

RULES OF THE STUDENTS’ ASSEMBLY

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PREAMBLE

We, the members of the Students' Assembly of the Stellenbosch University Student Parliament accept this document as the Rules of the Students' Assembly; bind ourselves to the guidelines set out in it and the principles outlined in the Student Bill of Rights and the provisions in the Stellenbosch University Student Constitution.

We acknowledge our responsibility to facilitate the participation of students in the democratic processes recognised by the Student Constitution.

We further commit ourselves to being a body that advocates for the progressive realisation of the rights enshrined in the Student Bill of Rights and a beacon of cooperative governance.

These rules are subject to the provisions of the Constitution of the Republic of South Africa, 1996, the Higher Education Act, the Statute of Stellenbosch University, and University regulations. We accept this as our binding internal regulatory framework.

CHAPTER 1: INTERPRETATION

1 Definitions

Unless otherwise stipulated, the following terms in these Rules refer to –

- (1) **“Academic Affairs Council (A.A.C.)”** as defined in the Student Constitution.
- (2) **“Accept”** or **“decide”**, refers to a decision taken with a simple majority of votes.
- (3) **“Central Disciplinary Committee (CDC)”** as defined in the Student Constitution.
- (4) **“Community”** or **“House”**: Refers to a Cluster, residence, or PSO.
- (5) **“Convenor”** refers to the Convenor of the Student Imbizo.
- (6) **“CSC”**: Centre for Student Communities
- (7) **“Day”** refers to a calendar day.
- (8) **“Ex officio member”** refers to a person serving on a body by virtue of holding another position.
- (9) **“Positional Student Leader”** refers to a student elected or appointed to any structure recognised by the Student Constitution or any of its substructures’ constitutions.
- (10) **“Prim Committee (PC)”**: refers to the Prim Committee as defined in the Student Constitution.
- (11) **“PSO”** refers to a Private Student Organisation.
- (12) **“Senior Residence”** refers to a Senior Residence as contemplated in the Policy for Placement in Residences of the University and the management guidelines for the placement policy.
- (13) **“Simple majority vote”** refers to a vote supported by 50% plus one (1) vote of the votes cast, irrespective of the number of votes cast or members present.
- (14) **“Society”** refers to an organisation registered with the Societies Council.
- (15) **“Special majority vote”** refers to a vote supported by a two-thirds majority of the votes cast, where there must be a minimum of 25 votes cast.

- (16) “**SRC**” refers to the Students’ Representative Council.
- (17) “**Speaker**” refers to the Speaker of the Student Assembly.
- (18) “**Student body**” refers to any group of students formally associated with the University.
- (19) “**Student Court**” refers to the structure established by the Student Constitution.
- (20) “**Student**” means a student registered at the University.
- (21) “**Super Majority vote**” refers to a vote supported by an 80% majority of a minimum of 100 votes cast.
- (22) “**TSRC**”: refers to the Tygerberg Student (Representative) Council
- (23) “**University authorities**” refers to any employee, or structure consisting of, University employees including Faculties, the Rector’s Management Team, and the University’s Council.
- (24) “**University day**” refers to any weekday during an academic term, excluding public holidays, Saturdays, or Sundays.
- (25) “**University**” refers to Stellenbosch University.

2 Status of these Rules

- (1) All the processes of the Students’ Assembly and the exercise of all the powers and duties of the Students’ Assembly are subject to these Rules.
- (2) Any decision by the Students’ Assembly or any of its functionaries is invalid if it is inconsistent with these Rules.
- (3) These Rules are called the “**Rules of the Students’ Assembly of the Stellenbosch University Student Parliament**” (henceforth: “the Rules”).

CHAPTER 2: FOUNDING PROVISIONS

3 Structures Established by these Rules

- (1) The Policy Forum.
- (2) The Students' Assembly Committee.
- (3) The Ad Hoc Committee.
- (4) The Ethical Governance Committee.

4 The Students' Assembly is Founded on the following Values:

- (1) Transparency.
- (2) Accountability.
- (3) Participation.
- (4) Integrity.
- (5) Responsiveness.
- (6) Cooperative governance.

5 Vision

To be a beacon for cooperative, responsive and accountable governance that fosters unity between student leadership structures.

6 Mission

The Students' Assembly is an independent body that hold all student leadership structures accountable. The Students' Assembly does this through serving as a discussion forum for student issues between student leaders and other students and can take the form of public feedback or consultation. .

7 The Nature of the Students' Assembly

- (1) The Students' Assembly is established by the Student Constitution as an autonomous legislative and accountability platform and grants it all the powers necessary for those functions.
- (2) The Students' Assembly functions in partnership within the Division for Student Affairs and aims to facilitate discourse between students and their leaders.

- (3) The Students' Assembly ensures that all student structures lead by students who are elected by their peers conduct themselves in a manner that promotes the achievement of the rights guaranteed in the Student Constitution.

8 Constitutional Mandate

The Student Constitution assigns the Students' Assembly a mandate to –

- (1) Actively promote the rights of students contained in CHAPTER 2 of the SU Student Constitution.
- (2) Promote the values of the University and promote cooperative governance amongst student structures.
- (3) Participate in the legislative process as outlined in this Constitution.
- (4) Monitor, lobby, educate and advise on issues related to the adherence to the provisions of this Constitution.
- (5) Facilitate discussions on matters of importance to the Student Body.

9 Jurisdiction of the Students' Assembly

- (1) The jurisdiction of the Students' Assembly's powers extends to all the student leadership structures established in terms of the Student Constitution.

10 The Tygerberg Student Parliament

- (1) The Tygerberg Student Parliament is led by the functionaries outlined in the Constitution of the Tygerberg Student Parliament.
- (2) The Students' Assembly delegates the following powers to the Tygerberg Student Parliament:
 - (a) To exercise all the powers of the Students' Assembly with respect to the Tygerberg Student Council and its constituent bodies.
 - (b) To Receive petitions, representations, or submissions from any person or Student structure regarding matters that exclusively effect the Tygerberg Campus.
- (3) The Tygerberg Student Parliament Constitution may further delegate the powers in subsection (2) to any functionary of the Tygerberg Student Parliament.

- (4) The delegation of these powers does not exclude the Students' Assembly from being able to exercise these powers, if it is of the opinion that it is necessary for it to intervene in a matter regarding the Tygerberg Campus.

CHAPTER 3: THE STUDENTS' ASSEMBLY

11 Composition

The Students' Assembly consists of the following members: –

(1) Extraordinary members

The following persons may attend a plenary session of the Students' Assembly; however, they may not vote on any matter, nor may they participate in a debate pertaining to either: a Constitutional Amendment, a vote of no confidence in an SRC member or a motion to recommend policy changes to the bodies constituted in terms of the Student Constitution: –

- (a) Members of the Student Court.
- (b) Members of the Student Imbizo.

(2) Official Representatives

The following representatives serve as members of the Students' Assembly in representative capacity only, and may only represent the interests of the student leadership structure which they represent at a Plenary session: –

- (a) All SRC members.
- (b) Eight (8) members of the Academic Affairs Council.
- (c) Eight (8) members of the Prim Committee.
- (d) Eight (8) members of the Societies Council.
- (e) Two (2) House Committee members from each cluster.
- (f) Two (2) House Committee members from Senior Prim Committee.
- (g) One (1) member from the Cluster Executive.

- (h) One (1) member of the Tygerberg Student Parliament.
- (i) One (1) member from each faculty committee.
- (j) Ten (10) members of society committees appointed by the Societies Council.

(3) General members

The following persons serve as members of the Students' Assembly in their personal capacity: –

- (a) Any registered student who attends a plenary session of the Students' Assembly.

12 Term of Office of the Students' Assembly

- (1) The term of the Students' Assembly Members shall commence on the first day of the fourth academic term.
- (2) The term of the Students' Assembly Committee shall run from the first day of November to the last day of October.

13 Powers of the Students' Assembly

- (1) Amend the Student Constitution through the processes outlined in these Rules.
- (2) Summon any member of the structures established in terms of the Student Constitution to appear before it to explain any of their actions, activities, or lack thereof in person at a plenary session of the Students' Assembly.
- (3) Receive petitions, representations, or submissions from any person or Student structure.
- (4) Make any binding resolutions that bind the SRC, Academic Affairs Council, Societies Council, Prim Committee, Tygerberg Student's Representative Council, and Senior Prim Committee, if it is passed with an 80% majority of a minimum of 100 votes cast.
- (5) Request one or more SRC members to explain any of their actions, activities, or lack thereof in person at a sitting of the Students' Assembly.

- (6) Institute a motion of no confidence in one or more SRC members, subject to review by the Student Imbizo which shall determine whether to remove said SRC member(s) within 7 days of the motion being passed.
- (7) Determine a list of broad priorities, before the incoming SRC is elected, which the SRC must adhere to in compiling their budget and planning their activities.
- (8) Hold extraordinary meetings.
- (9) Appoint task teams to discuss and investigate specific matters and to report back and make recommendations to the Students' Assembly.
- (10) Adopt any other measures to ensure that it fulfils its mandate effectively.
- (11) To recommend policy changes to the bodies constituted by this constitution who must present a report to the Students' Assembly if the recommendations are not implemented, and reasons, therefore.

CHAPTER 4: STUDENTS' ASSEMBLY PLENARY SESSIONS

ORDINARY PLENARY SESSIONS

14 Frequency of meetings

- (1) Ordinary plenary sessions of the Students' Assembly are held at least once per academic term. However –
 - (a) The Students' Assembly is not compelled to meet during the exam and test periods.
- (2) Attendance at ordinary plenary sessions is compulsory for Official Representatives.

15 Notice

- (1) Students' Assembly Plenary sessions are called by the Speaker.
- (2) The Administrations Officer must give written notice (including time) of a plenary session, at least 5 days before the plenary session is scheduled to take place.

- (3) The agenda must be published no later than 24 hours before the start of the scheduled meeting.

16 Attendance

- (1) Plenary sessions are open all members of the public.
- (2) Guests, who are not members of the Students' Assembly, may be invited to address the Students' Assembly on any issue. Subject to –
 - (a) The names and business of the guests being indicated on the agenda.
 - (b) The guest being approved when the agenda is adopted.
- (3) Official Representatives must attend plenary sessions.
 - (a) Should an Official Representative fail to attend a plenary session without a valid excuse, the member may be sanctioned by the Student Imbizo. If the Conduct is repeated, the Student Imbizo shall draft a recommendation to the relevant structure to have no more than 5% of the member in question's customary honorarium, or final instalment thereof, withheld.
 - (b) Valid excuses are determined at the discretion of the Administrations Officer.
- (4) Should a student leadership structure appoint a secondary representative to attend a meeting on their behalf, the Administrations Officer must be informed of the designation as per the procedure in Addendum B.

17 Absence

- (1) When an Official Representative is unable to attend a meeting, they must submit a written apology to the Administrations Officer .
- (2) Apologies must be submitted at least 24 hours before the start of the meeting.
- (3) If a member is absent without an apology that member will be considered: absent without cause.
 - (a) A member who is absent without cause is liable for chairdisciplinary action.
 - (b) The Administrations Officer must inform the Ethical Governance Committee of any member who is absent without cause.

- (c) The Speaker must inform the constituency of the member of the absence of such member.

18 Authority

- (1) The Students' Assembly plenary, when in session, is the highest decisionmaking body within the Students' Assembly.
- (2) The plenary session has the following powers to –
 - (a) Adopt any other measures to ensure that it fulfils its mandate effectively.
 - (b) Adopt resolutions that are binding on all its members.
 - (c) Adopt resolutions that bind any student leadership structure that is established in terms of the Student Constitution.
 - (d) Amend the Student Constitution through the processes outlined in these Rules.
 - (e) Determine a list of broad priorities, before the incoming SRC is elected, which the SRC must adhere to in compiling their budget and planning their activities.
 - (f) Determine any matter within its competence to decide on.
 - (g) Discuss any matter that is within its scope of influence.
 - (h) Dissolve the Students' Assembly.
 - (i) Elect and remove its functionaries.
 - (j) Institute a motion of no confidence in one or more SRC members, subject to review by the Student Imbizo which shall determine whether to remove said SRC member(s) within 7 days of the motion being passed.
 - (k) Overturn decisions of the Students' Assembly Committee and/or any member thereof.
 - (l) Overturn its own previous resolutions.
 - (m) Provide input and feedback on university policies.
 - (n) Recall & replace any of its representatives on other bodies.

- (o) Recommend policy changes to the bodies constituted in terms of the Student Constitution who must present a report to the Students' Assembly if the recommendations are not implemented with comprehensive reasons.
- (3) The following powers are delegated to the Students' Assembly Committee: –
- (a) To receive petitions, representations, or submissions from any person or Student structure.
 - (b) To request one or more SRC members to explain any of their actions, activities, or lack thereof in person at a sitting of the Students' Assembly.
 - (c) To summon any member of the structures established in terms of the Student Constitution to appear before it to explain any of their actions, activities, or lack thereof in person at a plenary session of the Students' Assembly
 - (d) To hold any of the members of the Students' Assembly accountable.
 - (e) To call extraordinary plenary sessions.
 - (f) Appoint task teams to discuss and investigate specific matters and to report back and make recommendations to the Students' Assembly.
- (4) The powers in subsection (2) must be exercised in a manner that is consistent with the values of the Students' Assembly and its constitutional mandate.
- (5) The powers in subsection (2) are subject to the following special procedures: –
- (a) All the powers must be exercised through resolutions adopted by the plenary session.
 - (b) A resolution that recommends policy changes to the bodies constituted in terms of the Student Constitution must be supported by a special majority vote.
 - (c) A resolution to remove any functionary of the Students' Assembly must be supported by a special majority vote.
 - (d) A resolution that binds structures which are constituted in terms of the Student Constitution must be supported by a super majority vote.

- (e) A resolution that adopts an amendment to the Student Constitution must be supported by a super majority vote.
- (f) A resolution that adopts a motion of no confidence in an SRC member must be supported by a super majority vote.
 - (i) When a motion in this regard is pending, the Speaker must give notice to the Convenor of the such motion no later than 3 days before the Plenary where the motion is to be adopted.
- (g) A resolution to dissolve the Students' Assembly must be supported by a super majority vote.
- (h) All other resolutions must be supported by a simple majority vote.

19 Transparency

- (1) All resolutions discussed or adopted at plenary sessions must be noted and minutes of such discussions and resolutions must be published no later than 7 days after the Prim Committee meeting.
- (2) The Administrations Officer must maintain all the records, notes, recordings, and/or transcripts of the plenary sessions.

20 Motions and voting

- (1) The plenary session may make a binding or non-binding resolution, such resolution must be decided on by way of motion.
- (2) The plenary session must endeavour to determine matters by consensus, however, where unanimous consent is not achieved, a matter may be put to a vote.
- (3) A motion is submitted and voted on in terms of the procedure in Addendum B.

21 Decorum

- (1) Plenary sessions are subject to the rules set out in Addendum B.
- (2) The Presiding Officer may rule that a member is out of order in terms of the procedure set out in Addendum B.

- (3) A member may be requested to leave the plenary session in terms of the procedure set out in Addendum B.

22 Quorum

- (1) The plenary session may proceed with its business irrespective of the number of members present.

EXTRAORDINARY PLENARY SESSIONS

23 Frequency and Notice

- (1) Special plenary sessions allow the Students' Assembly to meet when necessary to discuss immediate or pertinent issues without delay.
- (2) Notice of the meeting must be published at least 24 hours before the meeting begins.
 - (a) This provision may be suspended if extremely exigent circumstances warrant a deviation from the 24-hour notice period.
- (3) Members must receive an abbreviated agenda before the meeting begins.

24 Attendance

- (1) Official Representatives must attend extraordinary plenary sessions.

25 Absence

- (1) An Official Representative who will be absent from a special meeting must submit a written apology to the Students' Assembly Committee before the meeting begins.

26 Authority

- (1) Extraordinary plenary sessions have all the powers of an ordinary plenary session, except –
 - (a) The power to dissolve the Students' Assembly.
 - (b) The power to remove any functionary from Office.
 - (c) The power to make any resolution that requires a super majority vote for the motion to succeed.

- (2) A extraordinary plenary session may only discuss the matters pre-disclosed in the agenda.
- (3) Decisions of an extraordinary plenary session must be tabled at the next ordinary plenary session for confirmation.
- (4) Resolutions taken at an extraordinary plenary session are of full force and effect until and/or unless they fail to pass the confirmation motion at a later ordinary plenary session.

27 Transparency

- (1) Notes of the deliberations and resolutions of an extraordinary plenary session must be recorded by the Students' Assembly Committee.
- (2) The Students' Assembly Committee must publish all of the decisions and outcomes of an extraordinary plenary session within 24 hours of the meeting.

28 Decorum

- (1) The rules of meeting etiquette set out in Addendum B are applicable.
- (2) Members may not be removed from an extraordinary plenary session.

29 Quorum

- (1) The extraordinary plenary session may only proceed with its business if there are 25 members in attendance.

CHAPTER 5: STUDENTS' ASSEMBLY COMMITTEE

30 The Presiding Officers

The Students' Assembly Committee is composed of the following office bearers: –

- (1) The Speaker of the Students' Assembly.
- (2) The Convenor of the Student Imbizo.
- (3) The Deputy Speaker.
- (4) The Administrations Officer.
- (5) The Accountability Officer.

- (6) The Public Relations Officer.

APPOINTMENT OF OFFICE BEARERS

31 General Election procedures

- (1) Students' Assembly Committee Elections are organised by the Students' Assembly Ethical Governance Committee.
- (2) The procedures regarding Elections are set out in Addendum C.
- (3) The date for the elections of the Speaker and Deputy Speaker are determined by the Ethical Governance Committee.
- (4) The Ethical Governance Committee delivers the appointment letters of the other office bearers on behalf of the Speaker of the Students' Assembly
- (5) The Ethical Governance Committee must ensure that the Students' Assembly Committee is elected and appointed in a manner that is lawful and consistent with the values of openness, transparency, and accountability.

32 Election of the Speaker

- (1) The Speaker's election must take place after the Students' Representative Council elections, at a meeting called by the outgoing Speaker on the advice of the Ethical Governance Committee.
 - (a) The Election will be facilitated by the Ethical Governance Committee.
 - (b) The new Speaker must be elected out of the current members of the Students Assembly, except for an extraordinary member.
 - (c) The outgoing Speaker can be re-elected.
- (2) A member of the Ethical Governance Committee shall preside over the caucus and election of the Speaker.
 - (a) If more than one candidate avails themselves for the position, the members of the Students' Assembly shall vote for the candidate of their choice, and a simple majority vote is needed for a candidate to be elected as the new Speaker.

- (b) If only one candidate avails themselves for the position, the members of the Students' Assembly must cast a vote of confidence or no confidence in the candidate, such a candidate will be elected if they receive a simple majority vote of confidence.
- (c) If no candidate avails themselves for the position of Speaker, the following procedure must be followed –
 - (i) The position must be advertised to the general student population and will be filled via an interview process with the Ethical Governance Committee.
 - (ii) The interview process is to be conducted at the discretion and according to the guidelines of the Ethical Governance Committee.
- (3) All nominees must comply with the requirements set out in addendum C.
- (4) The closing date for nominations is determined by the Ethical Governance Committee and notice must be sent to all members (5) University days before the closing date. The names of the nominees must be sent out along with the agenda of the Election plenary session.
- (5) Voting takes place by closed ballot.

33 Election of the Deputy Speaker

- (1) The Deputy Speaker election must take place after the Election of the Speaker at the same election plenary session.
 - (a) The new Deputy Speaker must be elected out of the current members of the Students' Assembly.
 - (b) The outgoing Deputy Speaker can be re-elected.
- (2) The Speaker shall preside over the caucus and election of the Deputy Speaker.
 - (a) If more than one candidate avails themselves for the position, all the members shall vote for the candidate of their choice, and a simple majority vote is needed for a candidate to be elected as the new Deputy Speaker.
 - (b) If only one candidate avails themselves for the position, all the members of the may cast a vote of confidence or no confidence in the candidate, such a candidate will be elected if they receive a simple majority vote of confidence.

- (c) If no candidate avails themselves for the position of Deputy Speaker, the following procedure must be followed –
 - (i) The newly elected Speaker must appoint a suitable person to fill the position.
 - (ii) Preference shall be given to students with more than 2 years of student leadership experience.
- (3) All nominees must comply with the requirements set out in addendum C.
- (4) Voting takes place by closed ballot.

34 Appointment of the other Deputy Speakers

- (1) The newly elected Speaker and Deputy Speaker must appoint the other Deputy Speakers within two (2) weeks of their election.
- (2) Any appropriately qualified individuals, who are fit and proper persons may be appointed.
- (3) The need for the Students' Assembly Committee to reflect broadly the demographic composition of the student body must be considered when other Deputy Speakers are appointed.
- (4) The Speaker and Deputy Speaker must establish an adhoc committee to assist them with the appointment process.
- (5) The procedure of appointment is determined by the adhoc committee after consultation with the outgoing Students' Assembly Committee.
- (6) An appointment becomes official upon delivery of an Appointment Letter to the new Deputy Speakers. The Letters must contain at least the following –
 - (a) A stipulated appointment period;
 - (b) The honoraria amount and method of payment, subject to adjustment by the Evaluation Panel;
 - (c) The position for which the person is appointed; and
 - (d) The letter must be signed by both the Speaker and Deputy Speaker

- (7) Once appointed, the Other Deputy Speakers may only be dismissed through the general procedures for the termination of membership of a functionary of the Students' Assembly.

35 Appointment of *ex officio* members of the Students' Assembly Committee

- (1) The Convenor of the Students' Imbizo is elected by their respective constituencies.
- (2) The Ethical Governance Committee must confirm the election of the *ex officio* member, after which, within 5 days of their election, the Ethical Governance Committee must –
 - (a) Inform the incoming members of the Students' Assembly Committee of the election of the Convenor of the Student Imbizo.
 - (b) Announce the addition of the *ex officio* member to the new Students' Assembly Committee to the student body.

REMOVAL OF STUDENTS' ASSEMBLY OFFICE BEARERS

36 Automatic removal

- (1) The membership of a Presiding Officer comes to an end, automatically, when –
 - (a) The Presiding Officer's term of office expires.
 - (b) The Presiding Officer presents a written resignation from the Students' Assembly Committee to the Speaker of the Students' Assembly.
 - (c) The Presiding Officer ceases to be a member of the student body that they represent *ex officio* on the Students' Assembly.
 - (d) The Presiding Officer ceases to be a registered student.
 - (e) The Presiding Officer dies.
 - (f) The Student Court orders the removal of a Presiding Officer after it finds, on application, that the Presiding Officer has intentionally not complied with an order of the Court.
 - (g) The Presiding Officer is sentenced to imprisonment without the option of a fine in the Republic of South Africa or elsewhere.
 - (h) The Presiding Officer is sentenced by the Central Disciplinary Committee to

- (i) Permanent suspension from student leadership.
 - (ii) Suspension from the University for an unfixed period.
- (2) The automatic removal of a Presiding Officer is suspended if the Presiding Officer appeals the cause of their removal, pending the outcome of the final appeal.
- (3) A Presiding Officer who is removed before the end of their term of Office is not entitled to any of the benefits and remuneration that accrue to Presiding Officer of the Students' Assembly.

37 Vote of no confidence in a Presiding Officer

- (1) Presiding Officers of the Students' Assembly may be relieved of their duties through a resolution supported by a super majority vote at an ordinary plenary session.
 - (a) A motion in this regard must be seconded by at least ten (10) members of the Students' Assembly.
 - (b) In the event that the Speaker is the subject of the motion – (i) The Deputy Speaker must preside over the motion.
 - (c) The motion must be submitted to the Speaker of the Students' Assembly who must table the matter at the next plenary session.
 - (d) The proceedings shall follow the procedure determined at the discretion of the Speaker.
- (2) A Presiding Officer may be relieved of their duties on account of –
 - (a) Gross incompetence; or
 - (b) Is found by any disciplinary body to have committed the following:
 - (i) Maladministration. (ii) Improper conduct; or
 - (iii) Gross negligence.
- (3) Should the motion succeed, the Presiding Officer must submit their resignation to the Students' Assembly within two (2) university days of the motion having been passed.

38 Vacancy procedure

- (1) A vacancy in the Students' Assembly arises when a Presiding Officer loses their position on account of any of the reasons for which a Presiding Officer may lose their position.
- (2) Where the Speaker portfolio becomes vacant, the following procedure must be followed –
 - (a) The Deputy Speaker must assume the role.
- (3) Should any other portfolio become vacant, the Speaker must–
 - (a) Re-assign the portfolio duties, until the vacancy is filled through an interview process conducted by the Ethical Governance Committee.

AUTHORITY AND DUTIES

39 POWERS

- (1) The Students' Assembly Committee has the power to –
 - (a) Manage the day-to-day affairs of the Students' Assembly.
 - (b) To exercise the following responsibilities and powers on behalf of the Students' Assembly: –
 - (i) To summon any member of the structures established in terms of the Student Constitution to appear before it to explain any of their actions, activities, or lack thereof in person at a plenary session of the Students' Assembly
 - (ii) To hold any of the members of the Students' Assembly accountable.
 - (iii) To call extraordinary plenary sessions.
 - (iv) Appoint task teams to discuss and investigate specific matters and to report back and make recommendations to the Students' Assembly.
 - (c) To enact special regulations that guide the business of the Students' Assembly.

- (2) The Students' Assembly may delegate any of its powers to any structure established by these Rules or any member of the Students' Assembly Committee of the Students' Assembly.

40 Duties and responsibilities

- (1) The Students' Assembly Officials are responsible for –
 - (a) Ensuring that the Students' Assembly is adequately represented in all relevant spaces.
 - (b) The public relations management of the Students' Assembly.
 - (c) Providing guidance and support to student leadership bodies.
 - (d) Presiding over plenary sessions of the Students' Assembly.
 - (e) Referring any complaints of improper conduct or maladministration by any positional student leader to the Student Imbizo.
 - (f) Attending all SRC meetings.

41 Duties of the Presiding Officers

- (1) The Speaker is the principal head of the Students' Assembly who is ultimately responsible for all the activities and functions of the Students' Assembly, the Speaker is especially responsible for –
 - (a) Ensuring that the Students' Assembly adopts Rules.
 - (b) Holding all members of the Students' Assembly accountable.
 - (c) Writing the Students' Assembly Annual Report.
 - (d) Coordinating the Students' Assembly's business and liaising with all relevant stakeholders, including the Chairpersons of all s3 Bodies.
 - (e) Oversight over the activities of Students' Assembly and the Presiding Officers of the Students' Assembly.
 - (f) Approving the budget of the Students' Assembly.
 - (g) Convening all meetings of the Students' Assembly.
 - (h) Serving as the spokesperson of the Students' Assembly.

- (2) The Deputy Speaker is the executive coordinator of the Students' Assembly and is at least responsible for –
- (a) Accounting to all relevant bodies on behalf of the Students' Assembly.
 - (b) Assigns special projects and responsibilities to all the Presiding Officers.
 - (c) Ensuring that the Students' Assembly fulfils its constitutional mandate.
 - (d) Deputising the Speaker and may exercise any function that is delegated to them by the Speaker.
 - (e) Ensuring that all necessary protocols are in place for the functions of the Students' Assembly.
 - (f) Serves as an *ex officio* member of the Student Imbizo.
 - (g) Preparing a financial report at the end of the term of the Students' Assembly.
 - (h) Drafting the budget of the Students' Assembly.
 - (i) Advising the Students' Assembly Committee on the Formulation of policies that ensure the transparent, responsible, and sustainable use of the Students' Assembly's financial resources, and ensuring the implementation of such policies after they are approved by the Ethical Governance Committee.
 - (j) Ensuring that the financial resources of the Students' Assembly are used in a transparent, responsible, and sustainable manner.
- (3) The Convenor of the Student Imbizo is an *ex officio* and non-voting member of the Students' Assembly and is at least responsible for –
- (a) Representing the interests of Student Imbizo at the Students' Assembly.
 - (b) Advising the Students' Assembly.
- (4) The Administrations Officer is the principal administrator of the Students' Assembly and is at least responsible for –
- (a) Serving as the secretary of the Students' Assembly.
 - (b) Managing the internal correspondence of the Students' Assembly.
 - (c) Managing correspondence addressed to the Students' Assembly and its committees.

- (d) External correspondence on behalf of the Students' Assembly to other student leadership structures.
 - (e) The Maintenance of all Students' Assembly records.
- (5) The Accountability Officer is the policy and investigative officer of the Students' Assembly and is at least responsible for –
- (a) Drafting regulations on behalf of the Students' Assembly.
 - (b) Serving as the Chairperson of the Ethical Governance Committee.
 - (c) Advising student leadership structures on cooperative governance
 - (d) Receiving complaints and possible investigations from the Administrations Officer.
 - (e) Ensuring that student leadership structures comply with the Student Constitution.
 - (f) Ensuring that the Students' Assembly is represented in all matters before the Student Court.
 - (g) Providing legal advice to the Students' Assembly and its Officials.
 - (h) Coordinating the Students' Assembly elections.
- (6) The Public Relations Officer is the media coordinator of the Students' Assembly and is at least responsible for –
- (a) Designing and developing the paraphernalia of the Students' Assembly.
 - (b) Managing the email account, website, and social media pages of the Students' Assembly.
 - (c) Working on enhancing the visibility of the Students' Assembly on campus, social media, the website, and other virtual platforms.
 - (d) Coordinating all the technical support required by the Students' Assembly including the voting platforms that will be used by the relevant structures.

42 Students' Assembly Students' Assembly Committee meetings

- (1) Meetings of the Students' Assembly Committee shall take place every two weeks. Meetings of the Students' Assembly Committee must comply with the general rules of engagement in Addendum A with the following additional requirements –

- (a) The Administrations Officer must distribute the agenda to every Presiding Officer at least one day before the meeting.
- (b) Attendance at meetings is compulsory.
- (c) The quorum for a meeting is –
 - (i) A simple majority of Students' Assembly Presiding officers.
- (2) Decisions taken by the Students' Assembly Committee are taken by way of motion, where any resolution passes if it is supported by a simple majority vote of the Presiding Officers.
- (3) Voting will occur openly unless a request by any Presiding Officer would prefer a closed ballot vote. The votes and decisions must be noted.
- (4) The Speaker shall have a Veto vote(s). Whereby -
 - (a) Should the Speaker believe that a decision taken by the Students' Assembly Committee is not in the best interests the broader student community, the Speaker may veto the decision.
 - (b) The Veto vote renders the decision of the Presiding officers non-binding, and it shall not take effect.
 - (c) If any Students' Assembly Committee member is aggrieved by the decision to veto a vote, they may table a motion at the next immediate Plenary Session to have the veto vote overturned.
- (5) The minutes of every Students' Assembly Committee meeting must be maintained and may be sent to any student upon request.

CHAPTER 6: DISCIPLINE AND CONFLICTS

43 Conflicts

- (1) Any conflict within the Students' Assembly that cannot be solved by the Presiding Officers will be referred to the Ethical Governance Committee.
- (2) Should the Ethical Governance Committee be unable to resolve the conflict, then –
 - (a) The Speaker must submit a request to the Student Court or Student Imbizo for arbitration.

44 Rules

- (1) Presiding Officers of the Students' Assembly must comply with the provisions of these Rules.
- (2) If a Presiding Officer or member of the Students' Assembly contravenes these Rules or if reasonable grounds exist to believe that they will contravene them, then –
 - (a) The person's alleged conduct may be referred to the Ethical Governance Committee who must process the complaint according to the Disciplinary procedure set out in these Rules; or
 - (b) The Student Court may grant an appropriate order at the request of any student.

45 Disciplinary procedure

- (1) Complaints about the conduct of any member of the Students' Assembly are submitted to the Accountability Officer.
- (2) Any student may lay a complaint about the conduct of any member.
- (3) The Accountability Officer must determine which disciplinary process will be utilised when dealing with the complaint.

46 Process for complaints against Officials

- (1) Should a complaint allege that an Official Representative or Presiding officer has acted in contravention of these Rules, the Accountability Officer must –
 - (a) Investigate the matter, and thereafter determine whether –
 - (i) The matter is a minor issue that should be dealt with summarily.
 - (ii) To refer the matter to the Ethical Governance Committee; or
 - (iii) To refer the matter to an appropriate disciplinary body.
 - (b) Deal with the matter expeditiously and inform the Complainant and the accused of their decision in terms of subsection (1)(a).
- (2) If a complaint alleges or suspects that any member's conduct is improper or may result in impropriety or prejudice, the Accountability Officer must –
 - (a) Take appropriate steps to ascertain the facts in the matter; and
 - (b) Take appropriate action to resolve the matter.

CHAPTER 7: FINANCES

47 Management and Policy

- (1) The financial resources of the Students' Assembly are to be used in a transparent, responsible, and sustainable manner.
- (2) A financial policy to ensure the transparent, responsible, and sustainable use of the Students' Assembly's financial resources must be developed and enforced.
- (3) The finances of the Students' Assembly are to be managed and utilised in accordance with the policy and regulations set out by the Finance department of Stellenbosch University.

48 Budgeting

- (1) The Students' Assembly Budget is determined by the Speaker after consultation with the Administrations Officer.
- (2) The Administrations Officer must send its budget to all the members of the Students' Assembly Committee and thereafter publish it to the student body.
- (3) Presiding Officers of the Students' Assembly must be given an opportunity to propose initiatives which can be included in the budget, and the budget must provide for, at least, the following –
 - (a) Trainings and Workshops for the various subcommittees; and
 - (b) Students' Assembly paraphernalia.

49 Reporting

- (1) A financial report must be prepared by Deputy Speaker at the end of their term, and it must be sent to the Speaker.
- (2) The report must include recommendations on how to improve the Students' Assembly's financial management.

CHAPTER 8: SUBCOMMITTEES

50 The Policy Forum

- (1) The Policy Forum is a sub-committee of the Students' Assembly and exercises all the power of the Students' Assembly that these Rules delegate to it. The Policy Forum has the following mandate –
 - (a) To advise the Students' Assembly, Tygerberg Student Parliament and all other student structures established in terms of the Student Constitution on policy related matters.
 - (b) To serve as a forum for leaders of structures established in terms of the Student Constitution to deliberate on the policies which affect students and student structures.
- (2) The Policy Forum consists of the following members –
 - (a) The Deputy Speaker.
 - (b) The Accountability Officer.
 - (c) The Speaker of the Tygerberg Student Assembly.
 - (d) The Chairperson, or their designate, of the Academic Affairs Council, Prim Committee, Societies Council, Tygerberg Student Council, and Senior Prim Committee.
 - (e) The Policy Officer of the Students' Representative Council.
 - (f) The Executive Cluster Convenor.
 - (g) A maximum of two (2) additional members who may be appointed by the Speaker.
- (3) The powers of the Policy Forum may only be exercised by way of motion at a meeting of the Policy Forum.
 - (a) Quorum for a meeting of the Policy Forum is 60% of its members.
 - (b) The Policy Forum must have a meeting at least once a month.

- (c) The Policy Forum may invite any person as a guest to participate in or present any matter at its meeting. A guest does not have voting privileges.
 - (d) Any decision by the Policy Forum must be taken with a supporting vote of a simple majority of its members.
 - (e) Meetings of the Policy Forum are convened and presided over by the Deputy Speaker.
- (4) The Policy Forum has the power to –
- (a) Recommend amendments to these Rules.
 - (b) Advising on the interpretation of these Rules.
 - (c) Submit motions for adoption at the Plenary session that direct student structures to change their policies.
 - (d) Review any policy submitted to it and make recommendations on its efficacy.

51 The Ad Hoc Committees

- (1) Ad Hoc Committees are adhoc committees that may be established from time to time in order to investigate, advise on, or review a particular subject matter.
- (2) The mandate of an Ad Hoc Committee is determined in its terms of reference.
- (3) The Students' Assembly Committee may establish an Ad Hoc Committee if a motion for such committee to be established is supported by a simple majority vote of its members.
- (4) The Students' Assembly plenary session may establish an Ad Hoc Committee with a resolution supported by a simple majority vote.
- (5) The Speaker may establish an Ad Hoc Committee to assist in the appointment process of Presiding Officers.
- (6) The terms of reference of an Ad Hoc Committee must be determined by the Deputy Speaker.

- (7) The manner of appointment of the members of the Ad Hoc Committee must be determined in terms of the resolution which establishes it.
- (8) All Ad Hoc Committees must have at least the following office bearers: –
 - (a) A Convenor, who is at least responsible for –
 - (i) Convening and presiding over meetings of the committee.
 - (ii) Writing and presenting the final report to the Students' Assembly.
 - (iii) Coordinating the activities of the committee.
 - (b) A Secretary, who is at least responsible for –
 - (i) For the administrative functioning of the committee.
 - (ii) Maintaining all the records of the committee.
 - (iii) Managing the correspondence to and from the committee.
 - (c) A Liaison Officer, who is at least responsible for –
 - (i) Ensuring that the committee fulfils its mandate.
 - (ii) Regularly reporting on the work of the Committee to the Speaker.
- (9) Meetings of the Ad Hoc Committee.
 - (a) An Ad Hoc Committee determines its own procedure.
 - (b) Quorum for a meeting of the Ad Hoc Committee is attendance by two-thirds of its members.
 - (c) The Ad Hoc Committee must have a meeting at least once a month.
 - (d) The Ad Hoc Committee may invite any person as a guest to participate in or present on any matter at its meeting.

52 The Ethical Governance Committee

- (1) The Ethical Governance Committee is a sub-committee of the Students' Assembly and exercises all the power of the Students' Assembly that these Rules delegates to it. The Ethical Governance Committee has the following mandate –

- (a) To serve as the internal disciplinary body of the Students' Assembly.
 - (b) To ensure that the processes of the Students' Assembly are adequately regulated.
 - (c) To manage the internal elections of the Students' Assembly.
 - (d) To be a forum for determining the strategic direction of the Students' Assembly.
 - (e) Ensuring that all student leaders are held accountable.
- (2) The Ethical Governance Committee consists of the following members –
- (a) The Speaker
 - (b) The Deputy Speaker.
 - (c) The Accountability Officer.
 - (d) The Convenor of the Student Imbizo.
 - (e) A maximum of two (2) additional members appointed by the Speaker.
- (3) Meetings of the Ethical Governance Committee.
- (a) Quorum for a meeting of the Ethical Governance Committee is attendance by two-thirds of its members.
 - (b) The Ethical Governance Committee must have a meeting at least once a month.
 - (c) The Ethical Governance Committee may invite any person as a guest to participate in or present on any matter at its meeting.
 - (d) Meetings of the Ethical Governance Committee are convened and presided over by the Accountability Officer of the Students' Assembly.
- (4) The Ethical Governance Committee has the power to –
- (a) To summon any positional leader to appear before it in person and account for any of their activities, or lack thereof.

- (b) Receive and deal with internal disciplinary issue tabled before it and impose any sanction that will remedy the misconduct.
- (c) To organise the internal elections of the Students' Assembly.

CHAPTER 9: STUDENT CONSTITUTION AMENDMENTS

53 Initiation

- (1) The Student Constitution may be amended by a resolution supported by both the Students' Assembly and the Student Imbizo.
- (2) All resolutions to amend the Student Constitution must first be approved by the Student Imbizo before they may be adopted by the Students' Assembly.
- (3) The Policy Forum may petition the Student Imbizo on behalf of the Students' Assembly if the Students' Assembly plenary session adopts a resolution, with a simple majority vote, to petition the Student Imbizo to amend the Student Constitution.
- (4) The process for the submission of petitions to initiate the amendment of the Student Constitution is determined in the Rules of the Student Imbizo.

54 Receiving the resolution to amend the Student Constitution

- (1) A resolution to amend the Student Constitution that is adopted by the Student Imbizo must be submitted to the Speaker, within seven (7) days, for the concurrence of the Students Assembly.
- (2) When the Speaker receives the resolution to amend the Student Constitution the Speaker must: –
 - (a) Submit the resolution to the Policy forum for its consideration;
 - (b) Publish the resolution, along with any motivations or supporting documents received from the Student Imbizo, the resolution must be published no later than five (5) days after it was received from the Student Imbizo; and
 - (c) On the same day that the resolution is published, the Speaker must call for students and student structures to submit comments on the resolution.

(i) These comments must be submitted to the Policy Forum which will compile a report for the purpose of the first debate at a plenary session. **55 First debate of the resolution to amend the Student Constitution**

- (1) No later than five (5) days after the resolution is published the Students' Assembly Committee must notify students of an extraordinary plenary session of the Students' Assembly.
- (2) The extraordinary plenary session must take place no later than twenty-one (21) days after the Speaker published the resolution to amend the Student Constitution.
- (3) The only matter that may be debated at the extraordinary plenary session is the proposed amendment to the Student Constitution.
- (4) The Policy Forum must publish its report, which includes a compilation of the comments received from the student body, no later than three (3) days before the extraordinary plenary session.
- (5) The date of the plenary session for the vote on the proposed amendment must be determined at the extraordinary plenary session.

56 Vote on resolution to amend the student Constitution.

- (1) The Speaker must Convene an ordinary plenary session on the date determined by the extraordinary plenary session at which the resolution was first debated.
- (2) The Speaker may only allow the initiating petitioner (i.e. the person who first petitioned the Student Imbizo to adopt the amendment) and the Deputy Speaker, on behalf of the Policy Forum, to make oral submissions at the plenary session on whether the Students' Assembly should adopt the resolution.
- (3) The motion must be put to a vote. The vote must be in secret.
- (4) The ballot must indicate the following options:
 - (a) Yes, adopt the resolution.
 - (b) No, reject the resolution.
 - (c) Send back for reconsideration.
 - (d) Abstain.

- (5) The Speaker must announce the outcome of the vote immediately after the votes have been tallied.
- (6) The Students' Assembly may, vote to: –
 - (a) Pass the resolution with a supporting vote of at least 80% of the votes cast, with a quorum of at least 100 votes; or
 - (b) Reject the resolution, if a simple majority of the votes support the rejection; or
 - (c) Refer the resolution back to the Student Imbizo for reconsideration, if no simple majority of the votes cast either support or reject the motion.
- (7) If the resolution is rejected, then: –
 - (a) The decision must be announced to the student body.
 - (b) The resolution may not be resubmitted for consideration by the Students' Assembly for at least fifteen (15) months.
- (8) If the resolution is referred back to the Student Imbizo for reconsideration, then:–
 - (a) The Speaker of the Students' Assembly must send back the resolution with all the particulars of the resolution collected from the student body and the debate no later than fourteen (14) days after the voting plenary session.
 - (b) The Student Imbizo must reconsider the resolution considering the amendments suggested by the Students' Assembly and may –
 - (i) Pass the resolution with amendments and resubmit it to the Students' Assembly for concurrence; or
 - (ii) Decide not to proceed with the resolution.

57 Submission for ratification

- (1) If an amendment is adopted by the Students' Assembly, then: –
 - (a) The Speaker must publish the outcome of the vote.

- (b) The Speaker of the Students' Assembly must submit the resolution to the Chairperson of the SRC, within two (2) days of the resolution being passed; and
- (c) The Speaker must also to the SRC Chairperson all the particulars of the resolution including, the full record of proceedings at the Students' Assembly and a statement indicating the procedure that was followed when adopting the resolution.

CHAPTER 10: AMENDMENTS

58 Commencement and Repeal

- (1) The provisions of these Rules come into effect seven (7) days after they are approved by the Student Court.
- (2) These Rules, and any amendments thereto, must be sent to the SRC, the Student Court, and Student Parliament for notice and safekeeping.
- (3) These Rules hereby repeal all previous rules, regulations, constitutions or memoranda of the Stellenbosch University Student Parliament.
- (4) The current Stellenbosch University Student Parliament shall be dissolved on the day of the Election of the Speaker of the Students' Assembly.

59 Amendments to Rules

- (1) Any student may propose an amendment to these Rules, by submitting it to the Policy Forum.
 - (a) The Deputy Speaker must table the proposed amendment at the next meeting of the Policy Forum for its consideration.
 - (b) If the Policy Forum agrees that the amendment should be adopted by the Students' Assembly –
 - (i) The Deputy Speaker must table a motion at the next Students' Assembly plenary session for a vote on the amendment.
 - (ii) The vote may take place electronically or by Secret Ballot.
- (2) An resolution to amend these Rules must be supported by a special majority vote at an ordinary plenary session.

- (3) If an amendment is passed, the Deputy Speaker must update this document and publish it. The amendment shall have effect on the day the amendment is published.

60 Announcement

- (1) It is the duty of the Students' Assembly Committee to ensure that the student body is made aware of these Rules and any amendments thereto and that students have access to it.