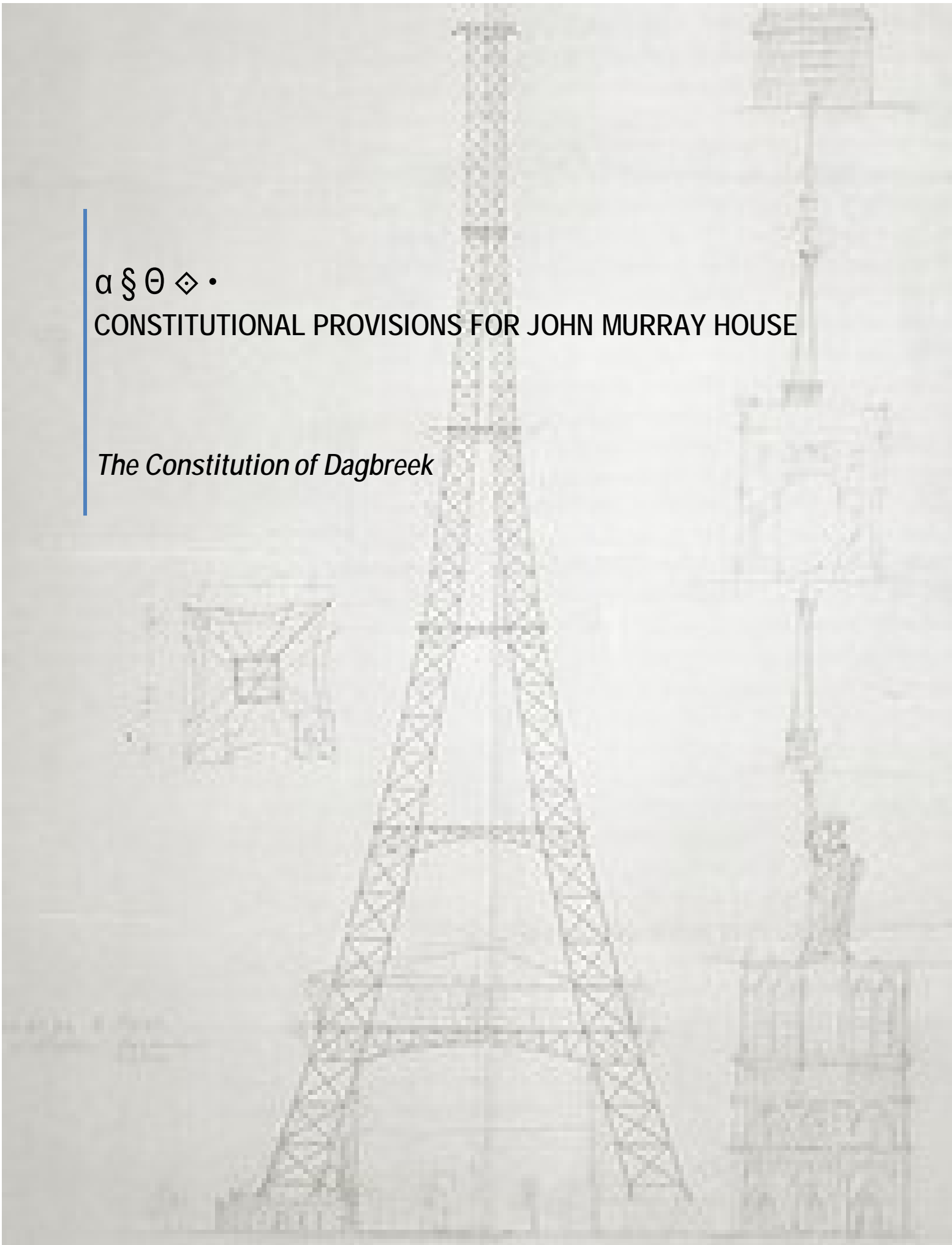


α § Θ ◊ •

CONSTITUTIONAL PROVISIONS FOR JOHN MURRAY HOUSE

The Constitution of Dagbreek





CONSTITUTIONAL PROVISIONS FOR JOHN MURRAY HOUSE (DAGBREEK)

CHAPTER 1: FOUNDING PROVISIONS

1. NAME

The name of this House was determined by the Council of the then University of Stellenbosch (now Stellenbosch University) to be John Murray House (hereafter **Dagbreek**).

2. DAGBREEK ETHOS

Dagbreek is the **House of Fame and Renown**, and has a proud and glorious past.

In Dagbreek we cultivate role models for the future to serve the Republic of South Africa in all fields. Dagbreakers are at the service of their fellow citizens and fellow Dagbreakers. Our aim is to nurture unity, tradition, the South African culture and Christian values, without the exclusion of other ways of thinking. The power of Dagbreek, with its unique character, lies in its diversity and the creation of opportunities for every individual.

The aim of Dagbreek as men's residence is to strive for excellence, with self-discipline and a sense of duty in the areas of:

- Academics,
- Culture,



- Sport,
- Citizenship, and
- Leadership.

Dagbreek is a feeling that, like a golden thread, is interwoven into the life of every current and former house member and that forms a part of every house member's lifestyle. As Dagbrekers, we associate ourselves with:

- Reciprocal respect for and interest in our fellow man;
- The forging of close friendships and the establishment of a timeless camaraderie;
- Gentlemanship towards all;
- Pride in that which we call our own and in the lasting of our mystery; and
- The protection and preservation of our House at all costs.

As Dagbrekers we are convinced that, if we pursue this ethos, it will lead to the formation and reinforcement of values and traditions of which all Dagbrekers, both in the present and in the future, will be proud, as has been the case in the past.

3. CONSTITUTIONAL SUPREMACY

3.1 The Constitution of Dagbreek must be in line with the Constitution of the Republic of South Africa, 1996, the Constitution of the University and the Student Constitution.

Where it is found that the Constitution of the House does not adhere to the above, amendments must be made as soon as possible by the Primarius and voted in by the House at the subsequent House Meeting.

3.2 All members of the House (as defined in Section 4) will be held accountable to this document from the moment they sign in as a member of the House.



- 3.3 By signing in, they pledge to adhere to and uphold the values and provisions set out in this document.
- 3.4 Any provision in the Internal Provisions (regulations) or any supplementary rule that comes into conflict with the Constitutional Provisions is void, and the Internal Provisions (regulations) and supplementary rules will be executed in accordance with the letter and spirit of the Constitutional Provisions.
- 3.5 Constitutional amendment will only take place upon the presentation of a motion and a two-thirds majority vote in favour thereof by the members of the House at a quarterly House Meeting, provided the meeting has a quorum.
- 3.5.1 The two-thirds majority vote is not applicable for the amendment of or additions to the Internal Provisions (house rules) (Chapter 5), where a “majority vote” is defined as 50% plus one vote.
- 3.5.2 The following terms are defined as follows:
- 3.5.2.1 “motion” is defined as a formal written proposal, presented to the Primarius at a time determined by him prior to the House Meeting, that deals with Constitutional matters, amendments and additions (including Internal Provisions) that require a vote by the House.
- Any proposals or suggestions must be presented to the relevant House Committee (HC) member and, if the HC member holds it to be relevant for the House’s attention, it can be submitted as a motion and heard in a House Meeting.
- 3.5.2.2 “Quorum” is defined as 50% of the total number of members resident in Dagbreek.
- 3.5.3 The Primarius is authorised to deviate from the Constitutional and Internal Provisions (regulations) of the House in an emergency situation and/or in an urgent matter, provided that such deviation is authorised by the House at the first subsequent House meeting thereafter, otherwise the validity of the deviation fails (see 13.1.4.2).
- 3.5.4 All Constitutional amendments must be authorised by the University Council.
- 3.6 Any motions that have been approved at the House meeting will:



- 3.6.1 If it is a constitutional matter, be updated by the Secretary within two weeks after the House meeting.
- 3.6.2 If it is an Internal Provisions matter, be updated by the Secretary under the relevant section and be recorded in the Motions register.
- 3.7 Every five years, the appropriate HC must work through the Constitution and ensure that it is as up to date as possible and relevant to the happenings in the Stellenbosch community. This process will be headed by the HC member for Constitution and Relevance.
- 3.8 Every House member must have easy access to the Constitution.
- 3.9 Any House member and/or HC member who contravenes the Constitutional and/or Internal Provisions of Dagbreek is subject to penal measures as determined by the House.

4. VALUES OF THE HOUSE

- 4.1 The values that will be worked towards, enforced and maintained are, but are not limited to:
 - 4.1.1 Mutual respect
 - 4.1.2 Brotherhood
 - 4.1.3 Human dignity
 - 4.1.4 Equality
 - 4.1.5 Unity
- 4.2 The House Committee of each year will draw up their own mission and vision for their year of service, and these must be in line with and further the ethos and values of the House and the Constitution of the Republic of South Africa, 1996.
- 4.3 Any conduct, decision or decree that is contrary to the above calls for an immediate hearing in front of the House Committee and the Residential Head, during which the member's fate as resident will be discussed and determined objectively and unprejudicially.



5. MEMBERS OF THE HOUSE

- 5.1. Members of the House are those who have endorsed the Act of Admission and have confirmed so with their signature.
- 5.2. Senior members are those who have been enrolled as students at Stellenbosch University in a previous year, have been resident in Dagbreek for a year and have signed the Act of Admission. They must also currently be resident in Dagbreek and must be third year historically at the University. Second-year students are Quadjarre and do not enjoy the status of senior members.
- 5.3. First-year students are full-time enrolled students at the University, resident in Dagbreek for the first time.

6. LANGUAGE POLICY

- 6.1 In the spirit of inclusivity and equality, the official administrative languages of the House will be English and Afrikaans, extending, but not limited, to:
 - 6.1.1 All forms of official written communication
 - 6.1.2 Section, committee or any other meetings
 - 6.1.3 Oral announcements
- 6.2 House Meetings will be conducted in English, unless, at the discretion of the Primarius, conducting said meeting in Afrikaans will lead to smoother proceedings and more efficient communication.
- 6.3 The Primarius must consider the following factors (including, but not limited to) in choosing Afrikaans as the alternative language:
 - 6.3.1 The majority spoken language in the House
 - 6.3.2 The entire House's proficiency in Afrikaans
 - 6.3.3 The effectiveness of the alternative language as form of communication to all the members of the house



6.3.4 Inclusivity and equality

- 6.4 There is no requirement in terms of language when it comes to the resident's participation in House meetings, although logic should prevail as to which language one chooses to address the Primarius, Vice-Primarius or the House Committee.
- 6.5 English and Afrikaans should be used for the purpose of all written communication, unless:
- 6.5.1 The communicator is not proficient in Afrikaans; or
 - 6.5.2 The communication is urgent, in which case only English may be used.



7. FINANCES

- 7.1 The HC is responsible for the application and administration of the House funds.
- 7.2 The Treasurer is responsible for the receipt of fines.
- 7.3 House funds are to be used for:
 - 7.3.1 Maintenance of clubs or societies of the House.
 - 7.3.2 Improvement of facilities in Dagbreek.
 - 7.3.3 Any other purpose approved by the HC and the House.

CHAPTER 2: THE GOVERNING BODIES

8 HOUSE COMMITTEE

8.1 Composition

- 8.1.1 The HC consists of the Primarius, Vice-Primarius and 16 members elected by the House (Chapter 3) and authorised by the Council.
- 8.1.2 The Secretary and the Treasurer are selected by the Primarius and Vice-Primarius with confirmation by the Residential Head prior to the first HC meeting, if such newly elected HC member agrees to take up said position.
- 8.1.3 At its first meeting, the HC chooses (an) additional member(s) to the Executive Committee from among its own members (see Section 8.1).

This (these) additional member(s) must have served as (a) House Committee member(s) in a previous term.
- 8.1.4 The various portfolios in the HC, as comprised in Chapter 6 and the Portfolio Reports, as well as portfolios deemed necessary for the efficient functioning of the HC, are allocated by the



Primarius in consultation with the Executive Committee, according to applications submitted by the HC members and provided that competency and effective administration will be the criteria for allocation, and not years in the House.

8.2 Duties and powers of the House Committees

8.2.1 The HC serves as the governing body in the House and, as such, will be accountable to the Council for the good order of the House and the execution of all decisions of the Council.

8.2.2 The HC, as representative body of the residents of the House, is responsible for the execution and performance of all duties and powers assigned to it in the Constitutional and Internal Provisions and the Portfolio Reports.

8.2.3 Each HC member is in control of the portfolios as assigned to him and, in the execution thereof, is directly accountable to the HC and the House and in urgent cases to the Primarius or the Residential Head.

8.2.4 HC members are officials of the University Council and are jointly and severally liable for the execution of their duties with respect to first-year students as defined in the relevant annexure.

8.2.5 The HC is accountable to the House with respect to the execution of its duties, provided that this must occur before the end of the third semester.

8.2.6 The HC members must at all times be familiar with their portfolios and have their intentions therewith available for House members.

8.2.7 At the end of a term, each HC member must submit a complete, typed out portfolio report to the Secretary, per portfolio.

8.2.7.1 The operations for said portfolio must be set out; and

8.2.7.2 details and recommendations should be mentioned that may be of value for future HC members.

Each HC member has a duty to execute what is expected of him from the Portfolio Report and can be held accountable according to this document by the Primarius, Vice-Primarius, his fellow HC members and the House.



8.2.8 The HC is empowered to lay down rules to supplement the Constitutional and Internal Provisions from time to time, provided that such rules will not conflict with the Constitutional and Internal Provisions of the Council, and provided that such new rules are authorised by the House upon the first subsequent House Meeting, otherwise the validity of such rules and/or amendments fails.

8.2.9 Upon transgression of any House rule by any House member, the HC is empowered to punish the perpetrator by way of a monetary fine or community service hours. Serious transgressions will be dealt with in terms of Section 7.4.

9 THE EXECUTIVE COMMITTEE

9.1 The Executive Committee (EC) consists of the Primarius, the Resident Warden, the Vice-Primarius, the Secretary and additional HC member(s), not necessarily the Treasurer, elected at the first meeting of the HC.

9.2 The Committee acts in all urgent matters and executes commands of the HC and the House.

9.3 The EC must keep the HC informed at all times of decisions taken by the EC; and makes suggestions regarding matters for discussion at the HC meeting. At the meeting, the HC has the right to serve a voting motion regarding any decisions of the EC.

10 THE DISCIPLINARY COMMITTEE

10.1 The Disciplinary Committee consists of the Primarius, the Vice-Primarius and the additional members of the EC.



- 10.2 HC members and any member of the House may report any transgression to the Disciplinary Committee which, in their opinion, is of a serious nature. The Disciplinary Committee must decide whether a *prima facie* case exists and, if so, must notify all parties of the procedure to be followed.
- 10.3 The matter must be properly viewed in context and investigated.
- 10.4 Every matter is dealt with on its own merits. There is no predetermined fine structure or maximum punishment, provided that a transgression of the University rules may require expulsion or suspension from the House and must be referred to the Disciplinary Committee of the Vice-Rector.

11 MENTORS

11.1 Composition

11.1.1 Election procedure:

11.1.1.1 Head mentor:

- 11.1.1.1.1 The head mentor must be at least a 3rd-year student.
- 11.1.1.1.2 The head mentor must have served at least one term as a mentor in the House of Fame and Renown.
- 11.1.1.1.3 The head mentor is elected by the mentor body of the previous year, with the Primarius and Vice-Primarius having power of veto.
- 11.1.1.1.4 The head mentor will, in consultation with the HC of mentors, be responsible for the co-ordination of the mentor programme as supplied by the University and compiled by the HC of Mentors.
- 11.1.1.1.5 He will further, alongside the HC of mentors, co-ordinate the mentor programme for the rest of the year.

11.1.1.2 Mentors:



11.1.1.2.1 A candidate must be at least in his 2nd year of study at the time of application.

11.1.1.2.2 Mentors are selected by a committee created by the HC of mentors and the Vice-Primarius/Primarius, which may or may not include the previous head mentor and HC of mentors, as well as other independent advisors.

11.1.1.2.2.1 Each member of the House who wishes to serve as a mentor must submit his CV to the new HC of Mentors, along with a motivation for wanting to serve as Mentor.

11.1.1.2.2.2 Further, an interview will be conducted by the HC of mentors and the new head Mentor.

11.1.1.2.3 A shortlist is drawn up and is then presented to the Residence Head for approval.

11.1.2 The term commences from the beginning of the academic year until the end of the academic year.

11.1.3 First-year groups, preferably in sections, are allocated to a mentor by the HC of mentors, with consultation by the Head Mentor and the relevant mentor.

11.2 Duties and powers

11.2.1 A mentor takes responsibility for all first-year students under his supervision and serves as a co-ordinating link between them and the Resident Warden and the HC, so that all facilities available to first-year students in the residence and externally are utilised optimally.

11.2.2 He gives the necessary counselling and assistance to first-year students with respect to academic problems, student matters, personal problems and social customs.

11.2.2.1 If the first-year students experience problems of a serious nature, the Primarius or Resident Warden must be informed, and he will then handle referral to the University and/or Counselling Services at his discretion.



- 11.2.3 He must submit the details of every first-year student in his group to the Resident Warden.
- 11.2.4 There rests a binding obligation on each mentor to treat the personal details he collects from each first-year student in his group as strictly confidential. He must command the respect of the first-year students through his exemplary deeds.
- 11.2.5 He must contact the parents of the first-year students in his group:
 - 11.2.5.1 In the first term of the academic year in order to make contact with their parents (mention that the relevant student falls into the relevant mentor's group; assure them of the desire to assist and advise in all aspects; invite them to discuss the interests of the first-year students with the mentor).
 - 11.2.5.2 Later in the academic year (during the 2nd and 3rd term) in order to report on the conduct, academic achievement and work ethic of the first-year students.
 - 11.2.5.3 On special occasions e.g. illness of the student, death of one of his family members, etc.
- 11.2.6 He must at all times act within the rules of the University, as he is an employee of the University and receives remuneration from the University.

12 THE SECOND-YEAR COMMITTEE

- 12.1 The purpose of the Second-Year Committee is to organise social activities, to promote and improve the unity, spirit and pride of the House, and to unify the second-year students into forming a strong and unified body.
- 12.2 The Second-Year Committee falls under the Vice-Primarius, who will attend their meetings if and when necessary.
- 12.3 The nomination of the second-year leader and the committee is regulated under Chapter 3.
- 12.4 The second-year leader is the chair of the weekly "QJK".
- 12.5 The Committee's duties include, but are not limited to:



- 12.5.1 The construction of the food stall for the annual Vensters productions, in conjunction with the MAD₂ partners
 - 12.5.2 To organise a second-year dance as well as second-year T-shirts.
 - 12.5.3 To aid the Primarius, the Vice-Primarius and any of the HC members in the execution of their duties should they be called upon to do so.
- 12.6 All and any activities planned and organised by the committee need the authorisation of the Vice-Primarius. Further, anything of importance must be communicated to the Vice-Primarius as soon as possible if the information has any effect on the House

13 THE FIRST-YEAR COMMITTEE

- 13.1 The purpose of the First-Year Committee is to organise social activities, to promote and improve the unity, spirit and pride of the House, and to unify the first-year group into a strong and unified body.
- 13.2 The First-Year Committee falls under the Vice-Primarius, who will attend their meetings if and when necessary.
- 13.3 The nomination of the first-year leader and the committee is regulated under Chapter 3.
- 13.4 The first-year leader will have a turn to speak at the weekly first-year meeting, run by the Vice-Primarius.
- 13.5 The duties of the committee include, but are not limited to:
 - 13.5.1 Organising a first-year dance as well as first-year T-shirts.
 - 13.5.2 Aiding the Primarius, the Vice-Primarius and any of the HC members in the execution of their duties should they be called upon to do so.
- 13.6 All and any activities planned and organised by the committee need the authorisation of the Vice-Primarius. Further, anything of importance must be communicated to the Vice-Primarius as soon as possible if the information has any effect on the House.



14 AUTHORITY AND REPRESENTATIVES

- 14.1 The executive authority of the House vests in the Primarius, assisted by the EC and the HC.
- 14.2 The highest authority in the House vests in the House meeting.
- 14.3 The Primarius will act to the outside as representative of the House, and where he cannot act himself, he will appoint the Vice-Primarius or a member of the HC or a member of the House.
- 14.4 The Primarius or his authorised representative will represent the House at Prim Committee meetings.
- 14.5 The Second-Year and First-Year Committees have no authority over the respective year groups. Their role is merely administrative in nature.
 - 14.5.1 They serve as the voice of their year group when requested by the Primarius, Vice-Primarius and the HC.

CHAPTER 3: ELECTION OF GOVERNING BODIES

15. NOMINATIONS

A fixed amount/fee must accompany the written acceptance of nomination, the amount of which is determined by the body running said election.

15.1. The Primarius

- 15.1.1 Written nominations for the office of Primarius, duly signed by a proposer and 10 seconders, must be submitted to the Poll Convenor on the day as determined by the Poll Convenor.
- 15.1.2 Only members who have already served on the HC may be nominated.
- 15.1.3 After being notified of their nominations, each nominee must submit a written declaration to the Resident Warden in which he declares:
 - 15.1.3.1 that he is prepared to accept the nomination;



15.1.3.2 that, if elected, he will act in the interests of the whole House to the best of his abilities and in accordance with the Constitutional provisions; and

15.1.3.3 that he will accept service for the period as prescribed by the Council and in accordance with the provisions laid down by the Council.

15.1.4 A nomination for the office of Primarius simultaneously serves as a valid nomination for the office of Vice-Primarius and/or HC member.

15.2. The Vice-Primarius

15.2.1 Written nominations for the office of Vice-Primarius, duly signed by a proposer and 10 seconders, must be submitted to the Poll Convenor.

15.2.2 Only members that have already served on the HC may be nominated.

15.2.3 After nominees have been notified of their nominations, each nominee must submit a written declaration to the Resident Warden in terms of Section 7.1.3.

15.2.4 A nomination for the office of Vice-Primarius simultaneously serves as a valid nomination for the office of HC member if such member wishes to stand.

16.3 The House Committee

16.3.1 Written nominations for the office of HC member, duly signed by a proposer and nine (9) seconders, must also be submitted to the Poll Convenor.

16.3.2 If fewer than seventeen (17) nominations are received, there is an appeal to the House and the nomination period is extended.



17 PRESENTATION PROCEDURE

- 17.1 Each nominated candidate must submit a short policy declaration and experience list to the Poll Convenor, who will make it known in an appropriate manner.
- 17.2 The names of candidates will be made known by the Poll Convenor only after the final academic approval of candidates has been completed by the Administration of the University. Only the names of successful candidates will be made known, at the Convenor's discretion.
- 17.3 Candidates are presented to the House during a caucus, co-ordinated by the Poll Convenor and his team.

18 ELECTION PROCEDURE

- 18.1 The election of the Primarius, Vice-Primarius and House Committee will take place in the third term.
- 18.2 The election of the Primarius will take place first, followed by the election of the Vice-Primarius and lastly of the House Committee.
- 18.3 The 16 nominated candidates for the House Committee who receive the most votes in the election will form the House Committee.
- 18.4 The HC appoints a Poll Convenor from the Senior House before the election.
 - 18.4.1 The Convenor has a choice to accept or not.
 - 18.4.2 A maximum of five members, of which none may be a nominated candidate, are appointed by the Poll Convenor in consultation with the HC.
- 18.5 The votes of all house members carry the same weight.
- 18.6 Elimination:
 - 18.6.1 If there are more than three (3) candidates for Primarius or Vice-Primarius, the House must, by way of a secret vote, hold an elimination round so that there are only three candidates, namely the three candidates having won the most votes in said elimination round.



- 18.6.2 In case of an election among three candidates, each house member entitled to vote has only one vote. The candidate winning by an absolute majority (one more than half of the votes cast) at the poll is appointed into office.
- 18.6.3 If no candidate in the election (named in 9.6.2) wins by an absolute majority, a subsequent election is held between the two candidates having won the most votes.
- 18.7 Each voter is allowed one vote in both the Primarius and Vice-Primarius elections, and a minimum of 10 votes and a maximum of 16 votes in the HC election.
- 18.8 If two or more candidates receive the 16th most votes, the Poll Convener has to inform the House that an emergency vote will take place before the announcement of the successful candidates. This vote is to be done via secret ballot and has to be done within one hour. At the end of this hour, all successful candidates will be announced.
- 18.9 The result of the election is furnished in writing by the Poll Convener to the Resident Warden, and the latter will be responsible for announcing it to the House and to send it as recommendation of the House to the Residence Committee of Council.
- 18.10 If the House has voted for the new Primarius or Vice-Primarius and a new Primarius or Vice-Primarius has been elected, the Poll Convener will light a fire in the prayer room/HC room at 18:00 that afternoon and the smoke issuing from the chimney will signal to the house members that a new Primarius or Vice-Primarius has been elected. The new Primarius or Vice-Primarius will be announced in the dining hall that evening.
- 18.11 The complete results with the voting totals for all candidates must be submitted to the newly elected Primarius.

19 VACANCIES

- 19.1 If there is a vacancy in the office of the Primarius,
- 19.1.1 the Vice-Primarius will be approached and asked whether he is prepared to take up the position.



- 19.1.2 Upon the affirmative, an election will be held within a week or when such an election is practical, whereupon all members that are eligible to vote will elect the Vice-Primarius in as Primarius, subject to a majority vote.
- 19.1.3 Upon the negative, the election process re-opens and members who were eligible during the previous election period become eligible once more.
- 19.1.3.1 Sections 7.1 and 9 will govern this procedure.
- 19.2 If there is a vacancy in the office of the Vice-Primarius,
- 19.2.1 the members of the House Committee are eligible to stand for the position.
- 19.2.2 Nominations will be opened, whereupon sections 7.2 and 9 are applicable.
- 19.3 If a vacancy occurs in the HC before the orientation week of the relevant year starts, a member is co-opted from the unsuccessful candidates who won the most votes in the election after the cut-off.
- 19.4 If abovementioned vacancy cannot be filled, an election must be held in the week after MAD².
- 19.5 If a vacancy occurs later during the year, a by-election must be held as soon as is possible.

20 THE SECOND-YEAR COMMITTEE

- 20.1 Nominations for the Second-Year Committee and second-year leader must be opened following the announcement of the new HC members and close within a week of opening.
- 20.2 Only resident first-year students are eligible to vote.
- 20.3 Seven (7) additional members are elected who will comprise the Second-Year Committee with the second-year leader.



21 THE FIRST-YEAR COMMITTEE

- 21.1 The committee consists of eight (8) members, including a chairman.
- 21.2 The form of the election procedure will be at the discretion of the Vice-Primarius and will be done in a way that is fair, transparent and time-efficient.

CHAPTER 4: MEETINGS

22 GENERAL HOUSE MEETINGS

- 22.1 A general house meeting is held at least once quarterly, presided over by the Primarius and at a date determined by the EC.
- 22.2 A total of 50%+1 of those house members entitled to vote form a quorum. A quorum is needed for any motion to pass validly.
- 22.3 Notice of a general house meeting must occur at least 72 hours before the announced commencement thereof.
- 22.4 Notice that motions be received must occur at least 72 hours before the announced date of the meeting. Motions must reach the Primarius 48 hours before said house meeting.
- 22.5 At the last meeting of the year, the annual report of the Primarius and the report of the Treasurer are dealt with.
- 22.6 Each meeting is commenced with the singing of the National Anthem of the Republic of South Africa, and followed by the House Song. The meeting is concluded with "Sangers".
- 22.7 The secretary will take complete minutes of the meeting, and the minutes will be preserved in the archive.



22.8 Every member who attends the House Meeting must sign in on arrival at the venue for the meeting.

22.9 Leave of absence from house meetings:

22.9.1 Leave of absence can be requested from the Primarius in exceptional cases in writing.

22.9.2 These applications must reach the Primarius 24 hours before the commencement of the meeting.

22.10 The procedure at a meeting vests in the discretion of the chairperson, who will exercise it according to the recognised procedure at meetings.

22.11 All Members are entitled to vote.

23 EXCEPTIONAL HOUSE MEETINGS

23.1 An Exceptional House Meeting is convened if one-fifth of the House members entitled to vote make an application or if the HC deems it desirable.

24 HOUSE COMMITTEE MEETINGS

24.1 The HC convenes on a weekly basis in a meeting presided over by the Primarius.

24.2 The Resident Warden sits in on the meeting.

24.3 During the meetings, all matters concerning the effective functioning of Dagbreek as residence are dealt with and discussed.

24.4 The Primarius has an ordinary and decisive vote.

25 EXECUTIVE COMMITTEE MEETINGS

25.1 The Executive Committee convenes on an ad hoc basis and its meetings are presided over by the Primarius.



26 SECTION MEETINGS

- 26.1 Section meetings occur on a weekly basis and are headed by the relevant HC members.
- 26.2 Decisions taken in HC meetings are communicated to house members and internal arrangements are discussed.

CHAPTER 5: INTERNAL PROVISIONS (HOUSE RULES)

The following rules are applied by the HC:

27 NOISE TIMES

- 27.1. The following noise times will apply during each day of the academic week:
 - § 12:30 – 14:00
 - § 17:00 – 18:00
- 27.2 The HC as a whole sees to it that reasonable noise levels are maintained during quiet times.
- 27.3 During examination times, the HC can stipulate additional rules for quiet times in the mornings and afternoons of academic days, as well as quiet times on weekends.

28 DRESS CODE AT MEALTIMES

- 28.1 At all mealtimes during the week, excluding Sunday afternoon, the minimum dress code is short pants, shirt and open shoes.
- 28.2 The wearing of hats in the dining hall is strictly prohibited.



28.3 For Sunday lunches, members of the House must be dressed in at least neat trousers (not sweatpants or untidy jeans), a collared shirt and closed shoes with socks. The shirt must have buttons from top to bottom and it must be possible to wear a tie with the shirt.

28.3.1 Non-adherents will receive one warning and the HC may refuse such a person permission to eat that afternoon.

28.4 No food may be thrown around in the dining hall.

28.5 No cutlery or crockery may be removed from the dining hall without the consent of the matrons.

28.5.1 A fine as determined by the HC is imposed with regard to any cutlery and/or crockery found in the rooms.

29 CONSUMPTION OF ALCOHOL

29.1 Events during which alcohol may be consumed within the House are held in accordance with the University's general rules regarding student functions.

29.2 House members making themselves guilty of alcohol abuse and who, by their conduct inside or outside the House or in a representative capacity, bring the House's name into jeopardy, will be subject to serious punishment, even expulsion from the House or University.

29.3 Alcohol may only be drunk from a glass (but not a glass bottle) in the quad or on the quad path.

29.4 Any conduct that contradicts the Constitution done under the influence of alcohol will receive no leniency because of the member's condition and such conduct will be punished with the appropriate severity.

30 POLICY ON VISITORS

30.1 Residents must at all times accompany their visitors in the residence space, save when the visitors are inside the room or flat of the resident, whatever the case may be.



- 30.2 Prior to taking visitors into their rooms at any time, junior house residents must obtain unambiguous written consent from their roommate in the form of a written paper trail or electronic communication. Consent is revocable.
- 30.3 Residents may not allow squatting in their rooms or flats. The Disciplinary Committee reserves the right to define "squatting" and will resolve matters related to squatting each on their own merits.
- 30.4 Upon receiving a complaint of a transgression of the above provisions by an aggrieved resident, a House Committee member must refer the matter to the Disciplinary Committee, which will make a finding on the matter and, if necessary, mete out a fine or community service hours, decided on at the discretion of the Primarius.

31 FURNITURE

- 31.1 No furniture may be removed from bedrooms or sitting rooms without the consent of the HC.
- 31.2 House members will be held liable for damage to furniture.

32 WASHING FACILITIES

- 32.1 Washing facilities are for the exclusive use of the present residents of the House.
- 32.2 Mutual respect for the property of fellow members must always be exercised.
 - 32.2.1 Any form of theft will not be tolerated and may have severe consequences.

33 LANGUAGE USE

- 33.1 Dagbrekers are at all times expected to pay attention to their language. Excessive swearing and blasphemous language are not acceptable and will not be tolerated.

34 QUAD SPORT



- 34.1 No quad sport is allowed on Sundays, except in the hour between 17:00 and 18:00, provided that it occurs peacefully and for relaxation. This is not motivated by religious beliefs, but simply to accommodate the residence head and his family.
- 34.2 Golf may not be played in the quad.
- 34.3 Any breakage due to quad sport must be reported immediately to the Facilities Manager, and the cost of repair will be charged to the guilty party's student account.



35 QUAD

- 35.1 Any member is free to walk on the grass and across the quad, unless
- 35.2 the red gong is hanging from the Eiffel, which signals that the quad is closed and thus one may only walk on the paths.

36 PETITIONS

The organisation and circulation of any petition in the House may only take place with approval of the Primarius.

37 POSSESSIONS OF PETS

The possession of pets (including dogs and cats) in the residence or on any of the residence's property is prohibited unless special authorisation was obtained from the HC.

38 TREATMENT OF THE FIRST-YEAR STUDENTS

- 38.1 First-year students are to be treated with respect, dignity and equality at all times.
- 38.2 First-year students are not to be forced to take part in any activity or perform any task of which they do not approve.
- 38.3 Any ill-treatment of a first-year student by a House member is in violation of the House's values and will thus be met with the severest of consequences.



CHAPTER 6: FIRST-YEAR STUDENTS

39 WELCOMING

- 39.1 HC members are obliged to follow the prescribed rules of the University authorities during the orientation of the first-year students and adhere to any official University documents dealing with this matter.
- 39.2 The Vice-Primarius has a duty to compile a welcoming programme that meets both the University's vision and expectations as well as the ethos and values of the House of Fame and Renown.
- 39.3 No activities that are demeaning, degrading or discriminatory in nature will be allowed in the welcoming programme.
- 39.4 The HC bears sole responsibility for the first-year students during the welcoming week, with the assistance of the Mentors who will exercise their required duties.

40 GENERAL DUTIES

- 40.1 The first-year students of one section, as well as that section's respective HC, are on duty weekly. The HC member ensures that the first-year students do the following:
- 40.1.1 Switch off the lights of Visholpark and the lights in the stairwell at 23:00.
- 40.1.2 Hoist the South African flag and the Residence's flag every morning and taken them down every evening.
- 40.1.3 Maintain the water level of the duck pond and ensure that it is sufficiently clean.
- 40.1.4 Provide music during lunchtime.
- 40.1.5 Fulfil any additional duties given to them during their time on duty by the respective member.



CHAPTER 7: POWERS AND DUTIES

41 GENERAL HOUSE COMMITTEE DUTIES

- 41.1 The HC member on duty for said week is responsible for making announcements at 12:45 and 13:10 during lunch from Monday until Friday.
- 41.2 Ensure that general order is achieved and maintained in the House.
- 41.3 The HC member on duty opens the following week's HC meeting with the reading of scripture and prayer if he wishes to do so, and no HC member may object to such a notion.
- 41.4 Ensure that the Eiffel light is switched on at 19:30.
- 41.5 Each HC member must take continuous responsibility for the neatness of their respective sections and for the general attitude and morale of his section's members.
- 41.6 HC members must at all times adhere to the Constitutional and Internal Regulations of Dagbreek.
- 41.7 HC members must manage and execute their portfolio(s) to the best of their abilities in accordance with the University's rules and the Constitutional regulations of Dagbreek.
- 41.8 If a member of the HC fails to act in accordance with the abovementioned terms, he may be:
- 41.8.1 Summoned to appear in front of the Disciplinary Committee.
 - 41.8.2 Summoned by any residence member to appear in front of the House in a House Meeting.
- 41.9 Members of the HC are obliged to report any transgressions of the Constitutional and Internal regulations to the Primarius and Vice-Primarius (chairperson of the Disciplinary Committee), who will then decide if further action will be taken. If a member of the HC fails to report any transgression, he could be accused of violating the Constitution of Dagbreek.
- 41.10 Subsequent duties, specific to a particular portfolio, will be stipulated clearly in that portfolio's Portfolio Report.



42 PRIMARIUS

42.1 Mission Statement: To ensure that all student-related opportunities are properly executed and to serve as a co-ordinating link between the House and the Resident Warden so that every service made available for the students, by the University or himself, will lead to positive circumstances. He is primarily responsible for adherence to the Constitution.

42.2 Functioning

42.2.1 The fulfilment of the mission statement stems indirectly from control mechanisms and delegation.

42.2.2 The Primarius must oversee the enforcement of discipline in terms of the general policies of the Board and the terms as found in the sections of the Constitution and Internal Regulations of the House.

42.2.3 He is the chairperson of the HC and House meetings, and represents the House in the Prim Committee.

42.2.4 He helps with public relations with other residences and the SRC.

42.2.5 He deals with all suggestions with regard to service delivery and co-operation with the Vice-Primarius and the respective HC member by jointly referring these to the Residential Head.

42.2.6 He communicates all the official information to the House through official announcements at mealtimes, and announcements at house meetings or via notice boards.

42.2.7 He draws up a annual report at the end of the year. He ensures that the treasurer also sets up a financial annual report. These reports are presented to the House during the last house meeting for the year. Copies of said reports must be made available to the Residence Committee.

42.2.8 He supports the Residential Head in controlling counselling.

42.2.9 He must be responsible for all that he becomes involved in from his previous term.



42.3 Autonomy

- 42.3.1 He can exercise autonomy over and above the abovementioned, provided he always gives the views and viewpoints of the house the utmost consideration, even if these are contrary to his own beliefs or views.
- 42.3.2 This autonomy can be overruled if:
- 42.3.2.1 The HC unanimously disagrees with the decision because it is contrary to the values and beliefs of the house or does not promote the Constitutional values of the House; or
 - 42.3.2.2 The House, by way of petition or motion, opposes the matter because it is contrary to the values and beliefs of the house or does not promote the Constitutional values of the House.
- 42.3.3 If Section 42.3.2.1 or 42.3.2.2 is applicable, the matter must be brought forward at a House Meeting and a decision must be taken to retain or reverse the Primarius's exercising of his autonomy.
- 42.3.4 In "time is of the essence" or emergency cases, he may change or amend the Constitutional and internal regulations of Dagbreek,
- 42.3.4.1 provided the amendment is ratified at the next house meeting;
 - 42.3.4.2 provided he is convinced that the amendment is in the best interests of the house and will be accepted by a majority of the members of the house; and
 - 42.3.4.3 provided the amendment is first approved by the HC;
 - 42.3.4.4 The onus is on the Primarius to present the case at a House meeting. If the House meeting does not ratify the amendment, the amendment is regarded as invalid and the matter is restored to what it was prior to the amendment.
- 42.3.5 He may function using a Prim Advisory Committee (also serves as a discussion forum):
- 42.3.5.1 The Committee is compiled by the Primarius himself and consists of one member per year group.



42.3.5.2 The Committee will meet as decided by the Primarius.

42.3.5.3 The aim is to ensure that relevant complaints and problems are heard and are attended to.

43 VICE-PRIMARIUS

43.1 Mission Statement

- 43.1.1 To support the Primarius in the execution of his duties.
- 43.1.2 To co-ordinate and manage issues surrounding the second-year students.
- 43.1.4 To enforce the risk management programme of the University in the residence (see SU Regulations, Risk Management).
- 43.1.5 To stimulate, promote and generate the spirit of the House through engaging with the first- and second-year students to generate healthy, good-spirited and positive energy.

43.2. Functioning

- 43.2.1 Take over the duties of the Primarius in his absence.
- 43.2.2 Report directly to the Primarius.
- 43.2.3 Act as Deputy Chairperson in all committees in which the Primarius acts as Chairperson.

Serve as the Chairperson of the Discipline Committee.
- 43.2.4 Compile a committee to aid him in the execution of the risk management programme. He is in charge of all emergencies and keeps all the equipment that is needed in emergency cases. He attends all the meetings of the Safety Committee and draws up reports when required.
- 43.2.5 He is responsible, along with the HC, for the formulation and execution of the Welcoming Programme for the first-year students at the beginning of the year.



43.2.6 He is responsible for the effective running, management and execution of the portfolios allocated to him

CHAPTER 8: PORTFOLIOS

44 GENERAL PROVISION

44.1 The core portfolios are:

44.1.1 Secretary

44.1.2 Treasurer

44.1.3 Rugby

44.1.4 Sport

44.1.5 Culture

44.1.6 Cluster

44.1.7 Mentors

44.1.8 Leadership Development

44.1.9 Social Impact

44.1.10 Old Dagbrekers Bond

44.1.11 Young Dagbrekers Bond

44.1.12 KGB External

44.2 Over and above the portfolios in Section 48.1, the Primarius and the Vice-Primarius are allowed to use their discretion in creating or removing portfolios during their term.

44.3 The Primarius and the Vice-Primarius have the discretion to allocate more than one HC member to a portfolio if they so wish.

44.4 All the duties and powers attached to each portfolio are found in the Portfolio Reports.



45 REGULATIONS WITH REGARD TO PORTFOLIOS AND COMMITTEES

45.1 Regulations regarding appointing committees:

[Sport Committees, Advisory Committees, Disciplinary Committees and the Election Committees are exempt from these regulations.]

45.1.1 When applications to serve on a committee are open, this is communicated to the house via email (sent out by the secretary) and announcement during lunchtimes.

45.1.2 Members must be given a minimum of five (5) academic days to submit their names and/or a motivation should the HC member require one.

45.1.3 The relevant HC member must finalise the committee within a reasonable amount of time, and the list must be submitted to the Secretary, who will screen the names.

45.1.4 The names of the committee members, after approval by the Secretary, will then be communicated to the house via email by the relevant HC member.

46.2 Regulations regarding the functioning of committees and portfolios :

46.2.1 Committees meet when necessary.

46.2.2 All important decisions and problems encountered by the committee must be noted for the compilation of the annual report (see 13.8.4.3).

46.2.3 HC members are permitted to appoint chairpersons within the portfolio and to create management posts for the delegation and effective execution of the expected duties.

46.2.4 The relevant Chairperson and/or HC member is responsible for the compilation of a typed annual report as soon as said committee's term of office has come to an end. All HC members who functioned without a committee must also type up an annual report.

46.2.5 All annual reports of all the portfolios and committees must be submitted to the Secretary before the date of room allocation (approximately in the second or third week of the fourth term).



- 46.2.6 Only committees that have submitted their annual report before the room allocation will receive room points with regard to said committees. Only committees that expire at the end of the year are exempt from this regulation.
- 46.2.7 Committee members must make sure that the relevant Chairperson and/or HC submitted his annual report, otherwise points for room allocation are forfeited.
- 46.2.8 The relevant Chairperson/HC member must, prior to room allocation, provide the following to the Secretary:
- 46.2.8.1 Name of the committee member,
 - 46.2.8.2 whether he was the chairperson or held a management post, and
 - 46.2.8.3 whether full points are deserved.
- 46.2.9 All sport Chairpersons must provide the same information as in Section 49.2.8, but must additionally supply the number of games/matches played.
- 46.2.9.1 If this information is not supplied before room allocation, the committee member and players will only receive the points they can be given with the information communicated to the HC member of Room Allocation and Parking.



ANNEXURE

ANNEXURE A: MOTIONS REGISTER

- A1 The Motions Register records all the motions that were presented at House Meetings.
- A2 It records:
- A2.1 The title of the motion
 - A2.2 The description of the motion
 - A2.3 Amendments to the original motion
 - A2.4 The number of votes in favour and against the motion, and those not voting
- A3 The Register will be arranged according to the dates of the House meetings, and the number of members present (quorum) will also be recorded
- A4 It is the duty of the secretary to update this register after every House meeting.

Motions Register						
House Meeting 1: 11 April 2016						Quorum: X
Number	Name	Description	Amendments	In favour	Against	Not voting