



**VSR / SRC**

**University of Pretoria  
Student Representative Council**

**Code of Conduct  
for**

**All the recognized Student Leadership Structures within  
the DSA**

January 2016

# Code of Conduct

Members are accountable to the SRC and the general student community for their actions as student governors and must execute all such actions in accordance with commonly accepted principles of good governance.

Student Leaders affiliated with SRC (hereafter referred to as members), in signing this Code of Conduct signify that they have each received and read the Code of Conduct, as well as the User Codes and Regulations referred to therein, understand the provisions of such Code of Conduct, User Codes and Regulations, and agree to abide by the Code of Conduct, User Codes and Regulations as set out below.

Student Leaders must uphold the Constitution for Student Governance at the University of Pretoria and must act in accordance with its principles and provisions, in that no member shall:

- neglect the performance of the duties and responsibilities assigned to him/her in terms of the provisions of the Student Governance Constitution
- bring the SRC into disrepute through his/her public conduct
- involve him/herself in confrontation that will diminish the integrity and reputation of the SRC
- impede the proper functioning of the SRC or its substructures or sabotage its activities
- engage in activities or spread misinformation with the aim of turning the student community against the SRC
- shall use offensive or hate language against the SRC, students or staff members
- disrespect and offend the dignity of a fellow student or member of staff in any way
- act in any way that creates disunity and division in the SRC
- distort SRC policy positions and misrepresent the SRC for personal gain
- behave corruptly in seeking or accepting any kind of bribes for performing or not performing any task on behalf of the SRC
- engage in abuse of office to obtain undue personal advantage
- use the SRC name for personal gain, other than that of the SRC
- abuse SRC property for his/her personal benefit
- divulge information explicitly regarded by the SRC as private, confidential or sensitive with the aim of protecting the privacy, dignity and rights of a person or group
- harass other members, fellow students and staff members, sexually or otherwise be involved in excessive consumption of alcohol or in consuming or selling of illegal drugs on University premises or in any SRC functions, programmes or projects
- destroy or threaten to destroy the property of the SRC or the University

Members must base all their decisions and actions relating to student governance and service to students on the following principles:

- ☐ Professionalism
- ☐ Excellent service
- ☐ Promptness
- ☐ Respect
- ☐ Tolerance
- ☐ Open-mindedness, and
- ☐ Ethical conduct.

Members must adhere to the following the University policies and regulations University Regulations at all times not limited to but including:

- Regulation pertaining to the attendance of SRC Meetings, Office hours and Appointments (Annexure B).
- User Code: SRC-Offices (Annexure C).
- User Code: Piazza (Annexure D).
- Rules for the use of SRC Facilities (Seminar Room, Committee Room, SRC Archives) (Annexure E).
- Telephone Record Form (Annexure F).
- Acknowledgement of Receipt and Agreement (Annexure G).

### **Minimum Office Expectations**

Members must comply with the following requirements while they are members of the SRC:

- ☐ Attendance of all normal meetings and functions of the SRC. Submit a written apology and valid reason
- ☐ Attendance of all official SRC training sessions/camps/excursions
- ☐ Wear uniform at all official meetings and functions of the SRC

A member of the SRC will be regarded as having vacated his/her seat on the SRC if he/she is absent without written apology and valid reason, from a total of **three** (3) ordinary SRC meetings during his/her term of office as an SRC member; provided that for this purpose, "meetings" exclude special meetings. The SRC Secretary must inform members in writing and reprimand them when they have almost reached this limit and must inform the President and the Deputy President of the SRC accordingly.

All Student Leaders must refrain from engaging in actions and activities that undermine the authority of the SRC. The work of societies and other structures should not get preference over the work of the SRC while the member is a duly elected member of the SRC of the University of Pretoria.

### **Wearing of other SRC Clothing**

A member wearing any other SRC clothing such as a T-shirt is still identified as a student leader and must act accordingly.

A member who drinks alcohol while wearing Faculty Dress will be subject to disciplinary action. Members may, however, drink alcohol at official functions organised by the University, provided that this is done in moderation.

Members are responsible for their own SRC clothing and may not lend such clothing to any person who does not serve on the SRC.

## Telephone use

- 1 Each member must keep a record of all calls made on the SRC **Telephone Record Form** (SRC TRF) (Annexure F). The number dialled, the person/institution/organisation called and the reason for the call must all be recorded. The TRF must be handed to the SRC Secretary at the end of each month.
- 2 Under **no** circumstances may the telephones of SRC members be used by any other person. Misuse such as this will result in the locking of the telephone of the relevant member.
- 3 Misuse of telephones by a member, or any other person under the supervision of such a member, will result in a fine equivalent to the cost of the call concerned.

## Keys

A member who loses a key issued to him/her, including keys to SRC offices and the key to any of any of the meeting venues in Roosmaryn, will be fined **R50,00** (Fifty Rands) and will also be required to replace the key or pay for the replacement of the lock of the relevant office from his/her own private funds.

At the beginning of each term of office of the SRC, the Secretary must issue each member with a copy of this Code of Conduct as well as with copies of the Regulations and all the User Codes referred to in this Code of Conduct.

## COMMUNICATION

The SRC must, at all times act as mouthpiece of the student body under the guidelines that:

- The SRC must always provide accurate information to its stakeholders/constituency
- The SRC must always uphold the university values, and by no means compromise the interests of the student body
- The SRC will reflect fairness and objectivity in its communication/s, and it will do so free of censorship
- However, the SRC shall understand that the abovementioned guidelines exclude
- incitement of violence; or
- Advocacy of hatred that is based on race, ethnicity, gender or religion, and sexual orientation

## Breaches of this Code of Conduct

Any member who fails to adhere to this Code of Conduct is guilty of misconduct, and such misconduct will be dealt with as follows:

### Serious misconduct

Any member will be charged with **serious misconduct** if she or he has committed one or more of the following through act or omission:

- abuses his/her office by using his/her position to obtain material or sexual favours, or any other undue benefit,
- Sowing racism, tribalism, regionalism, sexism, xenophobia, homophobia and chauvinism in the SRC or its substructures;
- acts contrary to the policies associated with Student Governance and valid decisions of the SRC;
- spreads false information about fellow SRC members;
- disrupts meetings or interrupts the orderly functioning of the SRC;
- uses offensive language or hate speech during an SRC meeting or any other meeting of a SRC substructure;
- Fails to perform duties assigned or fails to attend two (2) consecutive SRC events or meetings without a written valid apology or explanation.

### Very Serious Misconduct

Any individual member of the SRC must be charged with very serious misconduct if he or she has committed one or more of the following through act or omission:

- Sowing racism, tribalism, regionalism, sexism, xenophobia, homophobia and chauvinism in the SRC or its substructures;
- harming the integrity of the SRC, or its personnel or property;
- sabotages the activities of the SRC;
- insubordination;
- creates division or factionalism within the SRC;
- encourages or participates in the creation of cliques or cabals;
- any form of sexual assault and sexual harassment, whether verbal or physical;
- acts in a way that exposes members to serious physical harm or death, including rape or attempted to rape;
- any act aimed at undermining the effective functioning of student governance in general and the SRC in particular; public drunkenness; sells or takes illegal drugs
- Abuses resources to advance personal interest or in return for favours.
- behaves in a dishonest manner that places the integrity of the SRC into question or stealing goods from the SRC or from other members of the SRC;
- behaves in a corrupt manner by seeking or accepting any kind of bribes or rewards for performing or not performing any task(s) on behalf of the SRC; behaves in any other corrupt manner that brings the name of the SRC into disrepute;

## **Disciplinary Procedures**

### **Principles**

- Any relevant person(s) must not use the disciplinary process as a tool for suppression of robust debate or denying members their democratic right to exercise freedom of expression.
- The disciplinary process should not be used as a means of solving personal problems.
- Any person faced with disciplinary proceedings must receive due written notice of any hearing and of the basic allegations and charges against him/her and be afforded a reasonable opportunity to make his/her defence.
- All disciplinary hearings must be conducted privately and their outcomes must be presented to the SRC, Department of Student Affairs and relevant structures.
- A complainant(s) must submit a written notice to the Director: Student Affairs indicating the type of misconduct that has been committed by a member of the SRC.
- Upon receiving the complaint, the Director: Student Affairs requests the constitutional Tribunal to investigate the alleged breach. The Constitutional Tribunal must submit the report to the Director: Student Affairs within the reasonable time of the receipt the
- In the event of the accused being a member of the SRC Disciplinary Committee, the member in question must excuse him/herself from the process and the SRC must appoint an alternative member of the SRC in his or her place.
- The rules of natural justice must apply in all Disciplinary cases.
- All disciplinary proceedings must be attended to as speedily as possible as but not later than ten (10) working days after the misconduct has been reported.

### **Effective**

### **Corrective**

### **Measures**

A corrective measure is any measure imposed mainly on humanitarian grounds, or owing to the special circumstances of the offender. The main aim of such measure is to assist the student leader to live by the expected norms of the student organisation, structure or substructure. The principles which follow are intended to serve as guidelines for imposition of sanctions in cases of misconduct:

### **Reprimand**

The intention of a reprimand is not to humiliate the person concerned, but to remind him/her and the entire student leadership of the standards expected of student leaders, and to reinforce the sense of unity and shared values in student organisations, structures and substructures.

### **Demotion**

A student leader who holds a position of responsibility in the SRC may be demoted if the continued holding of such position would be indefensible, inexplicable or embarrassing as a result of the particular transgression.

### **Community Engagement**

Any student leader that has been found guilty may be ordered by the Disciplinary Committee to perform for a fixed number of hours at a community service institution chosen by the SRC. It is required of the probationer to render such service in his/her spare time. Community service must be of such a nature that it is to the advantage of the broader community

### **Temporary forfeiture of membership rights**

The penalty of temporary forfeiture of membership rights may be imposed where such a measure will have a corrective effect in the event of serious misconduct.

### **Suspension**

Where a student leader is suspended from his/her position of leadership, the period and conditions of such suspension must be indicated. In respect of serious misconduct, the period of suspension may not exceed three (3) months.

### **Termination of leadership position**

Termination of leadership position may be recommended to the SRC for misconduct classified as very serious, but the final decision as to whether or not to terminate such position lies with the SRC. A person in respect of whom such recommendation has been made is entitled to appear before the SRC in person, together with his/her representative, if any, to indicate why she/he should not be terminated in his/her leadership position.

<b>Rights</b>	<b>Of</b>	<b>Complainant(s)</b>
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The complainant must have the right to:

- A fair hearing and the right to representation by a fellow student.
- Request that the case be treated confidentially.
- Sensitivity on language use (no offensive language)

### **Right to Appeal**

Any student or individual(s) found guilty in a disciplinary proceeding, or the complainant has the right to appeal to the Director: Student Affairs against the conviction or sentence within seven (7) working days.

## **Annexure A**

### **SRC Pledge**

I, ....., being a member of the Student Representative Council (SRC) of the University of Pretoria herewith pledge to:

- Represent all the students of the University of Pretoria to the best of my ability;
- carry the best interests of the students at heart throughout my term of office as an SRC member;
- remain faithful to those who have entrusted me to the position of being on the SRC;
- strive to complete the mandate given to me by students of the University of Pretoria, guided by values of excellence, professionalism, service, pride, commitment, accountability, initiative, integrity, diligence, leadership, respect and reliability;
- strive towards ensuring quality student life to all the students of the University of Pretoria;
- remain faithful to the University of Pretoria by representing the University with pride and commitment;
- continue to strive towards building Tukkies-Pride and the Tukkies-Culture;
- strive to embrace the diversity of our country and its people, our University and all its students; and
- uphold the values and principles that the University of Pretoria stands for, by not acting in any manner that may bring the name of the University of Pretoria into disrepute.

**SIGNED ON THIS DAY THE \_\_\_\_\_ OF \_\_\_\_\_ 2016, AT PRETORIA**

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**SIGNATURE**



## Annexure B

### Regulation pertaining to the attendance of SRC Meetings, Office Hours and Appointments

#### 1. Attendance of official meetings

- 1.1 An official meeting is a scheduled meeting of the SRC in respect of which an agenda has been made available at least 24 hours prior to the commencement time of the meeting.
- 1.2 Absence from official meetings will be dealt with in terms of the Code of Conduct applicable on SRC members.
- 1.3 The SRC Secretary will determine whether an apology tendered for the non-attendance of an official meeting will be accepted or not.
- 1.4 An apology for non-attendance of official meetings will be accepted only in special circumstances (e.g., when a member has a scheduled test/exam during the time of the meeting, in case of illness, in case of death in the family).

#### 2. Procedure for handing in of apologies

- 2.1 A **written** apology must be handed in where a member will be absent from an official meeting in its entirety or for part thereof. Such written apology must be handed in to the SRC Secretary at least **six (6) hours** prior to the commencement of the meeting concerned.

#### 3. Office hours

- 3.1 A member must be in attendance of his/her office for at least **six (6) hours** per week.
- 3.2 These office hours must be distributed evenly over the week.
- 3.3 Where a member is absent from his/her office for two (2) or more hours without apology, the SRC Secretary must reprimand such member in writing.

#### 4. Procedure for handing in apologies for the non-attendance of office hours

- 4.1 A member must telephonically or personally inform the Secretary of the SRC that he/she will not be attending his/her office hours stating the reason for his/her absence as well as when the said office hours will be worked in.

## Annexure C

### User Code: SRC Offices

To ensure that the place of work provided for SRC members allows for effectiveness and efficiency, the following rules must be adhered to:

1. The telephone allocated to a member is solely for the use of that particular member and under no circumstances may this telephone be used by any other person. Each member will be issued with a pin-code and this pin-code must be kept in a safe place – **under no circumstances may this pin-code be given to any other person.** SRC members will be held personally responsible for **excessive telephone calls using** this pin-code.
2. An office allocated to an SRC member is for use by that particular SRC member for **portfolio related matters** only. Under no circumstances may the SRC offices be used by any other person, society or organization or for work other than **SRC** work.
3. Similarly the computers in the SRC offices **are for use by SRC members only** and at no point should the computers be made available for use by any other person, society or organization. Please respect other people's privacy. Please protect your password at all times and do not share it with anybody.
4. Offices must be kept **tidy** and members must be courteous to one another. Respect for fellow office members is essential. In addition, the level of noise must be kept to the minimum required to function effectively.
5. Furniture, equipment and apparatus are intended solely for the use of the member to whom such items have been allocated and may, under no circumstances, be removed from this office without the expressed permission of Director: Student Affairs. In the case where furniture must be transferred to another office, permission must be obtained and the necessary forms must be filled in.
6. The member to whom an office has been allocated must take full responsibility for the actions of his/her visitors (courtesy, silence and neatness).
7. If an SRC member is not available, visitors must be shown to the seats allocated for visitors. **Under no circumstances may visitors be in an office of a relevant SRC member if the member is not present.**
8. Smoking and drinking are prohibited in all the offices and hallways of Roosmaryn. Those wishing to smoke must do so in the Courtyard or outside the building.
9. **NB: SRC members should make sure that the windows and doors of their offices are closed and that the lights are switched off before they leave the office.**

## **Annexure D**

### **User Code: Piazza**

The Student Centre is the pride of all Tukkies and serves to accommodate all students of the University, former students of the University, and staff members of the University.

Accordingly, the following rules apply:

1. All students must keep the Piazza clean and tidy.
2. Posters and notices may be put up only on the official notice boards, and only if the necessary stickers were obtained and affixed to such posters and notices (stickers can be obtained from the Tuks Toonbank in Roosmaryn).
3. The building and environment may not be damaged in any way, and action will be taken against any person causing such damage.
4. Tolerance and mutual respect must be shown by everyone and at all times.
5. Arrangements for any student activity that takes place in or around the Piazza must be made in Room 2-3 Roosmaryn by completing the necessary forms.

**Application forms for the use of the Piazza, copies of the relevant regulation and any other information may be obtained at Room 2-3 Roosmaryn. All problems must also be reported at this office.**

## Annexure E

### Rules for the use of SRC facilities

#### A. Seminar Room, Roosmaryn

##### 1. General

- 1.1 The room must be booked well in advance at Roosmaryn Reception and a person must be assigned to take responsibility for the key and the use of the room.
- 1.2 Arrangements to use any equipment must be made by the person who has been assigned responsibility for the key/use of the room.
- 1.3 The room must be left clean and tidy.
- 1.4 The person assigned responsibility for the room will be held liable for the cost of any damage to furniture, walls and equipment.
- 1.5 **No eating or drinking is allowed in the venue or the hallway outside the venue.**
- 1.6 Smoking is strictly prohibited in all offices in Roosmaryn, including the Seminar Room.
- 1.7 Under no circumstances may any furniture be removed from the room.
- 1.8 **All windows must be closed and the door must be locked after use.**

##### 2. Keys

- 2.1 The keys to the room must be obtained from Roosmaryn Reception and must be handed back to Roosmaryn Reception after use.

#### B. Committee Room in Roosmaryn

1. Bookings must be made well in advance at Roosmaryn Reception and the room will be allocated on a first-come, first-served basis.
2. The room must be left clean and tidy.
3. **No eating or drinking is allowed in the venue or on the hallway outside the venue.**
4. Smoking is strictly prohibited in all offices in Roosmaryn, including the Committee Room.
5. The person assigned responsibility for the room will be held liable for the cost of any damage to furniture, walls and equipment.
6. Under no circumstances may any furniture be removed from the room.
7. The keys to the room must be collected from Roosmaryn Reception and must be handed back to Roosmaryn Reception after use. In addition, the room must be locked after use.

**If the rules set out in this User Code are not adhered to, fines will be issued and damages will be claimed against the person assigned responsibility for the venue. Furthermore, the person assigned responsibility for the venue will not be allowed to use it again!**

# SRC Telephone Record Form (TRF)

[illegible]

**NB:**

**Costs of excessive calls, as well as the cost of calls not recorded on the TRF, will immediately be recovered from the relevant member's honorarium.**

## Annexure G

# ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT WITH THE CODE OF CONDUCT

I, ..... (Name of SRC Member), hereby acknowledge having received a copy of the Code of Conduct for SRC members as well as copies of all the User Codes and Regulations referred to in this Code of Conduct (in terms of Section 27 of the Constitution for Student Governance).

I furthermore acknowledge that:

- I have read the Code of Conduct as well as the User Codes and Regulations referred to therein;
- understand the provisions of the Code of Conduct, User Codes and Regulations;
- agree to abide by such Code of Conduct, User Codes and Regulations; and
- undertake to serve the student community to the best of my ability and to put them first in the execution of my functions, duties and responsibilities.

I furthermore agree that all fines imposed upon me in terms of this Code of Conduct and the User Codes and Regulations referred to therein may be deducted from my honorarium and that my honorarium may also be employed to recoup any misuse or over-expenditure of funds for which I may be responsible in respect of my portfolio.

.....  
**SIGNATURE OF SRC MEMBER**

.....  
**DATE**