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AURORA

PRIVATE

STUDENT

ORGANISATION

CONSTITUTION

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## **CHAPTER 1: FUNDAMENTAL PRINCIPLES**

### **1. Ethos**

a. Aurora Private Student Organisation (Aurora PSO) is an organisation for all its members where we foster the importance of the development of holistic students by providing an environment that enables such growth through opportunities. We are a House that focuses on our values:

1. Respect
2. Unity
3. Individuality
4. *Gees*
5. Integrity

### **2. Preamble**

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

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### **3. Amendments and Interpretation**

a. Amendments to this Constitution can only be made if

- i they are in the form of a motion introduced at a properly constituted House Meeting, with a quorum of thirty (30) members;
- ii. such a motion is passed at the House Meeting with a two-thirds (2/3) majority;
- iii. the changes are ratified by the Student Court.

b. In cases where there is any doubt or difference of opinion about the meaning of any word, section or paragraph of this Constitution, the interpretation of the Student Court of Stellenbosch will be valid.

*See Addendum A: Words and Interpretations*

#### **4. Membership**

Any student who is allocated to Aurora PSO as per the procedures followed by the University of Stellenbosch is a member of Aurora PSO.

a. b.

i.

ii. c.

Membership is the result of registration as a student. Membership of Aurora PSO lapses when a member ceases to be a registered student at the University; at the end of the relevant year if a student moves into a University hostel. Registration fees will in no instance be repaid when membership lapses.

#### **5. House Meetings 5.1 General**

General House Meetings must meet the stipulations as outlined below.

At least three (3) House Meetings must be held in the term of a House Committee, with one (1) House Meeting per semester. If the House Committee deems it necessary, additional meetings may be convened.

One (1) Annual General Meeting must also be convened. See section 5.3.

Announcement of the House Meetings must be sent out at least five (5) working days before the scheduled meeting date. The agenda may also be sent if finalised prior to the meeting.

The rules regarding who will chair House Meetings are as follows:

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1. The Prim chairs both general and extraordinary House Meetings.
2. In the absence of the Prim, the Vice-Prim will chair either of these meetings.
3. In the absence of both the Prim and the Vice-Prim, the current HK will choose a representative prior to the start of the house meeting, until the Prim or Vice-Prim arrives.

Regulations with regard to quorum are as follows:

1. At all House Meetings thirty (30) members form a quorum.
2. If there is not a quorum twenty (20) minutes after the official starting time, the meeting will be cancelled and reconvened for fourteen (14) days after the original date.
3. If there is also not a quorum present at the second meeting convened, the House

Committee has the right to deal with items on the agenda and decisions will then be considered to have been taken at a properly constituted meeting.

## **5.2 Extraordinary House Meetings**

1. An extraordinary House Meeting can be convened if
  - the House Committee considers it necessary;
  - at least thirty (30) of the students with the right to vote ask for it in writing.
2. Only items on the agenda can be discussed at an extraordinary House Meeting.

## **5.3 Annual General Meeting**

There will be one Annual General Meeting (AGM) in the term of a House Committee. This meeting can be independent from the three (3) required House Meetings that take place or at the last House Meeting for a particular House Committee.

The following will be dealt with at the Annual General Meeting:

1. The Prim's report
2. The Financial manager's report

These reports must also be made available on the social media platforms of Aurora PSO.

## **6. Motions**

a. Any motion, other than motions for the amendment of the Constitution, can be handed to the Secretary-General in writing and signed by the person introducing

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the motion and seconded by two more members, before or during the meeting during which they will be discussed.

2. If the mover of a motion desires that the content should be made known to members before the start of the meeting, the motion must be handed to the Secretary-General in writing 7 days before notice of the meeting.
3. The chairperson of a meeting may rule any motion OUT OF ORDER if they consider it to be undignified, flippant in nature or in conflict with the procedure.

Motions for the amendment of the Constitution must

1. be handed to the Secretary-General in writing at least three (3) days before the House Meeting where they will be discussed;
2. be made known together with the rest of the agenda, at least two (2) days before the notice for the meeting is issued;
3. be signed by the mover and four (4) people who second the motion.

## **CHAPTER 2: OFFICIAL HEADS OF THE ORGANISATION**

### **1. PSO Coordinator**

A permanent staff member of the University is appointed by the Centre for Student Communities as the PSO Coordinator of Aurora PSO. The PSO Coordinator reports to the Director of the Centre for Student Communities. The PSO Coordinator along with the Prim and the House Committee are responsible for the management of the PSO. During the term of the PSO Coordinator, the main responsibilities are:

1. to serve as the contact person between the University, the Centre for Student Communities and the PSO;
2. to establish value-driven management among the leadership of the PSO;
3. to integrate students' academic and living environments;
4. to promote a healthy and inclusive community life in the PSO;
5. to develop PSO leadership, supervise PSO leaders and provide them with guidance and mentorship;
6. to govern and manage the PSO effectively;
7. to be available for interaction and consultation with students;
8. to enhance the cluster initiative in both the PSO and the cluster;
9. to manage challenging and crisis situations;
10. to participate in continuous training for resident and PSO Coordinators;
11. to manage the liquor licence as well as the alcohol usage of the PSO.

### **2. Prim**

In addition to the powers and duties mentioned in the Rules of the Council, the Prim as the Head of House shall be responsible for the following:

The Prim will serve as a member of the a. House Committee;

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b. Disciplinary Committee.

A House Member is elected to the position of Prim as outlined in this constitution (Chapter 3).

The Prim is responsible for the portfolio of Leadership Development. The Prim in co-operation with the Vice-Prim is responsible for the planning and execution of the annual Pre-welcoming training.

As chairperson of the House Committee,

1. the Prim is responsible for the delegation of duties as well as the general management of this committee.
2. they may, upon consultation with and approval by the members of the Executive Committee, make urgent decisions if the House Committee is unable to convene.

### **3. Vice-Prim**

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

The Vice-Prim will serve as

1. a member of the House Committee
2. a member of the Executive Committee of the House Committee
3. a member of the Disciplinary Committee

A House Member is selected to the position of Vice-Prim as outlined in this constitution (Chapter 3).

The Vice-Prim is also responsible for the Safety, Critical Engagement and Transformation portfolios within the organisation.

The Vice-Prim also

1. helps with safety aspect of welcoming planning, in capacity as safety HK;
2. acts as chairperson of House Committee and House Meetings in the absence of the Prim.

If the Prim is unable to fulfill their role as the Head of House, the Vice-prim will stand in for this position.

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#### **4. House Committee**

The House Committee in Aurora PSO is elected for a term of one (1) year. The procedures are regulated by Chapter 3 of this Constitution.

The House Committee consists of a maximum of twelve (12) members of which the Prim, Vice-Prim, Secretary-General and Financial manager are included.

The House Committee will meet at least once a week during the academic term until the start of examinations. All members must attend the House Committee meetings.

Excuses for absence from such a meeting must be communicated to the Secretary-General at least twenty-four (24) hours prior to the meeting in writing.

House

Committee members will be responsible for the following portfolios

1. Prim
2. Vice-Prim
3. Leadership Development
4. Critical Engagement and Transformation
5. Safety
6. Financial manager
7. Secretary-General
8. Welcoming
9. First Years

10. Seniors
11. Connect
12. Social Impact
13. Head Mentor including Academics
14. Branding and social media
15. Culture
16. Sport
17. Socials
18. Clusters
19. Equipment management
20. Accountability
21. Wellness
22. House Dance
23. Vensters
24. Clothing

The Prim in consultation with the PSO Coordinator and the Vice-Prim and elected House Committee members will decide which portfolios will be allocated to whom as well as which House Committee member may be allocated more than one portfolio taking into account the number of members elected.

The House Committee is responsible for

1. determining the strategic direction of the PSO;
2. the administration of the PSO;
3. maintaining order and discipline in the interest of the PSO;
4. fostering unity and active membership.

Furthermore, each House Committee member has the following responsibilities:

1. to manage allocated portfolio(s) to the best of their abilities;
2. to take complete responsibility for the activities of their portfolio(s) and committees therein;
3. to provide a detailed portfolio budget for each of their portfolio(s) in consultation with the Financial manager subject to the approval of the Executive Committee;
4. to utilise their portfolio budget in accordance with responsible management of finances within the organisation and the University;
5. to provide two detailed reports of all their portfolios to the Prim (one half year and one full year).

A House Committee member will have to vacate their position if

a. two thirds (2/3) of the House present at the house meeting, where voting will take place, have voted to have the member removed during a House Meeting given valid reasons;

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b. two thirds (2/3) of the House Committee, including the Prim, decides to have the member vacate their role within the committee.

The House Committee member who has been vacated has the right to present an appeal to the Disciplinary Committee.

If a vacancy does open up within the House Committee, the current House Committee may use their discretion to decide whether the position needs to be filled or not.

## **6. Financial manager**

The Financial manager:

1. manages and administrates the finances of Aurora PSO;
2. draws up a financial budget in consultation with the PSO Coordinator at the beginning of each financial year and presents it for the approval of the House Committee;
3. presents the financial report to the last House Committee meeting and presents an oral financial report at the Annual General Meeting;
4. presents the financial position of the PSO at the end of each term at the quarterly House Meeting.

## **7. Secretary-General**

The Secretary-General is responsible for:

1. the minutes of all House Committee meetings including sending these minutes out to all House Committee members before the next meeting;
2. all correspondence, including communication with the House or the House Committee;
3. managing the office;
4. giving notice of House Meetings well in advance according to stipulations in this Constitution;
5. noting all the amendments to the Constitution and Rules;
6. noting all the decisions of the House Committee in the House Committee Meeting minutes;

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## 8. Mentors

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

Mentors are elected during interviews by the Head Mentor, who also fulfils the role of the House Committee member responsible for the Academics Portfolio, as well as by the Prim and Vice-Prim. The PSO Coordinator sits in interviews in an advisory capacity.

The primary function of Mentors is:

1. to ensure that first years are provided with the needed information for successful academic integration during the welcoming week program;
2. to act as the communication channel between the first years and the House Committee;
3. to provide service links to University resources with regards to holistic integration.

Mentors are elected through the election procedures as outlined in *Addendum B: Procedure for the Appointment of Mentors*

## 9. Seniors Committee

The Seniors Committee of Aurora PSO is elected annually, and the total number of committee members is to be determined by the House Committee member responsible for the Seniors portfolio.

The Seniors Committee within Aurora PSO is amongst other things responsible for:

1. the organisation of the first years/ seniors camp during the annual welcoming week program;
2. the fostering of relationships between current Aurora PSO members and Alumni;
3. the organisation of events that are primarily seniors' responsibilities;
4. having at least one meeting once per term;
5. the provision of opportunities for senior members within the organization that are not part of this committee;

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f. acting as the communication point between the House Committee and senior members within the organisation.

Senior Committee members are elected through the election procedures as outlined in *Addendum D: Procedure for the Appointment of Senior Committee Members*.

## CHAPTER 3: ELECTION PROCEDURES

### 1. The Election of the House Committee

1. a) The Aurora PSO House Committee are directly elected by secret ballot by all eligible and registered Stellenbosch University students that has been assigned to

Aurora PSO during a free, transparent and fair election, which includes the Prim and Vice-Prim as outlined in this constitution (Chapter 3, Section 5.1).

2. b) The election of House Committee members occurs annually at the House Committee caucus that has to take place before the University requires the newly elected House Committee to be announced. It is the responsibility of the outgoing House Committee members to ensure that the new House Committee is elected before the University requires it.

## **2. Election Committee**

The Election Committee consists of four (4) people. The three (3) permanent members includes

1. the outgoing Prim,
2. the outgoing Vice-Prim, and
3. the PSO Coordinator.
4. The fourth and final member is elected by the three permanent members of the Committee. The outgoing Prim acts as Election Convenor. Should they run for a position on the House Committee again, the outgoing Vice-Prim will be the Election Convenor.

### **2.1 Extraordinary Cases**

a. If the outgoing Prim and/or the Vice-Prim decide to rerun for a position on the House Committee, then the PSO Coordinator with the help of the Secretary-General will ensure that applications are opened for members of the House to fill the vacant positions on the Election Committee. The PSO

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Coordinator will ensure that the conveners' roles are performed as stipulated in this Constitution.

2. An Election Candidate may not serve on the Election Committee in any circumstances.
3. If a person is elected onto the Committee and wants to stand in the election, that person's resignation is immediate, and the next person can be appointed to fill their position.
4. The Election Committee has the responsibility to:
  - (i) administrate the election and nomination process
  - (i) always act in accordance with this Constitution
  - (ii) keep the PSO informed of all the aspects regarding the Election process
  3. (iii) ensure that all candidates are treated fairly
  4. (iv) count the votes twice and make the results available as soon as possible

(v) conduct themselves neutrally and fairly.

5. The Convener(s) of the Election Committee has the responsibility to write a report on the election that covers the entire election process. The report will be made available to the PSO Coordinator two weeks after the completion of the election process.

6. The Election Committee is empowered to conduct the election and can make a ruling on the following:

1. the validity of a vote
2. improper recruiting of votes
3. the establishment of an Interim Election
4. specific dates and times of an Election, in deliberation with the House Committee.

### **3. Eligibility and Nominations**

a. The Aurora PSO House Committee will comprise of a minimum of eight (8) and a maximum of twelve (12) members, unless stated otherwise by the Centre for Student Communities, Stellenbosch University. A candidate for a position on the House Committee must be a registered member of Aurora PSO and must have been so for at least the full year in which the election takes place for which

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they are a candidate. A first-year student is not eligible for election as a member of the House Committee.

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

c. All possible candidates are subject to compliance with University regulations. The PSO Coordinator will ensure that all applicants who fulfil these criteria are eligible to apply.

d. Application forms for the positions of Prim, Vice-Prim and House Committee member must be made available at least five (5) University working days before the caucus.

e. The application process will be extended if there are not enough eligible candidates available to fill all the positions. How long the process will be extended is at the discretion of the Election Convenor(s).

#### **3.1 Extraordinary Cases**

In the event of

1. too few candidates applying due to unspecified reason,
2. ineligibility, and
3. all other options having been exhausted,

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

### **3.2 Applications**

Applications forms must, at least, include the following:

1. full name(s) and student number of the applicant;
2. the position(s) the applicant is applying for as well as completed answers to the questions on the application form.

Furthermore, the applicants bind themselves to the positions indicated on their application forms.

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Every candidate that avails him/herself to serve on the House Committee must comply with the following:

1. that they are a registered member of Aurora PSO;
2. that they have been a registered student of Stellenbosch University for at least three (3) semesters (see chapter 3, section 3) and has the necessary Leadership HEMIS requirements;
3. in the case of applying for Prim, that they had to have served on the House Committee for one (1) House Committee term. In the case of no previous House Committee members applying, application will open to mentors.

### **4. Caucus**

1. A caucus for the eligible candidates that takes place is arranged for the House to have the opportunity to ask the eligible candidates relevant questions and to hear what the eligible candidates' policy will be with regards to the portfolios that they are applying for.
2. The Election Convener will chair the caucus (for extraordinary cases, see Chapter 3, section 2.1) and will ask each candidate a selection of questions before questioning is opened to the floor. The Election Convener can dismiss questions that they consider irrelevant or out of order.
3. All eligible candidates need to be present at caucus for their application form to be considered valid.
4. The amount of time each candidate receives as well as the amount of questions asked to each candidate will be decided by the election convener.

### **5. Voting**

1. a) Voting will take place during the caucus.

2. b) Each person may only vote once, and no one is allowed to vote on anyone's behalf.
3. c) The Election Committee has to keep record of each member that votes. Only registered members of Aurora PSO may vote.
4. d) The votes need to be tallied as soon as possible after voting has closed.
5. e) The successful election of a prospective candidate to the House Committee is solely based on votes and the number of positions available. Voters must vote for a maximum of eight people during the election.

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f) After the votes have been tallied, the candidates will be notified telephonically by the Election Committee whether their application was successful or not.

### **5.1 Prim and Vice-Prim Election**

- a) The election of the Prim and Vice-Prim takes place separately, after each other, so that unsuccessful candidates can stand for their second/third choices.
  - i. The order for the election is; Prim and then Vice-Prim,
- b) To be elected for the position, one must obtain 50% + 1 of the votes (a majority vote).
  - i. If a verdict is not attained after the first vote, then the candidate with the least number of votes will fall out and voting will commence again with the remaining candidates for that particular position.
- c) If there is only one nominee for a particular position the members present will simply vote YES or NO. If the candidate obtains more YES votes than NO votes he is elected.

### **5.2 Head Mentor Elections**

1. a) The election of the Head mentor takes place after the Prim and Vice-Prim elections, but before House committee elections, so that unsuccessful candidates can stand for their second choices.
2. b) To be elected for a position on the Head mentor, one must obtain 50% + 1 of the votes (a majority vote).
  - i. If a verdict is not attained after the first vote, then the candidate with the least number of votes will fall out and voting will commence again with the remaining candidates for that particular position.
- c) If there is only one nominee for a particular position the members present will simply vote YES or NO. If the candidate obtains more YES votes than NO votes he is elected.

### **5.3 House Committee Elections**

The election of the House committee will be determined by the house, by private vote, after the caucus has taken place.

## **6. Announcement of the Newly Elected House Committee**

The newly elected Prim, Vice-Prim and House Committee are announced at the annual House Dance of Aurora PSO by the Election Convener.

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## **7. Grievances**

Grievances regarding the election must be handed in to the Election Convener(s) within forty-eight (48) hours of the official announcement of the newly elected House Committee. If the Election Convener(s) in consultation with the PSO Coordinator consider the grievances to be valid, they shall, with the cooperation of the Election Committee, take immediate steps to rectify the matter, or to declare the election invalid and organise a new election.

In cases where the grievances were in writing and signed by at least twenty (20) members or in cases where at least twenty (20) members object in writing to the election being declared invalid, the convener shall be obliged to convene an extraordinary House Meeting to investigate the matter and to draw conclusions. The burden of proof shall in this case be on the persons who objected in writing.

## **8. Resignations and Terminations**

A member serves on the House Committee if they are elected in accordance with the stipulations of Chapter 3.

The membership of a House Committee member is terminated if:

1. the House Committee member hands in their written resignation to the Secretary-General.
2. the House Committee removes the member from office with a two thirds (2/3) majority of votes. In such a case the House Committee must report to the house at the next House Meeting.
3. a House Committee member is absent from two (2) consecutive House Committee meetings or a total of three (3) House Committee meetings without leave, an apology or valid reason.

If a member's membership is terminated in accordance with the last-mentioned section, they have the right to appeal to the House Committee, so that they can decide whether the reasons for absence without leave were valid.

If the position of Prim or Vice-Prim becomes vacant, the SecretaryGeneral shall convene a House Committee meeting. At the meeting the vacancy shall be filled by electing a 19 member of the House Committee by means of secret ballot. This election will be conducted by the PSO Coordinator and a member of the previous Election Committee (i.e. the Election Committee which handled the current House Committee's election).

If any position except that of Prim or Vice-Prim falls vacant, the House Committee has the right to fill the vacancy by co-opting a new member, with the exception of the position of

Financial manager. In such a case, a House Committee member must be trained to fulfil this role.

### **8.1 Co-opting a new member**

A new House Committee member is co-opted by means of the following procedure:

1. Applications are opened to the House for at least one (1) week.
2. The current House Committee interviews all eligible candidates.
3. Should the whole committee not be available for all interviews, the interviews should be attended by at least the Prim and Vice-Prim and the meeting should be recorded and made available to the rest of the committee.
4. The current House Committee cast votes in an election convened by the PSO Coordinator and a member of the previous Election Committee. The co-opted member must receive two-thirds (2/3) of the votes cast to be successfully elected.

### **9. Succession upon Resignation**

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

1. if the post of Prim falls vacant, the Vice-Prim shall perform their duties until a new Prim has been elected in accordance with the stipulations of this document.
2. if both the Prim and Vice-Prim resign, they shall continue to perform their duties until new office bearers have been elected.
3. if the entire House Committee resigns, they shall continue to perform their duties until new office bearers have been elected.

The succession plan as outlined above will come into immediate effect as determined by the House Committee given the urgency of the current state.

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## **CHAPTER 4: DISCIPLINARY PROCEDURES**

### **1. Disciplinary Procedures**

The point of departure for disciplinary procedures is restorative justice and facilitating bringing the member back to good standing with the rest of the House.

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

### **2. Jurisdiction and Status of the Disciplinary Committee**

The Disciplinary Committee is the only body within Aurora PSO that may be approached to give judgement based on actions or lack thereof of any member or office-bearer of Aurora PSO.

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

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

1. an act or lack thereof which boils down to the practise of 'Hazing' or deviation from the approved welcoming programme;
2. an act or negligence which the PSO Coordinator considers to be of a serious nature; c. any act of vandalism;
- d. any act which is of a criminal nature and which is, as such, deemed to be in breach with an existing law of South Africa.

The Disciplinary Committee has the right to refuse to consider any case and to refer it to the Centre for Student Communities or the Student Court for a judgement.

### **3. Composition of the Disciplinary Committee**

The Disciplinary Committee consists of:

1. a) the Vice-Prim who acts as Chairperson;
2. b) the Secretary-General who act as Vice-Chairperson;
3. c) the Prim;
4. d) the PSO Coordinator;

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e) the Co-ordinator of the Seniors Committee, i.e. the House Committee with the portfolio of Seniors, who acts as Secretary of the Disciplinary Committee.

No member of Aurora PSO who has been found guilty by the Aurora PSO Disciplinary Committee is eligible to serve on this committee.

The names of the committee members must be communicated to the House in a timely manner in a way determined by the chair of the Disciplinary Committee.

Quorum for a valid meeting to take place is the presence of:

1. a) the Chairperson (or Vice-Chairperson who acts as Chairperson); and
2. b) the Secretary (or other person nominated as Secretary); and
3. c) any other member of the Disciplinary Committee.

All parties are expected to clearly indicate any possible areas of conflict given a case laid before them. The Chairperson also has the authority to request that a member remove him/herself from a specific case if conflicts are a possibility. Disciplinary Committee members may also recuse themselves from a specific case on moral grounds.

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

### **4. Procedures**

The procedure before, during and after an investigation where disciplinary actions may follow must be in line with the Student Constitution, relevant sections of the General

Calendar of the University and the Ethos and Values of Aurora PSO. Any party involved with an investigation may cite and utilise these documents at all times during their cases.

### **5. Prior to the Disciplinary Hearing**

Any member of Aurora PSO may lay a complaint with the Disciplinary Committee. A complaint may be lodged with the Chairperson, Vice-Chairperson or Secretary.

The Disciplinary Committee must sit as a whole, meeting quorum as set out above, to decide whether a case will be heard by them or be referred to the House Committee.

Any person who lodged a complaint has the right to request to be anonymous and this right must be respected. The following must then be done:

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1. A written account (e-mail or paper) must be delivered to the Chairperson who must thus know who the person is.

2. The Chairperson will not disclose the person's identity to any person.

Where a meeting of the Disciplinary Committee takes place, all accused parties must be informed at least forty eight (48) hours before the meeting.

All charges must be resolved by the Disciplinary Committee within thirty (30) University days.

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

- c. a full brief as to the lodged complaint to the Ethos of Aurora PSO and the relevant section of University legislation; and

4. the time and place of hearing; and

5. the right to assistance.

The notice must be e-mailed to the accused student who must acknowledge receipt.

If the student fails to attend the hearing without informing the Chairperson beforehand, the hearing will proceed in their absence.

### **6. During the Disciplinary Hearing**

The Disciplinary Hearing takes place in private (*in camera*)

Mutual respect must be shown to all present, both the accused and the Disciplinary Committee.

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

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

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

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

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

### **7. After the Disciplinary Hearing**

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

### **8. Disciplinary Measures for Aurora PSO House Committee and Office Bearers**

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

1. An Aurora PSO office bearer can be removed from office if it is felt by the majority of the relevant structure on which the office bearer serves that they have not adequately fulfilled their portfolio commitments or actively participated in the fulfilment of the aims of Aurora PSO Constitution and year plans.
2. Discipline of an Aurora PSO office bearer must follow the following procedure:
  1. The First Warning is voted on by structure on which the office bearer serves or is issued by the Chair of the Disciplinary Committee.
  2. The probationary period is limited to one (1) month, unless the Disciplinary Committee determines otherwise.
  3. Any further neglect of duty will result in a vote of no confidence.
3. If a vote of no confidence is taken against any member of the relevant Aurora PSO structure by a common majority (2/3, two thirds), then the office bearer against whom it is made must vacate his / her seat.
  - i. A motion for a vote of no confidence will only take place after effective notification has been given to the affected member within seventy two (72) hours prior to the motion serving.
4. The appeal process for the office bearer against whom a vote of no confidence has been taken is as follows:
  1. The member can appeal to the Disciplinary Committee;
  2. Thereafter to the Student Court;
  3. Finally to the Appeals Court.
5. Notice of appeal must be given in writing to the parties in the following order:

1. The first notice of appeal must be given to the Disciplinary Committee within five (5) University days.

2. Should the removal be upheld by the Disciplinary Committee, an appeal may be made to the Student Court within five (5) University days.
3. Should the removal be upheld by the Student Court, a final appeal may be made to the Appeals Court within five (5) University days.

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

## **9. Accountability, Transparency and Consultative Governance 9.1. House Committee Meetings**

All minutes of House Committee meetings, Aurora PSO structures and committees that Aurora PSO office bearers serve based on their position on said Aurora PSO structure will be available on request to all Aurorians.

Any Aurora PSO member may attend a House Committee meeting subject to the person informing the Secretary-General at least twenty four (24) hours in advance of the meeting. The person may have speaking rights if this is indicated

- a. at least twenty four (24) hours in advance, or
- b. with the permission of the Prim.

The House Committee may rule any point on the agenda as in camera subject to:

- c. the point being ruled so at the sending out of the agenda;
- d. the House Committee having the right to overrule this at the meeting;
- e. an abbreviated description must be made of the point in order to mention it for the sake of transparency.

### **9.2 House Meetings**

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

1. The Prim must give a report for the state of the House (EXTERNAL).
2. The Financial manager must provide detailed feedback on the state of finances.
3. The Vice-Prim must give a report on the state of the House (INTERNAL).

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## **CHAPTER 5: GENERAL**

### **1. House Finances**

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

A financial policy must be set up by the Financial manager in consultation with the House Committee and PSO Coordinator.

To ensure that the financial policy is of a good standard, the following parties may be consulted in drawing it up:

4. Division Finances
5. Financial manager of Student Representative Council
6. Financial manager of Student Parliament

## 7. Centre for Student Communities

Before each House Meeting, the full financial report must be made available to each house member on request.

At the AGM, a complete set of financial statements must be prepared and presented to the House. It is advised that this happens once a semester in order to satisfy the requirements for accountable, transparent and consultative governance.

*See Addendum E: Financial Policy*

## 2. Aurora PSO Emblem

The official emblem of Aurora PSO consists of a swallow and acorn. The colours of Red, Blue and Yellow are the official colours of the emblem and no adjustments to the emblem itself can be made. The swallow must be in the flight position and the acorn must be presented with the swallow. The emblem will appear on banners, clothing and letters of Aurora PSO. The electronic version of the emblem is available from the Executive Committee. Rebranding of the emblem is allowed to fit the change of the PSO. The inscription on the badge “ALIS ET ANIMO” stands for the flight of courage and this cannot be changed.

Background:

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The bird in the emblem represents the swallow’s flight of courage. At a certain time of year swallows fly two thousand kilometres to the northern hemisphere when summer ends. The acorn in the emblem represents Stellenbosch. The background of the emblem looks like a horizon and resembles the fact that “aurora” means dawn. The emblem symbolises that Aurora PSO students get up every morning and take a similar flight of courage to University and through their day.

*See Addendum F: Emblem*

## 3. Aurora PSO Logo

The logo of Aurora PSO is that of the swallow in flight. The colour of the bird depends on the theme of the current House Committee’s term. The colours must be in the range of blue, yellow and red. No changes to the logo can be made. The logo is available from the Executive Committee of Aurora PSO.

*Addendum G: Logo*

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## ADDENDA

### Addendum A: Words and Interpretations

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

1. “A first year” means any student that is enrolled at the University for the first time for an undergraduate course.

2. "House Committee" means the Aurora PSO House Committee.
3. "House Meeting" means a properly constituted meeting of members.
4. "Year" means an academic year in accordance with the stipulations of the University Board as set out in the University Calendar.
5. "Give notice" or "announce" means the putting up of relevant notices on notice boards and, in the case of House Committee meetings, the sending of notices to the members of the House Committee.
6. "Notice boards" means the notice boards at the Langenhoven Student Centre.
7. "Member" means a person that is enrolled in accordance with the stipulations of chapter 1 article 4.
8. "Two thirds (2/3) majority" means a voting ratio of 2:1 of all those that have the right to vote at a meeting.
9. "Private student" means any student at the University that is a member of the Student Union and who does not stay at a University hostel.
10. "Council" means the Council of the University.
11. "Semester" has the same meaning as in the University Calendar.
12. "Senior" means any student that has already studied at the University for one or more years.
13. "Polling booths" are the venues indicated in Chapter 3.
14. "Term" means the period between the election of an House Committee and the election of the next House Committee.
15. "University" means the University of Stellenbosch.
16. "Secretary-General" means the secretary (male or female).

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

#### *a. Applications:*

Mentor application forms are made available in August of the year prior to their term. The House Committee member responsible for Academics and Mentors accepts the applications and go through them with the Prim and Vice-prim.

#### *b. Interviews:*

Once the three people mentioned in (a) have an overview of the Mentor applications, a decision is made regarding who will be accepted into the Interview phase of the applications. Interviews are then conducted by the House

Committee member of Academics and Mentors, the Prim, the Vice- Primelection and the PSO Coordinator of Aurora PSO. After the Interview process, these individuals decide on the successful applicants.

*c. Training:*

Mentors are required to attend training in September before their term and in January before the first years arrive. They might also be required to attend further trainings as required. The Head Mentor is required to attend an additional training in September before their term as well as attend regular Head Mentor meetings.

*General Guidelines*

*d. Accountability and Role in the Organisation*

In Aurora PSO, an additional body that has been added to the Mentor system is the “Mentor Buddy System” where the Mentors are paired up and each mentor is then held accountable for their buddy. This allows for accountability and transparency to take place within the Mentor System.

The role of Mentors during welcoming week is to make first years feel welcome and to familiarise first years with the University and what it has to offer in terms of academic, personal, social and spiritual well-being and growth. Mentors are required to stay updated with their mentees’ academic progress, especially during the first semester, while they are trying to fit into University life. Mentors are not required to forcefully enact their services on a first year. If a first year ever feels frightened of their mentor or uncomfortable due to undisciplined misconduct in any way, it will lead to the termination of the mentor’s contract.

If a mentor is found guilty of misconduct and ill-discipline or violation of any student’s dignity, they will appear before the Disciplinary Committee to determine the outcome of the case.

*e. Remuneration:*

Mentors are paid per semester, as deemed fit by the University of Stellenbosch.

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## **Addendum C: Procedure for the Appointment of Senior Committee Members**

*a. Applications:*

Senior Committee application forms are made available in the year prior to their term. The House Committee member responsible for Seniors will accept the applications and go through them with the Prim and Vice-Prim.

*b. Interviews:*

Once they have an overview of the applications, a decision will be made regarding who will be accepted into the Interview phase of the applications. Interviews are then conducted by the House Committee member for Seniors, the Prim and the Vice-Prim. After the Interview process, these individuals will then decide on the successful applicants.

*c. Training:*

The House Committee member co-ordinating the Seniors can at their discretion set aside a day for training. It is not compulsory for the coordinator of this portfolio to organise this training, however, as all committee members will receive training at the annual Aurora PSO Leadership Camp.

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### **Addendum D: Financial Policy 1. Advances**

The following applies to events and any requests for money to be received in advance.

1. A budget must be presented containing items that are to be bought and the money needed in order to purchase these items.
2. The budget must be handed in three weeks before the money is needed. If all is in order, the money will be available within three working days.
3. The budget will be rejected if it is incomplete.
4. The Prim and Financial manager must always be aware of “money in advance” situations.

### **2. Refunds to House Committee Members**

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

### **3. Payments to Third Parties**

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

### **5. Sponsorships and Donations**

Forms must be handed in with all terms and conditions of the sponsor/donator. House Committee members or any students are not of power to sign contracts. Contracts are concluded on behalf of Aurora PSO by the University.

VAT must be paid on sponsorships but not on donations. The Executive Committee will handle all transactions of this nature.

## **6. Budgets**

Each House Committee member will receive a budget allocation for the year which will be calculated by the Executive Committee. The House Committee members are not allowed to deviate from the budget. If there is deviation from the budget, the House Committee member will be held fully responsible for any additional expense incurred except in the case of special arrangements. Additional expenses will be paid from the extra pool of money which is held for emergencies. If the House Committee member

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spends less than the allocated budget, the money will be rolled over to the Aurora PSO cost point for the next year.

## **7. General Rules**

1. All applications must be made to the Prim or Financial manager. If the applications are incomplete, they will be returned to be completed correctly.
2. All quotes and receipts must be handed in with duplicate copies. One copy must be filed by the Financial manager and the second copy given to University Finances. The original document must remain with the House Committee member associated with the transaction who must file it in their own portfolio.
3. No payments will be made if the tax invoice is incorrect or incomplete.
4. No payments will be done on quotes or pro forma invoices or statements.
5. The following must be on a tax invoice:
  - - The words "tax invoice"
  - - The tax number of the supplier
  - - The supplier's name and contact details (No BBM PIN)
  - - The tax invoice must be made out to STELLENBOSCH UNIVERSITY, AURORA PSO and NOT to the House Committee member. The US tax number will be made available by the Financial manager on request.
  - - Invoice number and date
  - - Contents of goods, price and item amounts
  - - The complete invoice price and the VAT on the invoice
  - - Banking details of the supplier
6. No form of income from events may be used to pay another expense. All income must be banked as soon as funds are received.
7. Three weeks before a function, a detailed budget must be handed in to the Executive Committee. A week after the function, the actual values of all expenses

and incomes must be handed in to the Financial manager in the form of a financial statement.

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**Addendum F: Emblem**

**Addendum G: Logo**

**(EDIT AND ADD UPDATED LOGO)**

**Reviewed and edited: J. Blanckenberg, C. Arries, V. Rossouw, R. Ravat and W. Groep**

**Translation: E. Kirsten**

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