

APPROVAL SHEET: CONSTITUTION OF THE MILITARY ACADEMY STUDENTS' COUNCIL (MASC)

APPROVAL AUTHORITY	COMMENTS
FUNCTIONAL AUTHORITY	
<p>..... MASC Captain Date:.....</p>	
<p>..... MASC Vice Captain Date:.....</p>	
<p>..... MASC Policy Representative Date:.....</p>	
CONTROLLING AUTHORITY	
<p>..... SMD Chief Instructor Date:.....</p>	
<p>..... MIL AC Commandant Date:.....</p>	

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CONSTITUTION OF THE MILITARY ACADEMY STUDENTS' COUNCIL (MASC)

PREAMBLE

1. We the members of the Military Academy Student Council:
 - a. Recognise the Military Academy as a unique military institution in the South African National Defence Force (SANDF), having as its primary objective the education and professional military development of selected officers of the SANDF.
 - b. Believe that the Council has a dynamic role to play in the optimising and development of the students' military and academic environment.
 - c. Will comply with the Code of Conduct for Uniformed Members of the Department of Defence.
 - d. Will comply with the Military Academy Code of Honour.
 - e. Will comply with the University of Stellenbosch's Constitution.
2. **Article 1: Terminology**
 - a. Student: Any first, second and third year student undergoing residential studies at the Military Academy.
 - b. Student Body: refers to all students from the various year groups. It graduate students.
 - c. Council: refers to the Military Academy Students' Council.
 - d. Students Eligible for Student Captain. Students who will be in their third academic year of study in the forthcoming year and who are not academically in arrears.
 - e. Students Eligible for Council Membership. Students who will be in their second or third academic year of study in the forthcoming year as verified by the Faculty Officer of the Military Academy. Such students should not be academically in arrears with either a core or fundamental subject or both.
 - f. Simple Majority. Fifty percent of all members plus one member.
 - g. Member. Any student elected by the student body or appointed by the Student Captain and Vice-Student Captain to the Council.
 - h. Current Student Captain. It refers to the Student Captain who is serving his/her term of office.

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- i. New Student Captain. It refers to the Student Captain elected for the forthcoming year.
- j. First Ballot Paper. Ballot paper used for first round elections of the Student Captain.

3. **Article 2: Name and Legal Personality of the Council**

- a. The name of the body which undertakes this constitution is the "Military Academy Students' Council" (MASC), hereafter referred to as the Council.
- b. Established in terms of the SANDFO/CSP/22/96 dd 31 Oct 1996 paragraph 10.30, as amended.

4. **Article 3: Aims and Objectives of the Council**

- a. The Council is compelled to:
 - i. Promote and protect the interests of all students.
 - ii. To present the students at all levels and on all committees where required.
 - iii. To ensure effective execution of duties/exercises and orders in the day to day activities of the students' routine in conjunction with the Faculty and Section Military Development (SMD).
 - iv. To provide feedback on all appropriate aspects to the student body always.
 - v. To promote student interaction with other tertiary institutions in cooperation with their Student Representative Councils (SRCs).
- b. The Council is authorised to:
 - i. Appoint committees in the execution of those aims and duties mentioned in article 3(a) of this constitution.
 - ii. Undertake corrective action where individual students contravene regulations and rules in adhering to the standards expected of an officer.
 - iii. Exercise any other powers in terms of this constitution.

5. **Article 4: Membership of the Council**

- a. Proportional, representative membership, reflecting the diversity of the student body is an imperative. Students elected by the student body or appointed by the Council in accordance with article 6 must conform to this Article:

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- i. Student Captain.
 - ii. Vice-Student Captain.
 - iii. Secretary.
 - iv. Policy Representative.
 - v. Sport Representative.
 - vi. Regimental Member.
 - vii. Social Representative.
 - viii. Faculty Representative.
 - ix. Logistics Representative.
 - x. Finances Representative.
 - xi. Media Representative
 - xii. Diversity Representative.
 - xiii. 1st Years' Representative.
 - xiv. 2nd Years' Representative.
 - xv. 3rd Years' Representative.
 - xvi. Masiza
 - xvii. Transenduro Committee Representative.
 - xviii. Mess Representative.
- b. The three Year-group Representatives, Transenduro Committee Representative and Masiza Representative constitutes the ex officio members of the Council. The three Year-groups Representatives will be elected as per article 7. The Trans-Enduro Committee Representative will be elected as per article 18.a. The Masiza Representative will be elected as per article 19.

6. **Article 5: Election of the Student Captain**

- a. The current Student Captain must approach the Faculty Officer Military Academy timorously to supply a list of students eligible for Student Captain position.

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- b. The students mentioned in article 5.a. wishing to serve as Student Captain must announce their candidature and such nominations must be endorsed by five different student signatures, in support of the nomination.
- c. The nomination mentioned in article 5.b. must be completed on the prescribed form and handed in at the office of the current Student Captain.
- d. The current Student Captain must compile a list of nominees from the nomination mentioned in article 5.c. and ensure that these names appear on the list of eligible students mentioned in article 5.a. The names of these nominees will be placed on the first ballot-paper.
- e. The current Student Captain must ensure that there are at least five candidates on the list of nominees mentioned in article 5.d. If there are less than five candidates the student body must nominate candidates from the list of eligible students mentioned in article 5.a. to make up the deficit. Students thus nominated by the student body have the freedom to decline the nomination.
- f. The current Student Captain must organise a meeting of the student body where the elections, involving at least five candidates from the list of nominees mentioned in article 5.d, will take place.
- g. Each member of the student body may cast a single vote for his/her candidate from the list of names appearing on the ballot paper.
- h. The current Student Captain must organise the counting of the votes and announce the names of the three candidates who received the most number of votes.
- i. After the announcement of the results mentioned in article 5.h. the current Student Captain must organise a second round of voting at which the names of the three candidates mentioned in article 5.h. will be placed on the second ballot paper.
- j. Prior to being put to a vote, each of the three final candidates will be allowed time to make a presentation to the student body on why he/she should be voted as the new Student Captain. Questions from the student body may be taken after such presentations.
- k. Each member of the student body may cast a single vote for his/her candidate from the list of names appearing on the ballot paper.
- l. The current Student Captain must organise the counting of the votes and the announcement of the results thereof after the completion of the vote mentioned in article 5.l.
- m. The candidate obtaining the most votes will then become the new Student

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Captain.

- n. The candidate with the second highest number of votes will then automatically qualify for the position of Vice-Student Captain.
- o. In an event that insufficient candidates apply for Student Captain's post, then candidates with at most one module in arrears will be considered eligible for Student Captain's post.

7. **Article 6: Election of MASC Members**

- a. An election process, separate from that of Student Captain and Vice-Student Captain, must take place in order to determine the members who will serve on the Council.
- b. Students who wish to serve on the Council should meet the criteria set in article 1.e. The current Student Captain must approach the Faculty Officer Military Academy timorously to supply a list of students eligible for Council Membership.
- c. Those students who wish to serve in any of the posts mentioned in article 4.a.iii-xi must announce their candidature to the new Student Captain, and such nominations must be endorsed by five different student signatures, in support of the nomination.
- d. The nomination mentioned in article 6.c. must be completed on the prescribed form and handed to the new Student Captain.
- e. The new Student Captain must compile a list of nominees for the various posts from the nominations mentioned in article 6.d. These names, against each post, must be placed on a ballot paper.
- f. The new Student Captain must organise a meeting of the student body where the election of the candidates mentioned in article 6.e. will take place.
- g. Each member of the student body may cast a single vote for his/her candidate from the list of names appearing on the ballot paper.
- h. The new Student Captain must organise the counting of the votes and announce the names of the candidates who received the most number of votes for each Council post.
- i. The new Student Captain is responsible for appointing the elected students into their nominated posts on the Council.
- j. In the event that too few members are nominated/elected into the Council for its effective functioning, the already elected members together with the seven ex officio members will form a committee that will have as its

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purpose the co-option of additional members from the student body. The new Student Captain will chair this committee.

8. **Article 7: Election of Year-Group Representatives**

- a. Each year group shall elect a Year-Group Representative annually. These Representatives shall represent their respective year groups on the Council and the Military Academy Board.
- b. Students nominated for the positions of Year-Group Representatives must comply with the criteria set out in Article 1.e. The current Student Captain must approach the Faculty Officer Military Academy timeously to supply a list of students eligible for Year-Group Representatives (Second and Third years only).

9. **Article 8: Term of Office (Student Captain and Council Members)**

- a. The official term of the newly elected Student Captain will commence immediately after his/her election and end the following year upon the election of a new Student Captain. The handing and taking over of office (between the new and current Student Captain) will take place at the Unit's annual Passing-out Parade as a formality.
- b. The official term of the newly elected Council Members will also commence immediately after their elections and end the following year upon the election of new Council Members. The official term of office commences as of the First working day of the month of September and ends on the last working day of August the following year.
- c. Upon the end of office term, the previous MASC committee will form an organizing committee of the MASC Ball.
- d. The official term of the Masiza Representative in the Council will be the same as that provided for in the constitution of the Masiza branch.
- e. The position of the Regimental Member must be occupied by a third year student.

10. **Article 9: Termination of Council Membership**

- a. Should any Member of the Council resign, the secretary must call a meeting of the Council.
- b. The Member wishing to resign from the Council must give a notice two weeks prior to the date he/she wishes to resign.
- c. The resignation should then be put in writing to the Commandant via Section Military Development.

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- d. If a Member resigns from the Council, the person who received the next highest amount of votes for that position in the Council election will then serve in the vacant post.
- e. A Member may also be removed from the position of the Council if:
 - i. Found guilty of any criminal offence by a court of law.
 - ii. A month lapses while pending investigations of a matter which brings the MASC leadership into disrepute.
 - iii. In the event of article 9.e.i the Student Captain must, at a meeting of the Council, formally warn such a member.
- f. In the event of the resignation of the Student Captain:
 - i. The Vice-Student Captain will take over the position of the Student Captain and undertake/fulfil his/her functions and duties.
 - ii. The Council will then vote for a Member to take the position of Vice Student Captain. The position which will consequently be vacated by such a Member will be filled according to article 9.d.
- g. In the event of the resignation of the Vice-Student Captain, the position will be filled according to article 9.f.ii.
- h. Any member of the council may be removed by the student body through a "Vote of No Confidence". The "Vote of No Confidence" needs the support of at 50% of the Student Body, and it must be representative of all the Year groups. The Year Group Commanders are to monitor the process.

11. Article 10: Management

- a. The principal constituent bodies of the student body are:
 - i. The Military Academy Student Council (MASC)
 - ii. The Executive of the MASC.
 - iii. Any other committee constituted within the provisions of the constitution.

12. Article 11: Council Meetings

- a. The Student Captain will chair all Council meetings.
- b. In his/her absence the Vice-Student Captain will chair the meeting.

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- c. Two-thirds of the Members must be present to constitute a quorum.
- d. A notice of at least 48 hours must be given for the convening of a general Council meeting, as well as:
 - i. A designated time and place of the meeting.
 - ii. A complete agenda for the meeting.
- e. The Council must convene at least once a month.
- f. A copy of the minutes of the Council meetings must be made available and placed on a file no later than one week after the meeting. Copies must be distributed to Council Members, the Chief Military Instructor, the Commandant, and the student body. Electronic copies must be made available on the P drive, on the Councils folder.
- g. Decisions made at the Council meetings will only be valid when a majority vote is achieved. In the event of a tied vote, the Student Captain will have the deciding vote.

13. Article 12: Student Body Meetings

- a. The student body will convene as necessary.
- b. The Student Captain will chair all student body meetings.
- c. In his/her absence the Vice-Student Captain will chair the meeting.
- d. Two-thirds of the student body must be present to constitute a quorum.
- e. Decisions made at the student body meetings will only be valid when a majority vote is achieved. In the event of a tied vote, the Student Captain will have the deciding vote.
- f. In an event that Students do not avail themselves (with no valid excuse) and a quorum cannot be reached, the meeting shall continue and the decisions made by the students that are present will be binding to all members.

14. Article 13: MASC Executive

- a. The Executive Committee will consist of the :
 - i. Student Captain.
 - ii. Vice-Student Captain.
 - iii. Policy Representative.

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- iv. Regimental Member.
 - v. Faculty Representative.
 - vi. Three Year-Group Representatives.
- b. The Executive is at all times responsible to the student body.
 - c. The Executive Committee will be responsible for the day to day decision-making on behalf of the student body.
 - d. Seven members of the Executive constitute a quorum at an Executive Committee meeting.

15. **Article 14: Media**

- a. The Media Representative in the Council provides direct support to the Communications Officer in the compilation of the MA Annual Book.
- b. The Chief Editor of the MA Annual is responsible for the publication thereof.
- c. The Chief Editor is also responsible for constituting an Editorial Committee consisting of first, second, and third year Media Representatives.
- d. Additional persons may be requested to assist in the compilation of articles for the yearbook.
- e. The Media Representative will serve as a Public Relations Officer for all matters concerning the council.

17. **Article 15: Financial**

- a. The Council will receive an amount of R1,50 per month from every member of the student body.
- b. The Military Academy Student Council Fund is a trust Fund, managed in accordance with Log 17 Pamphlet 5.
- c. These funds will be utilised for activities arranged for the student body by the Council.
- d. The Student Captain, vice-Student Captain, and the Finance Representative are the only persons with signing authority to utilise these funds.
- e. Any amount exceeding the amount of R2000,00 must be authorised by the Executive.

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- f. Request for funds must be noted in the minutes of the meeting authorising them.
- g. To increase the amount of funds requested from the students, a general meeting of the entire student body must be called. At least three-quarters (75%) of the student body must be present to constitute a quorum. Only after a two-thirds majority of the student body have decided in favour thereof, can the increase be approved.
- h. This fund will be administered by the Military Academy's bookkeeper.
- i. An amount of R3000,00 will be kept in petty cash by the Finance Representative for the day-to-day expenses of the Council.
- j. All funds must be accounted for and the use thereof authorised by the Student Captain, Vice-Student Captain, or Finance Representative, and when required by the Council (minutes of Council meetings to accompany authorising memorandum).
- k. All loans made, are to be settled before the new MASC comes into office. There will be no carry-over of negative balances.

18. **Article 16: Amendments to the Constitution**

- a. The constitution of the Council may only be amended at a general meeting or special meeting of the student body called for that purpose.
- b. All members of the Council must be present at the meeting, if possible.
- c. 75% of the student body constitutes a quorum. Preferably a two-thirds majority of the student body may amend the constitution of the Council. However, if students (without a valid excuse), excuse themselves from attending the meeting for amendments of the Constitution, the students that avail themselves may make amendments that would be binding to all students.
- d. This amendment must be submitted to the Commandant via SMD for approval.
- e. Once approved by the Commandant, the amendment will take immediate effect.

19. **Article 17: Trans-Enduro Committee**

- a. The Chairperson of the Trans-Enduro Committee will be elected out of the forthcoming second-year group, by the same year group. Elections will take place in November towards the end of the First Years' academic year. The Chairperson of the Trans-Enduro Committee will constitute the ex officio members in the Council.

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b. The Deputy Chairperson of the Trans-Enduro Committee (also elected from the year group mentioned in article 18.a, by the same year group) will be the runner-up.

c. The Trans-Enduro Committee Chairperson is responsible for facilitating the elections of the Trans-Enduro Committee.

20. **Article 18: Masiza**

a. The Chairperson of the Masiza will be elected according to the constitution of this branch. The Chairperson will then form part of the ex officio members in the Council.

b. The Masiza chairperson is empowered to appoint a Masiza Committee from the student body.