



EKURHULENI EAST TVET COLLEGE

EEC SRC CONSTITUTION

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1. PREAMBLE

The Constitution of the Ekurhuleni TVET East College Student Representative Council is set out herein and shall be effective from the date of signature thereof. The Student Representative Council shall henceforth be referred to as the SRC.

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2. DEFINITIONS

In this constitution, unless the context shows another meaning is intended:

- 2.1 **ACT** means the CET ACT 16 of 2006 as amended.
- 2.2 **COLLEGE COUNCIL** means the Council of the public TVET institution as defined in the CET Act.
- 2.3 **CONSENSUS** means a written document which aspects such as composition, selection and function of a specific organization are explained.
- 2.4 **QUORUM** means a 50 %+1 attendance at a meeting.
- 2.5 **SRC** means Student Representative Council
- 2.6 **CRC** means Campus Representative Council
- 2.7 **SSSO** means Student Support Services Officer
- 2.8 **SSSM** means Student Support Services Manager
- 2.9 **Student Body** means all students registered with the college

3. MISSION OF THE SRC

3.1 We, the SRC of the Ekurhuleni East TVET College, commit ourselves to act as representative of students as well as to participate in the governance of the college with the College Council and to oversee that relevant and quality education take place.

3.2 We will do this by,

3.2.1 Placing education and learning first in everything we do in our college.

3.2.2 Using resources allocated to us by the Council of the College to improve learning.

3.3 We will achieve these aims through co-operation with one another and complete dedication to education and learning.



- 3.4 To be innovative global players and strive to change our generations' education system
- 3.5 To promote maximum representation, transparency, inclusiveness and accountability to the student body.

4. NAME

The name shall be the Student Representative Council of Ekurhuleni East TVET College, thereafter called the "SRC".

5. AIMS AND OBJECTIVES

- 5.1 To enhance the proper functioning of the College and the students
- 5.2 To initiate and advance such student activities as may be necessary
- 5.3 To serve as a mouth-piece of the students.
- 5.4 To improve and maintain the image and prestige of the College.
- 5.5 To foster and promote the spirit of UBUNTU among the College community.
- 5.6 To provide a forum for the students to present their ideas, contributions and complaints.
- 5.7 To act as a channel of communication between:
 - 5.7.1 Students
 - 5.7.2 Students & Principal (CEO)
 - 5.7.3 Students & college employees
- 5.8 To ensure a harmonious college environment that is free of discriminatory practices on the grounds of race, religion, gender, sexual orientation, age, disability, culture or language and or social background.
- 5.9 To participate actively in accelerating the democratic process and transformation of the Education system.
- 5.10 To promote greater solidarity, co-operation and mutual respect within the College programmes and sector.
- 5.11 To promote and develop the potential of College students.
- 5.12 To ensure that students understand and adhere to the college policies and procedures.
- 5.13 To enhance and promote academic excellence.



6. AUTHORITY AND STATUS

- 6.1 The SRC recognizes the College Council as the highest authoritative body of the College.
- 6.2 The SRC is the highest authoritative body in the student community.
- 6.3 The SRC is not a bearer of its own rights but exists as an entity with the powers delegated by the College Council and student body.
- 6.4 The SRC is a non-profit making structure.
- 6.5 The SRC is serving the college students' interest only.
- 6.6 The SRC acknowledges the supervision and the advisory role of the SSSO's and SSSM in all consultations and activities.

7. POWERS AND FUNCTIONS

- 7.1 The SRC have powers to make recommendations on behalf of the whole student body on cases, which it considers urgent.
- 7.2 The SRC have the power to call meetings with the entire student body, provided proper procedures are followed.
- 7.3 The SRC have the power to form committees to promote extracurricular activities.
- 7.4 The SRC have the power to represent the entire student body of the College.
- 7.5 The SRC shall support all academic programme(s).
- 7.6 The SRC have the power to recognize or not recognize sub-structures and any other formations of the students (refer to the DHET Guideline).
- 7.7 The SRC shall execute their portfolio functions in accordance with the SRC objectives and provisions of the SRC constitution.
- 7.8 SRC has the power to hold management accountable.

8. COMPOSITION OF THE SRC

- 8.1 The composition of the SRC must strive to reflect as far as possible the demographics of the student population of the Campus/College
- 8.2 It will consist of 30 members elected from the 5 different campuses (6 from each campus)
- 8.3 These 6 CRC will act as Representative for the SRC
- 8.4 Ten (10) of the 30 members shall constitute the Executive Committee for the College. The portfolios are as follows:



- | | |
|------------------------------|--|
| i. President | vi. Director of Academic Affairs & ICT |
| ii. Deputy President | vii. Director of Sports, Arts & Cultural Affairs |
| iii. Secretary General | viii. Director of Public Relations |
| iv. Deputy Secretary General | ix. Director of Health, Safety and Residential Affairs |
| v. Treasurer General | x. Director of Projects and campaigns |

8.5 The 6 representatives (CRC) on each campus will carry the following portfolios;

- | | |
|----------------|---------------------|
| i. Chairperson | v. Sports |
| ii. Secretary | vi. Culture |
| iii. Treasurer | vii. Academic & ICT |

The chairpersons from all campuses will be legible to stand for the portfolio of SRC President and Deputy President.

9. DUTIES OF SRC BEARERS

9.1 SRC PRESIDENT

9.1.1 Take the chair at all meetings of the Executive Committee SRC and Student body;

9.1.2 On behalf of the Executive Committee submit a report of its activities to the SRC meetings;

9.1.3 Represent the SRC at all official student functions;

9.1.4 Have ex-officio membership of all SRC committee, societies, and commissions and ad-hoc committees.

9.1.5 Shall be the chairperson of the Committee of Chairpersons of all campuses.

9.1.6 Shall support all SRC members in achieving their mandate during their term of office with assistance of the SSS unit

9.1.7 Shall sign all minutes of the SRC meetings



9.2 DEPUTY PRESIDENT

9.2.1 Shall drive the development and consultations on policy matters for the student governance structure

9.2.2. Shall represent the SRC in any disciplinary committee involving students in the student residence (hostel)

9.2.3 At the request of or in the absence of the president, the powers and duties of the president shall dissolve upon the deputy-president.

9.3 SECRETARY GENERAL

9.3.1 The minutes at all executive committees SRC and student body meetings;

9.3.2 Maintain correlated resolutions of the SRC;

9.3.3 Post on notice boards such information as may be decided upon by the SRC, SRC Executive or student body, after the Principal has signed notices;

9.3.4 Submit copies of all minutes and information to the Principal within five days prior to posting on notice board.

9.3.5 Circulate all minutes to the SRC/SSSM within 7 days of the meeting having taken place.

9.3.6 Shall compile an annual SRC report on all SRC activities for reporting and audit purposes

9.4 DEPUTY SECRETARY GENERAL

At the request of or in the absence of the Secretary General, the powers and duties of the Secretary shall dissolve upon the Deputy Secretary General.

9.5 TREASURER GENERAL

9.5.1 Receive and process all applications for grants from SRC societies, committees and Councils;

9.5.2 Present a financial report at each meeting of the SRC

9.5.3 Have the power to investigate the financial situation of any student organization Recognized by the SRC;

9.5.4 Be an ex-officio member of any Committee approved by the SRC or student body to investigate the finances of the SRC.

9.5.5 Shall be in charge of overseeing and keeping records of all SRC allowances copies of slips for refreshments.



9.5.6 Shall inform the SRC about the SRC funding in the SRC meetings as referred to in Section 20 sub-section

9.6 DIRECTOR OF ACADEMIC AFFAIRS

9.6.1 Shall organise and chair all students:

- i. Symposia
- ii. Academic addresses
- iii. Conference
- iv. Trips of academic importance
- v. Academic related activities
- vi. Attend all academic meetings and provide feedback

9.6.2 Shall be the chairperson of all the committee of all academics for all Campuses

9.6.3 Shall receive the report on students' attendance, curriculum coverage and dropout rate

9.6.4 Shall receive analysis of results and bring it to the attention of the SRC and the Academic Board

9.7 DIRECTOR OF SPORTS ARTS AND CULTURE

9.7.1 The SRC member responsible for the above-mention task shall work in close co- operation with the staff member appointed by the College;

9.7.2 Responsible for the identification and promotion of the sports, arts and culture codes in which the students have interest and set up the relevant teams;

9.7.3 Identifies playing fields where students can practice as well as play matches and makes the necessary arrangements;

9.7.4 Ensure that sport, arts and culture discipline has a valid constitution;

9.7.5 Must arrange transport and refreshments for away matches or meeting, for both players and spectators well in advance;

9.7.6 Must give feedback of activities through the student newsletter/notices;

9.7.7 Must give feedback of activities through the student newsletter/notices;

9.7.8 Must attend meetings of different sporting codes.

9.7.9 Shall be in charge of all cultural activities;

9.7.10 Shall be the Chairperson of all Committees of Sports, arts and culture;



- 9.7.11 Shall collaborate with the Director of Public Relations and Projects and Campaigns in promoting special events at the College.
- 9.7.12 Shall hold the sport, arts & culture coordinators accountable for not being committed to their portfolios
- 9.7.13 Shall receive reports from all sport, arts & culture conveners
- 9.7.14 Shall compile reports from sites and give feedback to the SRC

9.8 DIRECTOR OF PUBLIC RELATIONS

- 9.8.1 Shall in conjunction
- 9.8.2 Liaise with the marketing department of the college, other institutions and Organization;
- 9.8.3 Responsible for the student's Newsletter, prospectus and other publications.
- 9.8.4 Shall ensure that the for promotions and advertisement of all SRC activities is done;
- 9.8.5 Attend marketing committee meetings
- 9.8.6 Shall contribute to the updating of the college website with regard to SRC activities
- 9.8.7 Shall be held accountable and give progress reports to the SRC

9.9 DIRECTOR OF HEALTH, SAFETY AND RESIDENTIAL AFFAIRS

- 9.9.1 Shall receive document pertaining to health and safety standards at the college (cafeteria, hostel etc.);
- 9.9.2 Shall ensure that health, safety and residential regulations are adhered to;
- 9.9.3 Shall ensure SRC is represented in the campus health and safety meetings and report back on a monthly basis;
- 9.9.4 Will Shall escalate unattended campus health and safety reported matters to the SRC EXCO and college management for intervention;
- 9.9.5 EXCO and Shall regularly promote health and safety ensuring that students have well maintained facilities;
- 9.9.6 Shall ensure through coordinators that all students have personal protective equipment before accessing the workshop
- 9.9.7 Shall ensure that there is visible signage at all sites (classrooms, halls, walking areas etc.)
- 9.9.8 Shall ensure that all facilities are accessible to everyone



9.9.9 Shall have regular meetings with the health and safety Manager.

9.10 DIRECTOR OF PROJECTS AND CAMPAIGNS

9.10.1 Work in hand with the Sport, Arts and Culture and SSS Officer

9.10.2 Organize projects and campaigns (edutainment as well as developmental) for the students

9.10.3 Work closely with the marketing department

10. TERM OF OFFICE

10.1 The Members of the SRC will serve one year, and will remain as acting SRC until the new elections are held

10.2 Members shall be eligible to serve on the SRC for only two terms

11. ELECTIONS

11.1 The elections shall be held in the second month of each year prior to the end of tenure of office sitting SRC. The SSS Manager is the Electoral officer of the College, and the Campus Manager shall appoint the Electoral Officer who must be a permanent member of the staff in the Campus.

11.2 The Electoral Officer shall supervise and have complete control over all CRC elections and, by-elections and all such other elections as are specified in the standing orders, and shall make such arrangement for essential publicity as may be prescribed in the standing orders.

11.3 Nominations of candidates for the campus general election shall be lodged with the Electoral Officer no later than seven (7) working days before the day of the election (these nominations come from the class representatives).

12. DUTIES OF THE ELECTORAL OFFICER

12.1 Be the chairperson of the Independent Electoral Commission.

12.2 Along with the SLO they should ensure the legitimacy of results submitted by candidates who stand in for elections.

12.3 Ensure free and fair elections.

12.4 Have the final say in the case of any allegation of fraud or any unfair practices.

12.5 Fix the dates and times of nomination and voting within the limits of the constitution.



- 12.6 Publicize such dates, times and election procedures seven days before the times and election procedures seven days before the commencement of the election process
- 12.7 Accept and declare nominations as valid in public on a pre-determined date.
- 12.8 Count votes and confirm election results
- 12.9 Be the presiding officer at the voting station during elections.
- 12.10 Chair the election mass meeting.
- 12.11 Hear and adjudicate cases of protest or any other irregularities pertaining to elections

13. CONDITIONS

- 13.1 No student shall be elected if found guilty of any misconduct as per the Student Code of Conduct at the College;
- 13.2 No students are eligible for elections if he/she is new in the college.
- 13.3 N6 students must not stand for SRC/CRC elections.
- 13.4 Must be elected democratically from the class as the Class representatives
- 13.5 Must have written at least one preceding National examination at the EEC
- 13.6 The nominee must have passed 100% (4 for Report 191 or 7 for NCV) of all subjects enrolled for in the previous Examination year and meet the DHET Punctuality Policy
- 13.7 The nominee must be enrolled for a full time course 4 subjects (trimester/semester) and 7 subjects (NCV) programme
- 13.8 Academic records for all nominated candidates shall be checked and verified by the electoral officers and finally verified by the DCM/CM for authenticity. These shall then be submitted to the office of the SSSM.

14. ELECTION OF CLASS REPRESENTATIVES

- 14.1 Each class shall elect a Class Representative
- 14.2 At least 3 nominations to be submitted
- 14.3 Students shall nominate representatives without the influence of Lecturers.
- 14.4 Each nominee shall tell the class why they are willing to be a class representative
- 14.5 Voting to take place by closed ballot
- 14.6 The class shall elect two students to count the votes. Outgoing CRC members



will observe counting if available.

- 14.7 Student with the highest vote shall be the Class Representative for the term
- 14.8 All registered students have the right to vote.

15. VOTING OF CAMPUS REPRESENTATIVE COUNCIL

- 15.1 Each student is allowed to vote for a maximum of six (6) candidates at campus
- 15.2 In the event of a tie, elections shall be held 48 hours after announcement of election results and such elections shall involve only the candidates involved in a tie
- 15.3 Election results shall be published not later than three days after the elections and not earlier than one day after the elections
- 15.4 25% poll shall be the minimum for the CRC to be installed in office
- 15.5 In the event that a 25 % poll is not reached, the IEC shall convene the Class Representatives Committee to decide on the fate of the CRC
- 15.6 Immediately after the results are published, the Electoral Officer shall submit the report to the committee and the campus management
- 15.7 During the voting no candidate shall be permitted to display any material or engage in any campaigning activities within a distance as determined by the IEC
- 15.8 Failure to comply with 15.7 shall lead to the disqualification of the candidate
- 15.9 The six (6) candidates at campus with the highest votes shall be the CRC for
- 15.10 The portfolios of SRC will be announced after the SRC training to the campus management by the SLO
- 15.11 Portfolios are not allocated to the number of votes

16. ELECTION OF THE EXCO (SRC EXECUTIVE COMMITTEE)

- 16.1 The Chairpersons of CRC from all five Campuses will form part of the SRC EXCO
- 16.2 They will contest for President and Deputy President portfolio
- 16.3 The one with the highest votes will be the President and the second highest votes will be the DP
- 16.4 The remaining three (3) candidates will choose from the following portfolios based on the number of their votes:
 - i. Director of public relations



- ii. Director of Health, Safety and Residential Affairs
 - iii. Director of Projects and Campaign
- 16.5 Secretaries will contest the portfolio of the Secretary General and Deputy SG
 - 16.6 Treasurers will contest for the portfolio of the Treasurer General
 - 16.7 Sports and Culture will contest for the portfolio of Director of SA&C affairs
 - 16.8 Academics will contest for the Director of Academic portfolio

17. COMPOSITION OF THE COLLEGE IEC (for the elections of the SRC EXCO)

The elections are conducted on the last day of the SRC Training. The IEC is appointed by the SSS Manager to run the elections at the SRC Training.

Chairperson: As duly appointed by the SSSM

Committee member: Kwa-Thema

Committee member: Benoni

Committee member: Brakpan

Committee member: Daveyton

Committee member: Springs

18. SUSPENSION OF A MEMBER

A member shall be suspended if:

- 18.1 Facing charges against them and the disciplinary committee is still investigating
- 18.2 Fail to appear on the disciplinary panel in two sittings without any valid reason
- 18.3 Disregard and/or disrespect other SRC members/SSS Officials
- 18.4 Should a member be suspended in the President's position; the Deputy President will hold as an interim President until investigations are concluded
- 18.5 From any other position, the CRC/SRC shall co-opt an interim member from the CRC/SRC
- 18.6 After being found guilty, they will automatically be terminated
- 18.7 If a member wins the case, they shall be reinstated to their respective position

19. TERMINATION OF MEMBERSHIP

The membership of any member shall be terminated if:

- 19.1 A member should die.
- 19.2 The term of which the member was elected comes to an end.



- 19.3 He / She terminate their Course in the College
- 19.4 He / She is found guilty according to the Code of Conduct of students
- 19.5 He / She fails to attend three or more consecutive SRC/CRC meetings without giving a valid reason
- 19.6 He / she tenders a resignation letter
- 19.7 He / she fails one of the subjects enrolled for
- 19.8 The College Council and the SRC deem that it is in the interest of the College

20. FILLING OF VACANT SEATS

- 20.1 When a vacancy occurs for the President's position the SRC will elect a new President at the ordinary meeting
- 20.2 When a vacancy for any other member arises the SRC will elect a member from the SRC committee at a special meeting, from the members in attendance

21. MEETINGS

21.1 Mass Meetings

- 21.1.1 A mass meeting shall be held per trimester / semester on a date determined by the SRC after consulting the Campus Manager and SLO
- 21.1.2 For a mass meeting a notice indicating the agenda shall be given out at least 14 days before the meeting
- 21.1.3 A mass meeting may not take place during tuition time.

21.2 Special Meetings

- 21.2.1 A special CRC/SRC meeting may be held after having consulted the Campus Manager/SSSM/SLO
- 21.2.2 The notice of such meeting together with the agenda shall be posted on a notice board at least 24 hours prior to such a meeting.
- 21.2.3 On the day decide on, those who are present at a meeting will form a quorum and resolutions taken will be binding.



21.3 SRC Meetings

- 21.3.1 The SRC shall meet at least once a month and CRC meetings will be at least twice a month.
- 21.3.2 50% + 1 members of the CRC/SRC shall form a quorum
- 21.3.3 The CRC/SRC shall submit reports seven (7) days prior the meeting

21.4 Class Representatives Meetings

- 21.4.1 These meeting should take place every four (4) weeks
- 21.4.2 Notice of such meetings shall be posted on notice boards/social media platforms seven (7) days prior the meeting

21.5 Rules Governing Meetings

- 21.5.1 No meeting may be held during College teaching times unless mandated by the College
- 21.5.2 No meeting may take place unless proper laid down for such a meeting are followed
- 21.5.3 No meeting may take place during any of the official breaks or during class time except in emergency cases

22. AMENDMENTS TO THE CONSTITUTION

The amendments to the constitution will be dealt with as follows:

- 22.1 The CRC/SRC will collect proposals from the students
- 22.2 All amendments will be discussed at the joint meeting of class representative's committee
- 22.3 An amendment will only be considered if supported by a two thirds majority of the CRC and class representative committee
- 22.4 After the proposed amendments are voted for and accepted by a two thirds majority, the proposed amendments should be presented to the SRC, then the Academic Board for recommendation to Council for approval before implementation

23. FINANCIAL POLICIES

- 23.1 The Council shall, from money contributed from students' fees decide on the amount to be given to the SRC budget
- 23.2 The budget of the SRC shall be a stand-alone budget for the Treasure General



and President to know their SRC budget

23.3 The SRC shall be consulted when the budget for the next year is drawn

24. THE COUNCIL MAY

- 24.1 Impose any reasonable condition in respect of an allocation of funding contemplated subsection (23.2) and;
- 24.2 Different conditions in respect of different campuses within the college, if there is a reasonable basis for such differentiation
- 24.3 The Council must on an annual basis provide sufficient information to the College SRC regarding the funding referred to in subsection (23.1) to enable the SRC to prepare their budget for the year

25. FUNDING OF COLLEGE SRC

- 25.1 Funds allocated by the College Council
- 25.2 SRC shall follow proper channels when requiring funds
- 25.3 A requisition to order must be handed in
- 25.4 Approval must be obtained
- 25.5 The funds will be paid directly to the company offering the service

26. GENERAL

- 26.1 Information session with the SRC should be arranged to inform the members on the transformation process and progress
- 26.2 A mentor (SLO) shall be appointed at each campus
- 26.3 The outgoing SRC can also volunteer to assist in the mentoring of the incoming SRC

27. SRC PRIVILEGES

The SRC privileges will be as follows:

- 27.1 Exposing of the SRC to leadership opportunities
- 27.2 Receiving information first hand
- 27.3 Branded SRC apparel
- 27.4 Laptops for the SRC President, DP and SG
- 27.5 Tablets for the other 27 SRC members
- 27.6 Monthly office allowance for refreshments



- 27.7 Overnight allowances in case of workshops/conferences
- 27.8 Branded SRC name badges
- 27.9 Certificates for their tenure of office

28. REVIEW

- 28.1 The constitution shall be reviewed once every three years