





higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



PORT ELIZABETH
TVET COLLEGE

Document title:	SRC Constitution	
Formal document number		
Purpose of Document:	Guidelines for the SRC and student leadership	
Date Approved		
Version Number	3	
Issue date		
Review date		
PREPARED BY:	Student Support Services	
APPROVED BY:		
NAME and TITLE	SIGNATURE	DATE
SRC PRESIDENT		
Mrs. K. Matikinca: ACTING PRINCIPAL:		20/03/2025
MR. Buku COUNCIL CHAIRPERSON		20/03/2025

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321

Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

YOUR FUTURE STARTS NOW



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



PORT ELIZABETH TVET COLLEGE

SRC CONSTITUTION

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

YOUR FUTURE STARTS NOW



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



PORT ELIZABETH
TVET COLLEGE

Table of Contents

1. Preamble.....	5
2. Definitions.....	5
3. Aims and Objectives of the SRC.....	7
4. Eligibility to SRC membership (depends on the following criteria)	8
5. Establishment of the SRC	9
6. Election of the SRC	9
7. SRC Budget	15
8. Composition of the SRC.....	15
9. Duties of the SRC.....	16
9.1. The President shall	16
9.2. The Deputy President.....	16
9.3. The Secretary General.....	17
9.4. The Deputy Secretary General.....	17
9.5. The Treasurer.....	18
9.6. Media and liaison Officer.....	Error! Bookmark not defined.
9.7. Chairperson at campus level.....	Error! Bookmark not defined.
9.8. The Education and Transformation Officer.....	18
9.9. The Sports, Arts and Culture Officer.....	18
9.10. The Residence Officer	19
9.11. Diversity, Health and Wellness Officer (gender & disability).....	19
10. Student Committees.....	20
11. Student Decision Making Structures.....	21
12. The Term of Office of the SRC	25
13. Termination of Office of the SRC	26
14. Recalling of SRC Members	27
15. Vacancies	27
16. Amendment of the SRC Constitution.....	27

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

K.M
Ln



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



PORT ELIZABETH
TVET COLLEGE

17.	Review of the Constitution	28
18.	Dissolution of the SRC	28
19.	Recognition Policy for Student Formations, Clubs and Societies.	28
20.	Withdrawal of Recognition for Student Formations, Clubs and Societies.	29
21.	SRC Code of Conduct	29
22.	Interpretation	29

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

K.M

L.

YOUR FUTURE STARTS NOW



1. Preamble

We, the students of Port Elizabeth TVET College, to promote and encourage interest and commitment in the culture of learning, academic excellence, health and wellness of the students, do proclaim and establish this Constitution for the governance of the students of Port Elizabeth TVET College by the Student Representative Council.

2. Definitions

In this policy, unless the context indicates otherwise, the masculine includes the feminine and the singular includes the plural:

"**Academic Board**" means the body contemplated in section 11 of the Act.

"**Act**" means Continued Education and Training Act No. 16 of 2006 as amended.

"**Campus**" means a site of teaching and learning of Port Elizabeth TVET College.

"**Code of conduct**" means the approved Student Code of Conduct which includes the Disciplinary and Appeal process for censure of violations.

"**College Community**" means all Port Elizabeth College registered students as well as academic and non - academic employees of the Port Elizabeth College.

"**College**" means Port Elizabeth College and all its campuses.

"**College Rules and Regulations**" means the booklet of student rules as signed for by students upon registration.

"**Constituency**" means a body of students with vested interest on someone to meet their needs.

"**Days**" means the working days that excludes weekends, college, and public holidays.

"**Electoral Officer**" means the employee of an Independent Electoral Body Appointed by the PE College to oversee the SRC elections.

"**Finance Committee**" the official college committee that deals with all finance related matters of the college.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281

Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321

Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za



"**Finance Committee**" the official college committee that deals with all finance related matters of the College.

"**Manifesto**" means the promises made by an SRC candidate to students.

"**Member**" means a member of the SRC, and membership denotes the same meaning.

"**Presiding Officer**" means the Head Electoral Officer that is assigned by the appointed Independent Electoral Commission

"**Campus Chairperson**" Chairperson of the Campus SRC

"**Principal**" means the Chief Executive Officer and the Accounting Officer of the Port Elizabeth TVET College.

"**Secunder**" means any registered student at the PE College who concurs that the candidate may contest the SRC elections.

"**Senior Management**" means the Principal and the Deputies Principals.

"**Societies and Clubs**" —movements of established bodies for the purpose of academic transformation recognized by the SRC.

"**Student formations**" — student formations who complies with the criteria of being recognized by the SRC.

"**Student**" means any person registered in a particular year of the elections.

"**Student Code of Conduct**" see policy.

"**Student Parliament**" Student Parliament is a body that comprises of student leaders (SRC, Organizations, societies, and other leaders) where policies are discussed and SRC is held accountable.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



PORT ELIZABETH
TVET COLLEGE

3. Aims and Objectives of the SRC

- i. To fulfil the vision, mission, and values of the College by representing students at various college structures and committees.
- ii. To mobilise support from students at the College and actively participate in the pursuit, creation, and maintenance of an environment conducive to effective teaching and learning for all College students and academic staff.
- iii. To represent the students on the College Council, Academic Board, Student Campus Management, Financial Aid, Finance and Disciplinary Committees as well as relevant external societies.
- iv. To ensure that students make a full and rich contribution to the work of the SRC and College life in general.
- v. To promote unity and diversity amongst all students of the College.
- vi. To work for the educational, ethical and cultural advancement of the College.
- vii. To promote equality as described in the Constitution of the Republic of South Africa in all levels of the College particularly among students.
- viii. To report back to students on various campuses about SRC policies and activities and to communicate all relevant College information to students.
- ix. To advance co-operation and improved communication between all tiers of college and student management.
- x. To ensure that the mandate of the majority of students, with due consideration of all legislation, rights and responsibilities is taken forward.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

YOUR FUTURE STARTS NOW



4. Eligibility to SRC membership (depends on the following criteria)

To be eligible for nomination as a candidate for SRC election, a candidate must meet the following requirements:

- i. Must be a Full Time Registered student from NCV level 2 (COMPLETED PLP) Level 3 to level 4 and N4 (if L4 NCV), N5 to N6 Report 191 programmes (new students do not qualify).
- ii. Students who progressed to the next academic level and have Passed 7 subjects in NCV and 4 subjects in Report 191, with at least a **55%** average for all modules.
- iii. Students who comply with the student code of conduct of the Port Elizabeth College.
- iv. Must be a full-time student and must have been registered for a qualification at any of the Port Elizabeth College campuses.
- v. Must subscribe to and undertake to promote the Continued Education and Training Act (no16 of 2006 as amended) and Constitution of the Republic.
- vi. Must undertake to promote a culture of non- discrimination, non-racialism, non-sexism, a transformed and diverse culture that promotes reconciliation in the student community.
- vii. Must not have been convicted of any crime by any court of law in the Republic of South Africa.
- viii. The candidate / student should agree to undergo a vetting process as determined by the College. This should include consideration of academic performance. (Every Registration Cycle)
- ix. Must not be in a full-time employment during the duration of his/her SRC term.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za



5. Establishment of the SRC

- i. The SRC is the statutory body of the college established in terms of Section 14 of the CET Act (Act No. 16 of 2006 as amended).
- ii. The SRC shall operate at campus level.
- iii. SRC are members of any student organization of their choice.
- iv. The nomination of candidates shall be lodged with an Independent Electoral Body (IEB)/ IEC.
- v. Every member of the SRC is indemnified from all costs, losses, and expenses which they may incur or become liable for by the reason of any act or omission in discharging of their duties, unless the loss in question is caused by their own gross negligence, dishonesty, not following protocols and / intentional misconduct.

6. Election of the SRC

6.1. Election Rules

- i. Only Students Currently Registered in each year of elections shall be eligible to be nominated (students from NCV Level 2(completed PLP) level 3 to level 4 and N4 (if level 4 NCV), N5 - N6 Report 191).
- ii. During elections the “**proportional representation**” shall be implemented.
- iii. Should any organization fail to submit candidates that meet the eligibility criteria then they will not stand for elections.
- iv. Structures and Independent candidates may forward 3 names to the IEB/ IEC as observers during the duration of the elections.
- v. All student formations, societies and independent candidates recognized by the SRC shall contest for SRC elections.
- vi. All elections and by-elections will be by secret ballot and shall be free, fair and democratic.
- vii. All elections shall be conducted and supervised by a registered Independent Electoral Body. To render the elections valid, there shall be a 0% threshold of the registered students.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za



- viii. The election of the SRC shall be held annually in the month of March or any date prescribed if elections were not concluded.
- ix. In an event that the elections were not held as expected an interim SRC structure will be appointed by the college council.
- x. The interim SRC shall have the powers and duties of the SRC.
- xi. The interim SRC shall deliver SRC Elections within 60 days.
- xii. The interim SRC shall consist of members from recognized formations and independent candidates that contested the elections.
- xiii. Council must develop a policy with regard to the composition of the interim SRC

6.2. Voters Roll

- i. The IEB / IEC shall obtain from the Deputy Principal: Registrar or Campus Manager an alphabetical list of names of all registered students who are eligible to vote 3 days before elections.
- ii. The voters roll shall be posted at the official polling booths for no fewer than 3 college days.
- iii. All objections to the voters' roll must be lodged in writing with the Electoral Commission before the expiry of that period.
- iv. Alterations to the voters' roll shall only be made by the Independent Electoral official responsible.

6.3. Nominations

- i. The nominations must be submitted to the appointed electoral officer within a period of 1 weeks prior to the elections by recognized Student formations and independent candidates.
- ii. The nomination of independent candidates must be supported by 50+1 registered students at a Campus constituency.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

K.M

L.



- iii. The electoral committee, together with SSS shall consider the eligibility of the nominated candidates through a vetting process as stipulated in this constitution.
- iv. All nominations shall include the following:
 - a) The name, student number, programme, picture, contacts of the nominee.
 - b) Where applicable, the logo or name of the formation they belong to.
 - c) The Ballot paper must have faces of all independent candidates.
 - d) In the case of nominations submitted by recognized student formations, the ballot paper must have the logo of the organizations.
- v. Nominees shall be published on all notice boards of the SRC, Campus, Admin Centre and in the office of the Student Support Services.
- vi. Nomination Disputes shall be lodged in writing within 48 hours with the Electoral committee and Recognised Student Formations.
- vii. Nomination disputes can only be lodged by recognized student formations and independent candidates within the college.
- viii. Formations and independents have to submit their nominations within 30 days from the date of elections, failing to submit will lead to exclusion from the elections.
- ix. Each eligible candidate shall be expected to submit a clear Manifesto to the Electoral Commissioner stating the following:
 - a) Full name, programme, and student number.
 - b) All candidates to present a Recent ID photo and nomination form.
 - c) Candidates from Student Formations to also present the signature of the Chairperson of the respective constituency on the nomination form.
 - d) A copy of the Student Formation Logo (if affiliated).
- x. All candidates who do not comply with the above will be disqualified and will have to follow dispute resolution processes.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

K.M.
L.



6.4. Objections to Nominations

- i. No extension of dates shall be given. Concession shall be given if it is an emergency.
- ii. Such objections shall be in writing, signed and submitted to Electoral committee.
- iii. Electoral committee shall consider whether such objections are valid and shall have a final say on the validity of the objections.

6.5. Manifestos

- i. Manifestos shall be conducted at campus level by recognized student formations and independent candidates at a date to be announced by the electoral committee. Institutions to align academic schedule for SRC Elections.

6.6. Campaigning

- i. Campaigns shall only be allowed around campus but prohibited in classrooms and examination venues.
- ii. Only registered students at the college are allowed to campaign on the Election Day.
- iii. Mother bodies may assist with campaigning outside the premises of the institution.
- iv. Recognized Student formations members can wear their mother body regalia.
- v. No campaigning shall be allowed within a demarcated area around the voting station on the Election Day.
- vi. Recognised student formations and independent candidates who are proven to have disrupted election processes will be disqualified.
- vii. Candidates or Recognized Student formations who do not comply with the above will be disqualified and they'll have to follow the dispute resolution processes.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281

Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321

Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

K.M

L.



6.7. Voting Procedures

- i. Elections shall be conducted at campus level.
- ii. Voting stations to remain open 09:00 — 20:00. Classes to end at 19h00.
- iii. A potential voter shall only vote at the voting station after producing a valid ID and proof of registration should their name not appear on the voter's roll.
- iv. Any qualifying student (except grade 12) shall be allowed to vote for any candidate, Recognized student formation and society of their choice.
- v. Voting shall be by secret ballot. Ballot must include the IEB stamp.
- vi. Only the Electoral Commissioner shall have the right to disallow a student from voting, if they suspect that his/her presence shall jeopardise the process.
- vii. No voting for proxy or voting for more than one candidate shall be allowed.
- viii. Ballot papers marked for more than one candidate shall be deemed spoilt.
- ix. Ballot boxes shall be sealed before and after the voting.
- x. The Electoral Commissioner shall post the results of the elections on the SRC Notice Boards and relevant offices within 48 hours.
- xi. In the event of a tie, the chief electoral officer shall determine a procedure to break the tie in consultation with the party agents.

6.8. Counting

- i. Votes shall be counted immediately after the closing of the polls.
- ii. Counting must be done at the same venue where elections were held.
- iii. Only the following may attend the counting:
 - a) An election officer or his/her representatives
 - b) 2 x representative of the student organisations contesting the elections duly certified by the Electoral Commissioner.
 - c) 2 x representative of the independent candidates.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281

Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321

Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za



- d) Objections to vote counting shall be lodged in writing within 72 hours after the official closure of counting.
- e) After the conclusion of counting, preliminary results will be published on college notice boards, at the earliest feasible time.
- f) The final results will be published after the objection period has lapsed.

6.9. Election Report

The Independent Electoral Body shall submit a full report on the conduct of the elections and make recommendations for consideration by the SRC at its first sitting.

6.10. Constituting the SRC

- i. Immediately after the elections, the Principal shall convene a meeting of all the elected members and declare the SRC duly constituted.
- ii. The College Management shall empower them to function in accordance with the provisions of the SRC Constitution and the CET Act 16 of 2006 as amended.
- iii. The new SRC shall assume duties just after the induction process has been conducted.

6.11. Induction of the SRC

SRC members shall be inducted as a collective by the college within 21 days after the Election Day and this shall include the following:

- i. The induction programme shall not be less than three — five days minimum.
- ii. The College management shall put together the programme of induction.
- iii. An induction workshop on leadership and governance of the student body.
- iv. Signing declaration or commitment to serve the student constituency.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

K.M
L.



7. SRC Budget

- 7.1. The SRC shall be allocated a budget that shall cover the following:
- i. SRC privileges (may include the following but not limited to):
 - a. Telephone with airtime,
 - b. Computer with internet access,
 - c. Printer access.
 - d. SRC uniform.
 - e. Stipends.
 - ii. Continuous Training and Development
 - iii. SRC Uniform
 - iv. Student Events
- 7.2. The SRC shall be eligible to receive privileges as determine by the College Council in consultation with College Management and SRC members.
- 7.3. SRC members who do not perform their duties shall not receive such privileges.
- 7.4. SRC may avail SRC resources to recognized student formations, societies and clubs.
Depending on the available budget.

8. Composition of the SRC

- 8.1. The SRC shall be composed of eighteen (18) from each of the three campuses members in total.
- 8.2. The office bearers of the SRC shall be comprised of the following portfolios:
- i. President
 - ii. Deputy President General
 - iii. Secretary General
 - iv. Deputy Secretary General
 - v. Treasurer General

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281

Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321

Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

15



- vi. Education & Transformation Officer (1 per Campus)
- vii. Sport, Arts & Culture Officer (1 per campus)
- viii. Residence Officer (1 per Campus)
- ix. Health, Gender & Disability Officer
- x. Financial Aid Officers (1 per Campus)

9. Duties of the SRC

9.1. The President shall

- i. Preside over the meetings of the SRC and general student body.
- ii. Be responsible for the participation, reports, and behaviour of all SRC members.
- iii. Supervise all the work of the SRC to ensure conformity with the RSA Constitution, CET Act No 16 of 2006 as amended as well as the Rules and Regulations of the College.
- iv. Collate and ensure that activity reports, with associated budgets and signed minutes are presented to the SRC for approval.
- v. Be responsible for maintenance and enforcement of discipline among members of the SRC.

9.2. The Deputy President

- i. Shall deputize the President.
- ii. Shall assume the duties and responsibilities of the SRC President in his/her absence.
- iii. Present quarterly reports to the Student Support Services.
- iv. Assist the President in the performance of his/her duties.
- v. Consult the President on the approval of all reports which he/she must countersign.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281

Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321

Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

16

K.M
L.



- vi. Policy development.
- vii. Convenes the first Student parliament meeting.
- viii. Preside over disciplinary processes.

9.3. The Secretary General.

- i. Shall be the Chief Administrative Officer of the SRC.
- ii. Shall be responsible for maintaining the minutes of all SRC, student body meetings and all other records of the SRC.
- iii. Prepare annual reports on the overall work of the SRC.
- iv. Shall in consultation with the SRC and Student Support Services liaise with other institutions locally, nationally and internationally.
- v. Shall be responsible for the overall functioning of the SRC as well as convening the meetings thereof.
- vi. Consolidates reports from all campus secretaries.

9.4. The Deputy Secretary General.

- i. The Deputy General Secretary shall: - In the absence of the General Secretary, assume the duties and responsibilities of the secretary assigned by the SRC.
- ii. Be responsible for taking minutes of SRC meetings, organising logistics for meetings and events, and provide assistance to the secretary general.
- iii. Keep minutes, records and correspondence of all SRC meetings, disseminate to campuses, the general information that has to be disseminated to the student population via the Student Support Services.
- iv. Attend Academic board meetings.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za



9.5. The Treasurer

- i. Be responsible for the finances of the SRC.
- ii. Keep books, accounts and other records necessary to clearly reflect the financial position of the SRC.
- iii. Be Chief Guardian of all the property of the SRC.
- iv. Ensure the presentation of annual financial statements to the student body, Senior Management and Council of the PE College.
 - i. Must be responsible for the day- to- day campus SRC activities and have regular engagements with class representatives.

9.6. The Education and Transformation Officer

- i. Ensure that the students' academic needs are taken care of.
- ii. Liaise with the campus Student Support Services, Campus Managers, and class representatives regarding academic matters at campus level.
- iii. Reports to the SRC on all meetings attended with the campus management.
- iv. Represent students in the College Academic Board meetings.
- v. Ensure that all important information is disseminated to all students.
- vi. Ensure that all students are aware of the Rules and Regulations which may compromise their access to examinations.
- vii. Assist the students in maintaining the 100% attendance rate.
- viii. Assist in attaining proper contact details of all students.
- ix. Assist in verifying parent/guardian contact details for attendance reports.

9.7. The Sports, Arts and Culture Officer

- i. Serve on the Sports, Arts and Culture Committee of the college in conjunction with the Sports, Arts and Culture Officer.
- ii. Be responsible for relevant policies.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281

Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321

Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za



- iii. Assist the Sports, Arts and Culture Officer in finalising the sport, arts and culture calendar by March of each calendar year.
- iv. Assist the Sports, Arts and Culture Officer on all sports, arts and culture activities.
- v. With the assistance of the Sports, Arts and Culture Officer encourage and motivate maximum participation of students in these activities at Local, National and International level.

9.8. The Residence Officer

- i. Report to the SRC on Hostel/ Residence related matters.
- ii. Serve on the hostel committees.
- iii. Must reside in the hostel.
- iv. Liaise between the hostel students and hostel management.
- v. Ensure that all hostel residents are aware of the Rules and Regulations affecting them and that they comply with these rules accordingly.
- vi. Ensure that the documentation and requirements for occupants are explained and are completed before May or November of the previous year, according to the Residence Policies.
- vii. Serve on the Hostel Disciplinary Committee.
- viii. Liaise with Sheriffs on residence related matters.
- ix. Ensure that students adhere to the Hostel Code of Conduct.

9.9. Health, Gender & Disability Officer

- i. Deal with the health and safety of the student body.
- ii. Ensure that the SRC reflects the principles of gender equality in its programmes.
- iii. Interact with the Higher Health Coordinator on Campus to forge partnerships on health awareness programmes which will assist students.
- iv. Co-ordinating mental health awareness campaigns.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

K.M
L.



- v. Address issues of diversity.
- vi. Co-ordinate disability awareness campaigns.
- vii. Be responsible for addressing compliance with the preamble in so far as it relates to non-sexism and anti-discrimination is concerned, as well as section 9 of the constitution of South Africa.
- viii. Consult with the National Act on Gender an Equality to set targets for the implementation of the provision of the Act.
- ix. To ensure advancement of inclusive education by providing support to students with disability.

9.10 Financial Aid Officer

- i. Submits monthly reports to the Treasurer General.
- ii. Prepares a register for recording and reporting queries.
- iii. Keeps account and records of all the campus bursary related information.
- iv. In the absence of the Treasurer General can attend and participate in the Financial Aid Committee.

10. Student Committees

- i. Finance Committee,
- ii. SRC Disciplinary Committee,
- iii. Sports, Arts & Culture Committee,
- iv. Faculty/ Divisional Committee,
- v. Class Representatives,
- vi. Student Parliament,
- vii. Residence Committee.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281

Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321

Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za



11. Student Decision Making Structures

11.1. SRC Meetings

- i. Ordinary meetings of the SRC shall be held on a monthly basis. Executive SRC meetings will be held fortnightly.
- ii. The class reps shall act as a liaison between students & staff at the campuses and relay all matters of concern to the SRC.
- iii. The SRC shall meet with Student Support Services at least once a month.
- iv. The SRC President may convene a special or emergency meeting if circumstances require such a meeting. This will be done in conjunction with Student Support Office or Campus Manager.
- v. A quorum of the ordinary SRC meeting shall be fifty (50) per cent plus 1 of the SRC members present.
- vi. The SRC members shall elect among themselves any member to preside over the SRC meeting if both the President and the Deputy President are absent.
- vii. A written notice of an SRC meeting shall be sent to all members seven days before the meeting.
- viii. The Secretariat shall inform the Campus manager 48 hours before the meeting.
- ix. The SRC shall report to the students in an AGM at least once per academic year.
- x. The SRC shall submit written reports to Student Support Services every month.
- xi. The SRC shall submit reports to Council whenever they are requested.
- xii. Meetings of the SRC may not disrupt academic activities.

11.2. Mass Meetings

- i. The SRC shall hold mass meetings at least once per semester at every campus to report to students and to receive mandates.
- ii. The SRC shall give no less than seven (7) days' notice to the student body before convening such a mass meeting.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za



- iii. The SRC reserves the right to call a special mass meeting where an urgent need arises.
- iv. The SRC may convene an emergency mass meeting within a days' notice with written notice. Emergency meetings may be called by the SRC SG in consultation with the President or at the request of at least 7 members of the SRC after consultation with the President, SSS manager or the College Principal.
- v. Records of all mass meetings and or special mass meetings must be made available within 7 days after such meeting has taken place.

11.3. Student Parliament

The Deputy President shall constitute the student parliament.

11.3.1 COMPOSITION:

- i. (5) Five members per recognized student formation.
- ii. One (1) programme representative from class reps
- iii. All SRC members
- iv. One (1) member per society

11.3.2 The Student Parliament must be representative in nature, inclusive in character and consistent in its operation.

11.3.3 The SRC Deputy President must convene the first sitting of the parliament and facilitate the elections of the executive committee of the Student Parliament.

11.3.4 The Speaker elected must thereafter chair the proceedings of the Student Parliament.

11.3.5 The following are executive positions of the Student Parliament:

- i. The Speaker
- ii. The Deputy Speaker
- iii. The Secretary
- iv. Deputy Secretary

K.M.
L.



11.3.6 The Executive Committee of the Parliament must be elected at the first sitting of the Student Parliament each year. SRC members are not eligible to serve in the Student Parliament Executive.

11.3.7 Powers and Functions

The Student Parliament must:

- i. Deliberate on reports presented by the SRC and advise SRC's on way forward.
- ii. Make recommendations for consideration on SRC policy amendments.
- iii. Note and advice on the SRC's programme of action, as well as any other relevant matter(s).
- iv. Receive reports and evaluate the progress of the SRC and its affiliates in general.
- v. Monitor the functioning of the SRC on behalf of the Student Body in general and take student mandate.

11.3.8 Obligations

The Student Parliament must:

- i. Act in accordance with the vision, mission, and values of the college when exercising its powers.
- ii. Strive for cooperation and communication between the different student governance substructures.
- iii. Obligations of Members:
 - a) Members must individually and collectively serve the interests of the Student Body when formulating policies.
 - b) Perform the duties and functions allocated to them by the Constitution.

11.3.9 Meetings of the Parliament

- i. The rules pertaining to meetings of the SRC must apply at all Student Parliament meetings.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

K.M.
L.



- ii. Attendance of meetings of the Student Parliament is compulsory for all SRC members and other members as prescribed in Section 11.3.
- iii. Ordinary Meetings:
 - a. The first ordinary meeting of the Student Parliament must be held in the first academic term. Ordinary meetings of the Student Parliament must be held at least once per Quarter.
 - b. Parliamentarians must be granted a reasonable opportunity to put matters on the agenda of a meeting for a period of not less than three (3) working days but closing no later than two (2) working days before the said meeting.

11.3.10 Special Meetings:

- i. A Special Meeting of the Student Parliament must be held if and when The Speaker in consultation with the SRC calls such a meeting.
- ii. An SRC affiliate who is a member of the Parliament submits a written request to the Speaker/Secretary for such a meeting, accompanied by a written motivation for consideration at the meeting.
- iii. Notice of the date, time and venue of a special meeting with disclosure of the agenda must be given at least twenty-four (24) hours before such a meeting.

11.3.11 Quorum

- i. The quorum for the Student Parliament must be 50% +1 of the voting members of the Parliament.
- ii. In the event of a quorum not being present, the meeting must be postponed by the chairperson to a day within the next five (5) working days and the members then present must be a quorum.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

K.M
L



- iii. In the event of such a postponement notice of at least forty-eight (48) hours must be given to all members of the date, time and venue of the postponed meeting.

11.3.12 Minutes of Meetings

- i. The Secretary of the Student Parliament must keep minutes of the proceedings of each Student Parliament meeting.
- ii. The minutes of a Student Parliament meeting must be submitted to the following ordinary Student Parliament meeting for approval and thereafter signed by the Speaker of Parliament.
- iii. A document register must be kept of all documents considered by the Student Parliament and this register including the documents must be available at the reasonable request of any interested party.

11.3.13 Resolutions

- i. Resolutions may only be adopted in respect of matters disclosed by the agenda, provided that other matters may be added to the agenda if there is no objection thereto by any member present.
- ii. Resolutions must be adopted by an ordinary majority of vote of the members present.
- iii. A resolution adopted at a Student Parliament meeting must take immediate effect unless otherwise stipulated in the resolutions.

12. The Term of Office of the SRC

- i. The term of office of SRC members shall be ONE academic year.
- ii. No member shall serve (hold office) in the SRC for more than two (2) consecutive years.
- iii. The outgoing SRC shall continue to operate for a period not exceeding fourteen (14) days after the new executive and council members are elected in their new positions.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281

Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321

Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

K.M.
L.



- iv. If a member of the SRC ceases to be a student, he/she shall automatically cease to be a member of the SRC.
- v. A member of the SRC who is absent for three (3) consecutive meetings of the SRC without an excuse acceptable to the SRC ceases to be a member subject to the outcome of an appeal.
- vi. A member shall have the right of resigning from the SRC, and he/she shall cease to be a member when resignation has been received and acknowledged by the SRC.
- vii. If a member of the SRC ceases to be a member, he/she shall simultaneously forfeit any office in connection herewith.
- viii. Should there be a vacancy in the SRC, by-elections shall be conducted for the portfolio.
- ix. Where a by election is due to take place because of a vacancy in the SRC and further vacancies occur before the closing of nominations for proposed by elections, the original by- elections shall fill all the vacancies in the SRC.

13. Termination of Office for the SRC

The membership of any member shall be terminated if:

- 13.1. The term of which a member was elected comes to an end.
- 13.2. He/she terminates her/his studies at the Port Elizabeth College.
- 13.3. He/she is found guilty according to the Students Code of Conduct.
- 13.4. He/she fails to attend three or more consecutive SRC meetings without giving Valid/acceptable reasons.
- 13.5. He/she tenders his/her resignation letter to the SRC.
- 13.6. If A petition of not less than 50% +1 of registered students of a particular campus is submitted to Student Support Service.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

K.M
L.



14. Recalling of SRC Members

- 14.1. For independent candidate, a member may be recalled through a petition and signatures of not less than 50% +1 of registered students of a particular campus, and the list to be submitted to Student Support Services.
- 14.2. For an executive member of the SRC, a member may be recalled through a petition and signatures of not less than 50% +1 of registered students of the college, and the list to be submitted to Student Support Services.
- 14.3. Student organizations may recall their own members according to their own constitution with reasonable references of the processes that were followed and submitted to the SSS division within 72 hours of recallment.
- 14.4. All recallments are subjected to Council recommendations on the specific outcome.

15. Vacancies

Should 7 or more vacancies exist, through consultations between the remaining SRC members, Student support services and recognized student formations, by-elections need to happen within 21 days.

16. Amendment of the SRC Constitution

- 16.1. This Constitution may, at the request of the SRC or the SSS office, be amended with the approval of the College Council subject to such conditions as the College Council may determine.
- 16.2. Where a proposed amendment to the Constitution has been unsuccessful, a similar proposal may not be moved again until a period of six (6) weeks has elapsed.
- 16.3. In an event where 6 weeks has lapsed without a resolution of 16.2 the college in consultation with the SRC may continue with the amendments to the constitution.

Port Elizabeth Technical Vocational Education and Training College (TVET)

**Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za**

K.M
L.



17. Review of the Constitution

The Constitution will be reviewed by the college at intervals of two (2) years.

18. Dissolution of the SRC

- 18.1. The SRC may be dissolved by a resolution of the college students carried by no less than 50+1 registered student. This will be done in the form of a signed memorandum.
- 18.2. If there is no SRC, then re-election will be organized as per the election section of the constitution.
- 18.3. If the term of SRC has lapsed, the SRC will be dissolved by a resolution of the College Council.

19. Recognition Policy for Student Formations, Clubs and Societies.

- 19.1. At the beginning of each academic year the SRC must invite Student formations, Clubs & Societies to apply for recognition.
- 19.2. The invitation to apply for recognition will be open for a period of 4 weeks, no applications will be considered thereafter.
- 19.3. For recognition to be considered the following documents should be submitted
 - i. Application form
 - ii. Constitution of the structure.
 - iii. A memorandum of 50 signatures of registered students at the College who are affiliated with the student formation, 30 for a Club and Society must be submitted.
 - iv. A list of interim executives of the student formation, club and society, with their designations and contact details.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281

Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321

Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

28



20. Withdrawal of Recognition for Student Formations, Clubs and Societies.

- 20.1. Recognition of student formations, Club and Societies may be withdrawn due to the following transgression but not limited:
- 20.2. Student Formations, Clubs or Societies that are not complying with the relevant policies of the college (i.e SRC Constitution, Student Code of Conduct etc.)

21. SRC Code of Conduct

The SRC Code of Conduct must be attached to the Constitution of the SRC. [Addendum: 1]

22. Interpretation

- i. The Governing Council must provide interpretation of all student governance legislation should the meaning of the legislation be unclear and make a binding ruling where there's a dispute over interpretation.
- ii. The Governing Council may refer the dispute to an Independent Legal Representative for interpretation should it deem it necessary to make such a referral, and will consider the Advice and Interpretation given by the Independent Legal Representative and make its Final Decision accordingly.

1.1.1. In the case where the current SRC Constitution has been compromised, the CET Act will supersede the functions of the constitution.

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Signature.....Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

K.M
L.



higher education & training

Department: Higher Education and Training REPUBLIC OF SOUTH AFRICA



Date.....

(SRC President)

Signature *KMef*.....

Date *20/03/2025*.....

(PE College Principal)

Signature *[Signature]*.....

Date *20/03/2025*.....

(College Council Chairperson)

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

L.