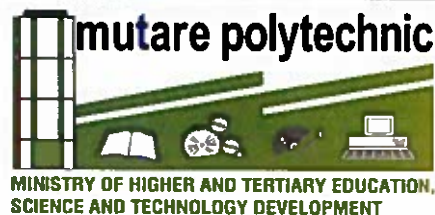




**ZIMBABWE**

Cnr Josiah Tongogara/Robert Mugabe Way  
P.O. Box 640  
Mutare, Zimbabwe  
Telephone: 263-20-63141/63153  
0772136934-5/0714900016-7/0735 054 661-2  
Telfax: 020-66912  
e-mail: [principalmutarepolytechnic@gmail.com](mailto:principalmutarepolytechnic@gmail.com)  
[www.mutarepolytechnic.ac.zw](http://www.mutarepolytechnic.ac.zw)



# **MUTARE POLYTECHNIC**

**'THE PACESETTER'**

## **STUDENT REPRESENTATIVE COUNCIL**

# **CONSTITUTION**

The Student Representative council  
Mutare Polytechnic  
Cnr Josiah Tongogara/Robert Mugabe Way  
P.O. Box 640  
Mutare, Zimbabwe

**11 MARCH 2016**

1.0 **NAME OF CONSTITUTION AND STATUS**

- 1.1 The constitution shall be called **MUTARE POLYTECHNIC STUDENT REPRESENTATIVE COUNCIL CONSTITUTION**. The constitution shall be a legal document and shall bind **all** members of the Student Representative Council.

2.0 **NAME OF COMMITTEE**

- 2.1 The committee shall be called Mutare Polytechnic Student Representative Council

3.0 **TERMS OF REFERENCE OF THE STUDENT REPRESENTATIVE COUNCIL**

- 3.1 The Student Representative Council shall report to the Principal's nominee through the Dean of students and shall:
- 3.1.1 Represent the student body in all matters relating to students welfare through dialogue and consultation
  - 3.1.2 Work with the Dean of Students, Heads of Division/Departments to promote and consolidate the creation of a healthy and conducive learning atmosphere in pursuit of academic excellence and freedom;
  - 3.1.3 Promote intellectual, scientific, cultural, physical, moral, religious, social, and economic development through the creation and participation of students in clubs and associations that foster such development;
  - 3.1.4 Promote peace and democracy and eliminate racism, tribalism, regionalism and gender bias and intolerance; and any stigmatization any form
  - 3.1.5 Work with various college committees to enhance the management systems of the college;
  - 3.1.6 Co-operate with various college Committees to enhance the management systems of the college
  - 3.1.7 Keep the Principal informed of the students' welfare through the Dean of students by conducting meetings with the Vice Principal at least twice a term;
  - 3.1.8 Adhere to college rules and regulation code of conduct and statutory Instrument 81 of 1999 without exception.

4.0 **COMPOSITION OF THE STUDENT REPRESENTATIVE COUNCIL**

- 4.1 The Student Representative Council shall comprise of eight (8) elected members namely the (1) President (2) Vice President (3) Secretary General, (4) Finance Secretary (5) Academic Officer, (5) Welfare and (6) Public Relations Officer, (7) Sports Entertainment Officer, (8) Gender Officer and two (2) committee members (one male and one female) who shall be co-opted by the SRC. The post of Gender Officer shall be reserved for female students.

5.0 **ELECTION OF THE STUDENT REPRESENTATIVE COUNCIL**

- 5.1 The election of the eight (8) members of the council shall be held within the last two weeks of the first term of the academic year of the Polytechnic
- 5.2 Candidates with good leadership qualities and are visionary shall submit their names to the Dean of Students through their respective Heads of Division/Department for vetting. Not more than 2 aspiring candidates shall be from 1 class. The decision of the Principal on those eligible to stand shall be final.
- 5.3 Vetting through interviews, for the aspiring candidates for the posts of President, Vice President, Secretary General and Finance Secretary shall be conducted by a panel appointed by the Principal.
- 5.4 All eight (Council) members shall be elected on a one person one vote basis through the ballot system.
- 5.5 Handover-takeover shall be done one week after elections whereby the outgoing office bearers hand over items to the incoming Council.

6.0 **ELIGIBILITY TO STAND FOR SRC SELECTIONS**

- 6.1 Students who would like to be elected into the council shall do so on condition that they;
- 6.2 have paid their fees in full shall be eligible to vote and shall be entitled to stand as candidates
- 6.2.1 Have not been found guilty of a criminal offence in a court of law;
- 6.2.2 Have been cleared by the Division on the basis of academics attendance and social standing.
- 6.2.3 Have not appeared before and have not been found guilty by the College disciplinary Committee or any other institution of higher learning of any case of misconduct;
- 6.2.4 Are above 22 years of age for the post of President and Secretary General;

6.2.5 Shall not be engaged in any racial, tribal, regional, gender or cause discrimination of aspiring candidates.

7.0 **CONDUCT OF ELECTIONS**

- 7.1 When an election becomes due and/or necessary, the Dean of Students shall notify the student body in writing the list of candidates who shall be eligible to stand.
- 7.2 A by-election shall be held within seven (7) days to fill in any casual vacant post/s.
- 7.3 If a candidate has no contestant for a post, a notice declaring the candidate/s duly elected shall be prepared.
- 7.4 After the establishment of a list of candidates, the Dean of Students shall allow a period of five (5) days (including weekends) for campaigning before the elections. **Campaigning must not disrupt the smooth flow of College Business.**
- 7.5 Candidates whose supporters engage in smearing or campaigning to discredit opposition candidates or disrupt the smooth running of the campaign shall be disqualified.
- 7.6 On election day, aspiring candidate shall be given a chance to address the electorate (student body) at the polling venue before polling.
- 7.7 Every qualified voter shall receive a ballot paper from the Polling Officers (Wardens or nominees). The voter shall identify himself/herself at the polling venue with a valid College ID.
- 7.8 No voter shall receive a second ballot paper unless he/she surrenders the first issue for immediate destruction.
- 7.9 The Polling Officers shall cross the voter's name from the list of voters (Departmental list of students) to prevent a voter from voting more than once.
- 7.10 When polling is completed, the Polling Officers in the company of Candidates/agents shall proceed to count the votes.
- 7.11 If the result of an election or by election cannot be determined because of a tie of votes, the Dean of Students shall announce the fact and an election for the tied candidates shall be held within five days.
- 7.12 When the result of an election or by election has been determined, it shall forthwith be announced in writing in the form of a memorandum to all the College's stakeholders by the Principal. Results shall be displayed on all notice boards within 24 hours of the election.
- 7.13 The Dean of Students shall conduct an inauguration of the SRC on a date, time and venue agreed by the Principal.

**8.0 DUTIES OF OFFICE BEARERS**

**8.1 PRESIDENT**

The President shall be the Chairperson and PR of the Student Representative Council and shall:

- a) convene and preside over meetings of the Student Representative Council;
- b) have a casting vote in the event of a tie;
- c) make representations on behalf of the SRC to the Principal, Dean of Students or any other responsible administrative official on any matters that concern the welfare of students;
- d) ensure the proper discharge and good conduct of Council members in their duties;
- e) act as the official representative of the student body except in circumstances which he/she is acting in his/her personal capacity
- f) prepare and submit an Annual Report on the work of his/her office to the Principal through the Dean of Students.

**8.2 SECRETARY GENERAL**

**8.2.1** The Secretary General shall be the administrator and official pen of the Council and shall

- a) conduct all correspondence;
- b) prepare notices and agendas of Council meetings in consultation with other council members.
- c) keep proper records of all general and SRC meetings;
- d) prepare and circulate minutes to College Administration, student body and Council members.
- e) assist the SRC in conducting its business in a proper and efficient manner.

**8.3 VICE PRESIDENT**

The Vice President shall:-

- a) In the absence of the President, due to any reason or cause, assume office as Acting President;

- b) Exercise all or any of the powers delegated to him/her by the President.

#### 8.4 **FINANCE SECRETARY**

The Finance Secretary **must** be a student with Accounting/bookkeeping knowledge who shall be responsible for the administration of council funds and in particular shall:

- a) Attend College Finance Meetings on invitation from the Principal or his/her nominee;
- b) keep in proper accounting form, records of all financial statements;
- c) liaise with the College Accountant in monitoring and controlling the disbursement of students' funds including the preparation of monthly statements on the use of students' funds. (i.e. preparation of Income and Expenditure Statements);
- d) be required to give a full and accurate financial report to the SRC on relinquishing office.

#### 8.5 **OTHER OFFICES**

8.5.1 **ACADEMIC OFFICER** – shall be responsible for any academic issues affecting the student body.

8.5.2 **WELFARE AND PUBLIC RELATIONS OFFICER** – Shall be responsible for:

- a) promoting the general welfare of students;
- b) receiving students' complaints and make representations to the College authorities through the Dean of Students;
- c) ensuring that a good image of the College is maintained by taking part in civic matters such as making donations to underprivileged members/groups of the local community; cleaning public places etc.
- d) any press releases with the sanction of the Principal;
- e) attending student disciplinary hearings.

8.6 **SPORTS AND ENTERTAINMENT OFFICER** – with the guidance of the College Sports Director, the officer shall:

- a) promote and coordinate sporting and entertainment activities within and outside College;
- b) cultivate interest in sporting and entertainment activities among students;

- c) organize function such as Miss Polytechnic and Mr. Ironman, film shows, discos etc.
  - d) prepare a sports and entertainment budget.
- 8.7 **GENDER OFFICER** shall be responsible for gender equity in academic, sporting and any related discipline among students.
- 9.0 **CONDUCT OF MEETINGS OF THE STUDENT REPRESENTATIVE COUNCIL (SRC)**
- 9.1 The President with the guidance of the Dean of Students shall convene the first meeting of new SRC members within forty-eight (48) hours of the inauguration in which members will take up their portfolios as provided for in the Constitution.
- 9.2 Notice and Agendas for general and other meetings shall be prepared and circulated to members after having been sanctioned by the Principal. For general meetings, seven (7) days' notice shall be given, whereas for extraordinary meeting, 24 hours' notice shall be given.
- 9.3 All meetings shall be convened from 1700 hours in order not to disadvantage members by not attending lecturers.
- 9.4 If members convene a meeting without the consent of the Principal, this will constitute an act of misconduct, such members shall have acted ultra vires and shall be disciplined for displaying such conduct.
- 10.0 **QUORUM**
- The quorum for any meeting of the SRC shall be two thirds membership i.e. 6 members. In the absence of a quorum the meeting shall be deferred to a future date.
- 11.0 **CONDUCT OF COUNCIL MEMBERS**
- 11.1 **No member shall:**
- 11.1.1 violate any college Rules and Regulations and Statutory Instrument No. 81 of 1999.
  - 11.1.2 engage in national politics while on campus;
  - 11.1.3 pursue personal interest instead of the welfare of the student body whilst on SRC business or any business relating to student affairs.
  - 11.1.4 take any matter to court and shall try to resolve all matters within the rank and file of the Ministry of Higher & Tertiary Education, Science and Technology Development

## **12.0 PENALTIES**

- 12.1 A Council member/s charged with breach of the Rules and Regulations of the College shall be treated like any other student whereby such a member shall appear before the College Disciplinary Committee. (Refer to the College Rules and Regulations /code of conduct and Sections 7; 8 and 9 of Statutory Instrument 81 of 1999). Depending on the gravity of the misconduct the member(s)/shall be withdrawn from the course, excluded from hostels, suspended from college, expelled from college, shall be given a warning or fined as specified in the code of conduct.

## **13.0 REMOVAL FROM OFFICE**

- 13.1 The Council member/s may vacate office:
- 13.1.1 through written resignation tendered to the Dean of students;
  - 13.1.2 Automatically by failure to attend two (2) consecutive meetings of the SRC without a valid reason;
  - 13.1.3 When the college makes a finding of gross negligence of duty or gross misconduct;
  - 13.1.4 When the student body passes a vote of no confidence on a member
  - 13.1.5 a by election to fill the vacant post/s shall be held within seven (7) days from date of vacating office

## **14.0 APPOINTMENT OF SRC INTERIM COMMITTEE**

In the event of the college or student body passing a vote of no confidence in the entire SRC, the Principal shall:

- 14.1.1 dissolve the entire SRC;
- 14.1.2 immediately appoint an Interim Committee which shall administer the welfare of students until such time that an election or by election is conducted
- 14.1.3 notify the college administration and the student body about the existence of such an interim Committee through a memorandum;
- 14.1.4 appoint an Interim Committee whenever they is need for such action

## **15.0 AMENDMENT**

Amendment of this constitution shall be by the Principal of Mutare Polytechnic in consultation with the student body

## **16.0 INTERPRETATION**



The interpretation of this Constitution in relation to its terms and spirit rests with the  
Principal of Mutare polytechnic

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