

Meerhoff Residence Constitution



Meerhoff Constitution

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Meerhoff Constitution

Meerhoff constitution is subject to the Residence Rules of Stellenbosch University.

The constitution should always be viewed in its totality.

The constitution was last revised and approved *August 2019*

Preamble

We, the Residents of Meerhoff,

Recognise the innate dignity and individual value of each human being;

Believe that through our diversity we are united;

Accept our responsibility in shaping future professionals, South Africans and world citizens; and

Wish to govern ourselves as much as is within our power,

In a manner that is secular, humanist and democratic.

Let it be thus constituted.

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Article I. Definitions

- I.1.1 **University** – the University of Stellenbosch.
- I.1.2 **House/Residence** – the Meerhoff residence (buildings and surrounding areas as identified by the University of Stellenbosch and the community of people occupying the space).
- I.1.3 **Member/Resident** – A registered student at the University of Stellenbosch (with an active university email address) who has been awarded lodging at the House by the University of Stellenbosch. All residents are subject to the Meerhoff Constitution.
- I.1.4 **First Year** – A Member currently in both his first academic year and his first year of residency at the House.
- I.1.5 **Junior** – A Member who is no longer a First Year, but who does not meet the criteria for being a senior.
Senior – A Member who has completed at least two academic years at the University, with at least one year spent in the House; (academic years at another Stellenbosch university residence will count towards the total academic years).
- I.1.6 **Resident Head (RH)** – The chief executive of SU in the resident.
- I.1.7 **Primarius/Primaria** – the Chief Resident as elected by the Residents.
- I.1.8 **Vice Primarius/Vice Primaria** – the Deputy Chief Resident, as elected by the Residents.
- I.1.9 **Election** – Meerhoff House Committee Election (unless otherwise specified).
- I.1.10 **Nominee** – A Resident who has been nominated for the Meerhoff House Committee, but who does not yet have clearance.
- I.1.11 **Candidate** – A Resident who has been nominated for the Meerhoff House Committee and who has been deemed fit to run in the Election.
- I.1.12 **Disciplinary Committee** – The Meerhoff Disciplinary Committee, unless explicitly otherwise specified.
- I.1.13 **Residence Rules** – The set document of rules and regulations that apply to all residences and PSO's of Stellenbosch University and which forms part of the Disciplinary Code for Students of Stellenbosch University.
- I.1.14 **Resident Guest** – Any individual who visits a Meerhoff resident/s at Meerhoff.
- I.1.15 **Communication** – all official communication will be in English and via email.

Article II. Objectives and Values

Section 1 Objectives

- I.1.1 The establishment of a residence for the students of Stellenbosch University's Tygerberg Campus, and other persons allocated to the Residence by the University, that offers a safe and comfortable living space.
- I.1.2 The creation of a supportive community within the context of the Residence, Tygerberg Campus, South Africa and the greater society.
- I.1.3 The establishment of an environment where a person may be allowed to live and develop a well-rounded and balanced life within the spheres of academics, social, sport, culture, spiritual and leadership.

Section 2 House Values

- I.2.1 All activities of Meerhoff will be measured by the official House Values and are subject thereto, and disciplinary hearings will also use these values as a criterion in the assessment of offences:
 - 1. Leadership
 - 2. Accountability
 - 3. Identity
 - 4. Honour
 - 5. Innovation
 - 6. Integrity
 - 7. Consciousness
 - 8. Loyalty

As stemming from the initial values: Respect, Individuality and Diversity.

Article III. Legal Entity

- III.1.1 Meerhoff is a subordinate body to the Department of Student Affairs of the University of Stellenbosch and ultimately falls under the Department of Education of the Republic of South Africa.
- III.1.2 The governance of the House will be autonomous in all matters unless explicitly stated otherwise by any University by-laws and State statutes.
- III.1.3 Meerhoff is an independent body with a constitution and elected management system.
- III.1.4 Meerhoff residents all have an equal right and responsibility towards the constitution and the elected management team.

Article IV. Residents (Members)

- IV.1.1 A Resident is defined as in the constitution
- IV.1.2 Such a person maintains the right to enjoy the privileges afforded to him or her as set out in Article I and per the provisions of the rest of this Constitution;
- IV.1.3 However, such privileges are subject to the terms and obligations as determined by this Constitution as well as by the House Rules and decisions taken by the management team on disciplinary matters.
- IV.1.4 Residents have the right to put forward motions at House Meetings and to participate in discussions, with the condition of following the correct process as stipulated in the constitution.

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IV.1.5 Expiration of membership

- (i) A Resident's membership expires upon the cancellation of his lodgings.
- (ii) Membership will also expire per suspension/expulsion as stipulated in 4.3.6.4.
- (iii) A majority vote of all members on the disciplinary committee.

Article V. Meerhoff House Committee (Officers)

Section 1 Election of House Committee

V.1.1 Initiation of Election

- (i) Responsibilities of the Primarius/Primaria
 - 1) Initiation of the Election of House Committee is the responsibility of the Primarius/Primaria.
 - 2) The Primarius/Primaria must appoint an Election Convenor. This person must be a member of the House Committee Accountability Committee.
 - 3) The Primarius/Primaria is an *ex officio* member of the Election Committee, but must defer to the Election Convenor if re-electable as a candidate.
- (ii) Contingencies
 - 1) If the outgoing Primarius/Primaria plans to run in the new Election, his/her election duties as *ex officio* member must be delegated to the Vice Primarius/Vice Primaria.
 - 2) If both the current Primarius/Primaria as well as the Vice Primarius/Vice Primaria plans to run in the election, their *ex officio* election duties must be delegated to another current House Committee member who does not plan to run in the election.
 - 3) If contingencies 1) and 2) above cannot be met, *ex officio* duties may be delegated to a Senior; this Senior should preferably be an ex-House Committee member, ex-Election Convenor or ex-Election Committee member.
 - 4) If a House Committee Accountability Committee member plans to run in the new Election, he/she may not be appointed onto the Election Committee.

V.1.2 Election Committee

- (i) House Committee Elections and House Committee Accountability Committee Elections will be managed and supervised by an *ad hoc* Election Committee which is a Special Committee as per the constitution
- (ii) The Election Committee consists of a Convenor and the Residence head and/or an *ex officio* member
- (iii) Election Convenor
 - 1) The Election Convenor is appointed and announced as per the constitution. The announcement will be via official email. Thereafter, he/she has full autonomy with regards to the Election, insofar as this Constitution stipulates.
 - 2) It is the responsibility of the Election Convenor to elect, in a manner he/she sees fit, one additional Election Committee member from the House Committee Accountability Committee.
 - 3) The Election Convenor must familiarise himself/herself with the Election procedure as set out in this section of the Constitution and must be aware of the mandates this Constitution places upon him/her.
 - 4) The Election Convenor must familiarise himself/herself with the "ACADEMIC PROTOCOL FOR HOUSE COMMITTEE CANDIDACY AND MEMBERSHIP CONTINGENCIES" (as per residence rules) as set up and maintained by the University of Stellenbosch.
 - 5) The Election Convenor may delegate his/her duties/mandates to his/her committee members insofar as this Constitution allows, but final responsibility remains with the Election Convenor.
 - 6) The Election Convenor must oversee the correct and timeously process of the election.

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- 7) If the Election Convenor does not comply with the protocol of the election process, the RH may appoint a new election convenor, with written notice with immediate effect.
- 8) The convenor must ensure campaigning efforts from candidates are done on a fair and equal basis and can only be distributed by the convenor.
- 9) The convenor must appoint an external auditor to authenticate the ballot counting process. (The external auditor should be any person serving on the TSR.)

(iv) Election Committee member duties

- 1) The Election Committee members must ensure that the Election runs in accordance with the procedures set out in the Constitution.
- 2) Announcement of the New House Committee as stated in the Constitution.
- 3) Election Committee members may carry out the mandates of the Election Convenor as delegated to them.

(v) Special ethical and professional obligations of Election Committee members

- 1) Members may under no circumstances run for House Committee during their term of office;
- 2) Members may under no circumstances interfere with the Election so as to endanger or threaten the impartiality of the process or of the voters; such interference includes, but is not limited to: extortion, coercion, nepotism, campaigning, slandering;
- 3) Members must respect the confidentiality of Nominee/Candidate information, insofar as is reasonably possible and where applicable;
- 4) Members must respect the confidentiality and maintain the anonymity of votes/voters;
- 5) Members are mandated to report any contravention of the abovementioned obligations by fellow members, the Election Convenor or current House Committee members to a higher authority.

V.1.3 Candidate Nomination

- (i) The Election Committee will determine a Nomination period no less than one week during which House Committee Candidates may be nominated.

(ii) Nominee prerequisites

- 1) Prerequisites for Nominees must be communicated to all house members;
- 2) Prerequisites include: but are not limited to:
 - a. Only House Members/Meerhoff Residents, as defined in the constitution, that meet the prerequisites may run for the House Committee.
 - b. Nominees must be a member of Stellenbosch University for a minimum of three semesters.
 - c. Nominees must be a member of Meerhoff residence for a minimum of one semester.
 - d. Potential nominees must meet the academic requirements of a minimum academic average of 60%. Should a nominee's academic average fall below this value, the potential nominee may write a letter of motivation addressed to the RH, to apply for special permission.
 - e. Pending on previous disciplinary action against a nominee by the University or Meerhoff disciplinary committee excludes a nominee from standing as a potential candidate; however, a nominee may apply for appeal and be granted special permission to make themselves available as a candidate by the disciplinary committee.
 - f. In the case that too few candidates passed the prerequisites or in the case of too few nominees, the convenor must reopen the House Committee applications.

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(iii) Nomination criteria

- 1) Nominations must be presented to the Election Convenor in written form or email.
- 2) Nominations must contain the following elements to be valid:
 - a. Position for which nominated (executive office or portfolio) (e.g. Primarius/Primaria or house committee member);
 - b. Name and signature of the nominee;
 - c. Name and signature of at least five residents proposing
 - d. Vision/mission statement,
 - e. Previous leadership experience,
 - f. Residence/campus participation,
 - g. Personal motivation.
- 3) The Election Convenor may request additional information from Nominees, where he/she sees such information as fit for the purposes of the Election.
- 4) The Election Convenor must ensure that all Nominees fulfil the Nominee prerequisites as set out in the Constitution and compile a provisional list of Nominees;

(iv) Academic Clearance

- 1) The Election Convenor must send the provisional list of Nominees to the Protocol Co-ordinator.
- 2) The Protocol Co-ordinator will ascertain whether or not Nominees comply with academic standards and will communicate such findings to the Election Convenor.
- 3) Nominees not complying with academic standards, and not receiving special permission to apply are no longer eligible and must be removed from the provisional list of Nominees; the Election Convenor is to personally and privately inform Nominees not passing academic clearance of this case.
- 4) The Election Convenor may not delegate the duties set out in this subsection.
- 5) Nominee academic information must be treated with the utmost sensitivity (the convenor must give the nominee the opportunity to withdraw the application).

(v) Final approval

- 1) The Election Convenor must make available to the House Committee, the list of Nominees who have passed all criteria.
- 2) The House Committee has one week in which to convene and provide final approval of the process and the Nominees.
- 3) If the committee disapproves a nominee, the reasons/motivations must be given in writing to the election committee.
- 4) The House Committee retains the right to veto any Nominee.
- 5) The power of veto should be employed with caution, valid reason and must carry the unanimous support of all House Committee members.
- 6) A decision to exercise the power of veto must be formally and explicitly communicated to the House via the Election Convenor (with the opportunity given to the Nominee beforehand to withdraw their application and should be treated with the utmost sensitivity).

(vi) Publication of Candidates

- 1) Upon final approval, the Election Convenor may make public the finalised Nominees (hereon in referred to as Candidates).
- 2) The list of Candidates must be made readily accessible to all Residents.
- 3) The minimum requirement for this is a written communiqué. This publication must be made available and viewable for 1 week before the election takes place.

(vii) Campaigning

- 1) Candidates campaigning efforts must be approved by the Convenor to be fair to all candidates.

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- 2) If candidates have an objection against a specific candidate's campaigning efforts, objections must be dealt with by the Election Committee/RH.

V.1.4 **Presentation Meeting**

- (i) The Election Convenor must organise an Extraordinary House Meeting, which shall be called the "House Committee Caucus".
- (ii) The purpose of the House Committee Circus is to formally introduce the Candidates to the House, as well as to provide Residents an opportunity to direct questions at the Candidates.
- (iii) Attendance of this meeting is compulsory for all Residents for the entire duration of the meeting.
- (iv) The Election Convenor must act as Chairperson of the Extraordinary House Meeting, during which time he/she will handle the agenda, act as mediator during the question sessions and maintain order.
- (v) The House Committee, Primarius/Primaria and/or Vice Primarius/Vice Primaria are mandated to assist in the maintenance of order if required, insofar as such assistance does not impede on the function or autonomy of the Election Convenor.
- (vi) **Question Session**
 - 1) The Residents should be given chance to pose questions to each Candidate.
 - 2) The format of the question session will be decided on by the Election Convenor.
 - 3) In addition to *ad hoc* questions by the House, a set of standardised questions must be compiled by the Election Committee.
 - 4) Throughout the session, the Election Convenor will act as mediator between the House and the Candidates for *ad hoc* questions.
 - 5) The Election Convenor may refuse personal or inappropriate questions on behalf of the Candidates.
 - 6) Question distribution should be fair and equal as far as possible.
 - 7) Each Candidate standing for the position of Primarius/Primaria should be asked five questions, of which at least one should be a standardized question.
 - 8) Each Candidate standing for the position of House Committee member (including potential Vice Primarius/Vice Primaria) should be asked three questions, of which at least one should be a standardised question.

V.1.5 **Voting**

- (i) The voting process must occur at an Extraordinary House Meeting; this meeting may coincide with the House Committee Circus.
- (ii) **Voting for Primarius/Primaria**
 - 1) The voting for the new Primarius/Primaria is carried out separately.
 - 2) For the position (Primarius/Primaria) the respective Candidates are given an opportunity to address the House for a maximum of three minutes.
 - 3) For the position, voting is done by means of a single choice multi-option ballot.
 - 4) The ballots will be counted directly following the voting procedure by the Election committee.
 - 5) The external auditor must authenticate the votes before the announcement is made by the convenor.
 - 6) Candidates who are not elected as Primarius/Primaria, are eligible to stand as candidates for the house committee.
- (iii) **Voting for House Committee**
 - 1) For the position (house committee member) the respective Candidates are given an opportunity to address the House for a maximum of two minutes.
 - 2) Voting is done by means of a nine choice, multi-option voting ballot.

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- 3) The ballots will be counted directly following the voting procedure by the Election committee.
 - 4) The external auditor must authenticate the votes before the announcement is made by the convenor.
 - 5) The successful candidates/ new house committee will be announced at the House committee announcement evening within two weeks following voting.
 - 6) A house committee announcement evening is overseen by the convenor
 - 7) While this Constitution notes the principle of full transparency during voting, due consideration is given to House tradition whereby voting results are kept secret until the formal announcement of the new House Committee.
- (iv) Voting for Vice Primarius/Vice Primaria
- 1) The voting for the new Vice Primarius/Vice Primaria is carried out separately and privately.
 - 2) For the position (Vice Primarius/Vice Primaria) the respective Candidates are given an opportunity to address the outgoing and newly elected House committee members during the house committee announcement evening.
 - 3) For the position, voting is done by means of a single choice multi-option ballot;
 - 4) The ballots will be counted directly following the voting procedure by the Election committee only (no external auditor necessary).
 - 5) The successful candidate will be announced at the House committee announcement evening.
- (v) Voting procedure
- 1) There shall, at all times, be at least one member of the Election Committee present at the polling station;
 - 2) Each Member's voice is strictly confidential;
 - 3) Upon closing of the polls only members of the Election Committee may be involved in the counting of votes, overseen by the external auditor.
 - 4) All voting procedures occur by means of a secret/private ballot.
 - 5) Any and all votes are counted as equal; there is to be no distinction whatsoever on the grounds of seniority, leadership status etc. with regards to voting. This may be subject to change if it best for the residence.
- (vi) Objections and Contingencies
- 1) Objections regarding the election must be submitted to the Election Convenor within the time period immediately following the voting up until twelve hours post the announcement of the outcome.
 - 2) The Election Convenor in consultation with the RH are mandated to investigate any objections;
 - 3) Such an investigation must address both the offender(s) as well as the impact on the voting;
 - 4) The outcome of such an investigation includes, but is not limited to:
 - a) Dismissal of the objection;
 - b) Referral to Meerhoff Disciplinary Committee; and/or
 - c) Declaring the voting process void/failed.
 - 5) If objections are additionally co-signed by at least 33% of the voters, the Election Convenor must convene an Extraordinary House Meeting for the purpose of investigating and assessing the written objection. The responsibility to justify objection in each case rests with the people who have objected in writing.
 - 6) Once an objection has been made, the objector has 24 hours to have it co-signed.
 - 7) Failure by the Election Committee in their duties will result in the election being declared invalid and the House Committee will hold the members of the committee accountable.
 - 8) The election is deemed to be completed twelve hours after the announcement of the outcome of the election, provided that no objection to the outcome is made.

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Section 2 Duties and Responsibilities of the Meerhoff House Committee

V.2.1 Term in Office

- (i) The term of the House Committee officially runs from 1st September to 31st August the following year.
- (ii) Any and all duties of House Committee members described in the Articles of this Constitution are applicable for the full term of office unless otherwise specified.
- (iii) At the end of term of office membership to the House Committee automatically lapses, unless explicitly stated otherwise by the Articles of this Constitution or any other University by-laws.
- (iv) Continuation of term in office by any member of the House Committee may only occur through the Election as described in the constitution.

V.2.2 Institutional Portfolios

- (i) This Constitution recognises the informal memorandum of agreement between Houses (Residences) and the Student Affairs whereby standardised House Committee portfolios are maintained in order to achieve effective residence-institutional co-operation;
- (ii) The standardised *executive offices* with accompanying *standardised executive portfolios* recognised and enforced by this Constitution are:
 - 1) Primarius/Primaria (with portfolios of Discipline, Cluster/Res-Ed and Alumni, Constitution)
 - 2) Vice Primarius/ Vice Primaria (with portfolio of Safety and Security and Portfolio Management)
 - 3) Treasurer (with portfolio of Finances/Treasury)
 - 4) Secretary
- (iii) No single person may hold any combination of executive offices as listed above, with the exception of Secretary; a single person may thus not hold any combination of the following offices: Primarius/Primaria, Vice Primarius/Vice Primaria or Treasurer.

(iv) The standardised *operational portfolios* recognised by this Constitution are:

1) Academics	17) Koshuisverlaters
2) Archives	18) <i>Connect</i>
3) Banquet	19) Maintenance
4) Camp	20) Media & Marketing
5) Cleaners	21) Newcomers
6) Clothing	22) Quadrock
7) Cluster	23) Room/Parking Allocation
8) Critical Engagement	24) Senior Leadership
9) Culture	25) Social
10) Floor Representatives	26) Social Impact
11) Green & Sustainability	27) Spiritual
12) Huisdans	28) Sport
13) Huisfondsdans	29) Student Needs & Well-Being
14) Innaweek	30) Vensters
15) Interblock	31) Welcoming
16) Junior Leadership	

The standardised operational portfolios have a representative facet and require additional, specific duties as per 5.2.8(II).

- (v) Further additional portfolios may be created by the House Committee to ensure optimal residence management.

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V.2.3 **Executive Committee**

- (i) The persons holding the executive office collectively form the Executive Committee;
- (ii) The Executive Committee are charged with managing the House Committee;
- (iii) Specifically, the Executive Committee should maintain the healthy working and professional relations between House Committee members as is necessary for them to function optimally;
- (iv) Additionally, the Executive Committee may exact disciplinary action upon House Committee members if deemed necessary.
- (v) The members of the Executive Committee consist of the Residence Head, Primarius/Primaria, Vice-primarius/Vice-primaria, the House Committee Members holding 'Finance' as a portfolio and the House Committee member holding 'Secretary' as a portfolio.
- (vi) In the case that the portfolio of 'Secretary' has been awarded to a portfolio manager, the rest of the Executive Committee must select another member from the remaining House Committee members.

V.2.4 **Primarius/Primaria**

- (i) The office of Primarius/Primaria is recognised in terms of the constitution.
- (ii) The Primarius/Primaria is the Chief/Head Student and the acting Chief Executive Officer of Meerhoff.
- (iii) The Primarius/Primaria serves as a coordinating link between the House, the Visiting/Resident Head and Student Affairs.
- (iv) The Primarius/Primaria holds the portfolio of Discipline as per constitution by default and may NOT delegate this portfolio.
 - 1) This discipline is carried out in terms of the General Council of the University Policy, the Rules for University Residences and the provisions contained in the articles of this Constitution and Rules;
 - 2) The House Committee is charged to assist the Primarius/Primaria with regards to maintenance of general discipline, insofar as no by-laws exist to the contrary;
 - 3) The Primarius/Primaria is the *ex officio* Chairperson of the Meerhoff Disciplinary Committee (MDC).
- (v) The Primarius/Primaria holds the portfolio of Constitution as per constitution by default and may NOT delegate this portfolio.
 - 1) It is the responsibility of the Primarius/Primaria to familiarise himself/herself with the constitution and to ensure that it is implemented.
 - 2) It is the responsibility of the Primarius/Primaria to re-evaluate and amend the constitution and to ensure that it is voted in by the residence.
- (vi) The Primarius/Primaria is chairperson of the House Committee and represents his House at the Tygerberg Primarii Committee (PK) as an *ex officio* member.
- (vii) The Primarius/Primaria holds the portfolios of Cluster/Res-Ed and Alumni as per constitution by default, but may delegate these.
- (viii) The Primaria mediates the selection of portfolios by House Committee members.
- (ix) The Primarius/Primaria will remain available to the newly elected Primarius/Primaria until the end of the academic year.
- (x) The Primarius/Primaria has the specific responsibility of initiating the new House Committee Election as per 5.1.1(i)1).

V.2.5 **Vice Primarius/Vice Primaria**

- (i) The office of Vice Primarius/ Vice Primaria is recognised in terms of the constitution.
- (ii) The Vice Primarius/ Vice Primaria or Deputy Chief/-Head Student is the acting Deputy Chief Executive Officer of Meerhoff by order of the University Authority.

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- (iii) The Vice Primarius/ Vice Primaria holds the portfolio of Safety & Security as per constitution by default and may NOT delegate this portfolio.
- (iv) The Vice Primarius/ Vice Primaria holds the portfolio of Portfolio Management as per constitution by default and may NOT delegate this portfolio.
- (v) All the duties of the Primarius/Primaria as mentioned in the constitution fall onto the Vice Primarius/ Vice Primaria when:
 - 1) The elected Primarius/Primaria is no longer available for office, for any reason whatsoever, at any time during his/her term;
 - 2) In such a case, the Vice Primarius/ Vice Primaria becomes the Interim Primarius/Primaria;
- (vi) The Vice Primarius/ Vice Primaria, unless explicitly stated otherwise, acts as Vice-President in all committees and meetings of which the Primarius/Primaria is Chairperson.

V.2.6 **Treasurer**

- (i) The office of Treasurer is recognised in terms of the constitution.
- (ii) The Treasurer is the officer responsible for the management of Meerhoff's Treasury (hereafter referred to as the *Huiskas*).
- (iii) The Treasurer, in addition to his/her general functions, has the following constitutional responsibilities:
 - 1) Preparation of a budget for the year;
 - 2) Preparation of an annual financial report to be presented to the House at the Annual General Meeting

V.2.7 **Secretary**

- (i) The office of Secretary is recognised in terms of the constitution.
- (ii) General administration of the House and House Committee matters.
- (iii) The Secretary, in addition to his/her general functions, has the following constitutional responsibility to properly record, in the form of minutes, any and all:
 - 1) House Committee meetings
 - 2) House Meetings
 - 3) Disciplinary hearings;
- (iv) The Secretary has the following general responsibilities, which may be delegated in part or in full:
 - 1) Distribution of House Committee adopted resolutions
 - 2) Drafting of minutes for House Committee meetings and House Meetings;
 - 3) Archival and/or the publication of minutes, in accordance with 5.2.10(iv)3).

V.2.8 **Portfolios**

- (i) The selection of portfolios is mediated by the Primarius/Primaria at the beginning of the House Committee term.
- (ii) House Committee members should perform duties associated with portfolios and as expected by him/her insofar as is reasonable.
- (iii) Operational portfolio specific duties
 - 1) Certain institutional operational portfolios are recognised as per 5.2.2(iv);
 - 2) These portfolios require communication and coordination with institutional role-players;
 - 3) House Committee members assigned these portfolios:
 - a. Act as liaisons between portfolio-specific institutional bodies and the House Committee and must represent the interests of the House at an institutional level;

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- b. Must ensure that they maintain communication with the relevant institutional role player(s) and must comply to reasonable requests;
- c. Must attend any and all relevant institutional meetings insofar as is reasonably possible; if the House Committee member reasonably cannot attend such a meeting he/she must delegate this responsibility to a representative;

V.2.9 **General Duties of House Committee Members**

- (i) In general, the House Committee, including the Primarius/Primaria, is responsible for maintaining the provisions of any applicable University Statutes and of the Constitution and Rules of the House.
- (ii) In particular, each House Committee member, excluding the Primarius/Primaria, is responsible for maintaining the provisions of any applicable University Statutes and of the Constitution and Rules of the House in their respective blocks;
- (iii) Each House Committee member is, additionally, also responsible for the one or more portfolios assigned to them by Primarius/Primaria;
- (iv) The House Committee is authorised in all matters outside the House, that affect the House as a whole, to act on the House's behalf;
- (v) The House Committee is mandated to act on all complaints received from the House members;
- (vi) The House Committee will ensure that the Constitution and Rules are brought up to date at the beginning of their term;
- (vii) At least one House committee member is to be on duty at all times. While on duty the member is to be available to house members, this means that they are on campus, and are contactable by phone if they are not in their room.
- (viii) Each House Committee member will be assigned a block and is responsible for communicating necessary information to and from the residents.
- (ix) The House reserves the right to question, and hold accountable, any committee or office bearer regarding their function, at any meeting of the House. The relevant committee / office bearer is required to respond.

V.2.10 **Meetings and Confidentiality:**

- (i) The House Committee meets at least once per week; (House committee meetings may be attended in person or via skype)
- (ii) Attendance and quorum
 - 1) Attendance is compulsory unless prior permission is obtained from the Primarius/Primaria; A member who is absent without leave is subject to disciplinary action by the Executive Committee;
 - 2) Two-thirds of the House Committee shall constitute a quorum;
 - 3) The Visiting/Resident Head has the right to attend House Committee meetings.
- (iii) The Primarius/Primaria
 - 1) Is the *ex officio* chairperson of the House Committee Meeting;
 - 2) Must maintain order during the meeting;
 - 3) Is charged with finalising decisions made by the House Committee; the Primarius/Primaria must decide whether a proposition is unanimously accepted by the House Committee or not (thus whether voting is necessary) or needs to be entered into the Constitution (requiring a House vote);
 - 4) During House committee meetings the Primarius/Primaria has an ordinary and a casting vote;
- (iv) Confidentiality

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- 1) House Committee meetings are held *in camera* (are confidential) unless explicitly stated otherwise;
- 2) A member who is found to be guilty of a breach of this confidentiality is subject to disciplinary action by the Executive Committee;
- 3) The minutes of House Committee meetings must be made available to the House after 1 week of House Committee member approval. Confidential information must be extracted from the minutes and be kept privately for House Committee member access only.
- 4) The House Committee meetings, as with Disciplinary Committee meeting, may direct that certain decisions should be communicated to the House by the Secretary, always with the provision that no individual's privacy therefore may be affected.

V.2.11 **Removal and Vacancies**

- (i) A House Committee member's membership lapses when he/she:
 - 1) Ceases to be a Member/Resident of the House to be as per the constitution;
 - 2) Declares his/her intention to resign their office with prior two (2) weeks' written notice to the Primarius/Primaria;
 - 3) Is absent for two House Committee Meetings without permission;
 - 4) Is found guilty of serious dereliction of duty or of gross misconduct by the Executive Committee;
- (ii) House Committee membership may also be terminated in terms of the provisions of University by-laws other than this Constitution;
- (iii) Members relieved of their House Committee member duties must update their portfolio files up to that point in time and provide a thorough handover to the newly elected House Committee member or appointed portfolio manager taking over their portfolio.
- (iv) Vacancies in the House committee, for whatever reason, will be filled through the normal election procedure, provided that:
 - 1) If it is the Primarius/Primaria, the Vice Primarius/ Vice Primaria automatically becomes the Primarius/Primaria;
 - 2) If it is the Vice Primarius/ Vice Primaria, the House Committee member with the most votes in the election becomes the Vice Primarius/ Vice Primaria;
 - 3) If the member vacating their position was the only member who stood, or the other member who stood is still on the House committee, there will need to be a re-election for the vacant position. This election caucus qualifies as an Extraordinary House Meeting.
 - 4) Any reallocation of portfolios will be decided;
 - 5) The house would need to be advised of the replacement at the next house meeting.

Article VI. Finance

- VI.1.1 Meerhoff is a non-profit body, subject to Constitution
- VI.1.2 The income and property of the Residence, derived from whatever source, will be used only to promote issues such as set out in the Constitution and Rules of Meerhoff.
- VI.1.3 All assets of the Residence, allocated by the University, shall be taken and record kept thereof.
- VI.1.4 The income and property of the Residence should only be used for the advancement of the Residence and its affairs as such, and its people as a whole.
- VI.1.5 No part of the revenue must be made available to or paid directly or indirectly to any Member or Members, provided that it is bona fide compensation to any Officer of the Residence or to any Member in view of any service rendered to the Residence.
- VI.1.6 Each resident must pay annual membership fees as prescribed by the University.
- VI.1.7 The House's fiscal year runs from September 1 to October 31.

Article VII. House Meetings

Section 1 General House Meetings

- VII.1.1 A General House Meeting must be held at least once per quarter.
- VII.1.2 Notice for the convening of a General House Meeting must be in writing and must be published at least 14 days prior to the meeting via e-mail or seven days with regards with notices.
- (i) The minutes of a House Meeting must be communicated to the house within two weeks following the meeting. All residents have the right to notify the Primarius/Primaria of any changes to be made to the minutes within a week post receiving the minutes. These correction will be accepted or rejected by house committee at the first house committee meeting. If appropriate, the updated minutes will be distributed to the house.
- (ii) The voting members have the opportunity to inquire into the implementation of the decisions and instructions of the previous meeting.
- VII.1.3 The quorum for a House Meeting is 51% of the voting members present.
- VII.1.4 Having the floor and voting is the privilege of every resident fulfilling the conditions set out in the constitution.
- VII.1.5 **Attendance**
- (i) Attendance of General House Meetings is mandatory for all House members for the whole duration of the formal part of the meeting.
- (ii) Only email excuses submitted to the Vice Primarius/ Vice Primaria a minimum of 24 hours before the meeting will be accepted.
- (iii) The emailed excuse will be validated at the discretion of the Vice Primarius/ Vice Primaria and notification of the validation must be given via email.
- (iv) House members, who are absent without leave, will be summarily fined R50, with right of appeal to the House Committee.
- (v) If no excuse is made, the house member shall be notified in person of their fine.
- VII.1.6 **Agenda**
- (i) An agenda will be the basis for each House meeting and the Primarius/Primaria must read the agenda immediately after the opening of the meeting. The agenda for a General House Meeting include the following:
- 1) Opening and welcoming
 - 2) Matters arising from the minutes
 - 3) Speeches
 - 4) Formal Motions - Constitution and other written motions
 - 5) Questions and varia
 - 6) Conclusion
 - 7) House Song
 - 8) Adjournment
 - 9) Completion of attendance register
- (ii) The Primarius/Primaria shall not deviate from the agenda without permission of the majority in the meeting.
- (iii) All residents will have the opportunity to raise agenda points for the house meeting
- (iv) All agenda points raised by residents must be communicated to the Primarius/Primaria and Vice Primarius/ Vice Primaria at least seven days before the house meeting.
- (v) The agenda will be finalised by the house committee and distributed to all residence twenty-four hours

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in advance

- (vi) Time limits will be allocated per agenda point as seen fit by the house committee, and applied by the Vice Primarius/Vice Primaria.
- (vii) If the time-limit is exceeded by more than five minutes, the Primarius/Primaria will put the extension of time for the agenda point to an informal vote by show of hands by the house members.
- (viii) If the extension of time is denied by the house, the matter will either be put to vote, or the meeting will continue with the next agenda point.

VII.1.7 **Motions**

- (i) If a Resident wishes to table a motion at the meeting, they have to deliver the request for tabling a motion in writing to the Primaria and Vice Primaria at least one week prior to the commencement of the meeting.
- (ii) In order for a motion to amend the Constitution and Rules there needs to be a seventy-five percent majority voting for the motion at the House Meeting.
- (iii) Voting is to be done as per constitution
- (iv) Presenting of motions
 - 1) Any House member may propose a motion and participate in the discussion and voting thereon.
 - 2) Persons who wish to suggest a motion must give such notice to the Primarius/Primaria and Vice Primarius/Vice Primaria as per constitution.
 - 3) Response Forms: A member, who wants to propose a motion, must stand up and speak clearly to the Chair.
 - 4) Each member has only one speech opportunity for each motion, unless the meeting grants them another opportunity.
 - 5) The proposer of a motion has 10 minutes to explain his motion/make his/her case;
- (v) Withdrawal of motions and amendment
 - 1) A motion which has not yet been opened to the floor by the Primarius/Primaria, may be withdrawn by the proposer.
 - 2) After a motion has been put forward, or if notice of motion is given, it may be withdrawn, with the approval of a seconder at the meeting.
 - 3) After the withdrawal of a motion or amendment, no member may talk about it.
- (vi) Discussion of motions
 - 1) After hearing the motion, the Chair will put it to the floor for discussion;
 - 2) Any Member may take the floor to comment, ask question get clarification or offer a clarification; a Member may indicate this intent by standing;
 - 3) If two or more members stand to speak, the Primarius/Primaria shall decide the order in which the speakers can talk.
 - 4) If and when the Chair allows it, a standing Member may take the floor; this may last no longer than 5 minutes;
 - 5) A member who is speaking, must limit their discussion to the matter addressed or an explanation or a point of order.
- (vii) Voting
 - 1) Voting shall be by way of show of hands, except in the case of an appeal vote against a Disciplinary verdict, in which case the Primarius/Primaria may decide that voting be by secret ballot.
 - 2) Immediately after the announcement of a result of the vote, any member may request a ballot be held.
 - 3) A ballot may be a show of hands or secret ballot, unless the member specifically asked which

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method to use.

- 4) After a ballot has been requested members are not allowed to leave or to enter during the ballot.
- 5) If a ballot is held, the outcome of the ballot will be announced and recorded.

(viii) Recording of objections

- 1) A member on the losing side of a motion may lodge their objection immediately following the announcement of the vote.

(ix) Reconsideration and revocation of decisions

- 1) A member who voted on the winning side, may move that a decision taken at the meeting be reconsidered, provided the decision has not already wholly or partially executed yet.
- 2) No motion in contravention of an existing decision must be accepted unless the existing decision was submitted for reconsideration or revocation.

(x) Reintroduction of motions

- 1) Motions that have been rejected may be re-submitted to the next meeting, only with the consent of the majority of members.

7.1.8 Procedural Etiquette

- (i) At all times the necessary respect for the Chair must be maintained. During discussions, members do not address each other directly, but through the Chair.
- (ii) Chairperson's ruling on points of order:
The Chairperson's ruling on the admissibility of a point of order or a matter of personal interpretation is final and will not be debatable.

VII.1.8 Misconduct

- (i) Any non-member at a meeting and who is guilty of misconduct or interrupting proceedings in any way, may be requested to leave the hall. The power to eject a person is given to the Primarius/Primaria.
- (ii) Any member found guilty of misconduct during the proceedings of the meeting, by preventing the rulings of the chairperson, refusing to comment when requested, using obscene language, or violating any of the rules as set out in the Constitution, may be ejected from the meeting by the Primarius/Primaria and be held up for a disciplinary hearing.
- (iii) No drinking is allowed during the course of the formal part of the meeting.

VII.1.9 Violations by members

- (i) Any House Committee member, including the Primarius/Primaria, finds themselves guilty of an offense, if they fail to properly discharge their duties, which in the case of a chairperson means, refusal to allow a valid motion to be tabled, ignoring members' rights under the Constitution or these rules and contrary to the decisions of the assembly, is subject to a vote of censure or a vote of no confidence.
- (ii) A motion of censure or no confidence can be tabled by any member in a meeting behind closed doors. It must be seconded and voted for by a majority for it to be valid.
- (iii) A House committee member, including the Primarius/Primaria, against whom a motion of censure or no confidence is accepted, is to be considered warned.
- (iv) A House committee member, including the Primarius/Primaria, against whom a second motion of no confidence is accepted, is considered removed from office.

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Section 2 **Extraordinary House Meeting**

- VII.2.1 An Extraordinary House Meeting is a properly constituted House meeting that is called:
- (i) When the House Committee deems it necessary;
 - (ii) Where this Constitution made provision for aforementioned Extraordinary House Meeting; or
 - (iii) Upon written request of at least seventy-five percent (75) of the House members.
- VII.2.2 Notice
- (i) Notice of an Extraordinary Meeting House needs to be communicated at least 48 hours prior to the meeting.
 - (ii) If a written request for an Extraordinary Meeting House is submitted (as per 2.4.1.3) such a meeting must be convened within seven working days.
- VII.2.3 The agenda for an Extraordinary Meeting House is drafted by the secretary in consultation with the vice primaries/vice primaria and Primarius/Primaria.
- VII.2.4 Arrangements for General House Meetings also apply in respect of Extraordinary Meeting House.

Section 3 **Annual House Meeting**

- VII.3.1 The Annual House Meeting will be held after the start of the fourth quarter.
- VII.3.2 Notification will be as for a General House Meeting.
- VII.3.3 The agenda for the meeting includes the following:
- 1) Opening and welcoming;
 - 2) Matters arising from Minutes;
 - 3) Annual Report of the outgoing Primarius/Primaria;
 - 4) Handing over from the outgoing Primarius/Primaria to the new Primarius/Primaria;
 - 5) Formal motions, Constitution and other written motions;
 - 6) Questions and varia;
 - 7) Conclusion;
 - 8) House Song;
 - 9) Adjournment;
 - 10) Completion of attendance register.
- VII.3.4 Arrangements in respect of General House Meetings also apply to the Annual Meeting House.
- VII.3.5 Meeting procedures for all House meetings are as provided for in the Constitution.

Article VIII. Standing and Special Committees

Section 1 General Committees

- VIII.1.1 All General Committees in Meerhoff are appointed by the House Committee member/members charged with running it.
- VIII.1.2 Applications are submitted to the House Committee member and there will be a selection process to determine who will be best suited to serve on the committee.
- VIII.1.3 The appointment of each committee is subject to the approval of the House Committee.
- VIII.1.4 Such committees have only the right to carry out transactions in the name of the house. Such a transaction must be co-signed by both the Primarius/Primaria and the treasurer, in which case the House is bound by such transactions.
- VIII.1.5 Only House Members qualify to serve on such committees, unless expressly authorised by the House Committee.
- VIII.1.6 Budgets
- (i) Other General Committees which require a financial subsidy from the House, must hand an application and accompanying budget to the Treasury at the beginning of the year.
 - (ii) There may be deviated from this provision only with the express consent of both the Primarius/Primaria and the Treasurer.

Section 2 Standing Committees

VIII.2.1 The First Years Committee

- (i) The First Years Committee is a representative committee for the First Years.
- (ii) Election
 - 1) Only current First Year residents are eligible.
 - 2) Only First Years residents and previous First Year Committee members may vote in the election as it is a representative body.
 - 3) The election is conducted through nomination of candidates and a secret ballot.
 - 4) The First Year Committee consists of as many people as the current Primarius/Primaria sees fit before the election, with a minimum of six members.
 - 5) The members elected are those candidates with the most votes.
 - 6) The committee chooses their own chairperson among them per a separate election under the supervision of the responsible House Committee member.
- (iii) The First Years Committee assigns, manages and co-ordinates the compulsory services of the First Years as per constituted.

VIII.2.2 The Second Years Committee

- (i) Election
 - 1) The Second Year Committee is headed by the responsible House Committee member and is selected from the First Year Group of the previous year.
 - 2) Only Second Years and previous Second Year Committee members may vote as it is a representative body.
 - 3) The election is conducted through nomination of candidates and a secret ballot.
 - 4) The Second Year Committee consists of as many people as the current Primarius/Primaria sees fit before the election, with a minimum of six members.
 - 5) The members elected are those candidates with the most votes.
 - 6) The committee chooses their own chairperson among them per a separate election under the

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- supervision of the responsible House Committee member.
- (ii) The House committee member in charge acts as liaison between the Second Year Committee and the House Committee.
 - (iii) The Second Year Committee is responsible for general recreation arrangements in the House. The following are among their responsibilities:
 - 1) Arranging at least one social event for the House's entertainment, similar to past events for the Second Year Group in particular;
 - 2) Organisation and management of the Second Year's Stall at the Vensters event for MAD², in consultation with the MAD² Committee;

Section 3 Special Standing Committees

- VIII.3.1 Special Standing Committees are those committees established by a House Committee member to assist him/her in carrying out his/her portfolio duties.
- VIII.3.2 Such a committee will typically be linked to a *standardised operational* portfolio.
- VIII.3.3 All special standing committees are required to draw up a budget at the beginning of the year, and present it to the Treasurer, if a subsidy required from the House budget.
- VIII.3.4 The Primarius/Primaria and Vice Primarius/Vice Primaria are allowed to sit in on special standing committee meetings if they deem it necessary.

Section 4 Special Committees

- VIII.4.1 The Special Committee is a committee convened by the House or the House Committee to examine specific issues or particular matters and includes, but is not limited to the Election Committee.
- VIII.4.2 A Special Committee is created *ad hoc*, has a limited lifespan and functions only until the matter in question is completed, after which it is dissolved *ipso facto*.
- VIII.4.3 The Primarius/Primaria and the Vice Primarius/Vice Primaria have the right to sit in on meetings of the Special Committees, with the provision that there is not conflict in interests, but do not have voting power in their decisions.

Article IX. Disciplinary consequences

Section 1 Meerhoff Disciplinary Committee

- IX.1.1 The Meerhoff Disciplinary Committee is appointed to carry out disciplinary action on behalf of the House to apply.
- IX.1.2 This committee aims to institute discipline against House members who are guilty of breaking the rules of the University and the provisions of this Constitution and Rules.
Primarius/Primaria appoints him-/herself or a House Committee member as convener for the committee, the appointment stands for the duration of the House Committee term.
- IX.1.3 **Composition**
- (i) Ex officio members
 - 1) Primarius/Primaria
 - 2) Vice Primarius/Vice Primaria
 - 3) Resident Head
 - (ii) Appointed members (if *ex officio* members deems it necessary) – appointed by the Primarius/Primaria in consultation with the Vice Primarius/Vice Primaria
 - 1) Two House Committee members
 - 2) Two Senior House members
 - 3) The accuser or a representative of the accuser must be present to put forward the complaint and subsequent evidence
 - 4) The defendant
 - 5) Witnesses
- IX.1.4 **Modus Operandi**
- (i) This committee meets *ad hoc* - as and when the need arises;
 - (ii) The meetings of the committee are held *in camera* and all information discussed is confidential, except for such information as the committee deems necessary to officially convey to the House;
 - (iii) A majority vote will be the position of the committee. The Primarius/Primaria has a casting vote;
 - (iv) **Charge**
 - 1) Charges may be lodged with regards to transgressions of the House Rules or of serious transgressions of the House Values;
 - 2) Any Resident can lodge a complaint with the Disciplinary Committee, after which the matter is referred to the Primarius/Primaria.
 - 3) Any House Committee member can automatically charge a house member after which the accused must be informed by the House Committee member or Primarius/Primaria, if not already done it.
 - 4) Complaints must be lodged in person; complaints may NOT be laid by proxy (“on behalf of someone”).
 - 5) Complainants must be willing to give written or personal testimony in front of the committee and the accused although this may not be required.
 - (v) **Appearance**
 - 1) The accused will appear before the committee at a date and time as determined by the Chairperson, as he/she considers it a reasonable necessity, and a time is then established that would be reasonable under the circumstances

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(vi) Reading of charges and questioning

- 1) The committee will convene in order for the accused to be questioned to ensure clarity regarding the situation itself.
- 2) Both the committee and the accused may cite mitigating / aggravating circumstances.
- 3) The complainant(s) may be required to state their case.

(vii) Witnesses

- 1) The committee reserves the right to request any person to give testimony before the committee out of free will.
- 2) The committee may also hear testimony from within the committee itself.

(viii) Judgement

- 1) The committee must consider the accused innocent until proven guilty.
- 2) The committee must find "Clear and Convincing Evidence" of guilt; this evidentiary standard of proof lies between the "Balance of Probabilities" and "Beyond a Reasonable Doubt".
- 3) The accused must be present for the reading of the verdict.

IX.1.5 **Penalties**

The committee may apply one or more of the following measures on a House member depending on the circumstances:

- (i) Warnings and / or reminders;
- (ii) Reparation of Damages
- (iii) Penalties of maximum price limit set by the University rules determined by conviction.
- (iv) Suspension - The Disciplinary Committee along with the House Committee, in consultation with the University, decided that a House members lodging will be suspended with loss of status and privileges of a House member.
- (v) Convictions will be noted in the Disciplinary register.

IX.1.6 **Appeals**

- (i) A House member, including but not limited to the accused/guilty, that is dissatisfied with the decision taken at a disciplinary case, may use one of the following hierarchical modes of appeal:
- (ii) Appeal and the form of a request for a reinvestigation by the Disciplinary Committee;
- (iii) Appeal to the House in the form of a petition for an Extraordinary General House Meeting, subject to the provisions of the constitution
- (iv) Appeal to the University - Notice of appeal must be given to the Primarius/Primaria.

IX.1.7 **Contempt for the Disciplinary Committee**

- (i) All complaints within the House are to be laid with the Disciplinary Committee;
- (ii) If a complaint is of a very serious nature, the Disciplinary Committee must consider referring the case to the University's Manager for Student Discipline;
- (iii) Wilful circumvention of the Disciplinary Committee without reasonable cause is to be seen as contempt for the House's disciplinary authority;
- (iv) Such circumvention includes lodging complaints directly with higher disciplinary committees, including but not limited to, the Inter-Residence Disciplinary Committee and the Central Disciplinary Committee; such committees should be referred to only via the appeals procedure;
- (v) In cases of wilful circumvention of the Meerhoff Disciplinary Committee, the course of the higher committees should continue, but the Primarius/Primaria may lodge an according complaint of contempt for the House's disciplinary authority with the Meerhoff Disciplinary Committee.

Section 2 Meerhoff House Committee Accountability Committee

- IX.2.1 The House Committee Accountability Committee is established to act as an advisory and supervisory body.
- IX.2.2 This committee aims to ensure that the House Committee is kept accountable and remains transparent.
- IX.2.3 This committee also aims to advise the House Committee on issues regarding the House. This committee will serve as another communication channel between the House and the House Committee.
- IX.2.4 This committee serves as a large committee and room points are allocated accordingly.
- IX.2.5 **Election of Committee**
- (i) The members of the committee are elected by the House at the House Committee caucus
 - (ii) The election is led by the Election Convenor
 - (iii) Members of the House who are not on the House Committee may nominate themselves for the committee
 - (iv) Nominees will each receive one minute to deliver their motivation to the House
 - (v) 6 Members must be elected for the committee
 - (vi) The Committee must be announced when the new House Committee is announced
- IX.2.6 **Election of Chairperson**
- (i) The election is led by the Election Convenor
 - (ii) The chairperson of the committee will be elected internally within the committee after the Accountability Committee has been announced
- IX.2.7 **Modus Operandi**
- (i) The committee members must keep the House Committee accountable according to the constitution.
 - (ii) The House portfolios must be divided amongst the members of the committee.
 - 1) The members must keep the House Committee members or portfolio managers in charge of the portfolios accountable i.e. goal achievement, progress, procedures, deadlines etc.
 - 2) It is not the responsibility of the Accountability Committee members to manage the portfolios. They may only guide and advise the House Committee members to act in the best interest of the House.
 - (iii) At least one committee member must be present at each House Committee meeting and House meeting.
 - 1) Private or sensitive information must be kept confidential. Disciplinary action will be taken should any of the information be shared outside of the meeting space.
 - (iv) The committee members must advise, guide or inform the House Committee during decision making in the best interest of the House, be it for portfolios, events, in crisis situations.
 - (v) The committee members must maintain communication between the House Committee and the House which includes.
 - 1) Recommendations, unclarity, complaints or any other feedback from the House that they are aware of.
 - 2) Clarifying facts surrounding situations or incidents and explaining the reasoning or process of House Committee decisions and actions to residence.

Article X. House Anthem, Colours, Insignia

Section 1 The House Song/Anthem

X.1.1 The official House Anthem, Meerhoff House Anthem, reads as follows:

Ndiyathembisa kuni bantu bam (Oh, I vow to thee my residence,
Ibongo le Tygerberg (The pride of Tygerberg.)
Ikhaya lethu sonke (A home to all,)
L'isiniki Injabulo (It gives us joy.)

Ons staan saam as 'n eenheid, (We stand together as a unit)
Gefokus op een doel. (Focused on one purpose)
Met opregtheid leef ons altyd saam, (With sincerity we live together)
Met passie, hart en siel. (With passion, heart and soul)

And there are many others,
Who wish that they were us.
With our pride before us,
For Meerhoff we stand.

To live, to love, to learn are many things,
But there's a common goal.
To leave this place as legends,
For memories to the end.

X.1.2 The Huislied/Anthem is protected by the Constitution and copyrighted in terms of the South African Copyright Act and the Bernes Convention.

X.1.3 Each House member must be able to sing the house song/anthem and it is the responsibility of the House Committee to teach the House Song/Anthem to the First years upon their arrival at Meerhoff.

Section 2 House Colours

X.2.1 Identifying characteristics

- (i) The Meerhoff coat-of-arms
- (ii) The Guinea fowl
- (iii) Any combination of the colours white, black and maroon

X.2.2 The Meerhoff House Colours are protected by the Constitution and copyrighted in terms of the South African Copyright Act and the Bernes Convention.

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Section 3 Official Dress

- (i) The Meerhoff coat-of-arms will only appear on the jacket pocket of a black/maroon blazer;
- (ii) Only House members and former House members of Meerhoff are entitled to wear Meerhoff colours;
- (iii) Meerhoff colours may not be traded or sold without the consent of the House Committee and the House Committee may only give its consent if it is in the interest of the House to do so.
- (iv) The House Committee has the right to reasonably refuse a House member the right to wear the House colours and such a right can be withdrawn.
- (v) In case of cancellation as provided above, the House Committee is not obliged to compensate the person.

Section 4 Code of Honour

X.4.1. The official code of honour of Meerhoff Residence is as follows:

As a Meerhoffian I will strive to apply the following to myself and others:

Act with integrity,
Support with loyalty,
Treat with respect,
Recognise and celebrate diversity,
Honour timelessly,
Embrace individuality and identity,
Demand accountability,
Encourage innovation and leadership,
and make conscientious efforts.

I am a Legend and I am here to live, to love, to learn and to leave a legacy.

Article XI. Honorary Awards, Recognition Certificates and Other Awards

XI.1.1 All awards are to be presented during the annual "Huisdans" or Banquet in October for a particular year.

XI.1.2 Meerhoff Honorary Awards:

- (i) The Meerhoff is the highest honorary award recognition by the House on a person to be given.
- (ii) A committee comprising the Primarius/Primaria, Vice Primarius/Vice Primaria, the House Committee member for "Henne and Hanedinee" (Banquet) and RH will consider suggestions/nominations from the House for persons deserving of awards.
- (iii) Honorary Awards can be given in one or more of the following categories:
 - 1) Academic Performance
 - 2) Sports Performance
 - 3) Outstanding Service to the House
 - 4) Culture
 - 5) General

XI.1.3 Meerhoff Recognition Certificates are also presented to each House member who has lived in Meerhoff for four years or longer and is leaving the house.

Article XII. Amendment of the Constitution

- XII.1.1 Amendments to the Constitution of Meerhoff are accepted if a two-thirds (66%) majority accepts the adaption to that effect, at a duly constituted House Meeting of which due notice has been given as per constitution
- XII.1.2 Amendments to the House Rules or Addendums is accepted by a mere majority only (more than 51% of voting members) in a properly constituted House Meeting and will be attached to the constitution.

House Rules

Section 1 General

- 1.1 A regulation is prepared to make rules for the management and further development of the House.
- 1.2 The rules are binding and only in case where there is conflict between the Rules and the Constitution, the Constitution enjoys precedence.
- 1.3 The Constitution and Rules are subject to University regulations and in case of a discrepancy the latter is authoritative.
- 1.4 Deviation from the provisions of the Constitution and Rules can occur only if a duly constituted Meeting House unanimously agrees that this can be done.

Section 2 Rules

2.1 Rule 1 - Quiet time

- (i) It is the duty of the house members to ensure that each resident is able to study in a reasonable environment.
- (ii) Absolute silence will be observed from the following times:

Monday to Thursdays:

23:00 (with the exception of a residence event in which case it is 24:00) – 08:00, 08:00 – 12:00

Fridays and Saturdays: 01:00 – 08:00; 08:00-12:00

Sunday: A quiet and peaceful atmosphere should prevail for the entire day.

2.2 Rule 2 - Services

- (i) The House Committee shows First years their responsibilities and ensures service adoption.
- (ii) A First Year is appointed to sort and deliver the post once a week. The First Year committee is in charge of the service.

2.3 Rule 3 - Notice boards

- (i) All notices may be put in the residence within reasonable limits. Any House Committee member may, however, remove any notice at any time.
- (ii) No political slogans or arguments may appear on the billboards. Only posters that provide information about political meetings and lectures will be accepted, provided that it is a House Committee's consent has been obtained.
- (iii) Only the House Committee members or residents, who have obtained permission from the House Committee, may post notices on the notice boards. Any person doing so without permission will be setting themselves up for a disciplinary hearing.

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2.4 **Rule 4 – Smoking**

- (i) No House Member may smoke inside any House-building, block or within 10m of the aforementioned buildings which includes cigarettes, hubbly, pipes etc.
- (ii) A fine of R500 and a written warning will be charged for non-compliance.
- (iii) A formal charge may be laid with the appropriate authorities.

2.5 **Rule 5 - Cars and bikes**

- (i) All motor vehicles parked on the grounds must be registered at the Department of Campus Management and have their disc displayed.
- (ii) The undercover parking bays are only to be used by the person who has been allocated the bay at the beginning of the year.
- (iii) The House Committee will allocate these undercover bays on the basis of Kamerskiet.
- (iv) Any person found to be occupying another person's bay, without permission from the rightful holder, is liable to being clamped and fined.
- (v) Motorcycles may under no circumstances be brought into any of the buildings.
- (vi) Bicycles may be stored in the buildings as long as they do not obstruct any other resident. They may be stored in bedrooms or storerooms but only if they are not obstructing any other resident
- (vii) A reasonable speed should be maintained on site and drivers are expected to always be careful, especially with regard to pedestrians. No "spinning" of car tires will be allowed.

2.6 **Rule 6 - Rooms**

- (i) At the beginning of the 4th term, all residents wanting to stay in Meerhoff the following year, must re-apply to the University accommodation liaison to ensure they keep their lodging.
- (ii) All members staying in Meerhoff the following year will have to "skiet" for their rooms as set out below and after the "kamerskiet" the rooms left over will be allocated to the new first years by the University, not the House Committee.
- (iii) Kamerpunte will be awarded in accordance to the Kamerskiet Protocol (Addendum A).
- (iv) The resident with the highest number of points can 'skiet' for the room of their choice first, followed by the resident with the next highest number of points etcetera.
- (v) No Resident may change rooms without asking permission from the Primarius/Primaria. A spot fine of R300 and a written warning will be applicable.
- (vi) Residents can only change rooms within twenty-four hours and will still receive a R300 fine.
- (vii) Each resident is responsible for the cleanliness and contents of their room, according to the inventory.
- (viii) Any damage must be reported soon as possible on the maintenance sheet on the floor of each block.
- (ix) The residents will rent the room from the University under the conditions as set out in the University yearbook.

2.7 **Rule 7 - Vandalism**

- (i) Any damage to the Residence and/or University property will be reported to the House Committee, they must investigate and ensure that the person who is guilty is held accountable.

2.8 **Rule 8 - Fines**

- (i) The maximum penalty that the House committee may be imposed is R500 per conviction.
- (ii) The maximum penalty by a House Committee member can impose on a First Year for dereliction of duty is R50 per violation.
- (iii) The maximum penalty for a parking violation is R50.

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2.9 **Rule 9 - Conduct toward House Members**

- (i) Every member of the House must treat every other member with respect and tolerance.
- (ii) No House member may enter another House member's room without permission from the member, except if it is a House Committee member conduction house business that requires them to enter the member's room.
- (iii) No member may threaten, harass or assault another member; such actions will result in swift disciplinary action.

2.10 **Rule 10 - Sleeping over**

- (i) A maximum of one non-resident person is allowed to be harboured per resident.
- (ii) The guest is only allowed to stay for two days per a week.
- (iii) All applications for guests/visitors wanting to board at Meerhoff must be emailed/handed in to the vice primarius/vice primaria and may be subjected to approval by the vice primarius/vice primaria.
- (iv) Guests/visitors staying after 01H00 in the morning are considered as boarding at Meerhoff thus an application must be submitted.
- (v) Guest/visitors of the opposite sex are not allowed to use the bathrooms on that floor-they must use the bathrooms on the floors of their same gender.
- (vi) With regards to double rooms-the permission of the roommate must be obtained when a guest/visitor is boarding. If it is a guest/visitor of the opposite sex the whole floors permission must be obtained as well.
- (vii) Failure to follows these rules will result in a fine of R100 for every offence.