

# **SOUTH AFRICAN STUDENTS' ORGANISATION**

**(S.A.S.O.)**

●

## **CONSTITUTION and STANDING RULES**

(Adopted as revised and amended at the 2nd  
General Students' Council, July, 1971, Durban.)

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## AMENDED CONSTITUTION

### PREAMBLE:

Whereas, we the Black students of South Africa, having examined and assessed the role of Black students in the struggle for the emancipation of the Black people of South Africa and the betterment of their social, political and economic lot,

and having unconditionally declared our lack of faith in the genuineness and capability of multiracial organisations and individual Whites in our country to effect rapid social change; and

### BELIEVING:

That:

- (i) Black students in South Africa have unique problems and aspirations pertaining to them;
- (ii) it is necessary for Blacks to consolidate themselves and close their ranks if their aspirations are to be met;
- (iii) there is a crying need in South Africa for Blacks to re-assert their pride and group identity.

AND

recognising the principles of the Kumasi Declaration of January 1971;

do commit ourselves to the realisation of the worth of the black man, the assertion of his human dignity and to promoting consciousness and self-reliance of the black community.

### HEREBY RESOLVE:

to adopt this constitution with the determination that unity and positive reawakening will result in the Black world.

## SECTION ONE

### NAME:

The name of the organisation shall be:  
**THE SOUTH AFRICAN STUDENTS' ORGANISATION**  
herein after referred to as SASO.

## SECTION TWO

### AIMS AND OBJECTS:

- (1) To promote contact, practical co-operation, mutual understanding and unity among all Black students in South Africa.
- (2) To represent the interests of students on all issues that affect them in their academic and community situation.
- (3) To heighten the sense of awareness and encourage them to become involved in the political, economic and social development of the Black people.
- (4) To project at all times the Black Consciousness image culturally, socially and educationally.
- (5) To become a platform for expression of Black opinion and represent these internationally.

## SECTION THREE

### MEMBERSHIP:

- (1) Membership shall be open to all Black students.
- (2) Organised school groups can apply en bloc for membership.
- (3) Affiliation shall be by:
  - (a) an SRC affiliating on behalf of the student body;
  - (b) a majority student body decision for affiliation;
  - (c) individuals affiliating directly through the Executive.10 or more individuals in a non-affiliated centre may constitute a branch.
- (4)
  - (a) Associate Membership may be granted to those Black groups and individuals who subscribe to the Aims and Objects of SASO as reflected in Section 2 (supra) but do not qualify for membership according to this Section of the Constitution.
  - (b) Such application shall be granted at the discretion of the Executive, subject to ratification by GSC.

## SECTION FOUR

### STRUCTURE:

- (1) The General Students' Council:
  - (a) Delegates from all affiliated centre and members of the Executive shall form the General Students' Council hereinafter called the G.S.C.
  - (b) The GSC is the highest policy-making body for SASO and it shall meet at least once a year at a time and venue to be decided by the Executive.
  - (c) A quorum shall consist of half of the Council voters, and of two thirds of the student centres with voting rights on the Council.
  - (d) Should the sitting not be quorate, the President may adjourn the meeting for not less than 24 hours but not longer than 48 hours at which time the Council shall be considered quorate.

- (e)
  - (i) Voting at GSC shall be by show of hands unless the Chairman, at his discretion, considers otherwise.
  - (ii) Voting powers at GSC shall be constituted as follows:
    - (a) For the first 100 or less each centre shall have three votes;
    - (b) For each additional three hundred (300) or part thereof, there shall be one vote in addition;
    - (c) No centre shall have more than 10 votes;
    - (d) Each member of the Executive shall be entitled to one vote.
- (2) (a) The Executive Council of SASO shall be constituted thus:
  - (i) President;
  - (ii) Vice-President;
  - (iii) Secretary-General;
  - (iv) Permanent Organiser;
  - (v) Director of Publications;
  - (vi) SRC Presidents of affiliated centres or the Chairman of the SASO Local Committee where there is only a branch or where there is no SRC.
- (b) At least three meetings of the Executive Council shall be held during its term of office.
- (c) The Executive Council shall hold office from one GSC to the next.
- (d) Eight members of the Executive Council shall form a quorum.

### 3. The Executive Committee:

- (a) The President, Vice-President, Secretary-General, Permanent Organiser and Director of Publications shall form the Executive Committee.
- (b) An student who is a member of SASO may be nominated to the Executive Committee.
- (c) The Executive committee shall be elected by secret ballot at a quorate GSC sitting.
- (d) Resignations shall be submitted to the Secretary-General in writing for consideration by Executive.
- (e) The Secretary-General and the Permanent Organiser shall be appointed by the GSC on a three-year basis, the appointment being subject to ratification by each annual GSC.
- (f) These staff members shall commence duties as soon as possible after appointment and shall continue until new appointments are effected.
- (g)
  - (i) Members of the Executive must attend all meetings.
  - (ii) Any member who absents himself from two consecutive meetings without good reason shall cease to be a member of the Executive.
  - (iii) Reasons for absence shall be communicated to the Secretary-General before such meeting.
  - (iv) Any member of the Executive may be compelled to resign if the majority vote of the Executive finds that he has acted against the interests of the organisation.

- (v) Members of the Executive may hold meetings as the need arises where the quorum shall be three members.
- (4) Regional Councils:
- (a) Regional Inter-SRC meetings shall be held regularly (NB: where there is no SRC, SASO Local Committee shall represent the centre.)
  - (b) A committee shall be formed with a convenor to promote the interests of the organisation within the region and co-ordinate its activities.
- (5) Local Organisation:
- (a) Each centre shall have a branch and/or local committee to put into effect recommendations, policy and practical projects of SASO;
  - (b) In the case of a centre having a local committee subsidiary to the SRC; policy shall be determined by the SRC;
  - (c) In the case of a centre having a branch, the branch may determine policy.
- (6) The Advisory Panel:
- (a) Composition:

The Executive shall compile a list of persons selected by the GSC who shall be:

    - (i) distinguished Black persons who will advise it on matters pertaining to finance, general administration, law, student politics and theology;
    - (ii) There shall be one Black person from each of the four regions in which SASO operates. The Provinces referred to are Eastern Cape, Western Cape, Transvaal and O.F.S. and Natal.
  - (b) Meetings:
    - (i) Generally meetings shall take place between touring Executive members and individual members of the Panel;
    - (ii) Where possible members will be invited to SASO gatherings, particularly those taking place in their provinces;
    - (iii) Where there is a real need meetings may be arranged between the whole Panel and Executive. At all times the Executive shall not necessarily be bound to follow the advice of the Panel.

## **SECTION FIVE**

### **POWERS AND DUTIES:**

- (1) THE PRESIDENT shall:
  - (a) be the Chief Executive Officer to whom Executive Council members shall be responsible;

- (b) wherever necessary represent the organisation;
  - (c) carry out the aims and objects of SASO;
  - (d) preside at all meetings of the GSC and Executive Council subject to the Rules of Procedure herein annexed;
  - (e) in conjunction with the Secretary-General issue statements on behalf of SASO.
- (2) THE VICE-PRESIDENT shall:
- (a) assist the President in the execution of his duties and deputise for him should he for some reasons be unable to carry out his duties;
  - (b) be responsible, together with the Secretary-General, for maintaining the international relations of SASO.
- (3) THE SECRETARY-GENERAL shall:
- (a) be the chief administrative officer of SASO;
  - (b) see to the application of the aims and objects of the organisation as have been from time to time interpreted in the minutes and resolutions of the Executive Council and G.S.C.;
  - (c) in conjunction with the President be responsible for fund-raising, for maintaining the finances of SASO and for keeping the books in proper order.
- (4) THE PERMANENT ORGANISER shall:
- (a) be the liaison between the Executive Council, the centres and the general membership of SASO;
  - (b) in pursuit of this duty, keep regular contact and visit all affiliated centres and shall at all times be available for emergency consultations with centres;
  - (c) in conjunction with the Secretary-General, conduct research into the most viable methods of programming community development projects and work out plans for involving students in such schemes;
- (5) THE DIRECTOR OF PUBLICATIONS shall:
- (a) in conjunction with the Secretary-General be responsible for all SASO publications which shall reflect the views and opinions of students and Black people on issues that affect their daily lives.
  - (b) and also, from time to time, publish other material and fact papers that would contribute to the formulation of a viable and strong feeling of self-reliance and consciousness amongst the students and Black people at large
- (6) SRC PRESIDENTS AND SASO LOCAL COMMITTEE CHAIRMAN shall:
- in their respective centres promote the interests of SASO and be in loco representatives of the organisation.
- (7) THE ADVISORY PANEL shall:
- (a) be expected to acquaint itself with the reasonable interests of the Black students in South Africa;
  - (b) be consulted by the Executive whenever the latter contemplates taking a controversial step and whenever long-term plans are being drawn up.

## SECTION SIX

### FINANCES:

#### (1) Affiliation Fees:

- (a) Constituent centres shall pay an affiliation fee of 50c per student enrolled at each centre not later than 30th April of each year.
- (b) Any centre failing to pay its affiliation fees prior to the commencement of a GSC sitting shall be deprived of its voting rights in the Council, unless the centre concerned gives the Executive a satisfactory reason.
- (c) In the event of a centre being granted its voting rights without having paid its fees in terms of Section Six (i) (b) the Executive shall fix a date by which the centre should pay the fees depending on the reasons put forward.
- (d) Local Committees may, where necessary, apply for special loans or grants to cover specific projects and/or administrative expenses where these exist, provided that the Executive shall use its discretion in making these grants;
- (e) Associate members shall pay an affiliation fee of R2.00 not later than 30th April of each year.

#### (2)

- (a) SASO shall be a body corporate capable of managing its own assets and liabilities;
- (b) The financial year of SASO ends on 30th April;
- (c) Books and/or records of SASO shall be audited annually before the annual GSC session.

#### (3) General Assets:

- (a) Bank Accounts shall be opened in the name of the organisation;
- (b) All payments shall be made by cheque, except in the case of Petty cash disbursements;
- (c) The Secretary-General and as many Executive members as possible next to the head office shall have their signatures registered with the Bank;
- (d) The signature of the Secretary-General and at least one other member shall appear on each cheque;
- (e) The Secretary-General shall be responsible for the custody of and shall keep a register of all capital assets indicating their location and their actual custodians.

## SECTION SEVEN

### AMENDMENTS TO THE CONSTITUTION:

1. Amendments to the Constitution shall be effected by at least a two-thirds majority of voting members at a quorate GSC sitting.
2. Notice of a motion to amend the constitution shall be sent to President one day before it is debated upon, and the President shall bring such notice to the attention of the GSC on the same day.



## **SECTION EIGHT**

### **SUSPENSION:**

Suspension of any part of this Constitution shall be ratified by a two-thirds of quorate postal votes not later than two months after such suspension.

## **SECTION NINE**

### **DISSOLUTION:**

1. The President acting on the instructions of the Executive Council, recognising the need for the dissolution of the organisation shall either:
  - (a) Convene an emergency or extra-ordinary GSC meeting which will vote on the matter, or
  - (b) In the event of any assets left after dissolution the Executive Council shall be empowered to distribute such assets to any Black welfare organisation as it deems fit.
2. Thereupon, the President shall issue a Press Statement about the dissolution.

## **INTERPRETATION CLAUSE**

1. Black shall be interpreted as reflected in the SASO Manifesto Policy.
2. Unless inconsistent with the context, words importing masculine gender shall also denote feminine gender.
3. Unless inconsistent with the context, SRC shall mean Students' Representative Council.
4. Unless inconsistent with the context, Executive shall mean the Executive Committee of SASO.
5. Unless inconsistent with the context student shall mean all those studying at institutions of learning, such institutions shall include universities, colleges, seminaries and post-primary schools.
6. Unless inconsistent with the context, region shall refer to a province, with the exception of the Cape, which has been divided into Eastern and Western Cape; each of which is regarded as a province.
7. Unless inconsistent with the context, centre shall mean an affiliate and shall also include branches.
8. In the event of any dispute arising as to the meaning or interpretation of any section of sections, sub-sections, clause or clauses, word or words of this Constitution, the final arbiter shall be the GSC.

## **ANNEXURE 1:**

### **KUMASI RESOLUTION:**

“Whereas we the students of the Africa continent,  
having realised the Africans' bitter experiences of slavery, colonialism, imperialism, neo-colonialism and racism and all their implications and ramifications;  
having realised the need for a reawakening of the continent and the peoples therein;  
having also realised the need for a union of the African peoples;  
having realised that slavery, colonialism, imperialism, neo-colonialism and racism have aborted the realisation of the aspirations of the African peoples; and  
having also realised the common plight of our brothers in some other continents;

NOW RESOLVE to organise ourselves, by this Kumasi Declaration, into the Pan-African Students' Organisation, herein after referred to as PASO.

## **ANNEXURE 2:**

### **STANDING RULES FOR THE CONDUCT OF SASO G.S.C. MEETINGS**

#### **1. GENERAL CONDUCT OF BUSINESS:**

- (1) 1. The business of the Council shall be conducted in accordance with the rules which appear below.
- (1) 2. The Chairman shall interpret these Standing Rules by means of a formal ruling either at his own instance or when requested to do so by a member of the Council. Where no provision is made in these rules to cover a point of procedure which may arise, the Chairman shall rule on such a point.
- (1) 3. Any member of the Council may contest the Chairman's ruling, and may explain his objection. The Chairman shall then have the right to explain his ruling, after which it shall be put to the vote without further discussion. A vote against the Chairman's ruling shall not be deemed a vote of no confidence in the Chair.
- (1) 4. Whenever the Chairman rises before or during debate any member then speaking or offering to speak shall sit down and all the members shall be silent so that the Chairman may be heard without any interruption.

#### **2. CHAIRMAN**

- (2) 1. The Chairman of Council shall be the President of SASO. In his absence the Chair shall be taken by the Vice-President.
- (2) 2. The President and/or the Executive may call on any member of the Executive to preside, provided that no objection is raised by the Council. If an objection is raised, the Council shall appoint a Chairman by show of hands, who shall preside until the President resumes the Chair.

- (2) 3. All questions for debate shall be put to the Council through the Chair. After a vote has been taken, the Chairman shall declare whether a proposal has been carried or lost.
- (2) 4. The Chairman shall have a deliberative and casting vote.
- (2) 5. These standing rules relating to the Chairman shall not be altered except by a two-thirds majority of the Council.
- (2) 6. At any sitting the Chairman may without notice make any statement or read any communication.

### 3. AMENDMENT OR SUSPENSION OF RULES

- (3) 1. These rules shall be **amended** by motion, and except where specifically stated in the Standing Rules that a two-thirds majority is required, a simple majority shall be sufficient. If any member of Council so requests, a sitting's notice of such a motion shall be given.
- (3) 2. Any rule may be **suspended** by a simple majority of the Council by a motion passed without notice. Such suspension shall only apply until the vote has been taken on the particularly question under discussion.

### 4. AGENDA:

- (4) 1. The Agenda shall be determined by the Executive, and presented to the Council for approval.
- (4) 2. Deletion of items from the Agenda, after it has been accepted by the Council, may be made without notice by a two-thirds majority of the Council. Changes in the order of the Agenda, after it has been accepted by the Council, may be made without notice by a simple majority.
- (4) 3. Order of Business:  
The business at ordinary and GSC sessions shall be proceeded with in the following order:
  - (i) Election of Chairman, if necessary;
  - (ii) Signing of minutes;
  - (iii) Statements, communications or business brought forward by the Chairman;
  - (iv) Business which by a resolution passed at a previous meeting has precedence;
  - (v) Matters adjourned from any preceding meeting;
  - (vi) Reports by committees, delegates, deputations or any other officers;
  - (vii) Submissions by the secretary of reports, communications, memoranda, petitions and applications dealing with matters of urgency;
  - (viii) Notices of motion and questions on matters appearing on the agenda;
  - (ix) Communications;
  - (x) General business.

provided that a member may at any time during the proceedings move as a **motion of course** that precedence be given to any matter appearing on the agenda and may briefly state the reasons for such motion. If such motion be seconded it shall be put to the vote forthwith without discussion and if carried the matter shall receive precedence accordingly.

## 5. QUORUM

- (5) 1. A quorum shall consist of half of the Council voters, and of two-thirds of the student centres with voting rights on the Council.
- (5) 2. Should the sitting not be quorate, the President may adjourn the meeting for not less than 24 hours but not longer than 24 hours at which time the Council shall be considered quorate.
- (5) 3. These Standing Rules relating to the 'quorum' shall not be altered except by a two-thirds majority of the Council.

## 6. VOTING

- (6) 1. The number of voters on the Council shall be determined in accordance with the provisions laid down in the Constitution.
- (6) 2. Voting shall be by a show of hands, except where the Council has accepted by a two-thirds majority that voting on any motion shall be by ballot. The decision to vote by ballot must be made after the motion has been tabled, but before it has been moved.
- (6) 3. In the event of there being a tied vote on any motion or amendment, the Chairman shall put the question to the Council again immediately without discussion. If the voting is again tied, the Chairman shall exercise his casting vote.

## 7. OBSERVERS

- (7) 7. Observers from affiliated centres shall be regarded as alternate delegates and have the right to speak and move motions but may not vote.
- (7) 2. Alternate delegates shall have no vote except where they replace delegates.
- (7) 3. With the permission of the Council, any other observers not designated in (7)1. above, may speak but may not vote.

## 8. MOTIONS

- (8) 1. A motion is a proposal moved or submitted at a meeting; when agreed to or resolved upon, it becomes a resolution;
- (8) 2. All motions shall be submitted in writing;
- (8) 3. Motions shall, wherever possible, be of an affirmative nature and begin with the word 'That';
- (8) 4. Every motion shall have a proposer and seconder. If a motion is proposed but not seconded, the Chairman shall read the motion to the Council and call for a seconder;
- (8) 5. Twenty-four hours notice of each motion shall be given by the distribution of a copy of the motion to each delegate, unless the motion is a procedural one, or unless there is no objection from the Council to the motion being taken immediately;
- (8) 6. If there is an objection to the motion being taken immediately, the objector shall have the right to give an explanation, after which the Chairman shall call for a vote immediately;
- (8) 7. An objection shall be sustained if at least one quarter of the voters present call for the twenty-four hours' notice;
- (8) 8. An objection must be lodged before the second speaker has entered the debate on the motion;

- (8) 9. Should Council agree to debate a motion without notice, and an amendment is then moved, the same procedure shall apply, but only to a first amendment;
- (8) 10. A motion of which no due notice has been given, or which is insufficient to describe the particular business proposed, cannot be put to the house for debate by the Chairman;
- (8) 11. Every notice of motion shall be in writing signed by a member giving notice;
- (8) 12. A two-thirds majority of Council may at any stage agree to postpone debate on any motion to a later sitting, or to a later stage of the same sitting.
- (8) 13. Motions put before Council from work groups, shall have been drafted and accepted by these work groups. The Chairman shall read through each one, calling for objections. Those to which there are no objections shall be moved as an omnibus motion. Those to which there are any objections shall be debated separately.
- (8) 14. The proposer and seconder of a motion shall have the right to withdraw their motion, but any members of the Council shall then have the right to re-introduce the withdrawn motion either immediately, or at a later sitting.

## 9. REVIEW

- (9) 1. When a motion has been accepted or rejected, discussion covering the same ground shall not be re-opened unless a motion, "That the motion/resolution be reviewed" is accepted by a two-thirds majority of the Council.
- (9) 2. There shall be no debate on the motion to review, but the mover of the motion shall have the right to give an explanation.
- (9) 3. The acceptance of a motion to review shall have the effect of re-opening discussion on the motion/resolution which had only been moved. The ordinary rules of debate shall apply, including the right to propose amendments, and the right to reply to debate.
- (9) 4. Any resolution which has been passed at any previous session automatically falls away when and if a resolution passed at a later session contradicts, modifies, or supplements its contents.

## 10. AMENDMENTS

- (10) 1. An amendment is an alteration made, or proposed to be made, in the terms or wording of a motion submitted to a meeting for adoption. It is sometimes extended to a motion proposed instead of or in opposition to another motion.
- (10) 2. All formal amendments shall be framed so that they may be read as independent motions.
- (10) 3. All amendments shall be submitted in writing, and shall, wherever possible, be of an affirmative nature, beginning with "That".
- (10) 4. Every amendment shall have a proposer and seconder. If there is no seconder the same procedure shall be adopted as in Standing Rule (8)4.
- (10) 5. The proposer and seconder shall have the right to withdraw their amendment, but any member of the Council shall have the right to re-introduce the withdrawn amendment before motion is put to the vote.

- (10) 7. An amendment must be relevant to the motion it is intended to amend, and must not alter the original motion in such a way as to make it virtually a new motion.
- (10) 8. The amendment shall be debated concurrently with the motion.
- (10) 9. If there be more than one amendment to a motion the amendment last proposed shall be put to the vote first and if carried the question shall be resolved accordingly.
- (10) 10. If the amendment last proposed be negatived the amendment proposed immediately prior to the last amendment shall be put to the vote.
- (10) 11. No further amendment shall be moved to a motion or amendment after the Chairman has commenced to take the vote upon such motion or amendment.

**11. MANNER OF PROPOSING**

All motions and amendments shall, unless otherwise permitted by the Chairman, be committed to writing and signed by the mover. Before they are spoken to by other members they shall be read from the Chair and be seconded.

**12. WITHDRAWAL OF**

- (12) 1. No motion or amendment shall be withdrawn after having been read from the Chair, or by the authority of the Chair, unless by permission of both the seconder and the meeting.
- (12) 2. A member may not speak upon such motion or amendment after the mover has asked permission for its withdrawal unless such permission was refused.

**13. ORDER OF DEBATE**

- (13) 1. Every member has a right as a member to propose a motion/amendment or to second one and to speak upon it if he is in order.
- (13) 2. A speaker is in order if he directs his speech directly to motion or matter under discussion or to an explanation or a question of order.

**14. ORDER OF PRIORITY**

If two (2) or more members rise at the same time to speak the Chairman shall determine to whom priority shall be given.

**15. GUILLOTINE OF CHAIRMAN**

- (15) 1. A member may not, except with the consent of the Chairman, speak for more than three (3) consecutive minutes on a subject.
- (15) 2. The mover of an original motion or of any amendment may however speak for five (5) minutes on such motion or amendment.
- (15) 3. The Chairman may apply his guillotine at the expiration of such time or after reasonable time has been allowed to members to express their views and the debate shall automatically stop.

**16. LENGTH AND SCOPE OF SPEECH**

- (16) 1. A member may not address the meeting more than once or any motion or amendment.

- (16) 2. The mover of an original motion may, however, speak to the motion and reply, but in replying he shall strictly confine himself to answering previous speakers and shall not introduce any new matter into debate.
- (16) 3. The right of reply shall not extend to the mover of an amendment which, having been carried, has become the substantive motion.

#### 17. **SECONDING**

The mere formal seconding of a motion or amendment shall not preclude the seconder from exercising his right to speak thereto at a later stage of the debate, provided however, that if in seconding it he has discussed such motion or amendment, the seconder shall be precluded from again speaking thereto.

#### 18. **QUESTIONS**

After any motion or amendment has been moved and seconded, or at least the conclusion of any speech thereof, a member may ask any question relevant to such motion or amendment.

##### (18) 1. **POINT OF ORDER OR PERSONAL EXPLANATION**

- (a) This question shall be raised with the view of calling attention to any departure from the prescribed or customary modes of proceedings in debates and discussions.
- (b) A member, whether he has spoken on the matter under discussion or not, may rise to a point of order, or in explanation, but such explanation shall be confined to some material part of his former speech which may have been misunderstood.
- (c) A member so rising shall be entitled to be heard forthwith.
- (d) He must state the point succinctly and confine himself strictly to the vindication of his own conduct.
- (e) The ruling of a Chairman on a point of order, or on the admissibility of a personal explanation, shall be final and not open to discussion.
- (f) Any member may at any stage challenge the Chairman's interpretation of the Standing Rules.
- (g) If the Chairman maintains his ruling he shall then hand the chair over to the Vice-President or any member of the Executive and defend his ruling.
- (h) After a reply from the challenger, the matter will be put to a vote without further debate.

##### (18) 2. **POINT OF INFORMATION OF CLARIFICATION OR ENLIGHTENMENT**

- (a) The Chairman may not disallow any such question, provided that the member to whom such question is directed may either reply thereto forthwith or require that notice thereto be given.
- (b) No supplementary questions may be asked except by the member asking the original question, and then only in clarification of the reply of such original question.

- (c) If the Chairman considers any of the questions to be frivolous or irrelevant he shall have the right to rule such question out of order.

#### 19. WITHDRAWAL OF

A question may with the consent of the meeting be withdrawn by the member intending to put it.

#### 20. FORMAL MOTIONS

##### (20) 1. Motion of urgency or exigency

(a) A member may direct the attention of the meeting to any matter which either does not appear on the agenda, or, if it does, of which no previous notice has been given, by stating briefly the subject of the matter and without comment thereupon moving "that the question to which attention has been directed be considered forthwith as a matter of urgency".

(b) If such motion is seconded and carried by a majority of two-thirds of the meeting, the mover shall be permitted without notice to bring the matter under consideration by way of motion or question, provided that no motion of exigency shall be in order during the consideration of any other question.

##### (20) 2. Motion To Review and Rescind

(a) A resolution passed during a session of the meeting may be considered at the same session of the meeting provided that a written notice thereof is given "that the matter be considered on a subsequent day of session".

#### 21. MOTIONS OF COURSE OR ORDER OF DEBATE

##### (21) 1. 'That consideration of the question be post-poned'

(a) A member may at the conclusion of a speech move that the consideration of the question be post-poned to a fixed date or sine die.

(b) Such motion must be seconded but need not be reduced to writing.

(c) The mover of such motion may speak for more than five (5) minutes, but the seconder shall not be permitted to speak beyond formally seconding it.

(d) The motion shall then be put without further debate. If post-ponement to a fixed date is agreed to (by the ordinary majority) the question shall be placed first on the list of questions for the day to which it has been postponed.

##### (21) 2. 'That the meeting do now adjourn'

(a) A member who has not already participated in the debate on the question then before the meeting may at any time, except in the course of a speech by another member or while a vote is being taken move "that the meeting do now adjourn".

(b) If the meeting does not by its vote agree to adjourn the Chairman may not accept another such motion until the period of half an hour has elapsed thereafter.

(c) A member may not on the same day move or second more than one (1) motion for the adjournment during the course of any one meeting.



- (d) No amendment to such motion may be moved except in relation to the period of adjournment.

**(21) 3. THE PREVIOUS QUESTION**

- (a) A member may at any stage of the debate move the 'Previous Question' in the following form: "That the question be not now put".
- (b) After the 'Previous Question' has been moved it shall be put to Council for debate and shall be subject to the usual rules of debates, except that the mover of the 'Previous Question' shall not have the right of reply.
- (c) Discussion on the 'Previous Question' shall supercede discussion on the motion.
- (d) Argument for the "Previous Question" shall not be a contradiction of the motion. The mover of the 'Previous Question' shall be required to show why the motion under debate should not appear in the Minutes of the Council, or why the question should not be debated.
- (e) Argument for the 'Previous Question' shall also not be a motion of postponement of debate, which is covered under (8)12 of these Standing Rules.
- (f) After discussion of the 'Previous Question', it shall be put to the vote. If it is carried the original motion falls away, and no Minutes of the debate are recorded at all. If it is defeated, debate on the original motion continues.

**(21) 4. "THAT THIS COUNCIL DO NOW RESOLVE ITSELF INTO THE COMMITTEE OF THE WHOLE"**

- (a) A member may at any time (after the confirmation of the minutes) during the meeting move "that this Council do now resolve itself into the Committee of the whole", and may briefly state the reasons for such motion. If such motion is seconded it shall be put to the vote forthwith without discussion.
- (b) If such motion be carried the place of meeting shall be cleared of all members of the public.
- (c) Wherever the meeting is sitting in committee the Chairman of the meeting at which it was resolved to sit in committee shall be the Chairman of the Committee.
- (d) These Standing Rules shall be observed at the private sitting, except the rules limiting the length of time and the number of times a speaker may speak, and the rule requiring a motion before discussion may take place.
- (e) A member may during the course of the discussion in committee move 'that this Council do now resolve itself out of the committee of the whole' and may briefly state the reasons for such motion. If such motion is seconded it shall be put to the vote forthwith without discussion.
- (f) Should the meeting have resumed without the question in committee having been disposed of the debate shall be resumed at the stage at which the meeting resolved to sit in committee.
- (g) All proceedings 'in committee' shall be strictly confidential, and shall not be minuted.

(21) 5. **"THAT THIS COUNCIL DO NOW RESOLVE ITSELF INTO THE COMMITTEE OF THE HOUSE"**

- (a) Any member may at any time during the proceedings of the meeting move "that this council do now resolve itself into the Committee of the House".
- (b) The Chairman may accept or reject the motion.
- (c) If the Chairman accepts then the mover must briefly state reasons and then the motion is put to a snap vote without any further debate.
- (d) The motion must be accepted by a simple majority of the House.
- (e) During this debate all rules of procedure are automatically suspended except that the Chairman shall continue presiding.
- (f) The debate shall be minuted in concise form.
- (g) This debate may be terminated either by a motion "that this Council do now resolve itself out of the Committee of the House", supported by a simple majority of the House or at the discretion of the Chairman.

**22. PUTTING MOTIONS TO THE VOTE**

- (22) 1. A debate shall be deemed to be concluded and the Chairman shall put the question to the vote when it appears that no further speakers desire to speak and the mover of the motion has replied, or has declined to exercise his right to reply.
- (22) 2. The opinion of the meeting can be taken by show of hands.
- (22) 3. Apart from fraud, the declaration of the Chairman that a motion is carried or defeated, according to whether there was a majority 'for' or 'against' is conclusive.

**23. MAINTENANCE OF ORDER AT MEETINGS**

- (23) 1. If a member misconducts himself, behaves in an unseemly manner or obstructs the business of any meeting or any committee thereof or challenges the ruling of the Chairman on any point of order or declines to withdraw any expression when required to do so by the Chairman, or indulges in tedious repetition or unbecoming language, the Chairman shall direct such member to conduct himself properly and resume his seat.
- (23) 2. In the event of a persistent disregard of the direction of the Chairman, the Chairman shall direct such member to retire from the place of meeting for the remainder of the meeting and may, if necessary, cause him to be ejected therefrom.

**24. CLOSURE**

- (24) 1. A member may, at any stage of the debate, move closure, which shall be accepted or rejected by the Chairman. If closure is accepted, it shall be put to the vote without discussion.

- (24) 2. Once the Chairman has accepted closure he shall call for and compile a list of all people wishing to speak to a motion in the order in which they indicated. Once closure has been put to the vote and accepted no further names may be added to the list.
- (24) 3. No amendment may be moved after closure has been accepted by Council.

## 25. EQUALISATION OF DEBATE

- (25) 1. Once closure has been accepted by the Council, and provided that no amendment is before the Council, 'equalisation of debate' may be moved to curtail debate further. 'Equalisation of debate' may be accepted or rejected by the Chairman, if accepted it shall be put to the vote without discussion.
- (25) 2. After 'equalisation of debate' has been accepted by the Council speakers shall speak alternately for and against the motion in the order in which they appear on the Chairman's list. A speaker loses his right to speak if his view is not opposed to that of the previous speaker.
- (25) 3. For the purposes of 'equalisation of debate', a speaker in favour of abstention shall be regarded as a speaker against the motion.
- (25) 4. If 'equalisation of debate' is approved by Council, the mover of the original motion shall retain his right of reply.

## 26. DEBATE SUPERCEDED

- (26) 1. Debate shall be superceded by:
- (a) A **point of order**, which shall relate only to questions of procedure.
  - (b) A **point of information**, which shall be a question to a particular person, who shall have the right of reply.
  - (c) A **point of clarification**, which shall be a statement of fact, or an explanation relating to a previous speech or vote.
  - (d) A motion to **postpone** debate.
  - (e) A motion to **adjourn** the meeting.
  - (f) A motion that **'the motion be not now put'**.
  - (g) A motion **suspending a Standing Rule**.
  - (h) A motion of **no confidence in the Chair**.

## 28. REPORTS

- (28) 1. Reports of work groups, or other committees or individuals appointed by Council, shall be drawn up as formal re-counting and explanation of events, and may include any opinions or recommendations which are relevant.
- (28) 2. Before a report is read, a motion shall be accepted "That the report be tabled". Thereafter the report may be read, and questions may follow for a time limited at the Chairman's discretion.
- (28) 3. No suggestions or criticisms relating to any aspect of the report shall be permitted except by motion.
- (28) 4. Before any report or section thereof is accepted by the Council, a motion "That the report be adopted" must be accepted.
- (28) 5. A report which has been adopted by Council shall be appended to the Minutes of Council, and circulated with the Minutes.

## 29. MINUTES

- (29) 1. Accurate Minutes shall be kept of every Council sitting.
- (29) 2. The Minutes shall contain the following information only:
- (a) The names of the members of the Council and the Centres branches which they represent.
  - (b) The names of observers representing any body which has accepted 'observer status' on the Council, and the bodies they represent.
  - (c) The names of the representatives of Affiliated bodies, and the bodies they represent.
  - (d) The text of every motion moved and accepted by the Chairman with the names of the mover and seconder, a statement whether the motion was carried, lost, lapsed, or withdrawn, and the number of votes in favour of it, against it, and the number of absences. Where the motion that 'the question be not now put' has been carried, the text of the motion shall not be recorded.
  - (e) Where a member desires it, the fact that he has voted for, against, or abstained from voting shall be recorded.
  - (f) A report of who was presiding over the Council, and of any changes which took place in the occupancy of the Chair.
  - (g) Rulings by the Chairman on the interpretation of the Constitution and, where the Council so desires, on matters of procedure.
  - (h) Recommendations put forward by members of the Council, where it is agreed that these should be minuted.
  - (i) Such explanations regarding the procedure followed by the Council as may be necessary to make other information given in the Minutes fully comprehensive.
  - (j) Summaries of speeches on any question which the Council requests, by a vote taken without discussion.
- (29) 3. A set of Minutes and appendages of each session shall be filed in the official SASO files.
- (29) 4. Each student centre, branches, affiliated body, 'observer organisation', constituent body, as well as each delegate to the Council, shall receive a copy of the Minutes and appendages.

## 30. GENERAL

- (30) 1. These Standing rules shall apply to all meetings of SASO, its committees, sub-committees, and organisations.

## 31. DEFINITIONS

- (31) 1. **Member** means any person present at a meeting who has the constitutional right to take part in the proceedings.
- (31) 2. **Sitting** refers to a single meeting of the Council.
- (31) 3. **Session** refers to a number of sittings which take place during the whole SASO Conference.
- (31) 4. A motion is **put** when the Chairman has asked the Council to vote, after which no further discussion shall take place.
- (31) 5. A **majority** of the Council refers to a majority of the voters present and voting.
- (31) 6. **Amotion** is accepted by the Council when it is approved by a simple majority except where provision is made that a two-thirds majority is required.