

THE UNIVERSITY OF KWAZULU-NATAL SRC CONSTITUTION
(Approved by Council on 30 June 2006)

PREAMBLE

The students of the UNIVERSITY OF KWAZULU-NATAL emerging from diverse cultural, religious, political and economic backgrounds, conscious of the historical disparities within the African continent in general and South Africa in particular, committed to unite and build a non-racial, non-sexist and democratic society, recognizing the central role played by students in serving their community, determined to instill and nurture a culture of learning, research, tolerance and understanding and critical thinking, conscious of their civil duty as the student community and members of society as a whole, make the statement that:-

A The Students' Representative Council and its component parts of the University of KwaZulu-Natal, acting as the primary student governing body on all issues of student governance will at all times strive to:-

- Promote principles that embrace the notions of democratic practice, representation and consensus building in all student structures;
- Achieve social redress and increased access;
- Embrace the vision, mission and strategic plan of the UNIVERSITY OF KWAZULU-NATAL through, among other things, the development of plans and goals by the Student Representative Council;
- Embrace the code of conduct of the University, and the values of the institution;
- Affirm the principle of linguistic plurality;
- Respect differences that arise due to socio-economic status, race and gender;
- Uphold principles of transparency, accountability, responsiveness and broad participation of the student community
- Promote and protect the principles entrenched in the Bill of Rights, Chapter 2 of the Constitution of the Republic of South Africa;

and

B The Students' Representative Council and its component parts is committed to exemplary student leadership and aims to encourage academic excellence, promote equality of opportunities through efficient and transparent student governance.

DEFINITIONS

In this Constitution any word or expression to which a meaning has been assigned by the Higher Education Act, 1997 (Act No. 101 of 1997), as amended, has the meaning so assigned to it, and unless the context otherwise indicates:

"Act" means the Higher Education Act, 1997 (Act No. 101 of 1997), as amended;

"Campus" shall mean one of the campuses of the University i.e. the Pietermaritzburg campus, the Howard College campus, the Westville campus, the Edgewood Campus and the Medical School Campus referred to in clause 1.2;

"Council" means the governing body of the University;

"Central Students Representative Council" means the students representative body referred to in clause 1.4 and the abbreviation CSRC shall have the same meaning;

"Days" includes Saturdays, Sundays and public holidays;

"Deputy Dean of Students" shall mean the member of staff responsible for the welfare of students on a campus, reporting to the Executive Dean (Students);

"Employee" means any person employed by the University;

"Employer" means the council of the University;

“Executive Dean (Students)” shall mean the member of the University Executive Management team responsible for the student portfolio;

“Ex-officio” shall mean by virtue of his/her office;

“Faculty Committee” shall mean a duly constituted student committee set up to represent the interests of students in a particular faculty;

"Functions" include powers and duties and vice versa;

“General Meeting” shall mean a meeting to which all the students on a campus are invited by a LSRC as contemplated in clause 12.4;

"Institutional forum" means the institutional forum contemplated in section 31 of the Act;

"Local Student Representative Council" means the students representative body referred to in clause 1.3 and the abbreviation LSRC shall have the same meaning;

“Members” shall mean full members of the CSRC, or the LSRCs either as elected or appointed ex officio;

"Minister" means the Minister of Education;

"Month" means calendar month;

“Ordinary Meeting“ shall be a formal scheduled meeting of a LSRC, or of the CSRC as contemplated in clause 12.1;

“Recognized Student Organization” shall mean a student organization which has met the criteria set by a LSRC for recognition as contemplated in clause 13;

"Schedule A" means the schedule attached to this Constitution containing the electoral policy for the University of KwaZulu-Natal CSRC and LSRCs;

"Semester" means an academic period at the University constituting either the first or second half of a calendar year as determined by the University's sessional dates;

"Senate" means the University body responsible for academic matters contemplated in the Act;

"SRC disciplinary committee" means a student disciplinary committee established by either a CSRC or LSRC;

"Student" means a person registered for a qualification at the University;

“Student Development Officer“ shall mean a staff member within the Division of Student Services at the University, responsible for the portfolio of student development

“Student Governance Officer” shall mean a staff member responsible for student governance affairs;

“Student Organization” shall mean any student society, club or association set up on a campus of the University, other than sports clubs;

"Student Representative Council" in its broad sense shall mean the students representative body as contemplated in Section 35 of the Act. In this Constitution the abbreviation SRC shall have the same meaning;

“UKZN” shall be an abbreviation of University of KwaZulu-Natal;

"University" means the University of KwaZulu-Natal;

“Year “shall mean the University academic year as defined by the University’s Sessional Dates

1 APPLICATION

- 1.1 This Constitution applies to the SRCs provided for at the University.
- 1.2 The University currently consists of five campuses, namely, the Howard College Campus, the Westville Campus, the Medical School Campus, the Edgewood Campus and the Pietermaritzburg Campus.
- 1.3 Each Campus shall have its own SRC which shall be referred to as a Local Students Representative Council (hereinafter referred to as a "LSRC").
- 1.4 The University as a whole shall have a Central Students Representative Council (hereinafter referred to as the "CSRC").
- 1.5 The CSRC and LSRCs shall have the powers and functions as set out hereunder.

1.6 In the event of there being any conflict, contradiction, and/or uncertainty as to the powers and functions of any of the SRC's the CSRC shall assume that power and/or function.

2 OBJECTIVES OF THE SRC

The aims and objectives of the SRC are:

2.1 To represent students in all University matters affecting them both as individuals and as a body, and to serve the student body;

2.2 To fight for student rights, by striving for a just standard of general welfare and services for all students, regardless of race, colour, creed and sex;

2.3 To facilitate communication between students and other stakeholders within the University, and the higher education sector;

2.4 To promote, by example and leadership, a culture of democracy and tolerance within the University community;

2.5 To work towards a national education system that will instill in students a sense of unity, responsibility and patriotism;

2.6 To support students and student structures by creating forums to achieve common goals, to perform such actions as necessary to achieve these goals, and to assist in resolving disputes among students and within the various components of student governance;

2.7 To support the development of good student governance, by encouraging participation in, and co-operation between, the various student structures.

3 HOLDING OFFICE IN AN SRC

Any student who has been registered at the University for at least one semester is entitled to be elected and/or appointed to an SRC or any of its constituent structures.

4 VOTING FOR SRC'S

4.1 Each registered student shall have the right to cast one vote for an individual standing for election to a LSRC, and one vote for a student organization contesting a LSRC election on his/her campus, and one vote for a student organization contesting the CSRC elections.

4.2 The election procedures for the CSRC and LSRC shall be in accordance with the provisions of schedule A.

4.3 The student organizations recognized in accordance with the provisions of clause 13 on a campus may contest the LSRC elections for that campus, as may individual registered students.

4.4 Student organizations recognized in accordance with the provisions of clause 13 on at least three campuses of the University may contest CSRC elections in the University.

4.5 Student organizations contesting elections shall submit ranked candidate lists of eligible students in accordance with the provisions of schedule A.

4.6 Seats on the respective SRC's shall be allocated to the successful student organizations in accordance with the provisions of clause 16 of schedule A and in accordance with the ranking recorded in their lists of candidates.

5 COMPOSITION OF SRCs

5.1 CSRC

- 5.1.1 The CSRC comprises of the five presidents of the LSRCs (ex officio) and ten elected members. The elected members shall be elected in accordance with the provisions of Schedule A.
- 5.1.2 The CSRC shall appoint, in accordance with clause 17 of schedule A, from its elected members persons who shall hold the following portfolios (for further details see Schedule B) :-
- 5.1.2.1 President
 - 5.1.2.2 Deputy President
 - 5.1.2.3 Secretary General
 - 5.1.2.4 Finances and Projects Officer
 - 5.1.2.5 Transformation and Academic Officer
 - 5.1.2.6 Community Development Officer
 - 5.1.2.7 International and Marketing Officer
 - 5.1.2.8 Student Services Officer
 - 5.1.2.9 Residence Liaison Officer
 - 5.1.2.10 Sports, Arts and Culture Officer
- 5.1.3 All fifteen members of the CSRC shall have full voting rights but the ex officio members are not eligible to hold any of the ten portfolios on the CSRC.

5.2 LSRCs

- 5.2.1 The LSRC comprises ten members; five representing student organizations who contest the elections, and five members who contest the elections as individuals. The members shall be elected in accordance with the provisions of Schedule A hereto.
- 5.2.2 The LSRC shall appoint, in accordance with clause 17 of schedule A, from its members persons who shall hold the following portfolios (for further details see Schedule C):-
- 5.2.2.1 President
 - 5.2.2.2 Deputy President
 - 5.2.2.3 Secretary General
 - 5.2.2.4 Finances and Projects Officer
 - 5.2.2.5 Transformation and Academic Officer
 - 5.2.2.6 Community Development Officer
 - 5.2.2.7 International and Marketing Officer
 - 5.2.2.8 Student Services Officer

- 5.2.2.9 Residence Liaison Officer
- 5.2.2.10 Sports, Arts and Culture Officer

6 SRC TERMS OF OFFICE

- 6.1 The term of office of both the CSRC and LSRCs members shall be twelve months.
- 6.2 No individual member may serve on the CSRC or LSRC for more than two terms whether consecutively or separately.

7 FUNCTIONS AND RESPONSIBILITIES OF THE SRC

- 7.1 As a general rule and subject to clause 2 above, students are represented on University-wide matters, and in the formulation of University-wide student policy and procedures by the CSRC, and on matters relating to specific campuses by the LSRCs.
- 7.2 The responsibilities of the CSRC include:-
 - 7.2.1 Liaison with the Council, the Senate, other tertiary institutions, students' representative councils of other tertiary institutions, national or international student organizations, unions and news media, the Executive Dean (Students) and other senior University management and the general public;
 - 7.2.2 Representing the students of the University on the Council, senate, institutional forum, and other University-wide structures of governance at the University;
 - 7.2.3 The co-ordination and supervision of the use of facilities placed under the jurisdiction of the CSRC;
 - 7.2.4 The establishment of a Disciplinary Committee to discipline members guilty of transgressing the CSRC code of conduct for members;
 - 7.2.5 Accounting for funds provided to the CSRC by the University, by producing and adhering to an annual budget, and by complying with all University financial regulations;
 - 7.2.6 The recommendation to Council of rules to determine the conduct of CSRC and LSRC affairs;
 - 7.2.7 The recommendation to Council of amendments to the SRC Constitution;
 - 7.2.8 The reporting back to students on the activities of the CSRC by means of meetings, posters, newsletters or other appropriate media, and the publication each quarter of the state of the CSRC budget;
 - 7.2.9 Any additional functions and responsibilities delegated to the CSRC by Council or the University management;
 - 7.2.10 The delegation of functions and responsibilities to the LSRCs;
 - 7.2.11 Implementation of the objectives set out in clause 2 above in respect of the University as a whole;
 - 7.2.12 The formation of such standing committees and sub-committees as it considers necessary to fulfill its functions, and the approval of the constitutions of such bodies;

- 7.2.13 The determination of the conduct of its business during vacations of the University.
- 7.3 The responsibilities of the LSRC include:-
- 7.3.1 In its capacity as the umbrella organization for all student organizations on a campus the overseeing of all student organizations, including the granting or withdrawing of recognition of such student organizations on that campus;
- 7.3.2 The co-ordination and supervision of the use of facilities placed under the jurisdiction of the LSRC, and where appropriate the provision of services for students;
- 7.3.3 The convening and conducting of all authorized meetings of the general student body on a campus, and the managing of all general referenda organized by the students on a campus;
- 7.3.4 The establishment of a Disciplinary Committee to discipline members guilty of transgressing the LSRC code of conduct for members;
- 7.3.5 The organization and promotion of extramural and social activities for students on a campus;
- 7.3.6 Accounting for funds provided to the LSRC by the CSRC, by producing and adhering to an annual budget, and by complying with all University financial regulations, and making grants to recognized student organizations and affiliated student structures.
- 7.3.7 The responsibility for the preservation of order at student campus functions, and the ensuring of good conduct at other approved campus meetings of students;
- 7.3.8 The co-ordination of student involvement in all community projects initiated by the LSRC;
- 7.3.9 The reporting back to students on the activities of the LSRC by means of meetings, posters, newsletters or other appropriate media, and the publication each quarter of the state of the LSRC budget;
- 7.3.10 Liaising on behalf of student(s) on campus with academic staff and faculty administrative staff, the Deputy Dean of Students for the campus, campus administration staff and students services support staff ;
- 7.3.11 Any additional functions and responsibilities delegated by the CSRC;
- 7.3.12 Implementation of the objectives set out in clause 2 above in respect of its campus;
- 7.3.13 The formation of such standing committees and sub-committees as it considers necessary to fulfill its functions;
- 7.3.14 The determination of the conduct of its business during vacations of the University.

8 TERMINATION OF SRC MEMBERSHIP

A member of the CSRC and a LSRC shall cease to hold office if and when:-

- 8.1 He/she ceases to be a registered student of the University;
- 8.2 He/she tenders his/her resignation in writing and such resignation is accepted by the CSRC or a LSRC as the case may be;
- 8.3 He/she has had two motions of censure passed on him/her during a single term of office by the CSRC or a LSRC for one or more of the following reasons:-

- 8.3.1 Failure to attend three consecutive meetings of the CSRC or LSRC as the case may be, or a related student committee on which the member serves in his/her capacity as an SRC member, without an acceptable written reason;
- 8.3.2 Failure, without a reasonable explanation that is acceptable to the CSRC or LSRC as the case may be, to carry out such duties as may be entrusted to him/her;
- 8.3.3 Bringing the name of the CSRC or LSRC into disrepute by being found guilty of an offence by the University disciplinary structures and/or an SRC disciplinary committee.
- 8.4 He/she is replaced by his/her student organization (see clause 9).

9 REPLACEMENT OF MEMBERS OF AN SRC

- 9.1 Student organizations represented on the CSRC or a LSRC shall have the right to replace one or more of their representatives, provided that such replacements may not be made within the first three months of the term of office of the SRC.
- 9.2 Recalled member(s) must be replaced, unless a students organization withdraws entirely from participation in the CSRC or a LSRC, in which event the students organization will be replaced by another after a recalculation of the results of voting in the elections (see schedule A).
- 9.3 Student organizations opting to exercise the right of replacement are required to inform the CSRC or a LSRC, and the student governance office, of its decisions in writing, providing sound reasons why the recall is being made, and providing a timeframe for the replacement.
- 9.4 The recalled member(s) must be replaced by the student organization holding the seat(s), provided that the replacement members must be drawn (in rank order) from the student organization's original candidate list submitted at the time of the elections. In the event that a student organization has no further eligible candidates, the seat shall be forfeited.
- 9.5 The recalling and replacement of members must be done in a manner that does not impede or disturb the functioning and smooth running of the CSRC or a LSRC.

10 RESHUFFLING OF PORTFOLIOS OF AN SRC

- 10.1 Following the replacement of members for whatever reasons it may be necessary to reshuffle portfolios. Such reshuffling is at the discretion of the SRC concerned.
- 10.2 The CSRC or LSRC must inform the student governance office of the intention to reshuffle portfolios, and a student governance officer shall preside over the process.

11 PRIVILEGES OF SRC MEMBERS

The privileges of members of the CSRC and LSRCs as the case may be are as determined by Council on an annual basis.

12 MEETINGS OF CSRC AND LSRCs

- 12.1 Ordinary Meetings of the CSRC and LSRCs: Ordinary meetings of the CSRC and LSRCs shall be held at least once every two weeks. A quorum of five members is required for LSRC ordinary meetings (provided that two of the following office bearers are present: the President, Deputy President, Secretary General or Finances and Projects Officer). A quorum of eight members is required for a CSRC ordinary meeting. Minutes shall be taken of all CSRC and LSRC meetings, and the approved minutes placed on a public student notice board. Decisions taken at ordinary meetings of the CSRC and the LSRCs shall require a simple majority vote.

- 12.2 Annual General Meetings of the LSRCs : Each LSRC shall be obliged to convene an AGM at least three weeks prior to the commencement of the SRC Elections period. The details of the meeting, including the date, venue and agenda, shall be published on student notice boards and via the UKZN LAN notice system at least two weeks prior to the meeting. The AGM's are open to all registered students. Decisions taken at AGM's of the LSRCs shall require a simple majority vote.
- 12.3 Annual General Meeting of the CSRC : The CSRC shall be obliged to convene an annual general meeting least two weeks prior to the commencement of the SRC Elections period. The details of the meeting, including the date, venue(s) and agenda, shall be published on student notice boards and via the UKZN LAN notice system at least two weeks prior to the meeting. The CSRC AGM, to be known as the Institutional Student Congress (ISC), is open to all registered students. Any proposed amendments to the SRC Constitution are to be published as part of the agenda of the ISC. Decisions taken at the ISC shall require a simple majority vote, with the exception of proposed amendments to the SRC Constitution which require a two-thirds majority.
- 12.4 General Meetings of the LSRCs: Each LSRC shall convene a general meeting of students on its campus at least once a semester. The details of the meeting, including the date, venue and agenda, shall be published on student notice boards and via the UKZN LAN notice system at least two weeks prior to the holding of the meeting.
- 12.5 Special General Meetings of the CSRC or an LSRC: The CSRC, or a LSRC, shall be obliged to convene a special general meeting if petitioned to do so in writing by 1000 or more registered students placing their signatures on such a petition. Notice of such a meeting, including the date, venue and agenda, shall be published on student notice boards and via the UKZN LAN notice system at least five days prior to the holding of such a meeting.

13 RECOGNITION OF STUDENT ORGANIZATIONS

13.1 Recognition

- 13.1.1 Applications for recognition shall be made using forms prescribed by the applicable LSRC to the LSRC concerned, after having obtained fifty signatures from registered students in support of the formation of the organization, and six signatures from students willing to serve on a founding committee of the proposed organization.
- 13.1.2 The application should include the intended aims and objectives of the organization together with:-
- 13.1.2.1 reasons why no other existing recognized student organization on the campus in question can fulfill its aims and objectives;
- 13.1.2.2 an action plan and programme;
- 13.1.2.3 a budget request.
- 13.1.3 The proposed student organization must also submit a copy of its draft constitution, and its vision and mission statements.
- 13.1.4 Following the submission of the application and the required documents, the student organization applying for recognition shall be required to organize a meeting of the student organization to be attended by a member of the LSRC, and to submit a record of the proceedings of that meeting together with an attendance list.
- 13.1.5 The LSRC Secretary General will then make a recommendation on the recognition of the student organization to an ordinary meeting of the LSRC. If recognition is granted, the student organization will be notified in writing within seven working days of the meeting,

and will then be free to formally recruit members in its name, and to commence activities with the support and backing of the LSRC.

- 13.1.6 If an application by an organization is rejected, full reasons for the rejection shall be supplied (in writing) to the applicants by the LSRC, no later than seven working days after the LSRC meeting at which the application is considered.
- 13.1.7 In the event of an application being rejected, the applicants have the right to submit an appeal, together with the written notice of rejection by the LSRC, to a recognition appeals committee.
- 13.1.8 The constitution of the recognition appeals committee (RAC) shall be the Executive Dean (Students) (convener), the Secretary General of the CSRC, the Deputy Dean of Students for the campus concerned, and a member of the Faculty of Law nominated by the Dean of the Faculty of Law. The decision of the RAC shall be final. The authority of the RAC shall be limited to the issue of recognition of the organization.

13.2 Withdrawal of the recognition

- 13.2.1 The LSRCs shall have the right to withdraw recognition of student organizations, provided that the procedure set out in clauses 13.2.2 to 13.2.5 is followed.
- 13.2.2 The LSRC must give the student organization written notice of its intention to withdraw recognition, stating in full the reasons for the intended action.
- 13.2.3 The LSRC must give the student organization three months in which to remedy the problems identified by the LSRC as set out in clause 13.2.2 above. The student organization must report in writing within the stipulated period the remedial steps it has taken.
- 13.2.4 If the LSRC is not satisfied with the remedial steps taken it shall notify the student organization in writing accordingly setting out its reasons for its decisions and withdrawing recognition of the student organization.
- 13.2.5 The student organization that has had its recognition withdrawn has the right to lodge an appeal with the RAC (as defined in clause 13.1.8) within seven days of receipt of the notice referred to in clause 13.2.4 above. The withdrawal of recognition shall be suspended while the appeal is being considered, and the decision of the RAC shall be final.

14 AMENDMENTS

- 14.1 All proposed amendments to the SRC Constitution shall be forwarded to the CSRC in writing for consideration at the annual general meeting of the CSRC, or a special general meeting called by the CSRC for that purpose. Approval of amendments to the constitution at the annual general meeting, or a special general meeting shall require a two-thirds majority.
- 14.2 Amendments to the SRC Constitution shall require approval by the Council.

SCHEDULE A
ELECTORAL POLICY FOR THE UNIVERSITY OF KWAZULU-NATAL CSRC AND LSRC

1 INTRODUCTION AND DEFINITIONS

1.1 This policy serves to outline the process governing the election of SRCs and will serve as a guide for the SRC election processes and its management.

1.2 Definitions

The definitions contained in the main body of the SRC Constitution shall apply to this schedule together with the definitions set out hereunder:-

"Electoral Commission" means the body referred to in clause 2.2;

"Liaison Committee" means the committee referred to in clause 13;

"Candidate's Agent" means a person appointed by a students organization or an individual candidate in terms of clause 9;

"Presiding Officer" means one of the five persons envisaged in clause 2.3.2.

2 ESTABLISHMENT OF AN ELECTORAL COMMISSION (EC)

The task of the Electoral Commission is to manage the various SRC elections. The Electoral Commission shall be independent, impartial and exercise its powers and perform its duties without fear, favour or prejudice.

2.1 The Responsibilities of the Electoral Commission

The Electoral Commission shall:-

2.1.1 Manage SRC elections in accordance with this electoral policy;

2.1.2 Ensure that SRC elections are free and fair;

2.1.3 Declare the results of SRC elections within a period of two days after the completion of the counting of the ballot papers;

2.1.4 Formally constitute the new CSRC and LSRCs;

2.1.5 Present a full report to the University Executive Management via the Office of the Executive Dean (Students) within three weeks of the completion of the elections, including a full accounting for any funds spent. After consideration by the University Executive, the report shall be submitted to the University Council for its attention.

2.2 Composition of the Electoral Commission

The Electoral Commission shall consist of the following seven members:-

2.2.1 The Chairperson shall be a person from outside the University designated by the South African Independent Electoral Commission (IEC) or, failing such designation, by a person designated by the Executive Dean (Students);

2.2.2 The Student Governance Officer who shall be the Chief Electoral Officer, and who will be responsible for responsible for the implementation of the resolutions of the commission;

2.2.3 Two Student Development Officers employed in the Division of Student Services (nominated by the Executive Dean of Students);

2.2.4 Two members of the sitting CSRC (who are not standing for election) OR two students nominated by the CSRC in the event that no CSRC members are available or eligible;

2.2.5 One member of staff of the Faculty of Law, nominated by the Dean of that Faculty.

2.3 The Administrative Officers of the Electoral Commission

The following officers shall carry out the administration of the SRC elections:-

2.3.1 The Chief Electoral Officer (CEO);

2.3.2 Five Presiding Officers (who preferably shall be postgraduate students) who shall be employed by the CEO for a period not exceeding the advertised duration of the SRC Elections, at a rate to be determined annually by the University. Each of the Presiding Officers shall be responsible for the delivery of elections on a single campus of the University;

2.3.3 Not more than 50 Election Officers (who preferably shall be postgraduate students) who shall carry out the instructions of the Presiding Officers and who shall act as counting officers during the counting of votes shall be employed for a period not exceeding the advertised duration of the SRC Elections, at a rate to be determined annually by the University.

2.4 The Duties of the Administrative Officers

The duties of the Chief Electoral Officer, Presiding Officers and Elections Officers shall include but not be limited to the following:-

2.4.1 Presenting the timetable for the elections before the nomination process begins;

2.4.2 Preparing and distributing the election nomination forms;

2.4.3 Opening, and closing the nomination process following a timetable approved by the EC;

2.4.4 Compiling and publishing a complete list of the student organizations and individuals contesting the SRC Elections;

2.4.5 Arranging meetings of candidates and the Liaison Committee to explain the elections processes, rules and regulations;

2.4.6 Booking venues required for all elections events;

2.4.7 Producing and distributing prior to the elections publications carrying relevant information about contesting student organizations and individuals;

2.4.8 Liaising with campus media about the publication of election information prior to the elections;

2.4.9 Making recommendations to the EC about improving the efficiency of the elections;

2.4.10 Convening and servicing meetings of the Electoral Commission in consultation with the Chairperson the Commission;

2.4.11 Undertaking such tasks as the EC may request from time to time;

2.4.12 Determining the design of the ballot papers and the ballot boxes, including and appropriate method of numbering and labelling;

- 2.4.13 Supplying adequate stocks of ballot papers, ballot boxes, voting compartments, voters' rolls and receipts to the electoral officers on each campus.

3 ELECTORAL PROCEDURES : STANDING AND VOTING IN THE ELECTIONS

- 3.1 Student Organizations which have been recognized by an LSRC (or on appeal by a Recognition Appeals Panel established by the University) are eligible to contest the five seats allocated to student organizations in the LSRC elections, provided that they shall have been recognised at least three months before the date of the elections.
- 3.2 Individual registered students may contest the five seats allocated to individuals in the LSRC elections, provided that they are registered on the campus concerned.
- 3.3 Student Organizations wishing to contest the CSRC elections have to have been recognized on a least three campuses of the University by the appropriate LSRCs (or on appeal by a Recognition Appeals Panel established by the University). In each case the organization concerned must have been recognized for three months prior to the elections.
- 3.4 Every student registered at UKZN at the time of the elections is entitled to vote in SRC elections.
- 3.5 The list of students registered on each campus of the University drawn from the ITS Student Information System by the Director of Student Academic Administration shall constitute the Voters Roll for that campus. Registered students are only entitled to vote on the campus where they are officially registered, and not each campus where they may attend lectures.

4 PREPARATION FOR ELECTIONS

4.1 Elections Timetable

- 4.1.1 The date(s) of all the elections will be determined by the CSRC, working in conjunction with the Student Governance Office, and will be officially announced by the CSRC President, provided that the dates shall be in accordance with the provisions of the SRC Constitution.
- 4.1.2 The Electoral Commission, together with the Liaison Committee, must be constituted not more than seven (7) working days after the announcement of the election date(s).
- 4.1.3 The first sitting of the Electoral Commission must receive and approve an elections timetable, presented by the Student Governance Officer(s). This timetable must be publicized within three (3) days of its approval by the Electoral Commission.
- 4.1.4 Elections for the CSRC and the LSRCs shall be conducted simultaneously.

4.2 Postponement of elections and re-voting

- 4.2.1 The Electoral Commission may postpone the elections if in the view of the commission circumstances exist which will prevent the holding of free and fair elections. An elections postponement may be announced at any time up to seven (7) working days before the first day of voting is scheduled to be held.
- 4.2.2 Such postponed elections must be held within thirty (30) days of the announcement of a postponement.
- 4.2.3 If ballot papers are lost, destroyed or unlawfully removed during the course of an election, the Commission may call for a new election to take place.

5 THE REGISTRATION OF CANDIDATES FOR PARTICIPATION IN ELECTIONS

5.1 Nomination Procedures

- 5.1.1 Nomination forms will be obtainable at advertised central points on campuses and also will be provided by the Chief Electoral Officer on request.
- 5.1.2 Nomination forms provided to participating Student Organizations and individuals must be accompanied by all the necessary information on the elections.
- 5.1.3 The duly completed nomination forms must be delivered by hand to the office of the Chief Electoral Officer, which will issue a confirmation of receipt to the respective Student Organizations and individuals.
- 5.1.4 The Electoral Commission shall verify the validity of all nominations for elections, and its decision shall be final.
- 5.1.5 The Electoral Commission shall decline to accept a nomination from a student organization or individual wishing to contest the SRC elections, if the nomination fails to meet the prerequisites for registration for the elections.
- 5.1.6 Once the Electoral Commission has accepted the nomination, a student organization or individual is deemed to be registered for contesting the elections.
- 5.1.7 Once a nomination has been accepted, the student organization or individual concerned is bound to adhere to all deadlines set by the Electoral Commission and its administrative officers.
- 5.1.8 No nomination forms will be accepted after the final submission date set by the Electoral Commission.

5.2 List of Candidates nominated by Student Organizations contesting the elections

- 5.2.1 Each student organization contesting the LSRC elections must submit a list of between five and ten candidates per campus, or between ten and twenty candidates in the case of CSRC elections.
- 5.2.2 Every candidate nominated by a student organization must be a registered student, and must submit a signed acceptance of nomination, together with a copy of his/her current student card. Candidates nominated for an LSRC, must be registered on the campus concerned.
- 5.2.3 The list of student organization candidates must be ranked in order of priority for assuming a seat on the CSRC or LSRC as the case may be.
- 5.2.4 Failure to submit a correctly completed list of candidates, or any other information or materials required by the Electoral Commission will result in the elimination of an organization from participation in the elections.

5.3 Entitlements of Organizations and Individual Candidates registered to contest elections

Student organizations or individuals registered to contest elections shall be entitled to:-

- 5.3.1 Representation on the Liaison Committee.
- 5.3.2 Freedom of access to any voter's rolls compiled and maintained by the Electoral Commission.

- 5.3.3 In the case of student organizations, protection by the Electoral Commission of its organization name, distinguishing marks, symbols and recognized abbreviation.
- 5.3.4 An allocation of funds for use in preparing for the elections, as determined by the Electoral Commission.
- 5.4 Cancellation or Withdrawal of registration to contest the elections
 - 5.4.1 Any notification of intention to withdraw from participation by a students organization or individual candidate must be made in the form of a written declaration, submitted to the Chief Electoral Officer within the specified nomination period. In the case of a student organization, the declaration must be signed by two members of the executive committee of the organization concerned.
 - 5.4.2 Any student organization or individual candidate found to have made a false statement or furnishing false particulars in any application or other document required by these regulations, shall be liable to have their registration for the elections cancelled by the Electoral Commission.
- 6 Conduct and responsibilities of organizations and individual candidates contesting elections
 - 6.1 All contestants will be required to:-
 - 6.1.1 Attend duly advertised meetings or workshops arranged by the Electoral Commission;
 - 6.1.2 Provide any relevant information requested by the Electoral Commission;
 - 6.1.3 Lodge details with the Chief Electoral Officer of their official names, logos, slogans, and symbols which they will use when manifestos are submitted;
 - 6.1.4 Accept responsibility for any misconduct by their support team members;
 - 6.1.5 Ensure that candidates do not collect or handle ballot boxes and papers, and do not venture within a two metre radius of any voting material at any time during the election period, except to cast their own votes.
- 7 Voting Stations
 - 7.1 The Electoral Commission must establish appropriate locations for voting stations on each campus.
 - 7.2 The location, and number, of voting stations must take into consideration the need for the free, fair and orderly conduct of the elections. Student numbers and the need to avoid congestion at voting stations must also be taken into account.
- 8 Voting Procedures
 - 8.1 Voting will take place on not more than four (4) consecutive days, unless otherwise ordered by the Electoral Commission.
 - 8.2 Voting will take place between 09h00 and 19h00 daily on designated voting days.
 - 8.3 Prior to the opening of votes, the Presiding Officer on each campus must show candidate agents that the ballot boxes are empty and thereafter seal the ballot boxes.
 - 8.4 Voters must produce a valid student card or any other valid proof of registration when voting, and they should appear on the voters' roll. Where a student's name does not appear on the voters roll, but valid proof of registration is provided, the student's name may be added to the

roll with an accompanying note explaining what proof of registration was produced.

- 8.5 Voting will be by secret ballot.
- 8.6 Each voter must be given two (2) ballot papers, one for LSRC election and one for CSRC election. Each voter may lodge one vote for an organization contesting LSRC elections plus one vote for an individual candidate contesting LSRC elections, and one vote for an organization contesting the CSRC elections.
- 9 Candidates Agents
 - 9.1 All student organizations and individuals contesting the elections must appoint two agents per voting station and three agents at a venue where the counting takes place.
 - 9.2 An agent must be a registered student and may not be a candidate listed by the student organization.
 - 9.3 Candidates Agents must be issued with written proof of appointment by their student organizations individual candidates, and notice must be given to the Presiding Officer of such appointments.
 - 9.4 Candidates Agents are allowed to observe proceedings concerning voting, counting and the determination and declaration of results.
 - 9.5 Candidates Agents may not interfere with the proceedings.
 - 9.6 Candidates Agents may lodge complaints or bring irregularities to the attention of the Chief Electoral Officer.
 - 9.7 The absence of Candidates Agents does not invalidate proceedings.
 - 9.8 Candidates Agents and candidates must comply with orders given by the Chief Electoral Officer.
- 10 Counting and declaration procedures
 - 10.1 Counting of votes shall commence within two hours after the voting station has been closed for voting, and may be suspended with the Electoral Commission's approval.
 - 10.2 Ballot papers will be counted on the campus where voting took place, at secure locations which will be identified by the Electoral Commission prior to the elections.
 - 10.3 Counting Officers may reject a ballot paper in the following circumstances:-
 - 10.3.1 A ballot paper reflects the identity of a voter;
 - 10.3.2 A single ballot paper contains a vote cast in favour of more than one student organization for either the LSRC or CSRC elections, or more than one individual in the case of LSRC elections;
 - 10.3.3 A ballot paper does not contain any vote cast;
 - 10.3.4 The ballot paper has in any way been defaced;
 - 10.3.5 A decision taken in terms of 10.3 is subject to confirmation by the Chief Electoral Officer.
 - 10.4 Disputed and rejected ballot papers will not be counted and will be kept separate.

- 10.5 All Candidates Agents must sign a declaration form stating whether or not they accept the provisional election results. This must be done immediately after the Chief Electoral Officer has declared the completion of the counting of votes.
- 11 Results and reports
- 11.1 The Electoral Commission shall announce the provisional results within five (5) hours of the completion of the counting of votes has been declared by the Chief Electoral Officer.
- 11.2 The Electoral Commission shall announce the official and final election results within two days of the completion of counting, provided that no objections are received within the specified period, or within two days of any objections being dealt with in the manner contemplated in clause 12 relating to objections and appeals.
- 12 Objections and appeals
- 12.1 Objections to the election results shall be made in writing and shall be submitted to the Chief Electoral Officer (acting on behalf of the Electoral Commission) within 24 hours of the provisional announcement of election results.
- 12.2 In the event that no objections are received by the deadline set, the results of the elections may be officially and finally announced by the Chief Electoral Officer (acting on behalf of the Electoral Commission) and elections shall be declared as free and fair.
- 12.3 The decisions of the Electoral Commission regarding such any objections lodged shall be subject to appeal. An appeal against any decision or ruling given by the Electoral Commission shall be lodged in writing with the Executive Dean (Students) whose decision shall be final and binding.
- 13 Liaison Committee
- 13.1 The Liaison Committee provides a way of addressing problems encountered during the course of the elections, and does this by liaising between the Electoral Commission and the contestants in the elections.
- 13.2 The Liaison Committee shall be formed once all the candidates contesting the elections have been registered.
- 13.3 The committee shall consist of representatives from all contestants, with the numbers of representatives per student organization being determined by the Electoral Commission.
- 13.4 The convenor of the liaison committee shall be the Chief Electoral Officer.
- 13.5 The Liaison Committee shall consider complaints about the elections process, provided that such complaints are made in writing and signed by the complainant, who shall be a representative of one of the student organizations or individuals contesting the elections.
- 13.6 The Liaison Committee shall only make recommendations to the Electoral Committee on the resolution of the reported complaints.
- 13.7 The Liaison Committee has no power to change or vary the provisions of the SRC Electoral Policy.
- 14 Funding of Student Organizations and Individual Candidates
- 14.1 The Electoral Commission shall make funds available from its elections budget to assist with the election costs of the student organizations and individual candidates contesting the elections.

- 14.2 Student organizations that are contesting elections for CSRC as well as those for LSRCs may be allocated more funds than those contesting LSRC elections only.
- 15 General Provision
- 15.1 The Electoral Commission and its Officers shall have access to all parts of the University necessary to perform their functions in terms of this policy.
- 15.2 The Electoral Commission owns all election material and must ensure that all ballot papers are securely stored.
- 15.3 The Electoral Commission may make such further regulations as may be necessary to give effect to this policy.
- 16 Allocation of Seats
- The overall number of valid ballot papers received divided by number of seats contested, plus one, equals the quota of votes needed to win an organization seat on an LSRC or the CSRC. Spoilt papers are excluded in the application of the formula. The quota shall be used to determine number of seat(s) received by each student organization participating in the CSRC and/or LSRC Elections.
- 17 Portfolio Allocation
- 17.1 A portfolio allocation meeting will be convened by the Chief Electoral Officer not later than two (2) days after the official and final announcement of the election results.
- 17.2 Organizations that win seats on an LSRC and/or the CSRC shall forward the names of their candidates for the numbers of seats won (provided that the candidates shall be drawn from the ranked Candidate List submitted at the time of registration for the elections) to the Chief Electoral Officer prior to the portfolio allocation meeting.
- 17.3 Each SRC under the chairmanship of the Chief Electoral Officer shall allocate by consensus the portfolios to its elected members.
- 17.4 In the event that agreement cannot be reached on any portfolio the appointment shall be done by way of a majority vote of the members, either by way of a show of hands or a secret ballot as may be determined by the Chief Electoral Officer. In the event of a tie the Chief Electoral Officer shall have a casting vote.

SCHEDULE B

1. Individual responsibilities and powers of CSRC portfolio holders

1.1 The CSRC President shall:

- be the Chief Executive Officer of the CSRC;
- officially preside over all CSRC meetings, or delegate such duty to any Member of the CSRC;
- conduct meetings according to the provisions of this Constitution;
- present a report on the activities of the CSRC at the Institutional Student Congress;
- supervise all the work of the CSRC in conformity with this Constitution and rules of procedures agreed upon by the CSRC;
- together with other delegated CSRC members, represent the CSRC and students at all official functions of the university;
- be an ex-officio member of all CSRC Standing Committees;
- together with the Secretary General or Finance and Projects Officer, act as a signatory for all financial transactions of the CSRC;
- act as the official spokesperson of the CSRC;
- together with the Secretary General, draft and issue press statements on behalf of the CSRC; and sign all minutes of the CSRC meetings.

1.2 The Deputy President shall:

- deputize in the absence of the President;
- sustain and enhance the public image of the CSRC;
- drive the constitutional development process of the CSRC;
- be the chairperson of the Disciplinary Committee of the CSRC.

1.3 The Secretary General shall:

- be charged with the general administration of the CSRC and maintenance of the CSRC's records;
- conduct the correspondence of the CSRC and keep copies thereof;
- circulate notices and agendas of meetings to all members of the CSRC;
- together with the President or the Finance and Projects Officer, act as signatory to all financial transactions of the CSRC;
- be responsible for minuting all CSRC meetings, and ensuring that minutes of CSRC meetings are forwarded to the CSRC;
- be responsible for the overall functioning of the CSRC as well as convening meetings thereof;
- act as Chief Administrative Officer of the CSRC;
- act as Chief Coordinator of the activities of CSRC support staff;
- together with the Finance and Projects Officer and/or CSRC Administrator organize functions of the CSRC;
- liaise with other structures, organizations and institutions internally and externally;
- Receive reports on CSRC activities for all CSRC Secretary Generals before each CSRC meeting;
- deputize in the absence of both the President and Deputy President; and
- prepare an annual report on the overall work of the CSRC and present the report to the Institutional Student Congress for consideration.

1.4 The Finance and Project Officer shall:

- deposit all monies into, and disburse all monies from the CSRC account as authorized from time to time by the CSRC;
- be responsible and accountable for the finances of the CSRC;
- present a financial report to the Institutional Student Congress, to the Council, the Executive Dean (Students) and to the CSRC whenever required, provided that at least 7 (seven) working days' notice calling on him/her to do so, is given;
- keep records of all financial transactions of the CSRC;

- convene the Finance and Projects Standing Sub-committee in terms of the rules relating to the establishment of standing committees, and the Finance and Projects Standing Sub-committee will be responsible for the drawing up of the CSRC budget and for fundraising for CSRC projects;
 - together with the President or the Secretary General, act as a signatory for all financial transactions of the CSRC; and
 - be responsible for all projects of the CSRC.
- 1.5 The Transformation and Academic Officer shall:
- be responsible for all academic matters affecting students;
 - coordinate the activities of all faculty-oriented student organizations;
 - gather and secure information pertaining to the transformation of the University;
 - coordinate all transformation-related matters;
 - coordinate active Student Faculty Committees at the University;
 - liaise with Faculty Committees to gather issues that need CSRC attention, and to provide feedback on progress made regarding those issues referred to the CSRC;
 - through the Faculty Committees organize inter-faculty student life activities (academic, social and so on) in coordination with the appropriate departments of the Division of Student Services;
 - ensure and/or build a good relationships between the CSRC and the student body, lecturers, Heads of Schools and the Faculty Deans;
 - represent students on Faculty Boards, Senate, Academic Committees; Examination Committees and Orientation Committees; the Institutional Forum and any other relevant committees;
 - write monthly reports and submit them to the Secretary General.
- 1.6 The Community Development Officer shall:
- identify community outreach projects;
 - organize and/or coordinate developmental projects in the broader community;
 - facilitate workshops on campus to support and empower students wishing to use their skills and resources in the development of underdeveloped and disadvantaged communities;
 - represent CSRC on relevant committees such as the Institutional Forum and Media Advisory Committee;
 - fundraise jointly with the Finance and Project Officer and Marketing and International Officer for community development;
 - facilitate relations with community outreach organizations with the aim to establish consolidated sustainable projects; and
 - write monthly reports and submit them to the Secretary General.
- 1.7 The International and Marketing Officer shall:
- ensure that in every university news/marketing publication there is a space for CSRC/LSRC news/marketing material;
 - publicize each and every project and event of the CSRC adequately prior the actual date of the project or event;
 - use powers as delegated by the President, to speak on behalf of the CSRC on all official matters relating to media and public;
 - be responsible and accountable for any issues relating to media and publicity;
 - be responsible for coordinating international matters, participate in the coordination of support international students in a proper and structured manner,
 - write monthly reports and submit them to the Secretary General.
- 1.8 The Student Services Officer shall:
- represent the CSRC on relevant university committees dealing with student services (such as the Bursary and Loans Committee, Student Services Council, Scholarships Committee);
 - attend to matters of student concern such as transport, catering, financial aid, housing,
 - initiate developmental programmers so that students can be equipped to deal with different situations;

- facilitate forums and projects that would enable student to get involved with topical issues of interest for students;
- coordinate social awareness campaigns;
- represent the CSRC on relevant university committees dealing with HIV and AIDS matters;
- liaise closely with the Executive Dean (Students) and the Deputy Deans of Students;
- write monthly reports and submit them to the Secretary General.

1.9 The Residence Liaison Officer shall:

- facilitate communications, and act as a link. between the CSRC and residences;
- represent the CSRC in dealings with the Student Housing management on university-wide housing issues;
- liaise with House Committees and other residence structures on policy issues, and report back to the CSRC;
- attend Residence Advisory Committee meetings and University Residences Committee meetings, and all Gender and Transformation meetings as part of the relevant CSRC Standing Committee; and
- write monthly reports and submit them to the Secretary-General.

1.10 The Sports, Arts and Culture Officer shall:

- Organize cultural, arts and sports activities to benefit students in general;
- create platform for the CSRC to have contact with the Sports Councils and other sporting structures;
- ensure good relationships between the CSRC, the Sports Councils, Joint Executive Committee and sports person on the ground;
- inform the Sport Council and Joint Executive Council about the CSRC programmes; receive reports on the disciplinary tribunals convened by the Sports Unions; and
- write monthly reports and submit them to the Secretary-General.

SCHEDULE C

1. Individual responsibilities and powers of LSRC members
 - 1.1 The LSRC President shall:
 - be the Chief Executive Officer of the LSRC;
 - officially preside over all LSRC meetings, or delegate such duty to any member of the LSRC;
 - conduct the meetings according to the provisions of this Constitution;
 - present a report on the state of the LSRC and the political situation confronting the LSRC generally at the Annual General Meeting;
 - supervise all the work of the LSRC in conformity with this Constitution and rules of procedures agreed upon by the LSRC;
 - together with other delegated LSRC members, represent the LSRC and students at all official campus functions of the university;
 - be an ex-officio member of all LSRC Standing Committees;
 - together with the Secretary General or Finance and Projects Officer, act as a signatory for all financial transactions of the LSRC;
 - act as the official spokesperson of the LSRC;
 - together with the Secretary General, draft and issue press statements on behalf of the LSRC; and sign all minutes of the LSRC meetings;
 - serve on the CSRC as an ex-officio member.
 - 1.2 The Deputy President shall:
 - deputize in the absence of the President;
 - sustain and enhance the public image of the LSRC;
 - be the chairperson of the Disciplinary Committee of the LSRC.
 - Drive the development of policy and procedures for the LSRC.
 - 1.3 The Secretary General shall:
 - be charged with the general administration of the LSRC and maintenance of the LSRC's records;
 - conduct the correspondence of the LSRC and keep copies thereof;
 - circulate notices and agendas of meetings to all members of the LSRC;
 - together with the President or the Finance and Projects Officer, act as signatory to all financial transactions of the LSRC;
 - be responsible for minuting all LSRC meetings, and ensuring that the minutes are forwarded to the CSRC Secretary General;
 - be responsible for the overall functioning of the LSRC as well as convening meetings thereof;
 - act as Chief Administrative Officer of the LSRC;
 - act as Chief Coordinator of the activities of LSRC support staff;
 - together with the Finance and Projects Officer and/or SRC Administrator organize functions of the LSRC;
 - liaise with other structures, organizations and university structures on campus;
 - deputize in the absence of both the President and Deputy President; and
 - prepare an annual report on the overall work of the LSRC and present the report to the Annual General Meeting for consideration
 - Ensure that written reports on the activities of the LSRC are forwarded to the CSRC Secretary General prior to every CSRC meeting.
 - 1.4 The Finance and Project Officer shall:
 - deposit all monies into, and disburse all monies from the LSRC account as authorized from time to time by the LSRC;
 - directly be responsible and accountable for the finances of the LSRC;
 - present a financial report to the Annual General Meeting, to the CSRC, and the Deputy Dean of Students whenever required, provided that at least 7 (seven) working days' notice calling on him/her to do so, is given;
 - keep records of all financial transactions of the LSRC;

- serve on the Finance and Projects Standing Sub-committee;
 - together with the President or the Secretary General, act as a signatory for all financial transactions of the LSRC; and
 - be responsible for all projects of the LSRC.
- 1.5 The Transformation and Academic Officer shall:
- be responsible for all academic matters affecting students on a campus;
 - coordinate the activities of all faculty-oriented student organizations on a campus;
 - gather and secure information pertaining to the transformation of the University;
 - coordinate all transformation-related matters on a campus;
 - coordinate active student Faculty Committees on the campus;
 - liaise with Faculty Committees to gather issues that need LSRC attention, and to provide feedback on progress made regarding those issues referred to the LSRC;
 - cooperate with the CSRC Transformation and Academic Officer and the Faculty Committees in organizing inter-faculty student life activities (academic, social and so on) on a campus in conjunction with the appropriate departments of the Division of Student Services;
 - ensure and/or build good relationships between the LSRC and the student body, lecturers, Heads of Schools and the Faculty Deans on a campus;
 - write monthly reports and submit them to the Secretary General.
- 1.6 The Community Development Officer shall:
- identify campus-initiated community outreach projects;
 - organize and/or coordinate developmental projects in the broader community;
 - facilitate workshops on campus to support and empower students wishing to use their skills and resources in the development of underdeveloped and disadvantaged communities;
 - represent LSRC on relevant campus-based university committees;
 - fundraise jointly with the Finance and Project Officer and International and Marketing Officer for community development;
 - facilitate relations with community outreach organizations with the aim to establish consolidated sustainable projects; and
 - write monthly reports and submit them to the Secretary General.
- 1.7 The International and Marketing Officer shall:
- publicize each and every project and event of the LSRC adequately prior to the actual date of the project or event;
 - use powers as delegated by the LSRC President, to speak on behalf of the LSRC on all campus matters relating to media and public;
 - be responsible and accountable for any student issues relating to media and publicity relating to a campus;
 - be responsible for coordinating international matters, participate in the coordination of support international students in a proper and structured manner on a campus,
 - write monthly reports and submit them to the Secretary General.
- 1.8 The Student Services Officer shall:
- represent the LSRC on relevant campus-based committees dealing with student services;
 - attend to campus matters of student concern such as transport, catering, financial aid, housing and so on;
 - initiate campus-based developmental programmes so that students can be equipped to deal with different situations;
 - facilitate forums and projects on campus that would enable students to get involved with topical issues of interest;
 - coordinate campus-based social awareness campaigns;
 - represent the LSRC on relevant campus committees dealing with HIV and AIDS matters;
 - liaise closely with the Deputy Deans of Students;
 - write monthly reports and submit them to the Secretary General.
- 1.9 The Residence Liaison Officer shall:

- facilitate communications, and act as a link. between the LSRC and residences;
- represent the LSRC in dealings with the Student Housing management on day-to-day housing operational issues;
- liaise with House Committees and other campus residence structures on procedural and operational issues, and report back to the LSRC;
- attend Residence Advisory Committee meetings, and all CSRC Gender and Transformation Standing Sub-committee meetings; and
- write monthly reports and submit them to the Secretary-General.

1.10 The Sports, Arts and Culture Officer shall:

- organize cultural, arts and sports activities to benefit students on a campus;
- create a platform for the LSRC to have contact with the Sports Councils, Sports Union Executive Committee and other sporting structures;
- ensure good relationships between the LSRC, the Sports Union and Sports Administration and sports person on the ground;
- keep the Sports Union briefed about LSRC programmes;
- write monthly reports and submit them to the Secretary-General.