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**WESTERN CAPE COLLEGE OF NURSING (WCCN) STUDENT REPRESENTATIVE COUNCIL (SRC) POLICY**

**Author                      Position                      Signature                      Date**

Policy development task team			23/01/2018
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**Approved by                      Position                      Signature                      Date**

College Senate			
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**RECORD OF CHANGES**

<b>REVISION</b>	<b>TITLE OR BRIEF DESCRIPTION</b>	<b>ENTERED BY</b>

**All Change requests should be submitted to the College Senate**

**PREAMBLE**

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.

## **1. SCOPE**

The Policy is applicable to all students of the Western Cape College of Nursing. This Policy is part of the Quality Assurance system of the Western Cape College of Nursing

## **2. THE PURPOSE OF THIS POLICY**

The purpose of this policy is to address the establishment and constitution of a student representative council within the Western Cape College of Nursing under the WCCN College Council and Senate

## **3. DEFINITIONS**

**3.1 College Council** refers to the governing body of the WCCN

**3.2 College Senate** refers to WCCN body responsible for academic matters.

**3.3 Central SRC** refers to the SRC at the main central campus

**3.4 Local SRC** refers to the SRC at the rural campuses

## **4 AIMS AND OBJECTIVES OF THE WCCN SRC**

- Represent individual students and the student body at large in order to protect and advance their interests
- Promote the development of an education system that provides equity of access and opportunity to students, and facilitates student success;
- Promote the use of knowledge, competencies and skills that are acquired through education as a means for contributing to a broader socio-economic development, democracy and nation building
- Act as a liaison between students, management, clinical facilities and other stakeholders.
- Promote unity amongst students
- Work towards an education system that will instil as sense of unity, responsibility and professionalism
- Support student governance and development by encouraging cooperation among student structures and coordinating joint student activities
- Promote academic excellence, community service and a culture of research

## **5. GUIDING PRINCIPLES FOR THE SRC**

- Student driven supportive leadership
- Non-racialism
- Democracy

- Cooperative governance
- Accountability
- Transparency
- Principle of Ubuntu

## 6 CSRC and LSRC FUNCTIONS

### 6.1 The CSRC Shall:

- Represent the students in university matters, including the formulation of College student policies and procedures
- Represents students in the College Council and Senate.
- Represents students and the College in institutional and national meetings
- Promote academic excellence and a culture of research
- Establish sub-committees of the SRC as deemed necessary
- Account for its funds and adhering to the annual budget, which shall comply with all Treasury and FPMA prescripts, and shall present an audited financial report to the Council of WCCN
- Recommend to WCCN Council, after consultation with students rules to determine the way in which the SRC will conduct its affairs
- Recommend to council, amendments to the SRC constitution
- Report back to students on the activities of both the LSRC and CSRC by means of meetings and posters, newsletters or electronic and social media.
- Consult with all LSRC's
- Have a cooperative decision-making role in all matters that affect students of the college and its campuses
- Meet at least once a month
- Allow two thirds of its members to call a special meeting

#### 6.1.1 For CSRC meetings the following applies:

- Notice:* Date, venue, time and agenda for meetings should be sent out at least five (5) academic days prior to the meeting to all its members.
- Agenda:* Unless agreed otherwise in the meantime, additional items on an urgent basis must be forwarded to the secretary at least two academic days before the meeting;
- Quorum:* If after 30 minutes there is no quorum, urgent matters shall be referred to the CSRC executive committee. The quorum for CSRC meetings shall be 50% plus one (1) of the members
- Apologies:* members unable to attend meetings must submit a written apology at least four (4) hours before the meeting is scheduled to take place.
- Resolutions:* All resolutions of the CSRC shall be passed by consensus voting. The chairperson of the meeting shall have a deciding vote in the event of a tie in the votes. All voting shall be by a show of hands unless a two-thirds majority of the SRC members decide that voting on a particular matter, resolution should be by secret

ballot. The number of votes for and against a resolution, as well as abstinence, shall be recorded in the minutes of a meeting

## **6.2 The LSRC SHALL:**

- Deal with the recognition of the student organisations, clubs, societies and councils at campus level
- Coordinate the activities and monitor the use of facilities placed by the LSRC
- Convene and conduct all meetings of the LSRC
- Establish sub-committees as it deems necessary to execute certain LSRC duties
- Organise and promote extramural activities and social activities for students
- Account for the funds allocated to it by the CSRC by producing and adhering to annual budgets and presenting an internal audited financial report to the CSRC, at its annual general meeting.
- Coordinate student involvement in community- and student development programmes
- Report back to students on the activities of both the LSRC and CSRC by means of meetings and posters, newsletters or electronic and social media.
- Hold direct talks with academic staff, Heads of Campuses and Heads of Departments to meet the student's needs
- Hold a meeting at least once a month
- Allow two thirds of its members to call a special meeting

### 6.2.1 For LSRC meetings the following applies:

- a) *Notice:* Date, venue, time and agenda for meetings should be sent out at least five (5) academic days prior to the meeting to all its members.
- b) *Agenda:* Unless agreed otherwise in the meantime, additional items on an urgent basis must be forwarded to the secretary at least two academic days before the meeting;
- c) *Quorum:* If after 30 minutes there is no quorum, urgent matters shall be referred to the CSRC executive committee. The quorum for CSRC meetings shall be 50% plus one (1) of the members
- d) *Apologies:* members unable to attend meetings must submit a written apology at least four (4) hours before the meeting is scheduled to take place.
- e) *Resolutions:* All resolutions of the CSRC shall be passed by consensus voting. The chairperson of the meeting shall have a deciding vote in the event of a tie in the votes. All voting shall be by a show of hands unless a two-thirds majority of the SRC members decide that voting on a particular matter, resolution should be by secret ballot. The number of votes for and against a resolution, as well as abstinence, shall be recorded in the minutes of a meeting

## **7. COMPOSITION OF THE SRC**

### **7.1 LSRC**

#### **President:**

- Ensure student stability at a level that enables learning and teaching to continue peacefully

- Make the student voice heard in every decision making forum of the College or delegate a member of the CSRC executive committee to fulfil this role.
- Preside over CSRC meetings
- Present reports on matters affecting the WCCN SRC in general to the WCCN Council and update the CSRC and LSRC
- Represent the CSRC and students at all official functions of the WCCN
- Together with the Finance and Project officer , act as a signatory to all financial transactions of the CSRC
- Act as the official spokesperson of the CSRC
- Together with the Secretary-General issue press statements on behalf of the CSRC
- Enforce accountability of all CSRC portfolios
- Sign minutes of CSRC meetings

**Deputy President:**

- Act as president in the absence of the President
- Coordinate the constitutional and policy development of the CSRC
- Be the chairperson of the Disciplinary committee of the SRC
- Lobby relevant stakeholders for the establishment of exchange programmes for WCCN
- Preside at any sports and arts and culture subcommittees of the WCCN SRC
- Be a custodian of the community development work of the WCCN SRC
- Lobby WCCN community to ensure synergy in community and outreach programmes

**Secretary-General:**

- In charge of the general administration of the CSRC
- Conduct all correspondence of the CSRC and keep copies of correspondence
- Circulate notices of all agendas and meetings to all CSRC members
- Serve as signatory of all financial transaction of the CSRC together with the President of the Finance and Projects Officer
- Together with the Deputy Secretary take minutes of all CSRC meetings
- Be the chief coordinator of the activities of the CSRC support staff
- Present original reports and updates to the CSRC and LSRC joint sittings
- Draw up and implement a communication strategy for the CSRC

**Deputy-Secretary-General:**

- Act as the Secretary-General in the absence of the Secretary-General
- Assist the Secretary-General with administering the work of the CSRC
- Execute other duties as delegated by the Secretary-General
- Coordinate the international work of the CSRC

**Finance and Projects officer:**

- Be responsible and accountable for finances of the CSRC
- Present a financial report to the Council for the finances of the CSRC
- Keep records of all financial transactions of the CSRC
- Convene and annual CSRC budget speech meeting and present it to all students of the WCCN
- Present financial updates to the CSRC and LSRC
- Present an audited financial report to the CSRC, LSRC and Council
- Assemble a projects team to coordinate/organise projects of the WCCN SRC
- Lobby resources to advance the programmes of WCCN
- Be responsible for fundraising activities aimed at community development

**Residence, Transport and Welfare Officer:**

- Facilitate communication and be a link between the SRC and the residence of the specific campus
- Represent the SRC in the Housing Department
- Chair the Local Housing Committee
- Represent the SRC in relevant campus committees dealing with catering, transport, Campus safety and or social concerns affecting students
- Work with relevant stakeholders on and off campus to improve the social wellbeing of students
- Submit regular reports to the Secretary for compilation as determined by the LSRC

**Sports, Arts and Culture Officer:**

- Organise cultural, arts and sports activities for the benefit of the particular campus
- Be the chairperson of the Campus Arts and Culture Council
- Attend all Arts and Culture Council meetings and consistently provide feedback on the progress to the LSRC
- Ensure good relationships between the LSRC Arts and Culture Council, Arts and Culture Officer and the Sports department
- Submit regular reports to the Secretary for compilation as determined by the LSRC

**Marketing and Publicity Officer:**

- Work with relevant stakeholders to help with the integration of international students on the campus and in the WCCN
- Ensure adequate marketing of the programmes of the LSRC within and outside the WCCN
- Work in cooperation with the LSRC
- Be responsible and accountable for any issues relating to communication and publicity on campus

- Submit regular reports to the Secretary for compilation as determined by the LSRC

**Community and Development Officer:**

- Identify community outreach projects
- Set up developmental projects in the broader community
- Organise workshops on campus to affirm the students' commitment to direct resources and skills to communicate for the upliftment of society as a whole
- Represent the WCCN SRC in relevant communities on the campus and as mandated by the CSRC and LSRC
- Together with the Finance and Projects Officer raise funds for community development programmes with a view to establishing sustainable projects
- Organise and coordinate all community development projects of the LSRC in liaison with the WCCN marketing department
- Submit regular reports to the Secretary for compilation as determined by the LS

Chairpersons from the Local SRC will also serve on the CSRC

**7.2 LSRC**

**Chairperson:**

- Is the Chief Executive Officer of the LSRC
- Preside over LSRC meetings
- Present the state of the LSRC report and update the CSRC and LSRC respectively
- Together with other delegated LSRC members, represent the LSRC in all official functions of the campus.
- Together with the Secretary (in absence of the Finance and Projects Officer), act as a signatory for all LSRC financial transactions
- Acts as official spokesperson of the LSRC in consultation with the Marketing and Publicity Officer
- Together with the marketing and Publicity officer draft press statements on behalf of the LSRC
- Sign minutes of LSRC meetings
- Be and ex officio member of the CSRS with no voting rights
- Draft and submit to Student matters press statements on behalf of the LSRC

**Deputy Chairperson:**

- Act as Chairperson in the absence of the Chairperson
- Facilitate the drafting of discussion documents relating to issues relevant to students
- Assess the impact of the existing WCCN Policies on students and make the necessary proposal for a review
- Be the Chairperson of the Disciplinary Committee of the SRC



**Secretary:**

- Be in charge of the general administration of the LSRC, keep records and write minutes of meetings
- Write the correspondence of the LSRC and keep copies thereof
- Circulate on time, notices, agendas and minutes of meetings to all members of the SRC
- Together with the Chairperson or the Finance and Projects Officer, act as a signatory to all financial transactions of the LSRC.
- Be the secretary to and present and organisational update to the General Student council
- Act as co-signatory in the absence of the Campus Finance and Projects officer or the Chairperson
- Prepare annual reports on the overall work of the LSRC and submit the report to the CSRC and LSRC
- In the event of the Deputy-Chairperson having to appear before a disciplinary committee the Secretary must chair the disciplinary committee. If both office bearers are to appear before a disciplinary committee, the matter must be taken to the CSRC

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**8. TERM OF OFFICE**

The term of office for both CSRC and LSRC is twelve months

No individual member may serve on either the CSRC or LSRC for more than three terms

After twelve months SRC elections shall be held

**9. SRC MEMBERSHIP**

Eligibility to serve on the SRC

- Student must be a registered student at the WCCN

- An SRC candidate must have maintained an average of 60% on all subjects in their course
- A student who is suspended from a course may not serve on the SRC and is not eligible for elections

Termination of SRC membership:

- A member shall cease to be a part of the SRC if he/she is no longer registered at the WCCN
- Resigns from his/her duties as SRC member
- Fails to carry out duties as required of their portfolio
- Is found guilty of an offence in terms of the WCCN academic Rules and Regulations
- Is convicted of a criminal activity

## **10. SRC ELECTIONS**

- The date of elections will be determined by the SRC in collaboration with the Student Matters Department
- An Electoral Committee must be established within seven (7) working days after the announcement of the election date
- The Electoral Committee will receive the necessary approval of the elections time table
- The Electoral committee will manage and facilitate the SRC elections
- The Electoral committee will consist of a Chief Electoral Officer as appointed by the Head of College
- Student Matters Officer
- Three nominations by the SRC (students not standing for elections)
- Nomination forms will be drafted by the SRC in cooperation with the Student Matters Department and distributed to students

### **Nominees**

- Independent candidates shall submit a signed nomination form accompanied by at least 50 signatories with student numbers
- Student Organisations will submit their nominees via their Chairpersons
- The Student Matters Department will verify against their academic records that the nominees are eligible to serve on the SRC
- If a candidate is not eligible the Student matters Department will inform the Chairperson of the relevant student organisation
- If only one candidate is nominated for a particular portfolio such person will automatically be declared duly elected.
- If no candidate is nominated for a particular portfolio a by0election will be arranged