



# Silene PSO

## Constitution

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# CHAPTER 1: FUNDAMENTAL PRINCIPLES

## 1. ETHOS

Silene PSO was established in 2008 and is a private student organization operating within Stellenbosch University. This organization consists of female students living in private accommodation who attend Stellenbosch University. Silene PSO assists new comers through their initial transitional period into university life in order to ensure that they flourish both academically and socially throughout the duration of their studies. Silene PSO incorporates senior students in its committees to allow leadership development and exposure to further opportunities within the university. Silene PSO is dedicated to the development of graduate attribute of its members and to the creation of an environment whereby its members can strive to become well rounded, value-driven, active citizens. Silene PSO's mission is to mold its members into thought leaders who bring inspiration and innovation to every aspect of their lives and the lives of others. The values of Silene PSO includes, Unity, Respect, Friendship, Individuality and Acceptance. These values are naturally decided by the culture of the organization and the attitude of the members towards themselves and those around them. Silene PSO stands proud in its values and continues to flourish in them as a warm and welcoming space for its members.

## 2. PREAMBLE

- a) All actions, conduct, decisions, elections, motions, rules, regulations and determinants within Silene PSO are invalid if deemed contradictory with this Constitution. All instructions, requirements, responsibilities, rules and regulations that are stipulated in this Constitution must be adhered to at all times.
- b) This Constitution:
  - i. falls under the authority of the Student Rules of Stellenbosch University, the Student Constitution and the Constitution of South Africa of 1996 and all other laws as determined by the Government of the country;
  - ii. will not wholly or partially be inconsistent with the Student Rules, Student Constitution, Statute of the University, Higher Education Act (Act 101 of 1997) or any other Rules and Regulations determined from time to time by the Board of the University.
- c) Although Silene PSO operates autonomously, it remains a body associated with the University of Stellenbosch.
- d) This Constitution officially replaces any and all previously drafted and approved Constitutions including all associated rules, regulations and laws that previously applied to Silene PSO.

## 3. AMENDMENTS AND INTERPRETATION

- a) Amendments to this constitution can only be made if:
  - i. They are submitted in the form of a motion introduced at a properly constituted house meeting, with a quorum of 20 (twenty) members.

- ii. The motion is made available to the members a minimum of 48 hours prior to the house meeting
  - iii. Such a motion is passed at the house meeting with a 2/3 (two-thirds) majority.
  - iv. The changes are ratified by the Student Court.
- b) Motions for the modification of this constitution must:
- i. Be submitted to the Primaria in writing a minimum of 3 (three) days prior to the house meeting where it will be discussed.
  - ii. Be made known together with the rest of the agenda at least 2 (two) days before the meeting.
  - iii. Be signed by the mover and 4 (four) people who second the motion.
- c) When clarity is required about any section of this Constitution the following authorities may be approached in the order below:
- i. Primaria in consultation with the PSO coordinator
  - ii. Student Court
- d) In cases where there is any doubt or difference of opinion about the meaning of any word, section or paragraph of this Constitution, the interpretation of the Student Court of Stellenbosch will be valid.
- e) The Primaria has the responsibility to ensure that any necessary changes to the Constitution be made within her term and the Constitution be reviewed by the House Committee every second year.

*See Addendum A: Words and Interpretations*

#### 4. MEMBERSHIP

- a) Any student who is allocated to Silene PSO as per the procedures followed by the University of Stellenbosch is a member of Silene PSO.
- b) Membership is the result of registration as a student at the University.
- c) All members (whether actively involved or not) are subject to pay the PSO membership fees as set out by the University of Stellenbosch.
- d) Membership of Silene PSO lapses:
  - i. when a member ceases to be a registered student at the University;
  - ii. at the end of the relevant year if a student moves into a University residence.
- e) Membership fees will in no instance be repaid when membership lapses.

#### 5. MEETINGS

- a) Conduct and Procedure
  - i. House Committee meetings:
    - A. At the beginning of each leadership term, a set weekly time should be established whereby House Committee meetings will be held.
    - B. If there are any changes regarding the time of House Committee meetings, the date and time must be confirmed within 24 (twenty-four) hours after the last meeting.

- ii. All agenda points are to be sent to the Secretary with brief description of points at least 24 (twenty-four) hours prior to impending meeting.
- iii. For the Meeting:
  - A. House Committee meeting will be held in the Silene PSO HK office.
  - B. All attendees must be seated 5 (five) minutes prior to commencement of the meeting.
  - C. Blazers are only to be worn in the event of external parties sitting in on meetings.
  - D. A pen and paper (or diary) are to be brought for note-keeping purposes. Only laptops or tablets are allowed for electronic note-taking.
- iv. Absenteeism from House Committee Meetings:
  - A. The only acceptable excuses/reasons for absenteeism includes:
    - a. Work
    - b. University events relating to your portfolio
    - c. Extra mural activities associated with University of Stellenbosch
    - d. Tests or assessments that fall within the same time period as the meeting
    - e. Sickness/illness.
  - B. In the case of absence, the secretary must be informed 72 hours (3 days) prior to meeting (the only exception being illness or sickness).
  - C. Only 2 meetings can be missed in a term due to other personal obligations such as family events or other important occasions (please keep in mind this is only valid if communicated to the secretary at least 3 (three) days prior to meeting).

b) House Meetings

- i. At least 2 (two) House Meetings should be held in the current House Committee's term (one house meeting per academic semester). If the House Committee deems it necessary, additional meetings may be convened.
- ii. These meetings are organized by the House Committee as to discuss issues, carry motions, make decisions, give advice, give feedback, assess the actions of the House Committee and/or supervise it.
- iii. House meetings must be communicated via at least two social media platforms and an email at least seven (7) days before such a meeting takes place.
- iv. House meetings are chaired by the Primaria and if she is not available then it is chaired by the Vice-Primaria and then the Secretary.
- v. The rules regarding who will chair House Meetings are as follows:
  - A. The Primaria chairs both general and extraordinary House Meetings.
  - B. In the absence of the Primaria, the Vice-Primaria will chair either of these meetings.
  - C. In the absence of both the Primaria and the Vice-Primaria, the meeting will elect a temporary chairperson ten (10) minutes after the official

starting time who will act as chairman until the Primaria or Vice-Primaria arrives.

- vi. At each House Meeting at least the following must be done:
  - A. The Primaria must give a report for the state of the House (EXTERNAL).
  - B. The Financial manager must provide detailed feedback on the state of finances.
  - C. The Vice-Primaria must give a report on the state of the House (INTERNAL).
- c) Extraordinary House Meetings -
  - i. An extraordinary House Meeting can be convened if:
    - A. the House Committee considers it necessary;
    - B. at least 15 (fifteen) of the students with the right to vote ask for it in writing.
  - ii. Only items on the agenda can be discussed at an extraordinary House Meeting.
- d) Annual General Meeting
  - i. There will be one Annual General Meeting (AGM) in the term of a House Committee. This meeting can be independent from the 2 (two) required House Meetings that take place or at the last House Meeting for a particular House Committee.
  - ii. The following will be dealt with at the Annual General Meeting:
    - A. The Primaria's report
    - B. The Financial manager's report
  - iii. These reports must also be made available on the Silene PSO social media.

## 6. MOTIONS

- a) Any motion, other than motions for the amendment of the Constitution, can be handed to the Secretary-General in writing and signed by the person introducing the motion and seconded by two more members, before or during the meeting at which they will be discussed.
- b) If the mover of a motion desires that the content should be made known to members before the start of the meeting, the motion must be handed to the Secretary-General in writing before notice of the meeting.
- c) The chairperson of a meeting may rule any motion OUT OF ORDER if she considers it to be undignified, flippant in nature or in conflict with the procedure.
- d) Motions for the modification of the Constitution must
  - i. be handed to the Secretary-General in writing at least three (3) days before the House Meeting where they will be discussed;
  - ii. be made known together with the rest of the agenda, at least two (2) days before the notice for the meeting is issued;
  - iii. be signed by the mover and four (4) people who second the motion.

## CHAPTER 2: OFFICIAL HEADS OF THE ORGANISATION

### 7. PSO COORDINATOR

- a) A permanent staff member of the University is appointed by the Centre for Student Communities as the PSO coordinator of Silene PSO.
- b) The PSO coordinator reports to the Director of the Centre for Student Communities.
- c) The PSO coordinator along with the Primaria and the House Committee are responsible for the management of the PSO.
- d) During the term of the PSO coordinator, the main responsibilities are:
  - i. to serve as the contact person between the University, the Centre for Student Communities and the PSO;
  - ii. to establish value-driven management among the leadership of the PSO;
  - iii. to integrate students' academic and living environments;
  - iv. to promote a healthy and inclusive community life in the PSO;
  - v. to develop PSO leadership, supervise PSO leaders and provide them with guidance and mentorship;
  - vi. to govern and manage the PSO effectively;
  - vii. to be available for interaction and consultation with students;
  - viii. to enhance the cluster initiative in both the PSO and the cluster;
  - ix. to manage challenging and crisis situations;
  - x. to participate in continuous training for resident and PSO coordinators;
  - xi. to manage the liquor licence as well as the alcohol usage of the PSO.

### 8. THE EXECUTIVE COMMITTEE

- a) The Executive Committee of Silene PSO consists of:
  - i. The Primaria
  - ii. The Vice-Primaria
  - iii. The Secretary
  - iv. The Financial Manager
- b) The Executive Committee of Silene PSO has the authority to decide on urgent matters when the House Committee is unable to convene.

### 9. PRIMARIA

- a) In addition to the powers and duties mentioned in the Rules of the Council, the Primaria as the Head of House shall be responsible for the following:
  - i. The Primaria will serve as a member of the
    - A. House Committee;
    - B. Executive Committee of the House Committee;
  - ii. A House Member is elected to the position of Primaria as outlined in this constitution (Chapter 3).
  - iii. As chairperson of the House Committee,
    - A. the Primaria is responsible for the delegation of duties as well as the general management of this committee.

- B. she may, upon consultation with and approval by the members of the Executive Committee, make urgent decisions if the House Committee is unable to convene.

#### 10. VICE-PRIMARIA

- a) The primary role of the Vice-Primaria is to assist the Primaria. The Vice-Primaria will serve in an advisory capacity to the Primaria.
- b) The Vice-Primaria will serve as
  - i. a member of the House Committee
  - ii. a member of the Executive Committee of the House Committee
- c) A House Member is selected to the position of Vice-Primaria as outlined in this constitution (Chapter 3).
- d) The Vice-Primaria is also responsible for the Safety portfolio within the organisation.
- e) The Vice-Primaria also acts as chairperson of House Committee and House Meetings in the absence of the Primaria.
- f) If the Primaria is unable to fulfil her role as the Head of House, the Vice-Primaria will stand in for this position.

#### 11. HOUSE COMMITTEE

- a) The House Committee in Silene PSO is elected for a term of one (1) year. The procedures are regulated by Chapter 3 of this Constitution.
- b) The House Committee consists of a maximum of twelve (12) members of which the Primaria, Vice-Primaria, Secretary-General and Financial manager are included.
- c) The House Committee will meet at least once a week during the academic term until the start of examinations. All members must attend the House Committee meetings.
- d) Excuses for absence from such a meeting must be communicated to the Secretary-General at least twenty-four (24) hours prior to the meeting.
- e) House Committee members will be responsible for the portfolios
  - i. Primaria
  - ii. Vice-Primaria
  - iii. Discipline
  - iv. Leadership Development
  - v. Critical Engagement
  - vi. Womxn empowerment
  - vii. Safety
  - viii. Financial manager
  - ix. Secretary
  - x. First Years
  - xi. Social Impact

- xii. Sustainability
  - xiii. Head Mentor and Academics
  - xiv. Social media and Communication
  - xv. Culture
  - xvi. Sport
  - xvii. Clusters
  - xviii. Connect
  - xix. Welcoming Leader
  - xx. Social Community Interaction
  - xxi. Clothing and merchandise
- f) The Primaria in consultation with the PSO Coordinator and outgoing Primaria will decide which portfolios will be allocated to whom as well as which House Committee member may be allocated more than one portfolio taking into account the number of members elected.
- g) The House Committee is responsible for
- i. determining the strategic direction of the PSO;
  - ii. the administration of the PSO;
  - iii. fostering the values of Silene PSO and active membership.
- h) Furthermore, each House Committee member has the following responsibilities:
- i. to manage allocated portfolio(s) to the best of her abilities;
  - ii. to take complete responsibility for the activities of her portfolio(s) and committees therein;
  - iii. to provide a detailed portfolio budget for each of her portfolio(s) in consultation with the Financial manager;
  - iv. to utilise her portfolio budget in accordance with responsible management of finances within the organisation and the University;
  - v. to provide a detailed report of all her portfolios to the Primaria.
- i) A House Committee member will have to vacate her position if
- i. two thirds (2/3) of the House have voted to have the member present at a house meeting with a quorum of 15 removed during a House Meeting given valid reasons;
  - ii. two thirds (2/3) of the House Committee, including the Primaria, decides to have the member vacate their role within the committee.
- j) The House Committee member who has been vacated has the right to present an appeal.
- k) If a vacancy does open up within the House Committee, the current House Committee may use their discretion to decide whether the position needs to be filled or not. If the decision is made that the position must be filled, a new House Committee member must be elected in terms of regulations stipulated in Chapter 3.

## 12. FINANCIAL MANAGER

- a) The duties of the Financial manager include:
  - i. manages and administrates the finances of Silene PSO;
  - ii. draws up a financial budget in consultation with the PSO coordinator and Primaria at the beginning of each financial year and presents it for the approval of the House Committee;
  - iii. presents an audited financial report to the last House Committee meeting and presents an oral financial report at the Annual General Meeting;
  - iv. presents the financial position of the PSO at the end of each semester at the House Meeting.

## 13. SECRETARY

- a) The Secretary is responsible for:
  - i. the minutes of all House Committee meetings including sending these minutes out to all House Committee members before the next meeting;
  - ii. all correspondence, including communication with the House, House Committee or the Executive Committee of the House Committee;
  - iii. managing the office in conjunction with the House Committee member in charge of the office task team;
  - iv. giving notice of House Meetings well in advance according to stipulations in this Constitution;
  - v. noting all the amendments to the Constitution and Rules in the relevant books;
  - vi. noting all the decisions of the House Committee in the House Committee Meeting minutes;
  - vii. The minutes from House Committee meetings and House Meetings will be available on request.

## 14. MENTORS

- a) The role of the Mentors is to enable a successful transition for all new comers from high school to university. They are responsible for ensuring that first years are successfully integrated within the University both academically and socially.
- b) Mentors are elected during interviews by the Head Mentor, who also fulfils the role of the House Committee member responsible for the Academics Portfolio, as well as by the Primaria and Vice-Primaria. The PSO coordinator sits in interviews in an advisory capacity.
- c) The primary function of Mentors is:
  - i. to ensure that new comers are provided with the needed information for successful academic integration during the welcoming week program.
  - ii. to act as the communication channel between the first years and the House Committee;
  - iii. to attend monthly meetings and read weekly emails

- iv. to plan quarterly mentor sessions
  - v. to complete reflections and BeWell logins
  - vi. to communicate with the parents in a professional manner
  - vii. to provide service links to University resources with regards to holistic integration.
- d) Mentors are elected through the election procedures as outlined in *Addendum C*.

## 15. SENIOR COMMITTEE

- a) The Senior Committee of Silene PSO is committee comprising of a number of senior undergraduate and postgraduate members. The role of the Senior Committee is determined by the House Committee.
- b) The Senior Committee has the following responsibilities:
  - i. assisting the allocated House Committee member during the welcoming week program and throughout the year;
  - ii. creating the Vensters Stall with the Connect partner(s)
  - iii. the organization of events that are primarily seniors' responsibilities;
  - iv. the provision of opportunities for senior members within the organization that are not part of this committee;
  - v. acting as the communication point between the House Committee and senior members within the organization.
- b) Senior Committee members are elected through the election procedures as outlined in *Addendum D*.

## 16. FIRST YEAR COMMITTEE

- a) The First Year Committee consists of a number of New Comers who are in their first year of undergraduate studies at the University of Stellenbosch. The role of the First Years Committee is to be determined by the House Committee.
- b) The First Years Committee has the following responsibilities:
  - i. The organization of events that primarily cater for first year students.
  - ii. The provision of opportunities for first year members within the organization that are not part of the committee.
  - iii. Acting as a communication point between the House Committee and the first-year members or the organization.
- c) The First Years Committee are elected through election procedures as outlined in *Addendum E*.

## CHAPTER 3: ELECTION PROCEDURES

### 17. THE ELECTION OF THE HOUSE COMMITTEE

- a) The Silene PSO House Committee are directly elected by secret ballot by all registered University of Stellenbosch students that has been assigned to Silene PSO during a free, transparent and fair election.
- b) The election of House Committee members occurs annually at the House Committee caucus that has to take place before the University requires the newly elected House Committee to be announced. It is the responsibility of the outgoing House Committee members to ensure that the new House Committee is elected before the University requires it.

### 18. ELECTION COMMITTEE

- a) The Election Committee consists of four (4) people. The three (3) permanent members includes
  - i. the outgoing Primaria,
  - ii. the outgoing Vice-Primaria, and
  - iii. the PSO coordinator.
- iv. The fourth and final member is elected by the three permanent members of the Election Committee. The outgoing Primaria acts as Election Convener. Should she run for a position on the House Committee again, the outgoing Vice-Primaria will be the Election Convener. The fourth member can be from any University leadership structure and, if this person is from outside of Silene, this person does not have voting rights
- v. If a fifth person should be added, applications have to be opened.
- b) Extraordinary Cases
  - i. If the outgoing Primaria and/or the Vice-Primaria decide to rerun for a position on the House Committee, then the PSO coordinator with the help of the Secretary-General will ensure that applications are opened for members of the House to fill the vacant positions on the Election Committee. The PSO coordinator will ensure that the conveners' roles are performed as stipulated in this Constitution.
  - ii. An Election Candidate may not serve on the Election Committee in any circumstances.
  - iii. If a person is elected onto the Committee and wants to stand in the election, that person's resignation is immediate and the next person can be appointed to fill her position.
  - iv. The Election Committee has the responsibility to:
    - A. administrate the election and nomination process
    - B. always act in accordance with this Constitution
    - C. keep the PSO informed of all the aspects regarding the Election process
    - D. ensure that all candidates are treated fairly
    - E. count the votes twice and make the results available as soon as possible

- F. conduct themselves neutrally and fairly.
- G. Overrule problematic questions
- v. The Convenor(s) of the Election Committee has the responsibility to write a report on the election that covers the entire election process. The report will be made available to the PSO coordinator two weeks after the completion of the election process.
- vi. The Election Committee is empowered to conduct the election and can make a ruling on the following:
  - A. the validity of a vote
  - B. improper recruiting of votes
  - C. the establishment of an Interim Election
  - D. specific dates and times of an Election, in deliberation with the House Committee.

## 19. ELIGIBILITY AND NOMINATIONS

- a) The Silene PSO House Committee will comprise of a minimum of eight (8) and a maximum of twelve (12) members, unless stated otherwise by the Centre for Student Communities, Stellenbosch University. A candidate for a position on the House Committee must be a registered member of the University and must have been so for at least the full year in which the election takes place for which she is a candidate. A first year student is not eligible for election as member of the House Committee.
- b) A candidate for a position on the House Committee must comply with the University regulations in terms of academic achievements and requirements. In other words, a candidate for a position on the House Committee must have Leadership HEMIS.
- c) All possible candidates are subject to compliance with University regulations. The PSO coordinator will ensure that all applicants who fulfil these criteria are eligible to apply prior to any interview or further development of election process.
- d) Application forms for the positions of Primaria, Vice-Primaria and House Committee member must be made available at least five (5) University working days before the caucus.
- e) The application process will be extended if there are not enough eligible candidates available to fill all the positions. How long the process will be extended is at the discretion of the Election Convenor(s).
- f) Extraordinary Cases
  - i. In the event of
    - A. too few candidates applying due to unspecified reason,
    - B. ineligibility, and
    - C. all other options having been exhausted,
  - ii. then and only then the Election Committee may use their discretion in consultation with the PSO coordinator to allow first years to run.

## g) Applications

- i. Applications forms must, at least, include the following:
  - A. full name(s) and student number of the applicant;
  - B. the position(s) the applicant is applying for as well as completed answers to the questions on the application form.
  - C. What the candidate has participated in Silene in the previous year
- ii. Furthermore, the applicants binds themselves to the positions indicated on their application forms. This means that once an applicant is successfully elected to the position of House Committee member, she may not run for the position of Primaria or Vice-Primaria if this was not indicated on her application form.
- iii. Only registered students that belong to the University may propose and/or second a candidate.
- iv. Every candidate that avails herself to serve on the House Committee must comply with the following:
  - A. that she has been a registered student of University of Stellenbosch for at least three (3) semesters (see chapter 3, section 3) and has the necessary leadership HEMIS requirements;
  - B. in the case of applying for Primaria, that she had to have served on the leadership of Silene PSO for one (1) senior leadership term.

## 20. CAUCUS

- a) A caucus for the eligible candidates that takes place is arranged for the House to have the opportunity to ask the eligible candidates relevant questions and to hear what the eligible candidates' policy will be with regards to the portfolios that they are applying for.
- b) The Election Convener will chair the caucus and will ask each candidate a selection of questions before questioning is opened to the floor. The Election Convener can dismiss questions that she considers irrelevant or out of order.
- c) All eligible candidates need to be present at caucus for their application form to be considered valid.

## 21. VOTING

- a) Voting will take place during the caucus.
- b) Each person may only vote once and no one is allowed to vote on anyone's behalf if they do not present a proxy letter to the outgoing Primaria. The member wishing to vote but sends a proxy has to inform the outgoing Primaria via email.
- c) The Election Committee has to keep record of each member that votes. Only registered members of Silene PSO may vote.
- d) The votes need to be tallied as soon as possible after voting has closed.

- e) The successful election of a prospective candidate to the House Committee is solely based on votes and the number of positions available. Voters must vote for a maximum of eight people during the election.
- f) After the votes have been tallied, the candidates will be notified, during the caucus, by the Election Committee whether their application was successful or not.

## 22. CAUCUS PROCEDURE

- a) The order in which caucus will commence:
  - i. Voting for Primaria will take place first.
    - A. All candidates who have applied for this position will have a chance to deliver a speech. After the candidate's speech the election convener, together with the election panel, will pose a series of questions to the candidate. The audience will also be given an opportunity to address each candidate. After this, voting will commence.
    - B. It is the responsibility of the election panel to count the votes and to identify the two candidates with the most votes. The names of these two candidates will be announced to the audience who will then have the opportunity to vote again between these two candidates.
    - C. The election panel will count the votes and announce the new Primaria.
    - D. Those applicants who were not successful and have indicated they wish to stand for any other position, will be allowed to do so.
  - ii. Voting for the Vice-Primaria will then follow and will follow the same procedure as mentioned above.
  - iii. Voting for the Head Mentor will then follow.
    - A. All candidates who have applied for this position will have a chance to deliver a speech. After the candidate's speech the election convener, together with the election panel, will pose a series of questions to the candidate. The audience will also be given an opportunity to address each candidate. After this, voting will commence.
    - B. The candidate with the most votes will be announced as the Head Mentor for the next leadership term.
  - iv. Voting for the remaining 5 positions on the House Committee will then follow.
    - A. All candidates who have applied for this position will have a chance to deliver a speech. After the candidate's speech the election convener, together with the election panel, will pose a series of questions to the candidate. The audience will also be given an opportunity to address each candidate. After this, voting will commence.
    - B. The 5 candidates with the most votes will be announced as being the remaining members of the new House Committee for the new leadership term.

## 23. ANNOUNCEMENT OF THE NEWLY ELECTED HOUSE COMMITTEE

- a) The newly elected Primaria, Vice-Primaria and House Committee will officially be introduced to the house at the annual House Dance of Silene PSO by the outgoing Primaria.
- b) In the event that this is not possible, the newly elected Primaria, Vice-Primaria and House Committee will be announced via the Silene PSO social media platforms.

## 24. GRIEVANCES

- a) Grievances regarding the election must be handed in to the Election Convener(s) within forty-eight (48) hours of the official announcement of the newly elected House Committee.
- b) If the Election Convener(s) in consultation with the PSO coordinator consider the grievances to be valid, she/they shall, with the cooperation of the Election Committee, take immediate steps to rectify the matter, or to declare the election invalid and organize a new election.
- c) In cases where the grievances were in writing and signed by at least twenty (20) members or in cases where at least twenty (20) members object in writing to the election being declared invalid, the convener shall be obliged to convene an extraordinary House Meeting to investigate the matter and to draw conclusions. The burden of proof shall in this case be on the persons who objected in writing.

## 25. RESIGNATIONS AND TERMINATIONS

- a) A member serves on the House Committee if she is elected in accordance with the stipulations of Chapter 3.
- b) The membership of a House Committee member is terminated if:
  - i. the House Committee member hands in her written resignation to the Secretary-General with fourteen (14) days' notice.
  - ii. the House Committee removes the member from office with a two thirds (2/3) majority of votes. In such a case the House Committee must report to the house at the next House Meeting.
  - iii. a House Committee member is absent from two (2) consecutive House Committee meetings or a total of three (3) House Committee meetings without leave, an apology or valid reason.
- c) If a member's membership is terminated in accordance with the last-mentioned section, she has the right to appeal to the House Committee, so that they can decide whether the reasons for absence without leave were valid.
- d) If the position of Primaria or Vice-Primaria becomes vacant, the Secretary-General shall convene a House Committee meeting. At the meeting the vacancy shall be filled by electing a member of the House Committee by means of secret ballot. This election will be conducted by the PSO coordinator and a member of the previous Election Committee (i.e. the Election Committee which handled the current House Committee's election).

- e) If any position except that of Primaria or Vice-Primaria falls vacant, the House Committee has the right to fill the vacancy by co-opting a new member, with the exception of the position of Financial manager. In such a case, a House Committee member must be trained to fulfil this role.

## 26. CO-OPTING A NEW MEMBER

- a) A new House Committee member is co-opted by means of the following procedure:
  - i. Applications are opened to the House for at least one (1) week.
  - ii. The current House Committee interviews all eligible candidates.
  - iii. The current House Committee cast votes in an election convened by the PSO coordinator and a member of the previous Election Committee. The co-opted member must receive two-thirds (2/3) of the votes cast to be successfully elected.

## 27. SUCCESSION UPON RESIGNATION

- a) If the Primaria wishes to resign during her term of office, she must tender her resignation in writing to the Secretary-General, and the resignation becomes valid as soon as it has been tendered. Furthermore,
  - i. if the post of Primaria falls vacant, the Vice-Primaria shall perform her duties until a new Primaria has been elected in accordance with the stipulations of this document.
  - ii. if both the Primaria and Vice-Primaria resign, they shall continue to perform their duties until new office bearers have been elected.
  - iii. if the entire House Committee resigns, they shall continue to perform their duties until new office bearers have been elected.
- b) The succession plan as outlined above will come into immediate effect as determined by the House Committee given the urgency of the current state.

## CHAPTER 4: DISCIPLINARY PROCEDURES

### 28. DISCIPLINARY PROCEDURES

- a) The point of departure for disciplinary procedures within Silene PSO is value driven management and restorative justice.
- b) The purpose of disciplinary procedures within Silene PSO is to facilitate a process whereby members who did not act in accordance with our values can be brought back to good standing with the rest of the house.
- c) The responsibility for managing disciplinary procedures ultimately rests with the House Committee.

### 29. JURISDICTION AND STATUS OF THE DISCIPLINARY COMMITTEE

- a) The Disciplinary Committee is the only body within Silene PSO that may be approached to give judgment based on actions or lack thereof of any member or office-bearer within Silene PSO.
- b) If the jurisdiction of the Disciplinary Committee is questioned, the final decision within Silene PSO will rest with the Chairperson of the Disciplinary Committee.
- c) The Disciplinary Committee has limited jurisdiction to act against the following:
  - i. an act or lack thereof which boils down to the practice of 'Hazing' or deviation from the approved welcoming program;
  - ii. an act or negligence which the PSO coordinator considers to be of a serious nature;
  - iii. any act of vandalism;
  - iv. any act which is of a criminal nature and which is, as such, deemed to be in breach with an existing law of South Africa.
- d) The Disciplinary Committee has the right to refuse to consider any case and to refer it to the Centre for Student Communities or the Student Court for a judgement.
- e) The Committee should try to resolve the issue internally first.

### 30. COMPOSITION OF THE DISCIPLINARY COMMITTEE

- a) The Disciplinary Committee consists of:
  - i. the Vice-Primaria who acts as Chairperson;
  - ii. the Secretary-General who act as Vice-Chairperson;
  - iii. the Primaria;
  - iv. the PSO coordinator;
  - v. another member who serves on the Leadership of Silene PSO (eg. a Mentor of Member of the Seniors Committee)
- b) No member of Silene PSO who has been found guilty by the Silene PSO Disciplinary Committee is eligible to serve on this committee.
- c) The names of the committee members must be communicated to the House in a timely manner in a way determined by the chair of the Disciplinary Committee.
- d) Quorum for a valid meeting to take place is the presence of:
  - i. the Chairperson (or Vice-Chairperson who acts as Chairperson); and

- ii. the Secretary (or another person nominated as Secretary); and
  - iii. any other member of the Disciplinary Committee.
- e) All parties are expected to clearly indicate any possible areas of conflict given a case laid before them. The Chairperson also has the authority to request that a member remove herself from a specific case if conflicts are a possibility. Disciplinary Committee members may also remove themselves from a specific case on moral grounds.
- f) No member of the Disciplinary Committee except the PSO coordinator has the right to abstain from voting.

### 31. PROCEDURES

- a) The procedure before, during and after an investigation where disciplinary actions may follow must be in line with Student Constitution, relevant sections of the General Calendar of the University and the Ethos and Values of Silene PSO. Any party involved with an investigation may cite and utilize these documents at all times during their cases.

### 32. PRIOR TO THE DISCIPLINARY HEARING

- a) Any member of Silene PSO may lay a complaint with the Disciplinary Committee. A complaint may be lodged with the Chairperson, Vice-Chairperson or Secretary.
- b) The Disciplinary Committee must sit as a whole, meeting quorum as set out above, to decide whether a case will be heard by them or be referred to the House Committee.
- c) Any person who lodged a complaint has the right to request to be anonymous and this right must be respected. The following must then be done:
- i. A written account (e-mail or paper) must be delivered to the Chairperson who must thus know who the person is.
  - ii. The Chairperson will not disclose the person's identity to any person.
- d) Where a meeting of the Disciplinary Committee takes place, all accused parties must be informed at least forty-eight (48) hours before the meeting.
- e) All charges must be resolved by the Disciplinary Committee within thirty (30) University days.
- f) The written notice to all involved parties must contain the following:
- i. a full brief as to the lodged complaint to the Ethos of Silene PSO and the relevant section of University legislation; and
  - ii. the time and place of hearing; and
  - iii. the right to assistance.
- g) The notice must be e-mailed to the accused student who must acknowledge receipt.
- h) If the student fails to attend the hearing without informing the Chairperson beforehand, the hearing will proceed in her absence.

### 33. DURING THE DISCIPLINARY HEARING

- a) The Disciplinary Hearing takes place in private (*in camera*)
- b) Mutual respect must be shown to all present, both the accused and the Disciplinary Committee.
- c) The accused must be fully informed as to the complaint against her. Witnesses may also be called to ensure that all parties present are fully informed as to the case. The accused must be given a fair chance to test the merits of the complaint against her, to present her own case and to call witnesses.
- d) An accused has the right to request assistance from another House Member in preparation and presentation of her case.
- e) The guilt of the accused party must be proven; hence reasonable doubt must not exist after the hearing.
- f) If the accused admits guilt, the Disciplinary Committee may choose not to hear the case and immediately move to penalty.

### 34. AFTER THE DISCIPLINARY HEARING

- a) All must be properly recorded. All results will be handled and deemed to be in *camera*/confidential.

### 35. DISCIPLINARY MEASURES FOR SILENE PSO HOUSE COMMITTEE AND OFFICE BEARERS

- a) This policy serves as a measure with regards to the discipline of all Silene PSO office bearers (anyone who is affiliated with the leadership structure of Silene PSO).
- b) A Silene PSO office bearer can be removed from office if it is felt by the majority of the relevant structure on which the office bearer serves that she has not adequately fulfilled her portfolio commitments or actively participated in the fulfilment of the aims of Silene PSO Constitution and year plans.
- c) Discipline of a Silene PSO office bearer must follow the following procedure:
  - i. The first warning is given to the respective member by the head of the committee on which they serve.
  - ii. They will be put on a probationary period which is limited to one (1) month.
  - iii. Any further neglect of duties by the member will result in a second warning given to the member by the Chair of the Disciplinary committee.
  - iv. Any further neglect of duties by the member will result in disciplinary procedures being instituted and the disciplinary committee will convene in order to make the appropriate decision.
- d) The appeal process for the office bearer is as follows:
  - i. The member can appeal to the Disciplinary Committee;
  - ii. Thereafter to the Student Court;
  - iii. Finally, to the Appeals Court.
- e) Notice of appeal must be given in writing to the parties in the following order:

- i. The first notice of appeal must be given to the Disciplinary Committee within five (5) University days.
  - ii. Should the removal be upheld by the Disciplinary Committee, an appeal may be made to the Student Court within five (5) University days.
  - iii. Should the removal be upheld by the Student Court, a final appeal may be made to the Appeals Court within five (5) University days.
- f) All decisions resulting in a member vacating her position must be ratified by the relevant Silene PSO structure at their next meeting after the decision has been taken.

### 36. ACCOUNTABILITY, TRANSPARENCY AND CONSULTATIVE GOVERNANCE

#### a) House Committee Meetings

- i. All minutes of House Committee meetings, Silene PSO structures and committees that Silene PSO office bearers serve on based on their position on said Silene PSO structure will be available on request to all members.
- ii. Any Silene PSO member may attend a House Committee meeting subject to the person informing the Secretary-General at least twenty-four (24) hours in advance of the meeting. The person may have speaking rights if this is indicated
  - A. at least twenty-four (24) hours in advance, or
  - B. with the permission of the Primaria.
- iii. The House Committee may rule any point on the agenda as *in camera* subject to:
  - A. the point being ruled so at the sending out of the agenda;
  - B. the House Committee having the right to overrule this at the meeting;
  - C. an abbreviated description must be made of the point in order to mention it for the sake of transparency.

## CHAPTER 5: GENERAL

### 37. HOUSE FINANCES

- a) No monies/transactions may be entered into without the written consent of both the Primaria (or Vice-Primaria if the Primaria is not available) and Financial manager.
- b) A financial policy must be set up by the Financial manager, in consultation with the PSO coordinator
- c) To ensure that the financial policy is of a good standard, the following parties may be consulted in drawing it up:
  - i. Division Finances
  - ii. Financial manager of Student Representative Council
  - iii. Financial manager of Student Parliament
  - iv. Financial manager of Societies Council
  - v. Centre for Student Affairs
  - vi. Centre for Student Communities
- d) Before each House Meeting, the full financial report must be made available to each house member on request.
- e) At the AGM, a complete set of financial statements must be prepared and presented to the House. It is advised that this happens once a semester in order to satisfy the requirements for accountable, transparent and consultative governance.
- f) If someone is not able to pay for a Silene event, that person can send an email to the Primaria and the HK in charge of the event prior to the event.

# ADDENDA

## *Addendum A: Words and Interpretations*

Unless otherwise stipulated or obvious from the context, the following is stipulated regarding the interpretation of words in this Constitution and Rules.

- a) "New comer" means any student that is enrolled at the University for the first time for an undergraduate course.
- b) "House Committee" means the Silene PSO House Committee.
- c) "House Meeting" means a properly constituted meeting of members.
- d) "Year" means an academic year in accordance with the stipulations of the University Board as set out in the University Calendar.
- e) "Give notice" or "announce" means the putting up of relevant notices on notice boards and, in the case of House Committee meetings, the sending of notices to the members of the House Committee.
- f) "Notice boards" means the notice boards in the Neelsie.
- g) "Member" means a person that is enrolled in accordance with the stipulations of Chapter 1 Article 4.
- h) "Two thirds (2/3) majority" means a voting ratio of 2:1 of all those that have the right to vote at a meeting.
- i) "Private student" means any student at the University that is a member of the Student Union and who does not stay at a University hostel.
- j) "Council" means the Council of the University.
- k) "Semester" has the same meaning as in the University Calendar.
- l) "Senior" means any student that has already studied at the University for two or more years.
- m) "Polling booths" are the venues indicated in Chapter 3.
- n) "Term" means the period between the election of a House Committee and the election of the next House Committee.
- o) "University" means the University of Stellenbosch.
- p) "Secretary-General" means the secretary.

*Addendum B: Meaning of events*

a) Non-Silene Formal events

- i. This includes dances such as HK ball, Mentor ball as well as cluster and university organized events. University organized events include portfolio meetings organized by the respective SRC member.
- ii. Apologies for not being able to attend needs to be done before the costs are paid by the house.
- iii. Missing the event without an excuse after costs have been paid will result in a full repayment of the ticket to the House
- iv. The minimum time that a Leadership member needs to be at the event is one hour unless otherwise stated by the Primaria (as in the case of, but not limited to, assisting in cluster events).

b) Non-Silene Informal Events

- i. This section includes socials, house parties, culture evenings, or any event that a residence or PSO has invited the Silene PSO members to attend.
- ii. Apologies for not being able to attend: minimum two (2) days. A valid excuse is needed.
- iii. The minimum time that a Leadership member needs to be at the event is one hour unless otherwise stated by the Primaria (as in the case of, but not limited to, assisting in cluster events).

c) Silene Events

- i. This section includes events hosted by Silene PSO such as, but is not limited to, all dances, house meetings, Silene Week, house parties and cultural evenings.
- ii. If any person fulfilling a leadership role within the PSO cannot attend an event they will be required to give the reason for their absence to the respective head of their committee.
  - A. House Committee members will have to inform the Primaria
  - B. Mentors will have to inform the Head Mentor
  - C. Seniors Committee members will have to inform the House Committee member responsible for the Seniors portfolio
  - D. First Years Committee members will have to inform the House Committee member responsible for the First Years portfolio.
- iii. Apologies for not being able to attend needs to be done before costs are paid by the house, or a minimum of 3 days before the event (whichever comes first). A valid excuse is needed.
- iv. Minimum time that a leadership member must be at the event is two hours
  - A. This does not include setup time and/or clean up time, which will be discussed and scheduled at least one (1) week prior to the event.
  - B. events

d) House Committee Meetings

- i. This section is limited to meetings attended only by the House Committee. This section does not include house meetings with the members of Silene PSO.
  - ii. Apologies for not being able to attend need to be done a minimum of three (3) days before the meeting. A valid excuse is needed.
- e) Being late for a meeting
  - i. A valid excuse includes academic excuses such as tests and classes as well as other meetings organized by the respective SRC members.
- f) Inappropriate behaviour
  - i. Any behaviour deemed to be inappropriate by any member of the leadership of Silene PSO (including but not limited to: language usage, intoxication, consumption of other substances and behaving in a way that doesn't uphold the values and ethos of Silene PSO – either in meetings or at any event – refer to Code of Conduct.

**The leadership of Silene PSO are all subject to the above stipulations.**

### *Addendum C: Procedure for the Appointment of Mentors*

- a) Applications:
  - i. Mentor application forms are made available prior to their term.
  - ii. The Head Mentor sets up, accepts and goes through the applications in consultation with the Primaria and Vice-Primaria.
  - iii. Only those students who complies with the required leadership HEMIS will be invited to attend an interview.
- b) Interviews:
  - i. Interviews are then conducted by the Head Mentor, the Primaria, the Vice-Primaria, the House Committee member responsible for Womxn Empowerment and Transformation and the PSO coordinator of Silene PSO.
  - ii. After the Interview process, these individuals decide on the successful applicants.
- c) Training:
  - i. Mentors are required to attend training in September before their term and in January before the first years arrive. They might also be required to attend further trainings as required.
  - ii. The Head Mentor is required to attend an additional training in September before their term as well as attend regular Head Mentor meetings.
  - iii. The Head Mentors, after consultation with the House Committee member responsible for the Leadership Development portfolio and the House Committee, will decide of further dates for internal training within Silene PSO.
- d) Accountability and Role in the Organisation
  - i. The role of Mentors during welcoming week is to make first years feel welcome and to familiarise first years with the University and what is has to offer in terms of academic, personal, social and spiritual well-being and growth. Mentors are required to stay updated with their mentees' academic progress, especially during the first semester, while they are trying to fit into University life. Mentors are not required to forcefully enact their services on a first year. If a first year ever feels frightened of their mentor or uncomfortable due to undisciplined misconduct in any way, it will lead to the termination of the mentor's contract.
  - ii. If a mentor is found guilty of misconduct and ill-discipline or violation of any student's dignity, they will appear before the Disciplinary Committee to determine the outcome of the case.
  - iii. Mentors are obligated to attend any Silene PSO or University event that either requires the leadership of Silene PSO to attend, or an event where their Mentees will be present.
- e) Remuneration:
  - i. Mentors are paid a set amount (decided by the University) per semester by the University.

*Addendum D: Procedure for the Appointment of Senior Committee Members*

a) Applications:

- i. Senior Committee application forms are made available prior to their term.
- ii. The House Committee member responsible for the Seniors Committee will set up and accept the applications, go through them and assess eligibility based on the criteria decided on by the House Committee of that year.
- iii. Confirmation of receipt of application and approval with regard to application being eligible is communicated to applicants in due time.

b) Eligibility

- i. All members of Silene PSO who are at the end of their first year and in any other year of studying at the University of Stellenbosch may apply as long as they do not serve on any other committee within Silene PSO.
- ii. These students do not have to comply with the required leadership HEMIS as set out for some of the other committees within Silene PSO.

c) Interviews:

- i. All applicants are invited to an interview.
- ii. The panel consists of the Primaria, the Vice-Primaria, the House committee member responsible for the Womxn Empowerment and Transformation portfolio and the House Committee member responsible for the Seniors portfolio.
- iii. The following guidelines can be used during the interview process:
  - C. Availability during the term
  - D. Predicted dedication to the committee and the PSO
  - E. Skills that the candidate can bring to the committee and PSO
  - F. Other criteria as decided by the panel before the interview process

d) Training

- i. The House Committee member responsible for the Seniors portfolio can, after consultation with the House Committee member responsible for the Leadership Development portfolio as well as the rest of the House Committee, set aside a few dates for training.

b) Responsibilities

- i. The Seniors Committee is required to attend all events organised by Silene PSO.

#### *Addendum E: First Years Committee*

- a) Applications
  - ii. First Years Committee application forms are made available prior to their term. The House Committee member responsible for the First Years portfolio will accept the applications, go through them and assess eligibility. Confirmation of receipt of application and approval with regard to application being eligible is communicated to applicants in due time.
- b) Interviews
  - iii. All applicants are invited to an interview.
  - iv. The panel consists of the Primaria, the Vice-Primaria, the House Committee member responsible for the First Years portfolio and the Head Mentor.
- c) Election
  - i. The interview panel will have the discretion to decide whether or not an applicant will be able to fulfil the duties as required of the committee for that year.
  - ii. The decision will be made based on the following criteria
    - A. Availability during the term
    - B. Predicted dedication to the committee and the PSO
    - C. Skills that the candidate can bring to the committee and PSO
    - D. Other criteria as decided by the panel before the interview process
- d) Training
  - i. The House Committee member responsible for the First Years portfolio can, after consultation with the House Committee member responsible for the Leadership Development portfolio as well as the rest of the House Committee, set aside a few dates for training.
- e) Responsibilities
  - i. The First Years Committee is required to attend all events organised by Silene PSO.

## *Addendum F: Financial Policy*

### a) Advances

- i. The following applies to events and any requests for money to be received in advance.
  - A. A budget must be presented containing items that are to be bought and the money needed in order to purchase these items.
  - B. The budget must be handed in three weeks before the money is needed. If all is in order, the money will be available within three working days.
  - C. The budget will be rejected if it is incomplete.
  - D. The Primaria and Financial manager must always be aware of “money in advance” situations.

### b) Refunds to House Committee Members

- i. Application is required three weeks before money is being used. The House Committee member uses her own funds and a refund will be given only after all receipts are handed in to the financial manager. If no receipts or evidence indicating the House Committee member has spent personal funds are given, no money will be refunded. The Primaria and Financial manager must always be aware of a refund situation. If the Primaria and Financial manager were not aware of the situation, the House Committee member will be seen to have “sponsored” the money/goods and no money will be refunded. In special circumstances, the Primaria or Financial manager may give permission for refunds, even if prior arrangements were not made.

### c) Payments to Third Parties

- i. Three weeks before any products/services are bought, three quotes must be handed to the Executive Committee, who will then select a quote and give the go-ahead. The Executive Committee’s decision is final. Payment to the third party will be done as soon as a tax invoice with all relevant information is received. Payment will be made within three working days after receiving the correct tax invoice.

### d) Sponsorships and Donations

- i. Forms must be handed in with all terms and conditions of the sponsor/donator. House Committee members or any students are not of power to sign contracts. Contracts are concluded on behalf of Silene PSO by the University.
- ii. VAT must be paid on sponsorships but not on donations. The Executive Committee will handle all transactions of this nature.

### e) Budgets

- i. Each House Committee member will receive a budget allocation for the year which will be calculated by the Executive Committee. The House Committee members are not allowed to deviate from the budget. If there is deviation from the budget, the House Committee member will be held fully

responsible for any additional expense incurred except in the case of special arrangements. Additional expenses will be paid from the extra pool of money which is held for emergencies. If the House Committee member spends less than the allocated budget, the money will be rolled over to the Silene PSO cost point for the next year.

f) General Rules

- i. All applications must be made to the Primaria or Financial manager. If the applications are incomplete, they will be returned to be completed correctly.
- ii. All quotes and receipts must be handed in with duplicate copies. One copy must be filed by the Financial manager and the second copy given to University Finances. The original document must remain with the House Committee member associated with the transaction who must file it in their own portfolio.
- iii. No payments will be made if the tax invoice is incorrect or incomplete.
- iv. No payments will be done on quotes or pro forma invoices or statements.
- v. The following must be on a tax invoice:
  - A. The words "tax invoice"
  - B. The tax number of the supplier
  - C. The supplier's name and contact details
  - D. The tax invoice must be made out to STELLENBOSCH UNIVERSITY, SILENE PSO and NOT to the House Committee member. The US tax number will be made available by the Financial manager on request.
  - E. Invoice number and date
  - F. Contents of goods, price and item amounts
  - G. The complete invoice price and the VAT on the invoice
  - H. Banking details of the supplier
- vi. No form of income from events may be used to pay another expense. All income must be banked as soon as funds are received.
- vii. Three weeks before a function, a detailed budget must be handed in to the Executive Committee. A week after the function, the actual values of all expenses and incomes must be handed in to the financial manager in the form of a financial statement.

*Addendum G: Accountability*

- a) All House Committee members will be required to give feedback on each of their portfolios at each House Committee meeting, and if deemed necessary, at the twice-yearly house meetings.
- b) All House Committee members will be required to submit a half-year accountability report for each portfolio by the start of the second academic term that includes:
  - i. Goals set out for the year
  - ii. Detailed description of what has been done so far
  - iii. Goals achieved
  - iv. Goals that still need to be achieved and a description of how these goals will be achieved before the end of the committee's term.
  - v. Any other information deemed necessary by the committee member
- c) All House Committee members must submit a final report for each portfolio before the start of the election of the new House Committee. It must include:
  - i. Goals set out for the year
  - ii. Detailed description of how these goals were achieved
  - iii. Any goals not achieved and reasons why these goals were not achieved.
  - iv. Any other information deemed necessary by the committee member
- d) Failure to do so may result in the incursion of a fine, or a penalization of the member's honorarium, at the discretion of the Primaria and the PSO Coordinator.

By signing below, I \_\_\_\_\_, understand and accept the terms and conditions as stated in this document, subject to consequences.

\_\_\_\_\_  
(Member)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Primaria)

\_\_\_\_\_  
(PSO Coordinator)