



MINERVA RESIDENCE

CONSTITUTION

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CHAPTER 1: FUNDAMENTAL PRINCIPLES

1.1. NAME

- A. The name of the residence is Minerva Residence. The residence is named after Minerva (Greek counterpart is Athena), the Roman goddess of wisdom, arts and beauty.

1.2. VALUES

- A. The House values are as follows:
 - a. Balance
 - b. Respect
 - c. Kindness
 - d. Growth
 - e. Pro-activity
- B. The values are subject to amendment, should the Residence Head and House Committee feel the need. Changing of the house values must be done through consultations with the House. The House needs to vote in the new values with the corresponding definition of each value. This can be done through presentation at a House Meeting and voting such as with motions. A 2/3 majority vote is needed. Voting must take place for both the values and meanings to ensure clarity on this matter.

1.3. ETHOS

- A. As inhabitant of Minerva, I commit myself to the presentation of universal values; to the submission to all the laws of this country and to the rules of this university and residence; and to a PASSIONATE ASPIRATION for the:
 - a. Innovative and creative expansion of wisdom, beauty and art;
 - b. Preservation, stability and responsibility to live out traditions and (healthy) fun to the full;
 - c. Excellence, safety, homeliness, peacefulness, cooperation and the creation of an outstanding study climate in Minerva.
- B. As an inhabitant of Minerva, I also affirm to the values of the University of Stellenbosch, namely Innovation, Inclusivity and Future Focus.
- C. Academic devotion is of the utmost importance. The University is primarily an institution of learning, and the Minerva environment promotes and serves as basis for a positive attitude towards this.

1.4. AUTHORITY OF THE CONSTITUTION

- A. All actions, behavior, decisions, elections, motions, rules, regulations, procedures and provisions within Minerva Ladies' Residence are subject to this document and are invalid or inconsistent so far as they are in conflict with this Constitution. All

assignments, requirements, obligations, rules and regulations that are spelled out in this Constitution, shall be met.

- B. This Constitution –
 - a. Stands under the authority of the Student Rules of Stellenbosch University and the Students' Union Constitution and the Constitution of South Africa of 1996 and all other laws as determined by the Government of the country.
 - b. Will not, in whole or in part, be inconsistent with the Rules for Students, Student Union Constitution, Statute of the University, Higher Education Act (Act 101 of 1997), or any other rules and regulations as determined from time to time by the Board of the University.
- C. Subject to the authority of the Vice Chancellor and Director for the Centre of student communities, the care and control of the student residence rests with the Head of Residence, assisted by the House Committee.
- D. The purpose of the House is to organize the living together of all the residents in a responsible manner in the interest of all members and not to pursue any profit or monetary gain for its members.
- E. Not the residence, or any of its residents can serve as a legal personality. The SU is a legal person. The House is subject to the SU and is therefore not a separate legal person.
- F. This Constitution shall terminate and replace any previous constitutions and related rules, regulations that apply or were applied in Minerva Ladies' Residence.

1.5. ADOPTION OF A DRAFT CONSTITUTION

- A. A Constitution may be drafted and amended by a constitutional committee comprising the Primaria, a House Committee member and a resident of the residence which preferably has a legal background.
- B. The following procedure is followed for the adoption of any other draft Constitution:
 - a. The constitutional committee must draft a constitution following the House's specific needs and the rules of the US.
 - b. The draft constitution must be submitted to the Residence and explained to all Residence members, after which it must be made available for their inspection. Residents must be granted at least two weeks to respond to the draft constitution and to submit written recommendations on amendments through two section meetings and a forum.
 - c. The Constitutional Committee must consider the recommendations and make the necessary amendments.

- d. The amended draft constitution must be re-submitted to the Residence and be made available to the residents for their inspection.
 - e. Quorum at a meeting of the House where a draft constitution will be considered and voted on will consist of two-thirds of the members of the House.
 - f. A two-thirds majority vote of those present at the meeting is required for the adoption of the amended draft constitution.
 - g. The amended draft constitution is to be submitted to the Director of Student Communities for approval. If the Director of Student Communities amends the Constitution, the constitutional committee of the House must again modify it. The amended constitution will be effective only if it is resubmitted and accepted by the House in accordance with section 1.5. B (a)-(f).
- C. The Constitution takes effect immediately once both the House and the Director of Student communities approves the Constitution.
- D. A copy of the Constitution must be at all times at the disposal of residents.

1.6. AMENDMENT AND INTERPRETATION

- A. The quorum for the amendment of the Constitution is two thirds of all residents of the House.
- B. For the adoption of a constitutional amendment, a two-thirds majority of all residents is required. If this is not reached a second round of voting must be held.
- C. The constitution may be translated into another majority language.
- D. If ambiguities arise between the two versions of the Constitution, the English version, as the original text, will act as authoritative document.
- E. The Primaria must, at the end of her term, revise the Constitution and make amendments. These amendments, however, must include all motions that was voted in, in her term as Primaria. The amendments may also consist of relevant issues she sees in the Constitution which she can take out, amend and/or any particulars she wants to add in. The amendments may not negatively impact the house in any way and if an amendment is of a great nature and effects the house directly it must still be voted in by the house or if it is stipulated that it must be voted in by a certain percentage of the house. If a resident of the house feels the amendment has a negative impact on any resident the amendment can be challenged and presented to the house through motions at the House Meeting. The Primaria must still select a committee to assist in making these amendments.

1.7. MEMBERSHIP

- A. A person will be deemed to be a resident and member of Minerva Ladies' Residence, if that person:
 - a. is a registered full-time student at the University, and
 - b. is registered as a resident of Minerva Ladies' Residence at the Division of Student

communities, and

- c. permanently resides in Minerva Ladies' Residence during the academic year.
- B. A newly appointed Head of Residence is invited to become a member of Minerva Ladies' Residence by committing himself/ herself to the Ethos at a House meeting.
- C. Persons who are not residents of the residence but have moved into the residence for a limited period, e.g., exchange students, will be considered visitors.

1.8. JURISDICTION

- A. When accommodation in Minerva has been granted to a student for a year, they accept it, have reasonably moved into their room and is a student enrolled at the University of Stellenbosch; it will serve as submission to and approval of this Constitution and the rules of Minerva. Such person must be informed of such submission and given the chance to read and question the rules in due time.

1.9. SYMBOLS

- A. Only the symbols contained in this section serve as official symbols/logos of the residence and must be used in this accepted format, proportion and form. Minerva Ladies' Residence also holds the copyright on these symbols and no unauthorized use will be tolerated. Any amendment of these symbols must be voted in by die house at house meeting with a two-thirds majority.
- B. The House Committee must approve permission for any deviation from the accepted format.
- C. The emblem, as printed in Schedule 1, is the official symbol of the residence and is used in official correspondence with other bodies, persons, university structures and the media.
- D. The logo, as printed in Schedule 2, is used for less formal publications and occasions.
- E. The House Anthem, as reproduced in Schedule 3, is recognized as the official anthem of the residence and can be used at any residence-related activities.
- F. Minerva associates with the color red. Blue is often used in a supportive manner.

- G. As part of our heritage and institutions, Minerva Ladies' Residence maintains a number of distinct traditions and customs. These practices are described in Chapter 6.

1.10. VOTING RIGHTS

- A. For a vote to be accepted as valid and enforceable, the following rules will apply:
 - a. Each Minervianer will qualify as a full voting member; but
 - b. In those cases that apply to people who have lived for less than a semester (1) in residence, the Primaria can use her discretion to and tell them they are not allowed to vote.
 - c. The House also reserves the right to grant voting rights to other persons on an *ad hoc* basis. This decision will be taken by requesting a vote of qualified voting members; and
 - d. The votes of all qualifying voters will carry equal weight; and
 - e. Any Minervianer has the right to spoil her voice and thus abstain from voting; and
 - f. The Chairperson of the polling committee shall decide whether voting takes place by hand or by ballot but taking into account that anybody putting forward a motion can insist on a secret vote.
- B. For electronic voting procedures, which will be the dominant means of Primaria, Vice-Primaria and House Committee elections, see the **addendum on voting**.

1.11. HOUSE MEETINGS

- A. The House meeting is a gathering of all the residents of Minerva Ladies' Residence, which is convened for the purpose of making possible discussion on issues; motions, decisions; to give advice; to assess the actions of the elected House Committee and/or to oversee their actions.
- B. During a house meeting it is expected of all Minervianers to behave in an orderly manner. The Primaria reserves the right to request any person who is found guilty of inappropriate or improper behavior to leave the meeting.

- C. At the end of the House meeting the house anthem must be sung.
- D. An ordinary House meeting –
 - a. Takes place quarterly in accordance with the rules of the US; and
 - b. Notice of an ordinary House meeting shall be given at least fourteen (14) days, the final date must be confirmed at least seven (7) days, and the agenda must be available at least three (3) days before the start of the meeting.
- E. The residents should submit excuses (absence or late arrival) for House Meeting to the Vice-Primaria at least three (3) days before the start of the meeting.
- F. Academics do not serve as an excuse unless the person is sitting for a test or exam at the time of the House meeting or is writing a semester test or exam the following day. The reason for this is that every House member experiences academic pressure and exceptions can therefore not be accepted.
- G. A special House meeting will be convened on:
 - a. Request of the Head of Residence; or
 - b. Request of the House Committee; or
 - c. No longer than three (3) university days after forty (40) House members submit such a written request to the Primaria, in which case the issues indicated on the petition may be discussed.
- H. Procedures to be followed at a special or emergency meeting:
 - a. Notice of a special meeting as described in section 1.11. (I), with reference to the reason for the meeting, should be given at least forty-eight (48) hours before the start of the meeting.
 - b. Excuses for a special meeting should be submitted at least six (6) hours before the start of such meetings.
- I. In case of urgent matters, the House Committee can convene an emergency meeting at shorter notice. A House meeting (whether ordinary, extraordinary or forced) is only considered properly constituted when two thirds of the voting members are present. This will serve as a minimum for a quorum for the meeting.
- J. In the absence of a quorum within half an hour after the scheduled start time, no decisions taken at the meeting shall be seen as in force, and an extraordinary or emergency meeting should be called to ratify such decision/s.

- K. Written motions must be submitted to the Vice-Primaria at least five (5) days before the start of the meeting in hard copy as well as an electronic version and must be duly signed by the nominator and at least two seconders.
 - a. No motion shall be accepted after this deadline has expired.
 - b. If a House member wants to submit a motion anonymously, the Head of Residence must sign it. All motions will be published in the residence either as notices, on the agenda or by electronic mail at least twenty-four (24) hours before the meeting.
 - c. Amendments to motions will be heard at a House meeting.
 - d. For the adoption of a motion that does not modify the Constitution, two-thirds of the House will constitute as quorum. A simple majority vote of the members present of the House is required for the motion to be passed. Such a vote will be taken as conclusive and binding.
 - e. Decisions and motions carried at a House meeting are to be considered as binding, providing they are not inconsistent with this Constitution, the Rules for Students, other relevant University policies or existing legislation.
 - f. This should be sent out via e-mail too & not only WhatsApp.
- L. The Primaria serves as Chairwoman of the House meeting with the responsibility:
 - a. to lead the House meeting; and
 - b. to determine that the procedure followed is in accordance with approved procedures and practices at meetings.
- M. During the course of a House meeting the Chairperson shall use her own judgment to authorize speaking turns to House members. All House members have the right to participate in discussions, but the Chairperson will use her discretion to ensure that a balanced discussion takes place and that individuals do not dominate the discussion.
- N. The secretary of the House Committee also acts as secretary of the House meeting and is responsible for:
 - a. Keeping detailed minutes and a record of proceedings and will indicate how many people are present; and
 - b. The release of the minutes after the meeting for inspection of the House, within ten (10) university days after the meeting.
- O. The Constitution must be read with a purposive approach insofar as conflicting interpretations may arise. The ultimate purpose is to promote the well-being and inclusion of all House Members and this purpose, and House Values must be kept in mind while reading the Constitution.

CHAPTER 2: EXECUTIVE AUTHORITY OF THE RESIDENCE

2.1. HEAD OF RESIDENCE

- A. The Council appoints a Head of Residence. The Primaria and the Head of Residence are accountable to the Rector.
- B. The Head of Residence serves as the link between the University and the House committee. In this role they apply the university rules and regulations, as and where necessary.
- C. All residence leadership structures are under the authority of the Head of Residence. Full authority is vested in them to decide how they reconcile the Residence's customs and traditions with the guidelines of the University.
- D. At HC meetings, as well as in other decision-making processes about residence activities, they fulfill a mainly guiding role. In order to facilitate this process, the Head of Residence attends House Committee meetings and House meetings.
- E. The Head of Residence is the holder of the residence's liquor License and shall exercise discretion over the approval of functions and the administration of this License. At the same time, the Head of Residence has the power to either approve or prohibit any function. The HC responsible of organizing dances must approach the Residence Head regarding the University's policy as well as the amount and approval of alcohol.
- F. Ignoring the Head of Residence's instructions exposes House members to disciplinary action in terms of the University's disciplinary system.

2.2. PRIMARIA

- A. By virtue of this office (*ex officio*), the Primaria is a member of
 - a. the House Committee
 - b. the Executive Committee of the House Committee
 - c. the Disciplinary Committee
 - d. the Constitutional committee
- B. A house member that served on the House Committee the previous term is elected as Primaria according to the election procedures set out in this Constitution (Chapter 3).

- C. The Primaria is responsible for:
- a. Minerva's interests being represented at all University structures and forums; and
 - b. Carrying out the University's policy in Minerva; and
 - c. Conducting the Newcomers' welcoming in consultation with the HC for Newcomers, the House committee and the Head of Residence; and
 - d. to represent the House and the House committee on the Primaria Committee; and
 - e. to serve as the Chairperson of the House Committee; and
 - f. to define and allocate, in conjunction with the Vice Primaria, the portfolios for the HC members during her term.
 - g. to maintain the residence's daily management; and
 - h. to regularly contact the Head of Residence about issues; and
 - i. to serve as a link between the university management and the Residence; and
 - j. to act as Chairperson of the Minerva Disciplinary Committee; and
 - k. the annual release of the latest version of the Constitution of Minerva to House members as well as members of the Centre for Student Communities; and
 - l. to draw up an annual report at the end of her term and accept the responsibility that a financial report is prepared by the treasurer; and
 - m. to act in the absence of the Head of Residence. If the Head of Residence is on leave or absent for an extended period then an acting Head of Residence will be appointed.
- D. As Chairperson of the House Committee:
- a. The Primaria deals with the delegation of tasks as well as the overall management of the Committee; but

- b. She may only take strategic decisions after consultation with the Committee; and
 - c. She must request the House Committee's opinion on operational matters and ensure that the full Committee is involved in decisions; and
 - d. She may, in exceptional cases, make urgent decisions after consultation with the Executive Committee of the House Committee; and
 - e. She takes final responsibility for the state of the House fund; and
 - f. She can approve the expenditure of funds, up to and including the maximum that is specified in the Residence Financial Practices.
- E. The Head of Residence, in consultation with the Vice Primaria can with-hold:
- a. Up to 25% of the normal honorarium of the Primaria if her report is inadequate or incomplete;
 - b. Up to 50% of the normal honorarium of the Primaria if she does not perform her duties adequately and competently.

2.3. VICE-PRIMARIA

- A. The primary responsibility of the Vice Primaria is to support the Primaria in the carrying out of her tasks. The Vice Primaria serves in an advisory capacity to the Primaria.
- B. If for any reason Primaria is no longer able to perform the duties and responsibilities assigned to her, the Vice Primaria will stand in as Acting Primaria.
- C. By virtue of this office (ex officio) the Vice Primaria is a member of:
 - a. The House Committee
 - b. The Executive Committee of the House Committee
 - c. The Disciplinary Committee
- D. A House member is elected Vice Primaria according to the election procedures set out in this Constitution (Chapter 3).
- E. The Vice Primaria is responsible for:
 - a. Assisting the Primaria; and
 - b. The compilation of rosters for House committee duty at the beginning of each quarter; and

- c. Performing tasks, such as those agreed to with the Primaria at the beginning of her term; and
- d. To act as the residence's Safety and Risk Management Officer
- e. Being a portfolio manager to the HC.
- f. A new term starts at date of handover from the previous person in this position.

2.4. EXECUTIVE COMMITTEE OF THE HOUSE COMMITTEE

- A. The Executive Committee acts as an advisory committee and a sounding board for the Primaria.
- B. The following officers serve with the Primaria and Vice Primaria as the Executive Committee of the House Committee:
 - a. One (1) Secretary - responsible for the House's administration; and
 - b. One (1) Financial Manager - responsible for the House's finances; and
 - c. One (1) Head Mentor - responsible for the wellbeing of the House's residents.
- C. The Primaria and Vice Primaria appoint the Secretary and Financial Manager during the determination of the HC portfolios while the Head Mentor is according to the procedure set out in section 2.9. B.
- D. The Executive Committee has the responsibility and authority to:
 - a. Discuss and finalize matters of urgency, which cannot wait until the next HC meeting; and
 - b. Approve portfolio budgets, in consultation with the House Committee members as well as approve financial expenditure outside the budget (as determined by the residence Financial Practice).
- E. Where decisions are to be taken, two (2) members and the Primaria will form a quorum. Where the Primaria is absent, the Vice Primaria will fulfill her role.
- F. All Executive Committee decisions must be communicated to the rest of the committee at the normal House Committee meetings.
- G. House Committee members are expected to attend all function insofar it is reasonable possible for them to do so.

2.5. SECRETARY OF THE HOUSE COMMITTEE

- A. The Secretary of the House Committee is appointed from the HC during the assignment of portfolios at the start of a HC's term.
- B. By virtue of the office (ex officio), the Secretary is a member of:

- a. The Executive Committee of the House Committee; and

- b. The Disciplinary Committee; but
 - c. The secretary has no vote on the disciplinary committee and may also not speak at disciplinary hearings unless she is requested to provide information from documents at her disposal.
- C. The Secretary is responsible for:
- a. The general administrative arrangements of the HC and should always therefore be well informed about all the official residence activities; and
 - b. The keeping of minutes of House committee meetings as well as House meetings; and
 - c. Making HC nametags for the duty room; and
 - d. Sending the Minerva emails.
- D. As a member of the EC and HC the Secretary is responsible for:
- a. Drawing up an agenda for each meeting; and
 - b. Record keeping of each meeting which may be delegated to a scribe; and
 - c. Keeping a calendar of all scheduled residence events to facilitate decision- making.
- E. Regarding House meetings, the Secretary is responsible for:
- a. Taking the minutes of the meeting; and
 - b. Making the minutes of the previous House meeting available to members of the House; and
 - c. Making the slides for the meeting.
- F. As secretary of the disciplinary committee, the secretary of the House Committee carries the following responsibilities:
- a. The capturing of the minutes of all disciplinary committee meetings; and
 - b. Noting all decisions with reasons in the disciplinary hearings book; and
 - c. Sending notices of disciplinary committee meetings to House members whose presence is required; and
 - d. Conserving all correspondence relating to a disciplinary hearing; and

- e. Completing the report of each case in co-operation with the Chairperson of the disciplinary committee, and sending these to Student Affairs; but
- f. The secretary has no vote on the disciplinary committee and may also not speak at disciplinary hearings, unless requested to provide information from documents at her disposal.

2.6. FINANCIAL MANAGER OF THE HOUSE COMMITTEE

- A. The Financial Manager of the House Committee is appointed at the assignment of portfolios at the start of a HC's term. The treasurer of the new term must be elected through an interview process. All candidates must be interviewed by a panel consisting of the treasurer of the previous term, the new Primaria, a member of the financial committee of the previous year and the Residence Head.
- B. By virtue of this office (ex officio), the Financial Manager is a member of the Executive Committee of the House Committee.
- C. This portfolio includes:
 - a. Complete book-keeping of the hostel's finances; and
 - b. Administering incomes and expenses; and
 - c. Ensuring that the University, Residence and Country's regulations and rules relating to finance are met; and
 - d. Setting up a complete budget for the House fund at the beginning of a HC - term along with the Financial Manager of the previous HC – term and in consultation with the Primaria; and
 - e. Giving weekly feedback about the hostel's financial status to the Primaria; and
 - f. Explaining to all of the HC members how to handle expenses for their portfolios in the correct manner; and
 - g. Ensuring during MAD2-time that all money raised is dealt with in the correct way and in accordance with the rules set out in the MAD2 guide.
 - h. The portfolio of treasurer should include the responsibility taken for the Minerva2Minerva fund and cost center. This will not be a separate portfolio as Minerva2Minerva is a vision that should be portrayed through every payment made by the treasurer.

- D. All HC members should at the beginning of their term make their budgets available to the house for all their events and portfolios. This should then be followed up by actual amounts as the events occur.
- E. All HC members should make reasonable effort to ensure that events that are hosted for Minerva ladies are as cost efficient as possible to ensure maximum attendance.

2.7. WELCOMING COORDINATOR

- A. Activities are organized in the residence with the intention that Newcomers may easily get to know both each other and the House Committee better.
- B. No activities are enforced on Newcomers. Participation is however strongly encouraged to cultivate and promote a team spirit among the Newcomers.
- C. The duties of the House committee member for Newcomers consist mainly of the compiling of the welcoming program and arranging socials for Newcomers and socials with other residence's Newcomers.
- D. Following the Primaria's welcome, it is the duty of the House committee member for Newcomers to introduce the residence's history, traditions and rules, and to make them comfortable with the set-up of the residence and their new environment. The Primaria and House committee member for Newcomers may delegate these respective duties to other HC members.
- E. The protection of the first-year's dignity and rights is of utmost importance both within and outside the residence.

2.8. HOUSE COMMITTEE

- A. Minerva's House Committee is elected for a term of one (1) year. This election is regulated by the Election Procedures in this Constitution (Chapter 3).
- B. The HC consists of fourteen (14) members, including:
 - a. The Primaria; and
 - b. The Vice Primaria; and
 - c. Twelve (12) additional members; and
- C. All members of the House Committee are officials of the University and are responsible for the execution of all and any policies determined by the institutions of the University.
- D. Training of new office bearers:

- a. Each new House committee member receives a manual (Constitution and Rules of Residence) in which the duties of the House committee members are explained. The former House committee members also explain to the new House committee members exactly how their duties must be carried out.

E. House Committee Meetings:

- a. Will take place at least once a week during the academic term until the start of the examinations, unless changed at the discretion of the Primaria;
- b. Attendance at these meetings is compulsory for all House committee members. If a House committee member fails to attend these meetings, or arrives later than ten minutes after the scheduled start time of the meeting, there will be a penalty imposed on the member concerned as determined by the HC at the beginning of their term;
- c. Excuses for absence from HC meetings must be submitted to the Primaria before the meeting for consideration;
- d. The Head of Residence must be notified of all meetings. If he/ she wishes, he/ she can attend. He/ she must be made aware of decisions taken at meetings where he/ she is not present, or receive minutes for their inspection;
- e. The Primaria acts as Chairperson at all meetings;
- f. Each member is entitled to vote. An absent HC member will have no voice. Seven HC members are required for a quorum. If the members with voting rights are an even number and there is an equal number of votes on either side, then the Primaria will have a casting vote in addition to her normal vote. The HC can refer such a decisive vote of the Primaria to the House if the Primaria's decision is substantially or procedurally unfair.
- g. The Primaria can convene extraordinary House committee meetings if considered necessary;
- h. Thorough minutes of the House committee meetings must be held at all times. If so desired any resident may request access to minutes of committee meetings.
- i. At every meeting, the previous minutes must be approved.
- j. House committee member may only be absent from one house committee meeting with an accepted written excuse, if fails to meet these obligations the Primaria, in consultation with the Head of Residence, may adapt the honorarium payment of the House committee member concerned in line with

the performance and commitment of the relevant House committee member in accordance with the principles of fairness and equity.

- F. The House Committee is responsible for:
- a. Determining the strategic direction of the residence; and
 - b. The administration of the residence; and
 - c. The maintenance of good order and discipline, in the interests of the residence, in line with the Disciplinary Procedures; and
 - d. Promoting Unity and Residence involvement; and
 - e. The completion of any and all tasks necessary to ensure that Minerva functions effectively; and
 - f. Completion of all reasonable tasks and requests received from the House; and
 - g. The holding of House meetings; and
 - h. The acceptance of co-responsibility for Minerva's buildings and grounds; and
 - i. Preserving and developing Minerva's Heritage and History; and
 - j. Compliance with all the requirements and provisions of this Constitution. This includes the responsibility to ensure that quiet time is maintained.
- G. The duties of the House Committee:
- a. At the end of the third quarter (just after the new House committee is selected), an existing House committee member will go on duty with a new member so that the new member can learn the duties. The outgoing House Committee members still receive compensation for the third quarter of the year and continue to be responsible for the fulfillment of the HC obligations until the end of this quarter. The new House committee takes over at the beginning of the fourth quarter.
 - b. The House Committee follows a uniform and consistent policy with respect to the imposition of fixed penalties when House members fail to act within the provisions of the Constitution. The House Committee decides at the beginning of their term on the fixed penalties that will apply, and these should be made known to all House members.

- c. A House committee member is obligated under university rules to perform a number of service duty shifts in the residence, which among other things include staying in residence over weekends and short vacations.
 - d. If a House committee member fails to meet these obligations the Primaria, in consultation with the Head of Residence, may adapt the honorarium payment of the House committee member concerned in line with the performance and commitment of the relevant House committee member in accordance with the principles of fairness and equity.
- H. Furthermore, each individual House Committee member also has the following responsibilities:
- a. To manage her assigned portfolios to the best of her ability within reasonable measure; and
 - b. To accept responsibility for all activities of her portfolios and the committees that operate within those portfolios; and
 - c. To spend her portfolio budget responsibly and to comply with all financial rules and practice of the Residence and University; and
 - d. To represent the HC in the Section in which she resides; and
 - e. To manage her Section and arrange their participation in Residence activities; and
 - f. To ensure that House members who reside in her section obey the residence rules; and
 - g. To issue all necessary penalties to members of her Section; and
 - h. At the end of her term to hand in a full report of her portfolio to the Primaria (for her term).
- I. Privileges of the House Committee include:
- a. Holding a HC farewell at the end of the year with the available funds set aside by the university authority for this purpose; and
 - b. If there is certain portfolio work that needs to be done by a member of the House committee member's subcommittee, as well as the sports representatives or mentors, it must take place in the presence and with the knowledge of the House committee member involved. HC portfolios will receive preference.
- J. Vacancies on the House committee are managed as follows:

- a. A House committee member's membership expires when she submits her resignation in writing to the Head of Residence and either receives approval or as soon as she leaves the residence.
- b. When in the course of the year there is a vacancy on the House committee, the House Committee and the Head of Residence must decide whether the vacancy must be filled. If they decide that it must be filled, they must also decide on an appropriate procedure for the appointment of a new member. The House must approve this decision. If an urgent decision is required, a House meeting must be arranged so that the House can vote on it. Two-thirds of the House must be present to validate the decision and declare this as binding on the House by a simple majority vote of those present.
- c. The House Committee reserves the right to discharge any member of the House Committee from her office under the following circumstances:
 - i. when she has been absent without accepted written excuses from two consecutive meetings of the House Committee; or
 - ii. once the House committee, at a properly constituted meeting notes that the person refuses to carry out a job allocated to her by the House committee; or
 - iii. once the House committee, at a properly constituted meeting, notes that the person has been found guilty of misconduct and punished by the Disciplinary Committee of the Council of the University; or
 - iv. if a candidate is already aware before the election that academic commitments later in the term will arise that will affect her work as a House Committee member (e.g., long test sessions), such a candidate is advised not to stand for House Committee.
 - v. Where illness or unforeseen circumstances causes the absence of a House Committee member, the remaining members of the House Committee, in consultation with the Head of Residence, can investigate whether another current House Committee member can assist the absent House committee member in their activities during that period.
- d. Any situation that suggests the possibility of expelling a House Committee member from office shall immediately be referred to and handled in cooperation with SSG/Head of Student Discipline.

2.9. MENTORS

- A. The purpose of the Mentors is to ensure that the Newcomers adapt successfully academically and socially at the University. Moreover, the mentors also have a particular role to play during the Welcoming week.
- B. A Head Mentor and Vice Head Mentor is appointed through the same interview process as stated in 2.9.(D) while taking account the procedure and by the date specified by the University.
- C. After the election of the Head Mentor and Vice-Head Mentor, the election of the mentors will take place.
- D. Mentors are appointed by the following interview process:
 - i. A panel of minimum six panelists should be elected for the process of the mentor interview election. Two out of the five panelists should be external members of external bodies. This allows for a non- biased election process.
 - ii. Each panelist should receive the selection policy, application documents, the criteria sheet, questions regarding the interview process and instructions regarding the process before the interviews take place. This should be done at least the night before elections.
 - iii. The criteria page consists of the name of the candidate, the questions as selected by Head and Vice Head mentor, and the point criteria for the selection process. Each panelist will receive a criteria sheet, on which they will document their decisions. The criteria sheet is also accommodated for additional commentary.
 - iv. Each external panelist will have the opportunity to ask one question as part of the interview process. This will be considered as an extra question on the point sheet.
 - v. When the interview process proceeds, each candidate will be interviewed individually. The panelists are strictly asked the questions according to the criteria sheet, as well as one additional external question. They will be graded by each panelist individually. After their interview, they will leave the room.
 - vi. There will be no discussion on a particular applicant after the interview. All opinions should be reserved by each panelist to provide fair and equal treatment in the process. The only exception to this point would be if a critical element that affects the validity of the applicant for the position as a mentor or any major structural impact.

- vii. All points granted by each individual panelist, will be added and the total will contribute towards the final scoring of each candidate.
 - viii. Candidate's application forms will be assessed and graded by the Head and Vice Mentors at a scale of 1 to 5, with a multiplication of 2 giving a scoring of 10 maximum. According to a set criterion established.
 - ix. Final mark score of each candidate will be: The Application mark added to the total score of the Interview mark received.
 - x. Should there be a maximum of a 0.5-point difference between the last of candidates, a re-voting should take place amongst the panelists. During this process, there should also be no further discussion until further notice except if a critical element in the structure of the mentor system is affected.
 - xi. All panelists are required to sign their criteria sheet upon completion of the interview process. As authorization of their content.
 - xii. A maximum of 25% post graduate applicant may be selected for the mentor program. However, no applicant may be discriminated against based on this rule. A further interview process with external bodies will take place to authorize and approve of this decision.
- E. The Head Mentor and all mentors should be available for all training sessions during January.
- F. Although Mentors specifically work in the residence and also play a role in the integration of Newcomers in residence culture, their functions and responsibilities are primarily set according to the Policy as determined by the University.
- G. The specific functions and interactions of the Mentors are discussed annually and agreed upon by the Head Mentor and the Primaria.
- H. The primary functions of the mentors are:
- a. To provide information to Newcomers during the Welcoming week; and
 - b. To serve as a communication channel between Newcomers and the House Committee or University; and
 - c. To note any problems with the Welcoming and to address these issues; and

- d. To counsel and advise Newcomers regarding their social and academic adjustment within Minerva and the University; and
- e. Referring Newcomers to the relevant units or institutions if specific help is needed.

2.10. SENIORS' COMMITTEE

- A. The Seniors' Committee is an independent committee made up of a group of eight (8) non-newcomer Minervianers. The Chairperson is counted as part of the eight (8) members.
- B. The Seniors' Committee is elected at the beginning of the fourth term. All house members elect this committee. The same requirements for quorum apply as for House Committee elections.
- C. The House Committee determines the Seniors' Committee's duties, but the committee may also launch initiatives of their own accord.
- D. The Seniors' Committee always remains accountable to the House Committee, and specifically to the dedicated member of the HC.
- E. The Seniors' Committee has the following responsibilities:
 - a. To serve as part of the Committee for "Bye Bye Minerva"; and
 - b. Building the Vensters (Connect) stall as a fundraising initiative; and
 - c. General fundraising; and
 - d. Providing general administrative assistance to the House Committee, in the absence of an appropriate committee; and
 - e. Any other acceptable features, such as arranging events which do not usually fall under the House Committee's responsibility, as determined by the House Committee. This is subject to the Committee's acceptance of such tasks, but non-acceptance must meet the standards of a reasonable person.
- F. The Seniors' Committee will form part of the Vensters/Connect committee if the HC member responsible for Connect requires it. If they are part of the Vensters/Connect committee, they must also receive room points accordingly.
- G. One particular House committee member serves as a link between the House Committee and the Seniors' Committee, in order to achieve effective co-operation with the House Committee, to involve the Committee and to inform them clearly of their obligations.

- H. The Chairperson and Vice-Chairperson of the Seniors' Committee are elected after the committee. The persons who want to avail themselves to be Chairperson or Vice-Chairperson must stand as candidates, after which the committee will vote.
- I. The Seniors' Committee themselves decide on a clear explanation of each member's responsibilities, whether through portfolios or otherwise.
- J. To provide the following Seniors' Committee with guidelines, the existing Chairperson should submit a full report on the committee's activities at the end of the relevant term. This report must be submitted to the designated member of the HC.

2.11. FIRST YEARS' REPRESENTATIVES

- A. The Primaria together with the Residence Head and the House Committee have the discretion to have a First Years' Representatives Committee. They can however also decide not to have one.
- B. The role of the committee must however be clearly set out in the beginning when they are elected.
- C. The committee must be elected in the first term by the newcomers.

CHAPTER 3: ELECTION OF THE HOUSE COMMITTEE

3.1. ELECTION PROCESS

- A. The Minerva House Committee, including the Primaria and Vice Primaria are directly elected during the third quarter by all voting House members, through a free, transparent and fair election process.
- B. The Primaria, Vice-Primaria and twelve (12) additional members are elected in that order.
- C. The election of the members takes place annually, by secret ballot or electronically, in accordance with the procedure set out and within the time frame specified by the Division of Student Affairs. The current House Committee has the responsibility to confirm this time frame and to start the election process as early as possible.
- D. All House members will be regarded as voting members. Under certain circumstances the Primaria can use her discretion, that residents who have lived for less than a semester (1) in residence is not eligible to vote. The Residence Head will also be considered eligible to vote.
- E. All eligible voters will have one vote with equal weight.

3.2 POLLING COMMITTEE

- A. In order to ensure the fairness of the election process, the election will be managed by an independent Polling Committee.
- B. The Polling Committee consists of :
 - a. the Head of Residence; and
 - b. the current Primaria or a current House committee member, selected by the Primaria; and
 - c. the current ‘ombudsman’; and
 - d. four (4) outgoing seniors who are nominated and voted on by the house at the HC’s first house meeting (Polling committee) if the electronic system is not used. If an electronic system is used only the above mentioned 3 people will form the Polling Committee.
- C. No election candidate may serve on the Polling Committee. If a Polling Committee member however is a candidate she may not participate in the official **counting** of the votes and verification of the results.

- D. The voting process, with specific reference to the time when the vote takes place, is set by the committee and put up on the notice boards and/ or distributed via email to House members within a reasonable time before the election in question.
- E. The Primaria, or person designated by her, will act as Chairperson of the Polling Committee.
- F. The Polling Committee has the responsibility to:
 - a. Administer the election and nomination process; and
 - b. Always act under the provisions of the Constitution; and
 - c. Keep the House informed of all aspects of the election process; and
 - d. Ensure that all candidates are treated fairly; and
 - e. Act neutrally, independently and fairly.
- G. The Polling Committee has the power to manage the order of the election and can make decisions on:
 - a. The validity of ballots; and
 - b. Improper lobbying; and
 - c. The initiation of by-elections

3.3. CANDIDATURE

- A. The application forms shall be submitted at a set time to the outgoing Primaria or the outgoing House Committee member who is appointed by the Primaria for this purpose.
- B. Notice for the submission of applications for the position of Primaria, Vice Primaria and House committee member must be published at least a week before the closing date of submission.
- C. Applications close at latest three (3) days before the election and must appear on the notice boards at least thirty-six (36) hours before the caucus.
- D. A current House committee member who stands for re-election as House committee member or Vice Primaria must herself re-apply and follow the election process.
- E. A resident who is nominated must:
 - a. At least be a second-year student at the University; and

- b. Meet the University's requirements for admission to the hostel for the next year (HEMIS requirements); and
 - c. Have attended specified leadership courses decided on by HC at the start of their term. The Primaria and the House Committee however has the discretion when there is a shortage of candidates to ignore this requirement as well as in exceptional circumstances.
- F. Where a House member applies for HC but does not comply with the requirements in section 3.3. E (b), the Polling Committee shall be granted with the discretion to allow for the application of the member concerned by considering the following criteria:
- i. active participation within Minerva for the duration of the applicant's stay; and
 - ii. contributing roles to the benefit of the House
- G. If during this application period, sufficient candidates have not applied to fill the vacancies, the application process should be extended for a period determined by the Polling Committee.
- H. If, after such a prolonged application period enough candidates are still not available to fill the vacancies, the application process must be opened to the whole House (including Newcomers). If the number of vacancies is still not filled, the number of positions on the HC will be reduced to the number of available candidates.
- I. Compulsory facilitated training sessions on the topics of non-positional leadership and equity and inclusivity within leadership must be held before elections for all Primaria, Vice-Primaria, House Committee, Mentor and Seniors Committee candidates.
- J. Application forms must contain at least the following:
- a. The full name and student number of the candidate; and
 - b. The position or positions for which the nominee is available; and
 - c. A filled in questionnaire (provided by Primaria).
 - d. The questionnaire must contain questions regarding candidates' views on relevant topics, including Intersectional Feminism, to ensure that equity and inclusivity remain cornerstones of our leadership.
- K. Each candidate's application confirms she is:
- a. If elected as a House committee member, willing to serve the House and will undertake to perform her duties unconditionally and wholeheartedly.
 - b. Will attend all training sessions for candidates prior to the elections.

3.4. HC CAUCUS

- A. A caucus (presentation meeting) of the candidates is arranged so that the House has an opportunity to put questions to the candidates and hear their policy declarations.

- B. The caucus takes place normally under the chair of the Primaria unless she herself is a candidate. If, however, she so prefers and in consultation with the House Committee she can designate a person other than herself to act as Chairperson and in such a case, she herself can also take part in the question sessions.
- C. All candidates must be granted the same maximum amount of time allowed to deliver their policy statement and to answer questions from the House.
 - a. The Chairperson and Head of Residence of the caucus have the discretion to refuse an unreasonable or irrelevant question to a candidate. The candidate can still answer if she so wishes.
 - b. House members can put anonymous questions for candidates to the Chairperson before the caucus. The Chairperson will then put a selection of these questions to the candidates during the caucus.
 - c. If one candidate receives more questions than another, the Primaria as Chairwoman has the discretion to decide if questions must go on and how important and relevant it is to the decision of the house.
- D. The Chairperson introduces the candidates to the House. After that, the candidate is given the opportunity to make her policy statement within a set time. Thereafter the House (including the outgoing HC) has the opportunity to ask questions within the time limits set for each candidate (and in line with the available time set aside for the caucus).
- E. The Primaria and Vice-Primaria do not have a limit on their questions but have a time limit of five minutes for their policy statement. The House Committee candidates will have a maximum of 2 and a half minutes for their policy statement and a maximum of three questions.
- F. The HC caucus is compulsory for all House members. People who cannot be present should make their excuses to the Vice-Primaria at least three (3) days in advance.
 - a. A resident who cannot attend the elections must make an early arrangement with the Chairperson of the Polling committee, so that such a resident can vote before the election.
- G. Before the HC caucus, all candidates must attend a meeting during which the outgoing Primaria reads the rules and obligations of the HC, so that they are aware of their responsibilities before they stand for the HC.
- H. All Candidates must be introduced to the House within a sufficient time frame of one week at a minimum. This can be done by putting up posters in an allocated Minerva venue or through the making of a website to share the candidate's information.

3.5. VOTING PROCESS

- A. This application form is then displayed in the archive for the residents to read.
- B. The residents then vote with an anonymous vote after HC caucus for a specified number of candidates. The process and manner in which it will be done, must be communicated to the house in a reasonable time beforehand, by the Chairperson of the Polling Committee (should the Primaria hand over such duty) or Primaria.
- C. The vote after HC caucus counts 100% of the final vote.

D. ELECTRONIC VOTING:

- In the case of an emergency, or in a situation where the House Committee and Residence Head see fit, a fully electronic election can be held.
- The Polling committee must create a website where candidates can upload their posters and questionnaires and later the recordings of the caucus.
- Caucus for the speeches portion, as well as the question session, of the election must be held on one day via a live online platform that can accommodate the whole house. Platforms such as: MS Teams, Zoom or another video calling platform can be used.
- Dates and Links to join the live Caucus must be sent out with enough time for the House to be able to join.
- Voting must take place through ‘Sun Surveys’ to protect the integrity and anonymity of the voters.
- Only the Chair of the polling Committee and Residence Head are allowed access to the voting and results.

3.6. ELECTION OF THE PRIMARIA AND THE VICE PRIMARIA

- A. If voting results in a tie, a re-election of the relevant candidates must take place as soon as possible and at a time and venue determined by the Polling Committee.
- B. If only one (1) person is nominated for one of these positions, the House will have a simple YES or NO vote, called a vote of confidence. The votes of all qualifying voters will carry equal weight. If the candidate receives more YES than NO votes, she will be appointed to the position. If not, the application process will be re- opened. A caucus will be held with all the candidates that make themselves available (including the original applicant if she is still willing to stand).
- C. If two candidates are nominated for a particular position, the candidate that receives a majority (50%+1) of the votes will be appointed to the position.
- D. If three or more of the candidates that make themselves available for the position and none of

the candidates receive 60% of the votes in the first round of voting, the candidates that received the least number of votes in the first round will be fall out so that the top two candidates will remain for the voting in round two. When one candidate of the remaining two receives the majority (50%+1) of the votes in the second round, she will be appointed to the position. In the event of a re-vote the anonymous vote does not count any weight.

- E Time limits for elections of Primaria and Vice-Primaria:
- a) Primaria: candidates receive 10 minutes for their policy declarations, where after a timeslot of 10-20 minutes for questions will be made available.
 - b) Vice-Primaria: candidates receive 10 minutes for their policy declarations, where after a timeslot of 10minutes for questions will be made available.

- F. The election process stipulated in section 3.5. A-D applies *mutatis mutandis* for the election of the Vice Primaria, but in two different elections.
- G. The candidate for Primaria that is unsuccessful retains the right to also stand for the position of the Vice Primaria and/or a House Committee member. A Vice Primaria that is unsuccessful retains the right to stand for the position of a House Committee member.
- H. The Primaria and Vice-Primaria automatically form part of the House Committee.

3.7. ELECTION OF THE TWELVE REMAINING MEMBERS OF THE HOUSE COMMITTEE

- A. All candidates for election for the specific position(s) will appear on a ballot or electronically. Every House member must vote for the number of candidates according to vacancies. Ballots with more votes than the number of vacancies will be viewed as spoiled.
- B. If twenty-two (22) or more people stand for the HC, a by-election must be held during which the candidates will be reduced to eighteen (18). From those eighteen (18), twelve (12) candidates, excluding the Primaria and the Vice Primaria, will be elected to serve as the House Committee.
- C. Vacancies will be filled according to the number of votes that each candidate received, until all positions are filled. If voting results in a tie, another vote will take place between the candidates as soon as possible on a time and place determined by the Polling Committee.

3.8. ANNOUNCEMENT

- A. If no valid complaint in respect of procedural matters is raised within the voting time period (how many hours) to either the residence head or any member of the polling committee after the election, the election will be viewed as valid.
- B. The announcement of the new House Committee will take place as soon as possible after the election. The list with the number of votes will be kept by the outgoing Primaria for consultation.

3.9. OBJECTIONS AND WITHDRAWALS

- A. Candidates retain the right to withdraw their candidacy up until the official announcement; thereafter they will have to resign formally if they wish to withdraw. In such case a vacancy arises.

- B. If a candidate withdraws after voting has begun, the votes for that person will not be counted. After a candidate has informed the Convener of the Polling Committee that she withdraws, she cannot revoke that decision.

CHAPTER 4: DISCIPLINARY PROCEDURES

4.1. DISCIPLINARY COMMITTEE

- A The Disciplinary Committee serves as disciplinary body for the House and is responsible to ensure that the House complies with the relevant residential rules as dictated by the US, the rules as determined by the House and as set out in the House's Constitution.

- B The Committee may:
 - a. only take action against members of Minerva;

 - b. only investigate complaints that fall within their responsibility;

 - c. investigate any complaints with the exceptions of:
 - i. an action that relates to the violation of or failure to adhere to the SU ban on initiation practices; or

 - ii. an action that deviates from or failure to adhere to an approved welcoming program;

 - iii. an infringement that is deemed by the Residence Head to be of such a serious nature that it should be referred to the Head: Student Discipline.

 - d. report incidents involving alcohol to the Head: Student Discipline.

 - e. with regards to a decision made in terms of section 4.1. B (a)-(c), the Residence Head will be allowed to consider any relevant information. This includes but is not limited to whether PSO students were involved in the alleged incident, whether dishonesty or vandalism was committed.

- C The Disciplinary Committee holds the right to refuse to mitigate a dispute and instead refer the case to the SU Department for Student Discipline.

- D The Disciplinary Committee consists of:
 - a. the Residence Head; and

 - b. the Primaria; and

 - c. the Vice Primaria; and

 - d. the Secretary of the House Committee that acts as secretary (without voting or giving any input); and

- e. at least one (1) member of the House Committee.
- E. Additional to the four members mentioned of the Disciplinary Committee, the Secretary of the House Committee shall also serve as the Secretary for the Disciplinary Committee. Her duties are as follows:
- a. recording of the minutes of all Disciplinary Committee meetings.
 - b. recording of hearings and reasons for the verdict in the disciplinary hearing- book along with a summary of how the verdict had been reached.
 - c. sending timely notifications of Disciplinary Committee meetings to members of the House whose presence is required.
 - d. the safekeeping of all correspondence that relate to the disciplinary hearing.
 - e. the completion of all case reports that are required by and need to be delivered to the Head: Student Discipline.
- F. The Secretary does not have the right to vote on any Disciplinary Committee issues. She is also not allowed to talk during disciplinary hearings, with the exception that she is requested to provide information ascertained from documents in her possession.
- G. The Head of the Disciplinary Committee will be the HC member with the discipline portfolio and will be sole convener of the Disciplinary Committee.
- H. In the case where a member of the Disciplinary Committee has been accused of committing an indiscretion, only the remaining members will serve as the Disciplinary Committee with regards to the accused member's disciplinary case.
- I. In the case where a member of the Disciplinary Committee has been involved with an incident or delivered the accused herself, she will not be involved in the hearing of the case in question.
- J. Disciplinary actions consist of the following:
- a. the levying of fines and punishment services;
 - b. Community service;
 - c. the suspension of certain privileges of the person as House member;
 - d. the inclusion of the Head: Student Discipline;
 - e. a recommendation to the SU authorities that:
 - i. the individual should be expelled from the House immediately.

- ii. readmission to the House in the following year should not be allowed.
- K. Verdicts, along with proper documentation regarding how the verdict has been reached, should be recorded in a disciplinary book by the Residence Head and authorized with her signature. The verdict must be communicated to the House.

4.2. DISCIPLINARY PROCEDURES

- A. The disciplinary procedures are not dealt as a punishment. The objective is to restore the relationship between the accused and the rest of the House. For this reason, all disciplinary actions shall be executed in line with the spirit of Ethos of Minerva Ladies' Residence.
- B. The House Committee is responsible to uphold discipline in the House in line with SU rules and regulations as well as the Ethos of the House. To ensure this responsibility is carried out fair, as well as to ensure accountability, a Disciplinary Committee shall be appointed.

4.2.1. Before the disciplinary hearing

- A. Any resident may request any member of the Disciplinary Committee to investigate an infringement.
- B. The Head of the Disciplinary Committee may, at any time, refuse to further investigate an accusation, unless:
 - a. the accuser is prepared to testify in front of the Disciplinary Committee.
 - b. the accuser submits a statement in writing to the Head of the Disciplinary Committee, containing in detail all information relevant to the accusation as well as the signature of the accuser.
- C. The Disciplinary Committee should hear all complaints within 15 University days after the complaint has been communicated to a relevant party.
- D. A written notice of the hearing has to:
 - a. be delivered by hand to the accused student within five (5) days before the start of the hearing. If the accused student cannot be found she should be informed telephonically.
 - b. contain the following information:
 - i. the complete accusation.
 - ii. the time and place of the hearing.

- iii. the right of the accused as well as the accuser to enjoy the assistance of a fellow resident.

4.2.2. During the disciplinary hearing

- A. If the student, after she received the notice, fails to attend the hearing without providing the Head of the Disciplinary Committee with a valid reason as to why the accused would not be able to attend the hearing, the hearing may proceed in the absence of the accused.
- B. The accused must be wholly informed regarding the case against her. She must be provided the opportunity to argue her case and call on relevant witnesses.
- C. A member of the House who is to be addressed by the Disciplinary Committee has a right to assistance from a member of the House who does not also serve on the Disciplinary Committee.
- D. The guilt of the accused must be proven on a balance of probabilities. The burden of proof falls on the accuser.
- E. The committee must:
 - a. conduct the hearing in camera.
 - b. The committee shall gather in camera to reach a verdict.
- F. If the accused pleads guilty the committee shall promptly move on to the sentencing procedures.
- G. If the committee cannot come to agreement, a vote shall be held. The verdict has to be accepted by a majority vote. If the committee comprises an even number of members and the vote is 50/50 the Head of the committee will cast a deciding vote.
- H. If the accused is found guilty, she must be provided the opportunity to plead extenuating circumstances, after which the sentencing process shall begin.
- I. The Disciplinary Committee must keep all information concerning any and all meetings strictly confidential, except official reports.

4.2.3. After the disciplinary hearing

- A. The findings of the committee as well as the decided upon sentence must be authorized in writing as soon as possible. This report will then be handed or e- mailed to the guilty party as soon as possible. The report has to communicate that the report is subject to possible subsequent revision in terms of section 4.5. It must also inform the guilty party of her right to appeal the sentence in terms of section 4.6.

B. Reporting of the process:

- a. The chairperson of the committee must compile a report containing the following information as soon as possible:
 - i. details of the accusation; and
 - ii. the plead of the accused; and
 - iii. material evidence provided; and
 - iv. any extenuating or aggravating circumstances; and
 - v. the verdict; and
 - vi. the sentence along with reasons for the levying of the sentence.
- b. The report has to be sent to the Director of Student Community and Head: Student Discipline as soon as possible.
- c. The accused should receive a copy of this disciplinary process in order to know her rights as well as the course of the procedure.

4.3. PUNISHMENTS

- A. The Disciplinary Committee has the right to deliver to the guilty party one or more of the following sentences:
 - a. A fine, the amount of which may not exceed the maximum amount as specified by the US; and/ or
 - b. A final written warning; and/ or
 - c. Delivery of a formal written apology to an affected party; and/ or
 - d. The reimbursement of any damages, loss or debt caused by the guilty party; and/ or
 - e. Sentencing the accused to perform a reasonable penitence task – such as door duty; and/ or
 - f. Relieving the guilty party of any position of leadership held in the House by the student; and/ or
 - g. The suspension or temporary suspension of any benefits that the student is privileged to in Minerva. This excludes expulsion as well as temporary expulsion from the House.

- B. The Disciplinary Committee may postpone sentencing for a period of time or suspend the sentence completely – subject to any terms or conditions as determined by the committee.
- C. The Disciplinary Committee has to postpone the effective date that the sentence will be executed pending the outcome of revision in terms of section 4.5 or of appeal in terms of section 4.6.
- D. Any fine levied in terms of section 4.3. A (a) shall be paid into the House funds.

4.4. IMMEDIATE DISCIPLINARY ACTION BY THE HOUSE COMMITTEE

- A. If the accused admits guilt to a member of the House Committee, that member has the right to immediately sentence the guilty party in accordance with the penalty provisions in section 4.4. C.
- B. Above-mentioned immediate action may only be taken with regards to an infringement that falls within the capacity of the Disciplinary Committee in terms of this chapter.
- C. One or more of the following sentences may be dealt:
 - a. A fine, the amount of which may not exceed the maximum amount as determined by the SU; and/ or
 - b. A written warning or suspended fine; and/ or
 - c. Sentencing the accused to perform a reasonable penitence task – such as community service.
- D. The involved member of the House Committee must inform the student that the case will be referred to the Disciplinary Committee if the fine is not paid in time or if the guilty party does not accept the punishment as reasonable.
- E. The written fine must communicate the following information:
 - a. The student's name; and
 - b. The students room number; and
 - c. The nature of the infringement; and
 - d. The date the infringement was committed; and
 - e. The amount of the fine or the details of the penitence task; and

- f. The date the fine needs to be paid or the penitence task needs to be completed; and
 - g. The signature of the involved House Committee member.
- F. The House Committee member that sentenced the guilty party must record the details of the infringement in the appropriate ledger as soon as possible.
 - G. If a fine is not paid in the allotted time [ten university days], except where a different allotted time is allocated on the fine or where special arrangements have been made, the case will be referred to the Disciplinary Committee. It is the job of the secretary to refer the case to the Disciplinary Committee. If the fine is paid in the allotted time, the case will be regarded as closed and no further hearings shall take place.
 - H. The Secretary of the Disciplinary Committee must keep record of all fines levied (including suspended fines).
 - I. The Secretary of the Disciplinary Committee should, from time to time, compose a list of all members of the House with more than three (3) fines in their name. The list must be handed to the head of the Disciplinary Committee who must review the list and consider possible disciplinary cases.

4.5. REVIEW OR REFERRAL TO AN INVESTIGATION OFFICER

- A. At receipt of a report in terms of section 4.2.3. B, the Head: Student Discipline will review the case as set out in the report.
- B. In his capacity as reviewer of the disciplinary report the Head: Student Discipline can decide to:
 - a. further investigate the case – either by himself/herself or someone commissioned by him/her to do so;
 - b. request a supplementary report from the Disciplinary Committee;
 - c. refer the case back to the Disciplinary Committee to re-open the case for investigation or to call upon a new hearing;
 - d. reconsider a guilty verdict or sentence.
 - e. where necessary and still taking into account section 4.5. B (a)-(d) as noted above, can dictate the procedures needed to be followed by the Disciplinary Committee with regards to a reinvestigation, retrial or reconsideration by the committee. The director can also:

- i. ratify any verdict or sentence dealt by the Disciplinary Committee; or
 - ii. modify or annul any verdict or sentence dealt by the Disciplinary Committee.
- C The Head: Student Discipline has to inform the Disciplinary Committee of the result of his revised verdict. If the revised verdict concerns the rights of the individual, with the exception of the individual's right to appeal in terms of section 4.6, the Disciplinary Committee must provide the individual with a copy of the revised verdict as soon as possible.
- D If the Head: Student Discipline determines that the Disciplinary Committee has operated out of line with its given authority in terms of section 4.1, the case must be referred to an investigating officer considering possible action taken by the central disciplinary committee.
- E The report in section 4.2.3. B, a copy of the revised verdict in terms of section 4.5. B (e)(ii) as well as the result of any appeal in terms of section 4.6 of this Constitution must be kept record of in the office of the Head Director: Student Affairs.

4.6. RIGHT TO APPEAL

- A A student who, after the procedure as set out in section 4.5, has been completed, wants to appeal against a guilty verdict, must within fourteen (14) days after the receipt of a copy of the result of the revision, give notice of appeal to the University Office.
- B A verdict given by the Central Disciplinary Committee is final and binding. It is not subject to any further right to appeal.

CHAPTER 5: HOUSE RULES

5.1. SUBCOMMITTEES

5.1.1. Portfolio committees:

- A. For every portfolio that a member of the House Committee heads, she may appoint a subcommittee if it is required.
- B. The involved House Committee member serves as head of the subcommittee and must report to the Primaria, Vice-Primaria as well as the Residence Head on a regular basis. The report must include discussion of the progress of the portfolio.
- C. The House Committee member still carries complete responsibility for the portfolio. If the subcommittee does not perform to the required standard, the House Committee member will still be held responsible for the portfolio.
- D. Election of committees:
 - a. The House Committee members, according to their portfolios, elect committees.
 - b. Committees are elected through application forms provided by the House Committee members.
 - c. All elections must be open to applications for at least a period of seventy-two (72) hours. This ensures enough time is allowed for application.
 - d. The House Committee member can independently decide what the necessary requirements should be to qualify for the committee. The House Committee member makes use of her judgment to decide who gets elected.
- E. The House Committee member serving as head of the specific committee determines the duties of the committee.
- F. Room points will not be awarded to committee members who fail to perform their specified duties.

5.1.2. The Evaluation Committee:

- A. The Evaluation Committee is convened by the Residence Head or a member of the House Committee appointed by the Residence Head. This individual will be appointed with the intention of observing and evaluating the behavior of the House Committee members to ensure accountability.

- B. The Evaluation Committee consists of the following members:
 - a. the Residence Head or any member of the House (not including the Primaria or Vice Primaria) appointed by the Residence Head to serve as head of the Evaluation Committee; and
 - b. the Primaria; and
 - c. Vice Primaria.
- C. Rights and obligations of the Evaluation Committee:
 - a. The Evaluation Committee can decide to:
 - i. Withhold up to 25% of the House Committee member's honorarium in the case where that member's report is not, in the opinion of the Evaluation Committee, sufficient or complete.
 - ii. Withhold up to 50% of the House Committee member's honorarium if the Evaluation Committee determines that the House Committee member did not perform her duties properly.
 - b. The Evaluation Committee can conduct a short interview with every member of the House Committee in reference to her performance as well as the performance of the rest of the House Committee members.
 - c. If a decision is made in terms of section 5.1.2. C (a) the Evaluation Committee has to take the following in account:
 - i. Written approval must be received from the Residence Head.
 - ii. The Code of Conduct and other regulations of the House Committee.
 - iii. Any consideration that is delivered in writing to the convener of the Evaluation Committee.
 - iv. The reports of the House Committee members. Copies of the reports must be provided to the Evaluation Committee.
 - v. The principles of natural justice.
- D. The Disciplinary Committee can revise the decisions made by the Evaluation Committee.
- E. The Committee determines its own procedures as communicated and approved by the HC at the beginning of their term.

- F. The Committee must inform a member of the House Committee within forty-eight (48) hours of its decision and provide written reasons for any decision to withhold a percentage of a member's honorarium.
- G. The Committee shall perform its duties annually.

5.1.3. General Provisions:

- A. The Primaria is *ipso facto* member of all committees and subcommittees and can, where she determines it as necessary, delegate this right to the Vice-Primaria.
- B. If the Primaria believes certain subcommittees are not performing their duties as required, she has the authority to delegate these duties to another subcommittee or member of the House.
- C. Participation and co-operation are expected of all committee members for the duration of their yearlong term. If a member of a committee does not perform her duties as required, the Primaria as well as the House Committee member responsible for the committee has the authority to dismiss the member in question. The member in question's participation in other committees will be reevaluated and she could be dismissed or stay a member as the Primaria, and House Committee sees fit.

5.2. CHOICE OF ROOMS

- A. The House Committee member responsible for the Room Allocations Portfolio handles room allocations. The Primaria is responsible for allocating Newcomers to roommates and in rooms and sections.
- B. The Primaria resides in the flat in Minerva Court.
 - a. The Primaria must also decide who will take the second bedroom in the flat.
- C. The Vice Primaria resides in the semi-flat in section Kappa.
- D. Rooms are allocated based on the room points the House member has acquired during the years in Minerva. The room point system must be updated and reviewed annually by the House Committee under the leadership of the responsible House Committee member and the Primaria.

- E. The point allocation is based on a system that takes into account academic achievement, participation in the residence as well as on campus, for sports and cultural participation and achievement as well as leadership positions.
- F. If a single room becomes vacant during the year, the next eligible person on the list will have the option to move into the room.
- G. 'Section-Shooting', meaning to apply to stay in a certain section as a group, is not allowed.

5.3. POLICY ON RELIGION

- A. During the first House Meeting of the year permission can be asked to open non- compulsory residence functions such as the House Dance with a moment of silence. If permission is not granted, these functions shall not be opened with this practice.
- B. House Meetings may be opened with a moment of silence. This needs to be inclusive of all religions.
- C. Religious gatherings are allowed to be promoted as long as it does not:
 - a. Force participation from house members; and
 - b. Disrespect other religions
 - c. Cause noise
- D. Posters advertising religious events, as all other posters, may only be placed on allocated notice boards. This does not include windows, walls or doors. All posters must be approved by a HC member and must be removed no later than a day after the event advertised has taken place. Failure to remove posters can result in a fine as prescribes by the Fines HC and voted in, with other fines, by the House at a House Meeting.

5.4. TIMES OF SILENCE

- A. It is not allowed to play piano during quiet time.
- B. During exams and test times quiet times shall be kept at all times.
- C. The House members shall enforce these times of silence inside each section.

5.5. DINING HALL

- A. Members of the House are only allowed to enjoy the coffee, tea and salad if they have booked for the specific meal.
- B. If an individual did not book for a specific meal, that individual is allowed to ask for a meal during the last fifteen (15) minutes, in which case she will be charged double.
- C. Individuals are not allowed to remove cutlery from the dining hall.
- D. Individuals are not allowed to enter the kitchen area without permission.

5.6. GENERAL ARRANGEMENTS

- A. No person who is not an HC member or Door Monitor may use the intercom during any time, other than emergencies.

- B. “All Calls”, referring to announcements over the intercom system of the residence, must be limited to a minimum.

- C. If a resident wishes to hang her own curtains, she must deliver her room's curtains to the residence services officer.
- D. Walls, windowsills and ceilings are not allowed to be painted without the permission of the Primaria and Residence Head.
- E. If nails are inserted into walls, it is the responsibility of the house member who resided in the room to remove them and fill the holes created.
- F. Water and other fluids are not to be thrown out of windows.
- G. Residents must evacuate their rooms at the end of each semester.
 - a. The University, House Committee and Residence Head accepts no responsibility for any property that is left or stored in the residence - the storerooms or elsewhere – during any of the four official holiday periods of the year.
- H. All items left in the storerooms in the residence are done so at the risk of the relevant resident.
- I. No pets are allowed in the residence. If the House Committee becomes aware of such an infringement, the resident shall be requested to get rid of said pet. If the resident does not comply, the House Committee shall have no other choice but to confiscate the pet.
- J. No individual who is not a member of the house is allowed to sleep over at the residence without the knowledge of the HC of that section at least twenty-four (24) hours in advance. If an approved individual does sleep over, that individual is required to pay the visitor's fee.
- K. The microwaves are not to be used unattended under any circumstances. After use, these appliances have to be cleaned.
- L. Dishes are not to be left in the basin under any circumstances.
- M. The basins used for washing the dishes are not to be used for personal hygiene such as brushing teeth or washing hair.
- N. Clothes are not allowed to be left in the washing machine or tumble-drier after use. If the next in line to use the washing machine or tumble-drier has to remove the clothes of another, she must put it in a bundle on the counter or, in the case where it has been tumble-dried, fold it neatly.

- O. Under no circumstances should another student's wet clothes be removed from the machines except if the machine has already finished its cycle.
- P. House members must rinse and wash the bath properly after use.
- Q. Members of the House have the right to make use of the braai facilities on the front lawn if they booked it at the appropriate HC-member. However, use after the last noise time has ended is prohibited.
- R. All bicycles must be stored in the bicycle rack. Bicycles are not allowed to be kept in the foyer or hallways.
- S. Male visitors are not allowed to make use of any other bathrooms than those in the foyer at dances. When there is visiting hours, male visitors may use the foyer and guest bathroom at the Thom hall stairs.
- T. Residents who no longer reside in the residence must remove all of their belongings from the premises. If belongings are not removed as required by this section after one month into the following Academic year, the House Committee retains the right to confiscate the items and remove it.
- U. Any notice that is placed on the glass doors has to be of great importance and has to be pre-approved by the Vice-Primaria.
- V. Section meetings are compulsory and shall be held as decided by the House Committee. These meetings are important as important announcements and decisions are made that affects the members of each section directly.
- W. The smoking policy: No smoking is allowed anywhere inside the residence building.
- X. There are fourteen (14) sections in Minerva Ladies' Residence:
 - 1. Alpha
 - 2. Beta
 - 3. Gamma
 - 4. Delta
 - 5. Epsilon
 - 6. Zeta
 - 7. Eta
 - 8. Theta
 - 9. Iota
 - 10. Kappa
 - 11. Lambda
 - 12. Mu
 - 13. Nu
 - 14. Minerva Court

5.7. ALCOHOL POLICY

- A Minerva accepts to allow alcohol on the residence premises. Minerva accepts to adhere to the following alcohol policy:
- a. There is no limit placed on the type of alcohol that is allowed in rooms, however the use of strong alcohol is discouraged.
 - b. It is expected that alcohol shall be used responsibly.
 - c. Emphasis shall be placed on quiet times and noise – specifically with regards to alcohol use.
 - d. The sale of alcohol during residence functions or from rooms is strictly prohibited.
 - e. The alcohol policy shall be discussed at the first House Meeting of each year and voted in accordingly.
 - f. Any damage caused or vandalism that is alcoholically induced shall be treated as an external disciplinary case to be referred to Student Affairs.
 - g. The rights of residents are more important than the privilege of alcohol use. It is, however, expected of residents to be reasonable as well as to voice any disturbance suffered from the activities of another resident.
- B. Rooms:
- a. Noise in rooms - induced by alcohol:
 - i. First transgression: House Committee member issues Warning and possible fine is mentioned.
 - ii. Second transgression: Fine of R100 is levied
 - iii. Third transgression: Internal disciplinary case.
 - b. All fines shall be charged to the room where the transgression took place.
 - c. The use of alcohol must be the cause of the noise or disturbance to be deemed to be a transgression. This implies that students have to be caught red handed.
- C. Hallways and balconies:
- a. No alcohol is allowed in the hallways or on the balconies.
 - b. No alcohol related sectional functions are allowed in the hallway.
- D. Front lawn, dining hall, archive and living room:

- a. All functions in the living room, dining hall, front lawn or archive may only be held during weekends on Friday and Saturday evenings – unless other arrangements are pre-approved by the House Committee and/or Residence Head.
 - b. Use of the above-mentioned facilities are only for special occasions and has to be arranged with the Primaria. Alcohol is only allowed in the case of special occasions.
 - c. Events are subject to visitors' hours and have to end by 23:00, unless approved beforehand by the Primaria and Residence Head for example in the event of a dance.
 - d. No events shall be held during exams, test weeks or in the two (2) weeks leading up to either of these.
- E. Internal activities:
- a. Only Minervianers are allowed to attend these.
 - b. Functions are only to be held on Fridays and Saturdays. All functions must end at 23:15 – unless otherwise approved by the Residence Head and Primaria.
- F. Private Minerva activities where visitors are involved:
- a. These activities are only allowed in exceptional circumstances.
 - b. Groups smaller than ten (10) people are allowed to ask the Primaria for permission up and until the morning of the day of the event. They have to inform the House Committee member on duty of the event.
 - c. Groups larger than ten (10) (maximum of 15) have to inform the Primaria of their intentions a week before the event. The House Committee will approve or refuse the event using their discretion.
- G. Violations:
- a. In the case of an infringement during any functions mentioned in sections 5.7. A-D, all Minervianers who were involved in the function shall be subject to the imposed punishment.
 - b. First violation: Warning
 - c. Second violation: Privilege to attend or organize functions will be retracted. The function will immediately end.
- H. Functions and events:

- a. Committees are only allowed to provide wine, beer and fruit drinks.
- b. Alcohol quota per person shall be in line with the SU alcohol policy.
- c. Alcohol may be enjoyed in the residence rooms, but no alcohol shall be brought down from the rooms to a function, unless specifically stated. No alcohol shall be brought onto the premises by visitors.
- d. Violation:
 - i. First infringement: Warning and removal of alcohol.
 - ii. Second infringement: Fine will be levied and visitor shall be asked to leave the premises.
- l. Visitors in general:
 - a. No alcohol shall be brought onto the premises by visitors.
 - b. Use of alcohol during visiting hours (as for during other times) is limited to residence rooms and preapproved areas. No alcohol is allowed on the balconies or in the hallways.
- j. Fines:
 - a. In the above-mentioned case, the door watch must call the House Committee member who is on duty at the time. Any incidents of infringements due to alcohol abuse will be reported to Student Affairs.

5.8. VISITING HOURS

- A. The current men's visiting hours are
Monday- Sunday: 11:00-23:00
- B. The motion must be voted on at least twice a year, preferably at the first House Meeting of each semester. A majority vote is needed for the hours to stay. If any amendments are made a two-thirds majority is required. There must also be critical discussions before the motion gets voted on.
- C. Every time you have a male visitor, you must notify your section group on WhatsApp, as well as when your visitor leaves res.
- D. For visiting hours before 19:00, you only have to notify your section.
- E. From 19:00-23:00 male guests must sign in at the door monitor (there will be an all call at 19:00) and both the Minervianer and the male visitor must leave their student cards (the visitor can leave an ID or driver's license if they do not have a student card).
- F. At 23:00 there will be an all call (or a knock on your door or a phone call) and all visitors must come down and sign out (unless you have notified your section HK that your female visitor will be sleeping over, 2 days prior to the sleep over).

- G. If your guest is unaccompanied, you did not notify your WhatsApp group of your visitor, did not follow the sign in procedures or you have a male visitor sleeping over- you will be liable for a R1200 fine or 10 hours community service AND a disciplinary hearing.
- H. The Prim Flat in Minerva Court, where the Primaria lives and where her chosen flat mate lives, do not have visiting hours. They may have men sleep over and visit the flat at any time. Reasonable consideration to noise and disturbance to residents must be considered.
- I. Men can be on the ground floor between 07:00 and 23:00, without notifying any groups, excluding visitors in Section Nu.
- J. Regarding when visiting hours' stop each term, the following guidelines are in place and must only be deviated from due to reasonable importance:
 - i. Term 1 and 3: Visiting hours do not end due to test week, because all other residents have tests during the term when visitors are allowed. Visiting hours end on the last Friday of the term at 23:00. This means that Minerva's visiting policy will revert to the official University of Stellenbosch policy.
 - ii. Term 2 and 4: Visiting hours end so that there are exactly 7 days with no visitors prior to the start of first opportunities.
 - iii. Dances and other events: Visiting hours will stop either at 19:00 (when newcomers' duty would have started) or earlier if the start of the event requires so.

CHAPTER 6: TRADITIONS

6.1. NEWCOMERS TRADITIONS AND PRACTICES

A. Events:

- a. The main goal of these traditions is to create a feeling of unity within the Newcomer group.
- b. Certain traditions cultivate reverence for the uniqueness of the House as well as respect for each other.
- c. No tradition is intended to infringe on the human rights of an individual. Participation is completely voluntary.
- d. All events and traditions shall be introduced and executed by the House Committee and only the House Committee.

B. First welcome:

- a. Tradition: The first address from leadership structures to newcomers. Declaration of role of leader and significance of roles.
- b. Purpose: To explain to the newcomers that the blazer means nothing. Leadership is a relationship. The HC leads you visibly and is there for you. The mentors have your back and are there for you to fall back on.
- c. Value added: The newcomers are relieved of the assumption that the leaders in the house will be harsh and strict. They feel more at ease of the welcoming period and feel reassured. It creates a light and relationship-based environment.
- d. Process: Newcomers sit in the Thom Hall after parents have left. HC enters from one side and stand in a line in front of the group. The mentors enter from the other door and stand in a line behind the group. HC then removes their blazers. Primaria addresses newcomers and then Residence Head introduces leadership structures.

C. "369":

- a. Tradition: Every Newcomer group learns the traditional greeting.
- b. Purpose: It serves to bind the year group as a unit as well as encouraging participation and creativity. Also, making them feel connected to other Minervianers who have passed through the house.
- c. Value added: It binds the Newcomers as a unit. It is a generally an enjoyable activity.

- d. Process: The newcomers are split into section groups and asked to compose a greeting. The groups perform the song for the rest of the newcomers and HC. The HC then performs the '369' greeting and teach it to the newcomers. They sing their song during the welcoming week during meetings with other residences, for example.

D. Klingel:

- a. Tradition: This sign is used during the welcoming week.
- b. Purpose: It instills a sense of pride in the Newcomers for being a Minervianer.
- c. Value added: It helps the Newcomers bond and makes them feel special.
- d. Process: They receive their klingel on a string when they first arrive and are told about its significance. On the last night of Welcoming, they are given their silver bracelets to put their klingel on permanently. The Primaria, Residence Head and House Committee however can decide to not give each Newcomer a silver bracelet due to financial constraints.

E. Newcomers culture evening:

- a. Tradition: a culture evening where each section bonds and can perform and share their talents.
- b. Purpose: an interaction between the Newcomers Minerva where they can get to know each other and have the confidence to perform in a group. Also, it is a token of thanks to the HC to close off the Welcoming program.
- c. Value added: The event encourages a sense of friendship, care and comfort between the Minerva Newcomers and the HC.
- d. Process: The newcomers set up a table for the HC and each section decorates a place setting for their section HC. In the case of the Primaria and HC member with no newcomers, a group made up of a variety of sections in in charge for their decorations and performances. The cultural evening takes place in the Thom Hall. Newcomers split into section groups and plan a group performance. For a little spirit building, the HC dress up for the night.

6.2. GENERAL TRADITIONS AND PRACTICES

A. The House Song:

- a. Tradition: Singing the House Song after every house meeting and important House Event.
- b. Purpose: To bind the house in honor and purpose.

- c. Value added: Singing the song creates a sense of unity and pride to be a part of the house's rich traditions and history.
- d. Process: The lyrics are written in the Constitution Schedule 3.

B. Minerva Week:

- a. Tradition: A week in the year that comprises of multiple residence events to promote Minerva.
- b. Purpose: To participate in interesting activities with the other members of the House and enjoy the feeling of belonging and to get to know one another better.
- c. Value added: A sense of unity is cultivated. A bond is formed and strengthened between the groups of young women.
- d. Process: Members of the House will decide for themselves which activities they would like to participate in during the week. The activities may vary from year to year but usually entails the following.

C. Events:

- a. Tradition: Different events and dances take place during the year.
- b. Purpose: They serve as opportunities to have fun and spend time with each other – both in formal and informal settings.
- c. Value added: The opportunity to learn to work together in a group to organize an event. The opportunity to spend time with each other, have fun and relax.

D. Special occasions:

- i. The Residence Head, Primaria, Vice-Primaria and House Committee have the discretion to deliberate not to have an event or to combine it with another event. This deliberation must then however be taken to the house and a majority of the house must vote in favour of this change.
 - a. A House Committee breakfast for the members of the House Committee - organized by Fedics.
 - b. The House Fund Dance for the entire House – organized by the House Fund Dance committee. It is in the dining hall and is a themed event. It is with the purpose to raise funds for House Dance.
 - c. The Fall Formal is a dance for all Minerva students and HC. It is a semi-formal event. Organized by the Fall Formal Committee.

- d. The House Dance for the entire House. It usually takes place at an external venue. It is a formal event. Organized by the House Dance committee.
- e. The 'Bye Bye Minerva', serving as an end of year function specifically taking into account the seniors who are leaving the House. It is organized by the Seniors committee. It takes place in the dining hall and is a themed event.

Schedule 1: Residence emblem

This is the official emblem of the residence. No adjustments may be made to this emblem. If any adjustments want to be made a few options must be presented to the house and 2/3 of the house must vote in the new emblem, due to the nature thereof and the history associated to it.



Schedule 2: Informal Residence logo and slogan

This logo is used for less formal opportunities, publications and social media.



The official slogan of Minerva Residence: Meer as net 'n Matie/ More than just a Matie.

Schedule 3: House Song

Hier in die hart van bos kampus

(Here in the heart of campus)

pryk trots the Griekse godin.

(The Greek goddess stands
proudly)

**waar almal kan sien dat ons die huis dien
in**

wysheid, skoonheid en kunste

(Where everyone can see that we serve the
house in wisdom, beauty and arts)

'n dankbare gees '

(A thankful spirit)

'n eer om te wees.

(An honour to be)

Die lede van Minerva.

(The members of Minerva)

Minerva Sibanye

(Minerva, we are one)

Sakha uxolo nothando

(We build peace and love)

Sibambane sibanye

(We are united, we are one)

iMinerva likhaya

(Minerva our home)

All of us together standing here

we form a mighty union.

unable to be broken

by anyone at all

Minerva, we want you

to be wanting us.

for being a Matie, is just not enough.