

Last edited 2021



**Constitution of the Education Student Committee Stellenbosch University**

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## **1. Preamble:**

We, as the Education Student Committee, acknowledge the divisions of the past and the provision of unequal education in our country, the Republic of South Africa. We therefore strive to build a multi-cultural, non-discriminatory and a democratic committee. We, as committee, commit to be the voice and the link between the students and the lecturers, acknowledging both positions and following the correct procedures according to the grievance procedure — section 5.

We, as the Education Student Committee, aim to maintain an environment of academic success through setting an example of professional conduct and academic excellence. It is thus the goal of the Education Student Committee to serve the academic, social and professional interests of all students through accessible, accountable and innovative leadership.

### **1.1. Definitions:**

- **AAC:** Academic Affairs Council
- **B Ed:** Bachelor of Education (Degree)
- **Day:** 24 hours
- **EC:** Executive Committee; consisting of the chair, vice-chairperson and the liaison lecturer
- **ESC Meeting:** Held weekly
- **ESC:** Education Student Committee
- **Evaluation process:** This happens after the term of committee members has been completed. The chairperson, the vice-chairperson and the liaison lecturer will review the committee members' performance and their input throughout the year, referring to the meetings and events attended, events or drives organized and input into the growth of the committee
- **Hour:** 60 minutes
- **Liaison lecturer:** lecturer of the ESC is nominated by the dean
- **Executive Management:** Chair and vice-chairperson
- **Meeting:** Held weekly
- **Member:** 10 undergraduate Stellenbosch University Education students and 1 PGCE

member

- **Month:** 30 days
- **PGCE:** Postgraduate Certificate in Education
- **PSO:** Private Student Organisation
- **Term:** Starting the in the first week of October and ending the last week of September the following year
- **SRC:** Student representative council
- **Week:** Seven days

## **1.2. Authority:**

- 1.2.1. The committee answers internally to the Vice-Dean of Teaching and Learning.
- 1.2.2. The ESC and its members fall under the authority of the **AAC**.
- 1.2.3. The committee is guided by the liaison lecturer.

## **2. Composition of the committee:**

All residential and PSO students that are full-time undergraduate and PGCE students registered during an academic year at the Faculty of Education.

### **2.1. Membership:**

- 2.1.1. Any student who is studying the B Ed or PGCE course within the Stellenbosch University shall be eligible to serve on the ESC.
- 2.1.2. Members are chosen in the previous year, during October and therefore fourth year undergraduate B Ed students and PGCE students are not allowed to stand for membership or chair/ vice-chairperson.
- 2.1.3. Members are chosen from the previous year, meaning that there will be no first-year undergraduate students serving on the committee.
- 2.1.4. The members of the ESC shall consist of 11 members. These positions are made up of 8 undergraduate members, 1 PGCE member, a chairperson and vice-chairperson.

## **2.2. Portfolios**

- 2.2.1 Each member of the ESC must be assigned a minimum of one (1) portfolio, apart from the chairperson and vice-chairperson.
- 2.2.2 These following portfolios will make up the ESC:
- a. Chairperson
  - b. Vice-chairperson
  - c. Treasurer
  - d. Secretary
  - e. Events
  - f. Student Relations
  - g. Marketing and image transformation
  - h. Social impact
  - i. Professional development
  - j. Social Justice
  - k. PGCE

## **2.3. Duties:**

### **2.3.1. Chairperson**

- 2.3.1.1. The chairperson should attend the faculty board meetings, B Ed Committee meetings and AAC meetings.
- 2.3.1.2. The chairperson serves as coordinating link between the liaison lecturer, Dean and management, to ensure that all services offered to students, whether by the University or by themselves, create a satisfactory learning environment for students.
- 2.3.1.3. Responsible for convening, leading meetings and coordinating portfolios.
- 2.3.1.4. Responsible for drawing up an annual report in cooperation with the secretary, which must be discussed with the vice Dean of Teaching and Learning at the end committees' term. A copy of the report must be submitted to the dean and liaison lecturer before the last academic day of the 3<sup>rd</sup> term according to the official university calendar.
- 2.3.1.5. Represents students on the AAC and Faculty Board meetings, as well as any meetings as determined by the University or Student Representative Council (**SRC**).
- 2.3.1.6. Responsible for personal liaison between management and the AAC, in cooperation

with the vice-chairperson.

- 2.3.1.7. Responsible for making the constitution available annually and communicating any amendments thereto to the members of the ESC, the AAC and the SRC.
- 2.3.1.8. Responsible for communicating the agenda to the secretary and the members.
- 2.3.1.9. Responsible for overseeing the progress of each member and assisting in portfolio development - thus it is the chairperson's ultimate responsibility and they will be held accountable for the success and/or failure of the committee.
- 2.3.1.10. Responsible for organizing termly meetings with the Vice-Dean of Teaching and Learning and communicating the agenda and meeting points with the vice dean and committee.
- 2.3.1.11. Compulsory to attend all ESC organized events, with exception to that stated in the ESC Code of Conduct.

### **2.3.2. Vice-chairperson**

- 2.3.2.1. In the absence of the chairperson, the vice-chairperson fulfils the duties of the former.
- 2.3.2.2. It is the responsibility of the Vice-Chairperson to ensure unity and harmony between members.
- 2.3.2.3. Represents students on the AAC and Faculty Board meetings, as well as any meetings as determined by the University or SRC.
- 2.3.2.4. The vice-chairperson should have an active portfolio on the AAC and should attend all meetings.
- 2.3.2.5. Represents students at the Faculty Board meetings together with the chairperson. Responsible for completing other specific tasks, in the interest of Education students, as indicated by the chairperson.
- 2.3.2.6. Responsible for the election of the class representatives, including the advertising of the class representative vote and establishing a democratic and unbiased vote by having a faculty board member or the liaison lecturer present during the vote.
- 2.3.2.7. Responsible for holding 2 meetings per month with class representatives, thus every 2 weeks.
- 2.3.2.8. Responsible for communicating complaints from the class representatives to the ESC in meetings.

2.3.2.9. Compulsory to attend all ESC organized events, with exception to that stated in the ESC Code of Conduct.

### **2.3.3. Treasurer**

2.3.3.1 One member serves on this portfolio.

2.3.3.2 The treasurer handles all financial matters of the ESC. The treasurer must familiarise themselves with the accounting system and is responsible for the payment of accounts. It is further the responsibility of the treasurer to attend respective training: Systems Training and Policy Training.

2.3.3.3 Responsible for working with the chairperson in drawing up a budget for the specific year.

2.3.3.4 Responsible for organizing the faculty clothing and compiling an effective system, for ordering and distribution of the clothing.

2.3.3.5 Keeps account of all income and expenditure, separate from the University's accounting system.

2.3.3.6 Compulsory to attend all ESC organized events, with exception to that stated in the ESC Code of Conduct.

### **2.3.4. Secretary**

2.3.4.1 One member serves on this portfolio.

2.3.4.2 Responsible for taking minutes at all meetings- including meetings with the Vice dean of Teaching and Learning.

2.3.4.3 Keeps a full member register up to date and is responsible for attendance registers at meetings.

2.3.4.4 Handles all correspondence of the ESC on instruction of the chairperson and/or management and files all necessary documents.

2.3.4.5 Responsible, together with the chairperson, for drawing up the annual report.

2.3.4.6 Responsible for making a newsletter each month.

2.3.4.7 Responsible for communicating minutes and important announcements to rest of the ESC.

2.3.4.8 Responsible in assisting the chairperson with constitutional review when/if necessary.

2.3.4.9 Compulsory to attend all ESC organized events, with exception to that stated in the ESC

Code of Conduct.

### **2.3.5. Events**

- 2.3.5.1 One member serves on this portfolio.
- 2.3.5.2 Responsible for arranging the final year's dance and the fundraising events for it.
- 2.3.5.3 Responsible for booking and preparing venues for event.
- 2.3.5.4 Responsible for communicating to the treasurer and the committee regarding the delegation of duties – email correspondence and documentation of what is expected of each committee member.
- 2.3.5.5 Responsible for getting at least three quotes per expense and providing the proof of quotes to treasurer and committee.
- 2.3.5.6 Responsible for planning in advance for events and have completed bookings and major tasks two months before-hand.
- 2.3.5.7 The final year's dance invite should only be extended to the BEd IV students.
- 2.3.5.8 The rest of the committee should be available to work at the event, unless they are a final year attending the dance.
- 2.3.5.9 Compulsory to attend all ESC organized events, with exception to that stated in the ESC Code of Conduct.

### **2.3.6. Student Relations**

- 2.3.6.1 One member serves on this portfolio.
- 2.3.6.2 Responsible for organizing first year's welcoming week with chairperson.
- 2.3.6.3 Responsible for developing a mentor program for the first years.
- 2.3.6.4 Responsible for assembling the mentors from the second and/or third year group and for advertising the program to the newcomers at welcome week.
- 2.3.6.5 Responsible for organizing an event for the first-year students and mentors and ensuring that mentors and mentees remain in contact over social media.
- 2.3.6.6 Responsible for organizing the Top Achievers' event.
- 2.3.6.7 Responsible for planning a wellness event focusing on student wellness.
- 2.3.6.8 Compulsory to attend all ESC organized events, with exception to that stated in the ESC Code of Conduct.

### **2.3.7. Marketing and image transformation**

- 2.3.7.1 One member serves on this portfolio.
- 2.3.7.2 Responsible for all marketing events, including, but not limited to, arranging ESC photos, posters.
- 2.3.7.3 Endeavours to develop a culture of transformative constitutionalism in the Faculty.
- 2.3.7.4 Deals with inquiries and complaints in a professional, confidential and objective manners.
- 2.3.7.5 Responsible for the ESC's social media, Facebook (Esc-OSK Stellenbosch University) and Instagram (su\_faculty\_of\_education) and posting/being active on these accounts on a weekly basis.
- 2.3.7.6 Responsible for the development and ongoing maintenance of the ESC board in front of lecture room 1028.
- 2.3.7.7 Responsible for taking photos at all ESC events, if not able to attend an event, responsible for finding somebody else to take the photos.
- 2.3.7.8 Responsible for sending photos from ESC events to the secretary to be used for the newsletter and posting photos on the relevant social media accounts.
- 2.3.7.9 Compulsory to attend all ESC organized events, with exception to that stated in the ESC Code of Conduct.

### **2.3.8. Social Impact**

- 2.3.8.1 One member serves on this portfolio.
- 2.3.8.2 Responsible for running the Beyond Education program which gives students in the faculty a chance to get involved in social impact education programs.
- 2.3.8.3 Responsible for drawing up a program of projects that will be done for the year.
- 2.3.8.4 Responsible for the application process for the Beyond Education Program.
- 2.3.8.5 Projects can include but not limited to the Valentine's day program, Sandwich day, visits to schools and children hospitals.
- 2.3.8.6 Responsible for drawing up donation forms if needed for the programs.
- 2.3.8.7 Compulsory to attend all ESC organized events, with exception to that stated in the ESC Code of Conduct.

### **2.3.9. Professional development**

2.3.9.1 One member serves on this portfolio

2.3.9.2 Responsible for planning workshops and events that will help B Ed and PGCE students with professional preparation.

2.3.9.3 Events should include but not be limited to: SACE application, police clearance, CV workshop and Honours program information.

2.3.9.4 Responsible for communicating with overseas agencies that contact the faculty about teaching abroad.

2.3.9.5 Compulsory to attend all ESC organized events, with exception to that stated in the ESC Code of Conduct.

### **2.3.10. Social Justice**

2.3.10.1 One member will serve on this portfolio.

2.3.10.2 Responsible for planning critical engagements and events that will help B Ed students with preparation for social issues they may face within their professional career and endemic to society.

2.3.10.3 The member will have to form part of the Critical Engagement and Transformation Forum to work around the Imbizo 365 calendar.

2.3.10.4 Responsible for constructing a committee, Education Social Justice Committee (ESJC) to work alongside the portfolio.

2.3.10.5 Events should include but not be limited to: one quarterly critical engagement session regarding a social issue, events for social justice, and the Dean's Talk.

2.3.10.6 Responsible for communicating with other transformation and critical engagement leaders on campus.

2.3.10.7 Compulsory to attend all ESC organized events, with exception to that stated in the ESC Code of Conduct.

### **2.3.11 PGCE**

2.3.11.1 One PGCE member will serve on this portfolio.

2.3.11.2 Will be elected through the class representative process at the beginning of the academic year, therefore will serve a shorter term than the rest of the committee.

2.3.11.3 Responsible for bringing regular updates and complaints in the PGCE students to the ESC committee.

2.3.11.4 Responsible for planning a minimum of one event/social such as but not limited to a Champagne breakfast or semi-formal dance for PGCE students.

2.3.11.5 Compulsory to attend all ESC organized events, with exception to that stated in the ESC Code of Conduct.

### **2.4. Term:**

2.4.1 The term of the ESC begins at the start of the fourth term of the academic year and ends on the election of the chair and vice-chairperson of the newly elected ESC.

2.4.2 The term of a member of the ESC shall be completed on the submission of a detailed term report.

2.4.3 Outgoing ESC members have a duty to assist and guide incoming ESC members.

2.4.4 The new postgraduate committee member will only be elected within the first term of the following academic year.

### **2.5. Reports:**

2.5.1 Each ESC member must submit a complete report regarding his or her representative responsibilities and other activities to the secretary after every academic quarter, not later than one (1) week after the start of the next quarter.

2.5.2 Each ESC member must present a complete report regarding his or her representative responsibilities and other activities to his or her successor within fourteen (14) days after the end of his or her term of office, and these reports must also be stored centrally and be available to future ESC members.

2.5.3 After being reviewed by the chairperson and vice-chairperson, the secretary is responsible for compiling a consolidated report and distributing the report to the current and subsequent ESC members.

2.5.4 The chairperson is responsible for producing a report that is made available to the faculty student body and the faculty board at the end of his or her term.

### **3. Procedures:**

#### **3.1. Elections of members:**

3.1.1. The committee election will go as follows:

- 3.1.1.1. Any student within the B Ed undergraduate programme can apply a position.
- 3.1.1.2. The election process is managed by the outgoing executive committee.
- 3.1.1.3. The candidates will have to send in their curriculum vitae, copy of their ID and a motivation of maximum 300 words.
- 3.1.1.4. The outgoing executive committee should review the candidates and a short bio of each candidate should be sent out to all classes.
- 3.1.1.5. All classes across all phases will all get an opportunity to vote - by completing a ballot online.
- 3.1.1.6. Students are given 48 hours to cast their votes.
- 3.1.1.7. The outgoing executive committee is responsible for announcing the results within 3 days after the close of the election process.
- 3.1.1.8. The elected members will be communicated within the week and the members will be expected to attend the first meeting.
- 3.1.1.9. The first meeting will consist of the outgoing committee and the newly elected members, the liaison lecturer and a representative from the AAC.

3.1.2. The election of the chairperson and vice chairperson will go as follows:

- 3.1.2.1 The election of the chairperson should be elected from the previous year's members to ensure continuity. If no more than two previous members run, the position should be opened to the new members.
- 3.1.2.2 The vice chairperson can be elected from the previous members or new members.
- 3.1.2.3 Chair and vice-chairperson will send in a motivational essay to the committee 24 hours before the election of why they are suitable for the position.
- 3.1.2.4 The members who would like to run for chair and vice chair will need to deliver a motivational speech during the first meeting and will be subject to questioning from the outgoing

committee, new committee, AAC member and liaison lecturer.

3.1.2.5 All new members, the executive committee and representative of AAC will receive an equal weighting in voting for the new chairperson and the vice-chairperson.

3.1.2.6 All voting shall occur by way of a closed ballot

3.1.2.7 A nominee must obtain at least 50% of votes plus one (1) to be elected chairperson

3.1.2.8 Votes are counted by the outgoing chairperson, AAC representative and liaison lecturer.

3.1.2.9 The election of the chairperson and the vice-chairperson will be done on separate ballots.

3.1.3 The election of portfolio allocation will go as follows:

3.1.3.1 Once the chairperson and vice chairperson have been announced, the allocation of portfolios will begin.

3.1.3.2 The outgoing executive committee will assist with the allocation.

3.1.3.3 Each member of the new committee can nominate themselves for a portfolio and give a reason why they want to run it.

3.1.3.4 If more than one member wants to serve on a portfolio, a vote should be done and the person with the most votes will manage that portfolio.

3.1.3.4 If only one member is nominated for the portfolio, the portfolio will be theirs unless there is any objection.

3.1.3.5 Should the number of nominations received be smaller than the number of vacant portfolios, the nominees will return unopposed to the council and the newly elected council must assign the remaining portfolios among the council members

#### **4. Meetings:**

4.1. It is expected of all members to attend all meetings, unless a valid excuse has been given 24 hours prior.

4.2. The ESC meets weekly at a time and place as determined by the Chairperson. No meetings will be convened during 3<sup>rd</sup> term practical.

4.3. The ESC meets every two months with the liaison lecturer at a time and place as determined by management.

4.4. If a member cannot attend a meeting or has foreknowledge of arriving late or needing to leave the meeting early, the member must submit a valid excuse within 24 hours to the

secretary and the chairperson via email. Failure to do so will lead to the member being marked absent.

- 4.5. If a member will arrive late for a meeting due to unforeseen circumstances, the Chairperson and the Secretary must be made aware thereof before the meeting starts. In this case, the Chairperson can use his/her discretion as to whether the member will be marked absent or not.
- 4.6. If a member arrives late for any meeting without an excuse, he/she will be marked absent.
- 4.7. Permission to leave a meeting earlier must be requested in writing from the chairperson, provided that such permission is requested based on a valid reason.
- 4.8. Being absent for 3 or more meetings will lead to disciplinary action against a member.
- 4.9. It is expected of all members to conduct themselves professionally during meetings, which includes, but is not limited to:
  - 4.9.1. not smoking, drinking alcohol or eating,
  - 4.9.2. not using his/her cell-phone during a meeting for non-meeting-related purposes,
  - 4.9.3. listening to all statements and comments made by other members,
  - 4.9.4. not interrupting other members,
  - 4.9.5. keeping comments to the point being discussed on the agenda,
  - 4.9.6. using language and tone that encourages meaningful, respectful discussion,
  - 4.9.7. contributing towards an inclusive, constructive, innovative and dialogue encouraging space during meetings.
- 4.10. If a member has a task for the following meeting which he/she cannot attend, the member must organise for another member on the committee to handle the point on the agenda.
- 4.11. Members who want to place additional items on the agenda, must communicate this in writing to the chairperson within two (2) days before the management meeting, accompanied by a written motivation.
- 4.12. Decisions made during any management meeting are accepted by a majority of votes and are binding on all members.
- 4.13. The course of meetings must follow acknowledged procedures and practices.
- 4.14. The quorum for all member meetings is 75% of committee members present. If no quorum is present after fifteen (15) minutes after the determined commencement time, the meeting is adjourned to the same day at the same time and place in the following

week, and if no quorum is present at the continuation meeting after fifteen (15) minutes after the determined time, the members present form a quorum with the capacity to conclude the agenda.

- 4.15. A general meeting may be requested by any member of the ESC, provided that the request to management is motivated and signed by three (3) or more members.

## **5. Misconduct:**

### **5.1 Lecturers:**

- 5.1.1. All complaints about lecturers should be reported by the class representatives who will report it to the vice-chairperson.
- 5.1.2. It is the responsible of the vice-chairperson to direct class representatives to the grievance procedure:
  - 5.1.2.1. The student and/or the class representative should talk to the lecturer.
  - 5.1.2.2. The class representative should alongside with the student complete the academic grievance form.
  - 5.1.2.3. The student and/or their class representative alongside with the lecturer should discuss the grievance form and come to an agreement.
  - 5.1.2.4. A copy of the grievances form is submitted to the ESC and the Departmental Chairperson (or the Dean if the Departmental Chairperson is involved).
  - 5.1.2.5. If the problem is not resolved, the class representative should consult the Departmental Chairperson, and if the problem is still not resolved.
  - 5.1.2.6. The class representative should consult the Vice-Dean (Teaching) as empowered assignee of the Dean.
  - 5.1.2.7. The class representative should consult the Dean of the Faculty of Education.

### **5.2. Committee members:**

- 5.2.1.1. Host regular meetings with all members of the ESC to ensure their well-being.
- 5.2.1.2. Endeavour to resolve conflict by way of mediation where possible.
- 5.2.2. If a member is absent without a valid excuse from three (3) ESC meetings, if he or she is guilty of serious dereliction of duty, or if he or she tarnishes the good name of the ESC,

the AAC, the Students' Representative Council (SRC) or Stellenbosch University, disciplinary measures must be instituted against such a member.

- 5.2.3. The member will be issued a letter of warning- if this letter is issued more than 3 times to the member then an ESC disciplinary committee will be established to determine whether the member should remain or be fired.
- 5.2.4. The disciplinary committee if needed should consist of the ESC chairperson, ESC vice-chairperson and two (2) additional ESC members who have been elected by the members of the committee.
- 5.2.5. The disciplinary committee assembles after the committee member has received 3 warnings. The committee will evaluate the severity of each warning, the members contribution to the committee thus far and the members' attendance to meetings and events. The committee will then vote whether the member should be suspended for a period of 3 months or asked to resign from their position on the committee.
- 5.2.6. If a member's membership is permanently terminated, a special meeting must be held by the ESC, during which members decide on whether to elect a new representative, or to fill the vacancy internally.

## **6. Amendments:**

- 6.1 The chairperson will be responsible for facilitating the amendments to the constitution with assistance from the secretary.
- 6.2 The chairperson will consult with the vice chairperson and liaison faculty staff member.
- 6.3 The chairperson will receive approval from Student Court and AAC on any amendments made to the constitution.
- 6.4 This constitution may be amended during any meeting with the ESC, by a two-third majority vote of present members. The amendment should then be taken to Student Court for final approval.
- 6.5 All changes to the constitution will be communicated by the Chairperson to the management staff, faculty members, students and the AAC.

## **6.6. Repeal:**

- 6.6.1 All previous constitutions of the ESC, or amendments to said constitutions, are repealed with the commencement of this amended constitution.

## **7. Honoraria:**

- 7.1. In terms of a memorandum of 27 May 2000 of the AAC, members of the management of the ESC and students serving on faculty committees are entitled to an honorarium, provided that:
- 7.2. Funding for honoraria is obtained from student's membership fees to the ESC.
- 7.3. The value of the honoraria will be revised at the end of each term of service of the ESC.
- 7.4. Each member of the ESC will be evaluated by the Chairperson and the Vice-chairperson at the end of his/her term of service, which will determine whether the member will receive the proposed honorarium or part thereof as determined in 2.5 or not. The chairperson of the ESC is evaluated by the liaison lecturer.
- 7.5. The final annual report must be drawn up by each member of the management of the ESC before the evaluation process can take place and serves as point of departure for evaluation.

**Signed:**

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ESC chairperson: Lize-Mari Slabber Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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ESC vice-chairperson: Emma Swart Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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ESC member: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_