Bindura University of Science Education

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"Shaping and Creating the Future: Building Zimbabwe"

BINDURA UNIVERSITY OF SCIENCE EDUCATION STUDENTS' UNION CONSTITUTION

This Constitution was recommended by the Student Affairs Committee on 15 November 2024, Executive Management Team on 5 December 2024 and the Senate on 13 December 2024. It was approved by the University Council on 17 December 2024.

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PREAMBLE

The students of Bindura University of Science Education, conscious of diverse cultural heritage and the historical context of Bindura University of Science Education and our country, Zimbabwe, unite to build a multicultural, non-discriminatory and democratic community in conformity with the Constitution of Zimbabwe.

We acknowledge our responsibility to participate in the democratic systems recognized by this Constitution subject to the provisions of the Constitution of Zimbabwe and the Bindura University of Science Education Act.

DEFINITIONS OF TERMS

In this Constitution, unless the context indicates otherwise -

- "accept", "decide", or "elect" refer to a decision taken with an ordinary majority of votes;
- "*ex officio* member of the Student Representative Council" means a member serving on the Student Representative Council by appointment to represent Block release and post graduate students.
- "positive vote" refers to the following process:
  When one candidate receives a majority of the vote, he or she is elected.
- "student" means a student registered at the University;
- "student body" means an organized group of students formally associated with the University;
- "University" means Bindura University of Science Education; and
- "University day" means a weekday (Monday to Friday) during the academic year which is not a public holiday
- Election Convener means member(s) of the outgoing SRC responsible for directing the election process.
- SRC Subscription policy an appendix of this constitution guiding the use of SRC funds collected through bursary.

STATUS OF THIS CONSTITUTION

All policies, regulations, rules, codes, documents, motions, and decisions adopted by any student body are subject to this Constitution and invalid insofar as they are inconsistent with it.

This Constitution is called the "Student Representative Council Constitution of Bindura University of Science Education", provided that any references in other documents to the "Student Union Constitution of Bindura University of Science Education" refer to this document.

Bodies constituted by this Constitution

The following student bodies are constituted by this Constitution:

- The Student Representative Council;
- The Campus Activity Board and
- The Election Committee.

CHAPTER 1

BILL OF STUDENT RIGHTS

1. Application

1.1 The rights in the Bill of Student Rights bind all student bodies of the University and all such bodies have the duty to respect protect and promote these rights.

1.2 The student bodies constituted by this Constitution in section 3 must take reasonable steps to ensure the protection and promotion of these rights, including through engagement, where necessary, with the University authorities.

2. Equality

No student shall be discriminated against.

3. Human dignity

Every student has inherent human dignity and the right to have his or her dignity respected and protected.

4. Confidentiality of student records

4.1 Every student has the right to the confidentiality of his or her University records.

4.2 No information contained in such records may be disclosed without the consent of the student in question.

5. Student success

5.1 Every student has the right to an enabling environment in which student success and academic excellence are encouraged and pursued.

5.2 Every student has the right to quality education, academic support, and transparent and justifiable assessment procedures.

5.3 The bodies constituted by this Constitution in section 3 have to identify and work towards the eradication of barriers to the exercise of these rights.

5.4 Freedom of religion, belief and opinion

Every student has the right to freedom of religion, belief and opinion.

5.5 Freedom of expression

Every student has the right to freedom of expression, which does not extend to hate speech, and which includes -

(a) freedom of academic expression and scientific research;
(b) freedom of the student media; and
(c) freedom to receive and impart information and ideas.

5.6 Petition

Students have the right to present petitions to the Student Representative Council and to the University management when they deem that their right has been violated.

5.7 Freedom of association

Every student has the right to freedom of association on campus, including the right to form any student group, association or society.

5.8 Participation in Student Representative Council elections

(a) Every student has the right to vote in elections for the Student Representative Council, and to do so in secret.

(b) Every registered student has the right to stand for election to the Student Representative Council, subject to fair and relevant eligibility requirements and subject to the provisions of this Constitution stated in the election guide.

5.9 Administrative action

Every student whose rights or legitimate expectations are materially and adversely affected by any decision taken by a student body or a member of a student body, has the right to:-

(a) be notified of the nature and purpose of the proposed action;
(b) a reasonable opportunity to make representations;
(c) adequate notice of any right of review or internal appeal, where applicable; and
(d) request reasons for the decision and to be furnished with written reasons within a reasonable time.

5.10 Limitation

(a) The rights in this section may only be limited in terms of legal rules of general application, which, for purposes of this section, are deemed to include University regulations, rules and policies.

(b) Limitations must be designed to achieve objectives that are consistent with the values of an open and democratic community based on human dignity, equality and freedom.

(c) Limitations may not limit the rights in this section more than necessary, and the impact they have on the rights of students must be proportionate to their objectives.

5.11 Enforcement

Any student, group or union representative, whether acting in their own interest or in the interest of a group or class of students, may approach the Student Council for appropriate relief in the event of an alleged violation of their rights under this Constitution.

6. Interpretation

The Bill of Student Rights must be interpreted in conformity with Chapter 4 of the Constitution of the Republic of Zimbabwe, Parent Ministry policies, and all University policies and regulations.

CHAPTER 2

THE STUDENT REPRESENTATIVE COUNCIL

1. General

1.1 Status of the Student Representative Council

The Student Representative Council is the highest policy-making and representative student body at the University and is under the authority of the Vice Chancellor and University Council.

1.2 Composition of the Student Representative Council

The Student Representative Council consists of the following members:
19a Nineteen (19) members of which Fourteen (14) are directly elected by the students in terms of the provisions of chapter 6 of this Constitution and five (5) are appointed through proportional representation.

(a) President
(b) Vice President
(c) Secretary General
(d) Treasurer General
(e) Secretary for Legal and Academic Affairs
(f) Secretary for Health
(g) Secretary for Transport and Properties
(h) Secretary for Off Campus Residence
(i) Secretary for Sport and Entertainment
(j) Secretary for Nutrition and Catering
(k) Secretary for Information and Publicity
(l) Secretary for Students with Disabilities
(m) Secretary for Religion
(n) Secretary for on Campus Accommodation
(o) Secretary of Gender
(p) Secretary for Culture and Edutainment
(q) Secretary for Innovation and Entrepreneurship
(r) Secretary for Quality Enhancement

.1 Secretary for International Students.

The Student Representative Council (SRC), acknowledges the importance of proportional representation as a cornerstone of fair and effective governance within our educational institution. Five (5) members shall be included in the SRC on proportional representation to ensure that all student groups are represented in the student governance body. The newly elected SRC Executive shall meet within seven (7) working days after the election to consider the appointment of proportional representation members who shall be seconded by their union.

Recognizing the unique experiences and needs of international students within our educational institution, there shall be a dedicated International Student Representative position within the Student Representative Council (SRC).

1.3 Term of office of the Student Representative Council

(a) The term of office of the Student Representative Council starts on the first day after the last meeting of the outgoing Students Representative Council in the year that the Student Representative Council members were elected.

(b) At least a week after the election to allow for hand over takeover and changing of signatories.

1.4 Remuneration of SRC members

Members of the SRC shall be entitled to a monetary stipend that is approved by the Dean of Students. The SRC Executive Committee shall determine the stipend amount through the Subscription Policy.

1.5 Core functions of the Student Representative Council

The core functions of the Student Representative Council include:-

(a) To act in the best interest of students and to actively promote students' rights under Chapter 2;

(b) To represent students at -

- The University Council;
- Senate;
- Other University Committees, bodies and functionaries and
- National and international student bodies.

(c) To evaluate University policy and give input in the formulation thereof;

(d) To facilitate projects and initiatives to the benefit of students;

(e) To inform students continuously, and obtain feedback, about its activities;

(f) formulate and maintain policy to ensure that the Student Representative Council performs its functions and duties effectively and

(g) Any other duties that may be assigned to it by the Dean of Students or any university administrative body with matters related to issues of student development and welfare.

1.6 Compulsory portfolios

The Student Representative Council must maintain at least the following portfolios:-

.1 The President-

- is the chief executive officer of the Student Representative Council;
- makes representations on behalf of the Student Representative Council to the Vice Chancellor or any other responsible administrative official on any matter that concerns the interest of students but must advise the Dean of Students before meeting the officials.

- acts as spokesperson for the Student Representative Council; and
- is responsible for monitoring finances of the Student Representative Council.

.2 **The Vice-President** is the Deputy Chief Executive Officer of the Student Representative Council.

- The losing candidate with the most votes in the Presidential election shall automatically become the Vice President;
- The Vice President shall chair the Finance Committee;
- The Vice President shall have the right to inspect and examine all financial records and report immediately to the President if there are any irregularities;
- In the absence of the President due to any reason and cause the Vice President shall assume office as acting President and
- The Vice President shall exercise all or any of the powers delegated to him/her by the President.

.3 **The Secretary-General** is the Chief Administrator of the union and among other duties shall:-

- Maintains internal communication within the Student Representative Council;
- Conducts all correspondence on behalf of the Student Representative Council;
- Ensures that Student Representative Council meetings, and any other meetings or consultations where the Student Representative Council desires record keeping, are properly recorded and
- Responsible for updating, safekeeping, making available records, policies and other documents of the Student Representative Council.

.4 **Treasurer General** is the Chief Financial Officer of the Student Representative Council and is at least responsible for ensuring that the financial resources of the Student Representative Council are used in a

transparent and responsible manner, preferably a student with an Accounting experience:-

- Shall be the Secretary of the Finance Committee;
- Be required to give financial reports when required to do so by the President, Finance Committee of the University Council or by the Student Representative Council (Student Body).
- Be charged to deal with the financial administration in monitoring and controlling of Student Representative Council funds and he shall also receive the monthly statements from the financial administrator on the use of Student Representative Council funds.
- Be required, upon relinquishing office, to give a full and accurate financial report to the Student Representative Council a record of which must be approved and deposited within the bursar's office of the University.

.5 **Secretary for Legal and Academics is at least responsible for:-**

- Ensuring that policy of the Student Representative Council and the students is formulated and revised in accordance with prospectus;
- Assists other Student Representative Council members in evaluating and giving input in the formulation of University policy;
- Ensures that this Constitution is revised and updated and
- Ensures that students are registered.

.6 **Secretary for Information and Publicity** is at least responsible for:-

- Ensures students are continuously and fully informed of the activities of the Student Representative Council in accordance with section 21(f);
- obtaining feedback from students in accordance with section 21(f); and

- Ensuring that the advice of Student Parliament reaches the Student Representative Council.

.7 ***Ex officio* members**

An *ex officio* member of the Student Representative Council:-

- He/she is an appointee of the SRC Executive;
- He/she must be a Block student;
- May, in addition to his or her *ex officio* position, only accept one portfolio on the Student Representative Council, whether that portfolio is compulsory or not;
- May not accept any portfolios if he or she serves on the Executive Committee of the Student Representative Council; and
- May not hold the position of Chair, Vice-Chair, Secretary or Treasurer on the Student Representative Council.
- The member should be chosen after consultation with block students and deemed fit to represent them.

.8 The Student Representative Council must comply with the motions of gender equality and gender inclusivity. The Student Representative Council shall ensure 50/50 equal representation of male and female members thus promoting a balanced and inclusive governance structure that reflects the diversity of the student body.

1.7 Fulfillment of duties

.1 Student Representative Council members must comply with the provisions of this Constitution and policy and regulations of the Student Representative Council.

.2 If a Student Representative Council member contravenes subsection (1), or if reasonable grounds exist to believe that a member will contravene subsection (1).

.3 The Student affairs can grant an appropriate order on request from any student, and if that order is not complied with, the member concerned can be discharged from office in terms of section 25(1)(h) and;

1.8 Termination of membership of the Student Representative Council

The membership of a Student Representative Council member comes to an end when:-

.1 The member's term of office expires;

.2 The member dies;

.3 The member presents a written resignation to the Dean of Students and or to the Secretary General of the Student Representative Council;

.4 the member ceases to be a member of the student body that he or she represented *ex officio* on the Student Representative Council;

.5 the member ceases to be a registered student. (they may be allowed to continue with their duties in terms of section twenty (20b) for a specific period that is closely supervised by the Dean);

.6 the member is absent without a valid reason from three (3) consecutive diarized Student Representative Council Meetings;

.7 the Student Affairs finds on application that the member has not complied with an order of the Constitution;

.8 Student Parliament adopts a motion of no confidence in the member;

.9 the member is sentenced to imprisonment without the option of a fine in the Republic of Zimbabwe or elsewhere; or

.10 The member is sentenced by the Disciplinary Committee, the University Council's Disciplinary Committee:-

(a) permanent suspension from the Student Representative Council; or

(b) suspension from the University for a fixed or unfixed time.

1.9 If an *ex officio* member of the Student Representative Council ceases to be a member of the Student Representative Council during his or her term of office, then:-

.1 That member loses chairpersonship or vice-chairpersonship, whichever is applicable, of the student body he or she was representing on the Student Representative Council; and

.2 That student body must elect a new Chair or Vice-Chair, who will take the place of the previous Chair or Vice-Chair on the Student Representative Council.

1.10 If any other member of the Student Representative Council ceases to be a member of the Student Representative Council during his or her term of office, then the Student Representative Council must decide whether that member's position is to be filled, and if the Student Representative Council decides that the position is to be filled and:-

.1 Less than forty (40) University days have passed between the election of the member in question and the day he or she ceased to be a member, then the available candidate who received the most votes in the election (in which the out-going Student Representative Council member was elected), but was not elected to the Student Representative Council, must fill the position or;

.2 Forty (40) or more University days have passed between the election of the member in question and the day he or she ceased to be a member, or there is

no available candidate in terms of paragraph (a), the Student Representative Council must call a by-election to fill the position.

1.11 If a member of the SRC is suspended from the SRC or has a pending case under the disciplinary committee;

.1 The member temporarily ceases to be a member of SRC and temporarily relinquishes his or her SRC privileges inscribed in part S5 section 23 until the finalisation of his or her disciplinary case.

.2 If the disciplinary case takes more than 28 days, the student affairs has a mandate to choose a substantive replacement from the available pool of SRC ministers.

1.12 Other duties and powers of the Student Representative Council

.1 Reports

(a) Each Student Representative Council member must submit a complete report regarding his or her representative responsibilities and other activities to the Secretary General after every academic quarter, not later than one (1) week after the start of the next quarter, and the Secretary General must, upon receiving them, make these reports available to all students.

(b) Each Student Representative Council member must present a complete report regarding his or her representative responsibilities and other activities to his or her successor within fourteen (14) days after the end of his or her term of office, and these reports must also be stored centrally and be available to future Student Representative Council members.

.2 **Announcement of programme and budget**

The newly elected Student Representative Council must, before the start of their term of office, make a document available to all students which at least:-

- sets out clearly and in detail how the Student Representative Council aims to fulfil its core functions;
- contains a complete budget; and
- indicates which portfolios are assigned to which Student Representative Council members.

As soon as this document is made available, the Student Representative Council must make reasonable attempts to make students aware of its availability.

2. Representatives of the Student Representative Council on other bodies

Representatives of the Student Representative Council or other bodies must state the position of the Student Representative Council at said bodies and must consult the Student Representative Council on any important decisions to be taken by said bodies.

2.1 Code of conduct

The Student Representative Council must adopt a code of conduct to lay down the rules of conduct and a disciplinary procedure for its members.

2.2 Task teams

.1 The Student Representative Council can appoint task teams from among its own members to address *ad hoc* or continuous issues.

.2 In addition to Student Representative Council members any student can be appointed to a task team.

.3 Unless the urgency of the issue demands otherwise, any student must have the opportunity to apply to serve on a task team.

.4 The Student Representative Council can delegate the authority to finalize an issue to a task team.

2.3 Other duties

The Student Representative Council has the duty to:-

(a) Make this Constitution available to students and to make them aware of its availability and;

(b) Fulfil any other duties required of it by this Constitution.

3. Executive Committee of the Student Representative Council

3.1 Composition

The Executive Committee of the Student Representative Council consists of:-

(a) the President (Chair) of the Student Representative Council;

(b) the Vice President (Vice-Chair) of the Student Representative Council;

(c) the Secretary General of the Student Representative Council;

(d) the Treasurer General of the Student Representative Council; and

(e) the Minister of Legal and Academic Affairs

(f) the Minister of Information and Publicity

3.2 Duties and powers

The Executive Committee:-

(a) sets the agenda for Student Representative Council meetings;

(b) compiles the Student Representative Council budget;

(c) manage the day-to-day issues of the Student Representative Council;

(d) makes important decisions in urgent cases where it is not practically feasible to convene the Student Representative Council;

(e) appoints one (1) or more Election Convener(s) in terms of section 90(5);

(f) fulfils any duties that the Student Representative Council delegates to it and;

(g) must fulfil any other functions that this Constitution assigns to it.

Decisions taken by the Executive Committee in terms of paragraphs (1)(b), (1)(d), (1)(e), and (1)(f) must be approved by the Student Representative Council at a later Student Representative Council meeting in order to come into effect.

Any other decisions by the Executive Committee can be set aside by the Student Representative Council at a later Student Representative Council meeting.

4. Meetings and minutes

4.1 The Executive Committee meets weekly.

.1 All decisions of the Executive Committee must be minuted and the minutes of an Executive Committee meeting must be made available to the Student Representative Council three (3) University days after the meeting.

.2 If at least three (3) members of the Student Representative Council request it of the Chair within one (1) University day after the minutes are made available, the Chair must, within two (2) University days of the submission of the request, convene a Student Representative Council meeting, where the only items on the agenda will be the issues in question from the minutes of the Executive Committee meeting.

4.2 Quorum

.1 Four (4) members of the Executive Committee constitute a quorum at meetings of the Executive Committee.

4.3 Student Representative Council meetings

.1 Frequency

The Student Representative Council usually meets at least once every two (2) weeks, but is not compelled to meet during official examination and holiday periods.

.2 Notice of meetings 4.5

Adequate notice of an ordinary Student Representative Council meeting is given to members at least two (2) University days before the meeting and states at least :-

(a) the date, time and place of the meeting and;

(b) the complete agenda.

4.4 Quorum

.1 Seven (7) Student Representative Council members constitute a quorum at Student Representative Council meetings.

.2 No decision of the Student Representative Council will be valid if at least seven (7) members were not present at the meeting where the decision was taken.

4.5 Transparency

.1 An abbreviated agenda, which states at least all the points on the agenda, as well as the date, time and place of the meeting, must be made available to all

students at least two (2) University days before each Student Representative Council meeting.

.2 Any student, or any other person invited by the Student Representative Council, may attend Student Representative Council meetings.

.3 A person who is not a member of the Student Representative Council may only get an opportunity to speak, the duration of which is determined by the Chair, at a Student Representative Council meeting if:-

- He or she notifies the Secretary General of his or her intention to speak at least one (1) University day before the meeting or;
- The Chair approves it.

4.6 The Chair can rule the discussion of a specific point on the agenda *in camera* if he or she believes it to be in the best interests of students, provided that:-

.1 The Chair must do it before the agenda is set;

.2 The point must still appear in the agenda and abbreviated agenda;

.3 The discussion of the point must still be minuted, while the relevant part of the minutes need only be made available internally to the Student Representative Council and;

.4 The Student Representative Council can decide to overturn the decision of the Chair.

5 Minutes

5.4 All decisions of the Student Representative Council must be minuted.

5.5 The Secretary General must ensure that the complete minutes of each Student Representative Council meeting is made available to all students electronically

and at the Student Representative Council office, not later than five (5) University days after the meeting.

CHAPTER 3

1. THE ACADEMIC AFFAIRS COUNCIL

1.1 Composition

.1 The Academic Affairs Council consists of a Chair who is the President, a Vice-Chair who is the Vice President, two (2) SRC members namely secretary for legal and academic affairs and secretary for gender and health and two faculty Representatives.

1.2 Duties and powers

.1 The Academic Affairs Council represents the academic interests of students at the Student Representative Council and the University management.

.2 The Academic Affairs Council has the powers necessary for the performance of its duties.

1.3 Constitutional mandate

The Academic Affairs Council has a constitutional mandate to actively promote the rights of students contained in chapter 2, and specifically the right, under section 8(2), to quality education, academic support and transparent and justifiable assessment procedures.

1.4 Constitutions, rules and regulations

.1 The Academic Affairs Council may, upon approval by the Student Representative Council, accept any constitutions, rules or regulations, or amendments thereto, that organise its activities.

.2 The Student Representative Council may refuse to approve new constitutions, rules, regulations or amendments submitted by the Academic Affairs Council on the grounds of:-

(a) procedural unfairness; or

(b) incompatibility with the Academic Affairs Council's constitutional mandate or the constitutional framework of student leadership at the University.

CHAPTER 4

1. THE CAMPUS ACTIVITY BOARD

1.1 Composition of the Campus Activity Board

.1 The Campus Activity Board consists of a Chair and the Secretary-General, or his or her nominee, of each of the societies recognised in terms of the constitution of the Campus Activity Board, as well as any other members that are provided for in the constitution of the Campus Activity Board.

.2 The Chair (SRC Secretary General is the default chair) of the Campus Activity Board is appointed in the way prescribed in the constitution of the Campus Activity Board.

1.2 Duties and powers

.1 The Campus Activity Board represents the interests of all recognized student societies and that of the members of all recognized student societies of the University, in that capacity, at the Student Representative Council and the University management.

.2 The Campus Activity Board has the powers necessary for the performance of its duties.

1.3 Constitutional mandate

The Campus Activity Board has a constitutional mandate to actively promote the rights of students contained in chapter 2, and specifically the right to freedom of religion, belief and opinion under section 9 and the right to freedom of association under Section 12.

1.4 Constitutions, rules and regulations

.1 The Campus Activity Board may, upon approval by the Student Representative Council, accept any constitutions, rules or regulations, or amendments thereto, that organise its activities.

.2 The Student Representative Council may refuse to approve new constitutions, rules, regulations or amendments submitted by the Campus Activity Board on the grounds of:-

(a) procedural unfairness or;

(b) incompatibility with the Campus Activity Board's constitutional mandate or the constitutional framework of student leadership at the University.

The Societies may appeal to the Student Affairs against a refusal by the Student Representative Council under subsection (2).

CHAPTER 5

1. ELECTIONS

1.1 Student Representative Council general election

.1 The fourteen (14) Student Representative Council members referred to in Section 19(a) are elected once every calendar year in a free and fair general election in which all students may vote, with due observance of the provisions of Appendix 1 while five (5) Secretaries shall be appointed on proportional representation.

.2 Each student may cast his or her vote only once in a particular election and each student's vote carries the same weight.

.3 The Student Representative Council election must:-

(a) Take place during the first academic semesters;

(b) Must be held online on a single day.

1.2 The following elections may not overlap with the Student Representative Council election:-

.1 The election of the members of the Campus Activity Board, and the representatives of this body on the Student Representative Council and;

.2 The election of any of the direct or indirect constituent bodies of the student bodies mentioned in paragraph (a), including the election of Faculty Student Representatives.

2. An Independent electoral body will be established to run the SRC elections.

2.1 The outgoing SRC shall appoint two of its members into the Electoral Commission (EC) as non-voting members.

2.2 The EC shall determine the election dates in consultation with the Dean of Students.

3. The format of the election, who qualifies to run for the Student Representative Council, the duties and powers of the EC, the election complaints procedure and the announcement of results are determined in Schedule 1 to this Constitution, and this section must be implemented in accordance with Schedule 1.

4. Election of the Campus Activity Board

4.1 The Electoral Commission preside over the election of the Campus Activity Board.

4.2 The election date and time is scheduled by the Electoral Commission in consultation with the Coordinator of Campus Life and Student Development Programmes.

CHAPTER 6

1. COMMENCEMENT, REPEAL AND AMENDMENT

1.1 Commencement and repeal

No part of this Constitution will have effect retroactively.

1.2 Normal amendment process

.1 The following provisions are fundamental and may only be amended in a referendum with a signature of more than one thousand students: the preamble, Chapter 1, Chapter 2, Sections 18, 19, 21, 23, 26, 27, 40, 41, 42, Part 3.5, Chapter 4, Chapter 5, and Chapter 8.

.2 A proposed amendment to the fundamental provisions must be accepted by ten (10) members of the Student Representative Council voting for the proposed amendment during a Student Representative Council meeting before a referendum will be held.

.3 All provisions not mentioned in subsection (1) can be amended by ten (10) members of the Student Representative Council voting for the proposed amendment during a Student Representative Council meeting.

.4 The fundamental provisions listed in subsection (1) take precedence over any other provision of this Constitution.

1.3 Special amendment process

Notwithstanding section 53 any proposed amendment to any part of this Constitution will be put to referendum if:-

(a) the signatures of at least one hundred (100) students have been obtained in favour of the proposed amendment; and

(b) at least two thirds of Student Body have voted in favour of the proposed amendment.

1.4 Referendum

.1 The fundamental provisions of this Constitution listed in section 52, as well as any provision in terms of section 53, can only be amended by acceptance of the proposed amendment by the students in a referendum.

.2 A referendum takes place during a Student Representative Council election, as described in Appendix 1, and is organised by the Electoral Commission.

.3 Each student must get a reasonable opportunity to vote in a referendum.

APPENDIX 1: STUDENT REPRESENTATIVE COUNCIL GENERAL ELECTION GUIDELINE

Part S1: ONLINE VOTING SYSTEM

The BUSE portal online system shall be adopted as the voting platform.

PART S2: ELECTION CONVENOR(S) AND ELECTION COMMITTEE

1. Duties and powers of the Election Convener(s)

(a) The Electoral Commission has all the duties and powers that this Constitution ascribes to it.

(b) The Electoral Commission must ensure that every student who votes does so only once in a particular election and that each student who makes reasonable attempts will be able to vote if it is practically feasible.

(c) The Electoral Commission must supervise the SRC elections or by-elections.

2. Appointment and duties of Election Committee

The Electoral Commission shall consist of five (5) members under the supervision of the Dean of Students

The Electoral Commission shall:-

- Coordinate the nomination process;
- Announce election dates;
- Monitor the conduct of candidates and their supporters;
- Publicise the election to the students;
- Provide voter education;
- Prepare a voters' roll;
- Announce the results of the election;
- Submit reports and recommendations to the Dean of Students regarding the election;

- Publicise the nomination dates i.e. opening and closing of nominations;
- Receiving and acting on complaints regarding irregularities in connection with nominations, voting and candidates' conduct in the election;
- Compiling a list of candidates;
- Arranging meetings with candidates and their agents to explain the election guidelines;
- Keeping a record of the results and make them public to the university community and
- Announce election results.

3. Term of office

The term of office of the Electoral Commission shall be one year extending from the period of their inauguration to the time before the start of the next SRC general election.

4. Independence

(a) Registered students can apply to be considered as members of the Electoral Commission at a period stipulated by the Student Affairs Division which shall also hold interviews to select the Electoral Commission.

(b) The outgoing SRC shall appoint two of its members into the Electoral Commission as ex-officio members of the Commission.

(c) They must perform their duties impartially and without prejudice.

(d) No members of the Election Committee may run in the Student Representative Council election in the year of their appointment, even if they stop acting in these positions or are replaced before the election takes place.

5. Report

The Electoral Commission shall give a feedback report on the election and give recommendations to President of the Student Representative Council of the newly elected Student Representative Council and Student Affairs Division within two weeks from the announcement of results of the election.

6. Remuneration

The members of Electoral Commission shall be remunerated in accordance with the guidelines available in SRC Subscriptions policy.

PART S3: NOMINATIONS AND CRITERIA FOR CANDIDATURE

1. Nomination period

1.1 Nomination of candidates for the election must be lodged with the Electoral Commission through the Chief Election Officer not less than fourteen (14) days from the day of elections.

1.2 A nomination must be endorsed by at least ten (10) students entitled to vote.

1.3 A voter shall not be allowed to withdraw his/her nomination once the nomination form has been lodged with the Chief Election officer.

1.4 The Electoral Commission must prepare a list of nominations together with recent photographs of the nominees for the election.

1.5 Objections to nominations must be lodged the EC three days before the Election Day.

2. Procedure where too few nominations are received

If, by the last day for nominations, the number of suitable nominations received is equal to or less than the number of members to be elected to the Student Representative Council at that election, then:-

(a) The Electoral Commission must re-open nominations for a period of one (1) week and;

(b) should the number of nominations still be equal to or less than the number of available positions after the re-opening of nominations contemplated in paragraph (a), the Electoral Commission must declare the nominated candidates to be duly elected Student Representative Council members.

3. Availability of nomination forms

The prescribed nomination forms must be available at the SRC office and electronically for the duration of the nomination period.

4. Prescribed nomination form

The Electoral Commission must prescribe nomination forms that contain at least the following information:-

(a) the criteria according to which academic selection takes place and the right to appeal against the academic selection, as well as the place where such an appeal can be lodged;

(b) the rules on the placement of, distribution of and other restrictions regarding campaign material and;

(c) the time and place of the first meeting of the candidates.

5. Completion of nomination forms

The Electoral Commission must reject the nomination of a candidate if it does not contain at least the following:-

(a) the full name of the candidate;
(b) the signature of the candidate;
(c) the candidate's CV and
(d) Endorsement by at least ten (10) students

6. Academic requirements for candidature in the Student Representative Council election

6.1 The academic requirements for candidature in the Student Representative Council election exist to prevent situations where a member of the Student Representative Council resigns during his or her term of office for academic reasons.

6.2 In order to qualify on academic grounds a candidate must comply with the minimum requirements of having passed at least 80% of courses undertaken except for the presidential position where he/she should be in the final year of study and should have a 100% pass rate in one sitting.

6.3 A candidate's official academic record can be accessed to determine whether the requirements under sub-item (2) are fulfilled.

7. Academic disqualification

7.1 Candidates who do not comply with the academic requirements stipulated in item 12 are not eligible for election to the Student Representative Council.

7.2 The Electoral Commission must obtain the academic record of the candidates from the Registrar's office, and submit any cases where the candidate does not appear to comply with the provisions of item 12 to the committee contemplated in sub item (3).

8. Other grounds for disqualification of candidates

Apart from compliance with items 11 and 12, Electoral Commission must also reject the nomination of a candidate if the candidate:-

(a) has not been a student for at least one (1) semester.
(b) has been sentenced to imprisonment in the Republic of Zimbabwe or elsewhere for any misdemeanour without the option of paying a fine; or
(c) has been found guilty of any offence by the Disciplinary Committee of the University.

PART S4: FORMAT AND MARKETING OF THE ELECTION

1. Format of the election

The Student Representative Council election takes place as follows:-

(a) Votes are cast online and the voting method shall be simple, accurate, verifiable, secure and transparent.

(b) The proceedings of the election shall be open and be accessible to all registered students during the online voting period.

1.1 Online voting

.1 Election of ordinary candidates

(a) Voting is conducted electronically via internet.
(b) A mock election shall be conducted the day before election.

(c) The election shall be visible and students would see as the vote increases.

(d) The IT department shall explain and teach the participants on the modus operandi of the online system to each candidate or their agents.

.2 Election of International Students Representative

(a) All international students enrolled at Bindura University of Science Education shall be eligible to vote in the election of the International Student Representative.

(b) Voting shall be conducted electronically to ensure accessibility and transparency.

(c) International students shall be notified in advance of the election date, with information about the candidates and their platforms provided to facilitate informed voting.

2. Notice and marketing of the election

The Electoral Commission must inform all students by means of the publication of an election edition of Die Matie, electronic marketing, posters and in any other way, of the following aspects of the election:-

a) the period for which nominations are open and where the nomination forms are available; (the voting day(s).
b) the names, manifestos and experience of candidates;
c) the document containing the rules and procedures (determined by the Electoral Commission) regarding the nomination forms and campaigning;
d) any other material decisions that the Electoral Commission makes about any aspect of the election; and

e) the manner in which a complaint can be lodged before, during or after the election about the Electoral Commission, a specific election campaign or any other aspect of the election.

2. Candidates' conduct and responsibilities

2.1 Submit nomination forms together with a recent photograph (soft copy), course of the study, nominators, a brief curriculum vitae (CV) and a brief manifesto not more than 150 words.

2.2 Design posters and pamphlets which must be approved by the Electoral Commission before display.

2.3 Design posters and pamphlets which must be approved by the Electoral Commission before display.

2.3 Attend all meetings arranged by the Electoral Commission.

2.5 Adhere to deadlines set by the Electoral Commission.

2.6 No individual may claim alliance with another candidate or group without the approval of the Electoral Commission.

2.7 A candidate may be held accountable for the conduct of his agents or support team.

2.8 Candidates may campaign in any way that does not violate the law, University rules, this Constitution, Student Representative Council regulations or such rules as may be laid down by the Electoral Commission.

2.9 If a candidate or the helpers or supporters of a candidate act in violation of sub item (1) or (2), the Electoral Commission may instruct a candidate to remove or destroy election material, or to abandon the activities in question, or, where the conduct constitutes a misdemeanor or is seriously detrimental to another candidate(s), declare the candidature invalid after a careful and proper investigation.

3. Conduct of Voters

3.1 All registered students have the right to vote.

3.2 Voters are required to vote once.

3.3 No voter shall be allowed to give their password and registration numbers to prospective candidates.

3.4 Voters shall be held accountable if they are found promoting fraudulent behaviour.

3.5 A voter who discovers that his /her details have been used to vote without his/her consent must report to the Electoral Commission immediately and before voting ends.

4. Voting

4.1 Voting shall be online under the custodianship of the IT Department which shall ensure the security of the system to avoid rigging.

4.2 Voting shall take place at such hours as fixed by the Electoral Commission.

4.3 A voter may vote for up to the maximum number of candidates contesting for the posts.

4.4 All votes shall carry equal weight and candidates who obtain the highest votes should be deemed elected.

4.5 In the event of a tie, there shall be a by-election within the reasonable time frame as specified by the Electoral Commission.

PART S5: RESULTS AND COMPLAINTS

1. Results of the Election

1.1 The Electoral Commission shall announce the full results of the election as soon as possible after the online voting process is closed.

1.2 The Electoral Commission shall prepare a report on results providing the total number of the voters, and total polled by each candidate.

2. Complaints

2.1 Any irregularities with regard to nominations, the voting process.

2.3 A complaint about the campaign of a specific candidate must be lodged with the Electoral Commission, who must properly investigate the complaint and must announce its decision within reasonable time frame after the complaint was lodged and if the complaint is against members of the Electoral Commission, the complaint must be lodged to the Student Affairs.

2.4 If a complaint is lodged with electorate, the students affairs:-

(a) must handle the complaint with the necessary speed if harm will otherwise result;

(b) must consider the complaint against the principles of a free and fair Student Representative Council election that promotes involvement and participation.

3. Vacancies in the SRC

Vacancies in the SRC may be filled through a by-election or another method deemed fit by the SRC Executive Committee and approved by the Dean of Students.

9. INTERPRETATION

The Registrar shall be the Custodian of the Students' Union Constitution and shall also be responsible for Interpretation of the said Constitution to students.

10. REVIEW

This policy will be reviewed annually and updated as necessary to reflect changes in the University needs or financial regulations.

11. EFFECTIVE DATE

This Policy document shall take effect from a date to be set by Council or the Executive Committee of Council.

Recommended / ~~Not Recommended~~ — Date: 31/03/2025

Professor Eddie Mwenje
Vice-Chancellor

Approved / ~~Not Approved~~ — Date: 12/05/2025

Dr. Engineer. F. Mavhiya-Bhiza
Bindura University of Science Education Council Chairperson