

STUDENTS' ASSOCIATION CONSTITUTION

1. Preamble

The Students' Association establishes this Constitution in consultation with the authorities of Holy Trinity College and with the approval of the Board of Governors of Holy Trinity College.

2. Name and Status

The Students' Association (hereinafter called the Association) is established in accordance with the statutes and regulations of the College and shall be recognized by the Academic

Council and Board of Governors of the College. This constitution shall be the supreme legal document of the Association.

3. Aims and Objectives

The aims and objectives of the Association are: -

3.1 To provide for the representation of the students in matters those affect their interests, both as individuals and as a body, especially in respect of their academic studies.

3.2 To provide and develop intellectual, artistic, cultural, recreational, religious and social activities arising among its members, and to promote their general welfare.

3.3 To provide, encourage and develop among its members the formation, organization and operation of clubs and societies and other groupings for such purposes as are mentioned in clause 3.2 above.

3.4 To provide an effective channel of communication between the student body and the College authorities.

3.5 To promote and maintain the co-operation of its members with students in other tertiary institutions, and especially with the National Movement of Catholic Students in Zimbabwe.

4. Membership

4.1 Membership of the Association shall be:

a) Ordinary Membership, which shall be restricted to:

i) Registered full-time students of the College, for whom membership is automatic.

ii) Registered part-time students of the College who choose to pay the full Association subscription.

b) Associate Membership, which shall be open to:

i) All full-time members of the College staff upon payment of the appropriate subscription.

ii) Registered part-time students who elect not to become ordinary members, upon payment of the appropriate subscription.

4.2 The privileges of membership shall be as follows:

a) Ordinary Members:

i) To speak and vote at general meetings of the Association.

ii) To nominate, stand and vote in Association elections.

iii) To use all recreational, social and other facilities of the Association.

iv) To introduce guests to Association facilities, subject to conditions agreed between the Students' Committee and the College authorities.

b) Associate Members:

i) To use all recreational, social and other facilities of the Association

ii) To introduce guests to Association facilities, subject to conditions agreed between the students' Committee and the College authorities.

4.3 Any person using the Association's facilities or participating at any Association meeting or function shall be required, on the demand of an Association officer, to produce evidence of membership in such form as may be laid down from time to time by the College's Academic Council and the Students' Committee.

5. Membership fees

5.1 Membership fees for each class of member shall be determined from time to time by the College's Academic Council through its finance Committee in consultation with the Students' Committee.

5.2 Any member who fails to pay his/her fee one month after formal demand and warning shall cease to be a member but (if still eligible) shall be reinstated to membership on payment of the appropriate fee.

5.3 Fees are payable to and collected by the College administration. In the case of registered full-time students of the College, the membership fee will be charged as a portion of the tuition fees as set from time to time by the Board of Governors.

5.4 In determining the membership fee to be paid by any class of member, the College's Academic Council, in consultation with the Students' Committee, may rule that a proportion of the membership fee may be for a specific purpose or purposes.

6. Authority and Business

6.1 Unless a referendum is requested, the vote of a general meeting shall be recognized as possessing higher authority than the decision of any other student organization, body, committee or of any individual student within the College.

6.2 The business of the Association shall be discharged by:

a) An ordinary or extraordinary general meeting of the Association.

b) The Students' Committee.

c) Any Sub-Committees of the Students' Committee.

7. General Meetings of the Association

7.1 An ordinary general meeting of the Association shall be held at least once in every College semester.

7.2 The date or dates of the ordinary general meeting or meetings of the Association shall be published on the recognized notice boards of the Association seven days in advance of the meeting or meetings.

7.3 Notice of a general meeting together with an agenda paper shall be published on Association notice boards not less than 48 hours before the time of the meeting, provided that in a matter

of emergency not involving amendments to the Constitution or a vote of no confidence on any officer or body of the Association, the President shall call a meeting as soon as possible, giving at least 24 hours' notice.

7.4 A general meeting, whether ordinary or extraordinary, shall be convened by the President:

a) Whenever s/he deems it necessary.

b) Whenever s/he receives a written request signed either by at least 4 members of the Students' Committee or by at least that number of students as shall equate to 15% of the ordinary members of the Association at any one time.

7.5 The agenda for an extraordinary general meeting shall only deal with the business for which the meeting has been called.

7.6 At a general meeting, a quorum shall be one fifth of the ordinary members of the Association at any time. If the quorum is challenged and the meeting is inquorate, then it must be abandoned. All completed business preceding the challenge to the quorum shall stand.

7.7 Procedure at general meetings shall be as laid down in schedule B of this Constitution.

7.8 A vote of no confidence in any officer or body of the Association may only be passed on a motion of which proper notice has been given in accordance with clause 5 of schedule B by a three-quarters majority vote of those ordinary members present at a general meeting.

8. Referendum

8.1 The Students' Committee may be called upon to hold a referendum on any motion which has been discussed at an ordinary or extraordinary general meeting of the Association at which at least one fifth of ordinary members are present.

8.2 A referendum shall be held if requested by: -

- a) A vote without dissent of the Students' Committee; or
- b) A requisition signed by at least 4 of the members of the Students' Committee; or
- c) A requisition signed by the equivalent of the quorum for a general meeting.

8.3 In the case of a referendum following a general meeting, a notice of the request shall be made not later than two days after the meeting at which the motion on which the referendum is requested has been discussed.

8.4 In any event, the Students' Committee shall hold the referendum within seven days of the request for a referendum having been received by the Secretary of the Students' Committee.

8.5 Voting on the referendum shall be YES, NO or ABSTENTION on the motion.

8.6 The Students' Committee shall ensure that full publicity is given to the referendum and that the proposers and the opposers of the motion shall have the opportunity to place their arguments (on no more than one side of A4 paper) on all recognized notice boards of the Association.

8.7 A decision of a general meeting which is challenged by a referendum shall be held in abeyance until the result of the referendum is known.

8.8 In the case where a referendum is held on a motion discussed at a general meeting, the decision of the referendum shall only be binding if the number of votes cast in the referendum is greater than the number of votes cast at the general meeting on the motion in question. In the case of a tie, the President shall exercise a casting vote.

8.9 The result of a referendum shall:

- a) Be determined by a minimum poll of 20% of ordinary members;
- b) In the event of less than 20% of the ordinary members vote in the first referendum, a second referendum shall be called;
- c) If the 20% is not achieved, then a three-quarter majority of the members who voted will determine the result.

9. Students' Committee

9.1 There shall be the Students' Committee (hereinafter called SC) comprising of:

- (a) The President
- (b) The Vice-President

(c) The Secretary

(d) The Treasurer

(e) The Co-Chairperson of the Welfare and Charity Sub-Committee

(f) The Chairperson of the Cultural and Liturgical Sub-Committee

(g) The Chairperson of the Sports, Entertainment, and Recreation

Sub-Committee

9.2 Functions of the SC:

The SC is responsible for the administration and conduct of the affairs of the Students' Association and shall be responsible to the Students' Association in General meetings for the proper discharge of its duties.

9.3 Duties of the SC:

The duties of the SC shall be to further the objects of the Association in general, and in particular:

a) To decide on the policy of the Association on all internal and external affairs.

b) To control, maintain and safeguard the property of the Association.

c) To prepare, in consultation with the College Administration, and approve annual estimates of the Association's income and expenditure and forward it for approval by the College's Finance Committee.

d) To prepare business for general meetings of the Students' Association.

9.4 Powers of the SC:

In addition to any powers directly granted to it by this Constitution, the SC shall have the power to decide on any matters within the powers delegated to it by a general meeting of the Association. In particular, the SC may: -

a) Frame by-laws and regulations and take other action subject to the provisions of this Constitution for the promotion of the objects of the Association.

b) Form standing Sub-Committees of the Association as required by this Constitution and to establish other Sub-Committees of the Association as it thinks fit for the conduct of its business.

c) Delegate any of its powers.

d) Call general and extraordinary general meetings of the Association.

e) Determine which clubs shall receive the recognition of the Association and, subject to the approval of the College's Finance Committee, approve funds to recognized clubs. Furthermore, the Council has the mandate to withdraw funds from clubs that

prove to be incompetent by failing to engage in their activities by the middle of each semester.

f) Engage upon undertakings to meet the needs of the student body, provided that the SC may not borrow or employ funds or the resources of the College without the prior consent of the Academic Council.

10. The Presidency

10.1 Powers and duties of the President:

The President shall be Chairperson of the SC and shall: -

- a) Convene and preside over general meetings of the Association.
- b) Convene and preside over all meetings of the SC.
- c) Both at the general meetings and SC meetings, the President shall have an ordinary vote as well as casting vote in the case of a tie.
- d) Make representations on behalf of the SC to the Rector or any other responsible administrative official of the College on any matters that concern the interests of the students but he/she must, if necessary, consult the Rector before meeting the aforesaid officials.
- e) Oversee the proper discharge of and good conduct of SC members in their duties and for this purpose shall have the power to communicate and administer disciplinary cautions in consultation with the SC and The Rector.
- f) Act as the official representative of the Association except in circumstances in which s/he is acting in his/ her personal capacity.
- g) Give an annual report on the work of his/her office at a general meeting to be held in the first half of the first semester of each academic year.
- h) Consult from time to time with the Rector and Dean and with individual members at the SC particular matters affecting the Association and student interests.
- i) Represent the student body on the Advisory Board and on the Disciplinary Committee of the College;
- j) Chair the Academic & Library Sub-Committee of the Association.

10.2 Powers and duties of the Vice-President

The Vice- President shall:

- a) Chair the Welfare, Entertainments and Charities Sub-Committee of the Association and convene its meetings.
- b) Assume office as acting President in the absence of the President, due to any reason and cause.
- c) Exercise all of any of the powers delegated to him/her by the President.

10.3 The President or Vice-President may vacate their offices: -

- a) Through personal resignation properly tendered to the SC Secretary and accepted by the SC; or
- b) Automatically by failure to attend two consecutive meetings of the SC without acceptable excuse, duly tendered; or
- c) Where a vote of no confidence is passed by three-quarters majority vote of ordinary Association members presented at a lawfully constituted general meeting of the Association; or
- d) Where the SC makes a finding of gross negligence of duty or gross misconduct and the report is ratified by two-thirds of the Association members present at a lawfully constituted general meeting of the Association.

11. The SC Secretary

11.1 The SC Secretary shall be the chief administrative officer of the Association and among other duties shall: -

- a) Conduct all correspondence.
- b) Keep proper records of all general and SC meetings.
- c) Keep a record of the constitutions of student clubs and associations.
- d) Assist the President and other SC members in carrying out their work in a proper and efficient manner and ensure in general the Association's efficient all-round administration.
- e) Co-ordinate the SC elections committee.
- f) Chair the Publications and Conference Sub-Committee.

11.2 The President or Vice-President may delegate any of his/her powers to the SC Secretary.

12. The SC Treasurer

12.1 The SC Treasurer, preferably a student with book-keeping/accounting experience, shall be responsible for the administration and use of Association funds and for the financial records of the Association, and in particular shall: -

- a) Chair the Finance Sub-Committee of the Association and convene its meetings.
- b) Keep in proper accounting form records of all financial transactions of the Association.
- c) Give a full financial report whenever required to do so by the President, the Academic Council, the College's Finance Committee, or the Association and as required by the rules of this Constitution.

- d) Ensure that funds allocated to the SC are spent only as directed by the SC and that proper and accurate records of all receipts and expenditures are kept.
- e) Report any financial irregularities to the President of the Association.
- f) Cooperate with the College Bursar in monitoring and controlling the disbursement of Association funds and receive from the College Bursar a monthly statement on the use of Association funds.
- g) Give, upon relinquishing office, a full and accurate financial report to the SC, a record of which must be approved and deposited with the College Bursar's office.
- h) Represent the student body on the College Finance Committee.

13. Meetings of the SC

13.1 The President shall convene the first meeting of new SC members within 48 hours of the announcement of SC election results in order to conduct elections of office bearers from among their number.

13.2 Thereafter, the President shall convene meetings of the SC: -

- a) When s/he deems it necessary.
- b) If s/he receives a written request signed by at least three members of the SC.
- c) If s/he is requested to do so by an Association general meeting, provided that the SC shall meet at least once every month during each semester.

13.3 A simple majority shall be required for the passing of any resolution before the SC.

13.4 Any member of the SC shall have the right to protest any irregularities in procedure to the Dean who shall investigate and make recommendations to the SC and to the Academic Council.

13.5 All meetings of the SC shall be conducted according to the principles that: -

- a) The minority is subordinate to the majority.
- b) The Individual is subordinate to the committee.
- c) All members are required to carry out the majority decision even if they voted against it.
- d) The SC is subordinate to the general meeting.

13.6 The quorum for any meeting of the SC shall be 4 members.

13.7 A member of the SC shall cease to hold office if:

- a) S/he ceases to be an ordinary member of the Association; or
- b) His/her resignation, tendered in writing to the President, is accepted by the SC; or

c) S/he absents her/himself from two consecutive meetings of the SC without leave;
or

d) A vote of no confidence in him/her is passed by a three-quarters majority vote of the members of the SC or by a three-quarters majority vote of those ordinary members of the Association present at a lawfully constituted meeting.

13.8 Upon a member of the SC ceasing to hold office before the termination of his/her elected tenure, the President shall arrange a by-election in accordance with schedule A.

13.9 Each member of the SC shall have one vote.

14. Sub-Committees of the SC

14.1 The SC shall establish the following standing Sub-Committees: -

- a) The Academic & Library Sub-Committee
- b) The Publications & Conferences Sub-Committee
- c) The Cultural & Liturgical Sub-Committee
- e) The Sports, Entertainment & Recreation Sub-Committee
- f) The Finance Sub-Committee.

14.2 Each standing Sub-Committee shall be chaired by an SC member.

a) No sub-committee shall have more than four members.

14.3 Each Sub-Committee shall have the power to co-opt members for the whole or part of its term of office.

14.4 The Rector shall have the power to appoint a member of the College staff to act as liaison person between the administration and each standing Sub-Committee, for the purposes of easy communication between the student body and the College authorities. The nominated person should be approved by the Student Committee. Any liaison person will only attend SC

Sub-Committee meetings if invited to do so and will have no vote.

14.5 Each standing Sub-Committee shall be responsible to the SC for the business transacted by it and shall report its business to the SC at each ordinary meeting of the latter.

14.6 The SC has the power to reverse any decision of a standing Sub-Committee, subject to appeal by the Sub-Committee to a general meeting.

14.7 At all Sub-Committee meetings within the Association, a simple majority of members eligible to vote shall constitute a quorum unless otherwise specified in this Constitution.

14.8 All Sub-Committees within the Association shall keep an accurate record of all meetings duly entered in the minute book and the Secretary of the SC may at any time have access to these minutes.

14.9 All standing Sub-Committees shall hold at least three meetings in the course of any one semester, and more often if required.

14.10 All standing Sub-Committees shall make an annual report to the SC which shall be deposited with the Secretary of the SC for incorporation into the President's annual report to the Association.

14.11 The SC may draw up whatever rules it deems necessary for the recognition and operation of clubs and societies which are affiliated to the Association, provided that the Academic Council shall have the power to veto any rules or regulations which it deems unreasonable.

14.12 The SC, with the agreement of the College authorities, may establish other ad hoc Sub-Committees for a particular purpose, but no such Sub-Committee shall continue in existence for more than a year without the SC seeking to establish it on a permanent basis through an amendment to this Constitution.

15. The Academic & Library Sub-Committee

15.1 The Academic & Library Sub-Committee shall be chaired by the SC President who shall appoint four committee members from among the ordinary members of the Association.

15.2 The Academic & Library Sub-Committee shall identify and make representations to the appropriate College authorities on problems and issues affecting the academic well-being of Students and shall appoint from among its members student representatives to the College's Academic Council, Library Committee and Computer Committee.

16. The Publications & Conferences Sub-Committee

16.1 This Sub-Committee will be composed of the Secretary of the SC, who will chair the Sub-Committee, the Editor and one other member of "Dare" editorial board, the Editor and one other member of the Student Newsletter editorial board, and two student members of the College Conferences Committee.

16.2 This Sub-Committee shall be responsible, through the "Dare" editorial board, operating in accordance with working rules drawn up with the approval of the College authorities, for the publication of "Dare: The Journal of Holy Trinity College".

16.3 This Sub-Committee shall be responsible, through the Newsletter editorial board, operating in accordance with working rules drawn up with the approval of the College authorities, for the publication of a regular student newsletter.

16.4 Whenever the Dean or the College Conferences Committee shall organize public conferences, lectures or seminars to be hosted by the College on issues of academic and public interest, this

Sub-Committee shall cooperate in the arrangement of such event and shall endeavour to animate the participation of the student body in such conferences. With the approval of the College authorities, this Sub-Committee may take the initiative to organize similar events involving the student body.

16.5 The Sub-Committee shall prepare and submit budget estimates for the promotion of its various activities.

17. The Welfare & Charities Sub-Committee

17.1 This Sub-Committee shall be composed of two SC members, one of whom shall be the Vice-President of the Association who will chair and convene the Sub-Committee, and three other members of the Association appointed by the SC on the recommendation of the Chairperson of the Sub-Committee.

17.2 This Sub-Committee shall: -

- a) Have oversight of the facilities offered to the students by the College.
- b) Facilitate, through the office of the College Minister, the provision of transport for Association groups and outings, as required.
- c) Organize and co-ordinate any charitable activities undertaken by the Association.
- d) Prepare budgetary estimates of expenditure for the promotion of the Sub-Committee's activities.

17.3 The Chairperson of the Sub-Committee, after consultation with the Rector, will represent student needs to the College Authorities.

18 The Cultural & Liturgical Sub-Committee

18.1 This Sub-Committee shall be composed of one member of the SC, who shall chair the Sub-Committee, and the chairpersons of each cultural or liturgical group recognized by the SC within the student body.

18.2 This Sub-Committee shall:

- a) Promote, encourage, support and co-ordinate all cultural and liturgical clubs affiliated to the Association.
- b) In co-operation with the College authorities, assist in the animation and organization of all College liturgical services and events.
- c) Organize periodical drama, dance, artistic and musical events on behalf of the Association.
- d) Promote the participation of Association members in cultural events both on and off campus.
- e) Approve applications for affiliation from cultural and liturgical groups and clubs on campus.

f) Prepare budgetary estimates for the promotion of the activities of the Sub-Committee and its affiliated societies incorporating estimates submitted by each cultural and liturgical group recognized by the Association.

19. The Sports, Entertainment & Recreation Sub-Committee

19.1 This Sub-Committee shall be composed of one SC member, who shall be Chairperson of the sub-committee, and the chairpersons of all the student sports and recreation clubs or groups recognized by the Association.

19.2 The Sports, Entertainment & Recreation Sub-Committee shall: -

a) Promote and co-ordinate sporting and recreational activities both within and outside the College and promote a program of entertainments on behalf of the student body.

b) Encourage and advance sporting and recreational activities amongst the students and the formation of groups or clubs to this end.

c) Co-ordinate, in consultation with the College Administrator, the use of college sporting and recreational facilities and transport as required.

d) Arrange competitions and events and give awards to outstanding clubs, teams or persons.

e) Prepare a budgetary estimate of expenditure compiled from proposals submitted by each sporting or recreational group recognized by the Association.

f) Approved all applications for affiliation from student sports and recreational clubs or groups.

20. The Finance Sub-Committee

20.1 This Sub-Committee shall be composed of the SC Treasurer, who shall be Chairperson of the Sub-Committee, one member of the Academic & Libraries Sub-Committee, one member of the

Publications & Conferences Sub-Committee, one member of the Cultural & Liturgical Sub-Committee, one member of the Sports, Entertainment & Recreation Sub-Committee, and two members elected by a general meeting of the Association.

20.2 The duties of the Finance Sub-Committee shall be to: -

a) Co-ordinate and oversee all financial affairs of the Association.

b) Make recommendations and give advice on financial affairs to the SC and sub-committees of the Association.

c) Administer the proper operation of the Association's system of financial control and accounting.

d) Keep and receive accounts on all financial activities of the Association.

e) Approve the Treasurer's financial reports.

20.3 In particular, the Finance Sub-Committee shall carry out the following functions:

- a) Receive regular accounts, financial reports estimate of income and expenditure from all Association committees, Sub-Committees and clubs funded through the Association.
- b) Present at the first Association general meeting of the first semester of each academic year accounts and balance sheet of the previous academic year.
- c) Present an account of the Association's financial position at least once every semester.
- d) Approve and vary estimates of income and expenditure from other Association sub-committees.
- e) Make recommendations to the SC on annual subscriptions rates for Association membership.
- f) Submit estimates and accounts to the college Finance Committee for approval.

21. Finance

21.1 Funds of the Association are under the joint control of the College, as represented by the Finance Committee through the College Administration and the SC.

21.2 Estimates of income and expenditure for the forthcoming year shall be prepared by the SC at the appropriate time each year in accordance with procedures to be laid down by the SC and the College Administration.

21.3 Estimates of expenditure shall be submitted for approval to a general Meeting of the Association at the appropriate time in each academic year, to the College Administration for submission through the College Finance Committee to the Academic Council and, once the estimates have been approved by the Academic Council, they shall remain fixed and may only be varied after resolution of the SC and approval by the College Finance Committee.

21.4 Funds of the Association arising from its membership fees and from any block grant that the College Academic Council may make from time to time, shall be held in a separate account, in the name of the Association, and administered by the College Administration.

21.5 The expenditure of funds within approved budgets allocated to committees, Sub-Committees and clubs shall be in accordance with procedures to be laid down by the College Administration in consultation with the SC.

21.6 Where the SC is authorized by the College authorities to conduct activities which generate funds, it shall do so in a manner and in accordance with regulations laid down by the College authorities.

22. Building and Facilities

22.1 All buildings and facilities on the College campus are the property of the Responsible Authority of the College and fall under the control of the Academic

Council. However, the College may allocate the use and control of certain buildings or sections of buildings or other facilities to the Association under regulations to be laid down by the Academic Council in consultation with the SC.

23. Dissolution 23.1

In the event of the dissolution of the Association, for whatever cause or reason, any funds or property remaining in the name of the Association at that date shall be disposed of according to a procedure to be determined by the College's Academic Council in Consultation with the student body.

24. Amendments to the Constitution 24.1

This Constitution may only be changed or added to if so approved by members voting in a referendum as specified in section 8 of this Constitution, subject to approval by the Board of Governors.

Schedule A

ELECTORAL REGULATIONS

This schedule is an integral part of the Constitution and, as such, may only be amended in accordance with clause 24.1 of the Constitution

1. Elections of the Students' Committee

1.1 Every ordinary member of the Association shall be entitled to stand as a candidate for any of the posts of the SC.

1.2 The election of the president, the Vice-President, the Secretary and the Treasurer shall be conducted on the same day. Any unsuccessful candidates in these elections may stand for the elections in section 1.3

1.3 The Co-Chairperson of the Welfare Sub-Committee, the Chairperson of the Sports, Entertainment and Recreation, and the Chairperson of the Cultural and the Liturgical Committee shall be elected in one election on a different day from the elections in 1.2. The candidates for this election are not elected for a particular post unless otherwise determined by the students' body.

1.4 The term of the Students' Committee shall be one year only. Any ordinary member of the association may stand for re-election provided that s/he does not hold the same office or committee membership or Sub-Committee membership for more than two years.

1.5 The voted-in Students' Representative Council comprise six (6) members. At least all congregations should be represented with at least one (1) member elected to the council.

1.6 Concerning the nomination of candidates: each congregation should be represented.

1.6.a Representation means that each congregation must have at least a member elected to the Council.

1.6.b When all the congregations are equally represented, one (1) minister shall be randomly appointed by the sitting Students' Representative Council.

1.6.c If, however, one congregation has the majority in the Council, then the minister to be appointed

should come from the other congregations.**2. Elections Committee**

2.1 An elections committee of the Association shall be established comprising the SC Secretary, two full-time students (who will not be members of the SC) appointed by the Rector, and the College Dean.

2.2 The Elections Committee shall:

a) Sit as a nominations board for Association elections.

b) Ensure that elections are conducted according to the electoral regulations under this Constitution.

c) Hear complaints pertaining to the election process from aggrieved candidates and students. In the event that an aggrieved candidate or student is dissatisfied with the hearing of his/her complaint by the elections committee (#2.2(c) above), he/she may take his/her complaint on appeal to the Rector.

2.3 On the occasion of polling in any election, the Rector will appoint a member of the full-time College staff to the elections committee to act as scrutineer of voting.

3. Conduct of Elections

3.1 a) The elections of the Students' Committee shall be held after the mid-semester break in the second semester of each academic year.

b) If any inconveniences arise that may prevent the elections to be held as stipulated in 3.1.a), then the elections of the SC shall be held no later than the week preceding the mid-semester break in the first semester of each academic year.

3.2 At some time before the election date, any candidate for the presidency may publish his/her election manifesto on the Association notice boards. If the electoral committee deems it desirable, every candidate may present himself or herself and give a brief talk. The electoral committee may also request the candidates to engage in debate before the electorate.

3.3 When an election or by-election becomes necessary, the elections committee shall forthwith post on all Association notice boards a list of full members of the association together with a notice stating:

a) *The vacancy or vacancies to be filled.*

b) That only those members on the accompanying list are permitted to stand, nominate or vote, but that the list may be amended on objection received by the elections committee within 24 hours of the posting of the notice.

c) Those written nominations signed by 5 nominators (each of whom may nominate as many candidates as there are vacancies to be filled) and signed by the nominee to indicate his/her agreement to stand, shall be delivered to the elections committee within 72 hours of the posting of the notice.

d) The day on which (if necessary) polling will take place, the situation of the polling booths and the hours during which they will be open.

3.4 The elections committee's decision on any objections received in terms of regulation 3.1 shall be final, and the list shall become conclusive evidence of the right to stand, nominate and vote one hour after the expiration of the time referred to in regulations 3.1

3.5 Within one hour after the expiration of the time referred to in regulation 3.1, the elections committee shall post on Association notice boards a list of candidates validly nominated.

3.6 If the number of candidates does not exceed the number of vacancies to be filled, the list shall be accompanied by a notice declaring the candidates as duly elected. In the event that the number of candidates is insufficient for the vacancies; it is the duty of the elections committee to find suitable candidates for the vacancies.

3.7 If the number of such candidates exceeds the number of vacancies to be filled, the list shall be accompanied by a notice announcing that polling will take place, repeating the information specified in regulation 3.1 and setting out a specimen ballot paper including instructions to voters.

3.8 The polling day fixed in terms of regulation 3.1 must be a normal working day not less than five and not more than ten days after the posting of the notice in terms of regulation 3.1. The polling booths and hours during which they will be open shall be as determined by the elections committee.

3.9 On polling day, the elections committee shall provide a polling booth and sealed ballot box suitable to ensure a secret ballot. The scrutineer and at least one member of the elections committee shall attend in person during polling hours, with the list of full members referred to in regulations 3.1 and 3.2 and a sufficient number of ballot papers.

3.10 The elections committee shall give a ballot paper to every qualified voter who presents him/herself at the polling booth, and either by crossing the voter's name from list or by some other means to prevent a voter voting more than once, ensure that the fact a voter has voted is recorded, and then permit him/her to enter the polling booth, mark his/her ballot paper and place it in the ballot box. No voter may receive a second ballot paper unless s/he surrenders the first one for immediate destruction. No voter may leave the polling booth without placing his ballot paper in the ballot box or surrendering it to the elections committee.

3.11 The elections committee shall at all times take proper steps to ensure the security of the polling booth, ballot box and ballot papers.

3.12 When polling is completed, the scrutineer, under the direction of the elections committee, shall proceed to count the votes, at a time and place determined by the elections committee.

3.13 Any candidate in the election may attend the counting of the votes either in person or by representative.

3.14 A voting paper shall be rejected as spoilt if:

a) It is not on a form supplied by the elections committee; or

b) Any word or mark is placed on it by the voter by which s/he may subsequently be identified; or

c) It cannot be determined for which candidate the first preference of the voter is recorded; or

d) In the case of a multiple election, the voter has not indicated the order of his preference for the minimum number of candidates specified in regulation 6.

3.15 The decision to count a ballot paper or to reject it as a spoilt paper shall be by majority vote of the elections committee and scrutineer, and shall be final.

3.16 If the result of an election or by-election cannot be determined because of an equality of votes, the elections committee shall announce the fact and a by-election shall be held, at which only the tied candidates shall be permitted to stand.

3.17 When the result of an election or by-election has been determined, it shall forthwith be recorded in writing and signed by the elections committee and scrutineer and posted on Association notice boards.

3.18 As soon thereafter as is convenient, the elections committee shall lodge the ballot papers and all records of the election or by-election with the SC Secretary for safe keeping. They shall be open for inspection by any ordinary member of the Association while the persons elected remain in office and shall then be destroyed.

3.19 Prior to the election, every SC candidate may put up his/her election manifest (on no more than one A4 sheet of paper) on the Association notice boards; and may present him/herself to the students at a general meeting, on a day and date appointed by the elections committee, and give a brief talk and introduction.

4. Single Elections

4.1 In elections or by-elections to fill a single vacancy on the SC, every voter shall be entitled to one vote and, subject to regulation 3:15, the candidate obtaining the largest number of votes shall be declared elected.

5. Multiple Elections

5.1 In elections or by-elections to fill more than one vacancy on the SC or one of its Sub-Committees, where the number of candidates exceeds the number of vacancies, each voter will be entitled to vote for as many candidates as there are vacancies, and those candidates receiving the largest number of votes will be deemed elected so as to fill every vacancy available.

5.2 In the event of a tie, a by-election will be held at which only the tied candidates will stand for election.

5.3 In a multiple election, voters may submit ballot papers on which they have voted for fewer but not more candidates than the number of vacancies to be filled.

Schedule B

STANDING RULES FOR GENERAL MEETINGS

This schedule is an integral part of the Constitution and, as such, may only be amended in accordance with clause 24.1 of the Constitution.

1. Persons other than ordinary members of the Association may only be permitted to attend a general meeting by a two-thirds majority vote of those ordinary members present at that meeting.

2. The President or, in his/her absence, the Vice-President shall be Chairperson of all general meetings, except that if s/he wishes to make a substantive speech s/he shall do so from the floor and shall appoint an ordinary member of the Association to take the chair for the duration of his/her speech and any discussion arising therefrom.

3. The agenda paper shall, wherever possible, be prepared in the following form:

- Minutes of the previous meeting;
- Matters arising therefrom;
- Reports;
- Accounts;
- Motions.

4. Reports shall be submitted in writing to the SC Secretary before the agenda paper is published, and shall be held by him/her for inspection on request between the publication of the agenda paper and the meeting. The adoption of a report shall only be taken as an expression of approval of its general tenor, and any matter of substance arising out of a report shall be dealt with on motion.

5. Motions shall be signed by the proposer and seconder and submitted to the SC Secretary for inclusion in the agenda paper. Amendments shall be signed by the proposer (no seconder being necessary) and submitted to the Secretary for publication on Association notice boards not less than 24 hours before the time of the meeting, provided that the Chairperson may accept amendments without notice if, in his/her opinion, they do not radically alter the spirit of the motion, or if they are acceptable to the proposer and seconder of the motion.

6. No motion shall be proposed under the item "any other business", but the Chairperson may, in his/her discretion, permit recommendations which shall not have the binding force of motions.

7. Not more than one amendment to any one motion may be put before the meeting at any one time. If any amendment is carried, the original motion incorporating the amendment shall become the substantive motion to which a further amendment may be moved.

8. After a motion has been put, the proposer and seconder may agree to withdraw their motion. In such a case, debate and voting on the motion may not continue unless a new proposer and seconder can be found from the floor.

9. No member may, without special leave of the meeting, speak more than once to any one motion of amendment thereon, but the mover of any motion or amendment shall have the right of reply.

10. Every speaker shall rise and address him/herself to the Chairperson.

11. At any time during the discussion, it shall be competent for any ordinary member to move that the motion be now put to the vote. It shall be at the discretion of the chairperson whether this motion is put to the vote of the meeting. If this motion is put to the vote and carried, the proposer of the original motion shall be given the opportunity to exercise his right of reply, and the motion shall then be put to the vote of the meeting immediately.

12. At any time other than when an amendment is before the meeting, it shall be competent to move that the motion be not put. It shall be at the discretion of the Chairperson whether this motion be put. If it is put, no further discussion of the original motion shall take place until it has been decided. If this motion is not carried, discussion on the original motion shall proceed.

13. It shall be competent for the Chairperson to ask whether there is any discussion or amendment or opposition to any motion and, in the absence of any response, to declare the motion carried.

14. Except insofar as the previous clause shall apply, voting on a motion may be by acclamation, or show of hands, at the discretion of the Chairperson or, if so requested by any member, by a ballot vote. The scrutineer appointed in terms of the electoral regulations (schedule A) or, in his/her absence, tellers appointed by the Chairperson, shall assist the Chairperson in counting the votes. The decision of the Chairperson on the result of any vote shall be final, except in the case of a vote by acclamation, when any member shall have the right to demand a re-vote, by show of hands or by ballot.

15. All questions except where otherwise stipulated in the Constitution shall be decided by the majority of votes cast. On every question, the President shall have a deliberative vote.

16. Points of order, which have precedence over all other business, except a challenge of the quorum, may be raised by any member. They must be framed as question to the Chairperson and be related to the conduct of the meeting.

17. Points of information may be raised by any member, provided the member holding the floor signifies his/her willingness to give way. They may consist of information offered to, or a question asked of, the member who has given way.

18. Any member may challenge the ruling of the Chairperson on any matter relating to the conduct of the meeting, in which case the Chairperson shall ask the meeting for a ruling. When the meeting has made its decision, discussion of the interrupted business shall continue.

19. The Chairperson shall have control of the meeting and shall have the power to order any member whose conduct is unruly or disorderly to leave the meeting.

20. Only matters directly affecting the Association or any of its members in their capacity as students of the College, or the relations of the Association with other student bodies, may be placed before the meeting.

21. Schedule B may be suspended for the duration of the discussion of any particular motion, provided that a three-quarters majority of those ordinary members present agree.

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