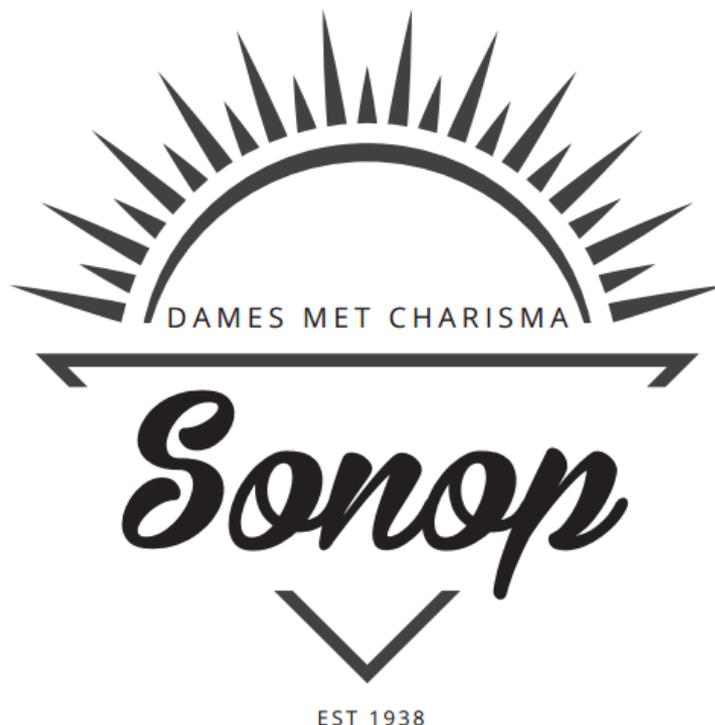


Revised: May 2017  
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# SONOP CONSTITUTION 2017



1. Sonop's motto is *Ladies with Charisma* and we undertake to live accordingly.
2. We understand and acknowledge our responsibility to abide by the Constitution of the Republic of South Africa 1996, all statutes, the Student laws, Residence laws, and this Constitution based on Sonop's values.
3. We acknowledge that Sonop is comprised of different residents who are unified in the aspiration to live according to the Residence's values.
4. We, the residents of Sonop, accept this ethos as our own by continuously respecting one another.
5. We accept in all actions and conduct, a spirit of democracy, the acknowledgement of basic human rights, equality before the law, and freedom bound to the responsibility to improve.
6. In all situations to act in our best judgement in accordance with the spirit, scope, and purport of the Constitution.
7. To inspire one another to be the best version of ourselves in all our actions and in different situations.
8. To constantly strive towards self-improvement.

## Definitions

Alcohol-free zones: Places where alcohol may not be consumed outside of set times. If alcohol would be consumed in restricted areas, it should be with written consent from the Primaria and Residence Head.

Alcohol-free zones include: Bathrooms, storerooms, washing rooms, hallways, the foyer, the lobby, the grass surrounding Sonop, as well as the House Committee room.

Discretionary permission: Permission given by the Residence Head and Primaria, to a specific person in control of herself or a group, wanting to consume alcohol in an alcohol-free zone. This permission depends on the discretion of the Residence Head and Primaria based on whether it is in accordance with the ethos concerning alcohol in this particular situation.

Alcohol Policy should be applicable at all times in non-regulated areas.

Regulated areas include: Quad, dining hall, the stoep and the recreational hall.

The residence or Sonop: Sonop as an entity.

Residents or members: The residents living in Sonop.

House: All the residents of Sonop.

The University: Stellenbosch University.

Central Disciplinary Committee: The University's Disciplinary Committee as described in the Student laws.

Student laws: As included in the 2012 version found on the Centre for Student Community website.

HK: The House Committee of Sonop.

Committee: In every situation in which it is required, a committee will be appointed. Whenever a certain committee is referred to, it will be specifically named.

Campus Security: The security service of Stellenbosch University.

Administration: The specific department of Stellenbosch University in question.

Nominees: Residents of Sonop who voluntarily avail themselves for a leadership position in Sonop.

Candidates: Nominees that have been approved to run for the position.

Majority: One vote more than half of the total amount of votes.

SF: Student Forum.

Residence laws: The rules as approved by the Committee on 15 March 1999 and 26 September 2000.

Term: Quarter of the academic year, as determined by the University calendar.

Caucus: Refers to the opportunity given to the HK nominees to explain their reasons for running, and for the house to ask questions before voting takes place.

# **Chapter 1: Founding Provisions**

## **Article 1 Name**

The name of this entity, according to the University of Stellenbosch, is “Sonop Dameskoshuis”. From here forth referred to as “Sonop”.

## **Article 2 Symbols**

Sonop’s symbols are attached in addendum A. Only these specific symbols shall be representative of Sonop.

## **Article 3 Membership**

1. Students that are placed in Sonop by the administration for a specific year and a student who permanently resides in Sonop for an academic year, will be regarded as residents/members for the specific year.

(a) This aforementioned membership will be considered terminated in instances where the central disciplinary committee finds a resident guilty of an offence in breach of any of the following articles 2.2.5.1.1, or 2.2.5.1.2 of the student laws.

2. All members (residents) are entitled to vote, regardless of the duration of their stay in Sonop. Everyone has equal voting, regardless of number of years in the residence.

3. A voter forfeits her right to vote when, and for as long as, the Disciplinary Committee takes her voting rights away from her. The Disciplinary Committee can only take away a resident’s right to vote as a last resort.

## **Article 4 Authorities**

1. Subject to the authority of the University, the care and control of Sonop rests with the Residence Head and the House Committee. When a student is a member of Sonop, it is regarded as submission to; and precognition of this Constitution, its accompanying rules and domestic provisions applicable to Sonop.

2. Legal Persons

(a) Sonop does not qualify as an available legal personality – therefore no enforced contracts may legally be closed. Sonop is an association of members that does not gain in profit or pecuniary advantages.

(b) If any contracts are to be dealt with, the Department of Student Affairs will handle the legal matters and it will be revised by the Department of Legal Services.

## **Chapter 2: House Committee**

### **Article 5 Compilation**

1. The House Committee consists of 14 House Committee members, including one Primaria and one Vice-Primaria and twelve other members or otherwise as determined by the University;

(a) This compilation can change if the University dictates it to be so.

2. The House Committee is chosen from members of the house and elected by the members of the house.

3. Those who avail themselves to be elected as a House Committee member, should at least be a second-year student at Stellenbosch University and should have lived in Sonop for three consecutive terms.

4. Elections for the new House Committee should take place before the last week of the third term, in accordance with the given Administration schedule.

### **Article 6 Nominations**

1. Election Committee

(a) An Election Committee should be assembled during the last House meeting before the election of the new leadership. This Election Committee will co-ordinate and administer the election of the new leadership.

(b) This committee consists of the Residence Head, the current Primaria and the current Vice-Primaria (provided that they are exiting Sonop), two exiting House Committee members and two exiting residents.

(i) In the event that there is not two exiting House Committee members, they may be substituted with exiting members of the house.

(ii) If the Primaria is not exiting, she shall be substituted by the Vice-Primaria; if the Vice-Primaria is not exiting she shall be substituted by an alternative exiting House Committee. If there is insufficient HK members to substitute the Primaria or Vice-Primaria on the committee, they may be substituted by exiting members of the house.

(c) The exiting House Committee and Sonop members whom form part of the committee should be elected at the aforesaid House Meeting.

(d) A Chairperson is chosen when the Primaria should choose to serve as House Committee member again; otherwise the current Primaria should step in as the chairperson of the committee.

(e) The Election Committee will consult the existing House Committee regarding the opening and closing dates of the nominations, caucuses and voting opportunities. All in correlation with the given Administration schedule.

(f) The Election Committee is responsible for the following:

- Organising the election and any other necessary electoral necessities
- Counting ballots
- Safeguarding the poll
- Counting votes

(g) An external moderator (someone from the Wimbledon cluster in a leadership position; or the residence's SRc Guardian), should be present during all voting processes, to ensure the proceeding's legitimacy.

2. The nominations for Primaria and Vice-Primaria should proceed in writing, adhering to the following criteria:

(a) Full name of the nominee, student number, degree and year of studies;

(b) Full name and signature of a seconded party (seconds should consists of a first year, second year and a previous House Committee member);

(c) The nominee should sign her application, as to clearly state that she has made herself available for the position;

(d) A declaration form will be signed in accordance with the University (form attached as addendum B);

(e) A list of activities done in service of Sonop and University/campus and relevant Curriculum Vitae.

3. Nomination forms should be made available by the current Primaria and should be taken in by her after the nominees have completed their forms respectfully. A list of nominees (including student numbers) should be given to the Resident Head or current serving Primaria for approval.

4. Nominations will close on the allocated date, as stated by the Administration, and the approved nominee's names and their nominated positions must be made public to

the residence at least 48 hours prior to the caucus or so determined by the Election Committee.

5. After the determined 48-hour period prior to the caucus the start of the caucus, no changes may be made to the nomination forms or motivation letters.

6. Candidates may withdraw from the election at any time prior to the election. If a candidate chooses to withdraw during the 48-hour period prior to the caucus, said candidate must make a formal withdrawal at the said election event in front of the house.

7. The minimum number of nominees for HK elections must be 6 more than the number of elected HK members (>18 nominated). If there are too few nominees, the closing date for applications will be postponed after consulting the Resident Head or Primaria, or with reference to specific circumstances, the nominations will proceed as is under the vote of the Election Committee.

8. The caucus takes place under the chairmanship of the Primaria, unless she herself is a candidate, in which case the chairperson of the Election Committee will conduct the caucus. The chairperson may use her discretion to refuse unreasonable or irrelevant questions directed to the candidate, furthermore the candidate herself may refuse the question if she deems it fit to do so.

9. Only one caucus is held. Relevant and applicable questions may be posed as predetermined by the Election Committee.

10. Academic records of all the candidates must be reviewed, prior to the caucus event. The Resident Head along with the Primaria will consider the academic capability of all the candidates.

11. No member of the house may apply for any committee in the residence if that member did not meet the requirements for HEMIS, as set out by the University, at the end of the **first semester**.

(a) These applications include:

- HK
- Second years' committee

- Seniors' committee
- Mentor
- Vice-Primaria or
- Primaria
- Furthermore including any other residence committee

## **Article 7 Elections**

### 1. Elections of Primaria

(a) Occurs on the same day, following the caucus ceremony.

(b) If there are more than 2 Primaria candidates, an interim election will be held to reduce the number of candidates to 2. Where one of the candidates receives more than two thirds of the interim votes, she will be elected as the new Primaria.

(c) The Primaria has to receive a majority vote. In the case of voting discrepancy, voting must be repeated.

(d) Voting is conducted by means of folded ballots, if there is an uncertainty or mistake upon the ballot said ballot is declared void and discarded.

(e) In the case of a vacancy, where the Primaria is not deemed fit to fulfil said role, the Vice-Primaria will play the role of Primaria. It is in the discretion of the Executive and House Committee to choose a new Vice-Primaria from the existing HK members.

### 2. Elections of the Vice-Primaria

(a) Elections of Vice-Primaria should occur the same day as the caucus.

(b) The same procedure is followed as stated with the elections of a Primaria, excluding the election to decrease the number of candidates.

(c) If there is only one candidate running for Vice Primaria, a vote of confidence procedure will be followed.

### 3. Elections of House Committee Members

(a) The election of House Committee Members occurs the same day as the caucus.

(b) Voters may not vote for more candidates than the number of House Committee members to be elected. If any voter exceeds this limitation on a voting ballot, it is declared void.

(c) If it was not a fair election, a second voting opportunity will be set up by the Election Committee.

(d) The results of each election should be publicised the same night, the names of elected candidates should be read out in alphabetical order. The results of the election, thus the number of votes each candidate received, will be held by the chairperson of the Election committee until the end of that night whereby these results will be handed over to the newly elected Primaria.

(e) In the case of an unexpected vacancy, it falls under the discretion of the Executive Committee and Resident Head to:

- Consider the next possible candidate on the list, ranked in relation to votes received.
- The new House Committee member should be introduced to the house at the earliest convenience, or by using any other method of communication to convey this change should a meeting with the house not be possible.
- If a vacancy during the second semester of the HK term occurs, the vacated House Committee member's portfolios will be divided among the remaining members.
- If the above mentioned are not in the best interest of the house, the HK may propose a solution and their proposed solution should be approved by the house before it can be implemented.

(f) In the event of a temporarily absent House Committee member:

- Portfolios should be divided among remaining House Committee members

(g) House Committee rooms are chosen from the group of allocated House Committee rooms in accordance with the room points that the new members have received in the first three terms of that year.

#### 4. Elections of the mentors (ADD ELECTION OF HEAD AND VICE HEAD MENTOR??)

(a) Mentors are chosen by way of an interview process by two different panels.

(b) The first panel consists of the following people:

- The exiting Primaria
- The exiting Vice-Primaria
- The Resident Head
- The newly elected Primaria
- The newly elected Vice-Primaria
- The exiting Head-Mentor
- The exiting Vice Head-Mentor

(c) The second panel consists of the following people:

- The second panel should apply to be on the panel. Applications are approved by the exiting Primaria and the house will vote on who sits on the panel.
- Two first years
- Two second years
- Two third years
- One fourth year

(d) Any member of the house can avail herself to be elected as a Mentor by means of a nomination form made available by the House Committee.

(e) There is no requirement regarding representation of a certain year group in the Mentor group i.e. any amount of first years, second years or third years may be elected as a Mentor.

(f) The amount of Mentors elected each year will be determined by the University, depending on their guidelines and funding available.

(g) Both the panels will interview the candidates alone. After the interview process of all candidates have been finished, the panels will come together and discuss their chosen candidates.

(h) The panels then choose the amount of candidates decided upon by the University. This process can go into a vote if a unanimous decision cannot be made.

(i) The newly elected Mentors must be announced at the next House Meeting.

## 5. Announcements

### (a) Primaria

- The Primaria is announced the same night of election.
- All house members should be present at this time.
- A declaration form will be signed by the new Primaria, before the elections, outlining the accountability that the Primaria should uphold towards the University.
- The Primaria will receive an honorarium in accordance with the Financial Services of the University.

### (b) Vice – Primaria

- The Vice-Primaria should be announced on the same night she is elected.
- All house members should be present at this time.
- A declaration form will be signed by the new Vice-Primaria, before the elections, outlining the accountability that the Vice- Primaria should uphold towards the University.

- The Vice-Primaria will be responsible for the portfolios of safety and discipline and an additional portfolio which she has to apply for along with the other HK members.
  - The Vice-Primaria will receive an honorarium in accordance with the Financial Services of the University.
- (c) House Committee
- The new House Committee should be announced on the night of election.
  - All house members should be present at this time.
  - A declaration form will be signed by the new members before the elections, outlining the accountability that the members should uphold towards the University.
  - The House Committee members will receive an honorarium in accordance with the Financial Services of the University.

### **Article 8 Vacancies**

1. A person ceases to be a member of the HK:

- (a) As soon as her term ends;
- (b) As soon as she leaves Sonop;
- (c) When she hands in a written resignation to the Primaria;
- (d) In the case of expulsion from the HK or Sonop; or
- (e) When she does not meet the HEMIS requirements.

2. The HK has the right to expel persons from their post under certain circumstances, which would lead to a disciplinary hearing and could lead to expulsion by the University.

These circumstances are:

(a) As soon as she is absent from two consecutive HK meetings without sufficient written excuse.

(b) As soon as a HK member refuses to carry out a task as assigned to her by the HK.

(c) As soon as the HK realizes that a HK member was found guilty of an offence and was punished accordingly by the Central Disciplinary Committee.

(d) Where the HK realizes that a HK member continuously slanders the reputation of Sonop.

(e) Where the HK realizes that a HK member consistently fails to fulfil her duties.

(f) The HK member in question, depending on the seriousness of her offences in 8.2.(d) and 8.2.(e) can alternatively be fined instead of being expelled.

### **Article 9 Fines**

1. HK members must be fined by the Primaria or Residence Head in the following instances:

(a) Where the HK realizes that Sonop's reputation was damaged as a result of the negligent or intentional behaviour of a HK member.

(b) Where a HK member does not fulfil her duties within the prescribed time.

### **Article 10 House Committee meetings**

1. A House Committee meeting will be held weekly on a Monday (or otherwise decided by the HK).

2. The time of the meeting will be determined by the HK at the first meeting of the term.

3. The Residence Head must be informed of all meetings, and the minutes must be handed to her.

4. The HK meeting is compulsory for all House Committee members. Permission to be absent may be obtained from the Primaria and Residence Head. Absence is only tolerated for:

(a) Illness,

(b) Death, or

(c) Where a HK receives permission to be absent from the Primaria or the Residence Head in unusual circumstances.

5. The Primaria will in will act as chairperson in every HK Meeting.

6. The agenda will be read by the Secretary and approved by the HK. All agenda points should be sent to the Secretary before the time stipulated by her at the first HK meeting. With permission from the HK, the HK meetings may be moved. Approval must be granted as soon as change is noted or 48 hours beforehand. It is the preference of the institution that meetings be held at the same time and day every week.

7. The Primaria can announce additional meetings if she deems them necessary.

8. Every House Committee member is entitled to vote. In the case of a deadlock the Primaria has the deciding vote. Voting must take place when the majority of the HK can attend the meeting. If this is not possible, the relevant HK members must be informed of the voting and can exercise their vote by proxy.

9. Minutes of the House Committee meetings are confidential unless stated otherwise by a HK member.

### **Article 11 Executive Committee**

1. The House Committee determines, at their first meeting, who the executive committee will be.

2. The executive committee, with the Residence Head, will act as the internal disciplinary committee of the house.

(a) The new student disciplinary code is attached as an addendum.

3. The function of the executive committee is to:

(a) In situations of crisis make decisions where it is impossible to gather the full House Committee in order to reach consensus.

(b) To create goals for the HK, to see that these goals are reached and to direct the HK activities.

4. The executive committee has, in all instances, a responsibility towards the HK.

5. The committee is comprised of:

(a) The Primaria

(b) The Vice-Primaria

(c) 2 HK members chosen by the House Committee.

(d) Residence Head

(e) Head Mentor

6. Where there is a failure to reach consensus on a specific matter of importance, the Primaria has the deciding vote.

## **Chapter 3: Meetings**

### **Article 12 Meetings**

#### **House meetings**

1. A normal house meeting takes place quarterly under the heading of the Primaria. Where the Primaria cannot be chairperson, the Vice-Primaria assumes her position for the duration of the meeting. The last house meeting of the HK's reigning period is also the annual general meeting and this takes place in the third quarter.

2. An unusual house meeting takes place if the HK or the Residence Head decides to hold one, or if one third of the residence demands it.

(a) The quorum, at aforementioned house meetings, is two thirds of all residents.

(b) Such a meeting must be announced 24 hours in advance.

(c) Only announced issues may be communicated at said meeting.

3. Absence

(a) A house meeting is compulsory for all residents.

(b) Leave for absence in unusual circumstances should be personally and by means of written communication applied for with the Secretary 48 hours prior to the house meeting. One may obtain leave for absence if you are writing a term test the day after the meeting, if you submit sufficient proof to the Secretary.

(c) Permission to leave the house meeting earlier should also be applied for by means of written consent. Applications should be handed in to the Secretary at least 48 hours in advance.

(e) Attendance should be taken per section, by each HK member.

(f) Where a resident is absent without permission, a fine will be given. The fine monies contribute to Sonop's 'help fund'. If a resident cannot pay the fine the resident will be subject to community service.

4. The procedure that will be followed at the house meeting will be determined by the chairperson (the Primaria), in accordance with addendum C (Format of house meeting).

5. At the first house meeting of the year, the Primaria explains the Constitution's importance and the house rules. The Constitution will be made available beforehand and will be assumed to have been read.

6. The Secretary will, at least a week before the meeting, remind the house of the upcoming house meeting.

(a) The minutes of the previous house meeting will be made available to the house.

(b) If the minutes are not accepted, changes will be made to ensure the contrary.

7. Written suggestions or motions should be completed and submitted before 13:00 on the day of the meeting. Those who brought the motion forward, as well as two others in favour, should sign it. Only motions that have been submitted before the abovementioned deadline will be read out during forum, with the exception that motions can be raised on points mentioned earlier in the House Meeting – according to the discretion of the Primaria.

8. At the last house meeting of the current House Committee term, the Primaria of that term reads the annual report and the treasurer report, where after it will be approved by the house.

9. Voting:

(a) The quorum for the amending of the Constitution and for unusual meetings is three quarters of all the residents.

(b) For the implementation of a Constitutional Amendment, a two-thirds majority of all residents is required.

(c) The quorum for the implementation of a motion is two-thirds majority of all residents.

(d) For the implementation of a motion, an ordinary majority (51%) of votes is required. The Primaria has the deciding vote where there is an inability to reach consensus.

## **Section Meetings**

10. Section meetings are compulsory for all members, unless they are unable to attend due to illness. One may also be excused from section meeting if you are writing a term test the day after the meeting, provided that you send your excuse to the section HK beforehand. Decisions made by the HK as well as important announcements will be communicated to the residents at said meetings.

## **Chapter 4: Alcohol Policy**

### **Article 13 General**

1. Residents are allowed to possess and consume alcohol in their rooms. There is no limitation as to how much alcohol may be possessed or consumed, but it should be taken with discretion. With the understanding that:

(a) Residents' visitors are allowed to bring alcohol.

(b) Residents are responsible for their own as well as for their visitors' conduct at all times.

(c) All residents are responsible for cleaning up any matter that was not in the area prior to their presence.

(d) The resident that applied for the right to use an alcohol-free zone is responsible for its clean up after use.

Residents may not consume alcohol in regulated areas without applying for permission in writing 48 hours in advance to the Primaria or a HK member.

### **Article 14 Permission and Alcohol-free zones**

1. The HK is allowed to serve and consume alcohol at any time if they have the discretionary permission to do so.

#### **2. Grass areas**

(a) No alcohol may be consumed on the grass in front of Sonop facing Irene, except where permission is granted.

(b) Alcohol may be consumed on the grass behind Sonop until 23:00.

#### **3. Henedinee and Residence functions**

(a) Consumption of alcohol for any residence function is determined by the involved HK member, the Primaria and Residence Head.

(b) At the Henedinee and any other residence function, all rules concerning alcohol consumption automatically apply.

### **Article 15 Offences**

1. The following actions will be regarded as alcohol-related offences
  - (a) Noisiness/Disruptiveness
  - (b) Consumption of alcohol without permission in alcohol-free zones
  - (c) Not cleaning up after yourself
  - (d) Vandalism or destructive behaviour
  - (e) Verbal confrontations in violation of residents' or staff's rights.
  - (f) The throwing of any substance or matter out of windows or off the balcony.
  - (g) Any other unacceptable behaviour deemed as such by the HK and Residence Head.

### **Article 16 Punishments**

1. Punishments can only be administered by the HK or Residence Head.
2. The entire HK must be informed of all alcohol-related offences and punishments if applicable.
3. Where a punishment is administered, all residents should be informed by means of a general announcement of the offence and the punishment administered.

## **Chapter 5 Disciplinary rules**

### **Article 17 Internal Disciplinary Committee**

#### 1. Composition

(a) The Internal Disciplinary Committee is comprised of the following members: the Primaria as chairperson and member of the committee, the Vice-Primaria as secretary and member of the committee, the Residence Head and Head mentor as members of the committee, and two other HK members (chosen by the HK) as members of the committee.

(b) In instances or situations where one of the members are involved in a disciplinary matter as an offender, another HK member will be nominated by the HK to perform the duties of the offender. Where the Primaria is involved in the incident as an offender the Vice-Primaria will act as chairperson. When the Head mentor is involved in the incident, the vice-mentor will replace her as a member.

- In the case that one of the HK members cannot attend, another HK member will be nominated by the HK to perform the usual duties. Where the Primaria is not able to attend the Vice-Primaria will act as chairperson.

(c) No member of the committee will be allowed to discuss material from the meeting with anyone outside the HK.

(d) Failure to comply with 18.1(c) will lead to immediate expulsion from the committee, which means that another HK member will be elected.

#### 2. Voting rights

(a) All members of the committee have one vote when determining whether someone is guilty of an offence.

(b) The HK member who reported the incident will act as a witness in this specific case and has no voting power.

#### 3. Jurisdiction

(a) The Internal Disciplinary Committee does not have jurisdiction over the offences that are punishable by the Central Disciplinary Committee but can indeed perform where the above mentioned committee fails to react.

## **Article 18 Procedure**

### **1. General**

(a) According to the provisions of the student laws and the principle of natural justice, the procedure that will be followed before and during the hearing of an alleged offender should be substantive and fair.

(b) A resident that alleges an offender should approach the chairperson or in her absence, another member of the committee. Thus, a hearing can be initiated not only by the HK, but also by residents of Sonop.

(c) Unless the person that accuses a resident, and initiates a hearing, makes herself available as a witness, the chairperson is allowed to dismiss the allegation. If the allegor hands in a written declaration signed by herself with complete details of the alleged offence to the chairperson, the allegation may not be dismissed.

(d) Before the chairperson decides to refer the allegation to the committee, she herself should evaluate whether or not the committee is competent to handle the allegation. If the committee is not competent to hear the alleged matter it would be referred to the Central Disciplinary Committee

(e) Where it is decided that a hearing should be held, the alleged offender should be informed of the hearing.

### **2. Announcement/notification of Internal Disciplinary hearing**

(a) The alleged offender should receive written notification of the hearing at least 24 hours beforehand.

(b) The Vice-Primaria will make contact with the offender to relay the notification of the hearing.

(c) The written notification should contain the following:

- The detailed description of the alleged offence
- The time and place of the hearing
- The right to representation in terms of 2.3.4.7 of the student laws
- A reference to the content of 2.3.4.4 of the student laws

(d) A copy of the notification is included with this.

### 3. The hearing

(a) The alleged and the alleged have the right to representation by another resident. The Internal Disciplinary Committee of Sonop as well as the Central Disciplinary Committee should not have found the resident representing the alleged and the alleged guilty of any offences and she may also not have a criminal record.

(b) If the alleged, after the notification was delivered, does not attend the hearing then it may proceed without her, unless she gave a reasonable excuse

(c) The hearing will be held behind closed doors.

(d) The chairperson informs the alleged of the allegations. The alleged has the opportunity to attest to the validity of the allegations by: stating her position, and by presenting a witness. If the alleged is found guilty she should receive the opportunity to make information available that could lighten her sentence.

(e) Fault of the alleged offender should be proven beyond reasonable doubt. If the committee fails to reach unanimous decision, the majority decision will be applicable. The chairperson has the deciding vote whereby in case of a deadlock.

(f) The decision of the committee as well as any punishment decided upon should be written down and given to the alleged. This notification should also indicate that the decision is subject to review in terms of 2.3.7 of the student laws and a right to appeal in terms 2.3.8 of the student laws. This notification should also be handed to the alleged personally.

(g) If the alleged is found guilty and punished accordingly, the Vice-Primaria should write a report that contains details of the allegations, the plea, the facts, factors influencing the sentence, the decision, the punishment as well as the reasons for the chosen punishment. This report should be handed to the Residence Head, or Primaria. This report should also be signed by the alleged offender.

(h) The Residence Head will keep a copy of the report and another copy, without personal details will be put onto a notification board.

## **Article 19 Offences**

1. Offences that lead to an internal disciplinary hearing include the following:

(a) Any alcohol-related offence where the Internal Disciplinary Committee has jurisdiction.

(b) Any offence that should receive a fine of more than R150.

(c) Where a male is in Sonop at any prohibited time or in a prohibited area. (d) Where one resident's fines exceed a total of R400.

### **Article 20 Visitation**

1. Men's Visitation Hours are every Friday, Saturday and Sunday from 15:30-23:30, as well as Mondays and Wednesdays from 18:00-22:00.
2. In the case of men visitors not leaving the Residence in time, it will be regarded as an offence as stated in 19.1.
3. Men are allowed to be in De Keteltjie, Recreation Hall, HK Room, Primaria's room and Vice-Primaria's room Monday to Thursday from 08:00 until 23:30. With the exception of men in the Cluster booking in Sonop and eating in the dining hall in the allocated meal times.
4. A maximum of 4 male visitors are allowed per resident.
5. Men may only use the allocated guest bathroom in the foyer.
6. In the case of a man wanting to enter the residence outside of Men's Visitation hours, or not in the allocated spaces in (20.4), the HK on duty must be informed and an all call must be made. Only exceptional cases will be allowed.
7. The following offences will be regarded as related to men's visitation.
  - a) Men visiting outside of Men's Visiting Hours, without the permission of a HK member.
8. In the event that female visitors (non-family members) sleep over, the Sonopper must pay R20 per visitor per night to their section HK.
9. There is no male visitation during recess.

### **Article 21 Punishments**

1. The committee, in the case of finding an accused offender guilty, is competent to follow through with one or more of the following punishments.

(a) A fine which may not exceed the amount which is periodically decided upon by the University Council.

(b) A final written warning from the Primaria,

- (c) If a person has fines over R400, an internal disciplinary hearing.
- (d) The submission of an apology in writing to a particular person or body,
- (e) The payment of an amount enough to compensate for any damage, loss or expense, which has been caused by the culprit,
- (f) An imposition of a reasonable task of punishment,
- (g) The termination of a leadership position that the offender holds in Sonop,
- (h) The suspension of certain rights enjoyed by the offender as a member of Sonop, excluding expulsion or suspension from the residence,
- (i) Room points can be deducted in accordance to article 26.

2. The committee can suspend the imposition of the punishment for a particular time period as the committee deems fit.

3. The committee can suspend the commencement, pending the outcome of a review in rule 2.3.7, of the student laws or appeal under rule 2.3.8 of the student laws.

4. Any fine that is imposed is to be paid to the chairperson and gets paid into Sonop's help fund.

### **Article 22 Immediate Disciplinary Procedure**

1. If a house member admits to any of the mentioned offenses to the resident head or House Committee member, the resident head or member of the HK may impose the relevant punishments immediately.

2. Such immediate disciplinary power may only be exercised in respect of an offense that falls within the competence of the Internal Disciplinary Committee.

3. The punishments that may be imposed under such immediate disciplinary procedure, is one or more of the following:

- (a) A fine, which may not exceed the amount that is periodically decided upon by the University Council new amount
- (b) A written warning or
- (c) An imposition of a reasonable task of punishment.

4. The person that imposes the immediate punishment must inform all parties involved that the case will appear in front of the Internal Disciplinary Committee. If the

punishment is unacceptable to the violator in question or if the fine that has been imposed will not be paid within 14 days including weekends and public holidays.

5. The person who imposes the punishment must record the details of the offense and punishment in the suitable register, which is kept for that reason by the HK, as soon as possible.

### **Article 23 Review or Reference to Investigation Officer**

1. Upon the receipt of a report, the Investigation Officer: The Resident Head or Primaria will verify the report and revise the happenings as explained in the report.

2. In exercise of their power to review, the Resident Head or Primaria can:

- (a) Have the case further investigated,
- (b) Request a supplementary report from the Internal Disciplinary Committee,
- (c) Refer a case back to the Internal Disciplinary Committee for reinvestigation, retrial or reconsideration of a conviction or a punishment that has been imposed,
- (d) Where necessary and with consideration of rule 2.3.4 of the student laws determine the procedure that must be followed by the Internal Disciplinary Committee regarding the reinvestigation, retrial or reconsideration,
- (e) Confirm, correct or set aside any conviction or punishment that is made by the committee.

3. The Resident Head or Primaria must inform the committee the outcome of their review in writing as soon as possible. If such review concerns the rights of the accused, the chairperson shall deliver a copy thereof to the accused by hand. If the Resident Head or Primaria believes the committee exceeded their powers, the matter is referred to an investigating officer.

### **Article 24 Right to Appeal**

1. An accused who, after the review procedure, wants to appeal against her guilty verdict or punishment must submit written notice of appeal to the University Office within 14 days after receiving the copy and the report from the Resident Head or Primaria under rule (2.3.7.3) of the student laws

2. A decision on appeal by the Central Disciplinary Committee is final and is not subject to any further right of appeal.

3. The provisions of the rule (2.2.7) of the Students' Regulation applies to appeal.

**Article 25 Internal Disciplinary Forms**

1. Attached must be

(a) Notice of internal disciplinary hearing

(b) Confirmation of results of internal disciplinary hearing

2. Where any penalties are imposed these penalties are added to complete the forms.

## **Chapter 6 General Provisions**

### **Article 26 Room points**

1. Sonop has a room point system that is applicable to the annual room allocation, parking or any other instance within the HK's discretion.
  
2. Room points will be made up in accordance to a criterion. The criteria will consist of the following:
  - (a) Academic performance.
  - (b) Distance from the house.
  - (c) Years in Sonop
  - (d) Campus involvement
  - (e) Involvement in Sonop by serving on committees, playing sport, taking part in culture.
  - (f) Points on a scale from 5-30 will be allocated for this involvement.
  
3. Room and parking allocation will take place on the basis of room points earned. Room points can be deducted on a sliding scale (refer to Article 21).

### **Article 27 Amendments**

1. It is the Primaria's duty, under the supervision of the Resident Head, to ensure that amendments to the Constitution are attached as soon as possible, according to the terms below.
  
2. If the provisions are revised again, the house will be given the opportunity to be part of the Constitution task team.

The Constitution task team must consist of the following as a minimum:

- (a) The Primaria
- (b) Vice Primaria
- (c) The Head Mentor
- (d) The chairperson of the second year's committee
- (e) A first year student, nominated and chosen by the members (if there are in the relevant year)

(f) A third year student, nominated and chosen by the members (if there are in the relevant year)

(g) A fourth year student, nominated and chosen by the members (if there are in the relevant year)

(h) Two HK-members nominated and chosen by the House Committee.

#### **Article 28 Conflict**

1. Any provision in the domestic provisions or rules, which are in conflict with the Constitution, is null and void.
2. All terms are subject to the student laws and the residence rules.

#### **Article 29 Finances**

1. The Financial Manager manages the finances of Sonop.
2. The HK may not hold a current- or savings account with a registered commercial bank or building society for the money relating to the house.
3. The Financial Manager is responsible for the drawing up and management of the budget for the relevant financial year.
4. The HK decides how funds will be used.
5. The Financial Manager reports the financial position of the House Fund on a regular basis to the HK.
6. The Financial Manager presents a preliminary financial report at the last house meeting of her term to the residence
7. The HK is not allowed to be involved in transactions of a speculative nature with the house funds.

#### **Article 30 Settlement of Dispute**

1. All disputes that are applicable to this Constitution, are to be solved by the HK.

2. The assistance of the office of the Resident Head or Primaria may be requested when a dispute cannot be resolved.

#### **Article 31 House rules**

1. The internal house rules, or fine system, can be found as Addendum G to the Constitution. If the internal house rules are contradictory to the Constitution, the Constitution is superior.

2. No addition to, removal or change of the internal house rules is valid unless it is decided by

(a) A two thirds majority on a house meeting, or

(b) A two-thirds majority of the House Committee, and notice is given to the residents.

3 No addition to, removal or change of the constitution is valid unless it is decided by

(a) A majority on a house meeting and

(b) It is submitted to the next house meeting and members present at the house meeting bring no complaints

(c) If there is a complaint lodged against the change, the members in the same house meeting refute the changes or place them by a majority vote of members present at the house meeting

#### **Article 33 Interpretation**

1. Any dispute regarding the meaning or clause, section or error of this Constitution, household provisions or the rules shall be referred for clarification to the Resident Head or Primaria.

#### **Article 34 Repeal**

Hereby all previous Constitutions, rules, domestic regulation, domestic provisions, rules of Sonop Ladies' Residence or amendments to such documents, are now repealed.

## **Addenda**

Addendum A: Sonop's symbols

Addendum B: Declaration form for HK and Mentors

Addendum C: Format of House Meeting

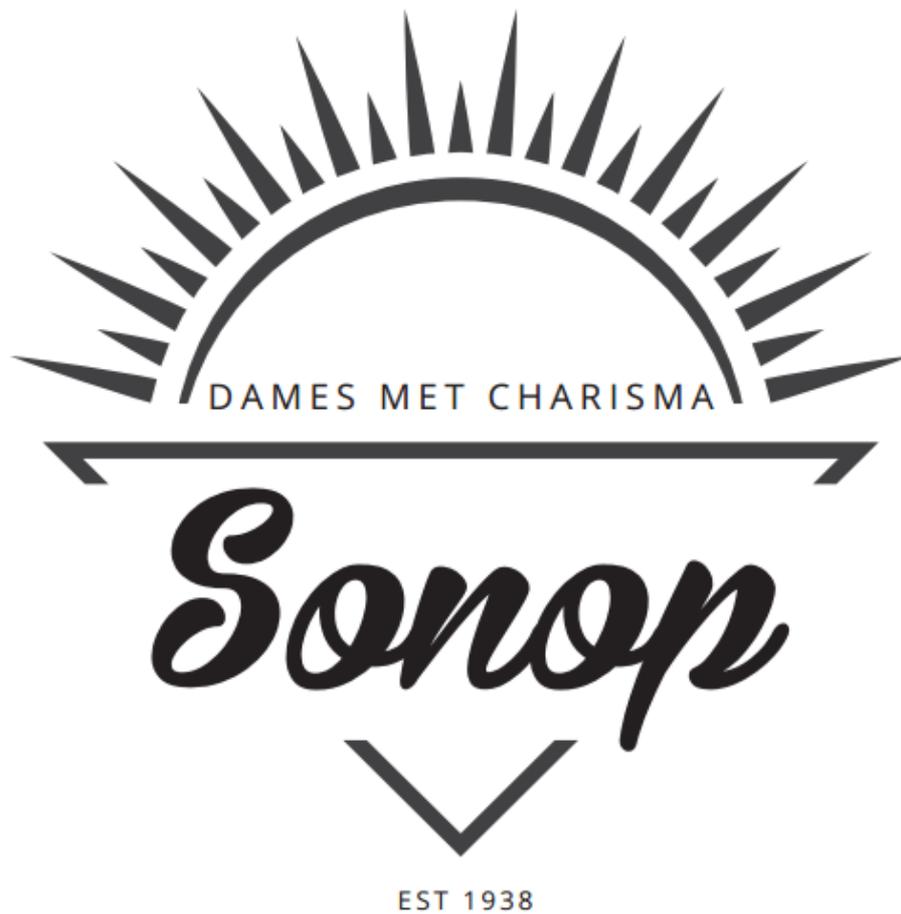
Addendum D: Binge-drinking policy

Addendum E: Notice of Internal Disciplinary Hearing

Addendum F: Confirmation of Results of Internal Disciplinary Hearing

Addendum G: Internal House Rules (Fine System)

Addendum A: Sonop's symbols



**Addendum B: Declaration form for HK and Mentors**



**CENTRE FOR STUDENT STRUCTURES AND COMMUNITIES DECLARATION  
NOMINATION TO HOUSE COMMITTEE/MENTORS**

All candidates for the House Committee/Mentors must complete this form before the election.

I, ....., the undersigned, hereby declare:

1. That I understand and accept that, should I be elected to the House Committee or as mentor and my academic record after the November examination does not comply with the University's HEMIS requirements for readmission to the residence, I cannot continue in my capacity as House Committee member or mentor. (This standard also applies to students in PSO wards.)
2. That I intend to return to Stellenbosch University and the residence/PSO ward next year, and that I am not aware of any circumstances that make my return uncertain.
3. That my academic and/or other activities next year will not be of such a nature that I will not be able to fulfil my duties.
4. That, if elected,
  - 4.1. I will serve the best interests of the entire House/PSO ward, the Cluster and the University to the best of my abilities in my capacity as House Committee member or mentor, and
  - 4.2. that I am familiar with and committed to the Statute of the University, all laws of the country, and the regulations, rules and requirements of the University.
5. That I will accept service as House Committee member or mentor for the period as determined by the University and therefore am free to accept this nomination.
6. That I undertake to conscientiously fulfil my duty as safety representative.
7. That I will be available for training to fulfil my duty as House Committee member or mentor.
8. That I realise the importance of the Welcoming period for the University and undertake to conscientiously comply with the policy in this regard, and specifically with the values of hospitality, kindness and dignity.

SIGNATURE: .....

STUDENT NUMBER: .....

DATE: .....

**NB: This declaration must be signed in the presence of the Resident Head or Visiting Head. The forms of the successful candidate must be retained by said head for the duration of the House Committee or Mentor term.**

**RESIDENT HEAD / VISITING HEAD:** .....

**DATE:** .....

**Addendum C: Format of House Meeting**

1. Opening and welcoming by Primaria
2. Guest speakers
3. Residence head
4. Primaria's announcements
5. Announcement of any Sonop-related achievements
6. Vice-Primaria's announcements
7. HK announcements – preferably in alphabetical order by name
8. Forum and Motions
9. Singing of the House Song

## **Addendum E: Notice of Internal Disciplinary Hearing**

Miss (Surname)

You are hereby notified that you must appear before Sonop's Internal Disciplinary Committee on the (date) at (time) in the (venue).

You have directly violated one of Sonop's rules by (offence). In terms of Sonop's policy, this calls for a disciplinary hearing.

You have until (time) on the (date) to confirm attendance. Please be aware that we will be very strict about attendance, failure to attend the hearing without a valid and timely excuse will result in further steps being taken.

As per Sonop's constitution, you are allowed representation by another Sonop resident who has not been found guilty of any offences in terms of any rules and policies that Sonop has.

Regards

## **Addendum F: Confirmation of Results of Internal Disciplinary Hearing**

Sonop Residence  
Internal Disciplinary Hearing  
HK Room  
Time  
Venue



- 1. Chair:**
- 2. Executive Committee:**
- 3. Alleged Offender(s):**
- 4. Representation:**
- 5. Alleged offence:**
- 6. Defense:**
- 7. Decision reached:**

**Addendum G: Internal House Rules (Fine System)**

**Sonop Disciplinary System:**

All fines are to be paid within 48 hours unless an arrangement has been made with the relevant HK member. After 48 hours, the amount will become double the original amount.

<u>Offense</u>	<u>Amount</u>	<u>Room Points Deducted</u>
<b>Men:</b>		
Bring a man into Sonop without notifying a HK member (permission from HK member)	R50 and a first warning (thereafter the resident will have a disciplinary hearing)	5 Points
Having men overstay the weekend visiting hours	R50 and a first warning (thereafter the resident will have a disciplinary hearing)	5 Points
<b>Meetings:</b>		
Miss section meeting without excuse	R30	3 Points
Miss 3 consecutive section meetings	R50	5 Points
Miss House Meeting/Prim; Vice-Prim; HK circus without excuse	R100	10 Points
Late excuse for House meeting (less than 48 hours to the secretary)	R50	5 Points
Miss a committee meeting	R10	1 Point
<b>HK:</b>		
Miss HK meeting without excuse	R20	2 Points
Report incomplete at end of term	R50	5 Points
Not doing HK duty properly/late	R100	10 Points
<b>Parking:</b>		
Parking on someone else's parking	R50 first offence R100 thereafter	5 Points first offence 10 Thereafter
<b>Fire Evacuation:</b>		

Setting off the fire alarm/ breaking glass box	Disciplinary hearing	
Not participating in fire evacuation or any inappropriate behavior.	R50	5 Points
<b>General House Rules:</b>		
Theft to any degree	Disciplinary hearing	
Not meeting committee or sport team commitments	R20- R50	2-5 Points
Smoking in Sonop/Quad/Fire escape stairs	Disciplinary hearing	
Alcohol related offenses	Public apology Discretion of the HK	
Moving into Res when not supposed to	R100	10 Points
Ignoring important information in a House e- mail	R20 or more at the discretion of the HK	2 or more points
Disrespectful behavior towards another Sonop resident or staff member	R50	5 points
Wearing pajama's in the foyer or outside, in front of Sonop	R20	2 Points
Removing cutlery from dining hall	R20	2 Points
Vandalism or harm to a room/ the building	Discretion of the HK	