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# **Constitution of the Economic and Management Sciences Student Committee (EBSK)**

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**Ratification Conditional to addition of Preamble**



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## **1. DEFINITIONS**

- 1.1. Days: Academic days.
- 1.2. Undergraduate Student: A registered undergraduate student, including special students, in the Faculty of Economic and Management Sciences.
- 1.3. Postgraduate Student: A registered postgraduate student studying on the main campus in the Faculty of Economic and Management Sciences.
- 1.4. SIB: Society of International Business

## **2. NAME**

- 2.1. The name of the body that has adopted this constitution is the Economic and Management Sciences Student Committee (EMSC); Historically known and continued in reference as the Ekonomiese en Bestuurswetenskappe Kommittee (EBSK).

## **3. OBJECTIVES**

- 4.1. The EBSK represents the academic interests of all students in the Faculty of Economic and Management Sciences.
- 4.2. The EBSK, in collaboration with faculty staff, facilitates the discussion and addressing of academic matters that fall in the sphere of the Faculty of Economic and Management Sciences.
- 4.3. The EBSK is committed to effective communication with all students, with the goal of making them aware of especially those rights they have regarding academic matters, to ensure just and equitable conduct towards all students.
- 4.4. The EBSK represents the student body wherever representation is due.

## **4. COMPOSITION**

The following representatives make up the membership of the EBSK:

### **4.1. The executive of the EBSK:**

This is comprised of the Chairperson, Vice Chairperson and Head of Student Relations, Head of Student Experience, the Treasurer, and the Communication officer (Secretary). The election of each of these members is outlined in **6.1 Election of EBSK Executive**.

### **4.2 The Departmental Representative Branch of the EBSK:**

This is comprised of separately elected EBSK members which are responsible for relations within and projects relating to their specific departments/functional groups. The eight Departments to be directly represented on the EBSK by a representative are Business Management; Accountancy; Industrial Psychology; Economics; Statistics & Actuarial Science; Logistics; School of Public Leadership; Extended Degree Program (EDP) Students.

### **4.3. The Student Experience Branch of the EBSK:**

This is comprised of 5 elected EBSK Members who fulfil roles related to the improvement of student experience and the growth of the EBSK. The Portfolios and duties of these members are assigned by the Chairperson and Vice-Chairperson as outlined in 5 and the “General Portfolios” Policy Document. A permanent position within this branch of the EBSK is the Chairperson of the SIB (Society of International Business) which functions independently but in partnership with the EBSK.

## **5. DUTIES OF POSITIONS AND PORTFOLIOS (FUNDAMENTAL)**

### **5.1. Chairperson:**

5.1.1. Represents students on the Academic Affairs Council (AAC) and Faculty Board.

5.1.2. Assigns portfolios to committee members in collaboration with the vice-chairperson.

5.1.3. Chairs meetings.

5.1.4. Ensures orderly conduct at meetings.

5.1.5. Ensures that all members carry out their tasks in a full and complete manner.

5.1.6. Fulfils any other duties assigned to him or her as stated in this Constitution with additional guidance from the official EBSK Chairperson Guidance Document.

5.2. Vice-Chairperson and head of Student Relations:

5.2.1. in the capacity as vice-chairperson:

5.2.1.1. Represents students on the AAC and Faculty Board.

5.2.1.2.. Supports the chairperson.

5.2.1.3. Acts as chairperson during a meeting where the chairperson is absent or if the chairperson has resigned before the end of his or her term.

5.2.2. As the Head of Student Relations,

5.2.2.1. has responsibility over the proper functioning and guidance of the Departmental liaisons of the EBSK.

5.2.2.2. Manage the class representative structure.

5.2.2.3. Manage grievances in accordance with the EBSK Grievance Policy.

5.2.2.4. Seek to Understand and manage queries which are identified as complex or potential grievances by the departmental representatives.

5.2.3. Fulfils any other duties assigned to him or her as stated in this Constitution, with additional guidance from the official EBSK Vice-Chairperson Guidance Document

5.3. Secretary:

5.3.1. Is responsible for office maintenance.

5.3.2. Minutes the meetings and sends them to committee members within 5 days of the meeting.

5.3.3. Drafts the agenda points sent in by committee members and sends them to the chairperson and vice-chairperson for approval prior to meetings, at least 24 hours before the set meeting.

5.3.4. Manages the committee's email address.

5.4. Treasurer:

- 5.4.1. Acts as secretary during a meeting where the secretary is absent or if the secretary has resigned before the end of his/her term.
- 5.4.2. Manages financial planning and ensures that expenses are kept within budget restrictions.
- 5.4.3. Manages the settling of payments and accounts as stipulated by Stellenbosch University's official system for payments.
- 5.4.4. Drafts the annual budget in collaboration with the executive of the EBSK
- 5.4.5. Provides feedback on the financial position of the committee on a quarterly basis.
- 5.4.6. Attends compulsory training set out by the university management.

#### 5.5. Departmental Representatives

5.5.1 The Departmental Representatives of the EBSK are elected via departmental elections within the following departments/ Functional Groups: Business Management; Accountancy; Industrial Psychology; Economics; Statistics & Actuarial Science; Logistics; School of Public Leadership; Extended Degree Program (EDP) Students.

5.5.2 These Representatives have the responsibility to:

- Inform students about issues that have an influence on their academic success.
- Exhibit impartial and professional behaviour in issues that affect fellow students.
- Deal with enquiries and complaints in a confidential, objective and effective manner.
- Are responsible for the effective functioning of subcommittees if deemed necessary and meaningful by the representative and after consultation with the EBSK Chairperson and Vice-Chairperson.
- Manage and assist in the election of class representatives within their respective departments.
- Act as a representative of both undergraduate and postgraduate space in seeking their best interests in professional spaces. This includes, but is not limited to, acting as a liaison between industry and professional institutions and students.
- Maintain a healthy relationship with the Vice-Chairperson as head of Student relations to manage grievances in accordance with the EBSK Grievance Policy.
- Take up the role of student relations on a departmental level, therefore liaise between staff and students and strengthen the relationship of Faculty Staff to the EBSK.

## 6. GENERAL ELECTION PRINCIPLES

- 6.1. The election process must take place in the spirit of democracy and must focus on justness and the equitable treatment of all relevant parties.
- 6.2. The election process with regards to members of the committee takes place annually and is managed by the outgoing executive committee.
- 6.3. The term of any member on the committee runs from the beginning of the fourth term (with the specific starting day potentially varying from year to year, depending on the actual term dates) until the end of the subsequent third term.
  - 6.3.1. In the event of a failure to elect a new committee, for circumstances beyond the control of the outgoing executive committee, the outgoing committee will serve on the interim until the new committee has been elected.
- 6.5. Any undergraduate or postgraduate student within the faculty of Economic and Management Sciences can apply for the position of EBSK member. Postgraduate students are permitted to apply for the position of Departmental representatives.
  - 6.5.1. This is subject to the candidate meeting requirements outlined in Addendum A, if the candidate does not meet these requirements their application will be deemed unsuccessful.
  - 6.5.2. Potential candidates may appeal this decision with the election committee who will then review the decision and supply the candidate with feedback before the voting process.
- 6.6. The application period must be open for ten (10) days.
  - 6.6.1. The name of each candidate who applies for the position will be placed on the website or another suitable platform within five (5) days after the application period has ended.
- 6.7. Each applicant must submit a motivation of a maximum of three hundred (300) words.
- 6.8. Each student can vote for a minimum of one (1) applicant of their choice via the website or another applicable manner.
  - 6.8.1. Where there are no vacancies in the executive committee, each student can vote for a maximum of 5 applicants.
  - 6.8.2. Where there are any vacancies in the executive committee, each student can vote for a maximum of 6-8 applicants, thus the 5 positions of the student experience team and the applicable number of vacancies in the executive committee.
- 6.9. Students are given five (5) days to cast their votes.

6.10. The votes are received by the outgoing executive committee

6.11. The outgoing executive committee has the responsibility to announce the results within three (3) days after the close of the election process via the website, or another suitable manner.

## **7. Election and appointment of executive committee**

7.1. The election of the chairperson, vice-chairperson and the head of student experience is done through an internal election process.

7.1.1 Any outgoing members of the EBSK may apply for chairperson or vice-chairperson and head of student experience, subject to meeting the requirements in Addendum A.

7.1.2. An official election meeting, at least three (3) weeks before the end of the third term, will be utilised to allow the election of the new chairperson, vice-chairperson and head of student experience to take place.

7.1.3. All members of the committee must vote for the positions in question. If a member is absent, a proxy or prior vote must be cast and brought into the election process in a confidential manner by the outgoing chairperson.

7.1.4. Votes are counted by the outgoing chairperson and vice-chairperson. The vice-chairperson only takes part in the counting of the votes if he or she is not a candidate.

7.1.5. Where there is no candidate from the outgoing committee for the positions of chairperson, vice-chairperson or head of student experience respectively, the vacancies will be filled in the general EBSK election as set out in 6.8.2.

7.1.5. in such case of a vacancy, the positions which are vacant will be appointed from the elected EBSK members by a panel consisting of the outgoing executive committee and any incoming executive committee members elected in terms of 7.1.1

7.2. The secretary and Treasurer are appointed on the EBSK by way of the primary election and interviews instead of being solely democratically elected.

7.2.1. The EBSK applicants are given preference to be appointed in this position in the following way:

7.2.1.1. After receipt of the applications for the EBSK, the applicants are notified of the opportunity to apply for the positions of treasurer and/or secretary. Interviews will be conducted with such applicants and must be conducted after the commencement of the EBSK elections.



7.2.1.2. The applicants will be interviewed by a panel that consists of the incoming and outgoing executive with members included to be determined by the chairs.

7.2.2. If this process yields no results, applications must be open to the entire student body

## **8. ELECTION OF DEPARTMENTAL REPRESENTATIVES**

8.1 The election of Departmental representatives is separate and distinct from the election of the general EBSK. The election for departmental representative is isolated within each department where members of the EMS faculty can vote for their choice in each faculty.

8.2. Students are permitted to apply for both a position on the general EBSK and the position of Departmental Representative.

8.2.1. In the event of being elected to both positions, the decision of which position the student will occupy will be made by the outgoing chairperson and vice chairperson and the incoming chairperson in consultation with the student. Unless these people decide otherwise, the student will be the Departmental Representative.

## **9. DISCIPLINARY PROCEDURE**

9.1. If a member is absent without a valid excuse from three (3) EBSK meetings, if he or she is guilty of serious dereliction of duty, or if he or she tarnishes the good name of the EBSK, the AAC, the Students' Representative Council (SRC) or Stellenbosch University, disciplinary measures must be instituted against such a member

9.2. The EBSK disciplinary committee consists of a member of the executive committee, an EBSK Member, an EMS Student and a member of the AAC who have been elected in an equitable, just and representative manner.

7.2.1. There may be no double counting of roles in terms who forms the committee.

9.3. The EBSK disciplinary committee has, after the matter has been thoroughly investigated, power to make a ruling, which may include, but is not limited to, the temporary suspension of membership or permanent termination of membership.

9.4. At all times, the procedure followed by the EBSK disciplinary committee must be just and the member in question must be consulted in all actions. After the ruling, an appeal may be lodged with the Student Court within seven (7) days after the announcement of the ruling.

- 9.5. The member does not have the right to representation before the EBSK disciplinary committee.
- 9.6. If a member's membership is permanently terminated, a special meeting must be held by the EBSK, during which members decide on whether to elect a new representative.
- 9.7. If confidence has been lost with regards to the EBSK chairperson, vice-chairperson or a member, a motion of no confidence may be instituted against the person concerned. Clear and just precautionary measures must be present at the submission of the motion. Corroborative documentation must include, but are not limited to, at the minimum, the following:
- 9.7.1. A motion of no confidence to be submitted by a proposer and three (3) seconders at an official meeting.
- 9.7.2. Proof of internal evaluation in which is indicated that the chairperson, vice-chairperson or member takes cognisance of the situation.
- 9.7.3. At least three (3) written copies of formal communication between the chairperson and the member, or in the case of a motion against the chairperson, communication between the vice-chairperson and the chairperson.
- 9.7.4. A motion of no confidence must be voted in by a two-thirds majority vote at a formal meeting.
- 9.7.5. For a motion to be accepted, there must be at least nine (9) members of the committee in attendance at the meeting.
- 9.7.6. Minute-taking at this meeting is compulsory and absence of minutes will invalidate the decision.

## **10. Removal or resignation of departmental representatives**

10.1. Departmental representatives may be removed using the procedures set out above and additionally at the request of the Head of the Department which they represent, following a meeting between such Head of Department and the Chairperson and Vice-Chairperson of the EBSK.

10.1.1. The concerned departmental representative must be afforded the opportunity to make written representations prior to such meeting.

10.1.2. The departmental representative is not required to attend such meeting but may be invited.

10.2. For a departmental representative to resign, they must tender the chairperson and vice-chairperson a written letter of resignation.

10.2.1. In the event of resignation, an appointment process will be followed instead of an election process.

10.2.2. The appointment of a 'replacement' departmental representative will be done by the chairperson and vice-chairperson by considering the unsuccessful candidates in the departmental representative elections of that term.

## **11. AMENDMENT OF THE CONSTITUTION**

11.1. Any amendment of this Constitution requires approval by a two-thirds majority, as well as a quorum of seven (7) members of the committee, apart from paragraph five (5).

11.2. Motions for amendment of this Constitution must reach the chairperson at least seventy-two (72) hours before the meeting during which it is to be discussed.

11.3. All amendments of the EBSK Constitution must be ratified by the AAC.

11.4. An amendment of section five (5) requires a 75% majority vote.

11.5. A special meeting must be called for an amendment of the constitution.

11.6. Amendments to the roles and responsibilities of members, or other Policy documents not directly included within the constitution, require the above conditions to be fulfilled excluding point 8.3 regarding ratification by the AAC.

## **12. REPORTS**

12.1. Each EBSK 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 EBSK members.

12.2. After being reviewed by the chairperson and vice-chairperson, the secretary is responsible for compiling a consolidated report and distributing the report to the current and subsequent EBSK members.

12.3. The chairperson is responsible for producing a report that is made available to the faculty student body at the end of his or her term.

## 13. MEETINGS

### 13.1. General:

13.1.1. A general meeting of the committee is to be scheduled at least once every fortnight. 13.1.2. All the decisions of the committee must be documented in the minutes. The minutes of a meeting must be made available to the committee members within a week after the meeting.

13.1.3. The minutes must be approved, and any corrections made at the subsequent meeting.

13.1.4. A minimum of fourteen 70% of currently serving EBSK members constitutes a quorum at that meeting.

13.1.5. Departmental representatives are not required to be at every meeting; however, the attendance of some/all departmental representatives is at the discretion of the vice-chairperson.

### 13.2. Special:

13.2.1. A special meeting is convened for any extraordinary matters to be discussed or voted on by the members.

13.2.2. The only matter allowed on the agenda is the matter for which the meeting was called.

13.2.3. To call a special meeting, at least three (3) members must agree to the grounds for such a meeting to be called. The chairperson also reserves the right to call a special meeting.

13.2.4. A minimum of fourteen 70% of currently serving EBSK members constitutes a quorum at that meeting.

13.2.5. Departmental representatives are required to be at special meetings.

### 13.3. Voting Rights:

13.3.1. Each member of the executive committee and the student experience committee has one (1) vote, except the vice-chairperson.

13.3.2. The vice-chairperson has 2 votes: one in the capacity of a member of the executive and another in the capacity of the head of student relations,

13.3.3. The departmental representatives have no votes. However, the vice-chairperson must obtain input from the departmental representatives, where necessary, and is bound by the majority 'vote' of the departmental representatives as their vote in the capacity as head of student relations.

13.3.4. In the case of a split vote, the chairperson has the final say.

## **14. EXECUTIVE COMMITTEE**

- 14.1. The executive committee consists of the chairperson, the vice-chairperson, the treasurer, the secretary, and the Head of student experience.
- 14.2. The Executive Committee—
  - 14.2.1. Compiles the EBSK budget;
  - 14.2.2. Makes important decisions in urgent cases where it is not practically feasible to convene the EBSK;
  - 14.2.3. Must fulfil any other functions that this Constitution assigns to it
- 14.3. Decisions taken by the Executive Committee in terms of paragraphs 12.2.1, 12.2.2, and 14.2.3 must be approved by the EBSK at a later EBSK meeting to come into effect.
- 14.4. Any other decisions by the Executive Committee can be overruled by the EBSK at a later EBSK meeting.

## **15. MEMBER OF THE FACULTY BOARD**

- 14.1. The chairperson and vice-chairperson of the EBSK have seats on the faculty board.
- 14.2. A third member will be elected by the committee to sit on the board.
- 14.3. The EBSK members who serve on the faculty board must report back to the committee at the general meeting subsequent to the faculty board meeting.

## **16. Representative for Student Parliament**

- 16.1. According to the Student Constitution a member of the EBSK should be a member of Student Parliament.
- 16.2. This member should be elected in the fourth term in a just, fair and equitable manner.
- 16.3. Should the member not be able to attend a student parliament sitting for whatever reason they should elect a member to represent the EBSK.
  - 16.3.1. Should there be no EBSK Members available to attend the sitting the mandate to fill the vacancy falls on Student Parliament.

This Constitution of the Economic and Management Sciences Student Committee (EBSK) (Version 3.0) was amended and approved by the EBSK 2021/2022

# Addendum A

Addendum A outlines the requirements for candidates to be members of the EBSK.

A.1 Candidates must have the HEMIS credits set out in Table A1 at the time of application.

**Table A1: HEMIS credits based on June examination results in order to qualify to be a member of the EBSK**

Historic Years	0,5	1,5	2,5	3,5	4,5	5,5
HEMIS Credits	0,3375	1,16	2,0825	2,7	3,6	4,00

A.2 Candidates must not have a disciplinary judgement against them from the Central Disciplinary Committee of Stellenbosch University.

A.3 Candidates may be disqualified from becoming an EBSK member if they contravene the election rules set out by the executive committee.