



**RULES OF THE SUBORDINATE STUDENT  
LEADERSHIP STRUCTURES OF THE  
STUDENTS' REPRESENTATIVE COUNCIL AND  
STUDENTS' CAMPUS COUNCILS OF THE  
NORTH-WEST UNIVERSITY**

<b>Reference Number</b>	7PR_7.3.1.8
<b>Accountable Executive Manager</b>	Executive Director: Student Life
<b>Document Owner</b>	Executive Director: Student Life Students' Representative Council
<b>Responsible division</b>	NWU Student Life
<b>Status</b>	Approved
<b>Approved by</b>	Students' Representative Council
<b>Date of approval</b>	05 September 2022
<b>Date of amendments</b>	-
<b>Review date</b>	2025

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# **RULES OF THE SUBORDINATE STUDENT LEADERSHIP STRUCTURES OF THE STUDENTS' REPRESENTATIVE COUNCIL AND STUDENTS' CAMPUS COUNCILS OF THE NORTH-WEST UNIVERSITY**

## **1 Interpretation**

These rules must be applied in a manner which is consistent with the -

- 1.1 Statute of the North-West University, as promulgated from time to time;
- 1.2 NWU Policy on Student Discipline (2019);
- 1.3 Institutional Rules on Student Governance (2021) (hereafter Institutional Rules);
- 1.4 Constitution of the Students' Representative Council of the North-West University (2021) (hereafter SRC Constitution); and
- 1.5 relevant policies, rules and guidelines as provided for by the Council and/or University Management Committee of the University.

## **2 Authority**

These rules are the rules of the Students' Representative Council (SRC) of the North-West University and are provided in accordance with the Institutional Rules and the SRC Constitution.

These rules replace all previously existing and/or approved rules that informed, guided and/or regulated the election, termination of membership, filling of vacancies, functioning and procedures of the subordinate leadership structures of the SRC and the SCCs.

## **3 Scope of application**

These rules apply to the election, termination of membership, filling of vacancies, functioning and procedures of the subordinate leadership structures of the SRC and the SCCs established in accordance with paragraph 20 of the SRC Constitution.

### **3.1 Implementation of these rules**

With respect to the election of the subordinate student leadership structures of the SRC and SCCs that occurs within the 2022 year, the specific provisions guiding the commencement, duration and/or timing of the electoral processes indicated in paragraphs 6, 10, 11, 12, 13, 21, 26 and 28 may be reasonably adjusted as approved by the relevant CEC after consultation with the office of the Executive Director: Student Life. These specific provisions may not be reduced or extended by more than half of the indicated time and/or duration as captured in these rules. This exception on these rules lapses upon the conclusion of the 2022 year, whereafter the rules are implemented from 2023 onwards as approved without the exception, until such time that these rules are formally amended or reviewed by the SRC. Subordinate student leadership structures elected during 2022 by means of this exception are regarded as duly elected.

## **4 Amendment**

These rules may be amended by the SRC from time to time as informed by the Institutional Rules and SRC Constitution but will be reviewed in a three-year cycle.

## **5 Table of contents**

These rules consist of the following parts -

**Part 1** Rules on the election of House Committees and Students' Academic Chapters

**Part 2** Additional rules on the election and composition of the House Committees

**Part 3** Additional rules on the election and composition of the Students' Academic Chapters

**Part 4** Rules on the selection of the Portfolio Committees of the SCCs

**Part 5** Rules on the establishment of the Committees of Student Society Chapters

**Part 6:** Framework for the accountability, roles, and functions of the subordinate student leadership structures

## RULES ON THE ELECTION OF HOUSE COMMITTEES AND STUDENTS' ACADEMIC CHAPTERS

### 6 Declaration of period of elections

- 6.1.1 A period of election of the House Committees and Students' Academic Chapters is annually published in the University calendar by the Executive Director: Student Life. The period of election must be determined by the Executive Director: Student Life and the SRC.
- 6.1.2 The period of election of these subordinate student leadership structures may only occur after the completion of the election process and constituting meetings of the incoming Students' Campus Councils (SCC) as provided in the Institutional Rules.
- 6.1.3 The declaration of the period of elections must be published to the student community of the campus concerned by the relevant SCC at least 48 hours prior to the commencement of the nomination period.

### 7 Coordination and Oversight of the Election of Subordinate Student Leadership Structures

#### 7.1 Campus Election Committees

- 7.1.1 A Campus Election Committee (CEC) is annually established for each of the campuses for a period of one year by the Executive Director: Student Life to oversee the election of the House Committees and Students' Academic Chapters of the relevant campus.
- 7.1.2 Each CEC is comprised of the following members:

	Member	Position
	<b>Standing Members</b>	
1.	Campus Director: Student Life	Chairperson
2.	Incumbent SCC: Deputy-Chairperson	-
3.	Incumbent SCC: Legal Officer	-
4.	Incumbent SCC member responsible for the subordinate student leadership structure group <sup>1</sup>	
5.	A registered full-time contact student appointed by the incumbent SCC who is not nominated for election to any student leadership structure	-
	<b>Members in attendance</b>	
6.	Administrative member as appointed by the Campus Director	Secretariat and Records Management
7.	Representative from Campus Protection Services	-
8.	Representative from Student Academic Lifecycle Administration	-
9.	Representative from Student Judicial Services	-

#### 7.2 Election Coordination Teams

- 7.2.1 The Election Coordination Teams (ECTs) are established for each of the House Committees and Students' Academic Chapters to execute the electoral processes related to the election of the relevant structure.
- 7.2.2 The ECTs function under the oversight of the relevant CEC.

<sup>1</sup> SCC: Residence Officer for the election of House Committees, SCC: Academic Officer for the election of Students' Academic Chapters, and the SCC: Societies Liaison Officer for the election of the Committees of the Student Society Chapters.

## **8 Eligibility Criteria**

### **8.1 General Eligibility Criteria for House Committees and Students' Academic Chapters**

A student is eligible for election to a subordinate student leadership structure, if the student:

- 8.1.1 Is a registered full-time contact student of the North-West University enrolled for a programme leading to a qualification;
- 8.1.2 Is a registered student at the campus where the subordinate student leadership structure is elected;
- 8.1.3 Complies with the academic conditions set out in paragraph 7.5 of the Institutional Rules;
- 8.1.4 Has not been registered or will require to be registered in the subsequent year, for a period beyond the maximum duration of the study concerned as provided for in the academic rules of the University.

### **8.2 Specific eligibility criteria for Students academic Chapters**

In addition to the general eligibility criteria provided in paragraph 8.2 above, students who wish to be elected to a Students' Academic Chapter must:

- 8.2.1 Be a registered student for a programme offered by the Faculty that the SAC represents.

### **8.3 Specific eligibility criteria for House Committees**

In addition to the general eligibility criteria provided in paragraph 8.2 above, students who wish to be elected to a House Committee must:

- 8.3.1 Be a current resident in the university residence, or registered member of the day house, for which the House Committee is elected; and
- 8.3.2 Have been a resident of the university residence, or registered member in the event of day houses, to which the House Committee belongs for at least 12 months prior to the commencement of the nomination period.

## **9 Disqualification of candidates**

A student is disqualified from being nominated as a candidate eligible for election to a subordinate student leadership structure if –

- 9.1 The student is not a registered full-time contact student at the campus where the subordinate student leadership structure is elected;
- 9.2 A conflict of interest and/or commitment may arise that cannot be reasonably managed as adjudged by the Campus Director: Student Life;
- 9.3 Such a student has a criminal record; and
- 9.4 The NWU Disciplinary Hearing Committee as established in terms of paragraph 3.1 of the NWU Policy and Manual on Student Discipline has found the student guilty of misconduct and has issued a sanction as provided for terms the Policy and Manual, excluding sanctions that only consist of and are limited to a monetary fine and/or community service and/or a severe admonition.

## **10 Nomination and Verification Process of Suitably Qualified Candidates**

- 10.1 The Executive Director: Student Life must provide for the mechanisms whereby electronic nominations are made by students eligible for election to a subordinate student leadership structure, overseen by the relevant CEC.
- 10.2 In accordance with the provided election schedule, electronic nominations are submitted to the relevant ECT tasked with the execution of the election of the relevant subordinate student leadership structure.
- 10.3 The relevant ECT must consider each nomination received to determine the completeness thereof with respects to administrative shortcomings and omissions, allowing nominees a 24-hour period to correct such.
- 10.4 Following conclusion of the 24-hour period during which administrative shortcomings and omission may be correct, the relevant ECT must verify the eligibility of each candidate and publish a preliminary list of eligible candidates.

- 10.5 In the event that not enough nominations are received for the number of positions that are eligible for election for the subordinate student leadership structure concerned, the ECT may immediately resolve to reopen the nomination period for a reasonable period of time that may not exceed 48 hours.
- 10.6 Should following the completion of paragraph 10.5 not enough nominations still have been received, the ECT proceeds to declare the position vacant and continues with the election of the remaining positions and nominations received, whereafter the process for the filling of a vacancy commences once the election of the subordinate student leadership structure concerned has concluded.
- 10.7 In the event of enough nominations being received for the number of positions that are eligible for election but following the verification process not enough candidates are deemed eligible, the ECT concerned proceeds to declare the position(s) vacant and continues with the election of the remaining candidates, whereafter the process for the filling of a vacancy commences once the election of the subordinate student leadership structure concerned has concluded.

## **11 Objections on the Preliminary List of Candidates**

- 11.1 After publication of the preliminary list of candidates, a period of 24-hours is allowed for the submission of objection(s) on the preliminary list of candidates, based on the eligibility criteria applicable to the relevant subordinate student leadership structure.
- 11.2 Objections may only be submitted by students who qualify to vote in the election of the relevant subordinate student leadership structure, with the objections submitted to the CEC concerned.
- 11.3 The CEC may engage the ECT and candidate(s) concerned to determine the validity of the objection and must here after provide final feedback on the objection received. The feedback and decision of the CEC remains final, and must be provided to the relevant ECT in writing.
- 11.4 Following conclusion of the objection period the ECT must publish the final list of candidates, where after the period for the promotion of candidates and election campaigning commences.

## **12 Promotion of Candidates and Election Campaigning**

- 12.1 The incumbent SCC, in consultation with the relevant election committee and Campus Director: Student Life, must oversee the promotion of candidates and election campaigning.
- 12.2 All candidates and supporters must be provided a fair and equal opportunity to campaign and must adhere to the Candidates Code of Conduct as approved by the SRC.
- 12.3 The promotion of candidates and election campaigning is limited to the pool of eligible student voters and subordinate student leadership environment in which the subordinate student leadership structure functions.
- 12.4 A minimum of 24 hours, and a maximum period to be annually determined by the CEC within the confines of the determined election period, may be allocated for the promotion of candidates and election campaigning in the election schedule, with no promotion of candidates and election campaigning allowed outside this period.
- 12.5 The period for the promotion of candidates and election campaigning may be comprised of structured engagements provided for by the SCC concerned and individual promotion and campaign activities executed by candidates themselves.
- 12.6 In accordance with the election schedule, the SCC concerned in consultation with the Campus Director: Student Life, must provide for a framework of campaigning and promotional activities that provides an equal and fair opportunity to candidates to campaign, with this serving as the minimum promotional and campaigning activities that candidates are required to participate in.
- 12.7 Eligible candidates may individually and/or in cooperation with other candidates from the same subordinate student leadership environment promote their candidacy and campaign using their personal social media pages and accounts.
- 12.8 The official social media page(s) of the relevant subordinate student leadership structure may not unfairly and/or disproportionately promote and/or campaign for one or more candidates, and must ensure that all eligible candidates for the relevant subordinate student leadership environment receive equal promotional and campaigning opportunities.
- 12.9 No candidate may promote or campaign for their candidacy using the support and/or resources and/or endorsement external to the relevant subordinate student leadership environment, where the structure is elected. This limitation includes the social media pages of other student leadership structures that do not form part of the relevant subordinate student leadership environment.



## **13 Voting**

### **13.1 Voting mechanisms and procedures**

- 13.1.1 The Executive Director: Student Life after consultation with the SRC, must provide for the mechanisms that allow the electronic casting of votes, conducted by means of a secret ballot using internal systems of the University.
- 13.1.2 The electronic system of voting may be conducted remotely and must verify each student voter by means of their student number and unique password.
- 13.1.3 Using the system provided for by the Executive Director Student Life, the CECs must oversee the voting process, with the relevant ECT executing the relevant administrative and logistical arrangements required to ensure the successful completion of the voting process.
- 13.1.4 A minimum period of 12 hours must, and a maximum of 48 hours may, be allocated for the completion of the electronic voting process that may be conducted remotely.

### **13.2 Counting of votes**

- 13.2.1 Votes are counted electronically, with members elected by means of majority vote for the portfolio concerned.
- 13.2.2 In the event that an equal number of votes is cast for candidates eligible for the position of Primarius/Primaria/Chairperson, or Deputy-Primarius/Deputy-Primaria/Deputy-Chairperson, the candidate whose academic performance is judged by the CEC to be the best, is declared elected.
- 13.2.3 In the event that an equal number of votes is cast for candidates (excluding those indicated in 13.2.2 above) and this equal number of votes falls upon the final position of the student leadership structure concerned (meaning all other positions have already been elected), the candidate whose academic performance is adjudged by the CEC to be the best, is declared elected to the position.
- 13.2.4 Following conclusion of the voting period, the ECT must publish the preliminary list elected student leaders, to allow for the period of objections to commence.

### **13.3 Objections**

- 13.3.1 Following the conclusion of the election process and publication of the preliminary list of elected student leaders, a 24-hour period of objection commences.
- 13.3.2 Objections may be raised by eligible student voters of the subordinate student leadership structure environment concerned, with the objections limited to matters relating to the promotion of candidates, election campaigning and voting processes.
- 13.3.3 Objections must be submitted to the CEC concerned in writing.
- 13.3.4 The CEC concerned must review each objection received and may engage the relevant ECT and student members implicated in the objection, whereafter written feedback is provided on each objection within a reasonable time after closing of the objection period. The outcome of these objections is final and binding.
- 13.3.5 The CEC must provide written feedback to the relevant objector and the relevant ECT in writing.

### **13.4 Confirmation of election results**

- 13.4.1 Following completion of the voting process and the publication of the preliminary list of elected candidates, the relevant ECT must submit a voting outcome report to the relevant CEC, indicating the number of votes cast for each candidate and the number of abstained votes. Any technical and systems related challenges, concerns and remedial actions taken must be reported to the relevant CEC.
- 13.4.2 Upon receipt of the voting outcome report and following conclusion of the objection period on the preliminary results, the relevant CEC must consider the reports received, and satisfy itself with the integrity of the process and results, whereafter it must confirm and ratify the results as the final outcome.
- 13.4.3 The confirmation of election voting results need not occur simultaneously for all subordinate student leadership structures on all campuses, and where material concerns arise related to the integrity of the process and/or the correctness of the outcome and/or the free and fairness of the election of the subordinate student leadership structure concerned, the CEC may resolve not to ratify the outcome of a particular subordinate student leadership structure(s), and request that the process for the particular structure start afresh, with the remaining structures allowed to proceed with the constituting meetings.

13.4.4 Following confirmation of the election voting results by the CEC concerned, the constituting meeting of the subordinate student leadership structure concerned may take place.

## **14 Term of office**

- 14.1 The term of office of a subordinate student leadership structure is one year.
- 14.2 The term of office of a substructure commences, or concludes as the case might be, upon the conclusion of the constituting meeting of the structure concerned.
- 14.3 The shortening or lengthening of the term of a subordinate student leadership structure is subject to the shortening or lengthening of the term of the SCCs and/or the SRC as provided for in terms of the Institutional Rules.
- 14.4 In the event that the constituting meeting of the relevant subordinate student leadership structure is unreasonably delayed, the relevant Campus Director: Student Life, after consultation with the SCC concerned, may convene the constituting meeting upon which the outgoing term of office ends and the incumbent term of office commences.
- 14.5 Members elected to fill a vacancy within the subordinate student leadership structure will be regarded to have served a full term if they are elected in accordance with the rules on filling of vacancies of the structure concerned within 5 months of the start of the term.
- 14.6 No student whose membership is terminated in terms of paragraph 15 of these rules will be regarded as having served a full term.

## **15 Termination of Membership:**

Membership to a subordinate student leadership is terminated when -

- 15.1 The student leader ceases to be a full-time registered contact student of the North-West University enrolled for a programme leading to a qualification.
- 15.2 The student leader ceases to be a registered student at the campus where the subordinate student leadership structure is established and elected.
- 15.3 A conflict of interest or commitment arises that cannot be reasonably managed as adjudged by the relevant Campus Director: Student Life in accordance with the Policy on the Declaration of Conflict of Interests and of Gifts.
- 15.4 The student leader is convicted of a crime.
- 15.5 The student leader becomes incapable or incapacitated to perform their duties, as adjudged by the relevant SCC in consultation with the relevant Campus Director: Student Life.
- 15.6 The member is declared insolvent by a court of law.
- 15.7 The student leader resigns in writing to the chairperson of the subordinate student leadership structure concerned, or the executive committee of the substructure concerned in the event of the resignation of the chairperson.
- 15.8 The student leader's membership is terminated by the relevant disciplinary body established in accordance with the procedure set out in the NWU's Manual on Student Discipline.
- 15.9 In addition to paragraphs 15.1-15.8 above;
- 15.9.1 Membership to an SAC terminates if the student ceases to be a registered student of the Faculty where the SAC was elected.
- 15.9.2 Membership to a House Committee terminates if the student ceases to be a resident in the university residence, or registered member of the day house, to which the House Committee was elected.

## **16 Filling of vacancies occurring within a subordinate student leadership structure**

### **16.1 Filling of vacancies occurring within the first three months of the term of office:**

- 16.1.1 Vacancies occurring within the first 3 months of the term of office must be filled as soon as reasonably possible by means of a by-election held specifically for the subordinate student leadership structure concerned.

16.1.2 The process of a by-election must be done in accordance with the electoral processes indicated in paragraphs 6-13 of these rules and may allow for the reasonable shortening of the prescribe periods of nomination, verification, campaigning, and promotion of candidates, with the shortening of period agreed to between the relevant Campus Director: Student Life and the SCC concerned.

## **16.2 Filling of vacancies occurring after the first three months of the term of office:**

16.2.1 In the event of a vacancy occurring after the first 3 months of the term has elapsed, the relevant subordinate student leadership structure, after consultation with the relevant Campus Director: Student Life and SCC concerned, may decide to:

16.2.1.1 Fill the vacancy by means of a by-election as indicated in paragraph 16.1 above; or

16.2.1.2 Not to fill the vacancy, and delegate the roles, responsibilities and duties of the vacant position to the remaining members of the subordinate student leadership structure.

## **17 Simultaneous Positions of Student Leadership**

With the exception of the designation of the SRC as provided for in the Institutional Rules, the ex-officio positions held by student leaders as provided for in the terms of reference of forums and task teams established by the SRC, SCCs and other University structures, and the filling of vacancies by means of a delegation of roles and responsibilities -

17.1 A student leader of a subordinate student leadership structure may not be elected to serve on more than one subordinate student leadership structure simultaneously.

17.2 A student leader elected to a subordinate student leadership structure, including the SCCs, SACs, HCs, Portfolio Committees, and/or committees of student society chapters, may not fill a vacancy in another subordinate student leadership structure other the structure to which the student was originally elected, regardless of the duration of the term.

17.3 During the period of election as published in accordance with paragraph 6.1 above:

17.3.1 Student leaders are not regarded as serving on more than one subordinate student leadership structure simultaneously if they are contesting for election in the same or another student leadership structure.

17.3.2 Upon the constituting meeting(s) of the newly elected student leadership structures, the relevant term of the previous student leadership structure will conclude, and the term of the incumbent student leadership structure will commence.

## ADDITIONAL RULES ON THE ELECTION AND COMPOSITION OF THE HOUSE COMMITTEES

### 18 Election Coordinating Teams for the Election of House Committees

18.1 A Election Coordinating Team (ECT) is established for each university residence and day house established on the relevant campus, to conduct the processes and tasks related to the election of the relevant House Committees.

18.2 Each ECT comprises of the following members:

	Member	Position
1.	Relevant House Parent	Chairperson
2.	Outgoing Primarius/Primaria	Records Management
3.	Outgoing Deputy-Primarius/Primaria	-
4.	A member of the outgoing House Committee, as nominated by the outgoing House Committee	-
5.	A member of the residence, as nominated by the House Parent	-

18.3 The ECT frequently reports to the CEC during the electoral process.

18.4 The CEC may at request of the ECT, delegate additional members to form part of the ECT concerned, with such members only acting as observers.

18.5 In the event that the outgoing Primarius/Primaria and/or Deputy-Primarius/Primaria intends to contest for re-election to the House Committee, another outgoing House Committee Member(s) must be nominated by the outgoing House Committee and replace the Primarius / Primaria and/or Deputy-Primarius / Primaria on the ECT.

18.6 In the event that no suitable House Committee member can form part of the RET, the required number of students must be nominated from the pool university residence or day house members, by the relevant House Parent in consultation with the relevant CEC.

### 19 Qualification to Vote

19.1 A student qualifies to vote in the election of a house committee if such a student is a registered full-time contact student for the campus concerned

19.2 Each resident of a university residence, or registered member of a day house, is eligible to vote in the election of the relevant house committee of the university residence or day house concerned.

19.3 A list of qualified student voters must be drawn from the official data base of the University as maintained by Residence and Catering Service for university residences, and Student Life for day houses, as captured on the data base on a date at least ten (10) working days prior to the commencement of the nomination period.

### 20 Specific Eligibility Criteria for House Committees in addition to paragraph 8

20.1 In addition to the eligibility criteria provided in paragraph 8 of these rules, a student is eligible to be elected as the Primarius/Primaria of a house committee if such a student has completed a full term as a member of house committee concerned.

20.2 In the event that no suitable candidate for the position of Primarius/Primaria is nominated, the eligibility criteria provided in paragraph 20.1 above is disregarded provided that the candidate satisfies the remaining eligibility criteria provided for in these rules.

## 21 Composition of House Committee

- 21.1 Each House Committee must comprise of a minimum of four (4) members and is limited to a maximum of ten (10) members.
- 21.2 Each House Committee must have the positions of Primarius/Primaria and Deputy-Primarius/Deputy-Primaria.
- 21.3 Subject to paragraph 21.1, each University Residence and Day House must annually declare the number of House Committee positions it will comprise of for the subsequent term for which the elections are held.
- 21.4 The declaration contemplated in paragraph 21.3 above must:
  - 21.4.1 Be made by the outgoing House Committee at least 48 hours prior to the commencement of the nomination process for the election of the House Committee concerned.
  - 21.4.2 Be made in consultation with the relevant House Parent and submitted to the outgoing SCC: Residence Officer in writing.
- 21.5 The relevant Campus Director: Student Life and outgoing SCC: Residence Officer must provide the final approval of the declarations contemplated in paragraph 21.3 and 21.4 above.

## 22 Portfolios of a House Committee

- 22.1 In addition to the positions of Primarius/Primaria and Deputy-Primarius/Deputy-Primaria, portfolios must be allocated to each of the members of the elected House Committee, with the possibility of allocating more than one portfolio to a single house committee member position.
- 22.2 The following portfolios must be allocated to members of a House Committee:

	Portfolio
1.	Secretary
2.	Treasurer
3.	First-Years' Liaison Officer
4.	Academic Officer
5.	Student Interest and Development Officer
6.	Transformation and Diversity Officer, with Current Affairs Officer
7.	Marketing and Recruitment Officer
8.	Sport Officer
9.	Art Officer
10.	Community Engagement Officer
11.	Fundraising, Sponsorships Officer
12.	Social and Liaison Officer
13.	Archives and Records Management Officer
14.	Clothing and Attire Officer

- 22.3 Following the election of a House Committee, the House Committee concerned may in consultation with the relevant House Parent may resolve to add additional portfolios to the members of the house committee in addition to those listed in paragraph 22.2 above, provided that the additional portfolio(s) has a clearly defined purpose, functions, and duties.

## ADDITIONAL RULES ON THE ELECTION AND COMPOSITION OF THE STUDENTS' ACADEMIC CHAPTERS

### 23 Election Coordinating Team

23.1 An Election Coordinating Teams (ECTs) is established for each of the Students' Academic Chapter (SAC) of each Faculty represented on a campus, to conduct the processes and tasks related to the election of the relevant Students' Academic Chapter.

23.2 This ECT is comprised of the following members:

	Member	Position
	<b>Standing members</b>	
1.	Outgoing Chairperson of the SAC	Chairperson
2.	Outgoing Deputy-Chairperson of the SAC	-
3.	Outgoing Secretary of the SAC	Secretariat and records management
4.	A student of the relevant campus appointed by the SCC concerned, who is not currently serving in a student leadership position or nominated for election to an SAC	-
5.	A member of the faculty as nominated by the Senior Faculty Administrator of the relevant Faculty.	-

23.3 In the event that the outgoing Chairperson and/or Deputy-Chairperson and/or the Secretary intends to contest for re-election to the SAC, suitably qualified student member(s) must be appointed by the incumbent SCC: Academics Officer, with such students forming part of the same Faculty for which the SAC is elected.

23.4 In the event that no suitable SAC members can form part of the ECT, the incumbent SCC: Academic Officer must in consultation with the relevant Campus Director: Student Life, resolve to appoint the required number of students from the pool of students who form part of the Faculty concerned to establish the ECT.

### 24 Qualification to vote

24.1 A student qualifies to vote in the election of an SAC if such a student is a registered full-time contact student of the campus where the SAC is elected.

24.2 Student voters may only vote for the election of the SAC of the Faculty with which they are registered for a full-time programme leading to a qualification.

24.3 A list of qualified student voters must be drawn from the official data base of the University as captured on the data base on a date at least ten (10) working days prior to the commencement of the nomination period.

### 25 Specific Eligibility of candidates for Students' Academic Chapter in addition to paragraph 8

In addition to the eligibility criteria provided in paragraph 8 of these rules, the following eligibility criteria further applies specifically to SACs:

25.1 The student must be a registered student of the NWU enrolled for a full-time contact programme leading to a qualification offered by the Faculty that the SAC represents.

25.2 In order for a student to be eligible for election to the position of Chairperson of an SAC, such a student must already have served, or currently be serving, a full term as part of the SAC concerned.

25.3 In the event that no suitable candidate for the position of Chairperson can be nominated, the eligibility criteria provided in paragraph 25.2 above may be disregarded provided that the candidate satisfies the remaining eligibility criteria provided in these rules.

## **26 Composition of the SAC**

- 26.1 Each SAC must comprise of a minimum of four (4) positions and is limited to a maximum of ten (10) positions.
- 26.2 Each SAC must have the positions of Chairperson and Deputy-Chairperson.
- 26.3 Subject to paragraph 26.1, each SAC must annually declare the number of SAC positions it will comprise of for the subsequent term for which the elections are held.
- 26.4 The declaration contemplated in paragraph 26.3 above must:
  - 26.4.1 Be made by the outgoing SAC at least 48 hours prior to the commencement of the nomination process for the election of the SAC concerned.
  - 26.4.2 Be made in consultation with the relevant Student Life staff member delegated by relevant Campus Director: Student Life and submitted to the outgoing SCC: Academic Officer in writing.
- 26.5 The relevant Campus Director: Student Life and outgoing SCC: Academic Officer must provide the final approval of the declarations contemplated in paragraph 26.3 and 26.4 above.

## **27 Portfolios of the SAC**

- 27.1 In addition to the positions of Chairperson and Deputy-Chairperson, each SAC must include the portfolios of secretary and treasurer.
- 27.2 The remainder of portfolios are assigned to members of the SAC concerned, in accordance with the portfolios identified in paragraph 35 of these rules.
- 27.3 The outgoing SAC must determine the portfolios that are eligible for election prior to the commencement of the nomination process.
- 27.4 Following the election of a SAC, the SAC concerned in consultation with the delegated Student Life staff member may resolve to add additional portfolios to the members of the SAC, provided that the additional portfolio(s) has a clearly defined purpose, functions, and duties.

# RULES ON THE SELECTION OF THE PORTFOLIO COMMITTEES OF THE SCCS

## 28 Selection Procedure

### 28.1 Portfolio Committee Selection Team

28.1.1 A Portfolio Committee Selection Team (PCST) is established following the election of the SCCs for each of the SCC portfolios per campus, to execute the processes and tasks related to the election of the Portfolio Committees (PCs).

28.1.2 The PCST is comprised of the following members:

	Member	Position
1.	Chairperson of the relevant SCC Portfolio	Chairperson
2.	A students of the relevant campus appointed by the incumbent SCC Portfolio holder, who is not currently nominated for selection to a PC	-
3.	A student of the relevant campus appointed by the incumbent SCC Portfolio holder, who is not currently nominated for selection to a PC	Secretariat and Records Management

### 28.2 Composition

28.2.1 A PC comprises of a minimum of 3 and a maximum of 20 members, as determined in the procedural guidelines and rules of the relevant SCC.

21.2.2 A PC must comprise of the following functionaries of a chairperson (ex officio the relevant incumbent SCC member), a deputy-chairperson, a secretary and a treasurer.

21.2.3 Aside from the functionaries required in paragraph 21.2.2, each SCC may determine the composition and portfolio descriptions of the available PC positions.

21.2.4 Aside from the Chairperson (the incumbent SCC Member), a PC member may be assigned more than one of the functionaries along with any other additional portfolios.

### 28.3 Application process for PCs

28.3.1 Each SCC determines reasonable eligibility criteria for a student to be selected as a PC member, with the eligibility criteria requiring at least the following:

- i. The individual is a registered full-time contact student of the North-West University enrolled for a programme leading to a qualification; and
- ii. The individual is a registered student at the campus where the PC concerned is established.

28.3.2 Notice of the commencement of the PC application period must be made to the broad student populace of the campus, at least 48 hours prior to the commencement of the application period, with the notice published by the SCC concerned.

28.3.3 Applications must remain open for at least 48 hours.

28.3.4 The notice must be accompanied by a list indicating the number of positions and available portfolios of each PC.

### 28.4 Selection of PC members

28.4.1 Following conclusion of the application period, the PCST must interview all applicants to determine their suitability to serve on the relevant PC.

28.4.2 A set of suitable and relevant interview questions must be formulated prior to the commencement of the interview process and used as an interview guide, with these interview guides approved by the relevant SCC: ExCo prior to the commencement of the interviews.



- 28.4.3 Each PCST must, based upon the completed interviews for the relevant PC, put forward a list of suitably qualified candidates eligible to serve on the PC in the available positions.
- 28.4.4 The list of suitably qualified candidates must be submitted to the relevant SCC for consideration and approval by means of a secret ballot voting process with the majority of the SCC members approving the list of candidates, on the basis of the eligibility criteria determined as per paragraph 28.3.1 above.
- 28.4.5 As part of the process described in paragraph. 28.4.4, the SCC concerned must satisfy itself that due consideration and adherence was provided to paragraph 14.3 of the Institutional Rules.
- 28.4.6 In the event that the SCC resolves not to approve the list of identified candidates, they may request the relevant SCC member to review the list of applications and put forward new names from the applications received.
- 28.4.7 If an SCC member feels the decision of the SCC was made on the basis of criteria not included in the relevant eligibility criteria, an objection may be raised to the relevant Campus Director: Student Life, who may then approve or disapprove the PC.
- 28.4.8 An SCC member may not vote for the approval of their relevant PC.
- 28.4.9 Records of the interviews must be submitted by the SCC portfolio holder to the relevant SCC following completion of the interview process accompanying the list of suitably qualified candidates.
- 28.4.10 After approval of the list of candidates selected to serve as part of the PC, the relevant SCC member proceeds to inform the candidates of their successful and unsuccessful applications.

## RULES ON THE ESTABLISHMENT OF THE COMMITTEES OF STUDENT SOCIETY CHAPTERS

### 29 Categories of Student Society Chapters

29.1 The following categories of Student Society Chapters may be affiliated by an SCC:

Category of Student Society Chapter	Description
Academically Related Societies	Academically Related Societies are affiliated under SCC: Academic Officer, in collaboration with the relevant Students' Academic Chapter and relevant faculty. They are aimed at organizing activities and speaking in the interest of students belonging to a specific school/programme of study.
Alternative Societies	Alternative Societies are affiliated under SCC: Societies Liaison and International Students' Officer. This category includes all societies which do not fall within one of the identified categories. They are aimed at organizing activities, and/or speaking in the interest of a specific group or category of students.
Art Societies	Arts Societies are affiliated under SCC: Arts and Culture Officer, in collaboration with Campus Arts and are aimed at creating a platform for students to participate in a specific arts activity, including but not limited to debate, dance, singing and drama.
Political Societies	Political Societies are affiliated under SCC: Societies Liaison and International Students' Officer. They are representative of one of South Africa's Political parties, and therefore must have a national affiliate or "mother body."
Religious Societies	Religious Societies are affiliated under SCC: Societies Liaison and International Students' Officer. They are aimed at organizing activities, and speaking in the interests of, students belonging to a specific religion or belief. They are often representative of a specific church or denomination.

29.2 A committee may be elected for a Student Society Chapter, with only the members elected to such a committee regarded as having served in a position of leadership.

29.3 Membership to a Student Society Chapter does not constitute a student leadership position.

29.4 Regardless of the founding documents and internal processes of a Student Society Chapter, the number of positions that comprise the committee of the relevant Student Society Chapter may not exceed eight (8) members.

### 30 Affiliation

30.1 Student Society Chapters affiliate to an SCC per campus, consisting of only members who are registered students of the campus concerned.

30.2 Student Society Chapters must annually:

30.2.1 Apply for affiliation during the period provided for by the relevant SCC portfolio.

30.2.2 Submit the prescribed Affiliation documentation as provided by the relevant SCC.

30.3 Pay the reasonably prescribed affiliation fee as determined by the relevant SCC member, in consultation with the SCC: Treasurer.

30.4 As a minimum, the Affiliation documentation must include the following information and processes:

- i. The membership criteria.
- ii. The Terms of Reference of the Committee of the Student Society Chapter.
- iii. A draft year plan and budget.
- iv. The purpose statement and objectives of the Student Society Chapter.
- v. A signed membership list with at least 20 members.

## **31 Termination of Affiliation**

- 31.1 A Student Society Chapter's affiliation is terminated in the event that the Student Society Chapter:
  - 31.1.1 Is dissolved in accordance with the relevant disciplinary procedures.
  - 31.1.2 Has less than 20 active members, as adjudged by the relevant SCC member in consultation with the relevant Campus Director: Student Life.
  - 31.1.3 Retracts their affiliation by submitting written notice to the SCC portfolio to which they are affiliated.
- 31.2 In the event of the affiliation of a Student Society Chapter being terminated, the structure will no longer be regarded as a subordinate leadership structure as contemplated in the SRC Constitution, with the committee members who were serving at the time of termination of the affiliation not regarded as having served a full term.

## **32 Student Society Chapter Committee Terms of Reference**

- 32.1 Each Student Society Chapter Committee must have a Terms of Reference (ToR), that remains subject to these rules, as well as other rules, policies and values of the NWU.
- 32.2 The ToR must be submitted for noting to the SCC at the time of affiliation.
- 32.3 As a minimum, the following must be provided for in the ToR:
  - 32.3.1 The category to which the Student Society Chapter belongs.
  - 32.3.2 A description of the Student Society Chapter, its purpose, mission, and vision.
  - 32.3.3 The composition of the Student Society Chapter's Committee and the relevant portfolios and/or positions.
  - 32.3.4 The election procedure for the Student Society Chapter's Committee concerned.
  - 32.3.5 The specific functions of the Student Society Chapter's Committee.

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## FRAMEWORK FOR THE ACCOUNTABILITY, ROLES, AND FUNCTIONS OF THE SUBORDINATE STUDENT LEADERSHIP STRUCTURES

### 33 General Accountability, Functions and Procedures of Subordinate Student Leadership Structures

#### 33.1 Accountability

- 33.1.1 The subordinate student leadership structures of the SRC and the SCCs are accountable to:
- i. The students of the environment that the structure represents and was elected from.
  - ii. The relevant SCC of the campus at which it is structure established.
  - iii. In the event of a House Committee, the House Committee is further accountable to the relevant House Parent.
- 33.1.2 The accountability of subordinate student leadership structures is further limited to the relevant campus, and does not extend into other subordinate student leadership structures established on a particular campus.

#### 33.2 Scope of Functions

The scope of functions of subordinate student leadership structures includes the following whereby such structures -

- 33.2.1 Make representations and recommendations on behalf of students within their relevant environment to the SCC and other University Stakeholders.
- 33.2.2 Coordinate Student Life Activities within their relevant environment in line with the vision and mission of the NWU.
- 33.2.3 Participate in and coordinate participation in Student Life activities organised by the SCC of the relevant campus.
- 33.2.4 Assist in determining the needs of the student community within the relevant environment as it pertains to co-curricular Student Life activities, and/or establishes projects that address identified needs.
- 33.2.5 Liaise with the student community within the relevant environment.
- 33.2.6 Advocate for the interest of students on matters of common concern to the student community within the relevant environment.
- 33.2.7 Perform any other task, responsibility or role as may be delegated and/or assigned by the relevant SCC, the SRC, and/or the University.

#### 33.3 Procedures for Meetings

- 33.3.1 Each subordinate student leadership structure may develop rules dictating the frequency, quorum, decision-making requirements and procedures of the meetings.
- 33.3.2 The records management procedures of subordinate student leadership structures must be done in accordance with the University's records managements policies, rules and procedures.

#### 33.4 Procedures for Dispute Resolution

- 33.4.1 In the event of a dispute arising between members of a subordinate student leadership structure, the structure's executive committee may be requested to intervene with the aim of resolving the dispute by mediation.
- 33.4.2 Where a party to the dispute is a member of the executive committee, or the executive committee fails to resolve the dispute, the House Parent, Faculty Guardian, the relevant SCC portfolio, or the Campus Director: Student Life may be requested to resolve the dispute.

### 33.5 Procedures for the Issuing of Statements and Communiques

33.5.1 Statements and communiques published by subordinate leadership structures must be done in accordance with the relevant policies of the University and the SRC Constitution.

### 33.6 Training

33.6.1 The SCC, in collaboration with the relevant Campus Director: Student Life must annually coordinate and present training and leadership development sessions for the subordinate student leadership structures.

33.6.2 Each SCC portfolio must annually, in collaboration with the relevant support department(s), host portfolio specific training for their corresponding portfolio holders within the subordinate student leadership substructures.

## 34 Functions Specific for House Committees

### 34.1 Functions of House Committees

House Committee members perform the following functions whereby they -

34.1.1 Plan, develop, execute, and report on the tasks, roles and responsibilities associated with the coordination of Student Life and Residence Life co-curricular programmes, activities and events relevant to the portfolio held by the member.

34.1.2 Where relevant, attend and/or participate in the co-curricular activities offered as part of the Residence Life programme.

34.1.3 Establish sub-committees to assist with the coordination of the Residence Life programmes presented by the portfolio they hold within the relevant University Residence or Day House.

34.1.4 Assist with the execution of specific tasks and roles as assigned to House Committee members in the Rules of the University Residences and Day Houses of the North-West University (2021).

34.1.5 Represent the interests of the students residing within the University Residence, or who form part of the Day House.

34.1.6 Liaise with the members of the University Residence, or Day House, to ensure effective communication and information sharing between the University and the residents or members.

### 34.2 Portfolio Specific Functions of House Committees

The following specific functions, roles and responsibilities are assigned to specific portfolio of a House Committee:

	Position/Portfolio	Specific Functions
1.	Primarius / Primaria	<ol style="list-style-type: none"> <li>1. Serves as the direct link between the SCC and the House Committee and residents.</li> <li>2. Leads and manages the House Committee.</li> <li>3. Ensures that HC-members adhere to relevant SRC, SCC and University policies, rules, and guidelines.</li> <li>4. Serves as the link between the House Parent and the House Committee and residents.</li> <li>5. Acts as the Chairperson of House Committee meetings and Residence meetings.</li> </ol>
2.	Deputy-Primarius / Primaria	<ol style="list-style-type: none"> <li>1. In line with the rules on the filling of vacancies (paragraph 16 of these rules), temporarily acts on behalf of the Primarius/Primaria of the HC in the event that the Primarius/Primaria of the HC:               <ol style="list-style-type: none"> <li>1.1. has resigned or was dismissed, with the temporary acting capacity continuing until such time as a by-election can be held and a Primarius/Primaria is elected; and/or</li> <li>1.2. is temporarily unable to perform their duties; and/or</li> <li>1.3. is absent for a prolonged period of time which reasonably justifies the necessity of instating a temporary acting member.</li> </ol> </li> <li>2. Assists the Primarius/Primaria of the HC in performing their functions and duties.</li> <li>3. Assists in ensuring that HC-members adhere to relevant SRC, SCC and university policies, rules and guidelines.</li> <li>4. Performs the roles and duties as provided for in accordance with the Policy on Student Discipline.</li> </ol>

		5. Performs any reasonable task and/or responsibility as delegated by the Primarius/Primaria of the HC.
3.	Secretary	<ol style="list-style-type: none"> <li>1. Takes minutes of all meetings of the HC.</li> <li>2. Maintains the attendance registers of all HC meetings.</li> <li>3. Issues proper and timeous notice of all HC meetings, including university residence or day house meetings.</li> <li>4. Performs the general duties of a secretary.</li> <li>5. Communicates all important dates relevant to the functioning of the HC to the members of the HC and other relevant stakeholders.</li> <li>6. Ensures the HC's and the Residence's adherence to the NWU's black blazer code and internal uniform rules.</li> <li>7. Performs any reasonable task and/or responsibility as delegated by the Primarius/Primaria of the HC.</li> </ol>
4.	Treasurer	<ol style="list-style-type: none"> <li>1. Drafts and monitors the budget and funds of the residence, in collaboration with the Primarius/Primaria and the relevant House Parent.</li> <li>2. Facilitates the record keeping of the financial transactions of the residence.</li> <li>3. Ensures that the House Committee expenditures adhere to the NWU policies, rules, and guidelines.</li> </ol>
5.	First-Years' Liaison Officer <sup>2</sup>	<ol style="list-style-type: none"> <li>1. Plans, coordinates, and executes programmes aimed at assisting First-year \ students to adjust to the higher education environment within the residence, in collaboration with the relevant House Parent.</li> <li>2. Coordinates the Residence's First year students' participation in the R&amp;O programme as communicated by the SCC: Deputy Chairperson.</li> <li>3. Ensures the creation of a welcoming environment for First-year students.</li> <li>4. Coordinates a session to inform the First Year Students on the Rules, Procedures and Regulations relevant to the functioning of the university residence or day house.</li> </ol>
6.	Academic Officer	<ol style="list-style-type: none"> <li>1. Plans, coordinates, and executes academic related events within the residence.</li> <li>2. Oversees the process of selection of residence's Academic peer mentors.</li> <li>3. Coordinates participation of the residence in Academic events and activities as organized by the SCC: Academic Officer.</li> <li>4. Ensures a stable and conducive learning-environment within the university residence or day house.</li> <li>5. Ensures adherence to No Events Period rules and oversees the academic complaints process within the university residence or day house.</li> <li>6. Assists and refers students to relevant University stakeholders in relation to registration processes.</li> </ol>
7.	Transformation and Diversity Officer, with Current Affairs Officer	<ol style="list-style-type: none"> <li>1. Plans, coordinates, and executes co-curricular programmes related to the portfolio within the university residence or day house.</li> <li>2. Coordinates the residence's participation in events and activities as organized by the SCC: Transformation and Diversity Officer with Current Affairs.</li> <li>3. Creates awareness for issues facing students within the residence, including mental health, LGBTQ+, diversity, gender-based violence and gender awareness etc.</li> <li>4. Create platforms or improve access to platforms focussed on matters related to mental health, LGBTQ+, diversity, gender-based violence and gender awareness etc.</li> <li>5. Implement projects to promote transformation, inclusivity, and diversity within the residences, in line with the vision and mission of the NWU.</li> </ol>
8.	Marketing and Recruitment Officer	<ol style="list-style-type: none"> <li>1. Plans, coordinates, and executes recruitment related activities in collaboration with the SCC: Marketing and Public Relations Officer.</li> <li>2. Coordinates the residence's participation in the NWU's annual Campus Open Day.</li> <li>3. Assists with the updating of the information of the university residence or day house on the NWU website, in accordance with the process provided for by Student Life.</li> <li>4. In accordance with the relevant University Policies and rules, as well as the processes provided for by the department of Corporate Relations and Marketing, co-administrates the social media pages of the university residence or day house,.</li> </ol>

9.	Sports Officer	<ol style="list-style-type: none"> <li>1. Plans, coordinates, and executes recreational sport related activities, programs and events within the residence.</li> <li>2. Coordinates the Residence's participation in the sporting events hosted by the SCC: Sports Officer and NWU Sports Department.</li> <li>3. Facilitates sport related administration and planning within the residence.</li> <li>4. Coordinates the required sports coaches, conveners, participants and supporters for the relevant university residence or day house.</li> </ol>
10.	Arts Officer	<ol style="list-style-type: none"> <li>1. Plans, coordinates, and executes art related activities, programs and events within the residence.</li> <li>2. Coordinates the Residence's participation in the arts events hosted by the SCC: Art and Culture Officer and NWU Arts Department.</li> <li>3. Facilitates art related administration and planning within the residence.</li> <li>4. Coordinates the required arts trainers, coaches and participants for the arts events for the relevant university residence or day house.</li> </ol>
11.	Community Engagement Officer	<ol style="list-style-type: none"> <li>1. Plans, coordinates and executes community engagement project(s) within the residence, according to the guidelines set out by the SCC: Community Engagement Officer and the department of Community and Stakeholder Engagement.</li> </ol>
12.	Fundraising Officer	<ol style="list-style-type: none"> <li>1. Plans, coordinates and executes fundraising related activities within the residence.</li> <li>2. Plans and coordinates external fundraising initiatives and programs in collaboration with the Treasurer, according to the guidelines set out by the SCC: Fundraising and Projects Officer.</li> </ol>
13.	Archives and Records Management Officer	<ol style="list-style-type: none"> <li>1. Facilitates the archival and record keeping duties of the residence, in line with the procedures of the SCC and the relevant Policies, Rules and procedures related to records management.</li> </ol>
14.	Clothing	<ol style="list-style-type: none"> <li>1. In accordance with the relevant University Policies, Rules and Procedures, as well as the procurement processes provided for by the department of Corporate Relations and Marketing and Student Life, assists with the coordination of the procurement of university residence and day house related clothing items.</li> </ol>

## 35 Functions Specific for Students' Academic Chapters

### 35.1 Functions of Students' Academic Chapters

Students' Academic Chapters perform the following functions whereby they -

- 35.1.1 Assist students with any general or Faculty specific academic related complaints and/or queries, within the parameters of the complaint and enquiry procedures provided by the Faculty and SCC: Academic Officer.
- 35.1.2 Liaise with the relevant SCC: Academic Officer on relevant matters that fall within the domain of student representation within Faculties.
- 35.1.3 Coordinate co-curricular activities, programmes and events within the relevant Faculty, and work in collaboration with the Faculty and delegated staff members.
- 35.1.4 Advocate for the interests of students within the Faculty.
- 35.1.5 Liaise with the delegated Faculty staff member in addressing student related concerns within the Faculty, as well as the organisation of co-curricular activities presented by the SAC.
- 35.1.6 Work in collaboration with relevant Faculty, the SCC: Academic Officer and SCC: Deputy-Chairperson in executing the Faculty related orientation session presented as part of the annual Orientation Programme.
- 35.1.7 Attends to any other reasonable duties or responsibilities as delegated by the relevant SCC: Academic Officer or the relevant Faculty.

## 35.2 Portfolio Specific Functions of Students' Academic Chapters

The following specific functions, roles and responsibilities are assigned to specific portfolio of a Students' Academic Chapter:

	Portfolio / Position	Description
1.	Chairperson	<ol style="list-style-type: none"> <li>1. Ensures the effective transfer of activities and information between the outgoing SAC and the incumbent SAC.</li> <li>2. Coordinates the development and submission of the transfer reports of the outgoing SAC, and ensures that such are submitted during the constituting meeting of the newly elected SAC.</li> <li>3. Develop a year plan for the SAC, in consultation with the SAC, in line with the SCC's year planning, the purpose and function of the SAC, and the needs and interests of their relevant student base.</li> <li>4. Ensure the effective implementation of the SAC's year plan by the various members.</li> <li>5. Liaise with the SCC: Academic Officer or other relevant SCC members in the execution of their, as well as the SAC's functions.</li> <li>6. Liaise with the faculty and faculty guardian in the execution of their, as well as the SAC's functions.</li> <li>7. Chairs the meetings of the SAC.</li> </ol>
2.	Deputy Chairperson	<ol style="list-style-type: none"> <li>1. In line with the rules on the filling of vacancies contained in paragraph 16 of these rules temporarily acts on behalf of the Chairperson of the SAC in the event that the Chairperson of the SAC:               <ol style="list-style-type: none"> <li>1.1. has resigned or was dismissed, with the temporary acting capacity continuing until such time as a by-election can be held and a Chairperson is elected; and/or</li> <li>1.2. is temporarily unable to perform their duties; and/or</li> <li>1.3. is absent for a prolonged period of time which reasonably justifies the necessity of instating a temporary acting member.</li> </ol> </li> <li>2. Assists the Chairperson of the SAC in performing their functions and duties.</li> <li>3. Ensures that SAC-members adhere to relevant SRC, SCC and university policies, rules and guidelines.</li> <li>4. Performs the roles and duties as provided for in accordance with the Policy on Student Discipline.</li> <li>5. Performs any reasonable task and/or responsibility as delegated by the Chairperson of the SAC.</li> </ol>
3.	Secretary	<ol style="list-style-type: none"> <li>1. Takes minutes of all meetings of the SAC.</li> <li>2. Maintains the attendance registers of all SAC meetings.</li> <li>3. Issues proper and timeous notice of all SAC meetings, including mass meetings.</li> <li>4. Performs the general duties of a secretary.</li> <li>5. Communicates all important dates relevant to the functioning of the SAC to the members of the SAC and other relevant stakeholders.</li> <li>6. Performs any reasonable task and/or responsibility as delegated by the Chairperson of the SAC.</li> </ol>
4.	Treasurer	<ol style="list-style-type: none"> <li>1. Drafts and monitors the budget and funds of the SAC, in collaboration with the Chairperson and SCC: Treasurer.</li> <li>2. Facilitates the record keeping of the financial transactions of the SAC.</li> <li>3. Ensures that the SAC's expenditures adhere to the NWU policies, rules and guidelines.</li> <li>4. Performs any reasonable task and/or responsibility as delegated by the Chairperson of the SAC.</li> </ol>

Original details: (24162264) C:\Users\24162264\Documents\NWU Policies, Institutional Rules, Procedures\Student Governance\Rules of the SRC and subordinate student leadership structures\2022\Approved\2022.09.05\_Rules\_Sub Student Leadership Structures SRC and SCCs\_final approved.docm  
5 September 2022

File reference: 7PR\_7.3.1.8