



**STUDENT REPRESENTATIVE COUNCIL
CONSTITUTION**

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STUDENT REPRESENTATIVE COUNCIL CONSTITUTION

PREAMBLE

We the students at the University of Namibia recognise the inequalities in our historical higher education landscape and pledge to a non-racial, non-sexist and inclusive democratic higher education system and democratic spirit as articulated in the constitution of the Republic of Namibia.

Whereas recognising the history of the Republic of Namibia and thus, the need to promote the spirit of togetherness and the strength found therein amongst all the students of all the campuses of the University of Namibia.

Whereas the said spirit of togetherness and power sharing is effectively protected and maintained by the assimilation of all student structures as one body across all the campuses of the University of Namibia.

Whereas determined to promote and provide for equal opportunities for all students at the University of Namibia regardless of nationality, ethnic origin, gender, sex, political affiliation, disability status, social or economic status.

Therefore, through our democratic elected representatives and in terms of Section 15 of the University of Namibia Act, (Act 18 of 1992), the Council hereby constitutes the Student Representative Council of the University of Namibia and accepts this Constitution as the fundamental law governing the conduct of affairs of the Student Representative Council at the University of Namibia.

1. ABBREVIATIONS

CAC	Campus Academic Committee
CC	Campus Councils
CGSA	Campus General Student Assemblies
CSP	Campus Student Parliament
DSA	Directorate of Student Affairs
SLDO	Student Leadership and Development Officer
SRC	Student Representative Council
UNAM	University of Namibia
UNAM Act	University of Namibia Act, Act 18 of 1992

2. DEFINITIONS

In this constitution, the following definitions shall apply unless stipulated or the context indicates otherwise.

Behaviour: shall mean the way a student leader is expected to act or conduct him/herself.

Ethics and Code of Conduct Policy for Students: shall mean the Ethics and Code of Conduct policy for Students, which sets out the standard of conduct that is expected from students at the University of Namibia.

Conduct: the way a person behaves, especially in a particular place, platform or situation.

Council: shall mean the University Council as constituted in accordance with section 9 of the UNAM Act (Act 18 of 1992).

Directorate of Students Affairs: shall mean the office responsible for the welfare of students and their governance.

Disciplinary Hearings: shall mean the process where both parties present their case(s) about the matter to the chairperson of the disciplinary hearing and the committee members.

Misconduct: shall mean any act or omission by a student which contravenes this constitution, UNAM rules, regulations, policies and procedures.

Quorum: shall mean the minimum number of persons required to allow the meeting to make legally enforceable decisions.

SRC Constitution: shall mean the constitution of the Students' Representative Council of the University of Namibia, as approved by the University Council.

Student disciplinary committee: shall mean the committee which has inherent jurisdiction over all forms of misconduct by the university students.

Student Disciplinary Policy and Procedure: shall mean the policy that regulates student discipline at the university.

Student Parliament: means the University of Namibia student parliament and shall be deemed to include any committee or sub-committee thereof.

Student Representative Council: shall mean the Student Representative Council of the university established in terms of section 15 of the University of Namibia Act, Act 18 of 1992

University Community: shall mean all students, academic and professional support staff members of the university.

University of Namibia; shall mean the University of Namibia constituted in terms of the University of Namibia Act, (Act 18 of 1992), which included all campuses and colleges established there under.

University Student: shall mean a person registered for a Senate-approved qualification at the University of Namibia whether full-time or part-time, distance, online and face-to-face.

Vice-Chancellor: shall mean a person appointed as Vice-Chancellor of the University of Namibia in terms of Section 7 (2) of the UNAM Act.

3. PURPOSE

- (1) The purpose of this constitution is to provide for a structure and procedure for student governance at the University of Namibia and other matters as provided for in terms of Section 15 (3) of the UNAM Act.

4. FOUNDING PRINCIPLES

- (1) The Student Representative Council (SRC) draws its existence and mandate from Section 15 of the UNAM Act and Statutes.
- (2) The SRC recognises the authority of the University Council and is bound by the Council's Policies, Procedures, Regulations and Resolutions.
- (3) The SRC shall support the Council in order to achieve the objectives of good student governance.
- (4) The University should create an enabling environment to facilitate the furtherance of the objectives and goals of the SRC.
- (5) The SRC and the relevant officers at the University shall cooperate in order to achieve the strategic objectives of the University.
- (6) The SRC is committed to:
 - a) uphold, respect, and promote the values and principles of the Constitution of the Republic of Namibia and the rights contained in the Bill of Rights.
 - b) provide a democratic, transparent, effective, accountable, and coherent student leadership.
 - c) create and sustain an enabling academic environment and vibrant student community striving for excellence, tolerance, and respect for diversity.
 - d) recognize and address the injustices of the past by advancing the interest of the students.
 - e) the principle of academic freedom and the autonomy of institutions of higher learning.
 - f) promote a conducive environment for intellectual exchange, research, self-development and academic excellence.
 - g) create and advance excellent education for all.
 - h) pursue the fulfilment of economic, social, cultural and political interests of the academic community.
 - i) ensure social accountability and the responsibility of the academic community to enhance a conducive, progressive and vibrant society.
 - j) resolve to guarantee lasting respect for the Namibian Constitution and to enforce and uphold the rule of law among students and all campuses alike;

CHAPTER 1

GOVERNING BODIES

5. STUDENT REPRESENTATIVE COUNCIL

Article 1 Status

- (1) This constitution is the governing law when dealing with student leadership matters.
- (2) The Student Representative Council consist of the following structures.
 - (a) Congress
 - (b) Campus General Student Assemblies
 - (c) Campus Student Parliaments
 - (d) Campus Councils

Article 2 Name

There shall be a Student Representative Council (SRC), which shall be the representatives of the UNAM student populace.

Article 3 Aims and Objectives

- (1) The SRC shall:
 - a) Represent students both individually and collectively.
 - b) Create opportunities for the advancement of academic, social, cultural, political, religious and sports activities among its students.
 - c) Foster links of solidarity, cooperation and communication with other student bodies having similar principles to those of the UNAM's SRC, both nationally and internationally.
 - d) Organise and unify students as one entity across UNAM campuses.
 - e) Campaign and provide for equal opportunities for all UNAM students regardless but not limited to, nationality, gender, disability or economic status.
 - f) Embrace the vision, mission, and strategic plan of the University of Namibia through, amongst other things, the development of plans and the achievement of goals.
 - g) Promote the understanding, respect, and protection of the UNAM rules, regulations, and applicable laws amongst the SRC.
 - h) Represent the interests of the student community with humility, integrity, excellence, and earnestness, whilst maintaining high standards of academic excellence and without prejudice to the good name and reputation of UNAM.
 - i) Promote maximum transparency and accountability in respect to all SRC structures.
 - j) Support and advance a positive relationship between students, management, staff members and external stakeholders.
 - k) To acknowledge our duties to maintain a key responsibility in the working of the Institution and to accurately represent the unique dynamics of the University.

Article 4 Logo of the SRC

- (1) The logo of the SRC shall include the University logo with the words University of Namibia and, beneath that, the words "Student Representative Council", and the

numerals of the substantive year for which the SRC is in office shall be superimposed. (See schedule 1 and 2.)

- (2) Any proposed changes to the logo must be done in consultation with the Directorate: Corporate Engagement and International Relations.

Article 5 Powers and Duties of the SRC

The SRC shall:

- (1) Be the umbrella name of the entire student leadership body.
- (2) Represent the student body on structures or fora such as:
 - a) The University Council
 - b) The University Senate
 - c) University committee's
 - d) National and international student bodies/fora
 - e) General public fora
 - f) Any structure of the University that makes provision for student representation.
- (3) In consultation with the DSA, initiate and formulate administrative policies for the student body in accordance with applicable UNAM rules and regulations.
- (4) Make Submission of year plans to the Campus Student Parliament (CSP), Campus General Student Assembly (CGSA) and/or Congress and DSA for noting and approval.
- (5) Convene the CGSA and Congress and summon and conduct general meetings of students and other meetings of the student body.
- (6) Control, maintain and administer properties entrusted to the student body.
- (7) Facilitate implementation of decisions of the Congress, CGSA, or CSP.
- (8) Keep and publish proper annual financial and administrative records.
- (9) Ensure a positive image of the University, by carrying out its business bona fide.
- (10) Affiliate to recognized and accredited student bodies and organisations outside the University.
- (11) Respect and uphold the rules and regulations of the University and applicable laws.
- (12) Constitute an SRC Disciplinary Board in order to exercise the powers conferred on it by the Student Disciplinary Code.
- (13) Conduct its affairs in an exemplary manner.

Article 6 Rules and Internal Procedures

There are three main points that can be raised during an SRC meeting:

- (1) A point of order if there has been a transgression of the rules and procedures governing the conduct of SRCs.
- (2) A point of information to seek for clarity and
- (3) A point of personal privilege to be momentarily excused from the meeting due to an emergency or urgent matter that such an SRC member needs to attend to.

Article 7 Functions and Meeting Procedures of Campus Parliament, Campus Councils and their respective committees

- (1) There shall be at least two (2) ordinary meetings per semester with the exception of Congress and CGSA which shall have only two meetings each for the academic year.
- (2) There shall be at least five (5) working days' notice of the date, time, and venue of such a meeting, with disclosure of an agenda unless otherwise provided for by this constitution or any by-laws made under this constitution.
- (3) The quorum of the meetings shall be one half of the members holding office at the time of the meeting.
- (4) The minutes of the meetings must be circulated within seven (7) days after a scheduled meeting.

6. CONGRESS

Article 8 Name

There shall be a Congress to serve as the highest decision-making organ of the SRC and as the link between all the UNAM student bodies.

Article 9 Powers and Duties of the Congress

- (1) The Congress shall be the highest decision-making body of the SRC and shall have the power to:
 - a) Consider and approve budgets and financial reports or statements from the SRC Executive.
 - b) Request from the SRC Executive, reports of activities and plans of action from all campuses and other bodies established by this Constitution.
 - c) Formulate long-term student policies, in consultation with the DSA, and recommend them for approval by UNAM management or Council.
 - d) Consider and note the minutes of all CC, CGSA and CSP meetings.
 - e) Approve its rules and procedures in line with this Constitution.
 - f) Consider and endorse proposed amendments to the Constitution for approval by the UNAM Council.
 - g) The Congress Executives may invite not more than 10 persons in an advisory capacity.
- (2) There shall be a minimum of two Congress meetings held per academic year.
- (3) The responsibility of interpretation of the terms of this constitution or any matter arising in connection therewith shall be vested in the Congress Executives which on such an issue shall decide by means of two thirds (2/3) majority and its decision shall be final and binding to all the SRC structures.

Article 10 Composition of the Congress

- (1) The SRC President who shall by virtue of his/her office be the Convener.
- (2) All SRC members that hold Executive portfolios at each campus.
- (3) Speaker of Student Parliament from each campus.
- (4) Anybody appointed in terms of Article 9 (1) (g), shall have no voting right.

Article 11 Executives of the Congress

- (1) The following members of the Congress shall constitute the executive committee of the Congress.
 - a) The President
 - b) One Deputy President
 - c) One Secretary General

- d) One Secretary for Finance
 - e) One Secretary for Academic Affairs
 - f) One Speaker of the Student Parliament
- (2) The executives of the Congress shall be elected at the first congress meeting of the year.

Article 12 Functions of the Congress Executives

(1) The President Shall:

- a) Be the Chief Executive Officer of the SRC and shall supervise the general affairs of the SRC office bearers at all campuses.
- b) Be the convener of the Congress.
- c) Represents the SRC on the University Council and Senate.
- d) Have a casting vote in Congress.
- e) Be co-signatory to all official documents including financial documents.
- f) Together with the congress executives monitor the scorecards of all the SRCs.

(2) The Deputy President shall:

- a) Co-ordinate the reporting by campuses' Vice Presidents to Congress on activities and action plans.
- b) Carry out any other duties as reasonably assigned to him/her by the President or the Congress.

(3) The Secretary General shall.

- a) Be the Chief Administrative Officer for the SRC Congress
- b) Take minutes or cause to be taken of all congress meetings including the meetings of congress executives.
- c) Circulate such minutes to all members of the congress within seven days after the meeting.
- d) Prepare the agenda of all congress meetings.
- e) Coordinate the availing of minutes of the SRC/CGSA meetings to the congress by campuses Secretary Generals.
- f) Keep records of all Congress documents.
- g) Be responsible for press statements in consultation with the congress executives.
- h) Act in the absence of both the President and Deputy President.

(4) The Secretary for Finance shall.

- a) Keep all financial records and books entrusted to the Congress.
- b) Co-ordinate the reporting by campuses' Secretaries for Finance on budget (income Expenditure)
- c) Originate all financial documents in respect of the budget allocated to Congress.
- d) Prepare and present the annual financial report to the Congress in consultation with the campus's Secretaries for Finance.
- e) Oversee all properties of the SRC.

(5) The Secretary for Academic Affairs shall:

- a) Advise the Congress Executives/Congress on the academic issues.
- b) Co-ordinate the reporting by the campuses' Secretary for Academic Affairs on specific issues when necessary.
- c) Represent the SRC on relevant University bodies.

(6) The Speaker of the Student Parliament Shall:

- a) Be the advisor of the Congress Executives/Congress on policy issues of the University.
- b) Co-ordinate the reporting by campuses 'Speakers of CSP'.
- c) Initiate the process to review and amend the SRC Constitution, by-laws or any other relevant documents to the SRC as may be necessary.

Article 13 The Meetings of the Congress Executives

The meetings of the Congress Executives shall be held in accordance with the following provisions:

- (1) Any member of the Congress Executive who absents himself or herself without such absence being condoned by the members present at the meeting shall be deemed to have been absent with no valid reason.
- (2) The Decisions of the Congress Executives are bidding to the entire SRC structure, and such decisions can only be reversed by a duly constituted Congress.
- (3) There shall be at least two meetings of the Congress Executives per academic year.

7. CAMPUS GENERAL STUDENT ASSEMBLY (CGSA)

Article 14 Name

- (1) There shall be a Campus General Students Assembly (CGSA) at each campus which shall serve as the highest decision-making organ at each campus.
- (2) A quorum of not less than 10% of registered students must be met.
- (3) If this quorum is not met, such gathering shall become null and void, and in the absence of the CGSA, the CSP shall become the highest decision-making body.

Article 15 Membership

- (1) The CGSA shall be composed of three types of membership.
 - a) Full membership
 - b) Extended membership
 - c) Honorary membership

Article 16 Powers and Functions of the CGSA

- (1) The CGSA may exercise the following powers and duties.
 - a) Reviewing and/or approval and/or adoption of plans of action or recommendations presented to it by the Student Parliament and CC.
 - b) To move a motion for the removal of a CC member from office and upon acceptance of such motion by two-thirds (2/3) such CC member shall be deemed to have been removed.
 - c) Request the CC to convene the CGSA where necessary.
 - d) Submit agenda points for the CGSA.
 - e) Deliberate on any matter that affects the welfare of all registered students.

Article 17 Qualifications for Membership.

- (1) Full membership shall be granted to all registered students at UNAM.
- (2) Extended membership may be open to the following categories after the completion of a form:
 - a) Namibian students at other institutions of higher learning both inside and outside the country.
 - b) Alumni's'.
 - c) Staff members of UNAM
- (3) Honorary Membership shall be awarded to:
 - a) Any former full /extended member whose activities promoted the aims of the University.
 - b) Any person(s) that the Campus Council (CC) in consultation with the CSP identify and find him or her fit to provide quality guidance to the campus leadership.

Article 18 Rights, Privileges and Duties of the Members of the GSA

- (1) Every Member of the CGSA shall:
 - a) Have the right to participate in the activities of the CGSA.
 - b) Honour and uphold the SRC Constitution.
 - c) Carry out tasks assigned to him/her by CGSA or any structure of the SRC.
 - d) Endeavour to uphold the policies and programs of the CGSA.
 - e) Have the right to propose, second or vote for motions at the General Student Assembly.
- (2) Subject to the by-laws, full members shall have the right to:
 - a) Nominate, vote and be voted for in the general CC, CC sub-committees and CSP Standing Committees' elections.
- (3) Extended and Honorary members shall:
 - a) Be accorded the privilege of attending CGSA meetings in an advisory and/or observatory capacity and shall not have any voting rights.
 - b) Have the right to receive publications of the CC and/or CGSA.

8. THE CAMPUS STUDENT PARLIAMENT

Article 19 Establishment of a Campus Student Parliament

- (1) There shall be a Campus Student Parliament (CSP) at each campus which shall serve as the highest decision-making organ at each campus in the absence of CGSA.

Article 20 Office bearers of the CSP.

- (1) The CSP shall be administered by the Legislative Executives elected in CSP and such Executive shall consist of:
 - a) The Speaker, and
 - b) The Executive Secretary.

Article 21 Powers and Functions of Student Parliament:

- (1) The CSP may exercise the following powers and functions:
 - a) Presenting to the CGSA a motion of vote of no confidence in a particular member of the CC.
 - b) To suspend and/or expel any member subject to the CSP by-laws.

- c) To request all minutes of all meetings of the CGSA, CC and/or Congress when necessary.
- d) To appoint Standing committees of the CSP.

Article 22 Decisions of the Campus Student Parliament

- (1) A decision of the CSP shall be taken by a simple majority of votes of the elected members present at that meeting.
- (2) Decisions of CSP shall be binding upon all members of Parliament.
- (3) All decisions of CSP meetings must, as far as practically possible, be implemented before the following meeting of the CSP and feedback on the implementation must be given.
- (4) It is the duty of the Parliament Executives to follow up and ensure the implementation of the resolutions taken at CSP.

Article 23 Powers and Functions of the Parliamentary Executives:

- (1) **The speaker of the CSP shall:**
 - a) Be the Chairperson of the Legal Committee.
 - b) Together with the Student Leadership Development Officer, create and manage the scorecards for the legislative organ.
 - c) Convene and preside over all the student parliament sessions.
 - d) Ensure that at least two (2) ordinary CSP meetings are held per semester.
 - e) To preside over meetings of CSP impartially and in such a manner as to promote orderly and democratic debate.
 - f) A member of all CSP committees and forums.
 - g) May attend CC meetings by invitation.
 - h) Advise the CC on legal and policy matters.
- (2) **The Executive Secretary of CSP shall:**
 - a) Be the chief administrator of the CSP.
 - b) Maintain internal communication within the CSP.
 - c) Constitute a meeting within one week of the election with the speaker of the student parliament in which they come up with the legislative strategic plan based on their year plans and or manifesto.
 - d) In conjunction with the Speaker, set up all CSP order papers and meetings.
 - e) Maintain official channels of communication with the CC.
 - f) Ensure minute taking of all meetings associated with CSP for record keeping and such minutes made available to members of parliament within seven (7) days.
 - g) Update, safe keep, and make records, policies and other documents of CSP and all its structures available.
 - h) Receive apologies from CSP members who cannot attend the sessions.
 - i) Circulate notices and agendas of all CSP sessions at least two weeks before a CSP ordinary session.
 - j) Manage the affairs of CSP in the absence of the Speaker.

9. THE CAMPUS COUNCILS

Article 24 Composition of the Campus Council

- (1) The CC shall be comprised of executive and non-executive portfolios.
- (2) The CC organ shall be comprised as follows:

Executive Portfolio(s):

- a) The Vice President on each campus.
- b) The Secretary General on each campus.
- c) The Secretary for Finance on each campus and
- d) The Secretary for Academic Affairs on each campus.

Non-Executive Portfolio(s)

- e) The Secretary for Internal Affairs.
- f) The Secretary for External Affairs.
- g) The Secretary for Information and Publicity.
- h) The Secretary for Recreation.
- i) The Secretary for Community Development and Gender Affairs.
- j) The Representative for Culture.
- k) The Representative for Sports.
- l) The Representative for Accommodation.

(3) Campus Council Sub Committee Representatives

- a) The Secretary for Academic Affairs.
- b) The Representative for Culture.
- c) The Representative for Sport.
- d) The Representative for Accommodation.

Article 25 Functions of the Campus Councils

(1) The Vice President(s) shall:

- a) Act as president(s) at their respective campuses and shall supervise the affairs of the CC office bearers at their respective campus.
- b) Co-ordinate the other portfolios within the CC.
- c) Be the Convener of CC meetings.

(2) The Secretary General shall:

- (a) Be the Chief Administrative Officer of the CC and amongst other matters this means overseeing the day-to-day operations of the CC, the overall performance of the CC, setting goals and aims for the CC, ensuring compliance with the rules and procedures governing student leadership, etc.
- (b) Together with the Student Leadership and Development Officer (SLDO) and the Vice President the Secretary General shall create and manage scorecards for each portfolio.
- (c) Be responsible for the handling of all correspondence. Prepare agendas for the CC meetings.
- (d) Keep proper records of all minutes of the CC meetings and the CGSA. Publish minutes of all CGSA meetings on notice boards within seven (7) days after the CGSA.
- (e) Be responsible for press statements in consultation with the SRC President.

- (f) Together with the Vice President ensure that the strategic and operational aims and objectives of the SRC are met.
- (g) Act in the absence of the Vice President.
- (h) Within one week after the election the Secretary General shall call a meeting with all the council members, in which meeting the council members shall create a strategic plan for the following year which plans shall inform the contents of the scorecards.

(3) The Secretary for Finance shall:

- a) Keep all financial records and books entrusted to the CC.
- b) Originate all financial documents of the CC.
- c) Prepare and present annual financial reports on behalf of the Finance Committee to the CSP and the CGSA
- d) Be responsible for the formulation, negotiation and implementation of the CC projects and programs.
- e) Attend to student financial issues concerning the University.
- f) Oversee all properties of the CC.
- g) Be the Chairperson of the Finance Committee.

(4) The Secretary for Academic Affairs shall:

- a) Represent the academic interests of all students on the particular campus.
- b) Be chairperson of the Campus Academic Committee.
- c) Attend to all academic matters in consultation with members of the CAC.
- d) Initiate activities that are aimed at promoting academic excellence.

(5) The Secretary for Information and Publicity shall:

- a) Be the chairperson of the Media Committee.
- b) Propagate, defend and articulate policies of the SRC.
- c) Be responsible for gathering, analysing, publishing, and disseminating information to all students on the particular campus.
- d) Initiate forums and programs aimed at stimulating intellectual inquiry, debate, and research.

(6) The Secretary for External Affairs shall:

- a) Promote and establish links with other Institutions of Higher Education within and outside Namibia.
- b) Establish channels of communication between the CC and national, regional, and international student and/or youth bodies
- c) Attend to all international affairs of students on the campus.

(7) The Secretary for Internal Affairs shall:

- a) Attend to all issues that affect the general welfare of students.
- b) Liaise with departments responsible for all student support services.
- c) Be responsible for initiating programs aimed at the social and economic well-being of students.

(8) The Secretary for Recreation shall:

- a) Promote and create a conducive recreational environment on the particular campus.
- b) Be the chairperson of the Recreation Committee on a particular campus.
- c) Present on behalf of the Recreational Committee, the annual Campus Recreational Program to the CSP.

(9) The Secretary for Community Development and Gender Affairs shall:

- a) Promote and extend developmental assistance to needy communities.
- b) Initiates fundraising campaigns for needy students.
- c) Liaise with and promote cooperation with national and international developmental agencies.
- d) Organize workshops and seminars that will encourage students 'participation in issues relating to community upliftment.
- e) Promote equality and deal with issues that are related but not limited to gender, disability, and health on campus.
- f) Promote issues of social and mental health and well-being of students.
- g) Be the chairperson of the Community Development and Gender Affairs committee on a particular campus.

(10) The Representative for Sport shall:

- a) Promote sports activities.
- b) Be the chairperson of the Sports Committee on a particular campus.
- c) Promote sports links with various institutions.
- d) Register all approved sports clubs.

(11) The Representative for Culture shall:

- a) Be the Chairperson of the Societies and/or Cultural Committee on a particular campus.
- b) Be responsible for organizing cultural activities.
- c) Advise the SRC on cultural matters.
- d) Register all approved societies.
- e) Be responsible for the promotion of national and international cultural exchange programs.

CHAPTER 2

TERM OF OFFICE

10. STUDENT ELECTIONS

Article 26 The Electoral Commission

- (1) The Electoral Commission shall comprise of the following:
 - a) The Chief Electoral Commissioner.
 - b) The Deputy Chief Electoral Commissioner.
 - c) Five members of each campus student populace shall be elected by the CSP in the absence of CGSA to serve for one (1) year, only.

Article 27 Powers and Duties of the Electoral Commission

- (1) The Electoral Commission shall:
 - a) Conduct and supervise all the elections of the student body structures such as SRC, CSP, Housing Committee (HC) and School Campus Academic Committees (CAC) elections as well as attend to all other electoral matters of the SRC for the academic year.
 - b) Be responsible for polling results.
 - c) Submit reports on the conduct and results of all student body elections.
 - d) The DSA shall appoint the Chief and Deputy Chief Electoral Commissioners.
 - e) One of the electoral commissioners elected in terms of Article 26(c) above shall serve as the chairperson of the Student Leaders Disciplinary Tribunal on a rotational basis.
 - f) The CGSA shall nominate the Student Electoral Commission members for approval by the DSA.

Article 28 Types of Elections

- (1) There shall be five types of elections.
 - a) Presidential Elections
 - b) General Elections for:
 - c) SRC Sub-Committees
 - d) Representatives on CCs elected from CC Sub-Committees
 - e) By-elections
- (2) The procedure and manner of voting shall be governed by the by-laws passed under this Constitution.

11. SRC VACANCIES, TENURE AND TERMS OF OFFICE

Article 29 Vacancy

- (1) Should a vacancy occur within the first three months in office the chief electoral commissioner shall cause an election to happen within a period not more than two weeks after the vacancy has occurred.
- (2) Should the vacancy occur after the closing of by-elections, any persons from amongst the members of the current CSP may be appointed at least two weeks immediately after the vacancy has occurred to act in that capacity.
- (3) The appointment of the persons referred to in Sub-article (2) above shall be done by a simple majority vote of the CSP members present at the meeting.

Article 30 Referenda

- (1) The Electoral Commission may hold a referendum when necessary and/or upon the request of CGSA or CSP of the particular campus.
- (2) Procedure and manner of conducting the referendums shall be governed by the by-laws passed under this Constitution.

Article 31 Tenure and Terms of office of the SRC

- (1) The term of office for SRC members shall be one (1) year from the 1st of January to the 31st of December, subject to paragraph (2) below.
- (2) All members of the SRC shall only serve two (2) terms per portfolio and a maximum of 3 terms collectively.
- (3) An SRC member shall cease to hold office if:
 - a) He/she ceases to be a registered student.
 - b) A vote of no confidence is passed against him/her for violating any part/section of this Constitution and by-laws.
 - c) He/she tenders his/her resignation in writing after he/she has issued a notice of resignation one week prior to such resignation to the Student Leadership and Development Officer, who shall notify the Secretary General and the Executive Secretary of such resignation.
 - d) He/she is found guilty of, fraudulent and/or criminal activities as stipulated in the UNAM Student Code of Conduct, this Constitution, or any other applicable laws.
 - e) He/she fails to attend three meetings of the SRC including student parliament, whether consecutive or not, without prior written notice and/or acceptable reason(s).
 - f) Fails to submit written semester and year reports acceptable to the SRC and the Speaker of the Student Parliament.
- (4) Any person(s) expelled from the SRC by way of a vote of no confidence or due to a violation of sub-article (3) above, shall not be eligible to be elected to the SRC, a SRC sub-committee or any other student leadership position(s) thereafter.

Article 32 Transition of leadership

- (1) The outgoing SRC members must be responsible for handing over and familiarising the incoming SRC with their new portfolios and functions.
- (2) The outgoing SRC should provide a detailed report outlining the successes, challenges and recommendations of each portfolio to the incoming SRC.
- (3) The decisions passed by the previous council shall be binding on the newly elected council until set aside by a simple majority of the new council members.
- (4) At the beginning of the new academic year the outgoing SRC President should arrange for the incoming Congress Executives to meet key staff and students.
- (5) Where possible, the incoming SRC shall shadow the outgoing SRC in the various committees until the end of the academic term.

CHAPTER 3

STUDENT REPRESENTATIVE COUNCIL COMMITTEES

12. CAMPUS STUDENT PARLIAMENT COMMITTEES

Article 33 Campus Student Parliament Standing Committees

- (1) There shall be:
- a) The Finance committee
 - b) The Legal committee
 - c) The Media committee
 - d) The Recreation Committee
 - e) The Community Development and Gender Affairs Committee

Article 34 Composition and Function of the Finance Committee

- (1) The Finance committee shall be composed of the following:
- a) The secretary for Finance, who shall be the chairperson.
 - b) Representative for Sports
 - c) Representative for Culture
 - d) Secretary for Recreation
 - e) Three members elected by the CSP.
- (2) The functions of the finance committee shall be to:
- a) Receive regular accounts, financial reports, and estimates of income and expenditure from all SRC committees, CSP, clubs and societies funded by the SRC.
 - b) Present at the first general student assembly of the first semester of every year the audited accounts and the balance sheet of the previous financial year.
 - c) Present an account of the CC's and CSP's financial position at least once every semester.
 - d) Approve and verify estimates of income and expenditure from all CC and CSP committees.

Article 35 The Composition and Function of the Legal Committee

- (1) The Legal Committee shall be composed of the following.
- a) The speaker of CSP, who shall be the chairperson.
 - b) The Vice President
 - c) The Secretary for Finance
 - d) The Secretary for Academic Affairs
 - e) The Secretary General
 - f) Three members elected by the CSP.
- (2) The Functions of the Legal Committee shall be to:
- a) Be the official legal advisory organ to the CSP in all legal matters.
 - b) Review reports or issues referred to the committee by CSP and its sub-structures.
 - c) Oversee adherence to laws, regulations and policies of the university governing the conduct of student leaders.

- d) Should the committee find that there has been an infringement or violation of the laws, regulations and policies mentioned in sub-article (c) above, the committee shall refer the infringing person/persons to the Student Leadership Disciplinary Tribunal.
- e) Regularly review the performances of SRCs in line with their performance agreements.
- f) It is not the duty of the Committee or its members, individually or collectively, to ensure adherence to laws, regulations and policies; to represent the University in legal matters; to provide legal advice; to perform the legal or compliance functions of the University; to conduct legal or other investigations; to initiate or defend litigation.

Article 33 Functions and Composition of the Media Committee

- (1) The Media Committee shall be composed of the following.
 - a) The Secretary for Information and Publicity, who shall be the chairperson of the Media Committee.
 - b) Three students elected to CSP.
- (2) The functions of the Media Committee shall be to.
 - a) Be responsible for the coordination of all campus publications.
 - b) Foster relations with external Media stakeholders.
 - c) Publish regular newsletters.
 - d) Facilitate the Campus's online presence across various platforms.
 - e) Ensure where possible that all CSP sessions and the CGSA are live streamed on all the campus social media platforms.
 - f) Provide media support for the events organized by the SRC.
 - g) Provide media documentation of all SRC events.
 - h) Develop communication plans and programs aimed at achieving the objectives of the committee.

Article 34 Composition and Function of the Recreation Committee

- (1) The Recreation Committee shall be composed of the following.
 - a) The secretary for Recreation, who shall be the chairperson of the committee.
 - b) The secretary for Finance.
 - c) The representative for accommodation.
 - d) Three students elected by the CSP.
- (2) The functions of the Recreation Committee shall be to:
 - a) Be the official advisory organ to the SRC on all recreation-related matters.
 - b) Prepare budgetary estimates of expenditure for the promotion of the committees.
 - c) Oversee all fund-raising activities and submit all the proceeds to the Finance Committee of the CSP.
 - d) Be responsible for the general entertainment of students.
 - e) Be responsible for activities of recreation and regulate the recreational facilities on campus.

Article 35 Composition and Powers of the Community Development and Gender Affairs Committee

- (1) The Community Development and Gender Affairs Committee shall be composed of the following.
 - a) The Secretary for community development and gender affairs, who shall be the chairperson of the committee.
 - b) The representative for accommodation.
 - c) Three students elected in CSP of which one of the three students should preferably be a differently abled student.

- (2) The Functions of the Community Development and Gender Affairs Committee shall be to.
 - a) Develop at least one program aimed at empowering disadvantaged communities.
 - b) Develop and run campaigns to promote and address health-related issues of students, and the educational needs of students.
 - c) Provide input and recommendations on matters pertaining to community development and or gender affairs.
 - d) Foster relationships with external parties to uplift the socio-economic conditions of students.

13. CAMPUS COUNCIL COMMITTEES

Article 36 Campus Council Committees

- (1) There shall be:
 - a) The Campus Academic Committee.
 - b) The Campus Housing Committee.
 - c) The Campus Sports Committee, and
 - d) The Campus Societies and/or Cultural Committees

- (2) The powers and composition of the Campus Council committees shall be determined by the bylaws established in terms of Article 46.

CHAPTER 4

STUDENT LEADERS' PERFORMANCE AND DISCIPLINE

14. STUDENT LEADERS' PERFORMANCE MANAGEMENT AND REVIEWS

Article 37 Performance Agreements

- (1) All elected SRC members shall sign a performance agreement with the SRC President, and the SRC President shall sign with the Assistant Director responsible for student services.
- (2) The performance agreements shall serve as substantial evidence for the failure on the part of an SRC in executing his/her mandate as per the constitution. Therefore, the violation of the agreement shall constitute sufficient grounds for a disciplinary hearing or vote of no confidence against the infringing SRC member.
- (3) The performance agreements should include provisions to the effect that:
 - (a) if the SRC member fails to attend three consecutive meetings without a valid reason.
 - (b) fail in their office-specific duties.
 - (c) fail to advance the overall agenda and goals of the CC.
 - (d) fails to meet their targets and goals as per their scorecards.
 - (e) failed to submit acceptable monthly and or semester reports to the CC and or the speaker of the CSP.
- (4) It shall constitute a failure to execute their mandate as prescribed by the constitution and qualify for an automatic expulsion from the SRC, subject to a fair hearing. Notwithstanding anything contained in Sub–Article (2) above.
- (5) Scorecards will be used to monitor the performance of each SRC member, and they shall consist of the following points:
 - (a) Goals and targets for the respective portfolio as per their year plan and or manifesto.
 - (b) Timelines within which those goals should be achieved.
 - (c) A bi-monthly reporting cycle to track the progress of each SRC member.

15. STUDENT LEADERS' DISCIPLINE

Article 38 Student Leaders Disciplinary Tribunal

- (1) The Student Leaders Disciplinary Tribunal shall consist of:
 - a) An independent member who shall come from one of the electoral commissioners elected through article 26(c) above who shall serve as the chairperson of the committee.
 - b) The Speaker of CSP.
 - c) The Vice President.
 - d) Any two (2) members elected by CSP on an ad-hoc basis.
- (2) The tribunal shall be chaired by the electoral commissioner, elected from the five (5) student electoral commissioners at each campus, who shall serve on an ad-hoc basis.
- (3) The same electoral commissioner cannot chair the tribunal on two consecutive hearings.

Article 39 Powers and Functions of the Student Leaders Disciplinary Tribunal

- (1) The tribunal is empowered, after convicting a member of the SRC of misconduct, to impose one or more of the following punishments.

- a) Exclusion from participation in SRC functions or facilities for a period not exceeding one month.
- b) The suspension of a student leader for a period not exceeding two months
- c) Instituting a vote of no confidence against the convicted student leader in the CSP.
- d) Making a recommendation to the DSA for the suspension of the remission of tuition fees accrued to the convicted student leader in terms of Article 45 below.
- e) The suspension of the remission of tuition fees mentioned in sub article (d) above, shall be a last resort where other measures mentioned herein have failed and or are deemed to be ineffective by the tribunal.
- f) The Student Leaders Disciplinary Tribunal through the DSA shall make written recommendations to the Vice-Chancellor to declare any 'unruly' student leader as a "hostile" student leader.
- g) Refer a matter to the relevant student disciplinary committee established in terms of the Regulations on the UNAM Committee System.

Article 40 Quorum of the Disciplinary Tribunal

- (1) At least three voting members shall form the quorum throughout, provided that those who have started with a hearing must remain present throughout.

Article 41 Case Records and Reports

- (1) A case record must be written for every hearing before the tribunal.
- (2) The case record shall contain the following information.
 - a) Student Leaders Disciplinary Tribunal (list of members present)
 - b) Accused(s): name, address and student number.
 - c) The charge in terms of this Constitution.
 - d) The date of hearing.
 - e) The accused(s) plea to the charge.
 - f) The verdict.
 - g) The signatures of those listed.
 - h) The date that the case record is signed.

Article 42 Conduct of Student Leaders and Misconduct

(1) Misconduct

The following actions, but not limited to, will be deemed as a misconduct:

- a) Conduct aimed at destroying or tarnishing the name and/or integrity of the SRC, its members and personnel.
- b) Sabotaging the activities and programmes of the SRC or doing anything that in any manner impedes the proper functioning or effectiveness of the council.
- c) Breeding factionalism or embarking on any activity that threatens or creates division within and/or amongst the ranks of the SRC.
- d) Intentional and wrongful usage of an authorized signature for any unapproved purpose and/or personal gain.
- e) Threatening or using an SRC office without a mandated reason, to pose a threat to the person of another, with intent to compel or induce such person to do or abstain from doing any act or to assume or to abandon a particular perspective in the council.

- f) Any wilful and unlawful misrepresentation, which has the potential to prejudice members and/or the SRC.
- g) Any such conduct which may be deemed by the SRC to be inimical to the missions, objectives and visions of the SRC.
- h) All student leaders shall conduct themselves in an exemplary manner and shall uphold the SRC Constitution and relevant by-laws, any violations of the provisions of the SRC Constitution and relevant by-laws shall constitute an offence capable of being heard in the Student Leader's Disciplinary Tribunal.
- i) Violation of UNAM policies, rules and regulations shall be a punishable offence in terms of the UNAM policies, rules and regulations governing students.

Article 43 Disciplinary Process

- (1) Complaints or accusations against a student leader in terms of Article 42 shall be lodged in writing, signed by the complainant, and submitted to the Student Leaders Disciplinary Tribunal before formal charges are laid against the student leader.

CHAPTER 5

STUDENT REPRESENTATIVE COUNCIL FINANCIAL MATTERS

16. SRC FUNDING

Article 44 Sources of Income for the SRC

- (1) The sources of income for the SRC shall be.
 - a) Allocations as per students' contributions and/or all subsidies as may be appropriated to the SRC by the university committee dealing with the allocation of finances.
 - b) Any other funds acquired by the SRC.
 - c) Income generated from entrepreneurial engagements by any SRC structure.

- (2) The budget.
 - a) The expenditure of funds within the approved budgets allocated to SRC structures shall be administered as stipulated in the procedural manual by the University Administration in consultation with the DSA and SRC of the respective campus.
 - b) A set of financial records relative to the SRC will be maintained using generally accepted accounting principles and such records shall be safely kept by the Secretary for Finance who should avail them for inspection upon request by CGSA or CSP.

17. REMUNERATION OF THE STUDENT LEADERS.

Article 45 Remission of fees for SRC members and other student leaders

- (1) All student leaders shall qualify for remission of tuition and/or hostel fees as determined by the university's committee dealing with finances.

CHAPTER 6

GOVERNING LAWS AND ADMINISTRATIVE PROCEDURES

18. BY-LAWS

Article 46 Campus By-Laws

- (1) The Student Parliament for each campus shall create by-laws to govern operational matters and any business incidental to the SRC matters of each campus to be approved by DSA.

19. SRC CONSTITUTION

Article 47 Amendment of the Constitution

- (1) The SRC Constitution shall be amended by the submission of a proposal signed by not less than 10% of the registered students of each campus.
- (2) Such proposal shall be submitted to each campus SRC for onward submission to the CGSA of each campus.
- (3) Any proposed amendment shall be considered by the SRC Congress and if accepted by 2/3 majority of congress such proposal shall be submitted to the UNAM Council for approval.

Article 48 Short Title

- (1) This short title shall be called the SRC Constitution.

Article 49 The Office of the Directorate of Student Affairs (DSA)

- (1) The DSA shall provide administrative assistance and support in the planning, coordination, and implementation of approved SRC programs.
- (2) The office of DSA shall exercise the following powers and duties.
 - a) Disapprove, in writing, projects proposed by student leaders if such projects are contrary to the mandate of the SRC.
 - b) Review the criteria's for the registration of clubs and society as set by the CC
 - c) If the need arises and Subject to the approval of the Congress executives, DSA may propose an extraordinary congress meeting.
 - d) Receive complaints from students in terms of Article 44 above.
 - e) Make a written recommendation to the Vice-Chancellor for the dissolution of the SRC, following the principles of fair administration of justice.

Article 50 Office of the Vice-Chancellor

- (1) Nothing in this Constitution shall prohibit the Vice-Chancellor from exercising his/her powers under the UNAM Act, or any UNAM statutes or regulations.
- (2) Subject to the powers conferred on the Vice-Chancellor in terms of any laws of UNAM, the Vice-Chancellor may exercise the following power:
 - a) To call for an extraordinary Congress meeting in terms of this constitution.
 - b) To task the SRC to investigate important student issues across all campuses.
 - c) To declare any student leader as a "hostile" student leader and have such a student leader removed from his/her position.
 - d) To suspend or expel a member of the SRC from the University in terms of the UNAM rules and regulations or any other applicable law.
 - e) To dissolve the SRC on the recommendation, and approval, of the Council.

SCHEDULE 1

Primary Logo



UNAM
UNIVERSITY OF NAMIBIA

*Student Representative
Council*

SCHEDULE 2

Secondary Logo

