

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



CONSTITUTION

of the

STUDENT REPRESENTATIVE COUNCIL

of the

UNIVERSITY OF THE FREE STATE

BLOEMFONTEIN CAMPUS SRC

Adopted by the UFS Council, 3 June 2011

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1. DEFINITIONS

Unless the context indicates otherwise, the following terms and definitions shall apply to this Constitution:

“Act”	The Higher Education Act 101 of 1997.
“Appeal Committee”	A Standing Committee of the SRC responsible for appeals as indicated in this Constitution.
“Association”	Any Student association or organisation registered with the SRC and meeting SRC requirements for recognition as an organisation and affiliation with the SRC.
“Chief Election Officer”	The chief election officer responsible for SRC Elections as contemplated in the Election Procedure.
“Committees”	Committees of the SRC, which may be permanent, temporary or <i>ad hoc</i> in nature, with a fixed mandate or delegation, capable of determining their own functioning within their mandate and constituted to assist the SRC to facilitate or expedite its own activities, and shall include the Standing Committees.
“Council”	The Council of the UFS as contemplated in section 27 of the Act.
“CSRC”	The Central Student Representative Council as contemplated in Paragraph 33 of the Statute.
“Election Procedure”	The procedure for the holding of annual SRC Elections as contained in Annexure B.
“Elective Portfolios”	The SRC portfolios as contemplated in paragraph 8.2 with SRC Members elected to such portfolios via annual SRC Elections.
“Eligibility Requirements”	The eligibility requirements for an SRC Member as set out in paragraph 7 of this Constitution.
“Ex Officio Portfolios”	The SRC portfolios as contemplated in paragraph 8.3 with SRC Members elected to such portfolios in

their official capacity as the Chairperson of their respective Student Councils.

“First-Past-The-Post”

An election system whereby individual candidates contest for the Elective Portfolios in annual SRC Elections and where the candidate with the most Student votes in an SRC Election becomes the incumbent SRC member for the portfolio for which the candidate is contesting.

“Governance Structure”

A Student governance structure for the Bloemfontein Campus, established by the SRC in terms of a founding constitution approved by Sufficient Consensus of the SRC and providing for the objectives, composition, powers and functions of the Governance Structure.

“Institutional Rules”

All rules made by the UFS as contemplated in section 32 of the Act, including all regulations and policy documents of the UFS.

“IRAWA”

The official student newspaper of the UFS.

“Kovsie FM”

The official student radio station of the UFS.

“KOVSCOM”

The Kovsie Community Service Committee in the RAG Community Service Programme.

“Bloemfontein Campus”

The UFS campus at Nelson Mandela drive, Bloemfontein.

“Qualification:

Any degree, diploma or certificate received for the successful completion of a formal academic programme at the UFS.

“RAG”

The RAG Committee in the RAG Community Service Programme.

“Residence”

A residence providing accommodation for Students and recognized by the UFS as an official Student Residence.

“Residence Committee”

The democratically elected leadership structure of each Residence.

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“Statute”	The Institutional Statute of the University of the Free State in accordance with Section 32 of the Act, as published in Government Notice No. 747 of 27 August 2010 (as may be amended from time to time).
“Sufficient Consensus”	Consensus by more than two thirds (67%) of elected SRC members entitled to vote and present at a meeting.
“SRC”	The Student Representative Council for the Bloemfontein Campus, deriving its functioning and powers from this Constitution, and established as a substructure of the CSRC.
“SRC Election(s)”	The annual election of SRC Members to serve on the SRC in accordance with the Election Procedure.
“SRC Member”	A member of the SRC elected to either a Elective Portfolio or an Ex Officio Portfolio in accordance with this Constitution and continuing to meet the Eligibility Requirements for the duration of her/his SRC Term.
“SRC Term”	The term of office of an SRC Member as contemplated in paragraph 10.
“Standing Committees”	The Committees established by this Constitution as indicated in Annexure A.
“Student”	Any person who is registered for a formal Qualification at the Bloemfontein Campus.
“Student Community”	The collection of Students at the Bloemfontein Campus.
“Student Councils”	Student leadership structures who shall annually be entitled to nominate in accordance with their constitutions or by agreement of their respective constituents, their respective Chairpersons as the candidates to represent the relevant Student Councils as incumbent SRC Members for the Ex Officio Portfolios for the next SRC Term.

“The/this Constitution”	This SRC Constitution.
“UFS”	The University of the Free State.
“UFS Structures”	The governance structures of the UFS as established by the Act and the Statute, which includes the Council, the Senate, the Rectorate and other management structures of the UFS.

2. NAME OF SRC

The SRC shall be known as the ‘Bloemfontein Campus SRC’.

3. ESTABLISHMENT

The SRC for the Bloemfontein Campus is hereby established, subject to the provisions of this Constitution and the Institutional Rules.

4. OBJECTIVES

- 4.1. The SRC, in cooperation with the UFS Structures, the CSRC, Associations and its Governance Structures and Committees, as the elected representatives of the Student Community must serve the interests of the UFS and Student Community without partiality, bias, prejudice, discrimination or preference of any form.
- 4.2. The SRC represents the interests of the Student Community in all representations and interactions with the UFS Structures as well as the general public and are ambassadors of the UFS to other institutions, organizations and entities.
- 4.3. SRC Members must 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 the UFS.
- 4.4. The SRC must strive to be representative of the Student Community and must lead in establishing transformation, diversity and multiculturalism within the Student Community, including taking steps to develop an integrated, diverse, non-discriminatory and multicultural Student Community.
- 4.5. The SRC must integrate and promote the development of student activities and structures that improve the learning, cultural and recreational environment of Students at the Bloemfontein Campus and in general enhances Student life at the Bloemfontein Campus.
- 4.6. The SRC must ensure that Students are enfranchised and understand their right to vote for and nominate Students for election to the SRC.

- 4.7. The SRC must develop Governance Structures and Committees as necessary for the promotion of these objectives and the execution of its functions and powers.

5. STATUS

- 5.1. The SRC recognizes the Council as the highest body of authority at the UFS and the CSRC as the highest student representative body of the UFS in respect of student matters of common interest across all campuses of the UFS.
- 5.2. The SRC has full autonomy over all student affairs which relate exclusively to the Bloemfontein Campus.

6. FUNCTIONS AND POWERS

6.1. Functions

As the body with autonomy over Student affairs at the Bloemfontein Campus, the SRC –

- 6.1.1. represents all Students of the Bloemfontein Campus in negotiations and interactions with the UFS Structures and the CSRC in respect of matters of common interest;
- 6.1.2. must comply with all Institutional Rules (as amended from time to time); and
- 6.1.3. must execute its powers in accordance with this Constitution to achieve the objectives stipulated in paragraph 4.

6.2. Powers

The SRC has all the powers necessary to execute its functions, including without limitation –

- 6.2.1. to do all things as authorised by this Constitution and required by the SRC to execute its functions;
- 6.2.2. to resolve Student disputes at the Bloemfontein Campus and hear and decide on objections of Students in respect of SRC decisions;
- 6.2.3. to assist in the conducting of annual SRC Elections in accordance with the Election Procedure;
- 6.2.4. to adopt by Sufficient Consensus codes or protocols regulating SRC or any Committee functioning, including without limitation: meeting and Committee procedures, voting requirements for SRC decisions, SRC Member conduct and discipline, dispute resolution;

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- 6.2.5. to adopt by Sufficient Consensus and in consultation with the Rectorate, codes or protocols regulating the Student Community, including without limitation: bill of rights, codes of conduct;
- 6.2.6. to adopt by Sufficient Consensus rules regulating the administration and control of the receipt, allocation and use of funds allocated to the SRC by the UFS or any third party, including the allocation and use thereof by any Governance Structure or Committee or the receipt and administration thereof by Student Affairs on behalf of the SRC;
- 6.2.7. to enter into such agreements as necessary to execute its functions, provided that any financial commitments incurred by the SRC must be approved by the Finance Committee and agreements must be executed in accordance with the Institutional Rules regulating the conclusion of agreements by the UFS;
- 6.2.8. to create and issue publications as required to inform the Student Community of the functions of the SRC and of Student activities and Associations active at the Bloemfontein Campus;
- 6.2.9. to issue media statements in respect of any matter relating to the Student Community;
- 6.2.10. to establish and maintain under the main UFS website, a website for the SRC and its Governance Structures, in accordance with the requirements of the UFS ICT Services;
- 6.2.11. to establish Governance Structures of the SRC by Sufficient Consensus;
- 6.2.12. to establish Committees of the SRC by Sufficient Consensus;
- 6.2.13. to adopt rules for the registration and affiliation of Associations with the SRC;
- 6.2.14. to award honorary colours to Students in accordance with the Institutional Rules regulating the award of honorary colours; and
- 6.2.15. to, as the trustee of all general assets of the Student Community (not including assets belonging to Associations), control, manage, maintain and replace such assets as required from time to time for the benefit of use by the Student Community.

7. ELIGIBILITY

To be eligible for nomination as a candidate for the SRC in any SRC Election for either the Elective Portfolios or the Ex Officio Portfolios, a candidate must meet all of the following requirements, namely the candidate must -

- 7.1. be a full time Student at the Bloemfontein Campus and must have been registered for a Qualification at the Bloemfontein Campus for a minimum period of at least 3 (three)

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consecutive semesters immediately prior to the SRC Election for which the candidate is being nominated;

- 7.2. where the candidate elects to stand for the Elective Portfolio of President or Vice-President, be a Student at the Bloemfontein Campus and must have been registered for a Qualification at the Bloemfontein Campus for a minimum period of at least 5 (five) consecutive semesters immediately prior to the SRC Election for which the candidate is being nominated
- 7.3. subscribe to and undertake to promote the Constitution and its objectives, including all matters relating to student management and the well-being of the Student Community;
- 7.4. undertake to promote a culture of non-discrimination, transformation and diversity and the reconciliation of all cultures comprising the Student Community;
- 7.5. not have been found guilty of misconduct of a serious nature by the UFS or by any other tertiary education institution or disciplinary structure of such institution;
- 7.6. not have been convicted of any crime by any court of law in the Republic of South Africa or elsewhere and sentenced to imprisonment without the option of a fine or a to a fine of more than R5,000 (five thousand Rand);
- 7.7. not be in full-time employment or intend being employed on a full-time basis for the duration of her/his SRC Term;
- 7.8. have maintained up until the most recent June examinations prior to SRC Elections, a high academic standard and have achieved a minimum overall average for her/his Qualification of at least 60% (sixty percent) and must have passed at least 80% (eighty percent) of total enrolled courses;
- 7.9. sign a copy of and comply with any electoral code of conduct as prescribed by the Election Procedure; and
- 7.10. have served in a recognised UFS leadership position as determined by the IEA.

8. COMPOSITION

8.1. SRC Members

The SRC shall comprise a maximum of 21 (twenty-one) SRC Members which shall consist of 12 (twelve) Elective Portfolios and 9 (nine) Ex Officio Portfolios.

8.2. Elective Portfolios

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The following 12 (twelve) Elective Portfolios shall be constituted by candidates contesting in the annual SRC Election for each of the specific portfolios listed below, with candidates being appointed as the SRC Member for the portfolio for which the candidate was contesting on a First-Past-The-Post basis in accordance with the Election Procedure:

- (1) President
- (2) Vice-President
- (3) Secretary
- (4) Treasurer
- (5) Legal & Constitutional Affairs
- (6) Student Development & Environmental Affairs
- (7) Arts and Culture
- (8) Accessibility & Student Support Services
- (9) Sport
- (10) Media, Marketing & Liaison
- (11) First Generation Students
- (12) Transformation

8.3. Ex Officio Portfolios

The following 9 (nine) Ex Officio Portfolios shall be constituted by candidates nominated by each of the respective Student Councils listed below to represent such Student Council as the SRC Member for that Ex Officio Portfolio with each nomination by a Student Council to be in accordance with the Election Procedure:

- (1) Dialogue & Ex officio: Associations Student Council
- (2) Academic Affairs & Ex officio: Academic Affairs Student Council
- (3) Residence Affairs & Ex officio: Campus Residences Student Council
- (4) City student Affairs & Ex officio: Commuter Student Council
- (5) Post graduate Affairs & Ex officio: Post Graduate Student Council
- (6) International Affairs & Ex officio: International Student Council
- (7) Student Media Affairs & Ex officio: Student Media Council
- (8) RAG Community Service & Ex officio: RAG Fundraising Council
- (9) RAG Community Service & Ex officio: RAG Community Service Council

8.4. Renaming and Reallocation of Portfolios

The SRC may for a particular SRC Term, by Sufficient Consensus, resolve to rename and re-allocate portfolio functions of any of the Elective Portfolios or the Ex Officio Portfolios, but excluding that of President and Vice-President, in order to achieve the most appropriate and effective execution by the SRC of its objectives for a particular SRC Term or to address vacancies in any of the SRC portfolios.

9. ELECTION

- 9.1. SRC Members for the Elective Portfolios must be independent and be elected by the Student Community in accordance with the Election Procedure.
- 9.2. All Students are entitled to vote for and nominate candidates for Elective Portfolios.
- 9.3. Student Councils shall nominate their respective Chairpersons as the candidates for Ex Officio Portfolios.
- 9.4. SRC Elections must be held annually in the second semester of each year, by no later than 31 August of each year.

10. TERM OF OFFICE

- 10.1. Each incumbent SRC Member shall serve an SRC Term of approximately 1 (one) year from the date or commencement of her/his SRC Term (as determined in accordance with the Election Procedure) until –
 - 10.1.1. the expiry of her/his term of office on the last day preceding the formation of a new SRC following an SRC Election; or
 - 10.1.2. upon the date of earlier termination of her/his membership in accordance with this Constitution.
- 10.2. Provided the Eligibility Requirements are met and a candidate is elected in accordance with this Constitution, a SRC Member may stand, be re-elected and serve for a total of 2 (two) terms as an SRC Member, unless a candidate for her/his 2nd (second) SRC Term is elected to the Elective Portfolios of President or Vice-President, in which event the candidate shall be entitled to stand for a further 1 (one) SRC Term following her/his 2nd (second) SRC Term, provided that no candidate may stand, be re-elected and serve more than 3 (three) SRC Terms in total and no candidate may serve more than 2 (two) SRC terms in the same SRC portfolio.
- 10.3. The SRC may not remunerate, reward or provide other benefits to an SRC Member by virtue of her/his office as an SRC Member. This does not preclude the Rectorate from time to time allowing the allocation of benefits, remuneration or honoraria to SRC Members or specific SRC portfolios by the UFS.

11. OBLIGATIONS OF OFFICE

SRC Members must execute their obligations as SRC Members and their portfolio functions in accordance with the objectives of the SRC and the provisions of this Constitution.

12. TERMINATION OF MEMBERSHIP

- 12.1. A person shall cease to be an SRC Member if –
- 12.1.1. s/he fails to comply with any of the Eligibility Requirements;
 - 12.1.2. her/his conduct damages the good name and reputation of the SRC or the UFS;
 - 12.1.3. s/he is found guilty by the SRC of serious neglect of duty as a SRC Member;
 - 12.1.4. the SRC, with Sufficient Consensus, passes a motion of no-confidence in the SRC Member;
 - 12.1.5. s/he resigns as a SRC Member; or
 - 12.1.6. s/he fails to attend 3 (three) consecutive official events of the SRC (including SRC meetings) or a maximum of 5 (five) official events of the SRC per SRC Term without reasonable and valid reasons acceptable to the SRC for each instance of such failure to attend.
- 12.2. If the SRC becomes aware that a SRC Member might be in breach of any of the provisions of paragraph 12.1, the President must inform the relevant SRC Member in writing of –
- 12.2.1. the alleged breach of paragraph 12.1;
 - 12.2.2. her/his suspension from the SRC until a final decision by the SRC regarding termination of her/his membership;
 - 12.2.3. her/his right to submit written representations to the SRC in respect of any intended termination of membership; and
 - 12.2.4. the timeframes for the submission of any such representations to the SRC, which shall not be less than 48 (forty-eight) hours from receipt by the SRC Member of the notice of suspension and the date of the SRC meeting at which the SRC Member shall be allowed to present her/his representations to the SRC.
- 12.3. If the SRC, having heard representations by the SRC Member, decide to terminate the membership of the SRC Member, such termination shall be effective from such date as determined by the SRC in its decision.
- 12.4. A SRC Member whose membership has been terminated by the SRC, may lodge an appeal to the Appeal Committee within 7 (seven) days for a review of the decision by the SRC to terminate her/his membership.

- 12.5. The termination of the membership of a SRC Member in accordance with the provisions of this paragraph 12 shall not affect the right of the UFS to take further disciplinary action against the SRC Member in accordance with the Institutional Rules of the UFS.

13. VACANCIES

- 13.1. In the event of a vacancy arising for whatever reason in any of the Elective Portfolios –
- 13.1.1. within 120 (one hundred and twenty) days of the commencement of the SRC Term of a newly elected SRC, the Chief Election Officer shall appoint the next available runner-up candidate (continuing to meet the Eligibility Requirements) in the SRC Elections for the specific vacant Elective Portfolio;
- 13.1.2. after 120 (one hundred and twenty) days of the commencement of the SRC Term but before 31 March of the next year, or where the vacancy arose within 120 (one hundred and twenty) days of the commencement of the SRC Term but could not be filled due to the absence of available and qualifying runner-up candidates, the vacancy shall be filled through the holding of an SRC by-election in accordance with the Election Procedure only for that specific vacant Elective Portfolio; or
- 13.1.3. after 31 March of the next year, the functions of the vacant Elective Portfolio shall be re-assigned by the SRC amongst the remaining SRC Members holding Elective Portfolios for the remainder of the SRC Term.
- 13.2. In the event of a vacancy arising for whatever reason in any of the Ex Officio Portfolios, the relevant Student Council to which the vacant Ex Officio Portfolio relates, shall as soon as possible following the occurrence of the vacancy, nominate a replacing SRC Member, meeting the Eligibility Requirements, for the vacant Ex Officio Portfolio for the remainder of the SRC Term.

14. DISSOLUTION

- 14.1. The SRC shall be dissolved if –
- 14.1.1. $2/3^{\text{rds}}$ (two-thirds) of the SRC Members resign simultaneously from the SRC;
- 14.1.2. 40% (forty percent) or more the membership of SRC Members is terminated in accordance with paragraph 12; or
- 14.1.3. Council resolves to dissolve the SRC due to a motion of no confidence in the SRC being passed by Council due to the SRC failing to execute its objectives as set out in this Constitution.

- 14.2. In the event of the dissolution of the SRC, the Rectorate shall as soon as possible appoint an interim SRC and interim President to continue with the essential functions of the SRC in terms of this Constitution until the election of a new SRC. Any such interim SRC shall report directly to the Dean of Student Affairs who shall be the final authority in respect of all matters executed by the interim SRC.

15. MEETINGS

- 15.1. The SRC shall meet at least once every 21 (twenty-one) days or as otherwise determined by the SRC, except during recognized UFS academic holidays or official UFS examination periods applicable to the Bloemfontein Campus.
- 15.2. The first meeting of a newly elected SRC shall take place no later than 14 (fourteen) days after the confirmation in accordance with the Election Procedure of the incumbent SRC Members for a new SRC Term.
- 15.3. Proper notice of all SRC meetings must be given to all SRC Members at least 48 (forty-eight) hours prior to a meeting, which notice must state the date, time, venue and agenda for the meeting.
- 15.4. The Secretary of the SRC must ensure that full minutes of every SRC meeting are held and made available during SRC office hours to members of the Student Community no later than 7 (seven) days after the meeting.
- 15.5. A special SRC meeting may be convened by the Secretary by order of the President or by written request of 5 (five) SRC members, notice of such special SRC meeting to be given to all SRC Members at least 12 (twelve) hours prior to such special meeting.
- 15.6. 50% (fifty percent) plus one of all SRC Members entitled to vote and present at a meeting of the SRC shall constitute a quorum for all meetings of the SRC.
- 15.7. Every SRC Member shall be entitled to vote and each SRC Member entitled to vote represents 1 (one) vote. In the event of a tie, the President shall have a deciding vote.
- 15.8. The Chairpersons of any Governance Structures established by the SRC shall be entitled to attend all SRC meetings as non-voting observers,

16. FINANCES

- 16.1. The SRC shall receive, allocate and utilise funds allocated to the SRC by the UFS or any third party in accordance with any rules prescribed by the SRC from time to time for the administration of such funds, but in all instances in a fair, responsible, prudent and accountable manner.

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- 16.2. The Treasurer shall have responsibility for the day to day administration of the SRC finances, which responsibility shall be executed in collaboration with the Finance Committee.
- 16.3. The Treasurer shall annually at the 2nd (second) meeting of a new SRC, submit a budget, as approved by the Finance Committee, for approval by the SRC, and shall at the last meeting of the incumbent SRC prior to the end of an SRC Term, submit a financial close-out report to the SRC detailing the SRC financial position and utilisation of funds during the preceding SRC Term.
- 16.4. Upon approval of the SRC budget, each SRC Member must within 10 (ten) days of such approval, submit a budget for the execution of its portfolio functions during the SRC Term to the Finance Committee for approval. The Finance Committee shall not be required to consider any portfolio budgets not received on or before the established deadline for budget submissions.
- 16.5. No payments may be made or expenditure incurred by the SRC for expenses which were not budgeted for. The Treasurer may, however, submit a recommendation for the payment of non-budgeted items to the Finance Committee for approval.
- 16.6. All funds allocated to or received by the SRC must be paid into and shall remain in the bank account of the UFS until such funds are utilised by the SRC in accordance with this Constitution.
- 16.7. In the absence of SRC rules regulating the receipt of funds by any Associations or Governance Structures, any funds so received must be paid into and remain in the bank account of the UFS, to be utilised in accordance with the Institutional Rules for the use of externally received funds.

17. DISPUTE RESOLUTION

- 17.1. Any dispute between SRC Members in respect of the execution by the SRC of its functions or the interpretation of this Constitution shall be resolved by the SRC by Sufficient Consensus.
- 17.2. Where the SRC cannot resolve a dispute by Sufficient Consensus, the dispute shall be referred to the Executive Committee for resolution by Sufficient Consensus.
- 17.3. Any dispute that has failed to be resolved by the SRC and the Executive Committee shall be referred by the President to the Dean of Student Affairs for mediation. The Dean of Student Affairs must mediate between the parties to the dispute in an attempt to conciliate a resolution of the dispute.
- 17.4. In the event that mediation by the Dean of Student Affairs has failed, the Dean of Student Affairs may within 20 (twenty) days of the referral to her/him of the dispute for mediation refer

the dispute to the office of the Vice-Rector: Institutional Affairs for arbitration of the dispute. The Vice-Rector: Institutional Affairs shall be entitled to establish the rules, dates and venues for the arbitration of the dispute as deemed appropriate by the Vice-Rector: Student Affairs, including the appointment of an arbitrator to hear the dispute, provided such arbitration rules must be fair, impartial and unbiased. In arriving at its decision the arbitrator shall take account of the Institutional Rules and attempt, to the extent possible, to achieve an equitable result for all parties to the dispute. The decision of the arbitrator, in the absence of manifest bias or error, shall be final and binding upon the parties. Any review of the decision of the arbitrator on the grounds of manifest bias or error, may be referred to Council for a final decision on the matter.

18. AMENDMENT

- 18.1. Proposals for the amendment of this Constitution, after prior consultation with all Governance Structures, may be adopted by Sufficient Consensus of the SRC at a duly constituted meeting of the SRC where notice of the meeting has duly informed SRC Members of the proposed tabling of amendments to the Constitution prior to submission thereof for approval by Council.
- 18.2. Any proposal adopted by the SRC for the amendment of this Constitution is subject to approval by Council before coming into effect, and shall only come into effect on such date as may be determined by Council.
- 18.3. Any amendment to the Constitution must be prepared and ready for consideration by Council at its March meetings of each year.
- 18.4. In considering any proposed amendments, Council shall be entitled to –
 - 18.4.1. adopt the proposed amendments as is;
 - 18.4.2. adopt the proposed amendments with changes; or
 - 18.4.3. reject the proposed amendments with reasons for such rejection.
- 18.5. Any proposed amendments to the Constitution after March of each year, shall only be tabled for approval by Council at the March meetings of Council in the following year.

19. PRESERVATION AND UPDATING

The Secretary must ensure that a copy of this Constitution is preserved at the SRC offices and is available for inspection on request by the Student Community. The Secretary must also ensure that all approved amendments of this Constitution are recorded and that an updated version of the Constitution containing the approved amendments is available to all SRC Members and is available at the SRC offices.

ANNEXURE A: STANDING SRC COMMITTEES

The following Standing Committees are established by the approval of this Constitution:

1. EXECUTIVE COMMITTEE

The Executive Committee of the SRC consists of:

- (1) The President (the Chairperson)
- (2) The Vice-President
- (3) Treasurer
- (4) The Secretary
- (5) 1 (one) member elected by the Policy Committee

2. FINANCE COMMITTEE

The Finance Committee of the SRC consists of:

- (1) The President (the Chairperson)
- (2) The Vice-President
- (3) The Secretary
- (4) The Treasurer
- (5) The Finance Officer of Student Affairs (advisory capacity)

3. POLICY COMMITTEE

The Policy Committee of the SRC consists of:

- (1) The Vice-President (the Chairperson)
- (2) The SRC Member for Academic Affairs & Ex officio: Academic Affairs Student Council
- (3) The SRC Member for Dialogue & Ex officio: Associations Student Council
- (4) The SRC Member for Transformation
- (5) The SRC Member for Legal & Constitutional Affairs

- (6) A representative from the Student Affairs Office: Student Communities & Leadership Development (advisory capacity)

4. PROJECTS COMMITTEE

The Projects Committee of the SRC consists of:

- (1) The Vice-President (Chairperson)
- (2) The Secretary
- (3) The Treasurer
- (4) The SRC Member for Dialogue & Ex officio: Associations Student Council
- (5) The SRC Member for Student Development & Environmental Affairs
- (6) The SRC Member for Residence Affairs & Ex officio: Campus Residences Student Council
- (7) The SRC Member for Media, Marketing & Liaison

5. MEDIA COMMITTEE

The Media Committee of the SRC consists of:

- (1) The Vice-President (Chairperson)
- (2) The Secretary
- (3) The SRC Member for Media, Marketing & Liaison (Chairperson)
- (4) The SRC Member for Student Media Affairs & Ex officio: Student Media Council
- (5) A representative from Student Affairs Office: Student Media (advisory capacity)

6. APPEAL COMMITTEE

The Appeal Committee of the SRC consists of:

- (1) Dean of Student Affairs (Chairperson)
- (2) President
- (3) Vice-President
- (4) Secretary

- (5) The SRC Member for Legal & Constitutional Affairs

7. DISCIPLINARY COMMITTEE

The Disciplinary Committee of the SRC consists of:

- (1) The Vice-President (Chairperson)
- (2) The SRC Member for Legal & Constitutional Affairs
- (3) The SRC Member for Accessibility & Student Support Services
- (4) The SRC Member for Dialogue & Ex officio: Associations Student Council
- (5) The SRC Member for Academic Affairs & Ex officio: Academic Affairs Student Council

ANNEXURE B: SRC ELECTION PROCEDURE

1. DEFINITIONS

In this Election Procedure, terms and definitions of the Constitution shall apply as defined in the Constitution unless the context otherwise requires, and terms and definitions as set out in this Election Procedure shall have the meanings assigned to them:

“Acceptance of Nomination Form”	The form prescribed by the IEA to be completed by a candidate wishing to be elected for any of the Elective Portfolios.
“Acceptance of Occupancy Letter”	A letter as prescribed by the IEA to be submitted by the candidate nominated to hold an Ex Officio Portfolio seat on behalf of a Student Council.
“Campaign Meetings”	Official gatherings preceding any SRC Election, focused on providing candidates with a campaigning platform.
“Chief Election Officer”	The chief election officer responsible for SRC Elections as contemplated in paragraph 4.2.
“Election Procedure”	This Election Procedure.
“Election Manifesto”	The statement of policy and intent by a candidate standing for a First-Past-The-Post seat in the SRC.
“Election Timetable”	The official timetable for the annual SRC Elections as contemplated in paragraph 5.
“IEA”	The Independent Election Agency as contemplated in paragraph 4.1.
“Nominator”	A Student nominating a candidate to stand for a specific First-Past-The-Post seat.
“Nomination Form”	The form prescribed by the IEA to be completed by the Nominator nominating a candidate for election for a Elective Portfolio.
“Nomination Resolution”	The form prescribed by the IEA to be completed and signed by the relevant Student Council (and all constituents of the Student Council, where

applicable) authorizing and nominating their Chairperson as the candidate to hold an Ex Officio Portfolio on behalf of the relevant Student Council.

“Second”

The supporting of the nomination of a candidate to stand for a specific First-Past-The-Post seat by Students with the name, student number and signature of each supporting Student, and **“Seconded”** shall have a similar meaning.

“Secondment Form”

The form prescribed by the IEA to be used for the collection of information and signatures of all Students that Second a candidate for election for a Elective Portfolio.

2. PURPOSE

To provide a framework for the election of SRC Members to the SRC on an impartial, unbiased and independent basis.

3. OBJECTIVES

To ensure that the SRC Election proceedings of the Bloemfontein Campus proceeds in a constitutional, democratic and orderly fashion.

4. ELECTION STRUCTURES

4.1. Independent Election Agency (IEA)

- 4.1.1. The IEA is a body of persons appointed by the Dean of Student Affairs in consultation the incumbent SRC, with the purpose of managing and overseeing the conducting of annual SRC Elections, promoting voter participation and declaring the results of the SRC Elections.
- 4.1.2. The IEA may consist of employees of the UFS and/or independent third parties as deemed appropriate by the UFS in consultation with the SRC.
- 4.1.3. The IEA shall be constituted by the Dean of Student Affairs and the Secretary of the SRC in April of each year in order to allow the IEA to commence the process for SRC Elections in that year.
- 4.1.4. The IEA shall be entitled to establish procedures for its functioning in accordance with its mandate and shall implement a code of conduct for IEA staff assisting the IEA with the conducting of SRC Elections.

- 4.1.5. The IEA must manage SRC Elections in an independent and unbiased manner and ensure that the elections are free and fair.

4.2. Chief Election Officer

- 4.2.1. In appointing the IEA the UFS shall designate the chairperson of the IEA as the Chief Election Officer.
- 4.2.2. The Chief Election Officer has final responsibility for the management and operation of the IEA and the declaring of results flowing from SRC Elections.

5. ELECTION TIMETABLE

- 5.1. As soon as possible following the March meetings of Council, but no later than the end of April of each year, the IEA, in consultation with the SRC, shall approve an Election Timetable for the annual SRC Election and the SRC shall notify all Associations, Governance Structures and Residence Committees of the approved Election Timetable.
- 5.2. The proposed Election Timetable shall contain specific dates for at least the following items:
- 5.2.1. Opening and closing of Nominations.
- 5.2.2. Announcement of Nominations.
- 5.2.3. Commencement and duration of campaigning period by nominated candidates.
- 5.2.4. Date of SRC Elections.
- 5.2.5. Proposed commencement date of the new SRC Term, which shall be no later than September of each year.
- 5.3. All SRC Election procedures must strictly follow the approved Election Timetable. Amendments to the proposed Election Timetable by IEA may only be done in exceptional circumstances and with prior consultation with the SRC, and the SRC shall notify all Associations, Governance Structures, Residence Committees and duly nominated candidates of the amended Election Timetable.

6. ELECTION PROCEDURES

6.1. Nominations

- 6.1.1. Any candidate meeting the Eligibility Requirements may stand on an independent basis and be nominated for any of the First-Past-The-Post seats. To stand for any of the First-

Past-The-Post seats the candidate must have been nominated by a Nominator and Seconded by Students on the following basis:

- 6.1.1.1. For the position of President of the SRC: A Nominator nominating the candidate for the position of President together with the secondment of 300 (three hundred) Students.
- 6.1.1.2. For the position of Vice-President of the SRC: A Nominator nominating the candidate for the position of Vice-President together with the secondment of 300 (three hundred) Students.
- 6.1.1.3. For the Elective Portfolios (excluding the position of President and Vice-President): A Nominator nominating the candidate for the specific Elective Portfolio together with the secondment of 200 (two hundred) Students.
- 6.1.2. A candidate meeting the Eligibility Requirements may be nominated for an Ex Officio Portfolio on the basis of a nomination by the Student Council s/he represents.
- 6.1.3. Candidates may only be nominated for and stand for one of the positions identified in paragraph 6.1.1 and 6.1.2 above.

6.2. Opening of Nominations

- 6.2.1. On a date as determined in the Election Timetable, the Secretary of the SRC shall issue notices to all Associations, Governance Structures, Residence Committees as well as notify the Student Community through the media function of the SRC that nominations for SRC Elections for the next SRC Term have been opened.
- 6.2.2. The notice shall state –
 - 6.2.2.1. the closing date for submission of nominations (as per the Election Timetable);
 - 6.2.2.2. the procedure for nominating candidates for Elective Portfolios;
 - 6.2.2.3. the procedure for nominating candidates for Ex Officio Portfolios; and
 - 6.2.2.4. the venue and format for the submission of nominations for Elective Portfolios and Ex Officio Portfolios to the IEA.

6.3. Nominations for First-Past-The-Post Seats

To be nominated for any of the First-Past-The-Post seats, a candidate must submit the following information to the IEA:

- (1) A **Nomination Form** signed by the Nominator indicating the First-Past-The-Post seat for which the candidate is nominated.
- (2) An **Acceptance of Nomination Form** signed by the candidate and indicating the willingness of the candidate to stand for the seat including an undertaking by the candidate to be bound by any Electoral Code of Conduct issued by the IEA and the SRC Constitution, as well as a declaration by the candidate that s/he meets the Eligibility Requirements.
- (3) A copy of the page of the **candidate's ID book** on which the candidate's photo, name and ID number appear.
- (4) A complete **curriculum vitae** of the candidate.
- (5) The **Election Manifesto** of the candidate.
- (6) An **A5 colour photo** (head and shoulders) of the candidate as first choice but black and white will not be rejected.
- (7) A **Secondment Form** on with required information and signatures of Students that Second the candidate appear.

6.4. Occupancy of Ex Officio Portfolio Seats

To occupy any of the Ex Officio Portfolio seats, the relevant Student Council must submit the following information to the IEA:

- (1) A **Nomination Resolution** signed by secretary of the relevant Student Council (and all constituents of the Student Council, where applicable) authorising the candidate to occupy the Ex Officio Portfolio seat on behalf of the Student Council, including a declaration by the secretary of the relevant Student Council that the nominee meets the Eligibility Requirements.
- (2) An **Acceptance of Occupany Letter** signed by the nominee and indicating the willingness of the nominee to hold the seat on behalf of the relevant Student Council including an undertaking to be bound by the SRC Constitution.
- (3) A copy of the page of the **candidate's ID book** on which the candidate's photo, name and ID number appear.
- (4) A complete **curriculum vitae** of the candidate.
- (5) An **A5 colour photo** (head and shoulders) of the candidate as first choice but black and white will not be rejected.

6.5. Retention of Submitted Nominations

- 6.5.1. The IEA shall receive and retain in its safekeeping all submitted nominations for SRC Elections until the completion of all election proceedings.
- 6.5.2. The IEA shall keep confidential the submission of nominations by candidates until the formal announcement thereof by the Chief Election Officer in accordance with this Election Procedure.

6.6. Review and Correction of Nominations

- 6.6.1. The IEA shall not receive materially incomplete candidate nomination submissions.
- 6.6.2. The IEA shall review all nomination submissions received to determine whether the candidate meets the submission requirements for her/his specific portfolio. Where the IEA determines an inconsistency or suspects the reliability of information provided, the IEA must do all necessary to confirm the validity of the information. Where the IEA cannot reach a decision as to the acceptability of a nomination submission, it must refer the submission to the Appeal Committee of the incumbent SRC for a decision regarding acceptability.
- 6.6.3. Where the IEA, having received a nomination prior to the closing date for nominations, determines that the nomination submitted by a candidate does not meet all of the nomination requirements for the specific seat for which the candidate is nominated, the IEA must immediately inform the candidate of the shortcoming and request the candidate to correct its submission up until 24 (twenty-four) hours after the closing date for nominations. Up until the expiry of the 24 (twenty-four) hour period after the closing time for nominations, the IEA shall accept the corrected nomination submitted by the candidate despite being submitted after the closing time for nominations, and such corrected nomination submission shall be deemed to have been validly submitted.

6.7. Insufficient Nominations

Where, upon the closing time for nominations, the IEA determines that –

- 6.7.1. no nominations have been received for certain SRC seats, but nominations have been received for at least 55% (fifty-five percent) of the total SRC seats available for election, then the IEA may extend the nomination period for such period of time as it deems appropriate to encourage further nominations for the outstanding seats, but which period may not exceed 72 (seventy-two) hours. After the expiry of such extended nomination period, the IEA will continue with the SRC Election irrespective of whether there are seats for which no nominations have been received. Any SRC vacancies in the next SRC Term shall be reallocated by the new SRC; or

- 6.7.2. nominations for less than 55% (fifty-five percent) of the total SRC seats available for election have been received, the IEA may, in consultation with the SRC, extend the nomination period in accordance with paragraph 6.7.1, or suspend the SRC Elections to allow the incumbent SRC to promote Student candidacy and engage with Student Councils to ensure nominations are submitted. The IEA and SRC will agree necessary amendments to the Election Timetable to allow the SRC to perform these actions.

6.8. Announcement of Nominations

- 6.8.1. After the closing of nominations and where the IEA continues with the SRC Elections, the Chief Election Officer shall announce the list of candidate submissions for each SRC seat.
- 6.8.2. The list of candidate submissions together with their Election Manifestos (where applicable) shall be handed to the IRAWA for publication in an election issue of the IRAWA together with details of the Election Timetable and relevant aspects of the Election Procedure applicable to voting by Students.
- 6.8.3. Additionally, the SRC shall ensure that the Election Timetable and necessary aspects of the voting procedure for SRC Elections are posted on notice boards across the Bloemfontein Campus, posted on the UFS and/or SRC website, as well as broadcast on a periodic basis up to the election day on Kovsie FM to allow for maximum voter awareness and voter education.
- 6.8.4. All nominated candidates of First-Past-The-Post seats shall be required to attend a compulsory preparatory workshop presented by Student Affairs to prepare candidates for the process of campaigning.

7. CAMPAIGNING

- 7.1. Following the close of nominations, nominated candidates for First-Past-The-Post seats shall follow a structured programme of campaigning in accordance with the Election Timetable.
- 7.2. Through campaigning, candidates shall have an opportunity to address the Student Community, present their Election Manifestos and canvas Student votes for the upcoming SRC Election.
- 7.3. All candidates for First-Past-The-Post seats must attend and participate in official Campaign Meetings according to the rotation schedule established by the IEA.
- 7.4. During Campaign Meetings candidates shall be afforded the opportunity to present their Election Manifestos' and engage in debates. Students shall also have the opportunity of

posing questions to candidates and engaging with candidates in respect of their Election Manifestos.

- 7.5. The IEA jointly with the SRC shall arrange a chairperson for each Campaign Meeting to ensure that Campaign Meetings proceed in an orderly and fair manner allowing all candidates an equal opportunity to make representations, debate issues and answer questions from the Student Community and other candidates.
- 7.6. The IEA may adopt such additional campaigning rules as it deems necessary and appropriate to ensure a free, equal and democratic campaigning process.
- 7.7. Campaigning shall close on the last day prior to the SRC Elections, where after no candidate may be involved in any formal or informal campaigning for votes.

8. ELECTION PROCEDURES

8.1. Election Date

The date of the SRC Election shall be established in the Election Timetable.

8.2. Election Hours

Ballot boxes shall be open for voting from 07:00 am to 21:00 pm on the date of the SRC Election.

8.3. Ballot Boxes

- 8.3.1. The SRC shall provide the IEA with sealable ballot boxes which the IEA shall use for the collection of voter ballots.
- 8.3.2. The IEA shall place ballot boxes at the following voting venues on the Bloemfontein Campus:
 - The Red Square
 - Residences
 - The Health Sciences Cafeteria
 - The Stabilis Building
 - The Library
 - The Student Centre
 - FGG Building
 - The Agriculture Building
 - The Taxi Rank
 - The George du Toit Administration Building
- 8.3.3. The Chief Election Officer shall, prior to the placing of ballot boxes at the voting venues, seal each ballot box.

8.4. Ballot Papers

- 8.4.1. The IEA shall determine the format of the ballot papers for an SRC Election and must ensure that sufficient ballot papers are available at each ballot box to allow all Students to vote.
- 8.4.2. Ballot papers must contain the names in alphabetical order of all nominated candidates for First-Past-The-Post seats against the Elective Portfolios for which the candidates are standing together with a space for marking of her/his vote by a Student for a candidate under each Elective Portfolio seat.

8.5. Voting

- 8.5.1. Voting for candidates for First-Past-The-Post seats shall take place confidentially by means of closed ballot papers.
- 8.5.2. A Student shall only be entitled to vote once through the submission of a ballot paper at any voting venue and shall only be entitled to vote for one candidate per portfolio.
- 8.5.3. All voting venue stations shall be staffed for the duration of the SRC Election by 2 (two) or more election officers appointed by the IEA.
- 8.5.4. Voters shall follow the following voting procedure which shall also be clearly displayed at each voting station:
 - 8.5.4.1. A Student must present her/his valid student card at the voting station to an election officer.
 - 8.5.4.2. The election officer shall verify the student card and mark the left-hand thumb of the Student with indelible ink.
 - 8.5.4.3. The election officer shall issue a folder ballot paper stamped with the IEA election stamp to the Student and communicate to the Student that the Student must vote for 1 (one) candidate under each portfolio.
 - 8.5.4.4. The Student shall be directed to the voting booth by the election officer where the Student shall cast her/his secret vote by correctly marking the ballot paper. No changes may be made to the ballot paper by a voter.
 - 8.5.4.5. The Student shall not hand the ballot paper back to the election officer, but shall deposit the folded ballot paper in the ballot box identified by the election officer.

- 8.5.5. No Student (including any candidate) may unnecessarily linger in the vicinity of the voting station after voting or at any time interfere with the voting process or the tasks of the election officers or influence or intimidate any Student. Any transgression of this requirement shall immediately be brought to the attention of the campus authorities who may take such lawful steps as necessary to remove the Student from the voting station area. If a transgression is deemed to be of a sufficiently serious nature, the IEA may inform the UFS of the conduct of the Student together with a recommendation that further disciplinary steps be taken against the Student.
- 8.5.6. The IEA may adopt such additional voting measures as it deems necessary and appropriate to ensure a free and fair SRC Election, including voting by electronic means and the electronic counting of ballots.

8.6. Opening of Ballot Boxes

- 8.6.1. Immediately following the close of SRC Elections, the IEA will remove all ballot boxes from the voting venues to a secure location identified by the IEA for the counting of votes.
- 8.6.2. The Chief Election Officer may only break the seal of the ballot boxes at the location for the counting of votes.
- 8.6.3. Students and representatives from recognised UFS organisations may attend the opening of ballot boxes and the counting of votes by the IEA but may not interfere, comment on or compromise the integrity of the process or the execution of the functions of the IEA. Any transgression of this requirement shall immediately be brought to the attention of the campus authorities who may take such lawful steps as necessary to remove the person from the counting area. If a transgression is deemed to be of a sufficiently serious nature, the IEA may inform the UFS of the conduct of the person together with a recommendation that further disciplinary steps be taken against the person.

8.7. Counting of Votes

- 8.7.1. After the opening of the ballot boxes, the votes shall be counted by the IEA in accordance with the IEA procedure for the counting and verifying of votes.
- 8.7.2. The IEA shall remain sequestered until the counting of all votes has been concluded and verified by the IEA.
- 8.7.3. In counting the votes, the IEA shall determine the candidate for each portfolio receiving the highest number of valid votes, as well as the second and third runner-up candidates.

8.8. Spoilt Votes

- 8.8.1. The IEA, in counting votes, shall not take into account spoilt ballot papers in determining the votes received by each candidate for a portfolio.
- 8.8.2. A vote shall be spoilt if –
- 8.8.2.1. 2 (two) or more ballot papers contain the same student number;
 - 8.8.2.2. a ballot paper contains no student number or no IEA election stamp;
 - 8.8.2.3. a ballot paper is unclear as to the votes exercised by a Student;
 - 8.8.2.4. a ballot paper has been changed or defaced; or
 - 8.8.2.5. a Student has voted for 2 (two) or more candidates in a single portfolio.

8.9. Election Quorum

- 8.9.1. At least 25% (twenty-five percent) of Students at the Bloemfontein Campus must vote in an SRC Election in order for the SRC Election to be valid.
- 8.9.2. Where the quorum requirement has not been met, the IEA, in consultation with the SRC, shall determine whether to launch a re-election, including publishing an amended Election Timetable for such re-election, or, where the possibility of achieving a quorum through re-election is determined to be remote on good grounds, the Chief Election Officer shall announce the SRC Election to have failed and refer the matter to the Executive Committee of the UFS.

8.10. Announcement of Results

- 8.10.1. Subject to paragraph 8.11, as soon as possible after the conclusion and verification of results by the IEA, the Chief Election Officer shall at the counting venue announce the results and issue a formal confirmation of the results of the SRC Elections.
- 8.10.2. The candidate for each portfolio receiving the highest number of valid votes shall receive that Elective Portfolio for the next SRC Term.

8.11. Equality of Votes

- 8.11.1. If 2 (two) or more candidates for a portfolio receive an equal number of valid votes, the Chief Election Officer must, within 7 (seven) days of the announcement of results hold a by-election in respect of only those portfolios where the votes have been tied. The provisions of this Election Procedure shall apply (with appropriate amendments) to the holding of such by-elections by the IEA.

- 8.11.2. The Chief Election Officer shall not announce the results of the SRC Elections until the by-election has been finalised and the results determined.

8.12. Revision of Results

- 8.12.1. In the event that any person contests the results of the SRC Election (including any by-election), an application for revision of the results, containing the grounds for such contesting of results, must be submitted to the Chief Election Officer within 24 (twenty-four) hours after the announcement of the election results.
- 8.12.2. The Chief Election Officer shall review the application and issue its finding within 24 (twenty-four) hours of receipt of the application.
- 8.12.3. Where the applicant disputes the finding of the Chief Election Officer, the applicant shall be entitled to refer the matter within 48 (forty-eight) hours of receipt of the decision of the Chief Election Officer, to the Appeal Committee of the incumbent SRC. The decision of the Appeal Committee shall be final.

8.13. Retention of Records

- 8.13.1. Ballot papers and candidate nomination submissions shall be kept in safekeeping by the IEA until any process for the revision of election results in accordance with paragraph 8.12 has been concluded, after which all ballot papers and submissions shall be confidentially destroyed.
- 8.13.2. A written record shall be compiled by the Chief Election Officer as to the conducting of the SRC Election (including any by-elections), the determination of results and the outcome of any revision of results. This record shall be issued to the UFS and new SRC for safekeeping for the duration of the new SRC Term.

8.14. Commencement of SRC Term

- 8.14.1. Following the conclusion of SRC Elections which shall include the finalisation of any process of revision of the election results, the Chief Election Officer shall within 10 (ten) days of such finalisation, confirm the appointment of the SRC Members for the Elective Portfolios (elected on a First-Past-The-Post basis) and the Ex Officio Portfolios (elected by way of nomination of their respective Student Councils) and indicate the date of commencement of the new SRC Term for such elected SRC Members.
- 8.14.2. The SRC Term of outgoing SRC members shall terminate on the date of commencement of the new SRC Term.

9. UNBECOMING CONDUCT

- 9.1. Where any candidate for SRC Elections commits a breach of this Election Procedure or is guilty of conduct unbecoming of a candidate standing for a position of authority, the Chief Election Officer may announce the withdrawal by the IEA of the candidate from the SRC Elections.
- 9.2. Where the candidate disputes the finding of the Chief Election Officer, the candidate shall be entitled to refer the matter within 48 (forty-eight) hours of such announcement by the Chief Election Officer, to the Appeal Committee of the incumbent SRC. The decision of the Appeal Committee shall be final.

10. AMENDMENT

Amendment of this Election Procedure shall be conducted in accordance with paragraph 18 of the Constitution. This does not detract from the authority of the IEA to develop election procedures and protocols within its mandate as established by this Election Procedure for the execution of the objective of this Election Procedure.