

## **ANNEXURE C: INSTITUTIONAL STUDENT PARLIAMENT**

### **1. ESTABLISHMENT**

The Institutional Student Parliament is hereby established subject to the provisions of the ISRC Constitution.

### **2. FUNCTIONS AND POWERS OF THE INSTITUTIONAL STUDENT PARLIAMENT (ISP)**

- 2.1. The ISP shall act as a Student Governance body mandated by this Constitution to be the accounting and advisory body for the ISRC and the CSRCs in the respective Campuses of the UFS.
  - 2.2. The ISP as the accounting body must receive and discuss reports of the ISRC and CRSCs at the respective Campuses of the UFS in order to assess their performance.
  - 2.3. The ISP must subject itself to the control and authority of the Council.
  - 2.4. The ISP must cooperate with the ISRC and the CSRCs at the respective Campuses of the UFS in providing democratic, transparent, effective, accountable and coherent Student leadership.
  - 2.5. The ISP shall recognise the institutional authority of the University Council.
  - 2.6. The ISP shall cooperate with Council in order to achieve the objectives of good Student Governance.
  - 2.7. The ISP may advise the ISRC and the CSRCs at the respective Campuses of the UFS on any issue affecting Students.
  - 2.8. The President-General must annually present the "President's Address" to the ISP on behalf of the ISRC and the CSRCs at the respective Campuses of the UFS at the last meeting before the CSRC Elections.
  - 2.9. The Secretary-General must present the "State of University Report" annually to the ISP on behalf of the ISRC and the CSRCs at the respective Campuses of the UFS at the last meeting before the CSRC Elections.
  - 2.10. The Treasurer-General must present the "Financial Report" annually to the ISP on behalf of the ISRC and the CSRCs at the respective Campuses of the UFS at the last meeting before the CSRC
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Elections.

- 2.11. The ISP should be representative in nature, inclusive in character, consistent in its operations and should represent the widest possible variety of views within the Student Body.
- 2.12. The ISP shall be responsible for establishing an Evaluation Panel to evaluate the performance of ISRC and CSRC Members and ISP office bearers. The evaluation report shall be presented at the last meeting of the ISP before the CSRC Elections for consideration by the ISP.
- 2.13. The Evaluation Panel shall comprise the following:
  - 2.13.1 The Speaker of the ISP;
  - 2.13.2 The Deputy Speaker of the ISP;
  - 2.13.3 The Secretary of the ISP; and
  - 2.14.4 A representative of the Office of the Dean: Student Affairs.

### **3. COMPOSITION OF THE ISP**

The ISP shall be composed of the following:

- 3.1. All CSP Office Bearers;
- 3.2. All Members of the ISRC; and
- 3.3. Eight (8) Representatives per Campus, broken down as follows:
  - 3.3.1. Faculty Council (1)
  - 3.3.2. Residence Student Council (1)
  - 3.3.3. Sports Council (1)
  - 3.3.4. Associations Council (1)
  - 3.3.5. Student Organisation Council (1)
  - 3.3.6. Religious Organisation Council (1)
  - 3.3.7. International Students Council (1)
  - 3.3.8. Universal Access and Social Justice Council (1)

### **4. COMPOSITION OF CAMPUS STUDENT PARLIAMENT**

The Campus Student Parliament shall be composed of the following:

- 4.1. CSP Office Bearers (3);
  - 4.2. All Members of the CSRC Executive (5);
  - 4.3. Four (4) Representatives from the Campus Residences Council;
  - 4.4. Two (2) Representatives from the Day Residences Council;
  - 4.5. Six (6) Representatives from the Student Organisations Council;
  - 4.6. Six (6) Representatives from the Student Associations Council; and
  - 4.7. One (1) Representative from each Ex Officio Student Council.
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## **5. OFFICE BEARERS OF THE ISP**

The Office Bearer collective of the ISP shall be composed of:

- 5.1. The ISP Speaker;
- 5.2. The ISP Deputy Speaker; and
- 5.3. The ISP Secretary.

## **6. RESPONSIBILITIES OF CAMPUS/INSTITUTIONAL STUDENT PARLIAMENT OFFICE BEARERS**

### 6.1. The SP Speaker

#### 6.1.1. The SP Speaker must:

- (a) When presiding over meetings of the SP, act impartially and ensure that there is democratic debate;
- (b) Regulate and enforce the rules of debate and decide who has the right to speak and put questions to the House for debate and, only where necessary to a vote;
- (c) Ensure that all Members receive a fair opportunity to state their views;
- (d) Ensure that all Members are given due opportunity to report to the SP at each meeting;
- (e) Ensure that Members of the SP are given the opportunity to do whatever is democratically necessary to ensure the accountability of the Student Representative Council;
- (f) Ensure orderly and free discussions on motions in the SP;
- (g) Manage control over student and media access to meetings of the SP; and
- (h) Shall have a casting vote in case of a deadlock during a parliamentary session.

### 6.2. The SP Deputy Speaker

#### 6.2.1. The SP Deputy Speaker must:

- (a) Assume the duties of Speaker in the Speaker's absence;
- (b) Assist the Speaker in his/her duties when delegated by the Speaker;
- (c) Perform any duties delegated by the Speaker; and
- (d) Be the head of the SP's disciplinary committee.

### 6.3. The SP Secretary

#### 6.3.1. The SP Secretary must:

- (a) Be the chief administrative officer and be responsible for the minutes of all SP gatherings;
  - (b) Manage the correspondence of the SP and keep copies thereof;
  - (c) Circulate notices and agendas of all SP meetings;
  - (d) Manage and facilitate the vetting of all voting members of Student Parliament;
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- (e) Together with the Speaker, receive all issues submitted for discussion by the SP and formulate the agenda of the SP meetings;
- (f) Ensure that all persons casting votes in Student Parliament are Members in good standing; and
- (g) Manage the affairs of the SP in the absence of the Speaker and Deputy Speaker.

## **7. POWERS AND DUTIES OF CAMPUS/INSTITUTIONAL STUDENT PARLIAMENT**

7.1. Student Parliament's powers and duties comprise the following:

7.1.1. Initiate, prepare and pass rules within its functional area;

7.1.2. Request the ISRC and CSRC to explain any of their actions, activities or lack thereof in person at the Student Parliament.

7.1.3. Propose a list of broad priorities which the next Student Representative Council must consider in compiling their budget and planning their activities.

7.2. The C/ISP must provide for mechanisms:

7.2.1. To advise the C/ISRC on its programmes; and

7.2.2. To provide oversight over the implementation of policies by the ISRC and CSRC and all substructures.

## **8. ELECTION OF THE SPEAKER, DEPUTY SPEAKER AND SECRETARY**

8.1. The C/ISP, at the first sitting after its election, or when necessary to fill a vacancy, must elect a Speaker and Deputy Speaker from among its members.

8.2. The Election Procedure will proceed as indicated below.

8.2.1. With the nomination of candidates at the meeting,

8.2.2. If more than one candidate is nominated:

(i) A vote must be taken by a secret ballot at the meeting;

(ii) Each Member present at the meeting may only cast one vote; and

(iii) The person presiding must declare elected the candidate who receives the majority of the votes.

8.2.3. The member elected shall, from his or her place, express his or her sense of the honour conferred upon him or her.

8.3 The house will affirm that the Vice-President of the C/ISRC be elected Ex Officio as Secretary of the C/ISP.

8.4 The Secretary of Student Parliament must preside over the Election of the Speaker. The Speaker presides over the Election of the Deputy Speaker.

## **9. ELIGIBILITY OF THE SPEAKER AND DEPUTY SPEAKER**

To be eligible for nomination, the candidate must meet all the following requirements:

- 9.1. Be eligible to be a Member of the Campus/Institutional Student Parliament;
  - 9.2. Be a full-time Student at the respective Campus of the UFS and must have been registered for a Qualification at the respective Campus of the UFS for a minimum period of at least 3 (THREE) consecutive semesters immediately prior to the Student Parliament Election for which the candidate is being nominated;
  - 9.3. Subscribe to and undertake to promote this Constitution and its objectives, including all matters relating to Student management and the well-being of the Student Body;
  - 9.4. Undertake to promote a culture of Student-driven leadership; Student-centred leadership; academic excellence; non-racialism and non-sexism; democracy; Ubuntu; equity and equality; cooperative governance; accountability, transparency and integrity;
  - 9.5. 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;
  - 9.6. 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);
  - 12.1. With respect to the Bloemfontein and Qwaqwa Campuses, have maintained, up until the most recent examinations prior to the CSRC Elections, a high academic standard and have achieved a minimum
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overall academic average for all passed UFS courses, of at least 60% (SIXTY PERCENT) and must have passed at least 80% (EIGHTY PERCENT) of the total enrolled courses for the two semesters immediately preceding the semester during which the CSRC Election is to take place. With respect to the South Campus, first-time-entering students who wish to stand for an SRC portfolio at the South Campus first-quarter Elections, must have obtained a minimum AP score of 25 in order to be eligible; and

9.8. Must have served in a recognised UFS leadership position as determined by the Student Parliament.

## **10. MEETINGS**

10.1 For Ordinary Sittings of the Student Parliament:

10.1.1 At least 2 (TWO) Student Parliament Sittings shall be held per year. This excludes the formal opening and closing of Student Parliament.

10.1.2 The Speaker determines the time and duration of Sittings.

10.2. An Extraordinary Sitting of Student Parliament must be convened:

10.2.1. By order of the Speaker; or

10.2.2. At the request of:

(a) CSRC President; or

(b) At least 50% (FIFTY PERCENT) of bodies represented in the Assembly, indicating the need for a special meeting and the issues to be discussed at that meeting.

10.3. The Speaker shall convene such a special meeting within 7 (SEVEN) days upon receipt of the request.

10.4. Notice of the date, time, venue and agenda of the special meeting of the Student Parliament shall be circulated and telephonically confirmed to Members of the Student Parliament, and is to be placed on notice boards at least 36 (THIRTY-SIX) hours before the commencement of the meeting.

10.5. Only the issue/topic brought forth in calling for the Extraordinary Sitting will be discussed.

## **11. QUORUM**

11.1 A quorum of 50% (FIFTY PERCENT) plus 1 (ONE) of the Members must be obtained to constitute

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a meeting of the Student Parliament, and must be maintained throughout the meeting.

- 11.2 If a quorum cannot be obtained or maintained, the meeting shall be postponed for not less than 1 (ONE) week and not more than 2 (TWO) weeks.
- 11.3 Notice of the postponed meeting shall be given without delay, and the Members present at the postponed meeting shall form a quorum and have the power to take valid decisions on the undecided matters that were on the agenda of the original meeting.

## **12. DECISIONS**

- 12.1 A decision of the C/ISP shall be taken by a majority of votes of the elected Members present at that meeting.
- 12.2 At the following ISRC/CSRC meeting, decisions taken at such a C/ISP meeting shall be considered by the ISRC/CSRC, and such decisions shall immediately be implemented by the ISRC/CSRC, if upheld.
- 12.3 All decisions of an ISP meeting must, as far as practically possible, be implemented before the following meeting of the ISP and feedback on the implementation must be given.

## **13. PUBLIC ACCESS**

- 13.1 All registered Students shall have access to a CSP meeting in an observation capacity. ISP meetings shall be closed to the general Student population; however, members of the general Student population may apply to the Speaker of the ISP for observer status.
- 13.2 An observer has no voting or speaking rights, and may only participate in discussion by invitation of the Speaker.
- 13.3 Minutes of C/ISP meetings are public documents and any member of the University Community has the right, subject to fair procedural arrangements made by the Deputy Speaker, to inspect the minutes of all previous meetings of the ISP.

## **14. VACANCIES**

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In the event of a vacancy arising for whatever reason in any of the C/ISP Portfolios, the relevant Student structure to which the vacant C/ISP Portfolio relates shall, following the occurrence of the vacancy, nominate a replacing C/ISP Member, meeting the Eligibility Requirements, for the vacant Portfolio for the remainder of the ISRC Term as soon as possible.