio is still vacant the President and Secretary General must convene a special meeting with only Chairpersons, where vacant portfolio/s will be filled via secret ballot in consultation with ASD: SSS, and SSS Officer will facilitate elections. Only Chairpersons will have voting powers.

## **CHAPTER E**

### **21 Financial Management**

- 21.1 The SRC must align all its financial management activities with the requirements and prescripts of the College Financial Management policies, relevant legislation and regulations.
- 21.2 The Treasurer General should regularly prepare financial reports for the College SRC EXCO and EXBO.
- 21.3 All expenditure must be motivated by the Plan of Action and by resolutions made at College SRC EXCO meetings.
- 21.4 All chairpersons, all treasurer and President should attend financial workshop to educate them about proper management of the budget and related processes.
- 21.5 At campus level SRC Chairperson and treasurer should liaise with student support service in regards with requisitions.
- 21.6 College SRC EXCO are expected to have their own POA. Campus SRC are also expected to have Campus POA.
- 21.7 Both College SRC and Campus SRC should pay 30% discounted on the total price for excursions that are outside Gauteng, only if it's related to their learning programme.
- 21.8 ASD: SSS, in consultation with the Treasure-General, will source SRC corporate wear a month after the College SRC elections of the newly elected SRC.
- 21.9 The SRC will be allocated a reasonable budget approved by College Council.
- 21.10 College SRC POA will be approved by relevant Deputy Principal after special meeting with Exco Members, DPA & ASD: SSS

## **22 Student Clubs (Academic and non-academic)**

- 22.1 In accordance with section 23 (2) (b) of the Standard College Statute the SRC being the umbrella body for all student committees, clubs, councils, and societies, should take responsibility for granting or withdrawing recognition of such student committees, clubs, councils and societies as it considers appropriate.
- 22.2 The College SRC EXCO may allocate resources to clubs on request - resourcing permitting -in consultation ASD: SSS.
- 22.3 Funding must be in the form of sourcing goods or services as required and deemed necessary by the college SRC EXCO

## **23 Student Formation**

- 23.1 A working/active constitution of independent formation that is aligned to a political/religious/social or cultural mother body that is directed by the constitution of South Africa.
- 23.2 A working Branch executive committee at campus or college level will be recognized by the SRC.
- 23.3 An independent formation that is aligned to a political/religious/ social or cultural mother body that is directed by the constitution of South Africa.
- 23.4 The College SRC may allocate resources to students' formations on formal request in consulting with ASD: SSS
- 23.5 Allocation of resources must be in the form of sourcing goods or services as required and deemed necessary by the college SRC EXCO.
- 23.6 No cash must be availed in this regard.
- 23.7 Exco should take responsibility for granting or withdrawing recognition of student formation guided by ASD: SSS

## **CHAPTER F**

### **24 Campus Student Mass Meetings**

- 24.1 Campus Mass meetings will be arranged quarterly unless a need arises by the Campus or College SRC and in consultation with Student Support Services unit and Campus management.
- 24.2 The agenda notice must be given by the campus SRC within 48 hours before the mass meeting.
- 24.3 Student mass meetings may not be arranged over weekends, holidays or during lecture hours.
- 24.4 In the absence of the campus chairperson, the Deputy Chairperson will chair the mass meeting.
- 24.5 The standard quorum is 50+1 % students in the event of there not being a

quorum, on the first meeting, the chairperson or Deputy Chairperson will adjourn the meeting until another date, where a quorum will not be applicable.

## **25. College SRC Exco Meetings**

- 25.1 Meetings will be held once a month at alternate campuses.
- 25.2 Members will receive written notice and Agenda at least 48 hours before each meeting via official medium platform.
- 25.3 Should a member be unable to attend a meeting a written apology must be tendered before the start of the meeting
- 25.4 In the absence of the President, the Deputy President should preside over all meeting.
- 25.5 Special meetings must be convened by the SRC President through the SRC administrator.
- 25.6 Meeting procedures must be adhered to and Secretary General must abide that the minutes of the meeting are taken and filed for record purposes.
- 25.7 Decisions are taken on the basis of consensus.
- 25.8 If consensus is not reached, the members will proceed to vote through by show of hand.
- 25.9 All decisions taken by the College SRC must be made known to all students in writing via the Campus SRCs and ultimately the Class Representative.
- 25.10 If any decision should not be accepted by students and campus SRC it will be referred back by the campus SRC to the College SRC within 48 hours.
- 25.11 The College SRC will then have to reconsider the matter and notify all students.
- 25.12 Members who are absent from three meetings without a valid, written apology must be subjected to a disciplinary process through the Disciplinary Committee.
- 25.13 Decision can only be taken if a quorum is formed.

## **26 Campus SRC Meetings**

- 26.1 The Campus SRC will meet at least once a week to discuss matters pertaining to the Campus.
- 26.2 Members will receive written notice at least 48 hours before each meeting.
- 26.3 All issues must be submitted to the agenda.
- 26.4 Should a member be unable to attend a meeting, a written apology must be tendered.
- 26.5 The Chairperson or Deputy President will preside over the meeting.
- 26.6 Special meetings may be convened by the Chairperson or the Student

Support Services Officers.

- 26.7 Members will be notified in writing at least 24 hours before such a meeting.
- 26.8 Meeting procedure must be adhered to, and minutes must be taken and filed.
- 26.9 Decisions can only be taken if a quorum is present.
- 26.10 A quorum must be formed before the commencement of the meeting.
- 26.11 Decisions are taken on the basis of consensus.
- 26.12 If consensus is not achieved, the members present will proceed to vote through secret ballot.
- 26.13 Decisions taken must be conveyed to the student body via Class Representatives
- 26.14 If any decisions should not be accepted by the students, it will be referred back to the Campus SRC in writing via the Class Representatives within 48 hours.
- 26.15 The Campus SRC will then have to reconsider the matter and notify all students.
- 26.16 Members who are absent from three consecutive meetings without a valid, written apology must be subjected to a disciplinary process through the Disciplinary Committee.
- 26.17 An attendance register will be kept for each meeting.
- 26.18 Apologies will be noted in the minutes.

## **27 Class Representatives Meetings**

- 27.1 The meetings will be held once a week at a regularly designated time for at least once a month.
- 27.2 The meetings will be chaired by Campus SRC Chairperson.
- 27.3 The agenda will be made known 24 hours beforehand.
- 27.4 Discussion of Campus issues will be the main topic as well as College SRC resolutions.
- 27.5 Feedback from the meetings will be given to the student body via the Class Representatives.

## **28 College Council Meetings**

- 28.1 Council meetings are attended by the President and Secretary- General.
- 28.2 A report that will be served at the College Council must be prepared in consultation with the College SRC Executive board.
- 28.3 The meetings seat quarterly.
- 28.4 Feedback must be given to the college SRC EXBO in writing by the Secretary

General in relation to the submitted SRC Report.

## **29 Academic Board Meetings**

- 29.1 Academic Board meetings are attended by the President, Secretary General and Deputy President.
- 29.2 A report will be submitted hand-in-hand with the report of the Student Support Services unit.
- 29.3 The meetings seat quarterly.
- 29.4 Feedback must be given to the college SRC EXBO in writing by the Secretary General in 48 hours.
- 29.5 A report that will serve in the academic board must be prepared in consultation with the College SRC Executive board.

## **30 College Mid-Term Review**

- 30.1 The annual Mid-Term review seats over two days.
- 30.2 The review is attended by the President, the Secretary General and Deputy President.
- 30.3 Feedback must be given to the college SRC EXBO in writing by the Secretary General in relation to the submitted SRC report in 48 hours.

## **CHAPTER G**

### **31. SRC Strategic Planning**

- 31.1 SRC strategic Planning should be held after College induction within Campus premises.
- 31.2 Planning for functions and student activities.
- 31.3 The campus SRC and Student Support Services unit must be available to assist with planned functions.
- 31.4 The Campus SRC must inform the Student Support Services Officers in writing of proposed functions and other activities.

### **32. Disciplinary Process into Misconduct by SRC Members**

- 32.1 Disciplinary hearing will take place when an SRC member is alleged to have behaved in such a manner as to bring into disrepute the SRC and / or the college according to the SRC code of conduct.
- 32.2 The complainant will present the complaint to Deputy President in writing within 7 working days after the occurrence of the alleged incident.
- 32.3 The Deputy President will therefore make the accused party aware in writing, of the alleged misconduct a day after receiving the Complaint, then the accused will immediately be placed on temporary suspension to allow investigations to be conducted without any interference.

32.4 Should a matter be related to Academics matters, it will be referred to the Deputy Principal Academics, and the results of the irregularity will be implemented as it is.

### **33. Temporary suspension and conditions:**

- (a) Temporary suspension will be a period of TWO (2) consecutive weeks.
- (b) The accused should not in any way interact with the complainant until advised to do so by the Head of Disciplinary Committee.
- (c) Upon receipt of the temporary suspension, the accused responsibilities are automatically ceased until advised otherwise by the Head of Disciplinary Committee.
- (d) The accused must refrain from wearing the SRC Regalia in the College.
- (e) Must not be seen in any SRC Offices of any SWGC delivery site.
- (f) Should the accused not adhere to any conditions stated in 35 (a) to (e) then the membership is automatically terminated.
- (g) During the period on the accused suspension, investigation will be conducted by the investigation committee to validate the allegations reported.

#### **33.1 Investigation Committee Composition:**

- (a) Deputy President (Head of the Committee)
- (b) Health, Inclusivity and Transformation Coordinator
- (c) SRC administrator – Scriber

33.1.1 After conclusion of the investigations, the Disciplinary Committee through the Head of Disciplinary Committee will notify the accused of the date, time venue of the Disciplinary Hearing.

#### **33.2 The Disciplinary Committee Consists of:**

- (a) Deputy President
- (b) SRC Administrator- Scriber
- (c) Campus Student Support Services Officer of both the complainant and accused.
- (d) Deputy Chairperson of accused SRC member
- (e) Deputy Secretary General (member)

#### **33.3 Disciplinary Processes:**

- (a) The accused against whom the complaint is directed will be allowed to reply to the allegations made against them during the Disciplinary hearing, should the accused or complainant not attend the scheduled Disciplinary Hearing

without a written notice to the Head of Disciplinary Committee, then the Disciplinary Committee will conclude on the matter.

- (b) In the case where the complainant or accused provides a written valid reason, then the Disciplinary Committee may reschedule the Disciplinary Hearing. Should the accused and or Complainant have pattern of reasons to not attend, the accused/complainant will remain on Temporary until they attend the Disciplinary Hearing.
- (c) The Disciplinary Committee Head will chair the Disciplinary Hearing and the SRC Administrator will be the scribe of the session.
- (d) The final verdict will be communicated to the Accused within two working days from the date of the Disciplinary Hearing and feedback will be communicated with the complainant in writing within two working days from the date of the Disciplinary Hearing.
- (e) Should any member be placed on Temporary Suspension, the Campuses SRCs must be made aware in writing through the office of SRC Admin.
- (f) Should any member be reinstated or terminated, the Campuses SRCs must be made aware in writing through the office of SRC Admin.
- (g) Appeals, investigation and Disciplinary Committee members must sign Confidential Form and commit not to share the content of the case at hand, should any staff member breach the Confidential Form, the College Labour Relations Procedures will be executed.

### **34 APPEAL PROCESS:**

#### **34.1 In a case where the accused /complaint or both may not be satisfied by the outcome of the Disciplinary Hearing, the following procedure must be followed:**

- (a) Submit a written and signed off motivation within 7 working days to the Appeals Committee Scribe and state why the outcome should be reviewed.
- (b) Provide or submit more tangible evidence to the Head of Appeals Committee.
- (c) The Appeals Committee will have a meeting within 3 days of receiving tangible evidence.
- (d) Feedback of appeal will be communicated with the accused/complainant in writing a day after the Appeals Committee sat.

#### **34.2 The Appeals Committee Composition:**

- a) Any Assistant Director - Head of Committee
- b) SRC Administrator- Scribe
- c) Student Support Services Manager - Member
- d) Deputy Secretary General -Member

## **CHAPTER H**

### **35 Privileges/Benefits for the SRC**

The Privilege/Benefits of the SRC will be as per agreement reached between SRC and College Management including but not limited to:

- 35.1. The College must arrange an annual, special function for the SRC.
- 35.2. College SRC EXBO must be allocated cellular phones, laptops within (five) (5) months of assumption of their duties and also be provided with monthly airtime. Campus Secretaries are not eligible to receive airtimes.
- 35.3. Each SRC member will be supplied with a 'name tag' to be used during the term of office within 2 months.
- 35.4.(a) **College EXCO** should receive Formal Suite, Puff jacket, one pair of tracksuits, T- shirt, cap, or bucket hat within 4 – 5 months.
- (b) **Campus SRC** one pair of tracksuit, T-shirt, Cap or bucket hat within 4-5 months.
- 35.5. The SRC will be allowed to use college transport for official campus and college business according to the transport policy of the College.
- 35.6. All SRC's must conduct annual team building activities.
- 35.7. The remaining campus SRC members (6) must be allocated electronic tablets.
- 35.8. All SRC should be awarded certificates after their term of office.

### **36 SRC Offices**

- 36.1 The SRC offices are for the use of the SRC members and any other students with permission granted by the SRC Chairpersons.
- 36.2 The SRC Chairpersons will account for the usage and operations of the SRC offices.
- 36.3 SRC members may use these facilities during non-lesson periods.
- 36.4 Under no circumstances may these facilities be used as a stay-over facility after SRC functions.
- 36.5 SRC offices will be cleaned by the College-appointed service provider, and it is the responsibility of the SRC members to keep the office neat.
- 36.6 Telephone, computer and printing facilities will be available for the use of the SRC in such offices.
- 36.7 External telephone access must be requested from the switchboard in the execution of official SRC duties.

- 36.8 Coffee/tea/milk/sugar purchases must be done in consultation with ASD: SSS
- 36.9 All SRC offices must be fully and properly equipped to allow SRC to effectively carry out their mandated duties/responsibilities.

### **37. Leadership capacity**

- 37.1. The SRC must seek assistance from staff members with identified expertise.
- 37.2. Mentors must be requested to give general advice and to encourage the SRC members in their portfolios.
- 37.3. College SRC Members must have an annual Induction.
- 37.4. The College will organize SRC Leadership capacity building trainings quarterly.

### **38. Amendments to the Constitution**

#### **The following procedure must be followed in amending the SRC Constitution:**

- 38.1. The SRC Constitution will be subject to review by the SRC's, at least once in three (3) years, to ensure its relevance, unless changes in legislation and ministerial directives dictate otherwise.
- 38.2. Any member of the SRC or an ordinary college student may make submissions for consideration by the college and Campus SRC during the Review sessions.
- 38.3. Any input submission must be submitted in writing to the college SRC Administrator via email.
- 38.4. Amendments to the constitution must be endorsed by the College SRC.
- 38.5. The college SRC must, after consultation with the management, submit the proposed amendments to the constitution to the Council for ratification and approval.
- 38.6. A majority vote of at least 80% delegates must be obtained before any changes can be affected on the SRC Constitution.
- 38.7. Once approval has been received the amendments will be implemented the following year, unless there is a special request from the College Council that the amendments must be implemented the same year.
- 38.8. All amendments will be discussed at the Constitutional Review which will be attended by:
- a) ASD: SSS

- b) SRC Administrator
- c) Student Support Services Officers
- d) All College and Campus SRCs

38.9 Should College Council mandate the College Management to review the SRC Constitution at the beginning of academic year, only SRC members who passed all registered subjects will be permitted to attend.

## Annexure "A"

Oath of office (SRC members)

I, \_\_\_\_\_do hereby swear/solemnly affirm to be faithful to the South West Gauteng Technical and Vocational and Education and Training College (SWG TVET College) and undertake before those assembled here to hold my office as the SRC member of SWG TVET College as follows:

1. With honor and dignity.
2. To respect and uphold the Further Education and Training Colleges Act, (CET Act 16 of 2006 as amended), the college statute, the constitution of the college and any other relevant legislation, law or policy.
3. To be a true and faithful counsellor.
4. Not to divulge directly or indirectly any matters which are entrusted to me under secrecy.
5. And to perform the duties of my office diligently and to the best of my ability;  
and
6. To desist from any conduct that is contrary to what is expected of me as the student and SRC member of the college

**So, help me God!!**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_