



Our constitution is in the process of being reviewed for example section 6 of the house song is completely changed and removed for now. Some annexure's aren't present at the moment.

## CONSTITUTION OF ERICA RESIDENCE

### HOUSE OF CHARACTER AND SPIRIT. WOMEN WITH PASSION

<b>CONTENTS</b>	
SECTION 1: INTRODUCTION.....	2
SECTION 2: TERMINOLOGY .....	2
SECTION 3: HOUSE NAME.....	2
SECTION 4: VISION, MISSION AND VALUES.....	2
SECTION 5: CREST, LOGO, SLOGAN AND MOTTO.....	3
SECTION 6: HOUSE SONG.....	3
SECTION 7: CODE OF HONOUR.....	3
SECTION 8: HOUSE MEMBERS .....	4
SECTION 9: VOTING RIGHTS.....	4
SECTION 10: AUTHORITY AND JURISDICTION .....	4
SECTION 11: LEGAL PERSONALITY.....	4
SECTION 12: HOUSE COMMITTEE.....	4
SECTION 13: MENTORS .....	6
SECTION 14: OTHER COMMITTEES.....	7
SECTION 15: MEETINGS .....	7
SECTION 16: QUORUM.....	8
SECTION 17: MOTIONS AND CONSTITUTIONAL AMMENDMENTS.....	8
SECTION 18: ALLOCATION OF ROOMS .....	9
SECTION 19: FINANCES.....	9
SECTION 20: INTERNAL DISCIPLINARY COMMITTEE .....	9
SECTION 21: FINES.....	9
SECTION 22: REGULATIONS.....	9
ANNEXURE A .....	11
ANNEXURE B .....	11
ANNEXURE C .....	11
ANNEXURE D .....	11
ANNEXURE E.....	14
ANNEXURE F.....	14
ACCEPTANCE OF THE CONSTITUTION .....	14

## **SECTION 1:**

### INTRODUCTION AND PURPOSE

1. This document is recognized as the Constitution of Erica Residence.
2. In interpreting the Constitution, a purposive approach must be followed
3. The purpose of the constitution is to ensure the residence is regulated in a manner which ensures the most inclusive, welcoming and empowering space possible for the residents to reside.

## **SECTION 2:**

### TERMINOLOGY

The following terms are defined for the purpose of the constitution as indicated:

- 2.1 University: The University of Stellenbosch
- 2.2 House Committee (HC): The executive committee that are elected from the residents of House Erica.
- 2.3 House: The current residents of Erica Residence (Erica) .
- 2.4 Committees: all recognized bodies established by the HC or another validly recognized organs of Erica
- 2.5 Newcomers: All new residents to Erica.
- 2.6 Seniors: All house members that have been a resident in Erica for more than a year.
- 2.7 Year: The academic year.
- 2.8 Semester: 6 months.
- 2.9 Pink Barrel: Social Room in Erica.
- 2.10 Caucus: An opportunity where house members pose questions to prospective House Committee candidates after they have canvassed the house.

## **SECTION 3:**

### 3.1 House name

The name of the residence is Erica Residence, named after the Erica Flower.  
This flower was drawn on for inspiration due to its exceptional vibrance and vitality.

### 3.2 Values

Respect, Unity, Loyalty and Altruism

## **SECTION 4: VISION, MISSION AND VALUES**

### 4.1 Vision

We aim to build a residence which empowers residents to pursue their dreams and establish their identities. We aim to build our home on the value of sisterhood and respect.

This in turn shall encourage growth and excellence, whilst fostering an inclusive and open environment.

#### 4.2. Mission

We implement Erica's values and objectives to empower residents to meaningfully participate both in the wider Matie community and in any other space they may find themselves.

#### 4.3 We aim to

Encourage individual development

Expose residents to diversity and inspire mutual respect

Equip residents for both the broader campus and life outside university.

### **SECTION 5: CREST, LOGO, SLOGAN AND MOTTO**

#### 5.1 Crest

The crest depicts an umbrella embossed in a crest. This represents both the distinctive trade mark of the residence, but also the function Erica serves: to provide a shelter and refuge for residents during even the harshest of showers.

#### 5.2 Mascot

Erica's mascot is the pink panther to demonstrate the strength and prowess inherent to all women

#### 5.3 Slogan

Huis van karakter en gees. Vroue met passie.

House of character and spirit. Women with passion

Character: We strive to allow women to be utterly themselves

Spirit: We aim to create an environment where residences can pursue their passions without reservations

Passion: we are women who live with zest and a lust for life

#### 5.4. motto

Dulce et decorum pro est Erica!

It is lovely and magnificent to be for Erica!

### **SECTION 6: HOUSE SONG**

### **SECTION 7: CODE OF HONOUR**

In Erica every individual is perceived as unique and exceptional. We strongly encourage self-discovery and promote diversity in every area.

We promote learning and understanding the cultures and ways of others in order to create a comfortable environment where all women are safe and respected.

We advocate respect and responsibility in looking out for one another and the reputation of the residence.

We uphold the University's academic culture

## **SECTION 8: HOUSE MEMBERS**

A house member is a registered student at the University of Stellenbosch, registered as part of Erica.

## **SECTION 9: VOTING RIGHTS**

9.1 All residents are entitled to vote by virtue of being a member of the house

9.2 In the event of Primaria, Vice-Primaria and House committee elections, all members of the house will have an equal voting right.

9.4 The Primaria holds the final say in both House Meetings as well as HC Meetings.

## **SECTION 10: AUTHORITY AND JURISDICTION**

### 10.1. Authority

This constitution is subject to the authority of the Student dean: and the director of the centre for student communities overseeing the management of the students of the house by the Residential Head and House Committee.

### 10.2. Jurisdiction

When housing for an according year is awarded to a registered student and it is accepted and occupation of the room has been taken, then the student is deemed to have accepted this constitution and the accompanying rules and regulations.

## **SECTION 11: LEGAL PERSONALITY**

The house does not have a legal personality. The house is a community of persons and has no intention of gaining profits or monetary benefits for the members.

## **SECTION 12: HOUSE COMMITTEE**

### 12.1 Functions of the House Committee

The House Committee is the operational body that, together with the Residence Head, is responsible for the management of the house, ensuring order in the house and upholding and enforcing of the rules and regulations

### 12.2 Composition of the house committee

Primaria/ Vice-primaria /Nine additional members

### 12.3. Nominations of House Committee Members requirements

a) At least a senior (second year) in the house.

b) At least being a resident in Erica for 1 semester

### 12.4 House Committee Election:

a)The election is held and regulated by an independent election committee that consists of the Residence Head, the departing Primaria, two departing HC members and two departing senior house members.

b) The election committee asks for nominations by proper notification on notification boards and the date for the nominations as well as the election opportunities is determined by the departing House Committee.

c) The old House Committee dissolves and has to be nominated and elected again.

d) Nominations are done in writing and the following information must be on the nomination letter: a) Full names of the nominees, student number, course and year of studies; b) Policy declaration by nominees; c) Full names, signature and motivation by the

- person recommending the nominees; d) Full names and signatures of at least 5 seconders;
- e) Signature of the nominee as proof that she is placing herself as electable.
- e) Nominations are handed in at the Primaria, and after the declaration by the nominated person has been signed by the Residence Head it is handed to the Student Dean for final approval on academic grounds
- f) Nominations close 7 days prior to the election and the approved nominees' names (and policy declarations) have to appear on the notice board at least 48 hours prior to the election.
- g) The minimum amount of nominees is 11

#### 12.5 Election:

- 12.5.1 The House Committee are elected by the house members.
- 12.5.2 A resident is entitled to voting as a member of the house
- 12.5.3 All house members have a voting weight of one normal vote.
- 12.5.4 The Residence Head and the election committee do not vote.

#### 12.6 Election Process:

- 12.6.1 The election committee controls the questions of the caucus.
- 12.6.2 Each candidate must answer questions from the election committee.
- 12.6.3 After the questions posed by the election committee, there must be a maximum of 10 minutes per candidate where the house can question the nominee on issues directly relating to the candidate's policy declaration or portfolio.
- 12.6.4 The chairperson has the right to rule any question posed by the house that is undesired according to her meaning, as out of order but must provide reasons for this decision
- 12.6.5 Election takes place by means of a closed voting ballot.
- 12.6.6 In the event of Primaria and Vice-Primaria elections, the residents may only vote for one candidate. In the event of the House Committee members, the residents may vote for a maximum of nine candidates. If a voter votes for more than nine candidates, the ballot will be considered as void. There are no minimum requirements.
- 12.6.7 Any ballot with any uncertainty or changes will be considered void and will be rejected. If a voter wants to make any changes to a ballot, a new, blank ballot must be requested, and the void ballot must be handed to the appropriate election committee member.
- 12.6.8 The election committee counts the votes twice and announces the results of the election.
- 12.6.9 Voting percentages are absolutely confidential.
- 12.6.10 If there are no valid complaints placed at the Primaria within 12 hours after any elections, the election will be regarded as valid.

#### 12.7 Election of Primaria:

- 12.7.1 Nominations for a Primaria take place in the same manner as the election of House Committee members.
- 12.7.2 Candidates must have served in the HC or as a Mentor before they can be nominated as Primaria.
- 12.7.3 Election of the Primaria is concluded first.
- 12.7.4 If more than two candidates are nominated, the candidates will be eliminated to two candidates by means of a closed ballot.

12.7.5 Each nominee presents her policy declaration, followed by questioning by the election committee thereafter the house members vote for one candidate per closed ballot.

12.7.6 A Re-election must be held between the two candidates with the most votes per closed ballot in order to elect the new Primaria.

12.7.7 In the event where quorum is not reached during the election, the voting will be held open until quorum is reached.

12.7.8 The results are announced directly after the election.

#### 12.8 Election of Vice-Primaria:

12.8.1 This election takes place on the same day as the Primary Election, right after the Primaria has been announced.

12.8.2 Each nominee does a presentation thereafter house members vote for a single candidate per closed ballot.

12.8.3 The candidate with the most votes will be regarded as the elected.

12.8.4 In the event that quorum is not reached during the time of the election, voting will remain open until quorum is reached.

#### 12.9 Election of the House Committee:

12.9.1 This election takes place after the Primaries and Vice-Primaria have been appointed.

12.9.2 All candidates introduce themselves, whereafter there will be voted for nine candidates by means of a closed ballot.

12.9.3 The results of the election will be announced as soon as possible after voting and the names will appear in alphabetical order without the amount of votes being disclosed.

12.9.4 In the event that quorum is not reached during the time of the election, voting will remain open until quorum is reached.

12.10 In the event of a situation that is not covered in this section, this clause will enable the election committee to apply ad hoc arrangements.

#### 12.11 Vacancies

12.11.1 A person stops being a member of the House Committee:

- a) As soon as she leaves the residence permanently;
- b) When she hands in a written resignation letter to the Residence Head and Student Affairs.

12.11.2 With the opening of a vacancy, the Residence Head and House Committee make a decision that can only be implemented after a vote by the house at a house meeting. One of the following options can be followed:

- a) The vacancy can be filled with the candidate with the most votes (following the nine HC members) during the last election. If she isn't available, the following person on the list will be regarded as elected.
- b) A by-election can be held.
- c) The Residence Head and HC can decide if it is necessary to fill the vacancy or not.

### **SECTION 13: MENTORS**

#### 13.1. Requirements:

1.1 At least a first year that has been a resident in Erica for at least one semester.

1.2. Election:

The Head Mentor is annually appointed by the Residence Head, current Primaria, current HC of First Years, departing Primaria, departing head mentor and the departing HC of First Years, by means of a personal interview.

Mentors are annually appointed by the Residence Head, current Primaria, current HC of First Years, current head mentor, departing Primaria, departing head mentor and the departing HC of First Years, by means of a personal interview.

### 13.2 Appointment

Newly appointed House Committee members cannot be chosen as Mentors.

Names of Mentors are disclosed alphabetically and the decision is final.

If a vacancy opens up, the next candidate on the list will be appointed.

### 13.3 Duties

The appointed mentors must act according to the regulations of the University Administration.

The Residence Head is entitled to holding the Mentors accountable to the execution of these above mentioned regulations.

## **SECTION 14: OTHER COMMITTEES**

14.1. Committees will, as necessary, be appointed during the year for the assorted HC portfolio's.

14.2. All responsibility still resides on the House Committee member.

14.3. House Members that serve on the various committees will be remunerated by means of room points.

## **SECTION 15: MEETINGS**

15.1. Official House Meeting The House Meeting is opened with the house song.

15.2 An official House Meeting is held at least once per term.

15.3 The House Committee must decide on a date for the house meeting at the first HC meeting after the holidays.

15.4 The House Meeting is compulsory and excuses of absence have to be handed in writing to the Primaria at least 48 hours beforehand.

15.5 A roll-call register is kept at all House Meetings and the names of the person who were excused from the meeting are indicated on the minutes of the meeting.

15.6 Persons who fail to make an excuse are subject to an appropriate sanction

15.7 The secretary ensures that the house is informed of the upcoming house meeting at least seven days before the meeting by means of a written notification.

15.8 Written suggestions and motions have to be e-mailed to the Primaria 48 hours before the meeting.

15.9 The Primaria acts as the chairperson of all House Meetings and in her absence the Vice-Primaria will act as chairperson.

15.10 Formal meeting procedures are followed at all times.

15.11 For the acceptance of any suggestions or motions, except suggested constitutional or regulation amendments, a normal majority vote by the house is required.

15.12 Emergency House Meetings

a) Upon request by the Residence Head, the House Committee, or upon written appeal by at least one third of the voting members of the house, given that the written appeal clearly states the object of the meeting, an exceptional house meeting must be called.

- b) Only the issues that are the cause for the meeting may be discussed at the meeting.
- c) A Notice of the meeting must be placed on notice boards at least 24 hours in advance, and must contain information about the date, time, venue and agenda for the meeting.
- d) In the event of an urgent situation, the House Committee can call an exceptional house meeting on shorter notice by means of a joint section meeting.
- e) Excuses must then be handed to the Primaria or house committee member at least 2 hours before the meeting.

#### 15.13. House Committee Meetings

- a) A House Committee meeting must be held at least once a week, as early as possible at a specified time and place.
- b) The Residence Head has to carry notice of all meetings and can join meetings or part of meetings
- c) The Primaria acts as the chairperson at all meetings and carries a normal as well as a deciding vote.
- d) The Primaria and/or Residence Head can request an emergency House Meeting if she deems it necessary.
- e) The secretary, or any House Committee member that is authorised thereto, keeps minutes on every meeting,
- f) Minutes of the House Committee Meetings are not confidential and may be made available to members of the house on request. There will be a transparent version available to everyone, as well as a confidential version if specific names were mentioned or the issue is deemed confidential by the Resident Head and House Committee.

#### 15.14. Section Meetings

- a) Section meetings are compulsory

### **SECTION 16: QUORUM**

- 16.1. Two thirds of all voting residents forms a quorum at all house meetings.
- 16.2. At any House Committee Meetings, a majority (6 HC-members) forms a quorum.

### **SECTION 17: MOTIONS AND CONSTITUTIONAL AMMENDMENTS**

- 17.1 Motions concerning amendments of the constitution must be handed to the Primaria at least 48 hours before the commencement of any House Meeting.
- 17.2 Amendments of the constitution can only take place at a House Meeting with proper notification.

### **SECTION 18: ALLOCATION OF ROOMS**

- 18.1. Allocation of rooms are executed on grounds of seniority and a room points system.
- 18.2. A Room Points list must be filled out by each house member that is planning on staying in Erica the following year.
- 18.3. The HC must go through the forms and if any wrongful information is given, the person must be placed at the bottom of the list.
- 18.4. The Primaria compiles a list in order of seniority according to which rooms will be chosen, that must appear on notice boards 48 hours prior to the selection of single rooms.
- 18.5. The list will not indicate the amount of room points, but any queries can be directed to the Primaria.
- 18.6. The Primaria, HC-members and Mentors receive pre-determined rooms.

- 18.7. The Primaria keeps her room till the end of the academic year.
- 18.8. Room points for double rooms are done according to the system where the person with the highest amount of room points chooses a room for the two room mates.
- 18.9. At least one room per floor must be reserved for first years.
- 18.10. According to the feedback received in the First Years letters, the Primaria and Residence Head allocate the first years' rooms during the December holidays.

## **SECTION 19: FINANCES**

1. The House Committee controls the finances of the house. The portfolio of Treasurer is entrusted to one of the HC-members.
2. The budget is compiled by the Treasurer, under the supervision of the Primaria.
3. All purchases above R2 000 that are not originally budgeted for are subject to approval by the House.
4. The use of the Reserve Fund (N-Fund) must also carry the approval of the whole house and must be applied for the benefit of the whole house.
5. The House's books are audited by the University. The balance of each year is carried over to the next book year.
6. The Treasurer must compile a financial report of the book year and must present it to the house at the house meeting in the fourth term on request.

## **SECTION 20: INTERNAL DISCIPLINARY COMMITTEE**

1. Concerning disciplinary processes, the House Committee submits themselves to the disciplinary procedures as set out in the student regulation.
2. The Disciplinary Committee consists of the Residence Head, the Primaria, the Vice Primaria (chairperson), one additional member of the House Committee and a senior member of the house.
3. A written report of the hearing must be handed to the Student Dean for authorisation.

## **SECTION 21: REGULATIONS**

The following regulations form part of the Constitution of Erica:

- a) Regulations in terms of HC-Portfolio's (See Annexure A)
- b) Regulations in terms of HC-Duties (See Annexure B)
- c) Regulations in terms of Internal House Rules (See Annexure C)
- d) Regulations in terms of the Diversity Plan
- e) Regulations in terms of the Door-guard Code of Conduct (See Annexure E)

## **ANNEXURE A**

Regulations in terms of HC-Portfolio's HC Portfolio's change each year according to the Primaria and House Committee's discretion. A HC member may hold up to three of the following portfolio's.

1. Portfolio: Primaria
  - a. She acts as chairperson at House Committee Meetings, House Meetings and Election committee.
  - b. Within one week after the House Committee election is concluded, she must allocate portfolio's in accordance with each House Committee member's preferences (in agreement with the Vice-Primaria).

- c. The Primaria receives all the previous HC annual reports and hands it over to the new HC before the September holidays.
  - d. A HC-camp must be held as soon as possible after the election. She is responsible for all room allocations as well as the compilation of the room points list in agreement with the HC.
  - e. Together with the Residence Head, responsible for the use of the Pink Barrel.
  - f. Responsible for the review of the Constitution.
  - g. She is responsible for the orderly proceeding of the Welcoming Programme and the following of the University's rules in terms of the welcoming.
2. Portfolio: Vice-Primaria
- a. The Vice-Primaria is of the House Committee and supports the Primaria with the administration of residence functions.
  - b. Chairperson of the Disciplinary Committee
  - c. The portfolio of Risk Management is automatically allocated to her and she organizes and facilitates the quarterly fire drills. Door guards
  - d. She facilitates parking.
  - e. The Vice-Primaria compiles a HC-duty roster and is responsible for general HC supervision.
  - f. The Primaria or Vice-Primaria are always on duty during absence of the Residence Head over weekends.
3. First Years
- a. Her primary duty is the successful integration of the first years at the University and in the house on both a social and academic level.
  - b. Together with the Primaria and Residence Head, she is responsible for the compilation and orderly proceeding of the welcoming programme according to University regulations.
  - c. She is responsible for all First Year activities throughout the year. She organizes front-door duty.
4. The First Years Committee
- a. the HC member must ensure participation throughout the year
  - b. Supporting of all house activities concerning sport and culture functions
  - c. First Years Dance
  - d. First year merchandise
5. Treasurer
- a. Compilation of the budget (together with the Primaria)
  - b. Approval of budgets for events and/or portfolio's (together with the prim and/or Residence Head)
  - c. Collection and management of invoices and receipts
6. Tienie SS Portfolio
- a. As determined by the University and the Primaria Portfolio
7. Sport
- a. Finds sport representatives and ensures that they receive the necessary training for the work.
8. Culture

- a. Encourages cultural development in the house
- 9. Community Service
  - a. Community Development
- 10. Green Portfolio
  - a. encourage sustainable development
- 11. Social events
  - a. organize socials with other residences and groups
  - b. ensure a welcoming space for all religions and cultures to participate in this space
- 12. critical engagement portfolio
  - a. empower people through knowledge
  - b. create platforms where people can critically discuss pertinent topics
- 13. seniors committee
  - a. the HC in charge of this portfolio should oversee the seniors committee and ensure active participation from their side
- 14. alumni
  - a. communicates with alumni of Erica
  - b. organizes events for the alumni
- 15. IT
  - a. responsible for ensuring all computers, printers and other electronics in Erica are functional
- 16. Other
  - a. other portfolios can be prescribed as needed
  - b. the decision to include additional portfolios is subject to a simple majority vote of the HC

## **ANNEXURE B**

Regulations in terms of HC-Duties In addition to the responsibilities and duties as stipulated in the University's Residence Rules, the House Committee have the following responsibilities:

1. WEEK DUTY TIMES
  - a. Week duty starts at 19:00 the evening till 6:30 the following morning
2. WEEKEND DUTY TIMES
  - a. Weekend duty starts Friday evening at 19h00 and ends Monday morning at 6:30
3. MALE VISITORS:
  - a. subject to university guidelines

## **ANNEXURE C**

Regulations in terms of Internal Residence Rules.

### **INTERNAL HOUSE RULES OF ERICA**

1. Meetings
  - a. Compulsory section meetings take place every Monday at 21:30 in the appropriate sections. If a person cannot attend a section meeting, a written excuse must be given to the appropriate HC 24 hours in advance.
  - b. House meetings will take place once a term. If a person can't attend the meeting, a written excuse must be given to the Primaria or Vice-Primaria 48 hours in advance.
  - c. The theme of the House meeting is chosen by the HC.
2. Safety

- a. The University or House is not liable for the loss or damage of property of the house members (including when property is stored in the storerooms are any other rooms in the house).
- b. It is the student's responsibility to ensure that their property is insured.
- c. Students are also responsible to keep their own rooms locked and cannot hold the Residence Head or HC liable to any theft in the house.
- d. You may not open the door for anyone, unless you are certain that the student is an Erica resident.
- e. Each member has to fetch their guests at the front door and walk them back to the front door. Unauthorised persons that stay over in the residence commit a crime and the Ericaner will be subject to an appropriate sanction
- f. A central disciplinary hearing will be made against the house member if this happens more than once.
- g. No men are allowed in the blocks except during designated male visitor times on Saturdays and Sundays from 19:00 to 23:15.
- h. On Saturdays, all men need to sign in at the doorguard. If the doorguard doesn't arrive, there will be no male visitors allowed. The said male visitor must leave a form of identification with the doorguard, like an ID or student card.
- i. All male visitors must be accompanied to the front door by 23:15, whether an all call was made or not. Only at the start of the year and at the end of the year may males help residents to carry their things. When Erica ladies need to vacate their rooms for the holidays, men may also help them at the end or start of the term. Any other times request permission from the Residence Head or HC.
- j. An all call that a male is on the block is not sufficient. If anyone walks around in the house unaccompanied and is caught, the host will be subject to a fine. If there is a case of robbery at the same time, the unaccompanied person will automatically be regarded as a suspect.

### 3. Rooms

- a. Residents are held financially liable for all damage they render in the house and their rooms or any other furniture or equipment.
- b. No University equipment or furniture may be removed from any room.
- c. No holes may be made in any wall, cupboard, or bed by the student. Students will be held financially liable to any damage in the room.
- d. If there are any problems, they need to be reported in the maintenance book.
- e. You may not paint your room under any circumstances.
- f. No pets, except for fish, are allowed in the residence or any other residence property.

### 4. Vacating of rooms

- a. The University holds the right to use the rooms for housing for other people during all holidays. This involves evacuation of rooms.
- b. You may only use one cupboard for own use. If you fail to evacuate the other cupboard, the lock will be cut and the contents will be removed.
- c. Not the HC or Mentors need to evacuate during short holidays, unless the whole residence is required for holiday accommodation.

- d. Each house member (including HC and mentors) need to fully evacuate her room at the end of the fourth term. The newly elected Primaria may lock her room during the December holidays.
5. Leaving the Residence
    - a. Any students that decides to leave the house, must notify the Residence Head as well as the Primaria by means of a written notification, as well as a prescribed form as directed by the Department of Housing.
    - b. If a student leaves the house before year-end and the student or University fails to find a suitable replacement, the student or her parents or guardian will be held liable for the full amount of the year's accommodation fees.
  6. Guests
    - a. Permission must be received 24 hours beforehand by the Residence Head and Primaria if any female visitors (even former Ericaners) want to spend the night in the house.
    - b. With permission from the Residence Head a house member's mother or sister may spend two nights, free of charge. Friends may stay for a maximum of 2 nights, and R20 per person must be paid to the Residence Head
    - c. No accomodation may be given to homeless people.
    - d. The host of the visitor is held responsible for the guest's actions. The host may not let her visitor walk around the house unaccompanied.
  7. "Block-times" During block times, (2 weeks before exams and during exams), there may be no male visitors on Saturdays and Sundays. No friends, mothers or sisters are allowed to sleep over. No functions are allowed in the Pink Barrel.
    - a. Quiet times are strictly implemented during block times 24 hours per day. During the year, any of the residents must be able to study uninterrupted.
    - b. Quiet times are strictly implemented from 22:00 to 07:00
  8. Fire Safety
    - a. Fire drills are held once a term and are absolutely compulsory.
    - b. Any damage to the alarm system, eg. The breaking of the glass, whether it was accidental or not, is punishable with a fine of maximum R50 000 or with a jail sentence of one year, or both.
    - c. Any form of preparation equipment, like microwave ovens, hot plates, electric frying pans, gas ovens, bread toasters, or similar equipment may not be used in the rooms. Only in the coffee areas.
    - d. Each of the items must, when in use, be manned
    - e. Open element, open flame heaters and electric blankets are not allowed under any circumstances.
    - f. Candles or any other form of open flame lighting may be used in the residence without supervision.
  9. Sales
    - a. No sales of any nature may be made from any rooms in the residence. Except for fundraisers that are approved by the HC.
  10. House Functions
    - a. The House Committee have the right to suspend any house member from any future dances or functions if she is found guilty of serious offences

11. Smoking Policy
  - a. Smoking is prohibited inside the residence, including all balconies. Smoking is prohibited inside the Pink Barrel quad.
  - b. Students may only smoke at least FIVE meters from any residence building.
12. Television and video machine usage
  - a. The television and video machine is available for any house member.
13. Washing room and storeroom
  - a. The storeroom keys can be fetched from the Residence Head or HC and must be returned immediately.
  - b. All goods are stored in the washing room and storeroom at own risk. Not the House Committee or Residence Head can be held liable for any losses or damages.
  - c. All items stored in the storeroom must be properly packed and your name, surname, section and year of studies must be displayed properly.
  - d. At the start of each year the storeroom is cleaned out and all objects that don't comply to the requirements above will be removed. Any goods of people that have left the house more than a year ago must be removed.
  - e. Persons who are leaving the house may not store their goods in the house over the December holiday unless they have received permission.
  - f. Clothes may not be left in the washing room for an undetermined period.
  - g. Clothes can be hung up in the back quad. The quad closes at 19:00
14. Music Room
  - a. All house members have access to the music room at all times.
  - b. Erica ser-group enjoy preference to the room

## **ANNEXURE E**

Regulations in terms of the Door-guard Code of Conduct

All door-guards must comply to this code of conduct at all times. This must also be signed by them to indicate that they agree to it.

Any door guard employed by Erica ladies' residence will be required to abide by the following code of conduct:

1. Responsible use of door guard card
2. Be professional at ALL times
3. No hugging and elicited relationships at all with any Erica girls while on duty
4. If you are in a relationship with any Erica girl, also no hugging and elicited relationship whilst on duty.
5. Be on time and do not leave early in the mornings. (You will only get paid for the hours you work!)
6. Sign the book in the morning only when the HC signs you out
7. Let the Vice-Primaria know if you cannot do your shift
8. Arrive for your shift (If you do not arrive for 2 of your shifts, without excusing yourself, it will lead to immediate dismissal!) If any of the above-mentioned are not adhered to, it will lead to dismissal.