

Equité
Dames met toewyding en ambisie.



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Equité

Private Student Organization

Constitution



Stellenbosch University 2016

This Constitution was voted in on 27.08.2013.

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CHAPTER 1: FUNDAMENTAL PRINCIPLES

1. Ethos

- a. Equité Private Student Organization (Equité PSO) is an organization which recognizes the importance of developing holistic students and strives to provide an environment which enables such growth to occur. Equité PSO is a value driven organization. Accordingly, we focus on our values:
 - i. Unity
 - ii. Perseverance
 - iii. Respect
 - iv. Love
 - v. Passion
 - vi. **Sisterhood**

~~2.~~ **2. Preamble**

- a. All actions, conduct, decision, elections, motions, rules, regulations and determinants within Equité PSO subject to this document are invalid if deemed contradictory with this Constitution. All instructions, requirements, responsibility, rules and regulations that are stipulated in this Constitution must be adhered to at all times.
- b. This Constitution
 - i. Falls under the authority of the student Rules of Stellenbosch University, the Student Constitution and the Constitution of South Africa, 1996 and all other laws as determined by the South African Government;
 - ii. Will not wholly or partly 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.
- c. Although Equité PSO operates autonomously, it remains a body associated with the University of Stellenbosch

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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 a House Meeting with a two-thirds-50% plus
 - iii. The changes are ratified by the Student Court.
- b. In cases where there is any doubt or differences of opinion about the meaning of any word, section or paragraph of the 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 Equité PSO as per the procedures followed by the University of Stellenbosch is a member of Equité PSO.

- a. Membership is the result of registration as a student.
- b. Membership of Equité PSO lapses
 - i. When a member ceases to be a registered student at the University;
 - ii. At the end of the relevant year if a student moves into another University House.
- c. Registration fees will in no instance be repaid when membership lapses.

5. House Meeting

5.1. General

General House Meetings must meet the stipulations as outlined below.

At least four (4) House Meetings must be held in the term of a House Committee, with one (1) House Meeting per academic term. If the House Committee deems it necessary, additional meetings may be convened.

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:

- a. The Primaria chairs both general and extraordinary House Meetings.
- b. In the absence of the Primaria, the Vice-Primaria will chair either of these meetings
- c. In the absence of both the Primaria and the Vice-Primaria, the house committee will elect a temporary chairperson ten (10) minutes after the official starting time who will act as chairman until the Primaria or Vice-Primaria arrives.

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Regulations with regard to quorum are as follows:

- a. At all House Meetings thirty (30) members form a quorum.
- b. If there is no quorum twenty (20) minutes after the official starting time, the meeting will be cancelled and reconvened for five (5) working days after the original date.
- c. If there is also no 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

- a. An extraordinary House Meeting can be convened if
 - i. The House Committee considers it necessary;
 - ii. At least thirty (30) of the students with the right to vote ask for such a meeting in writing.
- b. Only the items on the agenda can be discussed at an extraordinary House Meeting.

6. Motions

6.1 General Motions

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

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

- b. If the mover of a motion desires that the content should be made known to the Equité PSO members before the start of the meeting, the motion must be handed to the Primaria in writing before notice of the meeting.
- c. The chairperson of a meeting may rule any motion ‘out of order’ if she considers it to be undignified, flippant in nature or in conflict with the procedure.

6.2 Motions for the modification of the Constitution must

- a. Be handed to the Primaria in writing at least three (3) days before the House Meeting where they will be discussed;
- b. Be made known together with the rest of the agenda, at least two (2) days before the notice for the meeting is issued;
- c. Be signed by the mover and four (4) Equité PSO members who second the motion.

CHAPTER 2: OFFICIAL HEADS OF THE ORGANIZATION

1. PSO Co-ordinator

As of march 2016, the Centre for Student Communities appointed two permanent staff members in order to establish the PSO office & to manage the various PSO's. One of the two PSO co-ordinators plays a direct role in managing and supporting Equite PSO. The PSO co-ordinators report to the Deputy Director of the Centre for Student Communities. The PSO co-ordinator along with the Primaria and the House Committee are responsible for the management of the PSO. The PSO Co-ordinator of Equite PSO has the following main responsibilities during their term:

- a. to serve as the contact person between the University, the Centre for Student Communities and Equité PSO;
- b. to establish value-driven management amongst the leadership of the PSO (this includes the House Committee, Mentors and various other committees;
- c. to integrate students' academic and living environments;
- d. to promote a healthy and inclusive community life in the PSO;
- e. to develop PSO leadership, supervise PSO leaders and provide them with guidance and mentorship;
- f. to be available for interaction and consultation with students;
- g. to enhance the cluster initiative in both the PSO and the cluster;
- h. to manage challenging and crisis situations;
- i. to participate in continuous training for resident and visiting heads;

2. **Primaria**

The Primaria will serve as a member of the

- a. House Committee;

- b. Executive Committee of the House Committee;
- c. Disciplinary Committee.

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

The Primaria in co-operation with the Vice-Primaria is responsible for the planning and execution of the annual Equité PSO Leadership Camp.

As chairperson of the House Committee,

- a. The Primaria is responsible for the delegation of duties as well as the general management of this committee.
- b. The Primaria 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-Primaria

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

The Vice-Primaria will serve as a

- a. member of the House Committee
- b. member of the Executive Committee of the House Committee
- c. member of the Disciplinary Committee

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

The Vice-Primaria is also responsible for the Safety portfolio within the organisation. However, more portfolios may be allocated to the Vice-Primaria position.

The Vice-Primaria also

- a. Acts as chairperson of House Committee and House Meetings in the absence of the Primaria.
- b. Stands in for the position of Primaria should the Primaria be unable to fulfil her role as the Head of Equité PSO.

4. House Committee

The Equité House Committee is elected for one (1) leadership term which runs from September until August of the following year. The election procedures for House Committee members are regulated by Chapter 3 of this Constitution.

The House Committee consists of a maximum of nine (9) members of which the Primaria and Vice-Primaria are included.

The House Committee will meet at least once a week during the academic term until two (2) weeks prior to the start of examinations. All members must attend the House Committee meetings.

Excuses for absence from such a meeting must be communicated to the Primaria at least twenty four (24) hours prior to the meeting.

House Committee Members are held responsible for their conduct in terms of the Equité House Committee Code of Conduct thus House Committee members are susceptible to penalties should non-compliance with the House Committee Code of Conduct occur.

House Committee members will be responsible for the portfolios

- a. Primaria
- b. Vice-Primaria
- c. Leadership and Critical Engagement

- d. Safety
- e. Financial Manager
- f. First Years
- g. Seniors

h. MAD2 Administration

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i. Community Interaction

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j. Sustainability

k. Academics

Commented [K2]: It is stated that a role is given to a person in charge of the 'Academics portfolio'. The House Committee agreed that this is more applicable for a residence and not necessarily a PSO, and therefore this role is rather given to the "Head Mentor"

l. - Head Mentor

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m. Media, Marketing and Communications

n. Culture

o. Sport

p. Social

q. Clusters

r. Sections

s. Diversity

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t. Sponsors

u. Clothing

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v. Alumni

Commented [K3]: Due to the importance of focusing on portfolios vital and important for a PSO, the following portfolios have been decided to each stand separately: Welcoming, Community Impact, Green/Sustainability, Academics and Head Mentor.

The (PREVIOUS PRIMARIA AND VICE-PRIMARIA IN CONSULTATION WITH THE SELECTED PRIMARIA AND VICE-PRIMARIA) 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 as well as the various categories of portfolios (See Addendum B).

The House Committee is responsible for

- a. determining the strategic direction of the PSO;
- b. the administration of the PSO;
- c. maintaining order and discipline in the interest of the PSO;
- d. Fostering unity and active membership.

Furthermore each House Committee member has the following responsibilities:

- a. to manage allocated portfolio(s) to the best of her abilities;
- b. to take complete responsibility for the activities of her portfolio(s) and committees therein;
- c. to provide a detailed portfolio budget for each of his/her portfolio(s) in consultation with the Financial Manager subject to the approval of the Executive Committee;
- d. to utilize her portfolio budget in accordance with responsible management of finances within the organization and the University;
- e. To provide a detailed report of all his/her portfolios to the Primaria.

A House Committee member will have to vacate his/her position if

- a. the Primaria, together with the Vice-Primaria and Visiting Head, after following the prescribed procedures in terms of the House Committee Code of Conduct, agree that a particular House Committee Member has not fulfilled her responsibilities as a House Committee Member and have accordingly decided to layoff said House Committee Member;
- b. two thirds (2/3) of the House have voted to have the member removed during a House Meeting given valid reasons.

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. If the decision is made that the position must be filled, a new House Committee member must be elected in terms of regulations stipulated in Chapter 3.

The **Executive Committee** shall consist of the:

- a. Primaria;
- b. Vice-Primaria;
- c. Financial Manager.

Descriptions of the following portfolios are discussed in Addendum C:

- a. Financial Manager
- b. First Years
- c. Seniors

5. 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 Primaria and Vice-Primaria. The Visiting Head sits in interviews in an advisory capacity.

The primary function of Mentors is:

- a. to ensure that first years are provided with the needed information for successful academic integration during the welcoming week programme;
- b. to act as the communication channel between the first years and the House Committee;

- c. to provide service links to University resources with regards to holistic integration.

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

6. Seniors Committee

The Seniors Committee of Equité 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 number of committee members should range between seven (7) and twelve (12) members.

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

- a. the first years/ seniors interaction during the annual welcoming week programme;
- b. **the fostering of relationships between current Equité PSO members and Alumni;**
- c. the organization of events that are primarily seniors' responsibilities (e.g. Huisfondans)
- d. the provision of opportunities for senior members within the organisation that are not part of this committee;
- e. 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 E: Procedure for the Appointment of Senior Committee Members.

7 **Second Years' Committee**

105. The Second Years' Committee is an independent committee made up of a group of **eight (7-9)** Second Years. The Chairperson is counted as part of the eight members.

The Second Years' Committee is elected at the beginning of the fourth quarter. This committee is elected by the current Newcomers from their own numbers. The House Committee will also be entitled to vote for the Second Years' Committee.

The Second Years' Committee's duties are determined by the House Committee, but the committee may also launch initiatives of their own accord.

The Second Years' Committee remains at all times accountable to the House Committee, and specifically to the dedicated member of the HC .

The Second Years' Committee has the following responsibilities:

- a. To attend all Equité Events
- b. To carry out duties during Welcoming Week and Venters
- c. Building the Vensters stall as a fundraising initiative; and
- d. General fundraising; and
- e. Organizing regular Second Years' interactions; and
- f. Providing general administrative assistance to the House Committee, in the ~~absence~~absence of an appropriate committee; and
- g. ~~Organising~~Organizing the Manneveilig and Dames Tee; and
- h. Any other acceptable features, such as arranging events, which do not usually fall under the House Committee's responsibility as determined by the House Committee. The Second Year Committee will form part of the MAD2 committee if the HC member responsible for MAD2 requires it. A particular House committee member serves as a link between the House Committee and the Second Years' Committee, in order to achieve effective ~~cooperation~~Cooperation with the House Committee, to involve the Second Years' Committee and to inform them clearly of their obligations. The Chairperson of the Second Years' Committee is elected at the committee's first meeting in a closed election by all members. The HC member responsible for the

Second Years' Committee should manage this election. The Second Years' Committee themselves decide on a clear explanation of each

member's responsibilities, whether through portfolios or otherwise. In order to provide the following Second Years' Committee with guidelines, the existing Chairperson should submit a full report on the committee's activities at the end of the relevant term. This report must be submitted to the designated member

of the HC.

8 First Years Committee

The First Years Committee of Equité PSO is elected annually and the total number of committee members is to be determined by the House Committee member responsible for the First Years portfolio. The number of committee members should range between **seven (7) and twelve (12) members.**

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

- a. the organisation of events that are primarily first years' responsibilities (e.g. Huisdans);
- b. the provision of opportunities for first year members within the organization that are not part of this committee;
- c. acting as the communication point between the House Committee and first year members within the organisation.

The First Years Committee members are elected through the election procedures as outlined in Addendum E: Procedure for the Appointment of First Year Committee Members.

CHAPTER 3: ELECTION PROCEDURES

1 Election of House Committee

To apply for position as a House Committee leader for Equité, participants must be first year and above.

Procedure:

- ~~25th of July~~, two weeks before HK Circus, interested candidates will take part in a shadowing process with the current House Committee according to which portfolios they are interested in having. Current HK will then give an in-depth explanation of the responsibilities and duties that come with each portfolio. The position of Head Mentor will be seen as a portfolio. The head mentor must of been mentor before to stand for this portfolio.
- Mission statements for each candidate will be presented to the HK in a meeting, where the HK will then compose a short list of thirteen candidates to take part in HK Circus.
- ~~1st of August~~, HK Circus will take place where Equité PSO is present. HK will present a speech in front of the house where questions may be asked from the crowd.
- The House will then have a chance to vote for ten candidates.
- the new HK will be announced to the House.
- ~~3rd of August~~, at the Equité ~~caucus-Price Giving~~, the candidates for Prima and Vice Prim will have a chance to give their speeches. ~~House will be able to vote at price giving, and a online voting process will be made available. Lined will close on the 4th of August at 12 o'clock.~~
- The candidates for Prim and Vice-prim will be also chosen through an Election Committee which includes; the current prim and vice-prim, the Resident Head of Equité and atlas 3 external parties consisting of the amaMaties Cluster Head, representatives from managment, the SRC, leadership committees or a PSO Resident head from another PSO.
- ~~On the 4th of August~~, the prim and onderprim will be announced during the HK Ceremony that will take place at Huisdans.
- The previous House Committee must be available for assistance and guidance till the Jaargesprek.

2. ~~Election Committee~~

- The candidates for Prim and Vice-prim will be chosen through an Election Committee which includes; the current prim and vice-prim, the Resident Head of Equité and atlas 3 external parties consisting of the amaMaties Cluster Head, representatives from managment, the SRC, leadership committees or a PSO Resident head from another PSO.
- On the 4th of August, the prim and onderprim will be announced during the HK Ceremony that will take place at Huisdans.

3. Eligibility and Nominations

The Equité PSO House Committee will comprise of nine (9) 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 Equité PSO and must have been so for at least three (3) university terms.

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 academic Hemis.

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

Application forms for the positions of Primaria, Vice-Primaria and House Committee member must be made available at least ten (10) University working days.

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 [PSO co-ordinator and the current House Committee](#).

3.1 Application Forms

The following information must be given in the House Committee application forms:

- a. full name(s) and student number of the applicant;
- b. full name(s) and student number of the proposer;
- c. signature of the applicant as well as the proposer;
- d. full name(s) and signatures of at least two (2) seconders;
- e. the position(s) the applicant is applying for as well as completed answers to the questions on the application form.
- f. A mission statement for the interested portfolios must be made that can be presented to the HK during the election process

Only registered students that belong to Equité PSO may propose and/or second a candidate.

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

- a. that **the individual** is a registered member of Equité PSO;
- b. that **the individual** has been a registered student of Stellenbosch University and has the necessary academic Hemis requirements;
- c. in the case of applying for Primaria and Vice-Primaria, that she has had to have served on the House Committee for one (1) House Committee term.

4. Caucus

A caucus for the eligible candidates, that takes place over one (1) day, 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.

The Election Committee will chair the caucus and will ask each candidate a selection of questions before questioning is opened to the floor. The Election Committee can dismiss questions that he/she considers irrelevant or out of order.

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

5. Voting

Voting will take place directly after the **circus** and will remain open for as long as the Election Committee deem necessary.

Each person may only vote once and no one is allowed to vote on anyone's behalf.

The Election Committee has to keep record of each member that votes. Only registered members of Equité PSO may vote.

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

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Successful election onto the House Committee is solely based on votes and the number of positions available. After the votes have been tallied, the candidates will be notified of the results at an informal announcement organized by the Election Committee. The results of the voting will remain confidential until the official announcement of the new House Committee at the annual Equité House Dance.

6. Grievances

Grievances regarding the election must be handed in to the Election Committee within forty eight (48) hours of the official announcement of the newly elected House Committee.

If the Election Committee considers the grievances to be valid, he/she/they shall 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 convenor shall be obliged to convene an extraordinary House Meeting to investigate the matter and to draw conclusions. The burden of proof shall in this case be on the persons who objected in writing.

7. Resignations and Terminations

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

The membership of a House Committee member is terminated if:

- a. the House Committee member hands in her written resignation to the Primaria.
- b. the Primaria removes the member from office, after consultation with the Vice-Primaria and Visiting Head. In such a case the House Committee must report to the house at the next House Meeting.

If a member's membership is terminated in accordance with the last-mentioned section, she has 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 Primaria or Vice-Primaria becomes vacant, the Visiting Head shall convene a House Committee meeting. At the meeting the vacancy shall be filled by electing a member

of the House Committee by means of secret ballot. This election will be conducted by the Visiting Head.

If any position except that of Primaria or Vice-Primaria 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.

7.1 Co-opting a new House Committee Member

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

- a. Applications are opened to the House for at least five (5) working days.
- b. The current Primaria together with the Vice-Primaria and Visiting Head interviews all eligible candidates.
- c. The current Primaria, Vice-Primaria and Visiting Head make the final decision as to which candidate received the House Committee member position.

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8. Succession upon Resignation

If the Primaria wishes to resign during her term of office, she must tender her resignation in writing to the Visiting Head, and the resignation becomes valid as soon as it has been tendered.

Furthermore,

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

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

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 Equité PSO that may be approached to give judgement based on actions or lack thereof of any member or office-bearer of Equité PSO.

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

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

- a. an act or lack thereof which boils down to the practise of 'Hazing' or deviation from the approved welcoming programme;
- b. an act or negligence which the Visiting Head 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:

- a. the Vice-Primaria who acts as Chairperson;
- b. the Primaria who act as Vice-Chairperson;
- c. the Visiting Head;

- d. the Co-ordinator of the First Years Committee;
- e. i.e. the House Committee member with the portfolio of Seniors, who acts as Secretary of the Disciplinary Committee.

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No member of Equité PSO who has been found guilty by the Equité 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:

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

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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 Visiting Head 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 Student Constitution, relevant sections of the General Calendar of the University and the Ethos and Values of Equité PSO. Any party involved with an investigation may cite and utilise these documents at all times during their cases.

4.1 Prior to the Disciplinary Hearing

Any member of Equité 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:

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

Where a meeting of the Disciplinary Committee takes place, all 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:

- a. a full brief as to the lodged complaint, to the Ethos of Equité PSO and the relevant section of University legislation; and
- b. the time and place of hearing; and
- c. 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 her absence.

4.2 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 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 her, to present her own case and to call witnesses.

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

4.3 After the Disciplinary Hearing

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

5. Disciplinary Measures for Equité House Committee and Office Bearers

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

- a. An Equité 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 she has not adequately fulfilled her portfolio commitments or actively participated in the fulfilment of the aims of Equité PSO Constitution and year plans.
- b. Discipline of an Equité PSO office bearer must follow the following procedure:
 - i. The First Warning is voted on by the structure on which the office bearer serves or is issued by the Chair of the Disciplinary Committee.
 - ii. The probationary period is limited to one (1) month, unless the Disciplinary Committee determines otherwise.
 - iii. Any further neglect of duty will result in a vote of no confidence.
- c. If a vote of no confidence is taken against any member of the relevant Equité PSO structure by a common majority (2/3, two thirds), then the office bearer against whom it is made must vacate 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.
 - d. The appeal process for the office bearer against whom a vote of no confidence has been taken is as follows:
 - i. The member can appeal to the Disciplinary Committee;
 - ii. Thereafter to the Student Court;
 - iii. Finally to the Appeals Court.
 - e. Notice of appeal must be given in writing to the parties in the following order:
 - i. The first notice of appeal must be given to the Disciplinary Committee within five (5) University days.
 - ii. Should the removal be held by the Disciplinary Committee, an appeal may be made to the Student Court within five (5) University days.
 - iii. Should the removal be held 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 her position must be ratified by the relevant Equité PSO structure at their next meeting after the decision has been taken.

6. Accountability, Transparency and Consultative Governance

6.1 House Committee Meetings

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

Any Equité PSO member may attend a House Committee meeting subject to the person informing the Primaria at least twenty four (24) hours in advance of the meeting.

The person may have speaking rights if this is indicated

- i. at least twenty four (24) hours in advance, or

- ii. with the permission of the Vice-Primaria.

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

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

6.2 House Meetings

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

- i. **The Primaria must give a report on the external state of affairs for the House.**
- ii. **The Vice-Primaria must give a report on the internal state of affairs of the House.**

CHAPTER 5: GENERAL

a. House Finances

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

A financial policy must be set up by the Financial Manager in consultation with the House Committee and Visiting Head.

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

- a. Division Finances
- b. Financial Manager of Student Representative Council
- c. Financial Manager of Student Parliament
- d. Financial Manager of Societies Council
- e. Centre for Student Affairs
- f. Centre for Student Communities

Before each House Meeting, the full financial report must be made available to each house member on request. A complete set of financial statements must be prepared and made available on request to any Equité PSO member once a semester in order to satisfy the requirements for accountable, transparent and consultative governance.

See Addendum E: Financial Policy

b. Equité PSO Emblem

The official emblem of Equité PSO consists of a set of wings. The colours of Magenta and Gold are the official colours of the emblem and no adjustments to the emblem itself can be made. The wings must be placed on top of a magenta background and must point downwards. The emblem will appear on banners, clothing and letters of Equité 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.

Background:

The wings in the emblem represent the young Equité PSO individuals who are able to spread their wings at university. The emblem symbolises that Equité PSO students are able to find their individuality during their university experience.

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See Addendum G: Emblem

c. Equité PSO Logo

The logo of Equité PSO is that of the Equité Emblem together with the motto, “Ladies with Dedication and Ambition”. The background colour depends on the theme of the current House Committee’s term. The colours must be in the range of magenta, cream and gold. No changes to the logo can be made. The logo is available from the Executive Committee of Equité PSO.

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Commented [K5R4]:

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Addendum H: Logo

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.

- a. "A first year" means any student that is enrolled at the University for the first time for an undergraduate course.
- b. "House Committee" means the Equité PSO House Committee.
- c. "House Meeting" means a properly constituted meeting of members.
- d. "Year" means an academic year in accordance with the stipulations of the University Board as set out in the University Calendar.
- e. "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.
- f. "Notice boards" means the notice boards at the Langenhoven Student Centre.
- g. "Member" means a person that is enrolled in accordance with the stipulations of chapter 1 article 4.
- h. "Two thirds (2/3) majority" means a voting ratio of 2:1 of all those that have the right to vote at a meeting.
- i. "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.
- j. "Council" means the Council of the University.
- k. "Semester" has the same meaning as in the University Calendar.
- l. "Senior" means any student that has already studied at the University for two or more years.
- m. "Polling booths" are the venues indicated in Chapter 3.
- n. "Term" means the period between the election of an House Committee and the election of the next House Committee.

- o. “University” means the University of Stellenbosch.
- p. “Secretary-General” means the secretary.

Addendum B: Categories of Portfolios

The division of portfolios into categories is aimed at helping the portfolio allocation process. The outgoing Primaria and Vice-Primaria, newly elected Primaria and Vice-Primaria and the Visiting Head discuss the various portfolios in detail (for example, the relevance of a specific portfolio and various portfolio combinations). Any of the following portfolios are subject to change upon agreement between the newly elected Primaria and Vice-Primaria and the Visiting Head.

Main Portfolios

These portfolios have been allocated to the main portfolio category as they required a vast amount of focus and take up the majority of a House Committee member's time.

- a. Primaria
- b. Vice Primaria
- c. Media, Marketing & Communications
- d. First Years
- e. Second Years Committee
- f. Financial Manager
- g. Culture
- h. Equité Committee
- i. Community Interaction
- j. Cluster & Hub
- k. Academics & Head Mentor
- l. Sport

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Subordinate Portfolios

The portfolios have been allocated to the subordinate portfolio category as they require less focus than that of a main portfolio and are generally regarded as administration portfolios.

- a. Clothing

b. Green

c. Safety

~~e.~~

~~e.d.~~ Alumni

~~f.e.~~ Leadership and Critical Thinking

~~g.f.~~ Sections

~~h.g.~~ Sponsors

~~i.h.~~ Diversity

~~j.i.~~ Social

MAD² Portfolios

a. Vensters

b. First Years Event

c. Closing Event

d. Vensters

e. MAD² Admin

f. Parents Welcoming

g. MAD² Social

Events

a. Huisdans

b. Huisfondsans -

c. MAD² Tour

d. Tour

e. Miss Equité

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Commented [K8]: Still existing? Name change?

First years dance

Addendum C: Portfolio Descriptions

a. Financial Manager

- i. manages and administrates the finances of Equité PSO;
- ii. draws up a financial budget in consultation with the Executive Committee at the beginning of each financial year and presents it for the approval of the House Committee;
- iii. presents the financial position of the PSO at the end of each term at the quarterly House Meeting on request.

b. First Years

- i. creates the MAD² welcoming program;
- ii. acts as a facilitator during the first years welcoming period;
- iii. co-ordinates the First Years Committee.

c. Seniors

- i. creates the seniors welcoming program;
- ii. acts as a facilitator during the seniors welcoming period;
- iii. co-ordinates the Seniors Committee.

d. The Second Years Committee

- Helps Co-rodinate the Manneveilig
- Helps Co-ordinate Damestee
- Helps Co-ordinate Miss Equité
- Facilities in assigning duties during welcoming week swell as the rest of the year

Addendum D: 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 Primaria and Vice-Primaria.

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 Primaria, the Vice-Primaria and the Visiting Head of Equité 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

a. Accountability and Role in the Organisation

In Equité 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 his/her 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.

b. Remuneration

Mentors are paid approximately **R700** per semester by the University.

Addendum E: Procedure for the Appointment of Committee

Second Years Committee

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a. Applications:

Second Year 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 Primaria and Vice-Primaria.

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 Primaria and the Vice-Primaria. After the Interview process, these individuals will then decide on the successful applicants.

c. Training:

The House Committee member co-ordinating the Second Year Committee together with the House Committee member co-ordinating the Leadership and Critical Thinking portfolio can at her discretion set aside a day for training.

Equité Committee

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 Primaria and Vice-Primaria.

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 Primaria and the Vice-Primaria. After the Interview process, these individuals will then decide on the successful applicants.

c. Training:

The House Committee member co-ordinating the Seniors together with the House Committee member co-ordinating the Leadership and Critical Thinking portfolio can at her discretion set aside a day for training.

First Years Committee

a. Applications:

First Year Committee application forms are made available in the period after the MAD² Welcoming. The House Committee member(s) responsible for First Years will accept the applications and go through them with the Primaria and Vice-Primaria.

b. Interviews:

Once they have an overview of the applications, a decision will be made regarding whether an interview phase should follow. Should the House Committee member(s) responsible for First Years together with the Primaria and Vice-Primaria feel that conducting interviews is unnecessary as too few applicants have applied for the First Years Committee, the interview phase may be omitted.

c. Training:

The House Committee member co-ordinating the Seniors together with the House Committee member co-ordinating the Leadership and Critical Thinking portfolio can at her discretion set aside a day for training.

Addendum F: Financial Policy

Advances

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

- a. A budget for the specific event must be presented containing items that are to be bought and the money needed in order to purchase these items.
- b. 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.
- c. The budget will be rejected if it is incomplete.
- d. The Primaria and Financial Manager must always be aware of “money in advance” situations.

Refunds to House Committee Members

The House Committee member uses her 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 Primaria and Financial

Manager must always be aware of a refund situation. If the Primaria 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 Primaria or Financial Manager may give permission for refunds, even if prior arrangements were not made.

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.

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 Equité PSO by the University.

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

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

General Rules

- a. All applications must be made to the Primaria or Financial Manager. If the applications are incomplete, they will be returned to be completed correctly.
- b. 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.
- c. No payments will be made if the tax invoice is incorrect or incomplete.
- d. No payments will be done on quotes or pro forma invoices or statements.
- e. The following must be on a tax invoice:
 - i. The words “tax invoice”
 - ii. The tax number of the supplier
 - iii. The supplier’s name and contact details
 - iv. The tax invoice must be made out to STELLENBOSCH UNIVERSITY, EQUITÉ PSO and NOT to the House Committee member. The US tax number will be made available by the Financial Manager on request.
 - v. Invoice number and date
 - vi. Contents of goods, price and item amounts
 - vii. The complete invoice price and the VAT on the invoice
 - viii. Banking details of the supplier
- f. No form of income from events may be used to pay another expense. All income must be banked as soon as funds are received.
- g. 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.

Addendum G:Emblem



Addendum H: Logo



Commented [K10]: New design of Logo if changed. Ciska to work on it using correct procedure.

Reviewed and Edited: C. Nel, K. Köhler, L van Litsenbourgh and L. Ulyate.

Translation: C. Nel