

CAPRICORN TVET COLLEGE



STUDENT REPRESENTATIVE COUNCIL (SRC) CONSTITUTION

CENTRAL OFFICE
CAMPUSES:
POLOKWANE
SESHEGO
SENWABARWANA
RAMOKGOPA

Revised: 13 / 01 / 2023

Approved by
Management: 03 / 02 / 2023

Approved by
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Ratified by
Council: 23 / 03 / 2023


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Council Chairperson

Next revision date:
November 2025

VISION OF CAPRICORN TVET COLLEGE



“A dynamic Technical Vocational Education and Training Institution of Excellence”

MISSION STATEMENT OF CAPRICORN TVET COLLEGE

Capricorn College is to offer responsive, flexible and quality programmes that are accessible to all learners through formal learning, skills development and learnerships. This is achieved by adhering to policies and procedures, making use of committed human capital and employing appropriate physical and fiscal resources.

Values

- **Respect:** We treat others as we would like to be treated ourselves. Abusive or disrespectful treatment is not tolerated. We will strive for fairness and equity.
- **Integrity:** We are committed to transparency, honesty and sincerity.
- **Communication:** We are committed to effective communication. We believe information is meant to move and that information moves people.
- **Excellence:** We are satisfied with nothing less than the best quality in everything we do.

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 2 of 32
-----------------------------	--------------------------------	--	-----------------------------	--------------

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Table of Contents

1.	ARTICLE 1.....	6
	1.1 PREAMBLE.....	6
2.	ARTICLE 2.....	6
	TERMS & DEFINITIONS.....	6
3.	ARTICLE 3.....	7
	THE NAME.....	7
4.	ARTICLE 4.....	7
	AUTHORITY AND STATUS OF STUDENT REPRESENTATIVE COUNCIL.....	7
5.	ARTICLE 5.....	8
	VISION, MISSION STATEMENT, MOTTO, AND VALUES.....	8
6.	ARTICLE 6.....	9
	LEGAL FRAMEWORK.....	9
7.	ARTICLE 7.....	9
	ORGANISATIONAL STRUCTURE.....	9
8.	ARTICLE 8.....	10
	OBJECTIVES CODE OF CONDUCT AND RESPONSIBILITIES OF THE COLLEGE SRC.....	10
	8.1 OBJECTIVES OF COLLEGE SRC.....	10
	8.2 SRC CODE OF CONDUCT.....	10
	8.3 ROLES AND FUNCTIONS OF SRC.....	10
	8.4 BEHAVIORAL CONDUCT OF THE SRC.....	11
	8.5 RESPONSIBILITIES AND CONFIDENTIALITY OF MEMBERS OF THE SRC/CSRC.....	11
9.	ARTICLE 9.....	13
	COMPOSITION OF THE COLLEGE SRC.....	13
	9.1 COLLEGE SRC POSITIONS.....	13
10.	ARTICLE 10.....	13
	TERM OF OFFICE.....	13
11.	ARTICLE 11.....	13
	DUTIES AND FUNCTIONS OF SRC MEMBERS.....	13
	THE PRESIDENT.....	13
	DEPUTY PRESIDENT.....	14
	THE SECRETARY.....	14
	DEPUTY SECRETARY.....	14
	TREASURER.....	14
	SPORTS ARTS AND CULTURE OFFICER.....	15
	EDUCATIONAL OFFICER.....	15
	GENDER OFFICER.....	15
	DISCIPLINARY AND GCI OFFICER.....	15
	DISABILITY OFFICER.....	16
12.	ARTICLE 12.....	16
	CAMPUS STUDENT REPRESENTATIVE COMMITTEE (CSRC).....	16
	COMPOSITION OF CSRC:.....	16
	PORTFOLIOS/DESK OF CSRC.....	16
	DUTIES AND FUNCTIONS OF CAMPUS STUDENTS REPRESENTATIVE COMMITTEE.....	16
	DISCIPLINARY AND GREEN CAMPUS INITIATIVE DESK.....	17
	SPORT ARTS AND CULTURE.....	17
	EDUCATIONAL OFFICER.....	17
	GENDER AND HEALTH OFFICER.....	18

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OS
59

DISABILITY OFFICER.....	18
13. ARTICLE 13	18
MEMBERSHIP ELIGIBILITY.....	18
NOMINATION OF CANDIDATES.....	18
13.1 CONDITIONS OF ELEGIBILITY TO SRC.....	19
13.2 Membership may be terminated when:.....	19
14. ARTICLE 14	20
CAMPUS SRC ELECTIONS	20
14.1 ESTABLISHMENT OF THE CAMPUS ELECTION COMMITTEE.....	20
14.2 Composition of the committee.....	20
14.3 Duties of the Campus Election Committee:.....	21
14.4 CSRC election observers.....	21
15. ARTICLE 15	21
15.1. THE COLLEGE SRC ELECTION COMMITTEE	21
15.2 Role and responsibility of College SRC Election Committee.....	22
16 ARTICLE 16.....	22
NOMINATION OF CANDIDATES	22
17 ARTICLE 17.....	23
SATVETSA.....	23
18 ARTICLE 18.....	23
SRC PRIVILAGES AND BENEFITS	23
19 ARTICLE 19.....	24
MEETINGS	24
20 ARTICLES 20	24
QUORUM AND DECISION MAKING.....	24
21 ARTICLE 21.....	24
DISCIPLINARY POLICY	24
22 ARTICLE 22.....	24
DISSOLUTION	24
23 ARTICLE 23.....	25
STUDENT FORMATIONS AND UPHOLDING OF THE CONSTITUTION.....	25
24 ARTICLE 24.....	25
CONTRACTUAL LIABILITY	25
25 ARTICLE 25.....	25
ENFORCEMENT AND RATIFICTION.....	25
26 ARTICLE 26.....	25
GENDER AND DISABILITY REPRESENTATION.....	25
27 ARTICLE 27.....	26
27.1. STUDENT REPRESENTATIVE ELECTION PROCESS AND PROCEDURES	26
27.2 ELECTION PROCEDURES	26
27.3 SRC ELECTION TIME TABLE	27
27.4 THE ELECTION TIMES	27
27.5 IDENTIFICATION:	27
27.6 POWER OF THE ELECTORAL OFFICERS	28
27.7 OBJECTIONS AND APPEALS.....	28
27.8 BREAKING A TIE	28

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 JG

28 ARTICLE 28..... 28
 FILLING OF VACANCIES 28
 29 ARTICLE 29..... 29
 BY-ELECTIONS 29
 30 ARTICLE 30..... 29
 REVIEW OF THE SRC CONSTITUTION 29
 31 ARTICLE 31 30
 CONSTITUTION REVIEW PROCESS 30
 32 ARTICLE 32..... 31
 PROCESS CONSOLIDATION OF ALL CAMPUSES INPUTS 31

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 5 of 32
-----------------------------	--------------------------------	--	-----------------------------	--------------

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1. ARTICLE 1

1.1 PREAMBLE

We, the students of Capricorn Technical and Vocational Education and Training (TVET) College are dedicated to the promotion of teaching and learning, institutional governance and the rule of law as well as the prescripts of the Continuous Education and Training Act (former FET Colleges Acts 16 of 2006 as amended) and the College Statute. We further recognise the power of the College Council as outlined in the Continuous Education and Training Act (former FET Colleges Acts 16 of 2006 as amended) and the authority bestowed to the College Management.

The student body of this College hereby declares that Capricorn TVET College is an institution falling under post-school sector and as students we believe we will make sure that all students who are enrolled at this College are here to equip themselves with knowledge and skills in order to compete favourably in the job market and self-employment.

We believe in the principle of democracy as enshrined in the Constitution of the Republic of South Africa; consequently, we declare that there will be an annual democratic election process to elect members of the Student Representative Council as outlined in the CET Act 16 of 2006 as amended.

2. ARTICLE 2

TERMS & DEFINITIONS

- 2.1 **"CAMPUS"** a Centre where teaching and learning is taking place
- 2.2 **"PRINCIPAL"** accounting Officer
- 2.3 **"CHIEF ELECTORAL OFFICER"** an officer in charge of the electoral process
- 2.4 **"CODE OF CONDUCT"** set of rules outlining the social norms and rules and responsibilities of how people should behave
- 2.5 **"COLLEGE AUTHORITY"** a member of College Management
- 2.6 **"COLLEGE"** Capricorn Technical and Vocational Education and Training College
- 2.7 **"TVET"** established, declared and registered under Act No 16, 2006
- 2.8 **"CSRC"** Campus Student Representative Committee
- 2.9 **"CET ACT"**, ACT NO. 16 OF 2006 regulations made in terms of section 51;
- 2.10 **"TVET"** Technical and Vocational Education and Training
- 2.11 **"IEC"** Independent Electoral Commission
- 2.12 **"IEB"** Independent Electoral Body
- 2.13 **"NOTICE"** an official document written or printed by the College or campus to announce something to staff and students.
- 2.14 **"PRESIDING OFFICER"** officers presides/supervises over the elections in a specific campus and only on Election Day.

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 6 of 32
-----------------------------	--------------------------------	--	-----------------------------	--------------

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2.15 "RULES" official instructions

2.16 "SENIOR STUDENT" a student who has successfully completed an academic year at the College

2.17 "SRC" Student Representative Council

2.18 "STUDENT SUPPORT SERVICE(S)" a unit in the College that support and guide and provide support to students

2.19 "STUDENT" any person currently registered as a bona-fide/legal learner at Capricorn TVET College

2.20 "TWO THIRD MAJORITY" 67% of registered students

2.21 "COLLEGE COUNCIL" the governing structure of the College

2.22 "STAFF" or "MEMBER OF STAFF" a person employed at the College

2.23 "FIRST TERM" First three months of the academic year

2.24 "SATVFETSA" South African Further Education Training Student Association

3. ARTICLE 3

THE NAME

The name of the Student Representative body shall be the Student Representative Council of the Capricorn Technical and Vocational Education and Training College, herein after referred to as the SRC.

4. ARTICLE 4

AUTHORITY AND STATUS OF STUDENT REPRESENTATIVE COUNCIL

The SRC is one of the Governing Structures of the College. It is empowered by the CET Act 16 of 2006 as amended and Generic College Statute to represent students and to liaise/communicate to management and to other stakeholders on behalf of students on matters concerning them. The SRC is not a legal entity and as such, not the bearer of its own rights, but it exists as an entity according to the provisions of Capricorn TVET and CET Act, no 16 of 2006 as amended. Its existence and operations is a consequence of the approval of the College Council. The powers and functions as they will be outlined below are supervised by the College Management under the leadership of the Accounting Officer

The SRC shall be the highest structure representative body in the governing structure of the college regarding all student matters and students interest. The SRC shall be in constant interaction with college management through the student support office. The SRC must focus on the issues that improve the learning experience of students thus enhances their graduateness upon completion of their studies.

In accordance with section 23 (2) (h) 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 in consultation with college management.

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 7 of 32
-----------------------------	--------------------------------	--	-----------------------------	--------------

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5. ARTICLE

VISION, MISSION STATEMENT, MOTTO, AND VALUES

This Constitution recognises the Vision, the Mission, the Motto and Values of the College as mentioned below:

VISION

To be the leading Technical and Vocational Education and Training Institution of Excellence

MISSION STATEMENT

Capricorn College for TVET is to achieve its vision by offering responsive, flexible and quality programmes that are accessible to all learners through formal learning, skills development and learnerships with relevant stakeholders, making use of committed human capital and employing appropriate physical and fiscal resources.

MOTTO

“Achieving Excellence Together”

VALUES

Respect:

We treat others as we would like to be treated ourselves. Abusive or disrespectful treatment is not tolerated. We will strive for fairness and equity.

Integrity:

We are committed to transparency, honesty and sincerity.

Communication:

We are committed to effective communication. We believe information is meant to move and that information moves people.

Excellence:

We are satisfied with nothing less than the very best in everything we do.

6. ARTICLE 6

Legal Framework

- 6.1 The Constitution of the Republic of South Africa
- 6.2 The CET Act 16 of 2006 as amended
- 6.3 Regulation of Gathering Acts (Act 205 of 1993)
- 6.4 All relevant College and Departmental Policies

6.5 The College is regulated by the Continuing Education and Training Act (Act no. 16 of 2006) as amended, read with the section 5 (1) of the Standard College Statute which provide as follows "Subject to the Act and this statute the council governs the college". In terms of section 30(2) and 31 (1) of the Standard College Statute read with section 13 of the CET Act, the Principal is the Chief Executive and Accounting Officer of the College, responsible for the day-to-day management and administration of the college and has the power necessary to perform this function.

The power vested in the Principal to perform his or her function are further fortified by the provision of Section (50)4 of the Act read with section 31 (3) of the standard college statute which provides that the council may assign additional functions and grant additional powers, functions and status accorded to the council in terms of the CETACTION and the standard College statute.

In terms of section 5(2) (e) of the standard college statute, the council determines and provide support services after consultation with SRC. Furthermore, section 10 (4) of CET Act read in conjunction with section 6 (1) of the standard college statute stipulates, that the council consist of two SRC members elected by the Student Representative Council to sit on the Council and Academic Board.

7. ARTICLE 7

ORGANISATIONAL STRUCTURE

- 7.1 The structure of the College Student Representative Council is as follows:
- 7.2 Campus Student Representative Committee (CSRC) will be composed of seven members.
- 7.3 The College SRC is composed of a maximum of Ten (10) members from the Campus Student Representative Committees.

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 9 of 32
-----------------------------	--------------------------------	--	-----------------------------	--------------

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8. ARTICLE 8

OBJECTIVES CODE OF CONDUCT AND RESPONSIBILITIES OF THE COLLEGE SRC

8.1 OBJECTIVES OF COLLEGE SRC

- a) To represent students at all levels of the TVET Governing Structures such as the Council and the Academic Board, as well as and in some of their Committees.
- b) To interact in a democratic and responsible manner with Executive Management to defend and protect students' rights and enhance the quality of life of all students.
- c) To foster and encourage dynamic student participation in various activities through sub-committees, clubs and societies.
- d) To provide or serve as a training ground for future leaders.
- e) To enhance co-operative governance.

8.2 SRC CODE OF CONDUCT

- a) SRC members are expected at all times to behave in a courteous and considerate manner towards each other, other students, all members of staff, visitors to the College and members of the general public;
- b) Members of the SRC are custodians of this Constitution and they must assist in the enforcement of the Code of Conduct to students.
- c) SRC members should wear their name tags while on campus/College premises.
- d) SRC members shall wear College attire in all official gatherings.
- e) SRC members shall not organize, participate and/or must not lead unprotected protest or picketing.

8.3 ROLES AND FUNCTIONS OF SRC

- a) To have the best interest of the College at heart and to strive at all times towards the furtherance of these interests;
- b) To assist the College authorities in maintaining order and discipline;
- c) To contribute towards true learning, promote dedication and diligence among fellow students;
- d) To work towards promoting leadership, team spirit, self-discipline and self-esteem amongst students;
- e) To strive for the promotion of the good reputation of the College, including its Academic, Sports, Cultural and Professional Excellency.
- f) To encourage students to avail themselves to participate in all academic, cultural, sports and professional opportunities which the College offers;
- g) To promote good relationships among the College Community;

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 10 of 32
-----------------------------	--------------------------------	--	-----------------------------	---------------

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- h) To give constant and positive guidance to the student body;
- i) To have a vision of progress, upliftment and improvement of students;
- j) To be truly representative, in spirit and practice, of all students enrolled at the College.
- k) To create a conducive environment for all students to learn.
- l) To act responsibly in the use and allocation of students resources
- m) To execute and implement student's decisions.
- n) To be accountable for all student matters.
- o) To ensure that proposals to make any constitutional amendment shall be effected by two third majority of the student body and should only take place in an annual general meeting.
- p) To recommend the recognition of student's formations to the Campus Management as delegated by the Accounting Officer.

8.4 BEHAVIORAL CONDUCT OF THE SRC

- a) Student Representative Council is expected to set a good example with regard to appearance and behaviour during College hours, at College and away from the College.
- b) Student Representative Council needs to guard against doing or saying something that will discredit the College.
- c) Student Representative Council does not have the right to behave in a manner which disrupts the learning and teaching of other students, or which causes other students' physical or emotional harm.
- d) Members of the SRC as it is expected from all students must be not involved in substance abuse.
- e) Members of the SRC must protect College property during protests/picketing.

8.5 RESPONSIBILITIES AND CONFIDENTIALITY OF MEMBERS OF THE SRC/CSRC

- a) To be open, honest, unbiased and their values must not interfere with duties or decision –making.
- b) To ensure that any reporting occurs in a timely or objective manner, represents accurate and justifiable facts and is submitted through the appropriate channels.
- c) To treat all College documents, content and outcomes of debates as confidential, unless indicated otherwise.
- d) To Refrain, at all times, from using information obtained through association with SRC for other purposes unless mandated by the SRC;
- e) To immediately return all College and SRC property, material and documents to the secretary or College official responsible for SRC matters at the relevant Campus, upon ceasing to be an SRC member.

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 11 of 32
-----------------------------	--------------------------------	--	-----------------------------	---------------

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- f) Not to represent SRC or CSRC without a mandate.
- g) Not to speak as an SRC member on behalf of the College unless approved by the Accounting Officer or his/her delegate.
- h) To acknowledge that as members of the SRC who serve in the College Council, the Academic Board and other Committees of Council they attend as members of Council and the decisions of Council Academic Board also bind them and must treat all Council and Academic Board documents and their contents as confidential.
- i) Social media

Keep your postings legal, ethical and respectful. Before engaging on a specific social media channel ensure you understand its terms of reference, conventions and etiquette. Students may not engage in online communication activities which could bring the Institution into disrepute. Personal details of yourself or college employees should not be given out – only the official contact details (official cellphone number, office telephone, e-mail or fax) for reference purposes

Keep personal social media activities distinct from college communication College logos and other College branding symbols may not be used in personal social media posts without explicit permission in writing from the designated college authority. Students can be held legally responsible for all comments that they post on their personal social media platforms

When using any type of social media, you must:

- i. Be credible – accurate, fair, thorough and transparent.
- ii. Be respectful – encourage constructive criticism and deliberation.
- iii. Be cordial, honest and professional at all times.
- iv. Listen, before you talk – before entering any conversation you need to understand the context,
- v. Who is the potential audience?
- vi. Is there a good reason to place a comment or respond?

Write what you know – you have to know your facts and cite credible sources.

Acknowledge if a mistake is made through your comment or response and respond to it immediately. Be both reactive and responsive – when you gain insight share it where appropriate

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 12 of 32
-----------------------------	--------------------------------	--	-----------------------------	---------------

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9. ARTICLE 9

COMPOSITION OF THE COLLEGE SRC

9.1 COLLEGE SRC POSITIONS:

- a) President
- b) Deputy President
- c) Secretary General
- d) Deputy Secretary General
- e) Treasurer General
- f) Sports Arts and Culture Officer
- g) Educational Officer
- h) Gender Officer
- i) Disciplinary and GCI Officer
- j) Disability Officer

10. ARTICLE 10

TERM OF OFFICE

Term of office for the SRC shall one year. A student will not be allowed to serve more than two (2) terms whether consecutively or successive.

11. ARTICLE 11

DUTIES AND FUNCTIONS OF SRC MEMBERS

THE PRESIDENT

The President is the leader of the student body.

- a) Presents to the Annual General Meeting a comprehensive annual report outlining the state of SRC and generally the state of students' activities.
- b) Is the official spokesperson of the SRC, makes pronouncements for and on behalf of the SRC, outlining and explaining the policy or attitude of the SRC on any issue.
- c) Presides over meetings of the SRC and any student gathering convened by the SRC within the ambit of this Constitution. The President may delegate any SRC member to chair a meeting or a mass meeting, but she/he is still accountable.
- d) Is an ex-officio member of all structures of the SRC.

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 13 of 32
-----------------------------	--------------------------------	--	-----------------------------	---------------

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- e) Represents the SRC in the Governing structures of the College and in all Committees that discuss student matters.
- f) Ensure that all College policies are implemented equally across all campuses.
- g) Ensure that Student parliament is implemented in line with guidelines of Department of Higher Education and College Procedures.

DEPUTY PRESIDENT

- a) Deputies the President.
- b) Shall assume the duties of the President in his/her absence
- c) Is an ex-officio member of all structures of the SRC.
- d) Will immediately take office of the president in the event of death, resignation, suspension or dismissal of the President from the College, until the position is filled through appropriate process. If this happens during the first trimester there must be by-elections.
- e) Performs all duties as assigned by the President and the SRC.

THE SECRETARY

The Secretary General is the chief administrative officer of the SRC.

- a) Takes, distributes and keeps minutes of the SRC Executive Committee meetings, General students' meetings, Annual General Meeting (AGM), as well as other records of the SRC.
- b) Conducts the correspondence of the SRC and sends out notices of all meetings as decided by the SRC or mandated by the President.
- c) Conveys the decisions and instructions of the SRC.
- d) Convey communication through social media platforms
- e) Prepares annual reports on the work of the SRC
- f) In the absence of the President or the Deputy President, assumes the functions of the President.
- g) Is automatically a member of the College Governing Structures.
- h) Is an ex-officio member of all SRC Committee.

DEPUTY SECRETARY

The Deputy Secretary General will assist the Secretary General, deputise for him or her where necessary and carry out the functions entrusted to him or her by the SRC.

TREASURER

- a) Draws up the budget for campuses and College SRC in consultation with all relevant stakeholders.

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 14 of 32
-----------------------------	--------------------------------	--	-----------------------------	---------------

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- b) Keeps records of all financial activities of the SRC.
- c) Should collect copies of all orders for activities which took place and compile an expenditure report on quarterly basis.
- d) Seeks sponsorships/donations for recreational, entertainment, academic excellence cultural activities in consultation with central SSS and approval of the Principal.

SPORTS ARTS AND CULTURE OFFICER

- a) Represents all the interests of sports personalities on the SRC.
- b) Co-ordinates all sports activities for students at the College and other Colleges.
- c) Establishes a sports sub-committee of which he/she shall be a chairperson.
- d) Keep a record of all sports equipment and gear.
- e) Represents all the interested clubs on the SRC.
- f) Organises and co-ordinates all cultural, recreational and entertainment activities on campus.
- g) Establishes a cultural sub-committee of which he/she is chairperson.

EDUCATIONAL OFFICER

- a) Play a role the information desk during registration.
- b) Ensures the elections of class representatives by all classes.
- c) Establishes a sub-committee on academic excellence of which he/she shall be the chairperson.
- d) Promotes academic excellence on campus.

GENDER OFFICER

- a) Spearheads the information of gender forum.
- b) Runs programmes aimed at creating gender equity and harmony.
- c) Organises and co-ordinates women-empowerment activities.
- d) Forms part of the committee that organizes seminars, dialogues conferences to educate students on gender-related matters.
- e) Liaises with other relevant organizations, which promote non-discrimination in the society and gender equity.

DISCIPLINARY AND GCI OFFICER

- a) Maintains the standard of discipline amongst SRC members and students.
- b) Forms part of the committee which deals with all student misconducts.

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 15 of 32
-----------------------------	--------------------------------	--	-----------------------------	---------------

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- c) Supporting Campus Management in ensuring that there is compliance to the College Green Pledge.
- d) Ensure that there is advocacy of the College Green Pledge to Students.
- e) Ensure that the campus has activities that are in line with the Green Pledge and the National Environmental Calendar.

DISABILITY OFFICER

- a) Keeps record of students with disabilities.
- b) Forms part of the college disability committee.
- c) Coordinate duties at the disability center.
- d) Should be part student disability committee.
- e) Ensure that students with disabilities are accommodated at campuses.
- f) To represent the interests of students with disabilities within the college.
- g) To ensure that disability is mainstreamed within the activities of the SRC.
- h) To take recommendations from the students with disabilities to SRC.
- i) To give feedback to students with disabilities regarding issues affecting them.

12. ARTICLE 12

CAMPUS STUDENT REPRESENTATIVE COMMITTEE (CSRC)

COMPOSITION OF CSRC:

Chairperson and Secretary will depend on number of votes, other positions are in no particular order

- a) Chairperson
- b) Secretary
- c) Education Officer
- d) Sports Arts and Culture
- e) Disciplinary and GCI Officer
- f) Disability Officer (occupied by person with disability)
- g) Gender and Health Officer

PORTFOLIOS/DESK OF CSRC

DUTIES AND FUNCTIONS OF CAMPUS STUDENTS REPRESENTATIVE COMMITTEE

- a) To organize and co-ordinate students' activities on each campus.

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 16 of 32
-----------------------------	--------------------------------	--	-----------------------------	---------------

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- b) To implement decisions and directives of the SRC on each campus.
- c) To convene general students' meetings on each campus in order to obtain mandate and give reports to the students.
- d) Convene student assembly on campus to draw broad consultations with class representatives on campus.
- e) Perform any duties as delegated by the SRC executive committee.

DISCIPLINARY AND GREEN CAMPUS INITIATIVE DESK

- a) Maintains the standard of discipline amongst SRC members and students.
- b) Forms part of the committee which deals with all student misconducts.
- c) Forms part of the Campus GCI committee
- d) Supporting Campus Management in ensuring that there is compliance to the College Green Pledge.
- e) Ensure that there is advocacy of the College Green Pledge to Students.
- f) Ensure that the campus has activities that are in line with the Green Pledge and the National Environmental Calendar.

SPORT ARTS AND CULTURE

- a) Represents all the interests of sports personalities on the SRC.
- b) Co-ordinates all sports activities for students at the College and other Colleges.
- c) Establishes a sports sub-committee of which he/she shall be a chairperson.
- d) Keep a record of all sports equipment and gear.
- e) Represents all the interested clubs on the SRC.
- f) Organises and co-ordinates all cultural, recreational and entertainment activities on campus.
- g) Establishes a cultural sub-committee of which he/she is chairperson.

EDUCATIONAL OFFICER

- a) Play a role the information desk during registration.
- b) Ensures the elections of class representatives by all classes.
- c) Establishes a sub-committee on academic excellence of which he/she shall be the chairperson.
- d) Promotes academic excellence on campus.

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 17 of 32
-----------------------------	--------------------------------	--	-----------------------------	---------------

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GENDER AND HEALTH OFFICER

- a) Spearheads the information of gender forum.
- b) Runs programmes aimed at creating gender equity and harmony.
- c) Organises and co-ordinates women-empowerment activities.
- d) Forms part of the committee that organizes seminars, dialogues conferences to educate students on gender-related matters.
- e) Liaises with other relevant organizations, which promote non-discrimination in the society and gender equity.

DISABILITY OFFICER

- a) Keeps record of students with disabilities.
- b) Forms part of the college disability committee.
- c) Coordinate duties at the disability center.
- d) Should be part student disability committee.
- e) Ensure that students with disabilities are accommodated at campuses.
- f) To represent the interests of students with disabilities within the college.
- g) To ensure that disability is mainstreamed within the activities of the SRC.
- h) To take recommendations from the students with disabilities to SRC.
- i) To give feedback to students with disabilities regarding issues affecting them.

13. ARTICLE 13

MEMBERSHIP ELIGIBILITY

NOMINATION OF CANDIDATES

- a) Interested full time registered students are nominated as individuals.
- b) All candidates shall each complete a nomination form with signature of endorsement by not less than 50 registered students to qualify as candidates.
- d) Contestation shall follow the Principle of First Past the Post. In the sense that people will contest to enter the CSRC and the elected candidates will decide the portfolios each will occupy. If an elected member is not fit to hold a position (voluntarily), the second highest position will take the position.
- e) Chairpersons of four campuses will contest for the Presidency, Deputy Presidency, Secretary General and Deputy Secretary at College Level.
- f) Campus Student Representative Committee members shall contest and vote for College SRC positions.

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 18 of 32
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13.1 CONDITIONS OF ELEGIBILITY TO SRC

- a) Full time registered student at the College.
- b) Mid-term results will be used to determine eligibility for Level 2 students. Test 1, Test 2, Assignment 1 and Assignment 2 for each of the 7 subjects will be added together and divided by 4 to get the final mark which will determine whether the subject is passed or not.
- c) Students who register in the second semester will be Test 1 and Assignment 1 for each of the 4 registered subject will be added together and divided by 2 to get the final mark which will determine whether the subject is passed or not.
- d) The latest results for the final external examination will be used to determine eligibility for the level 3, 4, Semester and Trimester students.
- e) Students who registered NATED/Report 191 courses should pass at least 4 of the 4 registered subjects in one seating to be eligible and students who registered NCV programs should pass at least 7 of the 7 registered subjects in one seating to be eligible.
- f) Students who are registered at N6 level at the time of running the election will not be eligible to contest for CSRC elections.
- g) He/she has an immaculate social record at the College and was never found guilty in any disciplinary hearing.
- h) He/she has to attend 80% or more of his/her classes.
- i) If an SRC member is moved/transferred to another Campus, he/she will retain the position if she/he satisfies b) to f).

13.2 Membership may be terminated when:

- a) The term which a member was elected expires
- b) A member resigns in writing
- c) He/she cease to be a student at the College
- d) A member has been absent from three consecutive official campus and/or College meetings without a formal written apology.
- e) A member was found guilty before a disciplinary hearing committee of an offence.
- f) Nated/Report 191 registered student has not progressed and has not registered four (4) registered subjects in one seating and supplementary examination will not be considered. During the SRC office term, -the results for each examination written will be used to check whether the member is still eligible to serve and remarking/supplementary will not be considered.

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 19 of 32
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- g) NCV registered student has not progressed and has not registered 7 subjects in one seating and supplementary examination will not be considered. During the SRC office term, the results for each examination written will be used to check whether the member is still eligible to serve and remarking and supplementary will not be considered.
- h) If a motion of no-confidence is passed by two third majority of the Campus registered students to a Campus SRC member.
- i) If a motion of no confidence is passed by two third majority of the 28 Campus SRC members to a College SRC member. A motivation shall be submitted to the College Disciplinary Committee to take a decision. If the motion passes, the concerned person will be demoted and elections to fill the specific position will be conducted.
- j) He/she is convicted for any criminal activity and imprisoned for at least six months without an option of a fine by the court of law.

14. ARTICLE 14

CAMPUS SRC ELECTIONS

14.1 ESTABLISHMENT OF THE CAMPUS ELECTION COMMITTEE

A Campus Election Committee (CEC) shall be established by the Senior Student Support Officer after consulting the Campus Management to conduct a free and fair election. Campus SRC should be dissolved as soon as the SRC Election Committee is established.

Student Support Services in consultation with campus management should issue a notice inviting senior students and staff members who wants to serve in the election committee

In the case where more than the required number showed interest the first come first serve principle should apply; gender representation should be considered.

14.2 Composition of the committee

- a) Campus Senior Student Support Officer
- b) Campus Student Support Officer
- c) Chief Electoral Officer
- d) 3 co-opted members of staff
- e) 3 students (co-opted from senior classes)

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 20 of 32
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14.3 Duties of the Campus Election Committee:

- a) To organize canvassing forums at campus where all candidate will be given an opportunity for manifesto reading.
- b) To prepare the ballot papers.
- c) To make provision for ballot boxes or other means of secret voting.
- d) To ensure counting of ballot papers and the effective supervision of the counting of votes.
- e) To assist in voter education in all campuses.
- f) To announce the results of all ballots and make known the number of votes received by each candidate.
- g) To establish procedures for voting and to determine any dispute raised with regard to elections and election procedures, and to resolve any tie by means of tossing a coin.
- h) To ensure that SRC elections are free and fair.
- i) To see to it that no candidate or supporter of the candidate(s) disrupts the campaigning or election process. If that happens the Election Committee may recommend to the Campus Management and Student Support, after an investigation, that the candidate to be removed from the candidate list.
- j) To organise an inauguration ceremony for the newly elected SRC in which the official hand over of records, assets and liabilities of the outgoing SRC will be made.

14.4 CSRC election observers

- a) Each candidate should send two observers to observe the election process on the day of elections.
- b) Only one observer would be allowed in the voting station at a time.
- c) Candidates are not allowed to observe the election.
- d) Candidates who fail to forward observers before the due date will not be allowed to submit observers on the day of elections.

15. ARTICLE 15

15.1. THE COLLEGE SRC ELECTION COMMITTEE

A College Election Committee shall be established by Student Support Manager to conduct a free and fair election. This committee will consist of:

- a) Student Support Manager
- b) Four Campus Senior Student Support Officers

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 21 of 32
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15.2 Role and responsibility of College SRC Election Committee

- a) To conduct voter education
- b) To prepare the ballot papers.
- c) To make provision for ballot boxes or other means of secret voting.
- d) To count ballot papers
- e) To announce the results of all ballots and make known the number of votes received by each candidate.
- f) To establish procedures for voting and to determine any dispute raised with regard to elections and election procedures, and to resolve any tie by means of tossing a coin.
- g) To ensure that SRC elections are free and fair.
- h) To inaugurate newly elected SRC members

15.3 Rules Governing the Voting Station for CSRC Elections

- a) Each Candidate should submit two names of Observers to observe the election processes
- b) The observers cannot be at the voting station at the same time.
- c) Students who are still on the que at 18:00 will be allowed to vote
- d) No Campaigning will be allowed within the demarcated area
- e) No committee members and Observers, should wear a political branded item on the day of the elections while on campus
- f) All phones should be switched off during counting of Votes
- g) All committee members should sign the result sheet.

16 ARTICLE 16

NOMINATION OF CANDIDATES

- a) Interested students are nominated as individuals.
- b) All candidates shall each complete a nomination form with signature of endorsement by not less than 50 registered students to qualify as candidates.
- c) To qualify as a candidate, the student must have passed at least 4 subjects if he/she is registered for a Report 191/ Nated course and at least 7 subjects if the student is registered for an NCV program.
- d) Contestation shall follow the Principle of First Past the Post. In the sense that people will contest to enter the CSRC and the elected candidates will decide the portfolios each will occupy. If an elected member is not fit to hold a position (voluntarily), the second highest position will take the position.
- e) Chairpersons of four campuses will contest for the Presidency, Deputy Presidency, Secretary General and Deputy Secretary at College Level.

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 22 of 32
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17 ARTICLE 17

SATVETSA

South African Further Education and Training Student Association (SATVETSA) is the National Student Leadership body of all 50 TVET College SRC's, it was established in 2013 with a mission to coordinate student voice in the TVET Sector at National and Provincial.

SATVETSA as an association of students in the TVET sector has direct interest in the centre of everything playing a vital role for a student to find access and for the students to succeed in their academic life.

17.1 Eligibility to serve in the Provincial Structure and National Structure
Guidelines and prescribed in the Provincial and National Constitution

17.2 Termination of membership

- a) The term which a member was elected expires
- b) A member resigns in writing
- c) He/she cease to be a student at the College
- d) He/she is found guilty of misconduct in term of the College Student Code of Conduct and or/ SRC Code of Conduct
- e) He/she is convicted for any criminal activity and imprisoned for at least six months without an option of a fine by the court of law.
- f) Any other rule as prescribed in SATVETSA constitution

18 ARTICLE 18

SRC PRIVILAGES AND BENEFITS

- a) Privileges of SRC members shall be determined by the College Council after consultation with College Management
- b) The College shall, in accordance with its policies, avail transport to the SRC when attending meetings and workshops that are related to its duties and functions and which have official communication endorsement
- c) SRC member shall receive training through workshops and continuous student leadership development training until their term of office expires

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 23 of 32
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19 ARTICLE 19

MEETINGS

- a) **Annual General Meeting** which is the highest decision-making forum.
- b) **General Student Assembly** which shall be held quarterly in all campuses.
- c) **Special General Meeting** may be convened to deal with urgent and important matters. The chairperson shall convene a SGM after receiving permission from the Campus Manager. A copy of such notice shall be forwarded by the Secretary.
- d) **Class Representative Meeting** shall be held monthly in all campuses. Such meetings shall be convened by the chair person and the secretary as authorised by the Campus Manager.
- e) The approval of the management shall be obtained for all the above mentioned meetings 48 hours before planned date.

20 ARTICLES 20

QUORUM AND DECISION MAKING

A Quorum in all meetings shall be 50% of members plus One.

21 ARTICLE 21

DISCIPLINARY POLICY

- a) All student groups and recognised student organisations shall maintain high moral standards appropriate to a community of learners.
- b) Recognised student structures shall not disrupt teaching and learning. Disruption of teaching and learning will be treated as an offence of which a student may be dismissed if found guilty.
- c) All students shall abide by the Code of Conduct of the College, the SRC constitution and any other policy document ratified by the College Council.
- d) The violation of the Constitution of the Republic of South Africa, this SRC constitution, and Student Code of Conduct of Capricorn College for Further Education and Training and other College Policy document shall constitute a serious offence.

22 ARTICLE 22

DISSOLUTION

- a) The CSRC may be dissolved through a vote of no confidence by two third majorities of the registered students of the campus
- b) The voting process will be supervised by an appointed officer by the Campus manager after consultation with the Principal.

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 24 of 32
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- c) Original signatures that are supported by the identity number and the student number will only be considered and there will be proxy vote.
- d) Lists of voters who were not observed by the appointed officials will not be considered.

23 ARTICLE 23

STUDENT FORMATIONS AND UPHOLDING OF THE CONSTITUTION

No student organisation will operate in the College or campuses if not recognised by the College Management and the Campus Management respectively. Recognition is a result of filing an application to operate in the Campus through the CSRC. This must be approved by the Campus Management. A list of the organisation's committee members should be submitted to Management through Campus SRC annually for the structure to be recognised. The right to operate may be suspended or revoked by the Campus Management after consultation with the Principal.

24 ARTICLE 24

CONTRACTUAL LIABILITY

The SRC is a student governing structure which is empowered by Management through Council to operate within the ambit of the CET Colleges Act 16 of 2006 as amended and therefore does not have any right to sign any contract. Any agreement by the SRC with any entity shall be done through approval of the management of Capricorn College for TVET.

25 ARTICLE 25

ENFORCEMENT AND RATIFICATION

This constitution is a binding document to students in all the campuses of Capricorn College for TVET.

26 ARTICLE 26

GENDER AND DISABILITY REPRESENTATION

There shall be a representative of woman and a person leaving with disability in the Campus Student Representative Committee (CSRC). There should be at least two female students out of seven members in the CSRC and one person leaving with disability. There shall be a representative of at least four or more women out of the eleven College Student Representative Council members.

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 25 of 32
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27 ARTICLE 27

27.1. Student Representative Election Process and Procedures

- a) The SRC elections and/or by-elections shall be conducted and supervised by an Independent Electoral Body (IEB) or Independent Electoral Commission (IEC).
- b) The College, shall appoint the IEB or IEC to conduct elections CSRC Elections
- c) CSRC elections shall be held annually before the end of the third quarter of the calendar year (July – September)
- d) College SRC elections shall be held annually in the first quarter of the calendar (January – March)
- e) If the elections could not be held as expected, the outgoing SRC shall continue serving to avoid a vacuum for a period not exceeding two (2) months until a new SRC is elected

27.2 Election Procedures

- a) Establishment of working committee
- b) Publication of election date
- c) Notice to students and call for nominations
- d) Cut-off date for submission of nomination forms – forms returned to the Student Support Office.
- e) Screening process and verification process
- f) Meeting with candidate
- g) Candidate photo submission and scanning
- h) Notice board: publicity and voter education
- i) Publication of training venues
- j) Manifesto readings
- k) Signing of Electoral Code or Guide
- l) Elections
- m) Results announcements
- n) Formal Election Results Submitted to the Campus Manager and the Principal
- o) Formal Introduction of SRC Members to Campus Management and College Management
- p) SRC Inauguration Ceremony

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 26 of 32
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27.3 SRC ELECTION TIME TABLE

No	Activity	Responsible Person
1.	Establishment of Election Committee	Campus SSS and Campus Manager
2.	Campus Election Committee Meeting	Campus Student Support Services
3.	Opening for CSRC nominations	Campus Election Committee
4.	Closing for nomination	Campus Election Committee
5.	Screening of Candidates	Campus Election Committee
6.	Verification of Candidates	SSS Central (Student Governance)
7.	Meeting with Candidates	Campus Election Committee
8.	Training for Campus Election Committee Members	Independent Electoral Commission (IEC)/ Any other appointed person
9.	Manifesto readings & Voter Education for Students	Campus Election Committee
10.	CSRC Elections	Campus Election Committee and IEC Any other appointed person
11.	Counting of Votes	Campus Election Committee and IEC Any other appointed person
12.	Announcement of results	Campus Election Committee and IEC Any other appointed person
13.	CSRC Inauguration and official hand over from the previous CSRC	Campus Election Committee
14.	Submission of report	Campus Election Committee

27.4 THE ELECTION TIMES

Voting hours:

08:00 – 18:00 across all campuses, with all those still in the queue after 18:00 will be allowed to vote.

Counting of Votes:

Counting shall take place immediately after voting.

27.5 Identification:

On the day of elections students should bring along one of the following as a proof of identification

Identity Book /Card

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 27 of 32
-----------------------------	--------------------------------	--	-----------------------------	---------------

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- **Valid Student Card with a photo /picture**
- **Proof of registration with a photo/ picture**
- **Temporary Identity Document**
- **Valid Driver's Licence**

27.6 Power of the Electoral Officers

The Electoral Officers shall have a final say on issues related to elections as long as the decision does not go against the rules of the College.

27.7 Objections and Appeals

Objections shall be lodged during elections to the Presiding officer and Appeals shall be lodged within 24hours after announcement of results

27.8 Breaking a Tie

In the event where there is a tie at College level a rerun should be conducted; at Campus level the presiding officer will toss a coin.

28 ARTICLE 28

FILLING OF VACANCIES

- a) In the event of any vacancy occurring within the first quarter after the election. Campus Senior Student Support Officer in consultation with the relevant stakeholder above his/her rank will facilitate the co-option of a student who came next in the election to serve in the CSRC. The Campus that does not have a pool and is still in good standing with 50% of members, will continue to serve.
- b) The co- opted member should be screened for eligibility to serve as a CSRC member.
- c) In a case were the President and/or the Secretary General are no longer eligible to serve, their deputies should take over until the positions are filled through appropriate procedures.
- d) If the Deputy President and/or the Deputy Secretary General are no longer eligible to serve, they will be replaced by the new chairpersons from their campuses.
- e) In the case where open vacancies account for more than 50% during the second quarter of the academic year the vacancies should be filled through co-option. Members will be co-opted from class representatives. Gender representation and membership eligibility is still applicable. No vacancies will be filled during the third quarter.
- f) Any member of the SRC who is moved to another Campus or teaching site and he/she meets all the conditions shall keep his/her position. The Campus may replace such person.

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 28 of 32
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g) If a motion of no confidence is passed by two third majority of the 28 Campus SRC members to a College SRC member. A motivation shall be submitted to the College Disciplinary Committee to take a recommendation to the CEO. If the motion passes, the concerned person will be demoted and elections to fill the specific position will be conducted.

29 ARTICLE 29

BY-ELECTIONS

A by-election shall be held under the following circumstances:

- a) In the case where open vacancies occurring during the first quarter account for more than 50% of the positions, a by-election shall be held to fill the vacancies.
- b) A vote of no confidence has been passed against the CSRC.

30 ARTICLE 30

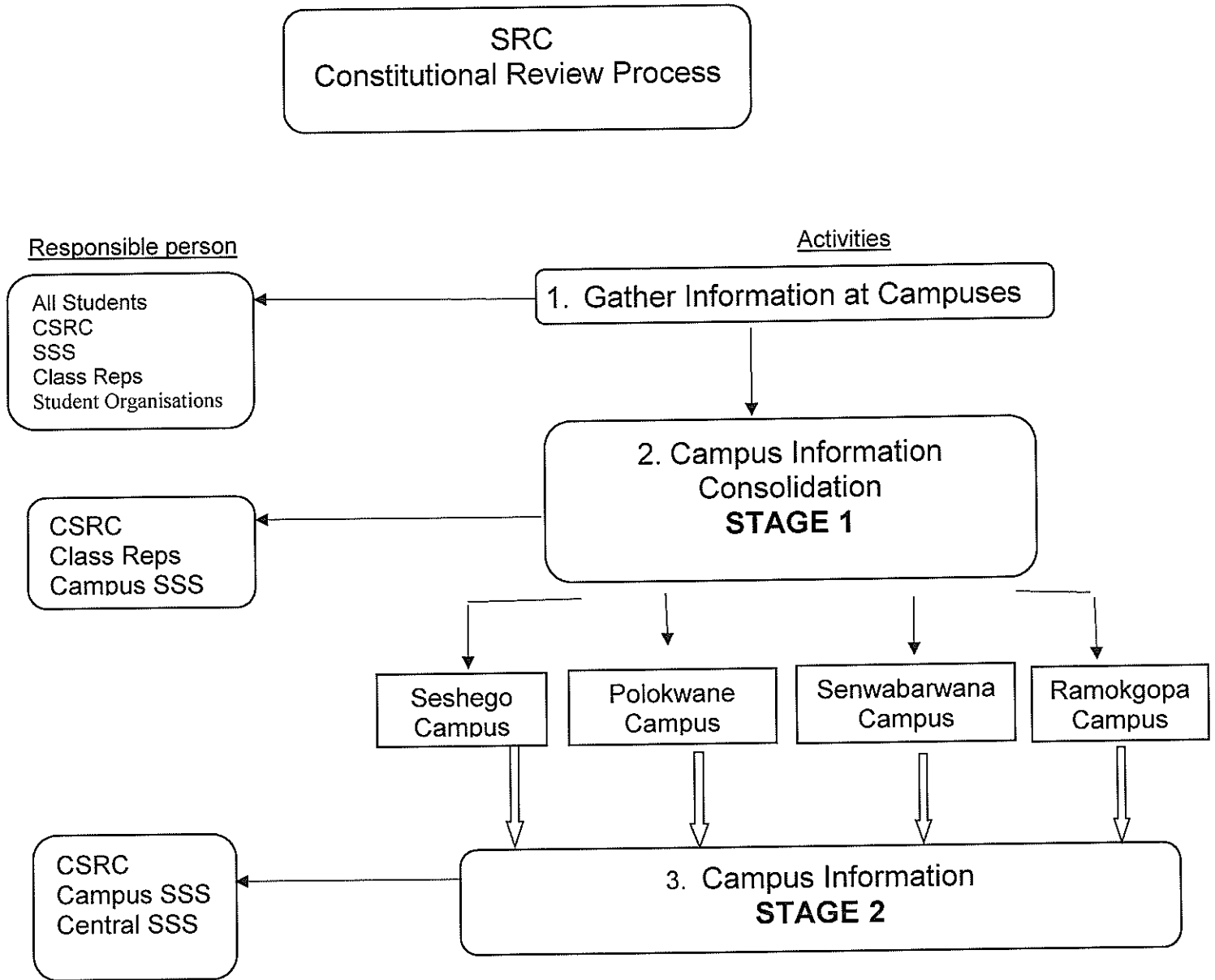
REVIEW OF THE SRC CONSTITUTION

This Constitution will be reviewed after three years of the ratified signed date.

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 29 of 32
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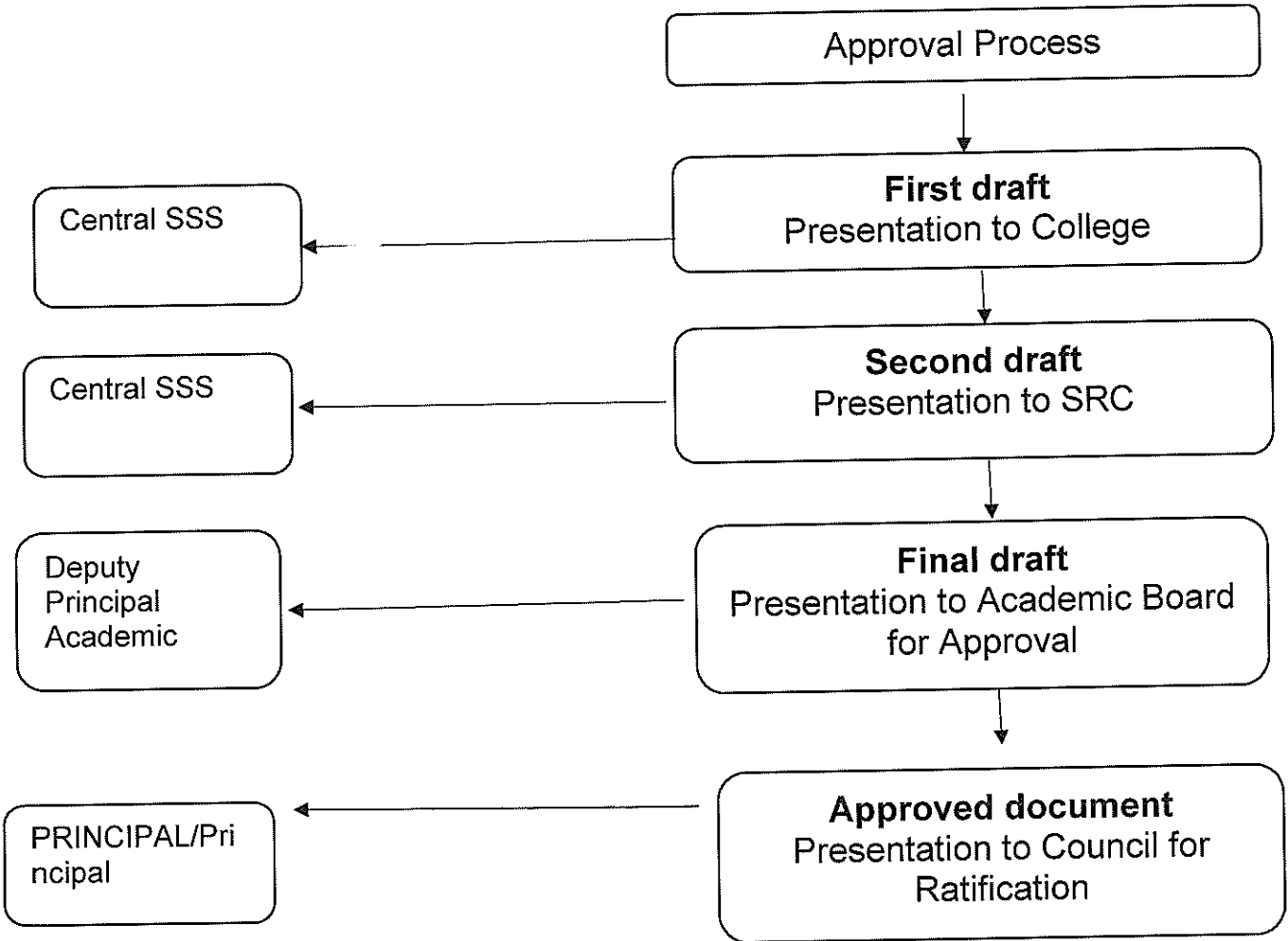
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CONSTITUTION REVIEW PROCESS




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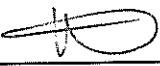
PROCESS CONSOLIDATION OF ALL CAMPUSES INPUTS



(On Behalf of the SRC)



 Secretary



 President

14 / 02 / 2023
 Date

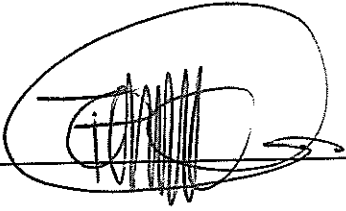
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Recommendation and approval of the SRC Constitution by Management and Council:

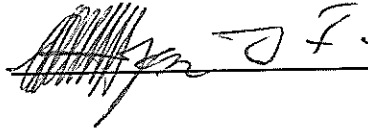
SUPPORTED/NOT SUPPORTED

Assistant Director: Student Support Services:



SUPPORTED/NOT SUPPORTED

DPA: Academic Services:



Recommended for Approval by the Academic Board

APPROVED //

~~// NOT APPROVED~~



10/03/2023

Signature
Principal

Date

Ratified by College Council

Ratified //

~~// Not Ratified~~


Chairperson of College Council

23/03/2023
Date

Academic – SRC Constitution	Date of version: 2023-01-13	Due date for next review: November 2025	Authorised By Management	Page 32 of 32
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