

CONSTITUTION OF VESTA PSO MANSWYK

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CHAPTER 1: FUNDAMENTAL PRINCIPLES

1) ETHOS

Vesta PSO Men's Ward stands firmly behind the three (3) values that it strives to exist by, and requires all members to adhere to, which comprise of:

Loyalty,

Respect,

Chivalry.

These values are to be interpreted with the culture of Vesta PSO Men's Ward, as defined by the history of the House and its House Committee members, and the Oxford English dictionary.

2) PREAMBLE

- a) All actions, conduct, decisions, elections, motions, rules, regulations and determinants within VESTA PSO subject to this document 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,

This Constitution,

- a. Falls under the authority of the Student Rules of Stellenbosch University and the Students' Union Constitution and the Constitution of South Africa of 1996 and all other laws as determined by the Government of the country,
 - b. will not wholly or partially be inconsistent with the Student Rules, Student Union Constitution, Statute of the University, Higher Education Act (Act 101 of 1997) or any other Rules and Regulations from time to time by the Board of the University determined.
 - c. Although VESTA 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 VESTA PSO.
- b) Where applicable, this Constitution refers to "Policy". The Policies are separate documents and defines the election process of Mentors and Seniors Committee. The Financial Policy is also included in this set of documents.

3) 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) "a Newcomer" means any student that is enrolled at the University for the first time for an undergraduate course.
- b) "PSO Coordinator" (Description)
- c) "Prim or Head of House" means Primarius
- d) "Vice-Prim or Deputy Head of House" means Vice Primarius
- e) "House Committee" means the VESTA PSO House Committee
- f) "A House meeting" means a properly constituted meeting of members.
- g) D.C means the Disciplinary Committee
- h) "Year" means an academic year in accordance with the stipulations of the University Board as set out in the University Year Book.
- i) "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.
- j) "2/3 (Two thirds) majority" means a voting ratio of 2:1 of all those that have the right to vote at a meeting.
- k) "¾ (Three quarters) majority" means a voting ratio of 3:1 of all the voters who take part in the voting at a meeting.
- l) "Private student" means any student at the University that is a member of a Private Student Organization and who does not stay at a University hostel.
- m) "Council" means the Council of the University.
- n) "Semester" has the same meaning as in the University Calendar.
- o) "Senior" means any student that has already studied at the University for two or more years.
- p) "Polling booths" are the venues indicated in the Rules.
- q) "Term" means the period between the election of a house committee and the election of the next house committee.
- r) "University means the University of Stellenbosch.
- s) "Secretary-General" means the secretary.
 - i. Unless explicitly otherwise stated, Saturdays, Sundays, Public holidays and days that fall within the official University holidays, are excluded when the period of a term is stipulated in days or hours.
- t) "Quorum" means at any time a number of 40 (forty) VESTA PSO members.

- u) "Policy" means the policies as used and conducted by the House Committee in the election of Mentor and Seniors committees as well as the Financial Policy and is a separate document to the Constitution.
- v) CSC -SU Centre for Student Structures and Communities.

4) AMENDMENTS AND INTREPRETATION

- a) Amendments to this constitution can only be made if,
 - i. They are in the form of a motion introduced at a properly constituted House Meeting, with a quorum of at least 40 people,
 - ii. Any amendments to the Constitution should be readily available to all members of the Vesta House at least a week before a house meeting.
 - iii. Such a motion is passed at the House Meeting with a $\frac{2}{3}$ majority,
 - iv. The changes are ratified by the Student Court
- b) 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.

See section above (3): Words and Interpretations

5) MEMBERSHIP (Enquire about the membership of an ex-officio HK Member)

A member is any Student that is allocated to VESTA PSO as per the procedures followed by the University of Stellenbosch.

- a) Membership is the result of registration as student.
- b) All active members that are involved with any activities that falls within the scope of Vesta.
- c) Any persons that the HK deem to be of need to the Ward and its continuance, in the form of Sport, Culture or any other manner
- d) When a student is no longer a resident of any male residence in the Wimbledon Cluster, but still a student of the University of Stellenbosch the student automatically becomes a member of VESTA PSO.
- e) Membership of VESTA PSO lapses when;
 - i. When a member ceases to be a registered student at the University of Stellenbosch
 - ii.

At the end of the relevant year, if a student moves into a University hostel

- f) Registration fees will in no instance be repaid when a member lapses

6) HOUSE DISCUSSIONS

6.1) GENERAL

General House Discussions must meet the stipulations as outlined below.

At least 4 House Discussions must be held in the current House Committee's term. One House Meeting per academic term. If the House Committee deems it necessary, additional House Discussions will be held.

One Annual General Meeting must also be convened. *See Section Below 6.3*

Announcement of the House Discussion must be sent out at least 5 working days before the scheduled meeting date. The agenda may also be sent if finalized prior to the meeting.

The rules regarding who will chair the meetings:

- a) The Head of the House chairs both general and extraordinary house discussions,
- b) In absence Of the Head of the House Committee, the Deputy Head of the House will chair either of these discussions,
- c) In absence of both the Head and the Deputy Head of the House Committee, the discussion will within 10 minutes after the official starting time, elect a temporary chairperson who will act as chairperson until the Head or Deputy Head arrives.

Regulations regarding quorum **when voting is required**

- a) At all House discussions 40 members form quorum.
- b) If there is not quorum 20 minutes after the official starting time, the discussion will be cancelled and reconvened within 7 days after the original date
- c) If there is also not a quorum present at the reconvened meeting, the House Committee has the right to deal with items on the agenda and decisions will then be considered to have been taken at a properly constituted discussion.

6.2) EXTRAORDINARY HOUSE DISCUSSIONS

- a) An extraordinary House Discussion can be convened if;
 - i. The House Committee considers this necessary
 - ii. At least 40 of the students with the right to vote ask for this in writing.
- b) Only items on the agenda can be discussed at an extraordinary discussion.

6.3) ANNUAL GENERAL MEETING (AGM)

There will be one AGM in the term of the current House Committee. This meeting can be independent from the 4 required House Discussion that take place, or at the last House Meeting for the current HK.

The following will be dealt with at the AGM:

- i. The House Committee's Strategic plan for the upcoming term, per portfolio.

These reports must also be made available on the VESTA PSO Website (www.sun.ac.za/vesta).

7) MOTIONS

- a) Any motion, other than motions for the amendment of the Constitution, can be handed to the secretary, in writing and signed by the person introducing the motion and seconded by two more members, before or during the meeting 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 in writing before notice of the meeting.
- c) The chairperson of a meeting may rule any motion which he considers to be undignified, flippant in nature or in conflict with the procedure, OUT OF ORDER.

Motions for the modification of the Constitution, must:

- a) Be handed to the secretary in writing at least 3 days before the House Meeting where they will be discussed,
- b) Be made known together with the rest of the agenda, at least 2 days before the notice for the meeting is issued,

- c) Be signed by the mover and 4 people who second the motion.

CHAPTER 2: OFFICIAL HEADS OF THE HOUSE

1) **PSO Coordinator** (Own definition of this!)

A permanent staff member of the University is appointed by the Centre for Student Communities as the Visiting Head of VESTA PSO. The Visiting Head reports to the Director of the Centre for Student Communities. The Visiting Head along with the Primarius and the House Committee are responsible for the management of the PSO. During the term of the Visiting Head, the main responsibilities are;

- a) To serve as the contact person between the University, the Centre for Student Communities and the PSO
- b) To establish value-driven management among the leadership of the PSO
- c) To integrate student's academic and living environments (?)
- d) To promote a healthy and inclusive community life in the PSO
- e) To develop PSO leadership, supervise PSO leaders and provide them with guidance and mentorship
- f) To govern and manage the PSO effectively
- g) To be available for interaction and consultation with students
- h) To enhance the cluster initiative in both the PSO and the Wimbledon Cluster
- i) To manage challenging and crisis situations
- j) To participate in continuous training for resident and visiting heads
- k) To manage the liquor usage of the PSO (?)

2) PRIMARIUS

In addition to the powers and duties mentioned in the Rules of the Council of the University, the Primarius shall be responsible for the following;

The Primarius will serve as a member of the

- a) House Committee
- b) The Executive Committee of the House Committee
- c) The Disciplinary Committee

A house member is selected to the position of Primarius as outlined in this constitution (*Chapter 3*)

As chairperson of the House Committee;

- a) The Primarius is responsible for the delegation of duties as well as the general management of this committee
- b) He may upon both consultation and approval by the members of the executive committee make urgent decision if the House Committee is unable to convene.
- c) The Primarius is responsible to conduct all HK Meetings. In his absence, this responsibility will fall to the Vice-Primarius.

3) VICE-PRIMARIUS

The primary role of the Vice-Primarius is to assist the Primarius. The Vice-Primarius will serve in an advisory capacity to the Prim.

The Vice-Primarius will serve as a member of the;

- a) House Committee
- b) The Executive Committee of the House Committee
- c) The Disciplinary Committee

A house member is selected to the position of Vice-Primarius as outlined in this constitution (*Chapter 3*)

The Vice-Primarius is also responsible for the Safety and Cluster portfolio within the VESTA PSO.

In the case of the Primarius being unable to fulfil his role as Head of House, the Vice-Primarius will stand in for this position.

4) HOUSE COMMITTEE

The House Committee in VESTA PSO is elected for a term of one year. The procedures are regulated in Chapter 3 of this Constitution.

The House Committee consists of a maximum of 8 members of which the Primarius, Vice Primarius, Secretary-General and Financial Manager are included.

The House Committee will meet at least once a week during the academic term until the start of examinations, provided there are agenda points. All members must attend the House Committee meetings unless the members have academic tests or prior arrangements and notify the Primarius. Excuses for absence from such meeting must be communicated to the Secretary-General at least 24 hours prior to the meeting.

The House Committee is responsible for;

- a) Determining the strategic direction of the PSO
- b) The administration of the PSO
- c) Maintaining of order and discipline in the interest of the PSO
- d) The fostering of unity and active membership

Furthermore each House Committee member has the following responsibilities:

- a) To manage allocated portfolio(s) to the best of his abilities,
- b) To take complete responsibility for the activities of his portfolio(s) and committees therein
- c) To provide a detailed portfolio budget for each of his portfolio(s) in consultation with the treasurer subject to the approval of Executive Committee
- d) To utilize his portfolio budget in accordance with responsible management of finances within the organisation and the university
- e) To Provide a detailed report of all his portfolios to the Primarius

A House Committee member will have to vacate his position if:

- a) Two thirds of the House have voted to have the member removed during a House meeting given valid reasons
- b) Two thirds of the House Committee, including Primarius decides to have the member vacate their role within the committee. The member has the right to present an appeal to the Disciplinary Committee. The Primarius cannot be terminated in this way.

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 fulfilled 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

5) EXECUTIVE OF THE HOUSE COMMITTEE

The Executive Committee shall exist of:

- a) The Primarius
- b) The Vice Primarius
- c) The Financial Manager
- d) The Secretary-General

The Visiting Head sits in all Executive Committee meetings in an advisory capacity.

6) Financial Manager

The Financial Manager:

- a) Manages and administrates the finances of VESTA PSO,
- b) The financial manager shall ensure that all expenditure remains within the approved budget
- c) He is responsible for keeping the financial interests of the HK in line with the University
- d) Draws up a financial budget in consultation with the Executive Committee at the beginning of each financial year and presents it for the approval of the House Committee,
- e) Presents an audited financial report to the last House Committee meeting and presents an oral financial report at the AGM,
- f) Presents financial position at the end of each term at quarterly house meeting.

7) SECRETARY-GENERAL

The Secretary-General is responsible for the following:

- a) Is responsible to set up an agenda and collect minutes for all House Committee meetings and these must be sent out to House Committee members within 48 hours of the meeting,
- b) All correspondence,
- c) Notes all the amendments of the Constitution and Rules in the relevant records,
- d) Notes all the decisions of the House Committee in the House Committee minutes

8) MENTORS

The role of the mentors is to enable first years to have a successful transition from high school to University. They are responsible for ensuring that first years are academically and socially integrated within the University.

VESTA PSO is allowed by the University to have at least nine (9) paid mentors acting for VESTA PSO.

The Head Mentor is elected by the House Committee. Mentors are elected by the Head Mentor and House Committee for the specific term as outlined in *Policy 1*. In the case of a dead-lock the Head Mentor will have the deciding vote.

The primary functions of mentors are to ensure that:

- a) First years are provided with the needed information for successful academic integration during the welcoming week programme
- b) To act as the communication channel between the first years and the House Committee

The role during Welcoming Week:

Mentors that are allocated are expected to partake in the full welcoming program. This implies that shall an elected mentor not be able to take part due to external responsibilities of either the University or Summer School and will lead to their immediate termination.

The role of the mentors in VESTA PSO, is to make first years feel welcome during Welcoming week, to familiarise first years with the University and what it offers in terms of academic, personal, social and spiritual well-being and growth.

Mentors are required to facilitate mentor sessions throughout welcoming Week as well as act as to act as Welcoming Week facilitators, even when activities are not directly linked to the mentors system.

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 required to receive mentor training in September (FVZS Leadership Conference) and in January before Welcoming Week commences.

If a mentor finds themselves guilty of misconduct and ill-discipline or violation of any students dignity they will appear before the disciplinary committee to determine the outcome of the case. (Wording)

9) SENIORS COMMITTEE

The Seniors Committee is elected annually by the House Committee for the specific term as outlined in *Policy 3*. The specific numbers of the committee members is to be determined by the House Committee. (Wording is wrong)

The Chairperson of the Seniors Committee is elected by the Seniors Committee and will serve as an exofficio House Committee member and will receive a reduced House Committee Honorarium as deemed reasonable by the Executive House Committee. The chairperson will sit in House Committee meetings as an advisory role and has full speaking rights. The chairperson of the SC has the right to accept and present motions from the House to the House Committee.

The Seniors Committee within VESTA PSO is responsible for amongst others:

- a) Assistance to the SC Head during the welcoming week programme and throughout the year,
- b) The establishment of the Venster' Stall with a Connect partner present or not,
- c) General fundraising activities,
- d) The fostering of relationships between current VESTA PSO members and Seniors
- e) To act as a communication point between the House Committee and senior members within the organisation.

The Structuring of the Seniors Committee can be divided into the Welcoming and the General division. The Primarius and Vice-Primarius together with the Head of Seniors can decide how they would like to manage the divisions.

10) FIRST YEARS COMMITTEE

The First Years Committee in VESTA PSO is elected annually and the total number of committee members is to be determined by the House Committee member responsible for the First Years Committee portfolio.

The First Years Committee within VESTA PSO is responsible for amongst other things:

- a) The fostering of relationships between the current VESTA PSO first years members
- b) The organisation of an annual Vesta event open to the whole House, i.e. the annual Vesta Wine Tour.
- c) The organisation of social events with other First Years Committees within the University of Stellenbosch
- d) To act as a communication point between the House Committee and first year members within VESTA PSO
- e) General fundraising ideas

The First Years Committee should have a Chairperson, Vice-Person and two Social Heads and is elected by the First Years Committee members.

11) VESTA HONORARY SOCIETY (VHS)

The VHS (*see Policy 3*) is a group of past and current House Committees members as well as past VESTA PSO members as deemed by the Constitution of the Vesta Honorary Society.

The VHS has no authority within the House but merely acts as a sound board for the current House Committee. The VHS will provide guidance and support to VESTA PSO and will assist in important decision making on an ad-hoc basis.

12) OTHER

Any other committees that would like to be formed need to be presented to the Executive Committee of VESTA PSO, which need to approved before they are officially established in the context of VESTA PSO.

CHAPTER 3: ELECTION PROCEDURES

1) THE ELECTION OF THE HOUSE COMMITTEE

The VESTA PSO House Committee, which includes the Primarius and Vice Primarius, are directly elected by a secret ballot by all eligible and registered Stellenbosch University students that has been assigned to VESTA PSO during a free, transparent and fair election.

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.

2) ELIGIBILITY AND NOMINATIONS

A candidate for a position on the House Committee must be a registered member of VESTA PSO and must have been so for at least the full year in which the election for which he is a candidate, takes place. A first year student is not eligible for election as member of the House Committee.

2.1) EXTRAORDINARY CASES

However in the event of:

- a) Too few candidates due to unspecified reason applies
- b) Ineligibility
- c) All other options have been exhausted,

then and only then the Election Committee may use their discretion in consultation with the PSO Coordinator to allow first years to run.

A candidate for a position on the House Committee must comply with the University regulations in terms of academic achievements. In other words, a candidate for a position on the House Committee must have academic HEMIS.

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.

Application forms for the position of Primarius and Vice-Primarius and House Committee members must be made available for at least 5 University Working days before caucus.

The application process will be extended if there is not enough eligible candidates available to fill all the positions. For how long the process will be extended is at the discretion of the polling convenor.

Application forms must, at least, include the following:

- a) Full name and student number of the applicant,
- b) Signature of the applicant,
- c) The completed answers to the questions on the application form

Every candidate that avails himself to serve on the House Committee must comply with the following:

- a) That he is a registered member of VESTA PSO
- b) That he has been a registered student of Stellenbosch University for at least 3 semesters

In terms of extreme circumstances, how does election take place if candidate cannot be present at election

3) CAUCUS AND ELECTION COMMITTEE

A caucus for the eligible candidate that takes place is arranged in order 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 portfolio that he is applying for.

If available, the following will serve as the election and polling committee:

- A non-Vesta affiliate student leader, as elected by the out-going Primarius and Vice Primarius. It is recommended that this candidate be sourced via the pool of outgoing Primaria on the Prim Committee.
- The Vesta PSO Visiting Warden.
- One to two ex Vesta PSO House Committee members.
- The aforementioned role-players will facilitate the election in order to allow the outgoing Primarius and Vice-Primarius to be actively involved in the caucus. In the case that either of the above is up for re-election, he will not be assigned to the election and polling committee.
- The retiring Primarius and Vice-Primarius will assist in chairing the caucus and will ask each candidate a selection of questions before questioning is opened to the floor. The election convenors can dismiss questions that they consider irrelevant or out of order.

All eligible candidate need to be present at caucus for their application form to be considered valid.

4) VOTING

Voting will take place directly after the last candidate has presented his case and will remain open for as long polling convenors deem necessary.

In order to vote a member must be present at the caucus. A proxy by a Vesta member not present at the caucus will not be accepted, unless approved by the election committee due to special circumstances.

The polling committee has to keep record of each member that votes as well as all of the votes cast. Only registered Stellenbosch students that have been assigned to VESTA PSO may vote.

The votes need to be tallied as soon as possible after voting has closed.

The candidates with the most number of votes up until the house committee quota has been reached, as defined by CSC, will consequently be elected.

After the votes have been tallied, the candidates will be notified if their application was successful.

4.1) PRIMARIUS AND VICE-PRIMARIUS ELECTION

The election of the Primarius and Vice-Primarius will take place before the House Committee is elected. The Primarius will be elected first and announced at the caucus, followed by the election of the Vice-Primarius.

After the first round of voting, the top two candidates will go head-to-head and the winner is the candidate who receives a 50%+1 majority.

If only two candidates apply for either the Primarius or the Vice –Primarius positions, they will be elected by positive voting with the successful candidate having to win by a simple majority.

If only one candidate applies for either of the positions of the Primarius or Vice-Primarius, the candidate will be elected to the position applied, if 2/3's of the caucus approve his candidacy by a vote of confidence.

5) ANNOUNCEMENT OF NEWLY ELECTED HOUSE COMMITTEE

The House Committee will be announced via an Official Vesta social media post.

A public announcement of the House Committee will be made at the annual House Dance of VESTA PSO.

6) GRIEVANCES (Put in line with University policy and RE-WRITE this section)

Grievances regarding the election must be handed to the polling convenor within 24 hours of the Social Media announcement of the newly elected House Committee.

If the convenor in consultation with the Visiting Head considers the grievances to be valid, he shall, with co-operation of the ballot committee, take immediate steps to rectify the matter, or to declare the election invalid and to organise a new election.

In cases where the grievances were in writing and signed by at least 20 members or in cases where 20 members object in writing to the election being invalid, the convenor 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 person who objected in writing.

7) RESIGNATIONS AND TERMINATIONS (University Policy??)

A member serves on the House Committee if he is elected in accordance with the stipulation of Chapter 3.

A House Committee member's membership is terminated if:

- a) The House Committee member hands in his resignation to the Secretary-General
- b) The House Committee removes the member from office with a $\frac{2}{3}$ majority of votes. In such a case the House Committee must report to the House at the next House Meeting.
- c) Such a House Committee member is absent from 2 consecutive or a total of 3 House Meetings without leave. If a membership is terminated in accordance with this section, he has the right to appeal to the House Committee, so that they can decide whether the reason for absence without leave, is valid.

If the post of Primarius or Vice-Primarius; the Secretary-General shall convene a general House Meeting as soon as possible. At the Meeting the vacancy shall be filled by electing a member of the House Committee by means secret ballot from the House Committee members. If any position except that of Primarius or Vice-Primarius falls vacant, the House Committee has the

right to fill the vacancy by co-opting a new member with an exception to the position of treasurer. In such cases, a House Committee member must be trained to fulfil this role.

8) RESIGNATION (Policy)

If the Primarius wishes to resign during his term of office, he must tender his resignation in writing to the Secretary-General, and the resignation becomes valid as soon as it has been tendered. Furthermore:

- a) If the post of Primarius falls vacant, the Vice-Primarius shall perform his duties until a new Primarius has been elected in accordance,
- b) If both the Primarius and the Vice-Primarius resigns, they shall continue to perform their duties until new office bearers have been elected.
- c) If the entire House Committee resigns, they shall continue to perform their duties until new office bearers have been elected.

CHAPTER 4: DISCIPLINARY PROCEDURERS

1) DISCIPLINARY PROCEDURERS

The point of departure is restorative justice and to facilitate the member to be brought back to good standing with the rest of the house.

The house committee is ultimately responsible for the management of the House and thus a Disciplinary committee is formed when and if needed and its form will follow below.

2) JURISDICTION AND STATUS OF THE DISCIPLINARY COMMITTEE

It is the only body within VESTA PSO who may be approached to give judgement based on actions or lack thereof of any member or office-bearer of VESTA PSO.

If its jurisdiction is questioned the final decision within VESTA PSO will rest with the Chairperson of the Disciplinary Committee.

The Disciplinary committee has limited jurisdiction to act against the following:

- a) Act or lack thereof which boils down to the practise of 'Hazing' or deviation from its approved Welcoming programme.
- b) An act or negligence which the Visiting Head considers to be of a serious nature.
- c) c) Any act of vandalism.
- d) Any act which is of a criminal nature and which is as such deemed to be in breach with an existing RSA law
- e) The misuse of House finances
- f) The discrimination against any member of Stellenbosch University in accordance with the University's code of conduct
- g) Any misconduct according to the Stellenbosch University Disciplinary Code.

The Disciplinary committee has the responsibility to consider referring any case to the Centre for Student Communities or Student court for a judgement.

3) COMPOSITION OF DISCIPLINARY COMMITTEE

It consists of:

- a) Vice Prim who shall act as Chair
- b) Secretary-General who shall act as Vice Chair
- c) Primarius
- d) PSO Coordinator
- e) The Head of the Seniors Committee who shall act as Secretary this is the HK member who oversees the committee.

No member of VESTA PSO who is being investigated by the VESTA PSO Disciplinary committee is eligible to serve on this committee.

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.

A quorum for a valid meeting to take place is:

- a) Chair (or Vice Chair who acts as Chair), and
- b) Secretary (or nominee); and
- c) Any other member;

All parties are expected to clearly indicate any possible areas of conflict given a case before them. The Chair also has the necessary authority to request that a member remove himself from a specific case if conflicts are a possibility. Disciplinary committee members may abstain from a specific case entirely on moral grounds.

No member of the Disciplinary Committee has the right to abstain from voting except for the PSO Coordinator.

4) PROCEDURES

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 VESTA PSO. Any party involved with an investigation may cite and utilise these documents at all times during their cases.

5) PRIOR TO DISCIPLINARY HEARING

Any member of VESTA PSO may lay a complaint at the Disciplinary committee. This may be lodged at the Chairperson, Vice-Chairperson or Secretary.

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.

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:

- a) A written account (email or paper) must be delivered to Chairperson of the Disciplinary Committee who must thus know who the person is.
- b) The Chairperson will not disclose the person's identity to any person

Where a meeting of the Disciplinary Committee takes place, all parties who are accused must be informed at least 48 hours before the time.

All charges must be resolved by the Disciplinary committee within 30 working days.

The written notice to all involved parties must contain the following:

- a) Full brief as to the lodged complaint to VESTA PSO Ethos and relevant section of University legislation; and
- b) Time and place of hearing; and

c) Right to assistance

The notice must be emailed to the accused student who must acknowledge receipt.

If the student fails to attend the hearing without informing the Chair beforehand the hearing will proceed in his absence.

6) DURING THE DISCIPLINARY HEARING

The disciplinary hearing takes place in private.

Mutual respect must be shown to all present; both the accused and disciplinary committee.

The accused must be fully informed as to the complaint against him. Witnesses may also be called to ensure that all parties present are fully as informed as to the case.

The accused must be given a fair chance to test the merits of the complaint against him, to present his own case and to call witnesses.

An accused has the right to request assistance from another House member in preparation and presentation of his case.

The guilt of the accused party must be proven, hence reasonable doubt must not exist after the hearing.

If the accused admits guilt the Disciplinary Committee may choose to not hear the case and immediately move to penalty.

7) AFTER THE DISCIPLINARY HEARING

Minutes must always be taken of all hearings, in camera (*refer to Wording*). If all parties agree, the hearing can be recorded via audio or audio-visual. However, if even one person refuses to be recorded, no recording equipment will be allowed.

8) DISCIPLINARY MEASURES FOR VESTA PSO HOUSE COMMITTEE AND OFFICE BEARERS

This policy serves as a measure with regards to the discipline of all VESTA PSO Office bearers.

- a) A VESTA PSO office bearer can be removed from office if it is felt by the majority ($\frac{2}{3}$) of the relevant structure that the office bearer serves on that he has not adequately fulfilled their portfolio commitments or actively participated in the fulfilment of the aims of VESTA PSO Constitution and Year plans.
- b) Discipline of a VESTA PSO office bearer must follow the following procedure:
 - i. First Warning voted on by structure that the office bearer serves on or issued by Chair of Disciplinary Committee
 - ii. Probationary period limited to one month, unless the Disciplinary Committee determines otherwise
 - iii. Any further neglect of duty will result in a vote of no confidence.
- c) If a vote of no confidence is taken against any member of the relevant VESTA PSO structure by a common majority (two thirds), then the office bearer against whom it is made must vacate his seat.
 - i. A motion for a vote of no confidence will only take place after effective notification has been given to the affected member within 72 hours prior to the motion serving.
- d) Appeal process for the office bearer against whom a vote of no confidence has been taken 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. First appeal within 5 University days to the Disciplinary Committee
 - ii. Should the removal be upheld by the Disciplinary Committee, an appeal may be made to the Student Court within 5 University days.
 - iii. Should the removal be upheld by the Student Court, a final appeal may be made to the Appeals Court within 5 University days.

All decisions resulting in a member vacating his position must be ratified by the relevant VESTA PSO structure at their next meeting after the decision has been taken.

9) ACCOUNTABILITY, TRANSPARENCY AND CONSULTING GOVERNANCE

9.1) HOUSE COMMITTEE MEETING

All minutes of HK meetings, VESTA PSO structures and committees that VESTA PSO office bearers serve on based on their position on said VESTA PSO structures will be available on request to all Vestonians.

Any VESTA PSO member may attend a HK meeting subject to:

- 1) Person informing Secretary-General at least 24 hours in advance of meeting
- 2) May have speaking rights if this is indicated
 - i. At least 24 hours in advance or
 - ii. With the permission of the Prim

The HK 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 may overrule this at the meeting
- c) An abbreviated description must still be made in order to mention the point for the sake of transparency

9.2) HOUSE MEETING

At each House meeting at least the following must be done:

- a) Primarius must give a report for the state of the House (EXTERNAL)
- b) Financial Manager shall provide detailed feedback on state of Finances
- c) The Vice Prim will give a report on the state of the House (INTERNAL)

CHAPTER 5: GENERAL

1) HOUSE FINANCES

No monies/transactions may be entered into without the written consent of both the Prim (or Vice Prim if Prim is not available) and Financial Manager.

The House and its finances must comply with the financial policy of Stellenbosch University. Before each House Meeting or similar event the full set of financial documents can be presented to the House upon request.

2) VESTA PSO EVENTS

VESTA PSO will host various events throughout the year under the guidance of the House Committee members once the Primarius had approved the said event.

The events may amongst others include:

a) Huisfondsdans

- i. This event is one that must take place in the 1st term of each academic year according to the University of Stellenbosch calendar, and will be held in the accustomed format that is commonly accepted as a Huisfonds Dance.
- ii. The Dance shall be open to all members of Vesta
- iii. The aim of the dance is to turn a profit for the ward, and the approach must be one of not incurring a loss with the hosting of this event.
- iv. If a loss is expected to be made, it will have to have the approval of a commission which will comprise of:
 - a) The Current PSO Coordinator
 - b) The current Primarius
 - c) Current Financial Manager

Whereby these persons will determine the acceptability of the planned dance, and need to vote by majority in favour of the planned action by the House Committee.

b) House Dance:

- i. This event can be hosted by the HK in the 3rd term of the Academic calendar of the University of Stellenbosch.
- ii. It should be planned to give the maximum value for members, while keeping ticket prices as low as possible by funding provided by the HK 412 account as it serves the financial policy of Vesta.
- iii. This event must be a formal affair and continue in the commonly accepted understanding of a House Dance as per the norms of Vesta for the previous years.
- iv. Complementary tickets may be presented to a past Primarius and the PSO Coordinator. Any other students in financial need can be presented with a complementary ticket at the discretion of the Financial Manager and Primarius through using the Inclusivity Fund.

3) THE OFFICIAL EMBLEM

The official emblem of VESTA PSO is the following:



4) CLOSING

Please consult the Policy of VESTA PSO for further explanations regarding Elections and Financial Policy of VESTA PSO.