



Huis Francie van Zijl

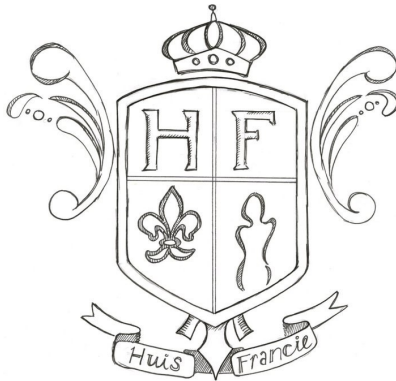


CONSTITUTION

SECTION 1: NAME

The name of the residence is “Huis Francie van Zijl”, hereinafter referred to as “the House”.

SECTION 2: RESIDENCE EMBLEM



SECTION 3: HOUSE ANTHEM

SECTION 4: HOUSE COLOUR

The official colour of Huis Francie is aquamarine, white & navy.

SECTION 5: HOUSE VALUES

- 5.1 The three values of Huis Francie are Compassion, Dignity and Integrity.
- 5.2 As a house we strive to achieve these three values in all that we do.

SECTION 6: DEFINITIONS

IN THIS CONSTITUTION, UNLESS EXPRESSLY STATED OTHERWISE, THE FOLLOWING TERMS HAVE THE MEANINGS SET OUT BELOW:

- 6.1. **House member:** an enrolled student at Stellenbosch University (SU) who is a bona fide resident of Huis Francie van Zijl and; 'member' has the equivalent meaning;
- 6.2. **House meeting:** a duly constituted meeting of house members where order is maintained and which is chaired by the Primaria;
- 6.3. **Simple majority:** More than 50% of the vote
- 6.4. **Day:** any workday (Monday to Friday), precisely 24 hours, that is neither a public holiday nor a date that occurs during the university holidays nor a special holiday declared by the authorities,
- 6.5. **Notice:** the act of putting up written information on the official notice boards of the House, University emails and WhatsApp broadcast messages.
- 6.6. **University:** Stellenbosch University (SU)
- 6.7. **Council:** the SU Council
- 6.8. **Senior:** a person who has completed at least one academic year in the Faculty of Health Sciences and currently lives in Huis Francie van Zijl;
- 6.9. **Junior:** a person in their first year of study in the faculty
- 6.10. **Newcomer:** a first-time resident in Huis Francie van Zijl who has not yet completed one academic year in the House;
- 6.11. **Executive committee:** a committee consisting of the Primaria, Vice-Primaria, *Secretary, Financial Manager* and Resident Head;
- 6.12. **Rules:** binding rules approved at the house meeting by means of a simple majority;
- 6.13. **Section:** the designated area that is under the authority of a house committee (HC) member.
- 6.14. **Quorum:** The minimum number of members of the house that must be present at any of these meetings to make the proceedings of the meeting valid. In Huis Francie quorum is 70% of the House.

SECTION 7: OFFICIAL HEAD

- 7.1 The Resident Head is the official head of the residence and, together with the HC members, accountable for all residence activities.
- 7.2 The Centre for Student Communities (CSC) makes the final decision regarding the Resident Head.

SECTION 8: ALLOCATION OF ROOMS

- 8.1. Rooms are allocated to existing house members according to the room credit system of the House.
- 8.2. Newcomers who are in their first year of study are placed by the room placement HC member, the Primaria, the Vice-Primaria, welcoming HC member, a member of the house and the resident head
- 8.3. Newcomers are placed by the room placement HC member in consultation with the residence head.
- 8.4. Room credits are calculated yearly according to the room credit system designed by the HC and approved by the House.
- 8.5. See Annexure 7 for complete details on the room allocations process

SECTION 9: JURISTIC PERSONHOOD

The House does not have juristic personhood; all contracts or agreements need to be ratified by the University.

SECTION 10: MEMBERSHIP

- 10.1. Membership is terminated when:
 - 10.1.1. a member discontinues their studies;
 - 10.1.2. a member moves to another university residence;
 - 10.1.3. a member terminates their membership by moving out of the residence, or
 - 10.1.4. a member is expelled from the House in consultation with the disciplinary committee and the central disciplinary committee.
- 10.2. House fees are not refundable in any instance of termination of membership (refer to 10. 1.1–10.1.4)
- 10.3.
 - 10.3.1. Old residents are permitted to take part in Acapella well as attend the House dance for up to a period of two years after leaving Huis Francie.
 - 10.3.2. Old residents will only be given the opportunity to purchase tickets once current residents have been given two chances to purchase or reserve tickets.

SECTION 11: FINANCE

- 11.1. All house members must pay yearly residence fees as determined by the University.
- 11.2. All house members must contribute to the House Fees every year. This amount is determined by the University and due at the beginning of the year.
- 11.3. The HC is in control of the House fees. One HC member must act as financial manager.
- 11.4. The House's financial records must be audited by a qualified person every year.
- 11.5. Opportunity must be created for input and feedback from house members regarding the House's budget.
- 11.6. One copy of this financial document must be available at the Primaria, financial manager or Resident Head for perusal by any house member.
- 11.7. The final decision regarding finances rests with the Resident Head, Primaria and financial manager.

SECTION 12: THE RIGHT TO VOTE

- 12.1 Every member is fully entitled to vote and has one full vote.
- 12.2 Any decision must be accepted by a simple majority vote, with quorum present, in order to have effect.
- 12.3 Decisions may be overturned at the discretion of the HC and Residence Head if proven harmful to residents with due transparency towards the house.

SECTION 13: HOUSE MEETINGS

- 13.1 Regular house meetings
 - 13.1.1. One regular house meeting must be held per term.
 - 13.1.2. Notice must be given five days beforehand by the secretary and/or Primaria. An agenda for the meeting must be communicated one day before the meeting.
 - 13.1.3. 70 % of the house members form a quorum. At any meeting of the HC the quorum consists of all members, unless some members have been lawfully excused from the meeting. In the absence of a quorum no decisions taken at such meeting will have effect; an extraordinary or emergency meeting must be called to ratify such decisions.
 - 13.1.4. Attendance should be taken at each House Meeting.
 - 13.1.5. Written apologies must be submitted with the Primaria no later than one day before the house meeting. The names of persons who have obtained permission to be absent must be minuted.
 - 13.1.6. Should an apology be rejected, the member must attend the meeting. The validity of an apology for complete absence from a house meeting is left to the discretion of the Primaria; she must consult with the executive committee. Should a house member be absent without a valid apology 5 roompoints will be deducted per meeting. The house meeting is chaired by the Primaria, who also leads the meeting. Should the Primaria be unable to attend, the Vice-Primaria must perform this task.
 - 13.1.9. Any decision at a house meeting must be approved by a simple majority, with the provision that the Primaria has the deciding vote, in the event of a split vote, in addition to their regular vote.

13.2. Extraordinary house meetings

- 13.2.1. In case of an urgent matter that has direct relevance for the House and could have far-reaching consequences extraordinary house meetings can be called by the HC or upon written request by two-thirds of the house members or by the Resident Head.
- 13.2.2. An extraordinary house meeting must be held two days after the written request was presented to the Primaria.
- 13.2.3. Notice of such meeting must be given and the subject must be stipulated at least one day before the meeting is to take place.
- 13.2.4. Written apologies must be submitted with the Primaria no later than 2 hours before the start of an extraordinary house meeting. The names of persons who have obtained permission to be absent must be minuted.
- 13.2.5. An extraordinary house meeting may deal only with matters that were the

reason for the meeting being called.

13.2.6. Should a house member be absent from an extraordinary house meeting without excusing themselves, 2 room points will be deducted.

13.3.Motions

13.3.1. Motions must be submitted in writing to the Primaria at least one day beforehand.

13.3.2. Motions must be announced via e-mail and/or WhatsApp at least 12 hours before the meeting is due to start.

13.3.3. The chair has the authority to decide whether a motion is to be dealt with as a motion or along with other miscellaneous and questions.

13.3.4. Decisions that are approved at a house meeting are effective and binding.

SECTION 14: HOUSE COMMITTEE (HC)

14.1. The HC is the leadership body that performs the task of leading the House along with the Resident Head. The HC is responsible for, among other things, reflecting the image of the house, maintaining good order in the house, applying SU's Rules for Students and the house rules (Annexure 2) and for various portfolios.

14.2. The HC consists of:

The Primaria
The Vice-Primaria
12 additional members.
Head Mentor

SECTION 15: HOUSE COMMITTEE – ELECTION

15.1. The HC is elected by all members who are eligible to vote.

15.2. The HC is elected during the third term.

15.3. Voting takes place by means of closed ballot or a digital voting procedure, or both.

15.4. The HC members, Primaria and Vice-Primaria must be elected in this order.

15.5. Notice of the closing of submissions for the nomination of candidates must be given at least one week before the closing date.

15.6. Nominations must close at least seven days before the election and must appear on the notice boards at least 2 days before the caucus.

15.7. Nominations must be submitted with the Resident Head for approval before they may be announced to the House. Should a candidate who has been approved on nomination level by the Resident Head be elected, she may continue as HC member even if her academic performance for that year should prove unsatisfactory.

15.8. 15.8.1 An HC member who makes herself available for re-election must be nominated and seconded once again, and must follow the election procedure.

15.8.2 During caucus the Huis Francie Accountability Committee will be given the opportunity to present a report of said HC members progress during their HC term. The report must be approved by the exiting Primaria, Vice-Primaria and Residence Head. The Huis Francie Accountability Committee

will also be granted the opportunity to ask an additional 3-2 questions to the candidate running for re-election.

15.9. A vote is deemed valid if a quorum has been reached.

15.10. The caucus is compulsory for the house.

15.11. Same rules apply for attendance of caucus as house meeting. *See 13.1.6*

15.12. Residents may be nominated if they meet the following criteria:

15.12.1 At least one semester in su

15.13. 14 HC members – election procedure:

15.13.1 Nominations must be in writing and the letter of nomination must state the following:

15.13.1.1. The nominee's full names, student number, field of study and year of study

15.13.1.2. The nominator's full names and signature

15.13.1.3. The full names and signatures of at least five seconders

15.13.1.4. The nominee's signature as proof that she makes herself available for election

15.13.2 At least 14 nominees are required (including Primaria and Vice-Primaria.)

15.13.3 The Primaria and Vice-Primaria will be elected from the group of 14 HC members.

15.13.4 Should fewer than 14 nominations be received, the HC has the authority to request house members to make themselves available for election to the HC.

15.13.5 Should, after this process, fewer or equal to 14 nominations still be received, the nominees will need a vote of confidence which is 50% plus one to be considered elected.

15.13.6 Every approved nominee must submit aSU CV, policy statement, campaign budget (R50), promotion poster and photo of herself to the Primaria. The application form must be displayed on the notice boards as announcement to the House.

15.13.7 Should more than 25 candidates be nominated, a by-election, based on the nomination forms and policy statements, must take place to reduce the number of nominees to 20.

15.13.8 The nominees will be required to campaign in the time between the closing of the applications and the HC caucus should they wish to.

15.13.9 Campaigning entails:

15.13.9.1. A maximum exposure on Facebook (1 post), Instagram (1 post) and Twitter (2 posts) to be handed in to the HC member of social media.

15.13.9.2. One (1) day of campaigning during lunch time in the Rec-hall where the residents may ask questions to the nominees to get to know them better.

Primaria upon application.

- 15.13.10 The ballot committee must convene a mandatory house meeting ('caucus') where:
 - 15.13.10.1. Each letter of recommendation will be read to the house.
 - 15.13.10.2. One standard question will then be asked to the nominee.
 - 15.13.10.3. Once all nominees have entered the hall in this format, unprepared questions will be asked from the ballot committee.
 - 15.13.10.4. The nominee may choose to answer one (1) question after it is asked.
 - 15.13.10.5. Each nominee is then allocated two (2) question from the house on the topic of the aforementioned question, during which time she must respond off the cuff and only in English.
 - 15.13.10.6. As a third round, the house may ask questions to the nominees (open or nominee specific.) Each nominee may only be asked/answer one question.
 - 15.13.10.7. Should a question from the House prove to be vexatious, the chair of the ballot committee may cut the speaker short and declare the question out of order.
- 15.13.11 The House must vote for 14 members. Therefore, each voting member has a maximum of 14 votes; a ballot paper with more than 14 names will be considered spoilt.
- 15.13.12 Should there be an equal vote, a re-election between the candidates concerned must be held as soon as possible.
- 15.13.13 Should the Primaria receive no valid complaint within one day of an election, the election will be considered valid.

15.14. Primaria and Vice-Primaria – election procedure:

- 15.14.1 Nominations must be in writing and the letter of nomination must state the following:
 - 15.14.1.1. The nominee's full names, student number, field of study and year of study
 - 15.14.1.2. The nominator's full names and signature
 - 15.14.1.3. The full names and signatures of at least five seconders
 - 15.14.1.4. The nominee's signature as proof that she makes herself available for election
- 15.15.1 All candidates for Primaria and Vice-Primaria must be elected as HC member first before being granted a caucus for Primaria or Vice-Primaria. The members that have availed themselves to be elected for Primaria and Vice-Primaria must be made known to the residence before the HC caucus.

15.15.2 The Caucus procedure:

- 15.14.1.5. Top two (2) candidates that availed themselves for Primaria and Vice-Primaria are elected respectively from the HC elections.
- 15.14.1.6. Two (2) standard questions will be asked to both candidates
- 15.14.1.7. The candidates for Primaria and Vice--Primaria will have to

- opportunity to deliver a speech of 2 minutes.
- 15.14.1.8. The house will have ten (10) minutes per candidate to ask questions. Should a question from the House prove to be vexatious, the chair of the ballot committee may cut the speaker short and declare the question out of order.
- 15.14.1.9. Candidate with majority of votes is elected into the respective position.
- 15.14.1.10. In the case of the top two applicants both having applied for both Primaria and Vice-Primaria:
- 15.14.1.10.1. The Primaria and Vice-Primaria caucuses will have to be held on two separate occasions.**
- 15.14.1.10.2.** The two (2) candidates with the most votes will participate in the Primaria caucus. Voting will be open for 24 hours thereafter. The votes will then be audited the next day by the Tygerberg Ballot Committee. The Primaria is then announced.
- 15.14.1.10.3.** The next two (2) candidates who collected the highest number of votes for Vice-Primaria will have a caucus the following day. Voting will be open for 24 hours thereafter. The votes will then be audited the next day by the Tygerberg Ballot Committee. The Vice-Primaria is then announced.
- 15.14.2 The House then votes for a Primaria. Each member may vote for only one candidate; a ballot with more than one name will be considered spoilt.
- 15.14.3 Should only one candidate avail themselves for Primaria, the House must decide by means of a referendum with a simple majority (more than 50% of the votes) whether the candidate is accepted as Primaria.
- 15.14.4 The election procedure as set out above applies equally to the election of a Vice-Primaria.
- 15.14.5 A candidate who has been nominated as Primaria but failed to be elected as Primaria must have indicated beforehand whether she would be available for election as Vice-Primaria and must be one of the two (2) candidates with the most votes for Vice-Primaria from the HC elections.
- 15.15. The new HC must be announced as soon as possible after the election closed. Their names must appear in alphabetical order without indication of the number of votes each member received. The Resident Head keeps the list with the number of votes for a year.
- 15.16. 15.16.1 An HC member's membership expires when she submits her written resignation with the Resident Head and Stellenbosch University Administration, and receives the necessary approval with at least two weeks notice.
- 15.16.2 Should a HC member wish to resign she should provide necessary proof that they has sought out all available means of assistance for their current predicament.**

- 15.17. Should a vacancy on the HC open up in the course of the year, the HC and the Resident Head must decide on a fitting procedure for appointing a new member. Such procedure must gain the approval of the House as far as possible. In situations where the House cannot vote about the matter, the HC may take a decision that is binding upon the House with due transparency.
- 15.18. The HC retains the right to remove any HC member from office should any one of the following situations occur:
 - 15.18.1 The member was absent from two consecutive HC meetings without acceptable written apology.
 - 15.18.2 The HC learns at a duly constituted meeting that the member refuses to perform a task that the HC had entrusted to her. Such decision must be taken by a two-thirds quorum of the HC.
 - 15.18.3 The HC learns at a duly constituted meeting that the disciplinary committee of the University Council found the member guilty and penalised her for misconduct.

SECTION 17: BALLOT COMMITTEE

17.1. The ballot committee consists of:

- 17.1.1. The Resident Head
 - 17.1.2. The outgoing Primaria (Vice-Primaria to fulfil this role if the Primaria is unable)
 - 17.1.3. Two outgoing HC members
 - 17.1.4. Two senior students appointed by the HC
- 17.2. The ballot committee must draw up the voting procedure, particularly regarding the times for voting, and send via email.
- 17.3. The outgoing Primaria or another appointed person acts as chair of the ballot committee.
- 17.4. The Tygerberg ballot committee is responsible for auditing the results.

SECTION 18: HOUSE COMMITTEE – DUTIES

Subject to the stipulations of the Rules, the HC is competent and obliged to:

18.1. General

- 18.1.1. Represent the House in general.
- 18.1.2. Promulgate rules together with the Resident Head.
- 18.1.3. Organise house meetings and gatherings.
- 18.1.4. Appoint office-bearers and committees to perform their tasks.
- 18.1.5. Deal with all reasonable requests and complaints from the House.
- 18.1.6. Maintain discipline and give effect to the rules of the House.
- 18.1.7. Present the House with a Contingency plan in case of fire (Annexure 3).

18.2. Specific duties

- 18.2.1. Maintain the order and discipline and keep up the spirit in her section.
- 18.2.2. Take responsibility for their portfolio and report on it at the end of the year.
- 18.2.3. Hand over their portfolios and orientate the new HC member at the end of their term.

18.3. Fines

- 18.3.1. Requirements:

- 18.3.1.1. Fines must be in writing and imposed by the Vice-Primaria according to the Stellenbosch University's guidelines.
- 18.3.1.2. Appeal against a fine must be submitted with the Primaria in writing before one day has elapsed since it was imposed; the Tygerberg Students' Representative Council (TSR) may be consulted.
- 18.3.1.3. Set fines: see Annexure 4.
- 18.3.1.4. Set fines that apply to the House must be submitted before the House, put to the vote and approved by a two-thirds majority.
- 18.3.2. Fines imposed on HC members:
 - 18.3.2.1. Should an HC member fail to perform her duties without a valid reason, the Primaria may issue the member concerned with a first and last written warning, which is to be minuted, at a meeting.
 - 18.3.2.2. Should an HC member neglect her duties for a second time and be found guilty, the Primaria and Resident Head will decide on a further fine or to keep back her remuneration as HC member.
 - 18.3.2.3. The accused must leave the room while the matter is being discussed.

18.4. Portfolios (also see Annexure 5)

Portfolio descriptions may be expanded to the HC's discretion.

18.4.1. Primaria

Forms part of the Stellenbosch University Prim Committee, forms part of the Tygerberg Prim committee, forms the coordinating and controlling link, together with the Vice-Primaria, between the House and the Resident Head, SU Administration and other institutions. Acts as head of the executive committee and is responsible for all disciplinary matters. Leads all House Committee as well as House Meetings. Allocates portfolios together with the Vice-Primaria and Resident Head.

18.4.2. Vice-Primaria

Assumes the Primaria's duties when the latter is absent. Allocates the portfolios together with the Primaria and Resident Head. Oversees all portfolios. Takes responsibility for risk management in the House (e.g. the Contingency plan in case of fire) and for liaising with the Commercial Services Department of Stellenbosch University. Organises the HC camp and the orientation of HC members.

18.4.3. Secretary

Takes responsibility for the agenda and minutes at all meetings (including house meetings) and provides section lists (and ensures that roll-call is taken).

Ensures that stationery are at hand (e.g. letterheads, envelopes and stamps), as well as paper for notes of section meetings and paper and ink for the ~~HC room's printer. Responsible for the HC room and HC notice board.~~

Takes responsibility for the posters for house meetings.

18.4.4. Financial manager

Does the financial administration and liaises with Stellenbosch regarding the House's finances.

Prepares the budget together with the Resident Head, financial manager of the previous HC term and current Primaria.

18.4.5. Members as discussed in 18.4.1-18.4.4, together with the Resident Head, act as

the House's executive committee

18.4.6. The HC must draw up a summary of the portfolios in the form of Annexure 5 and discuss it for the sake of completeness.

18.5. Ad hoc committees

18.5.1. Should an HC member need a committee to assist with any of her portfolio related responsibilities, applications for appointment to the committee must be advertised for at least one week.

18.5.3. After the HC has approved the proposed committee unanimously it may be regarded as a fully-fledged committee and function as such.

18.6. HC meetings

Meetings are to be held weekly. The proceedings of each meeting must be minuted to keep the HC up to date. These minutes are available per request from the secretary.

18.7. Section meetings and notes of section meetings

The HC member of every section must facilitate weekly section meetings (preferably on Monday evenings at 21:00) at which attendance must be taken. The notes of section meetings must be displayed after the section meeting has concluded. Should a HC member be unable to hold a section meeting due to clinical or other urgent duties, another HC member or a resident of the section must be appointed to hold the meeting. House members are obliged to attend section meetings. If they cannot, they must excuse themselves 2 hours before the meeting to the HC Member or 2 room points will be deducted.

SECTION 19: DISCIPLINARY COMMITTEE

19.1. The disciplinary committee serves as the disciplinary body of the House and must ensure adherence to the house rules as promulgated by the University, the rules determined by the House and the rules contained in the House's constitution.

19.2. The committee consists of:

- The Primaria, who acts as chair person
- The Resident Head
- The Vice-Primaria
- Two additional HC members

19.3. The disciplinary committee functions according to the disciplinary procedures as set out in SU's Rules for Students.

SECTION 20: WELCOMING OF NEWCOMERS

20.1. First year students

20.1.1. The objective of the welcoming period in the House is to welcome new house members to their environment on campus and in the residence by means of a welcoming program, by liaising with other residences and by familiarising them with the rules and activities of the House.

20.1.2. All activities will take place according to the programme and times as set out by SU, and nobody is under any obligation to take part.

20.2. All other Newcomers

The new group of students are welcomed at a function or house meeting, or both, that the Resident Head and HC will attend and where they will be introduced to the house.

SECTION 21: TOBACCO POLICY

Huis Francie van Zijl follows both the South African and the Faculty of Medicine & Health Sciences tobacco policy. The whole campus is a smoke-free zone; this includes all forms of smoking. It is forbidden to smoke closer than 10 m away from any entrance to the residence. Balconies and the quad are also smoking-free zones.

SECTION 22: ALCOHOL POLICY

- 22.1. Huis Francie van Zijl follows the University's alcohol policy.
- 22.2. The HC follows the alcohol policy of Huis Francie and Tygerberg Campus (Annexure 6) in this regard.
- 22.3. Alcohol may be kept in residence rooms, but only for personal use.
- 22.4. No gatherings where alcohol is consumed are allowed in the Recreational Hall, TV room, kitchen and foyer, except with the Resident Head's consent.
- 22.5. Alcohol may be used in a House room only if the roommate consents.

SECTION 23: HOUSE PUBLICATION

Huis Francie van Zijl's official publication is the Yearbook it appears under an Editor, as appointed by the HC.

SECTION 24: PETITIONS

- 24.1. No petition may be circulated around the House without the signatures of at least four HC members or the Resident Head's signature, or both.

SECTION 25: INTERPRETATION

Any dispute regarding the meaning or interpretation of any section, stipulation or word of this constitution or rules will be referred to the Student Court.

SECTION 26: AMENDMENTS

- 26.1. No amendments to the stipulations of this constitution or house rules are valid unless approved by a simple majority at a house meeting.
- 26.2. Amendments to this constitution must be submitted in writing to the Primaria at least 3 days before the house meeting at which such motion will be discussed.
- 26.3. Notification of such motions must occur via the secretary at least 2 days before the time set for the house meeting concerned.
- 26.4. This document must be reviewed annually and approved by the House by means of a simple majority.
- 26.5. A list of all those present at the reviewing of this document must be drawn up and added as Annexure 7 to this document.

SECTION 27: OFFICIAL COPIES

One soft copy of this constitution must be available at the Primaria, secretary and Resident Head for perusal by any house member at all times.

These copies are the official copies of the constitution and must be dated and signed by the Primaria, secretary and Resident Head at the time of approval.

An electronic copy of this constitution must be available on the official website of Huis Francie van Zijl.

SECTION 28: REPEAL

Any previous constitutions of Huis Francie van Zijl, as well as all amendments of such constitutions, are herewith repealed.

The constitution of Huis Francie van Zijl is subject to the rules and stipulations prescribed by the University in its Rules for Students and the house rules, as well as the Constitution of South Africa.

Signed on		_____
Resident Head		_____
Primaria		_____
Secretary		_____

ANNEXURE 2: US RESIDENCE RULES

Get ENGLISH rules in pdf

Updated: September 2019

ANNEXURE 3: CONTINGENCY PLAN

CONTINGENCY PLAN



July 2017

Huis Francie van Zijl

Compiled By | Saamgestel deur: Siphosethu Zantsi

Content: Discipline Policy

ANNEXURE 4: FINES

VALUE DRIVEN
RELEVANCE OF FINES
SEE RULES DOCUMENT FOR FINE REVISION

THE VIOLATION OF ANY RESIDENCE RULE IS PUNISHABLE WITH THE CORRESPONDING FINE, WHICH WILL BE WRITTEN OUT TO THE RESIDENT THAT VIOLATED THE RULE. ONLY THE VICE--PRIMARIA MAY WRITE OUT FINES. ANY HC MEMBER, THE RESIDENCE HEAD, OR RESIDENT MAY REPORT VIOLATIONS. IN THE LATTER CASE THE RESIDENT THAT VIOLATED THE RULE MUST ADMIT GUILT OR EVIDENCE MUST STILL BE VISIBLE FOR FAIRNESS TO BE MAINTAINED.

VIOLATION OF THE UNIVERSITY'S RESIDENCE RULES IS PUNISHABLE AS DETERMINED BY THE UNIVERSITY OF STELLENBOSCH.

FINES NEED TO BE PAID WITHIN ONE WEEK AT THE

VICE-PRIMARIA. IF THIS IS NOT DONE THE FINE WILL BE DOUBLED AND THE RESIDENT THAT VIOLATED THE RULE WILL APPEAR BEFORE THE DISCIPLINARY COMMITTEE. IF A RESIDENT CANNOT PAY A FINE IN TIME, DUE TO FINANCIAL REASONS, SHE SHOULD MAKE AN ARRANGEMENT WITH THE VICE-PRIMARIA – OTHER OPTIONS include community service, revoking of privileges etc.

(Take note fines are charged per offence)

Fines are decided based on the offense/merit range R250 - R500.

Community service hours minimum = 4 hours

VIOLATION	FINE (Room-points)
<p>HOUSE RULE 1: VISITS FROM MEN Male visitor at an inappropriate time or without permission</p> <p>HOUSE RULE 2: GUESTS Guests sleeping over without permission Any other rule regarding GUESTS violated - Guests through the back door / Not signing in guests at the front door - Guests staying past visiting hours</p>	<p>R3 00 5 hours</p> <p>13-R300/-5 hours 3-R250 min/ 4 hours</p>
<p>HOUSE RULE 3: RESIDENCE SAFETY Letting a non-resident/unauthorized person into res outside visiting hours and violating admission rules Throwing water and objects out of a window</p>	<p>R300 / 5 hours</p> <p>3</p>
<p>HOUSE RULE 4: ELECTRICAL APPLIANCESOR FIRE HAZARDS Rule violated Leaving candles unattended use of candles</p>	<p>5-R250/ 4 hours 40</p>
<p>HOUSERULE 5: HOUSE MEETINGS Not attending a House meeting without a valid excuse (in time) to the Primaria</p>	<p>5-exception 1 hour</p>
<p>HOUSE RULE 6: SEKSIEVERGADERING SECTION MEETING Not attending Seksie vergadering Section meeting without excuse (min. 2 hours before meeting) at the section HC member.</p>	<p>2-1 hour</p>
<p>HOUSE RULE 7: ALCOHOL USE</p>	

Policy violated	6-R300 / 5 hours
HOUSE RULE 8: SMOKING Rule violated	3-R300 / 5 hours
HOUSE RULE 9: ALL CALLS Rule violated - profanity or false alarms, unauthorised use of the intercom	2-R250/ 4 hours
HOUSE RULE 10: PARKING Rule violated - parking in correct space.	5
HOUSE RULE 11: RESIDENCE STRUCTURE Violated or damaged - with malicious intent Emergency Printer – any tampering or damage with malicious intent, irresponsible (used outside of times = 17:00 – 08:00 , using incorrect paper – folio/cardboard/scrap or lined paper, printing large packs of notes)	2 R250/ 4 hours (+ cost of damage repair)
HOUSE RULE 12: RESIDENCE FURNITURE Rule violated – unauthorised removal of furniture Moving of brooms or other cleaning items from designated areas without permission and not returned Posters put on striped walls without permission and not removed on warning	2-R250 / 4 hours
HOUSE RULE 13: BATHROOMS Rule violated - individual offense Section offence = cleaners will not clean section	3-R 250/ 4 hours Up to 1 week
HOUSE RULE 14: ACADEMIC QUIET TIMES (22:30 – 06:00) Rule violated (Dishes washed outside of quiet times) (any section- or HC member warned 2x)	3-R300 / 5 hours
HOUSE RULE 15: DOORBOARDS Not put up in time Incomplete	30 minutes community service per day until maximum Or R125 per day until maximum 2 (per day until put up) 1 (per day until complete)
HOUSRULE 16: PETS Rule violated – no pets allowed	5-R300 Community service- 5 hours
HOUSE RULE 17: KITCHENETTES AND KITCHEN Dishes washed in bathroom Dishes left in kitchenette *regardless of items or number of items - (Cutlery & utensils - Plates, bowls, cups, glasses - Pots, pans, mixing bowls Kitchen facilities left dirty/food placed directly surfaces) Posters put up on striped walls Dishes washed during prohibited times	3 R250/ 4 hours R250/ 4 hours Per Item: 1 3 5 3 2 3
WITH REGARDS TO FIRST YEARS: Seniors violating welcoming rules –especially with regards to first years First year duty not done	DISCIPLINARY HEARING 4 + penalty

	duty

Door monitors and offences – falls under the discipline of the Door monitor portfolio head; this needs to be discussed with the portfolio manager and door monitors and then be added to the Constitution.

printers

Parking offences – All parking offences will be dealt with by USPD procedures

ANNEXURE 5: PORTFOLIO SUMMARY
HC PORTFOLIO DESCRIPTIONS (reviewed HC 2015/2016)

1. Academics and Mentuts (1)

(Full term portfolio)

This HC-member works in relation with the faculty and University in the Mentut-system. Among her responsibilities are:

- Appointing, coordinating and communicating with the Mentuts in residence, as well as ensuring the University's approach to academic help, specifically for first and second year students.
- The academic portfolio is mainly an administrative portfolio involving appointing Mentuts for Huis Francie.
- She works closely with the Mentut administrator of Tygerberg campus.
- She coordinates the Mentut system in Huis Francie.
- She will also be responsible for sorting out the calendar for the new academic year in order for the rest of the HK to

be able to plan events.

- She must create opportunities for students to form study groups in Huis Francie
- She must organise study workshop at beginning of year of how to structure academics and to inform first years on the requirements of each degree to ensure that they understand and respect each course presented on Tygerberg.
- This HC is also responsible for the Library committee: This committee is responsible for the admin regarding the House's library, situated in the Archive. This committee will oversee that the library is open on a regular basis and that good control is maintained over the lending out and returning of books. The library creates a space for ladies to broaden their knowledge horizon.

2. **Maintenance (1)**

(Full term portfolio)

- This portfolio entails communication between the House and the Cleaning Company, via the Residence Services Coordinator.
- This HC-member can also directly communicate with the Cleaners' Manager. She ensures a good relationship between the students and cleaning personnel, through communication
- And an annual end-of-year function with a light meal for the HC and cleaning staff.
- All compliments and complaints from the House in this regard must be communicated to this HC-member and Residence Services Coordinator, who will communicate

with the Cleaners' Manager and company.

- This HC member works in close relation with Huis Francie's RSC: The HC-member will aid in facilitating maintenance projects in residence, and act as liaison between residence facilities manager and the residents.

Updated: September 2019

The role is to coordinate maintenance projects, i.e. reparations, fumigation, etc. in residence. Good communication with all role-players and good administration is of the essence.

- She is also responsible for the maintenance of the television.
- This HC member manages the corridor monitors and need to ensure that they give in monthly maintenance forms of their corridors.
- This portfolio is responsible for overseeing a Storage Plan for all residents interested in storing their belongings over the December Holidays. Only residents who stays in the House the following year are allowed to store with Huis Francie, at own risk. The plan can be collaborated with other Tygerberg residences

3. **Clothing (1)**

(Full term portfolio)

This portfolio involves all things clothing-related in Huis Francie, including:

- The designing/choosing, ordering and distribution of the

HC outfits for ~~MAD~~³ Connect

- First year outfits for ~~MAD~~³ Connect
- ~~Mad 2~~ Connect tour shirts
- The Huis Francie clothing line. The Huis Francie clothing line is a range determined each year, of which some pieces remain standard. Furthermore it is subject to change, by the HK's discretion. Aqua marine is the official colour of Huis Francie, and should be used as such when a choice of clothing colour is to be made.
- Her responsibility includes organising pledge pins for all the newcomers.

4. **Cluster (1)**

(Full term portfolio)

- The Cluster HC is the link between the res and its cluster, and therefore forms part of the committee of cluster-HCs appointed at each residence annually.

Her responsibility is to:

- Advertise, coordinate and help organise events that aid in integration of all residences in the cluster.
- Good communication – as the link between campus clusters is of the essence
- Huis Francie forms part of TygerMatie cluster on Tygerberg campus

5. **Social Impact (2)**

(Full term portfolio)

This role includes facilitating the uplifting of surrounding communities and building of a generation which acknowledges the need for, and value of, community interaction.

She will be specifically involved in organising, promoting and coordinating projects, such as Leadership for Legends; a leadership and maths programme for Grade 6's and Grade 7's at Kalkfontein Primary School,

- Taking part in Community Interaction events as organised by the University.
- She will also facilitate once-off projects quarterly, with the help of a committee such as old age home visits, hospital visits etc.
- Her responsibility furthermore includes MAD²-related Social Impact projects, which is a big responsibility as it promotes Huis Francie and forms part of MGD (Maties Community SerVice-) which is the reason and muse for the MAD²-events.
- She is a member of the Tygerberg Social Impact committee, under the leadership of the TSR, where she will also have to organise events with them on campus.

6. **Critical Engagement and Womxn Empowerment (2)**

(Full term portfolio)

- She is responsible for creating platforms for discussion of critical issues, affecting the residence, campus, University, country and even global topics. She will facilitate these discussions, and can invite speakers and

experts in their field of knowledge to engage with residents in critical engagement and dialogue.

- She must ensure that there is a set time for Critical Engagement during welcoming of newcomers.
- She must facilitate discussion with the HC at the beginning of the year before the newcomers arrive.
- She must work with the new Critical Engagement HC during the handover period to facilitate discussions with the new HC.

7. Birthdays and Girl of the Week (Previously Special Days) (1)

(Full term portfolio)

- It is this HC member's responsibility to congratulate each Huis Francie resident on her birthday
- To make the birthday of each resident known to res by having monthly birthday calendars visible in residence.
- She must ensure that residents are aware of the cleaners' birthdays and she must work with the corridor monitors in this regard to ensure that each corridor congratulates their cleaning lady on her birthday.

The organization of the celebration of Huis Francie van Zijl's birthday on the 22nd of July is also her responsibility. The social committee and Sparks can help her with this.

~~• 'Girls of the week' is a new portfolio that was started by the HK of 2015/2016. The idea behind this portfolio was to make every single girl in the residence feel special as well~~

as to get to know everyone in the house. As HC member responsible for this portfolio you are in charge of making every girl in residence feel special and to connect everyone with each other by giving across information in a smart and creative way.

- It is also this HC member's responsibility to create awareness of various Special Days throughout the year, including public holidays like on the national calendar and memorable days.

~~-Human Rights Day~~

~~-Good Friday~~

~~-Family Day~~

~~-Freedom Day~~

~~-Workers Day~~

~~-Youth Day~~

~~-National Women's Day~~

~~-Heritage Day~~

8. **Culture & Acapella (2 portfolios)**

(Full term portfolio)

Acapella and Molassasêr

Her responsibility includes:

- Good communication with the SRC of culture as well as the TSR of culture. She appoints and works closely with the appointed acapella leader of Huis Francie, and facilitates the announcement of acapella members.
- She promotes acapella and acapella-related events in residence, and a great responsibility lies with her to

encourage support from the House for acapella. This includes the selling of tickets, and communication as to the whereabouts of acapella-related events on campus.

- She organises a surprise breakfast for the acapella on the morning of the first preliminary rounds.
- She is responsible for fundraising to support the clothing, travelling and other expenses.
- Appointing a molassasêr leader and all administration w.r.t. molassasêr is her responsibility.
- She must ensure the entry and timely preparation for performance.

Culture

- She communicates culture-related events on and off campus, to the House,
- She organises cultural events in residence throughout the year. These events include:
 - culture week
 - culture *social interactions*: organise Eendrag social interaction during welcoming, one other culture evening
 - culture evenings: one res culture evening and one acapella culture evening
- It is also her responsibility to advertise in residence and facilitate the entry of the House for Toneelfees (and providing them with a surprise meal) and other competitions, such as photo and poetry competitions.

- It is her responsibility to appoint and confirm a pianist to accompany the house in the singing of the House song at the end of each House meeting.

9. **Frاندamily (1)**

(Full term portfolio)

- It is this HC member's responsibility to oversee the allocation of members to their Frاندamily a week before welcoming. A frاندamily is a group of Huis Francie residents from different year groups, allocated according to an application form, who stays an official Frاندamily for the length of their stay in Huis Francie or as long as they wish. This portfolio is aimed at integrating different year groups, and organising events for residents to build relationship.
- Where possible she must organise one frاندamily event per month - not in exams and holidays

10. **Sustainability (1)**

(Full term portfolio)

- This is a portfolio with the aim to make Huis Francie and all of its systems more environmentally friendly.
- This HC member facilitates the recycling process within Huis Francie.
- The portfolio is also aimed at promoting awareness and establishing a culture of living a green lifestyle.
- She works closely with the Green committee of Tygerberg, and also plays a role in some community interaction activities.
- She must create awareness about recycling and saving water and electricity in res on a monthly basis.

- She must look at ways to conserve energy and water with Luzaan yearly.
- She is responsible for organising earth week
- She also has to organise a once a year community project.
- She must attend monthly meetings of Tygerberg green committee.
- She is part of Green committee of Tygerberg.

11. **Huisfonds** (previously known as Huisfondsdans) (Full term portfolio) (1) – House portfolio

- This portfolio's main aim is to raise funds for the expenses of the annual House Dance. Profit made throughout the year, by means of a dance – Huisfondsdans – and/or any events or sales will go directly towards the Huis dance's budget.
- She is responsible for at least to other fundraising events other than Huisfondsdans.
- She must help the House dance committee to look for sponsors.

12. **Kopano and Intersection (2)**
(Once-off portfolio)

- The duty of this HC member is to oversee the organisation of a weekend where the House is invited to stay in residence and take part in various activities and functions. The aim of this weekend is to facilitate the building of internal bonding.
- Intersection events will take place and attribute to section points. Any other portfolio is welcome to organise an

activity or function during this weekend as part of the program, if permitted so by the HC member of Innaweek.

- This HC member is responsible for overseeing the allocation of section pairs at the first house meeting of the year.
- Activities and social events are organised by this HC member throughout the year where section pairs compete with others to earn section points. 1 event should be organised per term.
- These points are accumulated throughout the year and the winning section pair is announced at the end of the HC term.
- This portfolio also has the role of encouraging and facilitating bonding and friendship building in the House.

13. **Allocations (2)**

(Full term portfolio)

- The HC member of this portfolio is responsible for the annual revision of the room allocation form, which will then be voted in by the House.
- She is also responsible for the distributing and collecting of completed forms, and compiling the order in which residents will be allowed to choose a room in residence.
- The HC member is also responsible for allocating newly opened rooms whenever a resident moves out of her single room, throughout the year,
- She is responsible for keeping the list of residents updated and keeping it up in the foyer.

- Liaising with the residence placement office of the University of Stellenbosch.

The HC-member facilitates and ensures the smooth integration of a newcomer into her new residence. She – in which way she chooses – welcomes the newcomer personally on arrival and keeps good communication with newcomers to ensure a welcoming stay in Huis Francie. And welcomes them at House Meeting with a yellow rose and signs their name in the book.

- Her responsibility entails communication with the campus's parking system and organisers, in obtaining Huis Francie's allocated parking areas
- Facilitating parking allocation in residence
- Collection and distribution of parking-discs
- Seeing to parking-complaints throughout the year.
- She must ensure that a parking list is accessible to all Francie ladies in the mail room. The list must contain the following: parking bay number, resident's name and surname, student number, cell phone number, car registration number, and resident's room number.

14. **Kitchen (1)**

(Full term portfolio)

The HC of this portfolio heads the organisation of any snacks or food for selling, at events, or for treating the ladies of the House. This includes:

- A snack at every House meeting
- A light meal for the first year students' parents at the welcoming ceremony at the beginning of the year.

- Furthermore this HC is responsible to oversee the organisation of free breakfasts once a month – excluding holidays.
- Responsible for organising an exam snack for residence during exams.
- Cooking or baking ideas and suggestions to be sent to the House electronically on a monthly basis.
- Any other committee can ask for the help of the kitchen committee, well in advance, and with the use of the asking-committee's budget, for any food to be made available during certain events, e.g. Damesbelange, Prestige evening, etc.
- The HC of Kitchen takes responsibility for kitchen utensils used by the committee, and borrowed by house members for personal use.

15. Leadership (1)

(Full term portfolio)

- The HC of leadership has the responsibility of liaising with the TSR, other residences, the University, and the Frederick van ZijlSlabbert Institute, to organise and/or facilitate events with the aim of promoting Leadership development amongst students.
- She should also make know other leadership opportunities within the university that residents might not be aware of.
- She will take it on herself to set a platform for speakers from any field of expertise to introduce and encourage Leadership development to the ladies of Huis Francie.

She must explain leadership structures on campus as well as their duties to first years.

- She takes responsibility of encouraging leadership participation in residence and on campus.

16. **Connect: General (1)**

(Full term portfolio)

- This HC member works in close relation with the corresponding HC member of Huis Francie's MAD²-partner.
- This HC member liaises with the MAD² committee of the University, elected annually. She attends and participates in meetings hosted by the MAD² committee of Stellenbosch – who functions as a wing of the SRC.
- She gives feedback back to residents from the university.
- This HC member oversees all MAD²-related events in which Huis Francie takes part, and ensures that the MAD² program runs smoothly and effectively for all Huis Francie ladies – especially the first year students.
- She organises the opening of subcommittee applications and allocating of members to each MAD² committee in residence, e.g. Props committee, Sponsorship committee, etc.
- All MAD² portfolio heads – in Huis Francie – are to report to the MAD² HC member.
- She has a big responsibility of communication between the University and the House, and thus keeping the name of Huis Francie high.

17. **Connect: Sponsors – fundraising**

(Once-off portfolio)

- This HC member works in close relation with the corresponding HC member of Huis Francie's MAD²-

partner.

- The HC member of sponsorships oversees the scouting for and appropriate communication with sponsorships – companies, personal, corporate, product-specific, etc.
- Her committee specifically has the responsibility of sponsorships for MAD²-related projects, equipment, clothes, and any items for Huis Francie's First Year's Welcoming pack, etc. The MAD²-pair works in close relation with this committee to combine sponsorships.

18. Tour (add to social)

(Once-off portfolio)

- This HC member works in close relation with the corresponding HC member of Huis Francie's MAD²-partner.
- This HC member is in charge of organising the MAD²-tour, including the advertising, program, fund aim, tour-shirts (work with clothing HC), accommodation, adherence to rules, food, payments and corrects financial process as set out by the University.
- Her committee works with the res-pair to coordinate an effective, safe and well-organised tour.

19. Vensters (2)

(Once-off portfolio)

- This HC member works in close relation with the corresponding HC member of Huis Francie's MAD²-partner.

Vensters is an integral part of the MAD² portfolio, in which the res pair raises money and advertises Maties Community SerVice-, also known as MGD, by producing

a musical stage production with a message and a theme, performed with the respective MAD²-partners. She and her committee are responsible for the choreography, storyline, logistics (such as auditions, practices and stage set-up, etc.), backdrop, props and costumes of the Vensters evening.

- Many role players take responsibility of each different part, but the Vensters-HC oversees and facilitates the processes needed. It can be split into two different Vensters-HCs.

20. **Media & Marketing (1)**

(Full term portfolio)

- The HC-member of Media and Marketing is responsible for a well-coordinated, positive, and effective marketing of residence events and projects, on any form of beneficial media. She hosts the Twitter, Facebook and Instagram accounts, and with it she holds the responsibility of keeping Huis Francie's name high.
- She is responsible for organising the stand and tours of the faculties open day.
- She advertises events, accomplishments, etc.
- Furthermore her responsibility includes the taking of the
 - House photo,
 - HC photo,
 - Prim photo, to be made visible in the Archive.
- She takes responsibility for the HC photo-shoot at the beginning of the HC term, and for displaying it in the

foyer of Huis Francie, and distributing a poster with HC detail and photos to the other residences.

- She collects photos throughout the year to complete the residence photo board by the end of the term.
- Responsibility of marketing during Vensters; Orientation week and the Connect Production

21. **Décor (1)**

(Full term portfolio)

- This HC-member is responsible for improving the aesthetics and functionality of residence beyond maintenance and upkeep.
- She and her committee add or change the interior of residence to improve the feeling of *home*.
- She should take into consideration the colour scheme in residence
- She communicates well with Huis Francie's RSC, and that she obtains the necessary permission for all planned additions and changes, also from the RSC.

22. **Ceremonies (1)**

(Once-off portfolio)

This committee organises an annual formal event, open to all residents. This evening entails acknowledgement of prestigious accomplishments of residents in any field, incl. sports, culture, honorary colours, serVice- awards etc.

There needs to be standardised criteria for all awards given at the evening.

- Handover of HC blazers happen at prestige evening.
- Snacks should be organised in cooperation with the Kitchen.com

- Prestige evening falls under ceremonies
- Signing of the log book in Orientation week as well as the ringing of the bell I.e; the Rose Ceremony

23. **Residence Farewell evening (ceremonies)**

(Once-off portfolio)

- She is responsible for organising an evening were all people leaving residence should receive a gift.
- Snacks need to be provided with help of the Kitchen.com.
- The prim of the previous term, prim of current term and the residence head needs to make a speech at this event.

24. ~~Third years dance~~

(Once-off portfolio) Organise a dance for all third years in residence.

25. **Second years (1)**

(Full term portfolio)

- The second year's committee is chosen by the second year group, and they are responsible for communication between the second years and the HC member of second years, the HC, the residence Head, etc.
- The HC member of Second years act as their head, facilitating their acting as organisers of:
 - Second years' events,
 - Clothing,
 - Dance and
 - General meetings.

- They have the specific responsibility during MAD² to organise the stall, and the food and drink sold on the night of Vensters, in aid of raising money for MGD – the main aim of MAD².
- They are also responsible for organising the Huis Francie van Zijl open social event during feesweek at the beginning of the year.
- They coordinate the second years group as necessary and act as speaker on their behalf, where a group decision need to be made.
- Decisions made by the group must be conveyed to their head – the Second year’s HC member – to be approved by the HC and/or Residence Head.
- She is responsible for the wellbeing of the year group throughout the year.

26. **Social (1)**

(Full term portfolio)

This portfolio aims at organising social events for residents to get to know each other better, as well as to meet other residences’ students. (At least 2 social interactions with other residences (excluding social week) per year and at least 2 inter-Francie interactions)

The committee organises a variety of events to accommodate all different social preferences in residence, under the supervision and coordination of this HC-member.

- The HC-member organises social get-togethers for the HC throughout the year and before Mad². (At least 4 social interactions including at least 1 female HC)

HC-blind date is an event which also falls under this HC-member's responsibilities. She organises this evening for the HC with the help of a separate committee she appoints. The event should include: The HK blind date dance is a portfolio that focuses on spoiling the HK members a little bit by organizing a small dance just for them. The committee organizes a blind date for each of the 14 HK members as well as food, decor, drinks, activities, prizes, music and all of those things needed for a dance.

The aim of the dance is for the HK members to meet new people, to spend time in a relaxed way and to create a fun evening for them. The aim is to arrange dates (people) for each HK member that fits their description of their perfect date. (Description used in half year report)

- This HC member is responsible for keeping residence updated on relevant social events in the area on a monthly basis via the social notice board in the foyer.
- She is also responsible for Social week where a social event must be organised for residence every day of that specific week.
- This HC member is also responsible for the SPARKS committee (up for revision after the next HC term): (house portfolio)

This portfolio is responsible for building a positive, fun spirit in the House and promoting traditions throughout the year. This committee manager is the Bright Spark (the head Spark) and will be responsible for all actions and activities of the Sparks. This committee is responsible for the production of the First Year Welcoming Video, which is sent to all prospective first year ladies. They also play a role during the Welcoming period, in building

relationships between the first years and older year groups. The HC is responsible for ensuring that the Sparks always act in a responsible and respectable way. This HC must be there to facilitate and overlook auditions. The HC must discuss every decision or plan made by the Sparks with the HC at the HC meeting one week prior to the event, and such plans can only be put into action with the permission of the Resident Head, and Primaria.

27. **Sport (1)**

(Full term portfolio)

This portfolio is responsible for all Sports- and Health-related structures and events in and around the House.

- This portfolio promotes a balanced, healthy lifestyle for all Huis Francie residents and has a close working relationship with the TSR member of Sport as well as the Maties Sports Office on Tygerberg Campus.
- This HC member oversees the organization of Sport week and interhouse sport events.
- This HC member has to keep residence informed on relevant sport events in the area on a monthly basis via the sport board in the foyer.
- Organize varsity cup tickets
- Organize first years athletics
- Organize Francie table tennis

- Communicate with Maties and Tygerberg sport
- Involved in organizing sport-/ cluster sporting events
- Work with wellness.com on the physical wellness of residents.

28. **Wellness (Ester)**

This portfolio aims to improve all aspects of Wellness in res. The HC member of this portfolio, along with her committee, is responsible for:

- Organising quarterly Wellness events e.g. Budget talk, fun physical day etc.
- Promoting and running the Huis Francie facebook page - Promoting and running the Huis Francie running and gym clubs - Promoting and running Huis Francie meditation club.

29. **Secretary (1)**

(Full term portfolio)

The secretary is involved in creating agendas and taking the minutes of meetings (HK & House), formulating emails, and generally performing general administrative tasks required by the HK.

- This portfolio is responsible for the maintenance and continuous updating of the Huis Francie website
- It is important that the most recent version of Huis Francie's Constitution and House Rules are uploaded.
- It should be ensured that relevant events and interesting facts are regularly uploaded and that the contact

information is up to date.

- Maintenance of the computers and printers (as well as ink and paper in the printer) in Huis Francie,
- She is responsible for issues regarding the Wi-Fi system.
- This HC member is also responsible for maintaining the sound system and setting it up for house Meetings and HC related events.
- She is also responsible for the slide show presentations at House Meetings.
- This HC is responsible for the projector.

30. ~~All girls festival~~

31. **Welcoming leader & First years' Committee (2)**

(Full term portfolio)

- This portfolio is aimed at the welcoming of First year students, especially during the welcoming period at the beginning of the year. This HC member is responsible for compiling, presenting to HC and the implementation of the Welcoming Programme which is followed during the MAD² period.
- This HC member is also responsible for compiling the Welcoming Booklet and all relevant information that is sent to the prospective first year ladies.
- The placement of first year roommates is done by this HC member, the Resident Head, the room allocation HC, the Primaria and another member of the house.
- Throughout the year this HC member is responsible for the first year committee

The first year's committee is chosen by the first year group, and they are responsible for communication between the First years and the HC, their Welcoming HC member, the residence Head, etc.

- They act as organisers of first years' events,
- clothing,
- dance and
- General meetings.

They coordinate the first years group as necessary and act as speaker on their behalf, where a group decision need to be made. Decision made by the group must be conveyed to their head – the Welcoming HC member – to be approved by the HC and/or Residence Head.

- She is also responsible for the well-being of the year group; she should have regular meetings with the committee and monthly meetings with the year group.

Seniors (1)

Alumni (1)

Fundraising (2)

Treasurer (1)

HOUSE PORTFOLIOS DESCRIPTIONS

Reasoning behind House Portfolios with Portfolio Managers (PM)

In Huis Francie van Zijl we have 300 extremely talented ladies with many leadership qualities and only 14 of these ladies can

serve on the House Committee. The HC of 2014/2015 realised that we have to increase the leadership possibilities and leadership development for Huis Francie ladies and so the idea of having House Portfolios was born.

As a House we want to enable the HC of Huis Francie to be a 'thought leadership' body and less of an 'events organizing' system. We also want to create opportunity for ladies to serve the House, even without having to be on the HC.

Huis Francie believes in looking into new, innovative directions for leadership and this will be the start of our journey.

What is a Portfolio Manager (PM)?

A Portfolio Manager is a Huis Francie lady who manages a certain House Portfolio. She attends HC meetings to give updates on how the portfolio is doing and gives feedback to the Vice--Primaria (the Vice--Prim serves as the manager of all portfolios in Huis Francie). Applications for PM appointment opens the week after the HC is announced and any Francie resident (first years included) are allowed to apply. Each resident is allowed to apply for more than one PM position, but only one portfolio per resident will be allowed. Once the PM's are elected they will sign a contract, similar to the one which HC members sign, to hold them accountable and within certain boundaries.

Each PM is responsible for selecting her own Portfolio Committee and she will be responsible for managing her committee. A PM is responsible for her House Portfolio and in the middle and at the end of the HC term she hands in a Half Year- and Year Report to serve as a guideline for the next

PM. There is the possibility of financial compensation for PM from the portfolio's budget.

Attend HK meeting once a month until your evaluation form feedback has been given at HC meeting

For the year 2016/2017 there are 7 House Portfolios

The ideal is to increase this number each year and look at ways to improve on this system even more.

1. Archive and Library

This portfolio is responsible for the maintenance and improvement of Huis Francie's Archive.

- The PM is responsible for keeping all information up to date and keeping the Archive in a respectable state throughout the year.
- This PM is responsible for the booking system of the Archive, enabling the House to book the Archive for various meetings.
- This PM, together with the Primaria, can organize a reunion on years that they feel suitable.
- This PM is responsible for overseeing the framing and hanging of the year's House-, HC-, and Primaria photos as well as digging up the history of Huis Francie.

2. Womxn's Mosaic

This portfolio is responsible for overseeing the organization of a ladies' morning at Huis Francie.

- This morning is usually filled with food, beautiful decor, good music, words from an inspiring speaker and the

previous year's Primaria.

- Each Huis Francie resident (that buys a ticket) brings her mother/sister/grandmother/friend to enjoy the morning with her.
- This PM ensures that all aspects of this morning are in place, that the speaker for the day is organised and that all admin is finalised and the venue cleaned up after the event took place.

3. House Dance – House Comm portfolio

This Portfolio is responsible for overseeing the organization of Huis Francie's annual House Dance. This dance is a beautiful evening where residents can celebrate being Huis Francie ladies.

- This PM, with her committee, is responsible for all planning, logistics and the programme of the dance, as well as trying to make it as affordable as possible.

4. House forum

This portfolio is responsible for creating a platform for all residents to have an input in the House.

- She is responsible for appointing a scribe.
- This portfolio's PM who acts as the Forum Speaker,
- Has the responsibility to call. 1 House Forum two weeks before each House Meeting and
- 1 within one month after house meeting at any other time she thinks appropriate.

- At the House forum sitting the attendees discuss and find solutions for problems and situations experienced in the House.
- This PM then discuss the Forum points with the HC at a HC meeting
- The HC also looks at solutions and feedback is given at House Meetings by the PM.

5. **Huis Francie van Zijl yearbook:**

This portfolio is responsible for the House's newspaper/magazine.

- The PM of this portfolio will be the Editor of the yearbook.
- There should be one yearbook at the end of each year -
The PM should ensure that all content is suitable, and is discussed with the HC before the edition is published.
 - It should contain each year's residents' personal detail, in order to build an archive of House Members over the years.
 - This PM member should oversee the process of collecting relevant information and a photo of each resident, according to the corridor they live in.
- There should also be 4 smaller publishings throughout the year with content relevant to residence and student life.
The Yearbook can be published in hard copy or on-line, and one hard copy of each Yearbook should be put in the Archive.

6. Tuck Shop

This portfolio is responsible for all admin concerning and the functioning of the Tuck Shop.

- The PM of this portfolio will be the head of the Tuck Shop and will determine what is sold in the Tuck Shop and who can sell .@ set hours trading hours weekdays @ 20:00, 22:00.
- The Tuck Shop serves the purpose of selling treats and certain necessities at affordable prices.
- She should give in a reconciliation sheet to treasurer at end of each month.

7. Door monitor manager:

- She is responsible for putting up door monitor lists on a Monday evening @ 21:30 with open slots for the following week.
- She needs to make requisition forms, banking forms and log sheets available to door monitors and ensure that she takes them in by the last day of each month and then send them electronically / via hand delivery to the main office in Stellenbosch by 16:00 on the first working day of each month with a list of all the door monitors names included.
- She needs to monitor that door monitors are not working more than 3 hours per week and she needs to ensure that they understand what their duty entails and she should follow up if they do not show for their duty.

- She needs to be the communication between the HC and the door monitors and needs to make sure that the relevant HC-members are available when needed.

8. **Library and Book club**

9. **Mail.com**

(Full term portfolio)

- This HC is responsible for electing a committee that should ensure that mail gets sorted and delivered to residents on a weekly basis.

ANNEXURE 6:

ALCOHOL POLICY

House Alcohol Policy for Events

The House alcohol policy will be divided into two sections with additional sub-headings to cover all the res-events where alcohol may be present.

The two sections are:

1. Informal events
2. Formal events

The aim of the policy is to incorporate the university's binge drinking policy as well as the current Western Province's alcohol policy. The university's drinking policy states that binge drinking takes place when a female consumes more than

four drinks in a five hour period. The Western Province's alcohol policy also states that it is illegal to be drunk and disorderly in any public area.

Every social event will have an appointed alcohol monitor (usually a HK member).

Most of the events occur after dinner time or food will be served during the event. This is to ensure that people do not consume alcohol on an empty stomach.

With the above in mind the following policy was created:

Informal events

The following events are defined as informal events:

- Inter-residence social gatherings (skakels)
- Inter-section social gathering (Internationals)
- Social week

Kopano

- Pre-drinks before any event/alcohol use on the balconies
- HK blind date

1.1 House Inter-residence social gatherings

This event takes place throughout the year. The inter-residence social gatherings networking normally take place in a pub, club or a residence.

The House alcohol policy regarding event 1.1 is summarized below:

- 1.1.1 The students must be informed before the event regarding safety measures for the evening.

1.2 House Inter-section social gathering (Internationals)

Each of the sections is responsible for a stall representing a certain country. Each of the sections is responsible for a drink.

The House alcohol policy regarding event 1.2 is summarized below:

- 1.2.1 An alcoholic and non-alcoholic drink must be served at every stall.

- 1.2.2 The house committee must supervise the preparations for all drinks.

- 1.2.3 Finger foods must also be served during the event.

- 1.2.4 The house committee must ensure portion control of alcohol. where necessary.

1.3 Social week

The events during social week change every year.

Events that might possibly be held are: quad party/ grass party (held on the lawn in front of Huis Francie) down-downs and beer-pong tournament. The House alcohol policy regarding event 1.3 is summarized below:

- 1.3.1 Food must be available for purchase

- 1.3.2 Alcoholic and non-alcoholic drinks ~~must~~ can be available for sale at the parties

- 1.3.3 Punch must be made under the supervision of a HK

member and the alcohol content of the punch may not exceed 5% alcohol (equivalent of a cider)

1.4 Kopano

Events during Kopano where alcohol will be available differ each year. The House alcohol policy regarding event 1.4 is summarized below:

1.4.1 Alcoholic and non-alcoholic drinks must be available

1.4.2 Food must be available for purchase

1.6 Pre-drinks/balconies

The House alcohol policy regarding event 1.6 is summarized below:

1.6.1 The use of alcohol on the balconies is permitted if there is no excessive noise and with the consent of the people staying in the corridor.

Formal events

The following events are defined as formal events:

- Huisfondsdans
- House dance
- Leavers' dinner
- First years' dance
- Second years' dance
- Seniors' dance

2.1 Events where alcohol is served

The House alcohol policy regarding event 2.1 is summarized below:

1.1.1. Only one bottle of wine per couple may be served.

1.1.2. Wine will not be available freely,(see above)

1.1.3. Water and/or juice must also be available.

1.1.4. Should alcohol be served, the prices must be reasonable and realistic.

1.1.5. Punch should not contain more than 5% alcohol (equivalent to a cider).

1.1.6. The partakers in the event must be informed about the alcohol content of the punch as discussed above.

The House committee are allowed to remove any partakers at any of the events if they:

- are drunk,
- behave disorderly,
- are unwelcome/uninvited,
- do not respect house rules and values.

Disciplinary actions will be taken against people that disregard the House alcohol policy. A formal warning will be given to first-time offenders and a fine will be issued (see House rules and constitution). A formal disciplinary hearing will follow if the person disregards the House alcohol policy again.

Should an offender be a date of a house member, two HK

members (a HK member and the Primaria or Vice--Primaria) will inform the house member about the situation and that she should speak to her date and try resolve the issue in 45 minutes. If after 45 minutes the person's behaviour has not improved, the HK members will inform the person that the USBD will escort him/her out.

Residence alcohol policy

Alcohol is allowed to be stored and used in the House, but the following must be taken into account:

- It must be used responsibly and within the house rules and values.
- Should house members disregard the house rules and values, they will be subject to disciplinary action.
- No open alcohol is allowed in the corridors.
- The use of alcohol in rooms is permitted, only with consent of your room mate

The Vice--Primaria is responsible for the disciplinary actions to be taken against house members that are guilty of vandalism and disorderly behaviour.

Any house member is allowed to formally complain to the Vice--Primaria if house members are drunk, behave disorderly and/or do not respect house rules and values while consuming alcohol in the House.

Disciplinary actions will be taken against people that disregard the House alcohol policy. A formal warning will be given to first-time offenders and a fine will be issued (see house rules and constitution). A formal disciplinary hearing will follow if the person disregards the House alcohol policy again.

ANNEXURE 7: HUIS FRANCIE VAN ZIJL ROOM ALLOCATIONS

ROOM POINTS

- Roompoints are allocated for
 - seniority
 - leadership positions
 - committees
 - campus participation
 - Huis Francie participation
 - sport participation

ACADEMIC ROOM POINTS

- Residents will receive the amount of room points equal to their academic mark:
 - Second year students and older: a combination of the previous year's November and the current year's June marks.
 - First years: current year June marks.
- These points are added to the points from the previous section (in a 50/50 ration) to calculate the total.
- Prior to Mock Allocations, a list of the room points will be put up in the foyer for residents to have the opportunity to check for discrepancies.

ROOM POINTS FORM

- The room points form is subjected to change each year according to activities, which have taken place or positions created. The form is revised by the HC and

possibly a task team.

- The form is sent to the House and a date is given by when the forms should be handed in.
- After this date, forms will not be accepted.
- At the end of the form there is an opportunity for the resident to motivate why she should receive room points that does not fall in criteria of the form.
- Room points that were received after the room allocation process of the previous year may be mentioned here.
- The declaration at the end of the form has to be signed. If a resident is found to be dishonest, double the amount of points will be deducted from her total.

MOCK ALLOCATIONS

- Mock Allocations takes place a week prior to Allocations.
- The purpose of Mock Allocation is for residents to see what their chances are to be allocated their first choice room.
- At the time of Mock Allocations the floor plan as well as the final list of room points will be put up in the foyer.
- Rooms allocated to first years will be crossed off the floor plan.

ROOM ALLOCATIONS – HC

- Room Allocation for the HC takes place prior to Mock Allocations.
- The prim and then the Vice--prim have the first opportunity to choose their rooms.
- The rest of the HC chooses their rooms according to room points.
- Any room in the residence can be a HC room, but there has to be at least one HC per section.

PROCESS OF ROOM ALLOCATIONS

- The final list of room point will be up in the foyer. The person with the most room points will be at the top of the list and have the opportunity to choose her room first.
- The floor plan will be put up in the foyer. Rooms allocated to first years will be crossed off the floor plan.
- There will be time slots for the residents to know when they should come down.
- An announcement will be made when the next group can come down.
- As soon as a resident chooses her room, that room is crossed off the floor plan. The room is then no longer available. The resident's details (initials, surname, student number & contact number) is typed into an excel sheet. The resident receives a card with her room number and section indicated on it.
- Double rooms: The roommate with the most room points will choose the room on behalf of the pair. Thereafter the other resident's name will be crossed off the list as well.

FIRST YEAR ROOM ALLOCATIONS

- First year rooms are marked on the floorplans before Room Allocations. These rooms are scattered throughout the corridors with double rooms to improve integration between the year groups.
- The first year room placements are done by the residence head, prim, Welcoming HC, Room Allocations HC and one member of the House.
- The roommate form, as well as a personality test, is used to place room mates together. Races are intentionally mixed to promote integration amongst the residents.
- During the welcoming period, residents who arrive who

has not been placed in a room, will be placed by the Welcoming HC.

- After the Welcoming period, the Room Allocations HC, in collaboration with the Residence Head, will place first years.

NEWCOMER ROOM ALLOCATIONS

- Occupational students, other second year newcomers and BSc students are placed in double rooms.
- These students have the opportunity to choose their roommate. If they have no preferences, room mates are determined by the same means as the first years. These rooms are also scattered throughout the residence.
- The second year roommate pairs are placed randomly in a room.
- Speech Therapists and other third year newcomers are placed in single rooms. Once the amount of students is communicated from the university, this number of single rooms is kept available.
- The plan for the HC 2017/2018 is as follows:
 - All second year newcomers will complete the room allocations forms at their residence of the previous year.
 - The student will then fall in a certain category amongst her year group. That position will then be transferred to their year group in Huis Francie.
 - The prim will convey this plan to the prims at the prim committee meeting at the start of the year. The prims will then have the responsibility to inform the members in their residences that will be affected by this.

NEWCOMER ROOM POINTS

- First year newcomers who enter the residence after June receive the average room points of their year group (not including the academic results) plus their academic marks as for the rest of the House (the current year June marks).
- Second year newcomers receive the average room points of their year group from the previous year (not including the academic results) plus their academic marks as for the rest of the House (a combination of the previous year November and current year June marks).

‘KLEINSKIET’

- Whenever a single room opens up in Huis Francie, the room will be available for ‘Kleinskiet’.
- From the residents who apply, the one with the most room points will be able to move into the room.
- Second year newcomers will form part of the ‘Kleinskiet’ list from 1 January.

ANNEXURE 8: PEOPLE PART OF THE REVISION OF THE CONSTITUTION 2017

Session 1:

1.Jessica Okere2.Dr AJN Louw3.Carli Groenewald4.Nina Erasmus5.Ntombi Dlamini6.Limay Ding7.Zena Weber8.Mbalenhle Mngomezulu9.Tasneem Atia10.BontleMoatshe11.Lune Smith

Session 2:

1.Dr AJN Louw2.NC Erasmus3.C Groenewald4.BR Moatshe5.SN Mokgethi6.Z Weber7.L Ding8.N Dlamini9.L

Coltman

Session 3:

1.Jessica Okere2.Mbalenhle Mngomezulu3.Ntombi

Dlamini4.Zena Weber5.Limay

Ding6.ParvaniaMunthnee7.BusiMthambeni8.Lufuno9.Moth

eo Mmotong10.Lune Smith11.BontleMoatshe12.Rea13.Dr

AJN Louw

Updated: July 2017