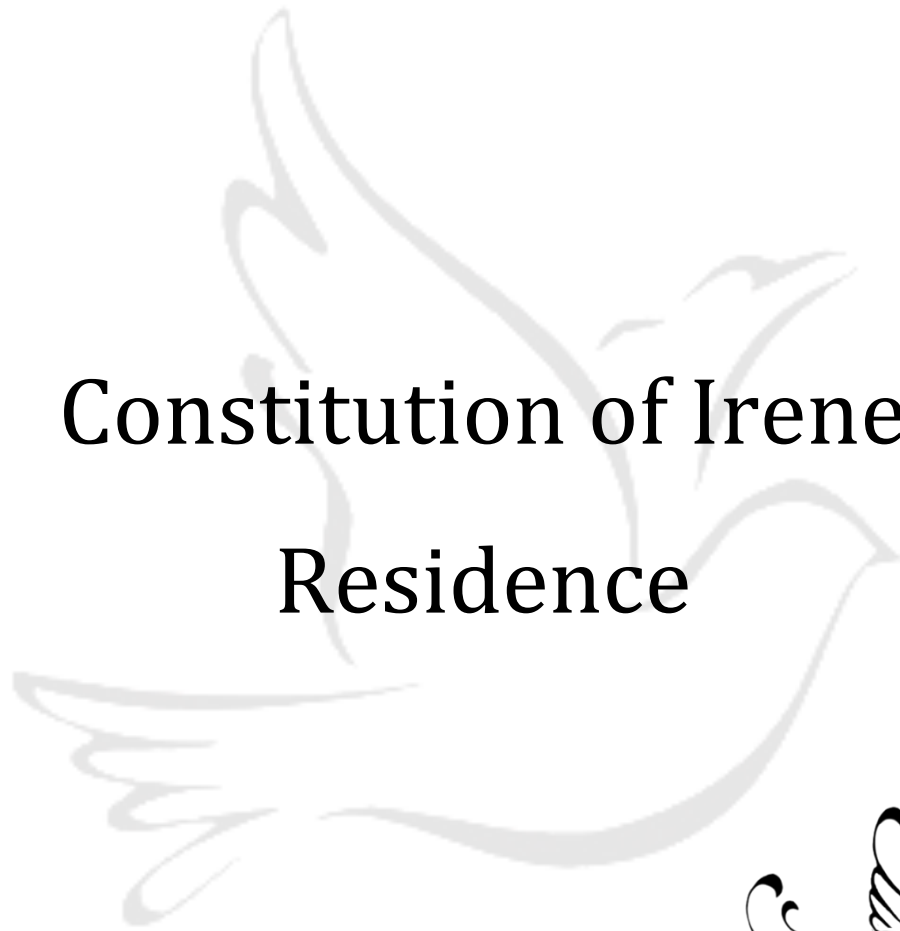


# Constitution of Irene Residence



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### CHAPTER 1: PREAMBLE

This Constitution is called the Constitution of Irene Residence of Stellenbosch University. All actions and decision made within or on behalf of Irene Residence are subject to this Constitution and are invalid as so far they are inconsistent with the values of any specific provisions contained in the Constitution.

This Constitution is subject to the provisions of the Student Constitution, Statute of Stellenbosch University, the Higher Education Act and the Constitution of the Republic of South Africa. We accept this as our binding Constitution of Irene Residence.

#### 1.1 Glossary

Terms that are used in this constitution are defined as follows

- a. "House" refers to Irene Residence.
- b. "House Committee" or "HC" refers to the democratically elected students who form part of the management team and work in conjunction with the Resident head.
- c. "House Discussion" refers to the constituted meeting for residents.
- d. "Prim Committee" or "PC" refers to the committee of Primarii on campus as defined in the Prim Committee Constitution.
- e. "PSO" refers to private student organization.
- f. "Residence" refers to Irene Residence.
- g. "Resident" refers to a resident of Irene Residence, registered at Stellenbosch University.
- h. "Resident Head" or "RH" refers to a University appointed staff member who is responsible for the management of the residence in conjunction with the House committee.
- i. "Student Representative Council" or "SRc" refers to the elected committee of students representing campus affairs as defined by the Student Constitution.
- j. "Student" refers to a resident of Irene Residence.
- k. "University" refers to Stellenbosch University.

## CHAPTER 2: FOUNDING PROVISIONS

### 2.1 General

Irene Residence is a residence of the University of Stellenbosch, which primarily provides accommodation for 321 undergraduate students of the University of Stellenbosch. In the University's attempt to nurture graduate attributes within their student body, the residence has become one of the main environment where co-curricular activity takes place, which enhances the university experiences and cultivates more global citizens. Irene Residence therefore exists to maximize the opportunity for these graduate attributes to develop in an inclusive environment.

### 2.2 Language

Irene adopts English as its primary medium of communication. The reason for this is that English is the common language of all students. This policy is adopted through every official Irene communication including House Discussions, Section Meetings, emails, document, websites as well as this Constitution.

Because Irene is a diverse residence, it promotes multilingualism within its communities and sections. Residents are encouraged to learn more about other Ireners' cultures and languages. In order to promote inclusivity, we keep to English for official communication. Irene in this way also adheres to the University of Stellenbosch's Language Policy.

### 2.3 Name and Symbol of Residence

The residence was named and opened in 1963 with its first group of students. Irene was named after the Greek Goddess of Peace, Eirene. She was considered as the personification of peace, cooperation and reconciliation, as well as the season of Spring. The Residence thus uses a dove as a logo which is one of the symbols of peace. See Addendum B for Irene's logo and symbol.

The concept of peace is incorporated in Irene's different sections and living areas. Each section has a woman, who is a Nobel Peace Prize Laureate, as their mascot. Their face and a quote of theirs is visible in each section. Through this, we hope to further the concept of peace which is so essential to a thriving society. The Noble Peace Prize is also the highest achievement for peace and thus we encourage Ireners to continuously strive for the highest accolades in their fields and passions.

### 2.4 Wimbledon Cluster

Irene forms part of Wimbledon Cluster within Stellenbosch University. As well as Irene's own values, we also embody Wimbledon's values. Through the cluster, we are able to work closely in collaboration with other residences and PSO's in the cluster. The communities within the Wimbledon Cluster include Aristeia, Eendrag, Helshoogte, Sonop and Vesta.

The Cluster plays a significant role in the integration and support of new students on campus, particularly through the creation of mentor groups for students. Furthermore, the cluster allows for greater integration between residence students, day students and private accommodation students. The Cluster is the creation of a living, out-of-class experience that employs the natural tendency of people to initiate opportunities to learn together spontaneously, and to sustain the practice if they live in close contact with each other. Irene commits to assisting Wimbledon achieve its goals and further expand within the university sphere.

### 2.5 Value Driven Management

Value driven management is the form of management whereby the decision-makers of the house formulate their decisions to maximize the value of the house to its residents. This is done by measuring all decisions, practices and norms against the values of the residence, which is collectively chosen by the residents of the house. This serves as a mechanism of co-accountability, and aims to break down any hierarchical structure which may exist.

The principle of value driven management must be applied within all management structures of this residence. This applies to both positional and non-positional leadership structures. All residents are kept accountable by the values. The values of Irene must be revisited and reviewed every year to ensure their relevance to current Ireners. See Addendum A for the values.

### 2.6 House Song

Irene's house song reflects the values and vision of Irene. It is a song aimed at unity and inclusion. The house song needs to be revisited and reviewed every year in order to ensure that it is relevant to the current Ireners. The song needs to reflect the individuality of each Irener. See Addendum C for the House Song.

## 2.7 The Vision of Irene

The vision of Irene was compiled as a compilation from different Ireners' inputs. While every year can have a different and broad vision and mandate, this is the overarching vision.

*The vision of Irene is to be a home to well-rounded active citizens who excel in everything they do and grow in their individual passions. We aim to be recognized for practicing global citizenship, through innovation in leadership and development and through building a community who listen to each other, learn from one another and then live differently because of it. We hold each other accountable for the environment which we create, wanting our residents to feel included and heard. We strive to remain relevant in an every-changing world. Each individual should contribute and be celebrated, so that we may flourish as an entity. We, as Ireners, will respect the vision of Irene while also respecting each individual's vision.*

## 2.8 Operations

Irene Residence achieves its vision through:

- a. Following a value-driven management approach in decision-making;
- b. Creating more opportunities for positional and non-positional leadership who contributes to the decision-making of the house;
- c. Encouraging critical engagement regarding important issues on campus, nationally and globally;
- d. Maximizing opportunities of engagement and networking by collaborating with houses in our cluster and beyond;
- e. Creating an environment of support through our mentorship and Be-Well program;
- f. Creating a welcoming atmosphere through the implementation of the welcoming programme for new Ireners and the community building within each section.

## 2.9 Composition of Irene

All students who permanently reside in the residence during the academic year are members of the house:

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- a. A student is subjected to and recognizes this constitution, including all regulations, values and addendums, when she has been allocated a residence space for the year in question, she accepts it, occupies the room and is a registered student at the University of Stellenbosch.
- b. Members of the house who do not show satisfactory progress with their studies, or who are found guilty of misconduct, will only be re-allocated to a University residence with permission from the Board. The Resident Head or House Committee has no authority in this regard.





## CHAPTER 3: HOUSE LEADERSHIP

### 3.1 The Resident Head

Subjected to the authority of the Vice Rector and the Head of Student Housing, the management of students of this residence is the responsibility of the Resident Head, supported by the House Committee. The Resident Head is a permanent staff member of Stellenbosch University and is appointed by the Director of the Centre for Student Structures and Communities.

Their key responsibilities and duties include:

- a. to serve as the custodian of this Constitution;
- b. to serve as contact person between the University, the Centre for Student Structures and Communities and the house;
- c. to help integrate students' academic and living environments;
- d. to establish value-driven management among the leadership of the house;
- e. to promote a healthy, welcoming and inclusive community life in the house;
- f. to develop leadership, support house leaders and provide them with guidance and mentorship;
- g. to be available for interaction and consultation with students;
- h. to enhance the cluster initiative in both the house and the cluster;
- i. to assist in challenging and crisis situations;
- j. having final say in all room placements of new students;
- k. to participate in continuous training for resident and visiting heads.

The Resident Head performs these duties with the continued assistance and support of the House Committee, Mentors and Ireners.

### 3.2 The House Committee

#### 3.2.1 The composition of the House Committee

The house committee consists of a Primaria, Vice-Primaria and a minimum of 12 other members as determined by the University. These house committee members are elected through the process as described in Chapter 4. The House Committee assist the Resident Head in building and sustaining a holistic, value-driven and inclusive community. The HC serve the house by leading and representing its residents.

### 3.2.2 Fixed portfolios of the House Committee

#### 3.2.2.1 THE PRIMARIA (PRIM)

- a. Manages student affairs in the residence and serves as coordinating link between the House and the RH and services that are provided for the students.
- b. Is executive student officer in the residence, is responsible for the management of the students in a specific residence in terms of the Rules for Students and general Council policy and sections of the residence's constitution or rules.
- c. Must, in cooperation with the RH, ensure that the HC members carry out their duties and that a sufficient number of HC members are available after hours and on weekends for general supervision and other services, as prescribed by the RH, Prim, general residence rules and/or the particular residence's constitution or rules:
  - i. There must be at least one HC on duty every day as well as over the weekends and public holidays.
  - ii. At least a third of the HC members have to be present until the very last day of the first opportunity exams during the May/June examinations as well as the November/December examinations.
  - iii. At least the Primaria or Vice-Primaria has to be present in the residence after hours and on weekends; unless arranged in advance with the RH.
- d. Is chairperson of the HC and the House Discussion; is a member of the residence's Disciplinary Committee and represents the House on the Prim Committee.
- e. Must ensure that complete and proper minutes are taken at House Committee and House Discussions.
- f. Coordinates public relations with other residences and the Students' Representative Council (SRC), and during other student events.
- g. Ensures that all official University information is communicated to the House by means of official announcements during House Discussions, on notice boards, etc.
- h. Together with the House Committee is responsible for the formulation and execution of the welcoming programme for new students at the start of the year.
- i. At the end of the term of office compiles an annual report and accepts responsibility for ensuring the compilation of a financial report by the treasurer. The reports are submitted to the House during a House Discussion and presented to the RH.

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- j. Assists RH with all room placements of new students as well as seniors in the residence.
- k. Remains responsible for the execution of duties until the end of the third term.
- l. Is responsible for the proper management of parking at his/her residence by ensuring that all vehicles that park in parking bays that are allocated to the residence are registered at the SU Protection Services (SUPS). A copy of the list of vehicle owners and registration numbers of the vehicles must be submitted to the SUPS within one week after the start of the academic year. This list must be updated properly and the SUPS must continuously be provided with details of additional vehicles. This task can be done by another HC member, but must be done in cooperation with the Primaria.
- m. In cooperation with the RH, ultimately is co-responsible and co-accountable for the implementation and management of the SU Alcohol Policy, as applicable to his/her particular environment.
- n. Must act transparently to all students and be held accountable to the PC and the SRC.

### **3.2.2.2 THE VICE-PRIMARIA**

- a. Support the Primaria in the execution of their duties and responsibilities. The Vice-Primaria serves in an advisory capacity to the Primaria.
- b. If for any reason the Primaria is no longer able to perform the duties and responsibilities assigned to her, the Vice-Primaria will stand in as Acting Primaria.
- c. Is part of the HC, Disciplinary committee and represents the House on the Student Safety Committee.
- d. Is personally liable for ensuring that the University's Risk Management policy is applied strictly and that safety measures are enforced
- e. Is responsible for updating the Residence's Emergency plan, that is approved by Campus Security, each year and to implement the rules and regulations set out by the Emergency plan.
- f. Should have a fully stocked medical kit in her room at all times
- g. Is responsible for coordinating a minimum of at least one evacuation exercise once every six months as required by the University.
- h. Is responsible for all Door Monitors or Door Guards. She serves as the main contact person in case of an emergency to all Door Monitors or Guards. She also handles all administration with regards to Door Monitors as determined by the University.

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- i. The Vice-Primaria is responsible for setting up a HC duty list at the beginning of each term and to ensure that all HC members fulfil their tasks when on duty.
- j. Is personally responsible for the general safety of the residence as well as the safety of all students during events or gatherings hosted by the residence.
- o. Ensures that the residence is equipped with electronic access doors and that specific responsibilities are allocated to ensure that the access doors are in operation at all times, especially during times of power outages.
- k. Remains responsible for the execution of duties until the end of the third term.
- l. Hosts a safety meeting once a semester and the submission of these minutes needs to go to the University and Campus Security.

### **3.2.2.3 THE FINANCIAL MANAGER**

- a. Trains the HC with regards to all financial policies of the University.
- b. Has to attend formal financial training hosted by the University.
- c. Must act in a financially transparent and sustainable manner.
- d. Works closely with the Resident Head and the Primaria to draw up a budget for the house and each component of spending.
- e. Is the custodian of the budget.
- f. Is responsible for recording all transactions that happen within or on behalf of Irene in the budget spreadsheet.
- g. Has to keep a strict record of whether the house is complying with the budget and notify the Resident Head and Primaria should this not be the case.
- h. Report back to the House Committee at least once a term on the state of the house finances.
- i. Keep all cash that is handled by the house and be responsible for locking it in the Irene safe and later depositing it at the bank.
- j. Has to provide guidance to all Ireners who are in a position of handling money during their term. This includes committee members or portfolio heads.
- k. The Financial Manager is the link between Irene and the financial department.

**3.2.2.4 THE HOUSE COMMITTEE MEMBER**

- a. Is responsible for a welcoming atmosphere in the residence throughout the year with special attention to the welcoming of new students.
- b. Is responsible for community building in the sections to encourage/stimulate a student-friendly listening, learning and living environment to promote student success.
- c. Is responsible for an academic atmosphere in their section which is conducive to the academic objectives of the University of Stellenbosch.
- d. Is responsible for the implementation of the Rules for Students, residence rules and residence constitution in the residence in general, and among the specific group of students and/or section allocated to him/her in particular. In this capacity, HC members will under no circumstances qualify to be regarded as employees of the University.
- e. Carries out tasks and duties in accordance with the residence rules, constitution or rules of the residence, as well as decisions of the House meeting and the HC.
- f. Serves as link between a section and/or group of students allocated to him/her and the Prim as well as the RH.
- g. Handles portfolios as allocated by the Prim:
  - i. See Addendum F for the description of portfolios and the responsibilities of the House Committee member regarding these.
- h. Deals with administrative duties as determined by the University.
- i. At the start of a period of service, compiles a budget for the portfolios allocated to him/her for submission to the HC.
- j. At the end of the term of office, compiles a report on the functioning of each portfolio for submission to the Prim.
- k. Immediately hands over any money that have been collected to the Treasurer for safekeeping and depositing.
- l. Completes inventory forms with regard to every residence room allocated to him/her within the first week of the academic year.
- m. Reports any complaints, damages and repairs to the relevant body or persons.
- n. Handles public relations with regard to a specific section/group via liaison with the Prim and HC.
- o. Immediately reports illness or hospitalisation of students to the VP, Prim and RH.

- p. Is available daily and after hours and on weekends for general supervision and other services as prescribed by the RH, Prim, general residence rules and/or the particular residence's constitution:
  - i. At least one-third of the HC members must be present in the residence after hours
  - ii. At least a third of the HC members have to be present until the very last day of the first opportunity exams during the May/June examinations as well as the November/December examinations
- q. Performs service as HC member until the end of the third term.
- r. Is personally responsible for ensuring that the University's Risk Management policy is applied strictly and that safety measures are enforced in that section of the residence that has been identified as his/her sphere of responsibility.
- s. In cooperation with the RH, Prim and Vice Prim, ultimately is co-responsible and co-accountable for ensuring the implementation and management of the SU Alcohol Policy, as applicable to his/her particular environment.

### **3.3 The Mentors**

The process of Mentor and Head Mentor appointments can be found under Addendum H.

#### **3.3.1 Head Mentors**

- a. Oversees and supervises the mentors
- b. A mentor to the mentors
- c. Responsible for all administration that is required
- d. Sets the example for the mentors to follow
- e. Facilitates relationship between mentors and HC and mentors and mentees
- f. First handler of complaints from mentees regarding mentors
- g. Provides and facilitates training of BeWell system (presentation) to mentors
- h. Represents the Mentor team at the Head Mentor Forums
- i. Responsible for leadership development of the mentors

- j. Continuously seeks to improve the mentorship system within Irene to increase student success with the first years.

### **3.3.2 Mentors**

- a. Facilitates in the transition of newcomers from high school to university.
- b. Ensure that new residents are presented with an extensive support system to help balance personal, social and academic goals.
- c. This is done through the BeWell programme which is a Student Wellness Project that forms part of the wider campus mentoring programme. It focuses on six dimensions – Social, Physical, Intellectual, Emotional, Spiritual and Occupational – which together provide extensive holistic support to first years. The BeWell programme and its six dimensions help mentors to facilitate training for their mentees to ensure that they are balanced in these dimensions of their lives.
- d. Facilitators of the BeWell system in all of its facets through:
  - a. Meeting mentees for the minimum amount of sessions as determined by the Head Mentors
  - b. Logging of sessions with mentees as well as monitoring of mentee loggings
- e. Ensures that mentees/newcomers are comfortable in the residence
- f. Provides emotional support to the newcomers
- g. Creates an atmosphere of welcoming and approachability.

## **3.4 Leadership Development**

### **3.4.1 Seniors' Committee**

The Seniors' Committee are a collection of senior Ireners who are the custodians of the values of the house. The committee represents the seniors of the house and serve as a medium in which they can hold the HC accountable for their actions and promises. During Welcoming and big events during the year, the committee assist the HC in having the logistics flow smoothly.

The Seniors' Committee have portfolios that shadow that of the HC yet still have individual mandates so as to fulfill their obligations and duties. As they are the custodians of the values, they are able to receive written complaints from the house that are filed against HC members. The election procedure for the Seniors' Committee can be found in Addendum I.

### **3.4.2 First Years' Forum**

During the first term of the academic year, the new Ireners can engage in various ways in Irene leadership. One of the platforms created is the First Years' Forum. This Forum is designed to address issues directly affecting the new students on campus and in Irene. New Ireners may choose to assist in this forum by forming a committee. Only first years may vote in the Forum.

### **3.4.3 Portfolio Managers**

The House Committee act as thought leaders in the residence. Thus when it comes to different events and initiatives, any Irener may apply to be a Portfolio Manager. The HC then assist and provide guidance to the portfolio managers. The HC also have to be present and assist in any crisis situation. The training of each portfolio manager is the responsibility of the HC who appoints them.

To apply for a position of Portfolio Manager, the Ireners must fill in an application form from the relevant HC member. The position is then allocated with the HC's discretion based on the candidate's experience, motivation and potential for growth.

### **3.4.4 Other Committees**

Any Irener is entitled to start and run an initiative or event in Irene by applying to the Primaria. After consultation with the Primaria and the Resident Head, the Irener can go ahead and run the initiative. They will then report to an assigned HC member who will provide guidance and assistance should it be needed.



## CHAPTER 4: ELECTION PROCEDURE

### 4.1 Election Committee

The Election Committee is comprised of the Resident Head, the outgoing Primaria (unless the student wishes to stand again in which case a House Committee member takes their place), two other House Committee members not standing for the House Committee position again as well as a Mentor who is also not standing for a House Committee position. The outgoing Primaria will act as election convenor.

The duties of the Election committee include:

- a. the advertising of the positions;
- b. the screening and advertising of the candidates;
- c. coordinating the Caucus events and opportunities;
- d. ensuring the voting process is fair and transparent;
- e. counting the final votes;
- f. announcing the new leadership to the house.

See Addendum E for the process of the Leadership Campaign. This can be reviewed and revisited each year depending on the needs of the house.

### 4.2 Voting Rights

- a. A student has voting rights as member of the residence:
  - i. as long as they permanently reside in the residence throughout the academic year;
  - ii. if they have been residing in the residence for one term.
- b. A student has voting rights if they previously had voting rights in the residence and returned for further studies, if they fulfill the requirements in (a) above.
- c. A student who comes from a different University or College has voting rights if they fulfill the requirements in (a) above.
- d. A student with voting rights will lose this right, for as long as it is deprived from them by a HK member, if a valid reason is presented (e.g. misconduct).
- e. Each member of this house has only one vote, which counts equally, regardless of your year of study, duration of stay in Irene or any other factor. In exceptional cases:

- I. where there is a 50/50 split in votes, a revote will be called. If the 50/50 situation still persists:
  - i. The Primaria has to revoke their vote.
  - ii. The Resident Head can be called to make the deciding vote.

### **4.3 Term of Office and Remuneration**

#### **4.3.1 Operational Term**

- a. The formal operational term of the house leadership is from the start of the fourth academic term until the end of the third academic term the next year.
- b. The operational duties of the leadership thus start at the beginning of the fourth term in the year of their election.
- c. The third term is reserved for elections and handover proceedings.
- d. It is the responsibility of the current leadership to facilitate the handover to the new leadership during the third term.
- e. The current leadership should still be available for assistance during the fourth term should it be required from the new leadership.
- f. Term of office can be stopped by the HC member resigning or a motion of no confidence being brought the HC member and voted as such.

#### **4.3.2 Remuneration**

- a. Remuneration for HC members include four equal payments at the end of each term during the operational year.
- b. Remuneration for Mentors include two equal payments in the middle and at the end of their operational year.
- c. Remuneration for HC and Mentors can only be cancelled or withheld:
  - i. By discretion of the Primaria and Head Mentor (respectively) and Residence Head;
  - ii. If the HC or Mentor should resign during their term;
  - iii. As a decision of a disciplinary process;

- iv. If a motion of no confidence is brought against the HC member and voted as such.

#### **4.4 Motion of No Confidence**

A motion of no confidence can be brought against any HC member by anyone in Irene. This motion would call for the HC member to be stripped of their HC duties and responsibilities. As this is a sensitive motion, it has a different standard to other motions. The procedure is as follows:

- a. The motion must be brought to the Primaria two weeks before a scheduled House Discussion
  - i. Should the motion be against the Primaria, the motion can be handed in to the Resident Head;
- b. The motion must be in writing and supported by 20 signatures of Ireners;
- c. The motion will be presented in the House Discussion or at an Extraordinary House Discussion by the Primaria or alternatively, the Resident Head, who will read out the full motion;
- d. The HC member in question will be available to address the house and receive four questions;
- e. The motion will be passed if there is a majority vote of more than 50%.

## CHAPTER 5: CONSULTATIVE GOVERNANCE

### 5.1 House Discussion

House Discussions are open to anyone who wished to attend however, only Ireners are eligible to vote in the proceedings. There must be at least four House Discussions during the operational year with at least one per academic term. All Ireners have an equal vote in any proceedings or motions. The Discussion will be chaired by the Primaria. Extraordinary House Discussions can be scheduled with the discretion of the Primaria and Resident Head.

The aim of the House Discussion is to keep Ireners informed with regards to matters concerning the house or campus. It is in terms of transparency and integrity that the HC keep the house informed and be open to questions. Should any Irener wish to speak during the House Discussion, they must inform the Primaria at least 48 hours in advance or bring a motion.

### 5.2 Motions

A motion can be brought by any person in the house and presented to the Primaria. A motion is a request to discuss a certain prevalent topic and vote on a decision in a House Discussion. Refer to Addendum D for the full process in bringing a motion.

### 5.3 House Committee Meetings

House Committee meetings must take place at least once every academic week of the year. The purpose of the meetings is to discuss matters that affect the house as well as campus.

Any Irener may submit matters which they would want discussed at the House Committee Meeting:

- a. House Committee Meeting agenda points need to be sent to the Administrative Manager the night before the meeting;
- b. Any Irener can submit points for the meeting to their section HC.

### 5.4 Section Meetings

Section Meetings need to take place at least once a week, preferably after the House Committee Meeting of that week. The Section Meeting aims to keep the house informed on a regular basis of matters concerning Irene and campus. Any Irener is free to bring matters to the attention of the House Committee member during the meeting. Another main purpose of the meeting is to facilitate

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community interaction between different Ireners who share a common living space. Different roles can be assigned to Ireners within the section to create joint responsibility and community involvement.



## CHAPTER 6: RESIDENT CONDUCT

### 6.1 Preamble

All residents of Irene are expected to act in accordance with the values of the residence and abide by the applicable rules, statutes, policies and codes of conduct as enacted by Stellenbosch University and or laws governing South Africa.

The point of departure for all conduct procedures is based on the principles of restorative justice. This is to facilitate bringing the resident found guilty of a conduct violation back to good standing with the rest of the residence.

### 6.2 Procedure

Should anyone wish to bring a complaint against another resident, the complaint can be brought in writing to the Primaria or Resident Head. In the event where the complaint is against a HC, the complaint can be brought to the Head of the Senior's Committee to be taken further.

A conversation will then be held with the person against which the complaint is brought in order to be ascertain the restorative route forward. The Resident Head, Primaria and person who brought the complaint can all be part of this conversation.

Any punishment given must be in line with the values of the house. The punishment must be in the spirit of restoring a balance where an imbalance has been struck by the conduct violation.

### 6.3 Appeals

Should the person against which the complaint was brought wish to appeal the complaint or the prescribed punishment, the appeal can be taken to the Cluster by means of a written appeal to the Cluster Convenors.

## CHAPTER 7: CONSTITUTIONAL COMMENCEMENT AND AMENDMENT PROCESS

### 7.1 Commencement

Commencement of this Constitution can only take place if:

- a. The commencement is brought before the house during a scheduled or extraordinary house discussion as a motion (see Addendum D);
- b. The draft constitution is sent out to all current residents at least three weeks before the house discussion date;
- c. A critical discussion platform is made available for residents to voice their opinions and propose alterations before the final vote;
- d. Such a motion is passed at the House Discussion with a two-thirds majority of the house;
- e. The Constitution is approved by the Student Court.

### 7.2 Amendment

Amendments to this constitution can only be made if:

- a. The proposed amendment is brought before the house during a scheduled or extraordinary House Discussion as a motion (see Addendum D);
- b. The proposed amendment must be supported by at least 32 signatures of residents;
- c. Such a motion is passed at the House Discussion with a two-thirds majority of the house;
- d. The amendment is approved by the Student Court.
- e. Addendums of the Constitution can be approved without a vote but the house must be informed of any changes.
  - i. Should there be any objections to changes in Addendums, the HC need to consult with the house in order to come to an accepted amendment; otherwise it needs to be put to a vote in the house.

## CHAPTER 8: ADDENDUMS

### 8.1 Addendum A: Values

- a. The values of Irene Residence are Integrity, Respect, Empathy, Humility and Ubuntu and can be defined as the following:
  - i. Integrity:  
The quality of being honest and ethical. Being able to be held accountable by the house and having transparent leadership. It is the act of admitting when we are wrong and being accountable for our actions.
  - ii. Respect:  
Being aware of the rights and feelings of others. Treating people in the way they wish to be treated, while acknowledging their human dignity.
  - iii. Empathy:  
Being aware of the feelings and emotions of other people. It is the link between self and others, because it is the wish for us to understand what others are experiencing as well as the acknowledgement that we may never fully understand.
  - iv. Humility:  
Especially with leadership, it is the embodiment of servant leadership. It is the belief that all are equal within the house regardless of age, race, degree, language, accomplishment etc.
  - v. Ubuntu:  
The belief that our humanity as individuals in the house is not solely embedded in ourselves, but rather co-substantively bestowed upon the other and ourselves. As such, our relationships are defined by our compassion and kindness toward others, as well as our commitment to fellowship and interconnectedness.



## 8.2 Addendum B: Logo and Symbol

Irene's symbol shows the dove and the year Irene was opened. It can be reviewed every year to include its relevance and inclusivity.



### 8.3 Addendum C: House Song

This will be added as soon as the house has voted on this.



#### 8.4 Addendum D: Motions

- a. A motion must be brought to the Primaria at least 48 hours before the scheduled House Discussion.
- b. The motion must be in writing and supported with at least 10 signatures.
- c. If necessary, the Primaria or Resident Head could request more information from the person bringing the motion in order to facilitate the discussion and understanding of the motion.
- d. The Primaria may, with written agreement of the Resident Head, disregard any general or constitutional amendment motion if they deem it to be in contradiction to the values of the residence.
  - i. Challenging this decision must be done through the Cluster Convenors, or in the alternative, Student Court of Stellenbosch University.
- e. The person bringing the motion will present the motion to the house, with assistance from the Primaria.
- f. The floor will be opened to three rounds of questions with a maximum of four questions in each round.
- g. After questions, which will be answered by the person bringing the motion, assisted by the Primaria, the motion will go to a vote.
  - i. The vote will be valid if there are at least 50% of the house present.
  - ii. Every person in the house gets an equal vote (counting as one vote).
  - iii. House Committee members will assist in counting the votes.
  - iv. The motion will be passed if at least 50% of the Ireners present at the House Discussion vote in favour of passing the motion.
- h. If the motion is passed, the Primaria is responsible for monitoring the implementation of the consequences of the motion.

### 8.5 Addendum E: Leadership Campaigns and Voting

The Leadership campaigns in Irene are essential for the house to get to know the students who are looking to become House Committee members. In this way, the house can make an informed vote and be more involved in the leadership that they are electing. The house needs to keep the leadership of the house accountable and thus the leadership campaign is of utmost importance to a transparent leadership.

The leadership campaign should include at least the following:

- a. Leadership “coffee shops” which include the prospective leaders participate in interactive conversations over meals with the house to gage the important issues on campus and to Ireners.
- b. Critical discussions surrounding campus issues in order to immerse the prospective leaders in the topics that they will be dealing with during their term.
- c. Leadership workshops hosted by Wimbledon cluster and the current Irene leadership.
- d. A caucus in front of the whole house where the prospective leaders may present their mission statement to the house. The opportunity will also be given to the house to present questions to the candidates.

The house will then vote on the prospective house committee members in a closed vote. 50% of the house needs to be present in order to reach quorum for voting. There shall be a blind vote before the caucus and then a vote after the caucus. The HC candidate’s votes will then be an average of these two votes.

The candidate needs to receive a vote of more than 50% of the house present in order to be elected as a house committee member. Should the candidates not receive enough votes, a second vote will need to be held. The candidates can then be elected based on who gets the most votes.

## 8.6 Addendum F: House Committee Descriptions

### a. Financial Manager

- a. Responsible for drafting of initial budget.
- b. Makes payments on a weekly basis.
- c. Responsible to ensure that all members of the house follow University procedures when dealing with Irene money.
- d. Works closely with University staff.
- e. Refer as well to Section 3.2.2.3.

### b. Maintenance

#### Facilities and Parking

- a. Responsible for allocation of parking.
- b. Facilities include the building and all its contents.
- c. Link between Commercial Services representative and Irene. Will report all facilities problems to her and work closely with her.
- d. Ensure that Ireners know how to report facilities problems.
- e. Responsible for reporting problems to the resident cleaning services' supervisor.
- f. Link between house and resident cleaning services staff.
- g. Gifts for resident cleaning staff.
- h. Responsible for displaying their names in their relevant sections as well as displaying their birthdays.

#### IT and Electronics

- a. Responsible for ordering of paper for printers.
- b. Ensuring that printers are filled with paper.
- c. All problems relating IT and Printer.
- d. Installation of monitors at entrances.
- e. Responsible for the projector and the sound system in the dining hall.

### c. Food

- a. Conveys all complaints/requests to food provider.
- b. Send out menu's to all communities who use Irene's meal facilities.

## CONSTITUTION OF IRENE RESIDENCE

- c. Attends meetings with food provider and all relevant stakeholders.
  - d. Ensures that all HC members and portfolio managers with food related portfolios know the operating procedures for special events.
  - e. Responsible for discussions regarding healthy eating habits and visits/talks from the dietitian of the food provider.
- d. Events
- a. Responsible for all events in Irene, except Irene Week.
  - b. Responsible for application and allocation of committee heads and members for each event.
  - c. Must ensure that event runs smoothly and that all contractual elements are adhered to.
  - d. Is responsible for setting dates of events and that it is communicated to rest of the HC.
  - e. Ensures that Irene events are in accordance with the Alcohol Culture Commitment as adopted by the PC of 2016 and Irene's Alcohol Policy.
    - i. See Addendum J for this Culture Commitment and Addendum K for Irene's Alcohol Policy.
- e. Marketing
- a. Responsible for Branding and Irene Clothing.
  - b. Marketing will include MAD2 Marketing as well as during open day and at any events we host.
  - c. Will be responsible for application and allocation process of Irene clothing portfolio to any Irener in Res.
  - d. Responsible for HK Clothing during MAD2 and all other HK items.
  - e. Responsible for organizing the HK Photos and distributing it to residences.
- f. Communications Manager
- a. Responsible for updates to Twitter and Facebook page and any social media we may use.
  - b. Responsible for website (or training of someone to run it) and content on it.
  - c. Will be responsible for Media relations together with the Primaria.

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- d. Should assist other HC members to market events using these platforms.
- e. Responsible for HC Video.
  
- g. Irene and Campus Involvement
  - a. All socials within Irene to promote friendships and social interactions.
  - b. Ensure that Ireners are aware of socials and societies on campus.
  - c. Responsible for pageantry and related admin in that regard.
    - i. Ensures that all pageants are in accordance with the values of the university and Irene.
    - ii. Ensures that all pageants that Ireners take part in are in accordance with the Pageant Commitment of the 2016 PC as found in Addendum L.
  - d. Responsible for HC socials in “social week”.
  - e. Think inclusively when planning these events and to ensure that all Ireners will have fun.
  
- h. Sport
  - a. Responsible for application and allocation of sport reps.
  - b. Ensure that Irene adheres to rules of University with regard to entry fees and penalties.
  - c. Should market all sports events on Campus, such as Enduro challenge, tournaments, etc.
  - d. Responsible for critical thinking around physical wellness and cluster sport initiatives.
  
- i. Culture
  - a. Responsible for application process and allocation of Culture leaders for Sêr, toneelfees, and Culture committee heads, etc.
  - b. Responsible for adhering to University rules with regards to entry fees, etc.
  - c. Organizing of Culture evenings.
  - d. Ensure that all Ireners are culturally enriched.
  - e. Be supportive to Kleinsêr leaders.
  - f. Responsible for critical thinking sessions around Cultural initiatives.
  - g. Serves on the Cluster Culture committee.

j. MAD2

Fundraising

- a. MAD2 tour and Sponsors.
- b. Will be responsible for organizing MAD2 tour, recruiting of Sponsors and other fundraising activities.

Events & Admin

- a. Responsible for application and allocation of MAD2 Event heads for Vensters and all committees needed during MAD2.
- b. Responsible for all admin during MAD2 and will go to MAD2 meetings.
- c. Must be very diligent, and stick to deadlines.
- d. Will be responsible to ensure that HC keep to regulations for MAD2.

k. Spiritual

- a. Responsible for Spiritual wellness of Ireners.
- b. Ensure that every Irener feels free to express their religion/faith.
- c. Responsible for critical thinking around the spirituality in Irene as well as the cluster.
- d. Serves on the Spiritual Committee of the cluster.

l. Critical Thinking

- a. Responsible for development of critical thinkers in Irene.
- b. Encourage discussion on various topics and getting Ireners to voice opinions and respect others opinions in a civilized manner.
- c. Engage with societies on campus and explore South African Parliament.
- d. Invite critical thinkers and thought leaders to share their knowledge with Irene.
- e. Serves on the Critical Thinking Committee of the cluster.

m. Wellness

- a. Develop the Wellness portfolio so that it may serve as a practical aid to the Wellness program followed by 1<sup>st</sup> years in their mentorship program.
- b. Academics and Mentors will fall under the Wellness portfolio.



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- c. Activities based on wellness pillars should be developed and encourage Ireners to take part in such activities.
  - d. Develop projects that support the aims of wellness, such as the Big Sis, Little Sis initiative.
  - e. Serves on the Wellness Committee of the cluster.
  - f. Responsible for inviting different lecturers and speakers to Irene for enrichment.
- n. Sustainability
- a. Responsible for educating Ireners about living sustainably.
  - b. Make sure that Irene practices have a minimal impact on environment.
  - c. Create awareness and projects for likeminded people to engage.
  - d. Do community outreach with regards to green.
  - e. Promote opportunities on campus as well as outside of campus which lead to further development of interested individuals.
  - f. Serves on Sustainability Committee of the Cluster.
- o. Community
- Community Interaction
- a. Continue with community interaction as stated by the University and think of new ways to reach out.
  - b. Responsible to ensure that we follow guidelines of University.
  - c. Start a feasible project where we reach out to disadvantaged Ireners.
  - d. Starts a campaign which supports cancer awareness on campus, but also in wider community.
  - e. Serves on the Community Interaction committee of the Cluster.
- Community Building
- a. Responsible for organizing Irene week activities during the year such as Castle warming, intersection sport etc.
  - b. Creates initiatives for community building within sections and during section meetings.

## CONSTITUTION OF IRENE RESIDENCE

- c. Responsible for creating opportunities for people to become leaders and fulfil roles within the sections.
  - d. Responsible for critical thinking around the diversity in Irene.
  - e. Creates a dining room committee who is responsible for rearranging the dining room in order to spark new ideas and conversations.
- p. Leadership and Development
- New Ireners
- a. Responsible for allocating lists for house duty at the entrances.
  - b. Responsible for new Ireners room allocations.
  - c. Hosts first years' forum during the year and handles applications for new Ireners to be part of the forum committee.
- Welcoming
- a. Creates a welcoming programme for new Ireners.
  - b. Has to attend compulsory welcoming training hosted by the university.
  - c. Along with the rest of the HC, responsible for critical thinking around creating a welcoming and inclusive atmosphere in the residence.
  - d. Responsible for welcoming new Ireners if there are any during the year.
  - e. Acts as Welcoming Leader for new Ireners during the Welcoming program.
  - f. Ensures that the booklet for new Ireners to set out in time with all the information they need.
  - g. Serves on the Welcoming Committee of the cluster.
- Seniors
- a. Responsible for Seniors' Committee and leadership development of the seniors.
  - b. Responsible for Seniors' Committee appointment process.
  - c. Facilitates, along with the Seniors' Committee, a seniors' forum.
  - d. Acts as the liason between the HC and the Seniors' Committee during Welcoming and the rest of the year.

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- e. Ensures that all members of the Senior's Committee complete the 2DO program through the FVZS Institute for Student Leadership Development and runs sessions in Irene by the program in mind.
  
- q. Interior & Alumni
  - a. Responsible for building a record of all the past Alumni of Irene.
  - b. Has to work closely with the University to keep an up to date record of all past Ireners.
  - c. Responsible for Irene's archive and displaying of Irene's history.
  - d. Responsible for drawing up an interior plan to ensure that Irene looks neat and presentable.
  
- r. Women Empowerment
  - a. Responsible for creating a plan for women empowerment in Irene.
  - b. Has to think critically around different views of feminism and what that means to each Irener.
  - c. Responsible for bring women empowerment activities into the welcoming program.
  - d. Creates programs and initiatives such as the pad drive and Women Empowerment week.
  - e. Works closely with the SRc Committee for Women Empowerment.
  - f. Serves on the Women Empowerment committee for the Cluster.
  
- s. Cluster
  - a. Serves as the link between the cluster and Irene.
  - b. Responsible for advertising all cluster initiatives and events in Irene.
  - c. Responsible for critical thinking around cluster initiatives.
  - d. Works closely with the Cluster Conveners and the other residences and PSOs in the Wimbledon Cluster.
  
- t. Administrative Manager
  - a. Responsible for setting up the agenda before every HC meeting and sending it out to the HC.

- b. Takes minutes during the HC Meeting and sends it to the HC once the meeting is done.
- c. Sets the agenda for House Discussions and is responsible for compiling the slide show for the Discussion.



### **8.7 Addendum G: Room Placements and Choices**

Irene aims to offer a diverse living environment with regards to room allocation. The purpose of this is to foster inclusivity and greater respect and unity of different races, languages, cultures, nationalities and degrees. Irene needs to reaffirm community within the residence while still breaking boundaries and promoting social awareness.

Rooms for new Ireners are strategically placed within sections so as to be included among seniors and integrated within the residence community. The House Committee members, appointed by the Resident Head, assign new Ireners to roommates based on diversity so as to further expand Ubuntu and community. This is based on the notion that the residence serves as a greater out-of-classroom learning experience. In order to assign roommates, further information can be requested from the new Ireners before they arrive at the residence in order to ascertain any further needs to theirs. The allocation of roommates is primarily the responsibility of the Resident Head.

Once the new Ireners' rooms have been allocated in the beginning of the fourth academic term, the rest of the rooms are available for the other Ireners. The House Committee members chose their rooms first from the options of two rooms in a section. The HC room in the section has to be a double and a single room option and the HC member choses a room based on whether they will live with a roommate or not. These rooms have to be presented to the house at least three days before the HC chose their rooms.

Ireners chose rooms based on room points. Room points are calculated as a third academic results, a third seniority and a third participation in Irene. The participation is based on a form set up by the Primaria and the HC which allocate points based on participation in different committees and initiatives in Irene which can be taken part in without spending any money.

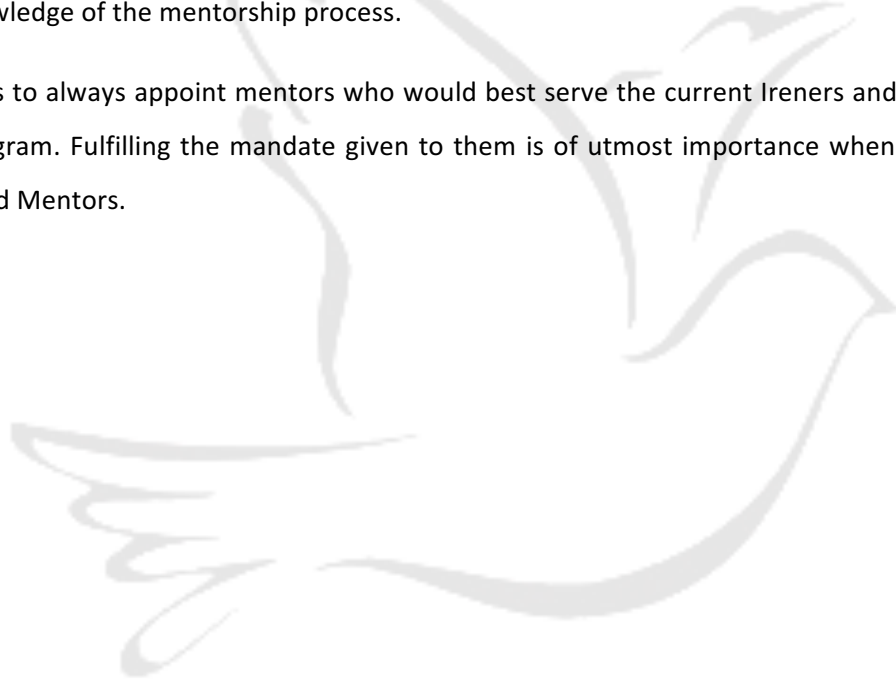
## 8.8 Addendum H: Mentor Appointment Process

The Head Mentors and Mentors receive specific mandates from the University in order to fulfill their duties as set out in Section 3.3. In order to fulfill these duties, a mentor group needs to be appointed that is diverse and up to the challenge.

The Head Mentors and Mentors are appointed based on an interview process. The panel varies each year and can include, the Resident Head, the out-going Primaria, the newly elected Primaria, the out-going Head Mentors and the newly elected Head Mentors.

The Head Mentors and Mentors are then selected based on who would be best fit to serve the house and the new Ireners. This is based on diversity, especially of degrees, leadership ability and potential, as well as knowledge of the mentorship process.

Irene strives to always appoint mentors who would best serve the current Ireners and the needs of the BeWell program. Fulfilling the mandate given to them is of utmost importance when appointing Head Mentors and Mentors.



### **8.9 Addendum I: Seniors' Committee Appointment Process**

The Seniors' Committee in Irene is appointed to fulfill a specific mandate as set out in Section 3.4.1. In order to fulfill this mandate, a committee needs to be appointed who would best serve the house and uphold the values of Irene.

The Seniors' Committee gets appointed based on an interview process. The panel doing the appointment can vary each year and can include the Resident Head, the out-going Primaria, the newly elected Primaria, the out-going HC for Seniors' Committee, the newly elected HC for Seniors' Committee and the out-going Seniors' Committee Chairperson and Vice-Chairperson.

The Seniors' Committee is then selected based on who would be the best candidates for leadership development and who would best serve the house and the new Ireners. This is based on diversity, leadership ability and potential, as well as passion for accountability and service.

Irener strives to always appoint a Seniors' Committee who would best serve the current Ireners and the needs of leadership development. Fulfilling the mandate given to them is of utmost importance during the appointment process.



## 8.10 Addendum J: Prim Committee Alcohol Culture Commitment 2016

A Culture Commitment:

The consumption of alcohol and the misuse thereof has not only been a challenge within our student communities up till now, but it is also determining our culture. It is not a culture we as student leaders support or condone. We realise by encouraging and/or condoning the culture that comes with the abuse of alcohol we are not taking the best interests of the communities we serve to heart. We want to contribute to and encourage the formation of communities where mutual respect is a priority. The misuse of alcohol prevents us from establishing these communities on campus.

Research has shown that when the alcohol level in one's blood system is above 0.08% (*see table below*) that person's judgement is impaired and he/she is no longer in a state of mind that will lead to actions that will always respect others.

0.08% is not the limit we aim to reach. As student leaders we are saying that we do not agree with and therefor do not accept the culture that is forming when alcohol is consumed that raises your blood alcohol level above 0.08%.

### **Practical implications:**

1. Alcohol will not be accepted as an excuse if there is an incident that might have/has put someone in danger/compromising situation.
2. If one is part of a situation where there has been an offense and that person's blood is above the 0.08% their statement will not carry the same weight unless he/she can bring a sober witness to confirm.
3. If one is in the company of another person that is above the 0.08% limit and the intoxicated person is taken advantage of by the sober person, then the sober person will be held accountable. It is reasonable to expect sober people to respect and, where reasonable, tend to



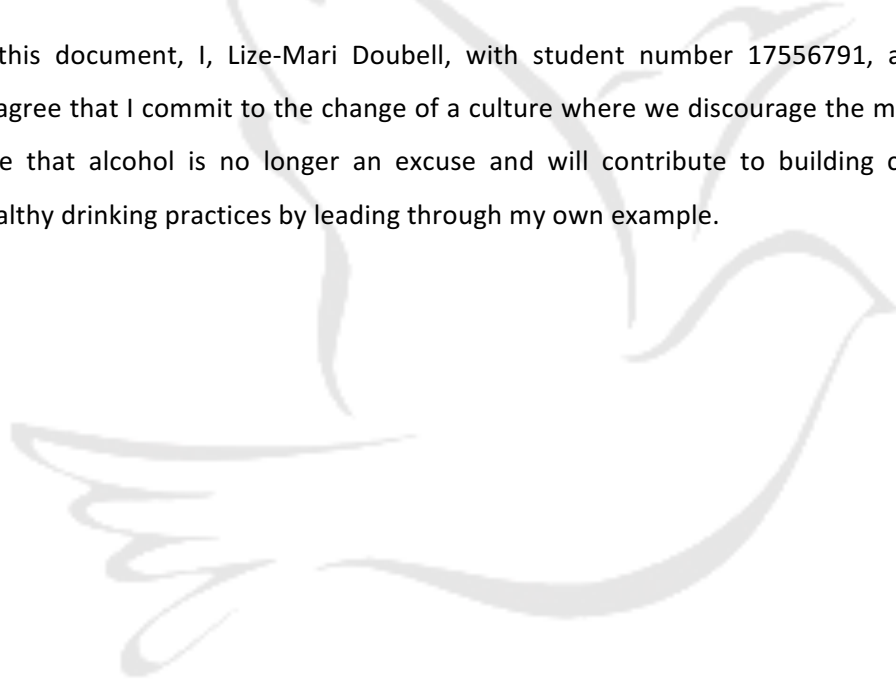
drunken people.

4. Leaders will have to set the example.
5. We will commit to upholding the alcohol policies at social functions.

**What do we want to achieve?**

As mentioned above, a culture of respect. A culture where we look after our friends and where extreme drunkenness is no longer necessary for having a good time. We want to create communities that know what it means to socialize without the use/misuse of alcohol. We want to create healthy habits that will have a positive impact on our university and South Africa.

By signing this document, I, Lize-Mari Doubell, with student number 17556791, as Irene Primaria 2015/2016 agree that I commit to the change of a culture where we discourage the misuse of alcohol. I acknowledge that alcohol is no longer an excuse and will contribute to building communities that enhance healthy drinking practices by leading through my own example.



### 8.11 Addendum K: Irene Alcohol Policy

Irene's Alcohol Policy has to be in line with Stellenbosch University' guide on alcohol and the Prim Committee's Alcohol Culture Commitment of 2016 (refer to Addendum J). Responsible use of alcohol shall be encouraged in Irene and for all Ireners.

Venues in Irene:

a. Dining Room

No alcohol is allowed to be sold in the Dining Room. Alcohol may be consumed in the Dining Room. No alcohol may be consumed or kept in the kitchen area.

b. Old and New Recreational Halls

The Old and New Recreational Halls are alcohol-free zones. Alcohol may only be consumed here if special permission is obtained from the Resident Head for a function.

c. Quad

The Quad is an alcohol free zone. Alcohol may only be consumed here if special permission is obtained from the Resident Head for a function.

d. Section Kitchenettes

The Section Kitchenettes are alcohol free zones.

e. Rooms

The sale of alcohol from rooms is prohibited. Alcohol may be used in rooms if both roommates agree and are comfortable with it.

f. Balconies

The balconies are alcohol free zones.

g. Roof Terrace

The consumption of alcohol is permitted on the Roof Terrace.

Events:

a. Castle Warming

No alcohol is to be served or sold at the annual Castle Warming.

b. Dances

The consumption and sale of alcohol at dances need to comply with Stellenbosch University's guide on alcohol and an alcohol permission must be completed and handed in to the university before every dance. Water and juice must be for free and on all tables at all dances.



## 8.12 Addendum L: Prim Committee Pageant Declaration 2016

We, the undersigned, commit ourselves to the following:

1. To empower young women on campus through pageants, by transforming them to highlight the important qualities that identify with independent, modern women.
2. To ensure that pageants' activities and criteria are in line with the 1996 Constitution of the Republic of South Africa, with specific reference to:
  - a. S9(4) – Right to Equality: No person may unfairly discriminate directly or indirectly against anyone on one or more grounds, including race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth.
  - b. S10 – Right to Human Dignity: Everyone has inherent dignity and the right to have their dignity respected and protected.
  - c. S12(1)(e) – Right to Freedom and security of the person: Everyone has the right to freedom and security of the person, which includes the right not to be treated or punished in a cruel, inhuman or degrading way.

Activities that are found to be degrading, include but are not limited to:

- Any activity that forces body shaming (e.g. modelling in bikinis).
  - Any activity that can be perceived as sexual harassment.
  - Any activities or questions with sexual innuendos.
  - Any criteria that is based solely upon the appearance of the candidate.
3. All activities and criteria of the pageant must be disclosed to the respective HK's of residences and PSO's involved in the pageant in question for critical assessment. The activities and criteria should not infringe upon the ethos and values of the respective residence or PSO.
  4. The alcohol policy of the pageant should be in line with the Prim Committee's Alcohol Commitment for 2016 and should create a safe environment for the contestants where they do not feel pressured to drink alcohol.
  5. Every pageant must have a consultant from the SRC women empowerment office for the planning and execution of the pageant. The role of the consultant will be to advise and monitor

the screening process, activities and judging of candidates. The consultant will also be available to the contestants for any complaints or concerns regarding the pageant that may arise.

Signed by: Lize-Mari Doubell, Irene Primaria 2015/2016

