

**Stellenbosch University  
Tygerberg Academic Affairs Council  
Constitution**

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## Preamble

We, the students of Stellenbosch University, conscious of our diverse cultural heritage and the historical context of Stellenbosch University and the Republic of South Africa, unite to build a multicultural, non-discriminatory and democratic community in conformity with the Bill of Student Rights in chapter 2 of the Student Constitution and the Constitution of the Republic of South Africa.

We acknowledge our responsibility to participate in the democratic systems recognized by this Constitution.

Subject to the provisions of the Constitution of the Republic of South Africa, the Higher Education Act, the Statute of Stellenbosch University, the Student Constitution of Stellenbosch University and University regulations, we accept this as our binding Constitution.

## Chapter 1: Basic Provisions

### 1. Definitions

In this Constitution, unless the context indicates otherwise –

- (1) “accept”, “decide”, or “elect” refers to a decision taken with an ordinary majority of votes;
- (2) “positive vote” refers to the following process:
  - 1) When one candidate receives a majority (50%+1) of the vote, they are considered elected.
  - 2) If no candidate receives a majority (50%+1) of the vote, the following steps are followed:
    - 1 A new election takes place.
    - 2 For this election, if the previous election had more than two candidates, the two candidates who received the least votes are removed, but the sum of the removed candidates’ votes may not exceed fifty percent (50%) of the total number of votes in the previous election.
    - 3 If the previous election consisted of only two candidates, this election must consist of a new group of candidates and may not contain the previous two candidates.
    - 4 This process is repeated until one candidate receives a majority (50%+1) of the vote.
    - 5 When only one candidate takes part in an election, the candidate must receive a 2/3rds majority (66.67%).
- (3) “student” refers to an undergraduate student registered at the Faculty of Medicine and Health Sciences, Stellenbosch University;
- (4) “student body” refers to an organised group of students formally associated with the Faculty of Medicine and Health Sciences at Stellenbosch University;
- (5) “University” refers to Stellenbosch University; and
- (6) “University day” refers to a weekday (Monday to Friday) during the academic year which is not a public holiday.
- (7) “Tygerberg Academic Affairs Council” refers to the entirety of the committee including the executive committee, general committee and supplementary committee.
- (8) “Executive Committee” refers to the chairperson, vice-chairperson and programme representatives collectively.
- (9) “TAAC” refers to the Tygerberg Academic Affairs Council.
- (10) “Health and Rehabilitation Sciences” refers to Occupational Therapy, Physiotherapy and Speech-Language and Hearing Therapy.

## 2. Status

- (1) This Constitution is called the “Tygerberg Academic Affairs Council Constitution of Stellenbosch University”, provided that any references in other documents to the “Tygerberg Academic Affairs Council Constitution” refer to this document.
- (2) Members of the Tygerberg Academic Affairs Council include the chairperson, vice-chairperson, programme representatives, class representatives, vice class representatives and ex-officio members. The chairperson will serve as an ex-officio member of the Tygerberg Student Representative Council. The chairperson and vice chairperson will serve as ex-officio members of the Academic Affairs Council.

## Chapter 2: Tygerberg Academic Affairs Council

### 1. Status of Tygerberg Academic Affairs Council

The Tygerberg Academic Affairs Council represents the academic interests of undergraduate students at the Tygerberg Student Representative Council and the Faculty of Medicine and Health Sciences and University management (including, but not limited to: Committee for Undergraduate Teaching, Faculty Board, Advisory Committee for Tygerberg Student Affairs).

The TAAC possess all the rights and powers that are required for the execution of these duties, and as set out in the Student Constitution and the Rules for Students.

## 2. Mandate of the Tygerberg Academic Affairs Council

- (1) The TAAC has a constitutional mandate to actively promote the rights of undergraduate students contained in the Stellenbosch University Student Constitution under chapter 2, and specifically the right, under section 8(2), to quality education, academic support and transparent and justifiable assessment procedures.
- (2) The TAAC represents the academic interests of all undergraduate students in the respective programmes of the FMHS of Stellenbosch University in TSRC, AAC, and in the University administration and management.
- (3) The TAAC facilitates the discussion and addressing of academic and other matters of communal interest that fall within the sphere of academia at Stellenbosch University, FMHS, and empowers the members of the respective faculty committees to represent and inform students effectively.
- (4) The TAAC ensures the organised and fair election of class representatives, vice class representatives, programme representatives and ex-officio members on an annual basis.
- (5) The TAAC commits itself to effective communication with all students in order to make them aware particularly of those rights that they have that are applicable to academia in order to ensure just and fair conduct towards all students.

### 3. Composition of the Tygerberg Academic Affairs Council

- (1) The following individuals shall constitute the membership of the TAAC (duties of which are stipulated in section 4):
  - 1) The executive committee
    - 1 The Chairperson
    - 2 The Vice-Chairperson
    - 3 Six (6) Programme Representatives
  - 2) The general committee
    - 1 Class Representatives and vice class representatives from each degree programme as stipulated at 4.4.
    - 2 Other Members as stipulated at 4.6.
- (2) All members of the executive committee and general committee, excluding the ex-officio members, as stipulated by 3.4, have voting rights.
- (3) The TAAC has the right to approach the AAC annually to amalgamate and appoint two (2) representatives, of whom one (1) is the chairperson of the TAAC and the other is the vice-chairperson.
  - 1) The chairperson of the AAC is obliged to inform the chairperson of the TAAC of this possibility.
  - 2) The chairperson and vice-chairperson will sit as ex-officio members on the AAC committee, for the duration of their term.
  - 3) The chairperson will sit on the Committee for Undergraduate Teaching, the Faculty Board and the Advisory Committee for Tygerberg Student Affairs as a student representative.
- (4) Additional membership:
  - 1) Membership of the TAAC may be awarded to any other persons in an ex-officio capacity.
  - 2) An ex-officio member can be brought on in one of two capacities.
    - 1 Administrative capacity
      - (a) Will perform administrative duties, as determined by the chairperson.
      - (b) Has no voting rights.
      - (c) Must be nominated by a standing member of the committee.
      - (d) Must provide credentials as to their suitability for the position.
      - (e) Will receive the same remuneration as the class representatives.
    - (f) Administration Officer
      - a) Will perform the administrative duties for the TAAC, including but not limited to:
        - (i) Meeting agenda and minutes; organisation and facilitation of social media accounts; coordinating and collecting term reports and year-end reports from class representatives; assisting the Co-Curriculum Coordinator with administrative duties.
    - (g) Co-Curriculum Student Coordinator
      - a) Will perform the administrative duties pertaining to the execution of the TAAC co-curriculum, including but not limited to:

- (i) Organisation of workshops and training sessions; scheduling of venues for workshops; communication with lecturers and the TAAC committee regarding workshops and training sessions; assisting with the management of the SUNLearn module page; tracking the submission of assignments; sourcing articles and other pre-reading for the curriculum; submitting proof of module completion for accreditation at the end of the term.
- b) Will organise the annual TAAC Thanksgiving and Awards Ceremony to be hosted at the end of the academic year each year.
  - (i) This ceremony is to be held in November or December each year for the outgoing TAAC Committee.
  - (ii) This ceremony is aimed at thanking the outgoing TAAC Committee for their service to the faculty and provide awards to outstanding members.
  - (iii) The outgoing chairperson from the preceding term, i.e. the chairperson who handed over the committee in August/September of the same year, is to attend and host this ceremony.
  - (iv) The TAAC honorary president, undergraduate programme coordinators and a representative from student governance is to be invited.
  - (v) Awards are presented by the TAAC honorary president, to the members of the committee who showed outstanding leadership in their roles. These are awarded based on the following criteria:
    - i) Feedback gathered from the student body.
    - ii) Nominations from the student body.
    - iii) Feedback gathered from the chairperson, vice chairperson, class representatives, vice class representatives and ex-officio members.
    - iv) Attendance of committee meetings and timely presentation of feedback throughout the term.
    - v) The nomination process must open in September.
  - (vi) A selection committee is to be established:
    - i) This committee will be chaired by the co-curriculum student coordinator and include: TAAC chairperson, vice chairperson, programme representatives and the Vice Dean of Learning and Teaching (the Honorary President of the TAAC).
    - ii) The selection committee must choose the recipients of the awards based on the criteria stipulated above.
  - (vii) The co-curriculum student coordinator must ensure the adequate planning and preparation for the ceremony, this includes but is not limited to: organising the venue for the

ceremony, informing the invitees of the date and time and ensure the nomination process for the awards is performed.

2 Class representation capacity

- (a) This position applies to the Occupational Therapy first year class representative and the Speech-Language and Hearing Therapy first and second year class representatives.
  - (b) Will receive full membership and representation, as afforded to TAAC members, excluding voting rights.
  - (c) Will receive the same remuneration as other class representatives on the TAAC.
  - (d) Must be elected by the same process as carried out for other class representatives of the TAAC.
- (5) The final decision on whether such membership will be awarded rests with the chairperson and vice-chairperson of the TAAC.
- (6) Such additional membership is subject to the provisions of this constitution.
- (7) The TAAC honorary president will be the person who occupies the role of FMHS Vice Dean of Learning and Teaching.

#### 4. Functioning and Duties of Tygerberg Academic Affairs Council Members

##### (1) Chairperson

- 1) The chairperson is elected annually before or during the period of the TSRC elections at a meeting facilitated by the TSRC election convenor. The outgoing chairperson shall remain chairperson of the TAAC up until the expiry of their term of office as TSRC member for academic affairs, as stipulated in the Student Constitution.
  - 1 The following process will be adopted for the election of the chairperson of the TAAC:
    - (a) FMHS undergraduate students who have been a class representative for at least one term at the FMHS will be eligible to run for the position of chairperson and the outgoing chairperson is required to open the election and nomination process to these such students.
    - (b) If no candidate makes him/herself available for the position of chairperson, the outgoing executive committee of the TAAC and in terms of the Student Constitution, will decide on a fair and just procedure:
      - a) The role will be opened to undergraduate students at the FMHS who have been a vice class representative for at least one term at the FMHS.
    - (c) If, after the above steps are taken and no candidate has made him/herself available for the position of chairperson, the outgoing executive committee of the TAAC is required to open the election and nomination process to all undergraduate students at the FMHS.
- 2) A candidate may only stand for the position of TAAC chairperson if he/she fulfils the following criteria:
  - 1 For medical students: he/she has to be in third-year or higher in the year in which elections are held.
  - 2 For health and rehabilitation sciences students; human nutrition and nursing and midwifery students: he/she has to be in second-year or higher in the year in which the elections are held.
- 3) The TAAC chairperson is responsible for a nomination procedure within two (2) weeks of the election cycle starting. Voting will take place by way of a secret ballot. Should circumstances necessitate, this deadline can be extended through a simple majority vote of the outgoing TAAC Committee.
- 4) In order for the vote for chairperson to be fair and just, 2/3rds (66,67%) of the outgoing TAAC Committee has to be present for the vote and participate in the vote.
- 5) Should only one (1) candidate stand for the position of chairperson a motion of confidence vote shall take place where 2/3rds (66,67%) majority vote of the outgoing TAAC Committee is needed.
- 6) Should more than one (1) candidate stand for the position of chairperson, a candidate must receive a 50%+1 vote from all present TAAC Committee members in order to be elected into the position of chairperson.

- 7) The outgoing Executive Committee will have an oversight role in determining whether a decided upon procedure is fair and just through a simple majority vote.
- 8) During his/her term of office, the chairperson of the TAAC may not be a member of any faculty committee that has been voted into his/her position by the majority of the Tygerberg Student Union and are now members of Student Governance in order to retain constitutional integrity and avoid misuse of power. (i.e. he/she may not be on both the TSR, the TSP, Cluster Convenor and the TAAC in an official voting capacity. This excludes participation in Residence Committees and Societies where he/she may sit on both of those committees and the TAAC).
- 9) The chairperson of the TAAC is an ex-officio member of the TSRC, with the portfolio of TAAC: chairperson/academic affairs, and his/her term of office will run concurrently with that of the TSRC.
- 10) The TSRC and other obligations of the chairperson of the TAAC are set out in the Student Constitution. In terms of aforementioned constitution, the chairperson of the TAAC cannot be compelled to accept any other portfolios or responsibilities outside of the scope of academic affairs in the TSRC, unless such practice is deemed fair and just by both the TAAC and TSR chairpersons.
- 11) The chairperson of the TAAC, in consultation with the rest of the executive committee of the TAAC, convenes the meetings of the TAAC and is responsible for the following administrative arrangements:
  - 1 All official correspondence from and to the TAAC;
  - 2 Passing on the minutes to the TSRC chairperson;
  - 3 Quarterly and annual report of the TAAC.
  - 4 Should the chairperson be unable to fulfil one of the aforementioned roles in 1, 2 and/or 3, or the executive committee feels another individual may be able to complete the role, it may be passed on to the Administration Officer.
- 12) The chairperson of the TAAC is required to attend monthly meetings with the vice dean of learning and teaching.
  - 1 Prior to these meetings, the chairperson of the TAAC is required to obtain feedback from all class representatives, to be presented to the vice dean of learning and teaching.
- 13) The chairperson is required to obtain an academic mentor before the start of his/her term.
  - 1 An academic mentor is to provide support to the chairperson while he/she holds a student leadership position and hold him/her accountable to maintain academic excellence.
  - 2 The chairperson is responsible to contact the academic mentor on a regular basis and establish meetings with his/her academic mentor.
  - 3 The academic mentor is not required, but may, initiate the meetings with the chairperson.

## (2) Vice Chairperson

- 1) The vice chairperson of the TAAC is elected as soon as possible after the election of the chairperson of the TAAC at a meeting facilitated by the TSRC election convenor.
- 2) The outgoing vice chairperson shall remain vice chairperson of the TAAC up until the expiry of the term of office of the chairperson as TSRC member for academic affairs, as stipulated in the Student Constitution.
- 3) The following process will be adopted for the election of the vice chairperson of the TAAC:
  - 1 FMHS undergraduate students who have been a class representative for at least one term at the FMHS will be eligible to run for the position of vice chairperson and the outgoing chairperson is required to open the election and nomination process to these such students.
  - 2 If no candidate makes him/herself available for the position of vice chairperson, the outgoing executive committee of the TAAC and in terms of the Student Constitution, will decide on a fair and just procedure:
    - (a) The role will be opened to undergraduate students at the FMHS who have been a vice class representative for at least one term at the FMHS.
  - 3 If, after the above steps are taken and no candidate has made him/herself available for the position of vice chairperson, the outgoing executive committee of the TAAC is required to open the election and nomination process to all undergraduate students at the FMHS.
- 4) A candidate may only stand for the position of TAAC vice chairperson if he/she fulfils the following criteria:
  - 1 For medical students: he/she has to be in third-year or higher in the year in which elections are held.
  - 2 For health and rehabilitation sciences students; human nutrition and nursing and midwifery students: he/she has to be in second-year or higher in the year in which the elections are held.
- 5) The TAAC chairperson is responsible for a nomination procedure within two (2) weeks of the election cycle starting. Voting will take place by way of a secret ballot. Should circumstances necessitate, this deadline can be extended through a simple majority vote of the outgoing TAAC Committee.
- 6) In order for the vote for chairperson to be fair and just, 2/3rds (66,67%) of the outgoing TAAC Committee has to be present for the vote and participate in the vote.
- 7) Should only one (1) candidate stand for the position of vice chairperson a motion of confidence vote shall take place where 2/3rds (66,67%) majority vote of the outgoing TAAC Committee is needed.
- 8) Should more than one (1) candidate stand for the position of vice chairperson, a candidate must receive a 50%+1 vote from all present TAAC Committee members in order to be elected into the position of vice chairperson.
- 9) The outgoing executive committee will have an oversight role in determining whether a decided upon procedure is fair and just through a simple majority vote.
- 10) The vice chairperson of the TAAC shall act as chairperson of the TAAC in the absence of the chairperson, provided that the chairperson gives express

notice to the vice chairperson of the TAAC of his/her intended absence. In such a case, the duties and powers of the vice chairperson of the TAAC are limited to what is dealt with in this document as the functioning and purpose of the TAAC.

- 11) The vice chairperson of the TAAC may act as *secundus* of the chairperson of the TAAC, where appropriate.
- 12) The vice chairperson is required to obtain an academic mentor before the start of his/her term.
  - 4 An academic mentor is to provide support to the vice chairperson while he/she holds a student leadership position and hold him/her accountable to maintain academic excellence.
  - 5 The vice chairperson is responsible to contact the academic mentor on a regular basis and establish meetings with his/her academic mentor.
  - 6 The academic mentor is not required, but may, initiate the meetings with the vice chairperson.

### (3) Programme Representative

- 1) Programme representatives are six (6) elected representatives tasked to represent each undergraduate degree programme (i.e. Medicine; Physiotherapy; Occupational Therapy; Speech, Language and Hearing Therapy; Nursing and Midwifery; and Human Nutrition).
- 2) A candidate may only stand for the position of programme representatives if he/she fulfils the following criteria:
  - 1 For Medical students: he/she has to be in third-year or higher in the year in which elections are held;
  - 2 For health and rehabilitation sciences students; human nutrition and nursing and midwifery students: he/she has to be in second-year or higher in the year in which elections are held.
  - 3 The candidate has to be a registered student for the programme for which he/she applies to be the programme representative.
- 3) The outgoing chairperson is responsible for the election and nomination procedure of the programme representative, by the following process:
  - 1 FMHS undergraduate students who have been a class representative for at least one term at the FMHS will be eligible to run for the position of programme lead and the outgoing chairperson is required to open the election and nomination process to these such students.
  - 2 If no candidate makes him/herself available for the position of programme lead, the outgoing executive committee of the TAAC and in terms of the Student Constitution, will decide on a fair and just procedure:
    - (a) The role will be opened to undergraduate students at the FMHS who have been a vice class representative for at least one term at the FMHS.
  - 3 If, after the above steps are taken and no candidate has made him/herself available for the position of programme representative, the

outgoing executive committee of the TAAC is required to open the election and nomination process to all undergraduate students at the FMHS.

(a) This is done per programme, as needed, and not for all six (6) programmes simultaneously.

a) Therefore, if only one programme does not have candidates after the above processes have been followed, only that programme will open nominations to all undergraduate students registered in that programme.

(b) The undergraduate students who can apply for the position of programme representative have to be registered students for the programme in which they would like to be programme representative.

4 The candidate may be a class representative while concurrently holding the position of programme representative, i.e. the position of programme representative may be occupied by a student who will concurrently occupy the position of class representative for his/her class for the upcoming year.

(a) This is subject to the discretion of the outgoing chairperson, vice chairperson and programme representative.

(b) This excludes Occupational Therapy for which the candidate may not simultaneously occupy the role of class representative and programme representative.

#### 4) Medicine programme representative

1 The Medicine programme representative is voted in by a majority vote by the outgoing Medicine class representatives of the TAAC.

2 In the case of multiple candidates, a majority vote (50%+1) will suffice or 2/3rds (66,67%) motion of confidence in the case of one (1) candidate.

3 The Medicine programme representative will be responsible for the representation of all six Medicine class representatives on the Medicine undergraduate programme committee.

(a) The chairperson is required to facilitate the selection of a junior medicine class representative from years one (1), two (2) or three (3), to accompany the programme representative on undergraduate programme committee meetings, as required by the MBChB undergraduate programme committee.

a) The position will be made available to the medicine class representatives as stated above and a vote will be conducted.

b) In the case of multiple candidates, a majority vote (50%+1) will suffice or 2/3rds (66,67%) motion of confidence in the case of one (1) candidate.

4 The Medicine programme representative will communicate all issues and student feedback with the undergraduate programme coordinator.

- (a) The frequency of these meetings is to be monthly after the Medicine programme representative has met with all Medicine class representatives.
  - (b) The Medicine programme representative is permitted to cancel a meeting in a given month, if no agenda points have been submitted by the Medicine class representatives and/or vice class representatives and/or the Medicine undergraduate programme coordinator.
  - (c) The Medicine programme representative is permitted to submit a written report to the undergraduate programme coordinator, in any given month, to replace the monthly meeting, if the agenda points submitted do not require discussion, as specified by the Medicine class representatives and vice class representatives and agreed upon by the Medicine undergraduate programme coordinator.
- 5 In addition, monthly feedback reports are to be submitted by the Medicine programme representative to the TAAC chairperson or vice chairperson.
  - 6 The Medicine programme representative is required to communicate important information from the MBChB Unit to the individual class representatives, as deemed appropriate by the Medicine programme representative, and subject to the discretion of the TAAC chairperson and vice chairperson.
  - 7 The Medicine programme representative is to manage the resource centre (Google Drive) established for his/her division.
- 5) Occupational Therapy programme lead
- 1 The Occupational Therapy programme representative is voted in by a majority vote by the outgoing Occupational Therapy class representatives.
  - 2 In the case of multiple candidates, a majority vote (50%+1) will suffice or 2/3rds (66,67%) motion of confidence in the case of one (1) candidate.
  - 3 The Occupational Therapy programme representative will be responsible for the representation of all four Occupational Therapy class representatives on the Occupational Therapy undergraduate programme committee.
  - 4 The Occupational Therapy programme representative will communicate all issues and student feedback with the undergraduate programme coordinator.
    - (a) The frequency of these meetings is to be monthly after the Occupational Therapy programme representative has met with all Occupational Therapy class representatives.
    - (b) The Occupational Therapy programme representative is permitted to cancel a meeting in a given month, if no agenda points have been submitted by the Occupational Therapy class representatives and/or vice class representatives and/or the Occupational Therapy undergraduate programme coordinator.

- (c) The Occupational Therapy programme representative is permitted to submit a written report to the undergraduate programme coordinator, in any given month, to replace the monthly meeting, if the agenda points submitted do not require discussion, as specified by the Occupational Therapy class representatives and vice class representatives and agreed upon by the Occupational Therapy undergraduate programme coordinator.
- 5 In addition, monthly feedback reports are to be submitted by the Occupational Therapy programme representative to the TAAC chairperson or vice chairperson.
- 6 The Occupational Therapy programme representative is required to communicate important information from the Occupational Therapy Department to the individual class representatives, as deemed appropriate by the Occupational Therapy programme representative, and subject to the discretion of the TAAC chairperson and vice chairperson.
- 7 The Occupational Therapy programme representative must provide support, guidance and assistance to the Occupational Therapy class representatives.
  - (a) When an Occupational Therapy class representative has to address a matter that has arisen in his/her class, the Occupational Therapy programme representative has to assist the class representative in addressing the matter, should he/she request such help, by following the correct chain of command within the Occupational Therapy department.
  - (b) The Occupational Therapy programme representative is permitted to step in and assist the Occupational Therapy class representatives at any point within the chain of command, should they require the assistance and support in raising the matter with the Occupational Therapy department.
  - (c) So far as possible, the Occupational Therapy programme representative will maintain an advisory role to the Occupational Therapy class representatives, while they follow the chain of command.
  - (d) Should a matter not be resolved after the chain of command is followed by the Occupational Therapy class representatives and thus requires the Occupational Therapy programme representative's active and direct involvement, this will be viewed as an escalation of the matter.
    - a) In such an instance, the Occupational Therapy programme representative will no longer act in an advisory role to the Occupational Therapy class representative and will take appropriate steps to assist in the resolution of the matter. These steps include, but are not limited to:
      - vi) Emailing the relevant academic staff member of the Occupational Therapy department detailing

the chain of command followed by the class representative and reason for the escalation of the matter.

- vii) Informing the TAAC chairperson of the matter and requesting involvement of the TAAC chairperson for the resolution of the matter.
- (e) In the event of an emergency, the Occupational Therapy programme representative is permitted to step in as soon as is required, whether or not the chain of command has yet to be followed by the Occupational Therapy class representative.
  - a) Emergencies include, but are not limited to: matters relating to tests or examinations occurring in 48 hours or less; matters relating to the clinical platform such as safety concerns, transport concerns, or cancellations of clinical training for any reason;
- (f) The Occupational Therapy programme representative may not be prevented from performing his/her role as the representative of the Occupational Therapy class representatives and in turn, Occupational Therapy students. As such, the Occupational Therapy programme representative reports to the TAAC chairperson and is constitutionally mandated to provide support to the Occupational Therapy class representatives.
  - a) The Occupational Therapy programme representative is thus permitted to act in any way he/she deems appropriate, to ensure the fulfilment of this mandate, so long as the action(s) does not contravene the powers and duties provided to the Occupational Therapy programme representative by this Constitution or infringe upon the duties of the Occupational Therapy class representatives.
- 8 The Occupational Therapy programme representative is not required to attend the following meetings:
  - (a) Class meetings between a class and the class coordinator;
  - (b) MenTut meetings
- 9 The Occupational Therapy programme representative is to manage the resource centre (Google Drive) established for his/her division.
- 6) Nursing and midwifery programme representative
  - 1 The Nursing and Midwifery programme representative is voted in by a majority vote by the outgoing Nursing and Midwifery class representatives.
  - 2 In the case of multiple candidates, a majority vote (50%+1) will suffice or 2/3rds (66,67%) motion of confidence in the case of one (1) candidate.
  - 3 The Nursing and Midwifery programme representative will be responsible for the representation of all four Nursing and Midwifery class representatives on the Nursing and Midwifery undergraduate programme committee and committee for undergraduate teaching

and learning (CULT) (which requires the individual to raise any major concerns of Nursing and Midwifery students, as deemed appropriate by the Nursing and Midwifery head class representative).

- (a) A junior class representative, from years one (1), two (2), or three (3), will accompany the programme representative on a rotational basis, to each programme committee meeting.
- 4 The Nursing and Midwifery programme representative will communicate all issues and student feedback with the programme coordinator.
    - (a) The frequency of these meetings is to be monthly after the Nursing and Midwifery programme representative has met with all Nursing and Midwifery class representatives.
    - (b) The Nursing and Midwifery programme representative is permitted to cancel a meeting in a given month, if no agenda points have been submitted by the Nursing and Midwifery class representatives and/or vice class representatives and/or the Nursing and Midwifery undergraduate programme coordinator.
    - (c) The Nursing and Midwifery programme representative is permitted to submit a written report to the undergraduate programme coordinator, in any given month, to replace the monthly meeting, if the agenda points submitted do not require discussion, as specified by the Nursing and Midwifery class representatives and vice class representatives and agreed upon by the Nursing and Midwifery undergraduate programme coordinator.
  - 5 In addition, monthly feedback reports are to be submitted by the Nursing and Midwifery programme representative to the TAAC chairperson or vice chairperson.
  - 6 The Nursing and Midwifery programme representative is required to communicate important information from the Nursing and Midwifery Department to the individual class representatives, as deemed appropriate by the Nursing and Midwifery programme representative, and subject to the discretion of the TAAC chairperson and vice chairperson.
  - 7 The Nursing and Midwifery programme representative is to manage the resource centre (Google Drive) established for his/her division.
  - 8 The Nursing and Midwifery programme representative is to serve as the Head of Academia on the Nursing Committee Stellenbosch University (NCSU).
- 7) Physiotherapy programme representative
    - 1 The Physiotherapy programme representative is voted in by a majority vote by the outgoing Physiotherapy class representatives.
    - 2 In the case of multiple candidates, a majority vote (50%+1) will suffice or 2/3rds (66,67%) motion of confidence in the case of one (1) candidate.
    - 3 The Physiotherapy programme representative will be responsible for the representation of all four Physiotherapy class representatives on the Physiotherapy undergraduate programme committee

- 4 The Physiotherapy programme representative will communicate all issues and student feedback of the division with the undergraduate programme coordinator, or division head if deemed appropriate by the Physiotherapy programme representative.
    - (a) The frequency of these meetings is to be monthly after the Physiotherapy programme representative has met with all Physiotherapy class representatives.
    - (b) The Physiotherapy programme representative is permitted to cancel a meeting in a given month, if no agenda points have been submitted by the Physiotherapy class representatives and/or vice class representatives and/or the Physiotherapy undergraduate programme coordinator.
    - (c) The Physiotherapy programme representative is permitted to submit a written report to the undergraduate programme coordinator, in any given month, to replace the monthly meeting, if the agenda points submitted do not require discussion, as specified by the Physiotherapy class representatives and vice class representatives and agreed upon by the Physiotherapy undergraduate programme coordinator.
  - 5 In addition, monthly feedback reports are to be submitted by the Physiotherapy programme representative to the TAAC chairperson or vice chairperson.
  - 6 The Physiotherapy programme representative is required to communicate important information from the Physiotherapy Department to the individual class representatives, as deemed appropriate by the Physiotherapy programme representative, and subject to the discretion of the TAAC chairperson and vice chairperson.
  - 7 The Physiotherapy programme representative will attend divisional meetings upon request from the undergraduate programme coordinator or division head, for a minimum of thirty (30) minutes to provide feedback and input from the class representatives, so long as adequate notice of such meetings is provided by the undergraduate programme coordinator or division head and the academic programme is permitting to the attendance of such meetings.
  - 8 The Physiotherapy programme representative is to manage the resource centre (Google Drive) established for his/her division.
- 8) Human Nutrition programme representative
- 1 The Human Nutrition programme representative is voted in by a majority vote by the outgoing Human Nutrition class representatives.
  - 2 In the case of multiple candidates, a majority vote (50%+1) will suffice or 2/3rds (66,67%) motion of confidence in the case of one (1) candidate.
  - 3 The Human Nutrition programme representative will be responsible for the representation of all four Human Nutrition class representatives on the Human Nutrition undergraduate programme committee.

- 4 The Human Nutrition programme representative will communicate all issues and student feedback of the division with the undergraduate programme coordinator, or division head if deemed appropriate by the Physiotherapy programme representative.
    - (a) The frequency of these meetings is to be monthly after the Human Nutrition programme representative has met with all Human Nutrition class representatives.
    - (b) The Human Nutrition programme representative is permitted to cancel a meeting in a given month, if no agenda points have been submitted by the Human Nutrition class representatives and/or vice class representatives and/or the Human Nutrition undergraduate programme coordinator.
    - (c) The Human Nutrition programme representative is permitted to submit a written report to the undergraduate programme coordinator, in any given month, to replace the monthly meeting, if the agenda points submitted do not require discussion, as specified by the Human Nutrition class representatives and vice class representatives and agreed upon by the Human Nutrition undergraduate programme coordinator.
  - 5 In addition, monthly feedback reports are to be submitted by the Human Nutrition programme representative to the TAAC chairperson or vice chairperson.
  - 6 The Human Nutrition programme representative is required to communicate important information from the Human Nutrition Department to the individual class representatives, as deemed appropriate by the Human Nutrition programme representative, and subject to the discretion of the TAAC chairperson and vice chairperson.
  - 7 In addition, monthly feedback reports are to be submitted by the Human Nutrition programme representative to the TAAC chairperson and vice chairperson.
  - 8 The Human Nutrition programme representative is to manage the resource centre (Google Drive) established for his/her division.
- 9) Speech-Language and Hearing Therapy programme representative
- 1 The Speech-Language and Hearing Therapy programme representative is voted in by a majority vote by the outgoing Speech-Language and Hearing Therapy class.
  - 2 In the case of multiple candidates, a majority vote (50%+1) will suffice or 2/3rds (66,67%) motion of confidence in the case of one (1) candidate.
  - 3 The Speech-Language and Hearing Therapy programme representative will be responsible for the representation of all four Speech-Language and Hearing Therapy class representatives on the Speech-Language and Hearing Therapy undergraduate programme committee.
  - 4 The Speech-Language and Hearing Therapy programme representative will communicate all issues and student feedback of

- the division with the undergraduate programme coordinator, or division head if deemed appropriate by the Speech-Language and Hearing Therapy programme representative.
- (a) The frequency of these meetings is to be monthly after the Speech-Language and Hearing Therapy programme representative has met with all Speech-Language and Hearing Therapy class representatives.
  - (b) The Speech-Language and Hearing Therapy programme representative is permitted to cancel a meeting in a given month, if no agenda points have been submitted by the Speech-Language and Hearing Therapy class representatives and/or vice class representatives and/or the Speech-Language and Hearing Therapy undergraduate programme coordinator.
  - (c) The Speech-Language and Hearing Therapy programme representative is permitted to submit a written report to the undergraduate programme coordinator, in any given month, to replace the monthly meeting, if the agenda points submitted do not require discussion, as specified by the Speech-Language and Hearing Therapy class representatives and vice class representatives and agreed upon by the Speech-Language and Hearing Therapy undergraduate programme coordinator.
- 5 The Speech-Language and Hearing Therapy programme representative is required to communicate important information from the Speech-Language and Hearing Therapy Department to the individual class representatives, as deemed appropriate by the Speech-Language and Hearing Therapy programme representative, and subject to the discretion of the TAAC chairperson and vice chairperson.
  - 6 In addition, monthly feedback reports are to be submitted by the Speech-Language and Hearing Therapy programme representative to the TAAC chairperson or vice chairperson.
  - 7 The Speech-Language and Hearing Therapy programme representative is to manage the resource centre (Google Drive) established for his/her division.
- 10) A programme representative is not required to be available to class representatives or students over weekends and after office hours.
- 1 Office hours include: before 7h00 and after 17h00 each day.
  - 2 This can be overturned in the event of an emergency, as deemed appropriate by the chairperson, vice chairperson or programme representative concerned.
- 11) The programme representatives are required to obtain an academic mentor before the start of their term.
- 1 An academic mentor is to provide support to the programme representative while he/she holds a student leadership position and hold him/her accountable to maintain academic excellence.

- 2 The programme representative is responsible to contact the academic mentor on a regular basis and establish meetings with his/her academic mentor.
- 3 The academic mentor is not required, but may, initiate the meetings with the programme representative.

#### (4) Class Representatives

- 1) A class representative is a student, elected by the members of his/her class, who serves to represent his/her class in an academic capacity and advocate for his/her class's academic interests and needs.
- 2) Every class of every degree programme at the FMHS is required to have one (1) class representative.
- 3) Election of class representatives should be held as soon as possible after the election of the executive committee, via secret ballot.
  - 4 The election of first-year class representatives must occur no later than two (2) weeks after the commencement of first-year classes for the academic year.
  - 5 To be considered, a candidate needs to be nominated by a member of the class or can be a self-nomination.
  - 6 At least 2/3 (66,67%) of the class is required to take part in the voting process during the election of a class representative.
  - 7 The voting process is to be carried out electronically, via Microsoft Forms. The results of the voting process are to be shared with the chairperson and vice chairperson of the TAAC.
  - 8 The results and vote data should be made available to the class for transparency. A control mechanism should also exist to ensure the election process is fair (i.e. either limiting the number of votes by requiring students to log in to vote or requiring them to submit their student numbers with their votes).
  - 9 A candidate should receive a positive vote to be elected (50%+1). Should a candidate run unopposed, they must receive a 2/3rds (66,67%) majority vote to be elected.
  - 10 Only students who are members of the class are permitted to partake in the election process and/or stand for the position of class representative.
  - 11 Should a class representative be elected and fail to pass the preceding academic year, a new class representative must be elected within the first week at the start of the new academic year, by the same process stipulated above and facilitated by the chairperson and vice chairperson.
- 4) The expectations of a class representative include the representation of his/her class in an academic capacity and are to remain within an academic capacity.
  - 1 Class representatives are required to communicate all academic needs and concerns of the class with relevant faculty members in a timeous fashion.

- 2 Academic needs and concerns, excluding academic concerns of a personal nature, are filtered through the class representative to faculty and as such, students in the class should first consult the class representative, if possible, before consulting the relevant faculty member in order to maintain the relationship between faculty members and the Tygerberg student body.
- 3 Academic matters include, but are not limited to:
  - (a) Enquiring after class schedules, timetables, lecture times and venues with lecturers and module chairs;
  - (b) Enquiring after lecture slides with lecturers and module chairs;
  - (c) Enquiring about test and exam-related concerns with lecturers, module chairs and the assessments office;
  - (d) Enquiring after results;
  - (e) Enquiring after any academic concern or issue that may arise throughout the course of any particular module throughout the academic year.
- 4 If the class representative is able to address the matter with the relevant correct information, he/she are allowed to do so. However, he/she is not allowed to speculate upon information or provide his/her opinion in order to influence his/her class, in his/her official capacity.
- 5 If the class representative is unable to address the matter alone, the class representative is permitted to discuss the matter with the vice class representative, if the matter is not of a sensitive nature requiring more discretion and pertaining to private information of individuals.
  - (a) Matters that require more discretion include, but are not limited to:
    - b) Matters involving specific member(s) of the class;
    - c) Matters that involve sensitive information relating to specific member(s) of the class;
    - d) Matters that involve the vice class representative;
    - e) Matters in which a faculty member has requested discretion on the part of the class representative.
- 6 If the class representative is unable to address the matter, with or without consulting the vice class representative, the class representative must bring the matter to the TAAC chairperson and/or vice chairperson and/or the relevant faculty member, as determined by the nature of the academic matter.
  - (a) The TAAC chairperson will determine the course of action, either in the form of a TAAC committee vote; and/or consultation with the TSR chairperson; and/or a relevant faculty member, depending on the nature of the matter and as deemed necessary by the TAAC chairperson.
  - (b) If the academic matter can be handled by the class representative's contacting of a relevant faculty member, including, but not limited to: lecturers, module chairs, and the matter is of such a nature that does not require the TAAC chairperson's involvement, the class representative is permitted to contact the faculty member provided that it is not

outside of the boundaries of what his/her role would normally fulfil.

- (c) If he/she wishes to raise the issue with an individual he/she does not normally communicate with (the undergraduate programme coordinator or vice-dean of learning and teaching) he/she is to consult with the TAAC chairperson and vice chairperson first in order to determine if the correct channels of communication have been followed and whether these are the right bodies with which to be communicating.
- 7 The class representatives' responsibilities do not include matters that fall outside of an academic nature.
- (b) Matters that are not of an academic nature and as such are not within the class representative's permitted boundaries of responsibility include, but are not limited to:
    - a) Matters involving residences: including but not limited to placement in residences, social issues in residences, conflicts in residences;
    - b) Matters involving conflict and/or social justice issues on campus;
    - c) Matters involving the physical and/or mental health and/or wellbeing of students.
  - (c) In the event the physical and/or mental health of a student influences his/her academic performance, the class representative is required to provide assistance in the form of referral to the necessary university structures, namely the counselling services and assessments office, for assistance with academic leave of absence.
  - (d) The class representative is required to refer the students in the class to the relevant individuals who are responsible for the above-mentioned matters, including but not limited to: the residence heads, House Committee members, TSR committee, campus psychologists respectively, where necessary and applicable.
- 5) The class representative is elected by the class and as such is permitted to act on behalf of the class in academic matters pertaining to the class.
- 1 Should an academic matter arise requiring an immediate decision from the class representative, the class representative is permitted to make the decision he/she deem to be within the best interests of the class, without obtaining a consensus from the class, provided the decision does not infringe on the student body's autonomy and is just. The decision needs to be made in the best interests of the students of the class and, where possible, have consultation from the TAAC chairperson and vice chairperson.
  - 2 In academic matters where it is possible to first obtain a consensus from the class, before a decision is made, the class representative should endeavour to include the class in the decision-making process.

- (a) In such a situation where the class is included in the decision-making process, the class representative is required to follow the following protocols:
  - a) The class representative must communicate the issue or proposal that is to be discussed, including all relevant information and ensuring that this information is conveyed to the entire class body through more than just one medium (either a class meeting, an email and/or social media).
  - b) The class representative must explain the academic matter in a clear and concise manner and must ensure that all members in the class are given equal opportunity to voice their concerns and voice their opinion on the matter where possible.
    - (ii) The class representative is only required to ensure each member of the class is provided with equal opportunity to attend the class meeting and cannot be held accountable if members do not attend.
  - c) If a vote is required, the vote must be conducted in a fair and just manner, via a secret ballot.
    - (i) The outcome of a class vote only stands as true if it receives 66,67% participation and a positive vote (50%+1).
    - (ii) The outcome of the class vote must be communicated with the class via email.
    - (iii) The outcome of the class vote, including the options available to the class, should be included in a form of communication (that is traceable) to the relevant person of faculty.
  - d) A class vote is not a binding process and the final decision for the matter concerned is up to the discretion of the faculty members involved.
- 6) The official channel of communication between the class representative and the class is via email, namely Outlook.
  - 1 The class representative is permitted to make use of alternative channels of communication (including but not limited to: WhatsApp, Telegram and Facebook), if he/she deems it appropriate, provided the alternative channels are utilised only as an additional means of communication and all official academic information is communicated via email.
  - 2 The class representative is not obligated to host or be a member of class groups on alternative communication channels, including but not limited to: WhatsApp, Telegram and Facebook.
  - 3 All official academic information communicated to the class representative from a faculty member (including but not limited to: lecturers, module chairs, year chairs/year coordinators/class coordinators/class guardians, undergraduate programme

coordinators, vice dean of learning and teaching) must be communicated to the class via the class representative, via email.

- 7) The class representative, in consultation with the vice class representative, is permitted to host elections within their class for the fulfilment of the role of clinical rotation group representatives.
  - 1 Clinical rotation group representatives refer to students from the respective class, elected through the process stipulated below, who act as an informal student representative for his/her clinical rotation group during the month(s) the group is on the clinical platform.
  - 2 The purpose of the role of clinical rotation group representative is to assist the class representative and vice class representative in the administration of clinical rotation groups during the clinical years of their programme and is an informal role.
  - 3 The class representative and vice class representative are permitted to determine the necessity of the role of clinical rotation group representatives and are not obligated to ensure the fulfilment of the role. This is deemed appropriate since the role is created with the purpose of assisting the class representative and vice class representative with administration and as such is not a compulsory requirement.
  - 4 Clinical rotation group representatives are required to report to the class representative and vice class representative any academic concerns or grievances that require the intervention of the class representative.
  - 5 Clinical rotation group representatives do not replace the role of class representative or vice class representative and at all times remain an informal role, reporting to the class representative and vice class representative.
  - 6 The election of the clinical rotation group representatives are to be carried out by the class representative and vice class representative, as soon as the rotation groups are communicated for the upcoming clinical rotations, via secret ballot:
    - (a) Only members of the respective clinical rotation group are permitted to vote in the election for their clinical rotation group representative.
    - (b) To be considered, a candidate needs to be nominated by a member of the clinical rotation group or can be a self-nomination.
    - (c) At least 2/3 (66,67%) of the clinical rotation group is required to take part in the voting process during the election of a clinical rotation group representative.
    - (d) The voting process is to be carried out electronically, via Microsoft Forms, of which is created and distributed by the vice class representative.
    - (e) The results and vote data should be made available to the clinical rotation group for transparency. A control mechanism should also exist to ensure the election process is fair (i.e.

either limiting the number of votes by requiring students to log in to vote or requiring them to submit their student numbers with their votes).

- (f) A candidate should receive a positive vote to be elected. Should a candidate run unopposed, they must receive a 2/3rds (66,67%) majority vote to be elected.
  - (g) Should a clinical rotation group representative be elected and fail to pass the preceding academic year, a new clinical rotation group representative must be elected as soon as possible, by the same process stipulated above and facilitated by the vice class representative.
- 8) When a class is on recess, a class representative is also on recess. Therefore, the class representative cannot be expected to attend meetings unless determined absolutely necessary by the undergraduate programme coordinator, in consultation with the class representative.
- 9) A class representative is permitted to apply for leave of absence from his/her role for a predetermined period of time.
- 1 Should a class representative require a leave of absence from his/her duties as class representative, said class representative is required to submit a written motivation to the chairperson and vice chairperson.
  - 2 This written motivation has to reach the chairperson, vice chairperson and his/her programme representative a minimum of 48 hours before the intended commencement of the leave of absence.
  - 3 The written motivation has to include the reason(s) for requesting a leave of absence as well as the intended duration.
  - 4 The chairperson, vice chairperson and programme representative have a maximum of 24 hours to review the motivation and permit or deny the leave of absence.
    - (a) The leave of absence can be permitted by the chairperson, vice chairperson and programme representative so long as it is for a just reason, as determined by the chairperson and vice chairperson, and does not extend for longer than one (1) month.
    - (b) The class representative is responsible for preparing the vice class representative to take over his/her class representative roles for the duration of his/her leave of absence, as stipulated in section 4.4.4.
    - (c) If the vice class representative is not capable of fulfilling the class representative roles as stipulated in section or the class representative has no elected vice class representative, the programme representative will be required to step in for that class representative for the duration of the leave of absence.
      - a) In the event the programme representative needs to step in for the class representative, the class representative has the responsibility to prepare the programme representative, as stipulated above.

- (d) The class representative has the responsibility to inform his/her class coordinator/year coordinator/year chair/class guardian of his/her leave of absence, in writing, at least 24 hours before it is due to commence.
- 10) A class representative is not required to be available to students over weekends and after office hours.
- 1 Office hours include: before 7h00 and after 17h00 each day.
  - 2 This can be overturned in the event of an emergency, as deemed appropriate by the chairperson, vice chairperson or class representative concerned.
- 11) In the event that confidence in the class representative is lost, or the class representative elects to step down prior to the end of his/her elected term, the following protocols will need to be followed:
- 1 The TAAC chairperson will conduct a vote with the class, to determine the confidence in the vice class representative upholding the role of class representative for the remainder of the term.
    - (a) The vote is only true if 2/3rds (66.67%) of the class participates in the vote.
    - (b) The vote is only true if a positive vote (50%+1) is obtained.
    - (c) If the outcome of the vote stipulates confidence in the vice class representatives' abilities to fulfil the role of class representative, the vice class representative will be considered the newly elected class representative, with the full responsibilities as stipulated above.
  - (d) The election of a new vice class representative must then be held by the TAAC chairperson, as described below under section 4.5.2.
    - 2 If the outcome of the vote shows the class does not hold confidence in the vice class representative upholding the role of class representative, a new election process will be held for a class representative, in the same manner as stipulated under 4.4.3.
      - (a) The vice class representative will remain in the role of vice class representative, unless otherwise indicated.
- 14) Class representatives are required to obtain an academic mentor before the start of their term.
- 7 An academic mentor is to provide support to the class representative while he/she holds a student leadership position and hold him/her accountable to maintain academic excellence.
  - 8 The class representative is responsible to contact the academic mentor on a regular basis and establish meetings with his/her academic mentor.
  - 9 The academic mentor is not required, but may, initiate the meetings with the class representative.

#### (5) Vice Class Representatives

- 1) A vice class representative is a student, elected by the members of his/her class, who serves to assist the class representative in the representation of his/her class in an academic capacity and advocate for his/her class's academic interests and needs.

- 2) The following protocols are deemed appropriate for the fulfilment of the role of vice class representative:
  - 1 For classes that constitute more than forty (40) students, the creation of the vice class representative role is compulsory and an election process is to be carried out for it, as discussed below.
  - 2 For classes that constitute less than forty (40) students, the fulfilment of the vice class representative role is entirely voluntary and the incoming class representative is to consult with the TAAC chairperson against holding elections for a vice class representative, in the event the class representative deems such a position unnecessary the decision is viewed as fair and just for the students in the respective class.
- 3) Election of vice class representatives should be held as soon as possible after the election of the executive committee, concurrently to the election of the class representative, via secret ballot.
  - 1 The election of first-year vice class representatives must occur no later than two (2) weeks after the commencement of first-year classes for the academic year.
  - 2 To be considered, a candidate needs to be nominated by a member of the class or can be a self-nomination.
  - 3 At least 2/3 (66,67%) of the class is required to take part in the voting process during the election of a class representative.
  - 4 The voting process is to be carried out electronically, via Microsoft Forms. The results of the voting process are to be shared with the chairperson and vice chairperson of the TAAC.
  - 5 The results and vote data should be made available to the class for transparency. A control mechanism should also exist to ensure the election process is fair (i.e. either limiting the number of votes by requiring students to log in to vote or requiring them to submit their student numbers with their votes).
  - 6 A candidate should receive a positive vote to be elected (50%+1). Should a candidate run unopposed, they must receive a 2/3rds (66,67%) majority vote to be elected.
  - 7 Only students who are members of the class are permitted to partake in the election process and/or stand for the position of vice class representative.
  - 8 Should a vice class representative be elected and fail to pass the preceding academic year, a new vice class representative must be elected within the first week at the start of the new academic year, by the same process stipulated above and facilitated by the chairperson and vice chairperson.
- 4) The responsibilities of the vice class representative fall within an administrative capacity in order to provide support to the class representative, this includes but is not limited to:
  - 1 Composition of Google/Microsoft forms for the purpose of obtaining a class vote/consensus on an academic matter for which the class representative is obliged to obtain a class consensus as stipulated under section 4.4.5.

- 2 Organisation and maintenance of the class Google Drive, if deemed necessary by the class representative.
  - 3 Composition of Google/Microsoft forms for the purpose of electing clinical rotation representatives, if deemed necessary by the class representative and as stipulated under section 4.4.7.
  - 4 The class representative is permitted to allocate additional administrative and support responsibilities to the vice class representative, in accordance with the needs of the class representative, in so far it does not violate the contract of the class representative and is viewed as just and fair.
- 5) The vice class representative is obligated to attend any meetings the class representative is called to attend, if his/her presence at such a meeting is requested by the class representative. These meetings can include, but are not limited to:
    - 1 Meetings with lecturers;
    - 2 Meetings with module chairs;
    - 3 Meetings with year coordinators/year chairs/class coordinators/class guardians;
    - 4 Meetings with the TAAC chairperson and vice chairperson (for which the TAAC chairperson and vice chairperson can make the request for the presence of the vice class representative if deemed necessary);
    - 5 Meetings with the undergraduate programme coordinator;
    - 6 Meetings with the vice dean of learning and teaching.
  - 6) The vice-representative acts as an additional channel of communication between the members of the class and the class representative.
  - 7) The vice class representative is not obligated to host or be a member of class groups on alternative communication channels, including but not limited to: WhatsApp, Telegram and Facebook.
  - 8) The vice class representative shall act as the class representative in the absence of the class representative, provided that the class representative gives express notice to the vice class representative of his/her intended absence. In such a case, the duties and powers of the vice class representative are limited to what is dealt with in this document as the functioning and purpose of the class representative.
  - 9) The vice class representative may act as *secundus* of the class representative, where appropriate.
  - 10) When a class is on recess, a vice class representative is also on recess. Therefore, the vice class representative cannot be expected to attend meetings unless determined absolutely necessary by the undergraduate programme coordinator, in consultation with the class representative and vice class representative.
  - 11) A vice class representative is not required to be available to students over weekends and after office hours.
    - 1 Office hours include: before 7h00 and after 17h00 each day.
    - 2 This can be overturned in the event of an emergency, as deemed appropriate by the chairperson, vice chairperson, class representative or vice class representative concerned.

12) A vice class representative is permitted to apply for leave of absence from his/her role for a predetermined period of time.

- 5 Should a vice class representative require a leave of absence from his/her duties as vice class representative, said vice class representative is required to submit a written motivation to the class representative, chairperson and vice chairperson.
- 6 This written motivation has to reach the class representative, chairperson, vice chairperson and his/her programme representative a minimum of 48 hours before the intended commencement of the leave of absence.
- 7 The written motivation has to include the reason(s) for requesting a leave of absence as well as the intended duration.
- 8 The chairperson, vice chairperson and programme representative have a maximum of 24 hours to review the motivation and permit or deny the leave of absence.
  - (a) The leave of absence can be permitted by the chairperson, vice chairperson and programme representative so long as it is for a just reason, as determined by the chairperson and vice chairperson, and does not extend for longer than one (1) month.
  - (b) The class representative will act alone for the duration of the vice class representative's leave of absence as stipulated in section 4.5.4.
  - (c) If the class representative is not capable of fulfilling the class representative roles alone, as stipulated in section 4.5.4, the programme representative will be required to step in to assist that class representative for the duration of the leave of absence.

12) In the event the confidence in the vice class representative is lost, or the vice class representative elects to step down prior to the end of his/her elected term, the following protocols will need to be followed:

- 1 The TAAC chairperson will conduct a new election process for a vice class representative, as described under section 4.5.3.

## (6) Other Members

- 1) If it is determined by the executive committee of the TAAC that another role is required, it will be put before the TAAC to discuss and vote on its necessity before applications take place.

## (7) Meetings

### 1) Ordinary meetings

- 1 Ordinary meetings are held when the chairperson, in consultation with the TAAC, or of his/her own volition, convenes a meeting.
- 2 An ordinary meeting will be held once a month.

- 3 A quorum entails two representatives of the 6 programmes and a minimum of twelve TAAC members physically (or virtually) present at the meeting.
- 4 Written notice of four university days needs to be given for ordinary meetings.
- 5 The agenda and / or order of business must reach members no later than 24 hours before the meeting.
- 6 All members of the TAAC are compelled to attend all meetings, unless written apology is given to the chairperson of the TAAC 24 hours before the start of the meeting, accompanied by a valid reason, written apologies need to be in a documentable form, via email.
- 7 The chairperson of the TAAC may make special arrangements regarding the attendance of meetings by members of the TAAC and other people who have been granted membership in terms of section 3.4.

## 2) Extraordinary meetings

- 1 Extraordinary meetings are held if the chairperson of the TAAC requests so, or if three members of the TAAC request the chairperson in writing to do so.
- 2 Such an extraordinary meeting must be held as soon as is possible and fair and may not be postponed for longer than four university days.
- 3 Notice of extraordinary meetings must reach members no later than twelve hours before the start of the meeting.
- 4 The agenda of the extraordinary meeting will be finalised at the start of the meeting.

## 3) Voting

- 1 A motion can be tabled according to normal practice during any meeting of the TAAC and can be accepted by a simple majority.
- 2 Only members as defined in section 2.1 have a right to vote.
- 3 Any member who has a right to vote in terms of section 5.3.2 is entitled to one vote. In the case of a split vote, the chairperson of the TAAC casts the deciding vote.

## (8) Disciplinary Procedures

- 1) All members of the TAAC are bound by the Stellenbosch University Code of Conduct and as such are subject to Disciplinary Procedure, should he/she contravene any rule stipulated in the SU Code of Conduct.
- 2) All members of the TAAC are bound by the TAAC Code of Conduct and as such are subject to Disciplinary Procedure, should he/she contravene any rule stipulated in the Code of Conduct.

- 3) If a member is absent without a valid reason from three ordinary TAAC meetings, makes himself/herself guilty of serious dereliction of duty, or brings the good name of the TAAC, TSRC or Stellenbosch University into disrepute, disciplinary measures must be instituted against such member.
- 4) The TAAC must appoint a Disciplinary Committee.
  - 1 The TAAC Disciplinary Committee consists of the TAAC chairperson, TAAC vice-chairperson, AAC vice-chairperson and two additional members chosen from elected programme representatives, by the TAAC chairperson.
  - 2 Once the matter has been investigated thoroughly, the TAAC Disciplinary Committee has the power to dispose of the matter in terms of which it may give a ruling that could include, but is not limited to, temporary suspension of membership from the TAAC or permanent expulsion from the TAAC.
  - 3 The procedure followed by the TAAC Disciplinary Committee must be just at all times, the member concerned must be informed of all action, and an appeal may be lodged with the Tygerberg Student Parliament once a ruling has been made.
  - 4 The member does not have a right to representation at the TAAC Disciplinary Committee.
  - 5 If a member is expelled, the TAAC chairperson must facilitate the election of a new representative to the TAAC.
- 5) If confidence is lost in the chairperson of the TAAC or the vice-chairperson of the TAAC, a motion of no confidence may be instituted against such person.
  - 1 A motion of no confidence must be brought to an extraordinary meeting in terms of section 5.2 by a proposer and four (4) seconders.
  - 2 A motion of no confidence must be passed by a 2/3 (66,67%) majority vote from the TAAC Council.

#### (9) Powers and Duties

- 1) The powers, duties and competences of the TAAC, as an authoritative decision-making and policy-making body in terms of academia, are contained in the Student Constitution and the Rules for Students of Stellenbosch University.
- 2) Any decision taken by the TAAC with regard to general academic policy, or any standpoint supported by the TAAC as a body, will be binding on the respective faculty committees.

#### (10) Finances

- 1) The activities of the TAAC, as central representative body of the academic affairs of every undergraduate student, must not be limited by financial ties as far as is possible and fair.

- 2) The TAAC may approach donors itself only if the donor agreement is in line with any decision or policy regarding donors that was instituted by the TSRC or Stellenbosch University.
- 3) The TAAC is entitled to a portion of the budget of the TSRC, as determined by the chairperson of the TSRC, the treasurer of the TSRC and the chairperson of the TAAC.
- 4) Every member of the TAAC, as set out in section 2.1, will receive an honorarium, provided by the budget set out by the TAAC chairperson.
  - 1 An evaluation of the amount to which each member, as defined above, will take place in terms of the following points, although not limited to these:
    - (a) Timely response to internal communication;
    - (b) Punctuality and preparation for meetings, as well as the number of meetings missed without submitting a valid excuse in time;
    - (c) Execution of instructions received from the chairperson of the TAAC and other members of the executive committee;
    - (d) Execution of other duties assigned to the member by this, as well as the constitutions of the respective faculty committees.
    - (e) The final amount due to each member of the TAAC will be determined by the chairperson of the TAAC.

## 12) Amendments to the Constitution

- 1) Amendments to this constitution can be made on a yearly basis, upon review by the TAAC and through the process stipulated below.
  - 1 Two (2) months prior to the final ordinary meeting for the outgoing TAAC, amendments to this Constitution must be considered.
  - 2 Motions for amendments to this constitution should reach the TAAC chairperson at least 48 hours before the given meeting at which they will be discussed.
  - 3 Amendments must be presented to the executive committee at the meeting and opportunity provided for discussion.
  - 4 A vote must be conducted with the outgoing TAAC to approve the proposed amendments to this constitution. An amendment is approved by a two-thirds (66,67%) majority vote.
  - 5 It is the responsibility of the outgoing TAAC chairperson to submit the amendments to the AAC for approval.

**Signed:**

TAAC CHAIRPERSON : Name :  
: Signed : \_\_\_\_\_

TAAC VICE CHAIRPERSON : Name :  
: Signed : \_\_\_\_\_

TAAC HEAD CLASS  
REPRESENTATIVE (MEDICINE)  
: Name :  
: Signed : \_\_\_\_\_

TAAC HEAD CLASS  
REPRESENTATIVE (NURSING AND  
MIDWIFERY) : Name :  
: Signed : \_\_\_\_\_

TAAC HEAD CLASS  
REPRESENTATIVE  
(PHYSIOTHERAPY) : Name :  
: Signed : \_\_\_\_\_

TAAC HEAD CLASS  
REPRESENTATIVE (HUMAN  
NUTRITION) : Name :  
: Signed : \_\_\_\_\_

TAAC HEAD CLASS REPRESENTATIVE  
(SPEECH- LANGUAGE, HEARING  
THERAPY) : Name :  
: Signed : \_\_\_\_\_

TAAC HEAD CLASS REPRESENTATIVE  
(OCCUPATIONAL THERAPY)  
: Name :  
: Signed : \_\_\_\_\_

DATE :

## Abbreviations

TAAC: Tygerberg Academic Affairs Council

TABR: Tygerberg Academic Board of Representatives

CUT: Committee for Undergraduate Teaching

ACTSA: Advisory Committee for Tygerberg Student Affairs

AAC: Academic Affairs Council

FMHS: Faculty of Medicine and Health Sciences

CULT: Committee for undergraduate teaching and learning

NCSU: Nursing Committee Stellenbosch University