

# Goldfields Residence Constitution

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## DEFINITIONS

### Block

A Block refers to:

One of the six ladies blocks

- Doornfontein
- Kloof
- Leeudoorn
- Libanon
- Oos-Driefontein
- Wes-Driefontein           **or**

One of the six men's blocks

- Venterspos
- Deelkraal
- Toekoms-Anneks
- Caltex
- Toekoms
- Nagenoeg                   **or**

Rivera, the prim block

### First Year

A First Year is a registered student of Stellenbosch University and a resident of Goldfields who is registered for an undergraduate program for the first time.

### House Fund

The sum of all the Residence's financial assets, in cash or otherwise, that is administered by the Treasurer, HK and Residence Head in submission to the House.

### Newcomer

A newcomer is any registered student of Stellenbosch University who is in Goldfields for the first time, but who has been registered at the University previously.

Translation

## **Official Channels of Communication**

Official Communication in the Residence happens by means of:

- Block Meeting Announcements
- E-mail
- Website
- Notice Boards

## **Senior**

A resident of Goldfields who is not a First Year or a Newcomer.

## **Student rules and regulation**

The official rules and regulations regarding registered students as approved by the University Council and publicised in Part 1 of the Calendar.

## **University Official**

Any person appointed or empowered by the University to fill a particular position.

## **University Day**

A University Day is any weekday during the University Year. Weekends, Public Holidays and other Official Holidays as determined by the University are not deemed to be University Days

## **University Year**

A University Year stretches from the first day of class until the end of the exam period and second opportunities, including holidays, public holidays, recesses and weekends.

## CHAPTER 1

### FUNDAMENTAL PROVISIONS

#### Ethos

1. As Goldfielder I subscribe to and live according to the values:

**respect,**

**responsibility,**

**freedom and**

**unity.**

I wish:

every other Goldfielder well in body and spirit.

every Goldfielder the fullness of life, that we may succeed in all our undertakings and the achievement of academic excellence.

that every Goldfielder may live in friendship with their fellow human being.

I grant others life and joy.

I know I am responsible for contributing towards other Goldfielders living such a life.

I wish that every other Goldfielder might experience the blessing of God.

*Die etos van Goldfields is:*

*As inwoner van Goldfields leef en onderskryf ek die waardes van:*

*respek,*

*verantwoordelikheid,*

*vryheid, en*

*eenheid.*

*Ek wens:*

Translation

*dat dit sonder meer met elke ander inwoner van Goldfields goed mag gaan,  
na liggaam en na gees.*

*dat elke Goldfielder sy of haar lewe ten volle mag beleef, mag slaag in wat hy  
of sy onderneem en akademiese voortreflikheid mag bereik.*

*dat elke Goldfielder in vriendskap met sy medemens mag leef.*

*Ek gun ander lewe en geluk.*

*Ek weet ek is daarvoor verantwoordelik en help dat ander Goldfielders so kan leef.*

*Ek wens dat elke ander Goldfielder Gods seën mag ervaar.*

*Nanjengomhlali waseGoldfields ndizimisele ukuhlala phantsi kwezi meko  
zixabisekileyo zilandelayo:*

*Imbeko*

*Intembeko*

*Inkululeko kunye*

*Nomanyano.*

*Ndingwenela:*

*wonke umhlali waseGoldfields impilo entle ngokwasemzimbeni  
nangokwasemphefumleni.*

*wonke umhlali waseGoldfields ubomi obugqibeleleyo, nokuba maze  
siphumelele kuzo zonke izinto esijongene nazo, size sizuze nokugqwesa  
ezifundweni zethu.*

*wonke ummi waseGoldfields ukuba ahlale ngothando nangobuhlobo kunye  
nabo bantu ahlala kunye nabo.*

*Ndizimisele ukuninika ubomi nolonwabo.*

*Ndiyazi ukuba ndifanele ukubanenxaxheba kuwo wonke ummi waseGoldfields ophila  
kunye nathi apha.*

*Ndikwanomnqweno wokuba wonke umntu ohlala apha eGoldfields angazuza  
iintsikelelo zikaThixo.*

### **Authority of the Constitution**

2. All action, conduct, rules, regulations, decisions, elections and motions in Goldfields Residence is subject to this document and is invalid insofar it is in conflict with it. All commands, requirements, rules and obligations in this Constitution must be complied with.
3. This Constitution –
  - a. stands under the authority of the Student Rules and Regulations, Student Constitution, as well as the Constitution of the Republic of South Africa of 1996 and all other laws as determined by the Government of the country;
  - b. will be invalid insofar it is in conflict with the Student Rules and Regulations, Student Constitution, Statute of Stellenbosch University, Higher Education Act (Act 101 of 1997) or any other Rules and Regulations as determined by the University Council.
4. Although Goldfields Residence acts autonomously, it is still a subdivision of the University and is not seen as a juristic person.
5. This Constitution replaces any previous Constitutions and attached rules and regulations that applied in Goldfields Residence.

### **Amendments, Review and Interpretation**

6. **Amendments** to this Constitution
  - a. must be accepted with a majority vote as a motion at a House Meeting, taking into account that amendments to the Fundamental Provisions (Chapter 1) must be accepted in the same way, but with a two-thirds majority.
7. The Primarius/ia has the responsibility to ensure that this Constitution
  - a. is **reviewed** every even year; and
  - b. that the reviewed Constitution is voted in every uneven year, after deliberation and consensus by the House.
8. If there is any uncertainty regarding the interpretation of the Constitution, a Special Session of the Disciplinary Committee will have the final authority.
9. If any specific sections of the Constitution are in conflict with each other, or if any specific section of the Constitution is declared invalid by a Special Session of the Disciplinary Committee, the rest of the Constitution will still be in effect. In this

circumstance Chapter 1 will always enjoy preference and a corrective amendment must be placed before the House for acceptance as soon as possible.

10. The Constitution will be available in Afrikaans and English. Where the two texts are in conflict, the Afrikaans text will apply in all circumstances.

### **Membership**

11. To be a resident of Goldfields Residence a person must be
- a. a registered student of the University; and
  - b. registered as a resident of Goldfields Residence at the Centre for Student Communities; and
  - c. currently residing at Goldfields Residence.
12. Residents will be full members of Goldfields Residence (Goldfielders or Goldies, informally) when and if
- a. they accept the Ethos after Welcoming Week at a House Meeting, or
  - b. they formally accept the Ethos at any other House Meeting.
13. Any member of Goldfields Residence that was a member of the Residence for at least one semester will become an **alumnus** of Goldfields Residence on the day that he/she stops being a resident of Goldfields Residence.
14. A newly appointed Residence Head is invited to be a member of Goldfields Residence by accepting the Ethos at a House Meeting.
15. Persons who are not residents of the Residence, but in the Residence for a limited time, will be deemed to be **visitors**.
16. The House holds the right to **end** a person's membership in exceptional circumstances, by accepting a motion with a two-thirds majority. This decision may only be taken if the person does serious harm to Goldfields name and acts in conflict with the Ethos in this Constitution. Any such person must be given the opportunity to defend himself at the specific House Meeting.
17. The House may grant **Honorary Membership** to a person outside the Residence in exceptional circumstances and after thorough deliberation, by following procedure determined by the House Committee. This is a ceremonial status without any voting rights.

## **Symbols and Traditions**

18. Symbols mentioned in this segment and in addendums are the only official symbols and/or distinguishing marks of the Residence and must be used in this accepted format, proportion and form. Goldfields Residence also keeps the copyright to these symbols and no unauthorized use will be tolerated.
19. Permission for any deviation from this format must be authorized by the House Committee.
20. The **Crest**, as printed in Addendum 1, is the official symbol of the Residence and is used in correspondence with other university structures and the media.
21. The **Logo**, as printed in Addendum 2, is used for less formal occasions and publications.
22. The **Official Songs**, as printed in Addendum 3, is officially recognised and can be used at any residence-related occasions.
23. The **Flag** is printed in Addendum 4.
24. Goldfields associates with the **Colour** Gold. Dark blue, white, black and light blue are used supportively.
25. Goldfields date of coming into being, 18 March 1987, is celebrated every year at "**Birthday Week**". This week must be organised around this date as far as practically possible. Block Vensters will take place during this week.

## **House Meeting**

26. The House Meeting is an assembly of all the residents of Goldfields Residence that are assembled with the goal of making discussions about issues, carrying motions, making decisions, giving advice, giving feedback, assessing the actions of the House Committee and/or supervising it.
27. The legislative authority of Goldfields Residence rests with House Meetings, with a final say over the appointment of House Committee members, the election of the Disciplinary Committee, the making of strategic decisions and amendments to the Constitution of the Residence.
28. During a House Meeting it is expected of all Goldfielders to act in an orderly fashion. The chairman reserves the right to ask someone who is guilty of inappropriate or obscene behaviour to leave the meeting and impose a fine on such a person. No alcohol-use will be tolerated during a House Meeting.

**29. A Normal House Meeting**

- a. takes place every quarter; and
- b. will be communicated to the House at least ten (10) days before the scheduled date through at least two of the official channels of communication; and
- c. will be attended by all Goldfielders. If extraordinary circumstances make it impossible for a House member to attend the meeting, that person must hand in a written **excuse** to the Secretary at least forty eight (48) hours before commencement of the meeting. The House Committee has the discretion to extend the forty eight (48) hour period. The Secretary reserves the right to refuse inadequate excuses. Failure to hand in an excuse or attend the meeting will lead to a fine.

30. A Normal House Meeting can be divided to include a section in which votes will be held and a section without voting. A House member can in the same way as a section 29(c) hand in an excuse to the Secretary to leave the meeting after the section during which votes are held. The House Committee has the discretion to divide the meeting in this way and can limit adequate excuses in any way they see fit.

**31. An Extraordinary House Meeting**

- a. takes place when a House Committee convenes one; or
- b. not longer than three (3) university days after one third of all the House members petitions a written request to the Primarius/ia, in which case only the issues indicated in the petition may be discussed; and
- c. will be communicated to the House at least twenty four (24) hours before the scheduled date and time through at least two of the official channels of communication; and
- d. will maintain the same quorum as a normal House Meeting.

32. The House Song, as found in Addendum 3, will be sung at every House Meeting.

33. Three (3) copies of the Constitution will, for reference by House members, be available at every House Meeting.

34. **Quorum** for a House Meeting (whether normal or extraordinary) is only achieved when two thirds of the voting members are present.
- a. If quorum cannot be reached within half an hour after the commencement of the scheduled time, the assembly will adjourn and a new meeting will be convened within five university days.
  - b. If such a second meeting does not succeed in attracting quorum in one hour, the second meeting's quorum will be set as fifty percent (50%) of the voting members.
35. The Primarius/ia serves as Chairman of the House Meeting with the **responsibility** to
- a. Lead the House Meeting; and
  - b. give a short report at each House Meeting on residence events (since the previous House Meeting).
  - c. justify policy (including smoking policy, alcohol policy, quiet times and guests) to the house.
36. The Secretary of the House Committee also acts as the Secretary of the House Meeting and is responsible for
- a. keeping an accurate record of the proceedings and those present; and
  - b. making available to the House the minutes of the previous Meeting, at least ten (10) university days before the next meeting. The minutes will also be submitted by the Primarius/ia to two (2) people who attended the Meeting for approval and to be signed.
37. House Committee members can request that communications by any person be registered as points on the agenda. This creates the opportunity during which the House can be kept up to date on important information about the House Committee portfolios and other events that influences the House.
38. The Chairman has the discretion to grant opportunities for speeches to any person.
39. As part of a Normal House Meeting, the Chairperson can obtain decisions from the House as

## Translation

- a. non-binding surveys on needs-assessments that serve as advice for the House Committee; or
  - b. binding decisions that are Suggested by the House Committee to the House for voting; or
  - c. binding formal **Motions** that are presented to the house by either a House Committee member or a voting House member:
    - i. Formal Motions by House members will be registered with the Secretary at least seventy two (72) hours before the meeting.
    - ii. All Motions will be published in the Residence at least twenty four hours before the meeting through at least three (3) of the official channels of communication.
    - iii. Corrections to Motions will be heard at a House Meeting.
    - iv. The House Committee reserves the right to decide whether a motion is valid or not.
    - v. Any person proposing a motion can insist that reasons be given why a motion is considered invalid and appeal to the Disciplinary Committee that will then have to decide on the validity at a special session.
    - vi. Motions can again be voted out at a subsequent House Meeting..
  - d. Motions accepted at a House Meeting will be binding as long as it is not in conflict with this Constitution, the Student Rules or other relevant University decisions and policies or existing Legislation.
40. To be accepted as a valid decision, the following rules with regards to voting on Suggestions and Motions will be applicable:
- a. All Goldfielders are considered to be voting members.
  - b. The House reserves the right to grant a vote to other persons on an ad hoc basis. This decision can be made by a majority vote of the voting members.
  - c. All votes will carry equal weight.

## Translation

- d. To make a decision or carry a Motion, the votes of fifty percent (50%) plus one (1) of the people present and voting are required (unless the Constitution states other requirements) subject to the requirements regarding Quorum.
- e. Any Goldfielder has the right to refrain from voting.
- f. Only the votes of those that attend the meeting and vote there will be counted.
- g. The Chairman will decide whether voting will take place by hand or by ballots, keeping in mind that the person proposing the Motion can insist on a closed vote.

## CHAPTER 2

### EXECUTIVE AUTHORITY OF THE RESIDENCE

#### Residence Head

41. The Residence Head acts as a link between the University and the House Committee. Acting out of this capacity, he/she applies the University rules and regulations, where and when it is needed.
42. All leadership structures in the residence fall under the **authority** of the Residence Head. The Residence Head has complete discretion to decide on how he/she will conciliate the residence's customs and traditions with the guidelines of University.
43. During House Committee meetings, as well as other decision-making situations regarding residence activities, he/she will take on an advisory role. To facilitate this process, the Residence Head will attend House Committee meetings, as well as House Meetings.
44. The Residence Head has discretion regarding the validation of functions and the administration of a Liquor License. At the same time, the Residence Head has the capacity to validate or prohibit any function.
45. **Disregarding** the Residence Head's instructions exposes House Members to disciplinary procedures in terms of the University's disciplinary system.

#### Primarius/ia

46. The Primarius/ia of Goldfields Residence is the head student of the Residence.
47. The Primarius/ia has first preference to stay in Rivera.
48. Out of the authority of this position, the Primarius/ia is a member of
  - a. The House Committee;
  - b. The Executive Committee of the House Committee;
  - c. The Disciplinary Committee.
49. A Resident is elected as Primarius/ia according to the election procedures as stipulated in this constitution (Chapter 3).

50. The Primarius/ia is (like the rest of the House Committee) an university official in service of both the residence and university.

51. The Primarius/ia has the responsibility to:

- a. represent Goldfields' interests at all University structures en fora; and
- b. implement the university's policy within Goldfields; and
- c. represent the Residence and the House Committee within the Prim Committee; and
- d. serve as chairperson of the House Committee; and
- e. together with the deputy Primarius/ia, determine House Committee portfolios for his/her term and delegate it to the House Committee; and
- f. maintain the residence's daily management; and
- g. regularly meet with the Residence Head regarding residence matters; and
- h. act as a link between University management and the residence; and
- i. act as chairperson of Goldfields' disciplinary committee; and
- j. review the Constitution of the Residence, as determined by Section 7.

52. As **Chairperson** of the House Committee

- a. the Primarius/ia has the discretion to change the composition of all residence committees; and
- b. the Primarius/ia manages the delegation of duties, as well as the entire management of the committee; but
- c. he/she must also determine the House Committee's opinion regarding operational affairs and must be certain that the entire House Committee is included in decision making;
- d. he/she may, in exceptional circumstances, make decisions after deliberation with Executive Committee of the residence; and
- e. he/she has final responsibility regarding the level of the House Fund.

### **Deputy Primarius/ia**

53. The primary responsibility of the Deputy Primarius/ia is to support the Primarius/ia in the execution of his/her duties. The Deputy Primarius/ia serves in an advisory capacity to the Primarius/ia
54. The deputy Primarius/ia has second preference, after the Primarius/ia, to stay in Rivera.
55. If the Primarius/ia, for any reason whatsoever, is unable to execute his/her duties or responsibilities, the Deputy Primarius/ia will step in and act temporarily.
56. Out of the authority of this position, the Deputy Primarius/ia is a member of
  - a. the House Committee
  - b. the Executive Committee of the House Committee
  - c. the Disciplinary Committee
57. A Resident is elected as Deputy Primarius/ia according to the electoral procedures stipulated in this Constitution (Chapter 3).
58. The Primarius/ia is (like the rest of the House Committee) an University official in service of both the residence, as well as the University.
59. The Deputy Primarius/ia is responsible for
  - a. supporting the Primarius/ia; and
  - b. executing duties, as determined in the beginning of his/her term together with the Primarius/ia; and
  - c. acting as the Residence's Safety- and Risk Management official; and
  - d. managing the residence's fines system.
60. The **Executive Committee** acts as an advisory Committee for the Primarius/ia.
61. The following office bearers serve with the Primarius/ia and the deputy Primarius/ia as the Executive Committee of the House Committee:
  - a. One (1) Secretary – Responsible for the administration of the Residence.
  - b. One (1) Treasurer – Responsible for the finance of the Residence.

62. The Executive Committee has the **responsibility** and **authorisation** to
- a. Discuss and resolve matters of importance which cannot be left unattended until the next House Committee Meeting; and
  - b. Approve portfolio budgets after consultation with the relevant House Committee member as well as approve financial spending outside of the budget (as determined by the Residence Financial Practice).
63. Where discussions are made, two (2) of the members together with the Primarius/ia form the necessary **quorum**.
64. All **Executive Committee Decisions** must be communicated to the rest of the House Committee at normal House Committee meetings.

### **Secretary of the House Committee**

65. The secretary is appointed from the House Committee during the distribution of portfolios at the commencement of the House Committee term.
66. The secretary is also a member of
- a. The Executive Committee of the House Committee
  - b. The Disciplinary Committee.
67. The secretary is responsible for the general **administrative arrangements** of the House Committee and therefore need to be **fully informed** at all times of all official residence activities.
68. As member of the **House Committee** and the **Executive Committee** the secretary is responsible for:
- a. Compiling an agenda for every meeting; and
  - b. Keeping minutes of every meeting; and
  - c. Keeping a calendar of all scheduled residence activities to simplify decision making; and
  - d. Making Block Meeting minutes available to the House Committee.
69. With regards to House Meetings the Secretary is responsible:

## Translation

- a. To ensure that the Residence is given ten (10) days notice before the meeting; and
- b. To compile an agenda at least two (2) days before the meeting; and
- c. To ensure that attendance is taken during the meeting; and
- d. To take minutes during the meeting; and
- e. To make available the minutes of the previous House Meeting to the rest of the Residence.

70. As secretary of the **Disciplinary Committee**, the Secretary has the following responsibilities:

- a. To be well acquainted with the disciplinary procedures; and
- b. To prepare the formal verdicts after every disciplinary hearing and, where necessary, to communicate it to the rest of the Residence as stipulated by Chapter Four of this Constitution.

## Treasurer of the House Committee

71. The Treasurer is appointed from the House Committee during the distribution of portfolios at the commencement of the House Committee term with the following requirements:

- a. The treasurer must have passed at least Financial Accounting on a BComm second year level or on BAcc first year level, **except** if there is no one on the House Committee fulfilling the requirement.
- b. If there is no one fulfilling the requirement set out in sec 71(a), the treasurer must be appointed with the discretion of the previous Primarius/ia, newly appointed Primarius/ia, previous Treasurer and the Residence Head.

72. The treasurer is also a member of the Executive Committee of the House Committee.

73. The treasurer is responsible to:

- a. Maintain a complete record of all residence finances; and
- b. Administrate income and expenditures; and

## Translation

- c. Ensure that the University, Residence and Country's rules and laws regarding finance are complied with; and
- d. Give feedback to the House Committee weekly during House Committee Meetings with regards to the Residence's financial status; and
- e. Play an advisory role where any inquiries regarding financial practice is made; and
- f. Update "Financial Guidelines for HK Members" at the end of his/her term and train the new House Committee accordingly; and
- g. Ensure that all money received during RAG is handled correctly according to the rules as stipulated in the RAG guide; and
- h. Present a preliminary financial year report at the last House Meeting of his/her term; and
- i. Present a full budget at his/her first House Meeting of the term.

## House Committee

74. Goldfields House Committee is elected for a term of one (1) year. This election is regulated by the election procedures in the Constitution (Chapter 3).
75. The House Committee comprises 10 members, including the Primarius/ia, Deputy Primarius/ia, Secretary and Treasurer. The Primarius/ia must in the event of an extension of the residence make the necessary arrangements with the Centre for Student Communities to extend the size of the HK.
76. All members of the House Committee are officials of the University and is responsible for performing any policy determined by the institutions of the University.
77. The House Committee will meet at least once a week for meetings during the academic term until the commencement of examinations. All House Committee members will attend the meetings.
78. House Committee meetings held during exams will be held according to the Primarius/ia's discretion after consulting with House Committee members.
79. Excuses for absence from House Committee meetings must be submitted to the Primarius/ia for consideration at the same time that the agenda has to be submitted.

80. The House Committee is responsible for

- a. determining the strategic direction of the residence, and
- b. the administration of the residence, and
- c. maintaining good order and discipline in the interest of the residence, according to disciplinary procedures, and
- d. the promotion of unity and Residence Involvement, and
- e. completion of tasks necessary to ensure that Goldfields is functioning effectively, and
- f. performing all reasonable tasks and requests received from the House, and
- g. organizing House Meetings, and
- h. assuming co-responsibility for Goldfields' buildings and grounds, and
- i. complying with all requirements and provisions of this Constitution.

81. House Committee members also has the following responsibilities:

- a. to manage their assigned portfolios to the best of their ability, and
- b. to fully accept responsibility for all activities of their portfolios and committees within that portfolio, and
- c. to determine their detailed portfolio budgets in consultation with the Executive Committee, and
- d. to spend their portfolio budgets responsibly and meet all the financial requirements, and
- e. to represent the House Committee in the block(s) for which they are responsible, and
- f. to manage their block(s) and regulate their participation in Residence activities, and
- g. to fine members of their block(s) if necessary, and
- h. to complete a report at the end of their term on each portfolio and hand it to the Primarius/ia, and

- i. to ensure that communication in the House is fair and equitable.

82. A House Committee member can be removed from his/ her office

- a. when two-thirds of the House vote in a motion for the House Committee member to be removed during a House Meeting, or
- b. when two-thirds of the House Committee, including the Primarius/ ia, decide to relieve the House Committee member of his/ her office, in which case the House Committee member retains the right to appeal to the Disciplinary Committee, or
- c. when the House Committee member is found guilty of a serious offense during a sitting of Goldfields' Disciplinary Committee or any Disciplinary Committee under the Department of Student Discipline. The onus is on the institution to decide whether a suspension from the House Committee is justified.

83. When a vacancy for the House Committee arises, the current House Committee has the discretion to decide whether the position should be filled. If the position needs to be filled, the new House Committee member must be elected under the provisions of Chapter 3.

## **Mentors**

84. The purpose of mentors is to ensure that First Years successfully adapt academically and socially at the University.

85. Mentors are appointed by the current Head Mentor, newly elected HK of Academics or HK of mentors, newly elected Primarius/ia and Residence Head. They are appointed according to the procedure and by the date specified by the University. If any of the abovementioned persons want to be considered for the position of Mentor they should remove themselves from the decision making process.

86. Although Mentors are specifically focused in the residence and also play a role in the integration of First Years in the residence culture, their function and responsibilities are organized by the Policies as determined by the University.

87. The specific functioning and interaction of Mentors are annually discussed and agreed upon between the Head Mentor and Residence Head.

88. The primary function of the mentors is to

## Translation

- a. provide information to First Years during Welcoming week; and
- b. serve as a two-way communication channel between First Years, the House Committee and the University; and
- c. note any problems with the welcoming programme and to address these issues with the House Committee, if necessary; and
- d. refer First Years to the relevant units or institutions where specific assistance is required; and
- e. keep the First Years' parent/s or guardian/s informed about their children's progress; and
- f. have weekly contact sessions with the First Years to organize and to lead First Years in the first semester of the academic year.

## CHAPTER 3

### ELECTION PROCEDURES

89. The Goldfields House Committee, including the Primarius/ia and Deputy Primarius/ia is elected directly by all the members of the House in a free, open and fair election.
90. The election of all the members occur yearly, by means of a closed vote, according to the procedures in this Constitution and within the **time frame** specified by the Centre for Student Communities. The current House Committee has the responsibility to confirm the time frame as soon as possible and to start the election procedures.
91. All House Members who were resident for a minimum of one (1) semester are **entitled to vote**.

#### Election Committee

92. An Election Committee is elected during a House Meeting in the third quarter of the year.
93. The committee **consists** of six people, namely:
- a. A Convenor, who is one of the following persons:
    - i. the outgoing Primarius/ia, or if he/she stands again;
    - ii. the outgoing Primarius/ia, or if he/she stands again;
    - iii. one person, elected by the House who is a current House Committee Member or ex-House Committee member, nominates him/herself and doesn't stand in the Election.
  - b. The outgoing Deputy Primarius/ia, if he/she doesn't stand again and is not Convenor. If the Deputy Primarius/ia stands again or if he/she is Convenor, four (4) persons can be elected under sec. 93(c).
  - c. Three (3) members elected by the House who has been a resident of the House for at least two semesters.
  - d. The Residence Head, without voting rights and in an advisory capacity.

## Translation

94. An Election Candidate may not serve on the Election Committee in any circumstances.
95. If a person is elected onto the Committee or is appointed in terms of sec. 93 and wants to stand in the Election, that person's resignation is immediate and the next person can be appointed according to the amount of votes in terms of sec. 93.
96. The Election Committee has the **responsibility** to:
- a. administrate the election and nomination process; and
  - b. always act in accordance with this Constitution; and
  - c. keep the Residence informed of all the aspects regarding the Election process; and
  - d. ensure that all candidates are treated fairly; and
  - e. count the votes **twice** and make the results available as soon as possible; and
  - f. conduct themselves neutrally and fairly.
97. The Convenor of the Election Committee has the responsibility to write a **report** on the Election that covers the entire Election process.
98. The Election Committee is empowered to conduct the election and can make a ruling on:
- a. the validity of a vote; and
  - b. improper recruiting of votes; and
  - c. the establishment of an Interim Election; en
  - d. specific dates and times of an Election, in deliberation with the House Committee.

## Nomination

99. **Nomination forms** for the position of Primarius/ia, Deputy Primarius/ia and House Committee Members must be available at the Convenor for at least five (5) days before the closing date.

## Translation

100. If there is not enough candidates to fill the amount of vacancies within the time frame, the nomination process must be extended for as long as determined by the Election Committee.
101. If there is not four (4) House Members of each gender as election candidates, the election process can be extended only once and for as long as determined by the Election Committee.
102. If there is still not enough candidates after the extended nomination process the vacancies will be reduced and the available positions filled.
103. Nomination Forms must include the following at least:
  - a. the full name, year, student number, signature and cell phone number of the candidate; and
  - b. the full name, year, student number and signature of two proposers; and
  - c. the full name, year and signature of at least:
    - i. 3 **seconders** when nominating a House Committee member; or
    - ii. 8 **seconders** when nominating a Primarius/ia and Deputy Primarius/ia; and
  - d. the position(s) for which the **nominee** is available; and
  - e. the completion of a standard form by the **nominee**; and
  - f. a short policy declaration by the **nominee**.
104. Every member of the Residence that is entitled to vote may nominate or second someone.
105. Every nominee's signed declaration declares that he/she
  - a. is willing to accept his/her nomination; and
  - b. if elected as House Committee member, will serve the House unconditionally and perform his/her duties wholeheartedly.

## Eligibility

106. Any member of the House that stands for a position on the House Committee must fulfil the prerequisite that he/she
- a. is a full member of the House; and
  - b. has been a resident for at least two semesters for a position on the House Committee or three (3) semesters for election to Primarius/ia; and
  - c. satisfies the University's requirements for admission to the Residence (HEMIS-requirements); and
  - d. has no criminal record or convictions before the University's Division for Student Discipline (or sub-divisions) or Goldfields Disciplinary Committee. If a member does not fulfil the requirements set out in sec. 106(d), a special application can be brought at the Disciplinary Committee for exemption. The same procedure must be followed if there is an undecided case against the nominee.
107. If all the prerequisites are fulfilled and a valid Nomination Form is received by the Election Committee, the nominee's name can be added to the list of candidates.
108. A separate list of candidates is composed for the Primarius/ia, Deputy Primarius/ia and the House Committee. Each candidate's name may appear on more than one list.

## Caucuses

109. Caucuses are conducted according to the discretion of the convenor, in conjunction with the rest of the Election Committee.
110. The Election Committee must collect anonymous questions and ask predetermined questions to the candidates.

## Voting

111. After the caucus, voting proceeds as determined by the Election Committee.
112. The Election Committee must keep **record** of who voted and who failed to vote.

## Translation

113. The votes are counted as soon as possible behind closed doors. The ballots must be **kept** by the Residence Head until the end of the newly appointed House Committee's term.
114. No one may bring out a vote on behalf of anyone else.
115. For an election to be valid, the following **quorum** requirements must be met:
- a. 85% when voting for the Primarius/ia and Deputy Primarius/ia; and
  - b. 80% for the House Committee.

### **Election of the Primarius/ia and Deputy Primarius/ia**

116. The election for the Primarius/ia and Deputy Primarius/ia takes place in the same way, but with two separate votes.
117. All eligible candidates on the list for a specific position will appear on the ballot. Every member of the Residence will then have the opportunity to vote for one (1) candidate of his/her choice.
118. When one candidate obtains a majority vote (50% +1), he/she is elected.
119. If there is no candidate that obtains a majority vote, an **interim election** will be called. For this election the candidates with the least votes will be removed. The sum of the removed candidates may not exceed fifty percent (50%) of the votes in the previous election. This procedure may be repeated until one candidate obtains a majority vote.
120. If there is only one nominee for a particular position the house will simply vote YES or NO. If the candidate obtains more YES votes than NO votes he/she is elected.
121. A Primarius/ia candidate who is unsuccessful retains the right to stand for Deputy Primarius/ia and/or House Committee. A Deputy Primariu/ia candidate who is unsuccessful retains the right to stand for House Committee.

### **Election of the rest of the House Committee**

122. The ballots must contain the names of all the eligible candidates for a particular position. Ballots with more votes than the amount of vacancies are invalid.
123. Vacancies are filled according to the amount of votes that each candidate obtain until all positions are filled.

### **Announcement**

124. The results of all elections must be announced within 24 hours after voting closes
125. The Election Committee **dissolves** as soon as the full House Committee is announced and a report on the election is handed to the Residence Head and Primarius/ia.
126. The participation rate must be announced.
127. The amount of votes for every candidate will not be made public, but can be shown to individuals upon request.

### **Objections and Withdrawals**

128. Any objections to procedures during the elections or the validity of the result will be heard by a special sitting of the Disciplinary Committee within 72 hours.
129. Candidates retain the right to withdraw their nomination until an official announcement, after which they must formally resign if they want to withdraw. In this case a new vacancy is created. If a candidate withdraws after voting began, votes for that candidate are not counted. After a candidate informs the Convenor that he/she withdraws, the decision cannot be reversed.

## CHAPTER 4

### DISCIPLINARY PROCEDURES

130. The disciplinary procedures does not per se have punishment as **goal**, but aims to recover the relationship between the accused House member and the rest of the House. Therefore all disciplinary steps are taken in accordance with and in the spirit of the Goldfields Ethos.

131. The House Committee is responsible for maintaining discipline in the House in accordance with the University rules and regulations and the House ethos. To meet this responsibility in a fair and responsible way, a Disciplinary Committee is compiled.

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

132. The Disciplinary Committee may only act against a **resident** of Goldfields Residence.

133. In cases where jurisdiction is **questioned**, the final decision rests with the Chairperson. However, the Disciplinary Committee has to be consulted before the Chairperson delivers his judgment.

134. The Disciplinary Committee only has a **limited** capacity to act of its own accord against

- a. an act or omission which could constitute an offense of the University Council's ban on initiation or a deviation from the approved Welcoming Programme; or
- b. an offense that, in the opinion of the Residence Head, is of a serious nature; or
- c. any conduct where vandalism, damage to property or improper use of equipment, contrary to the Occupational Health and Safety Act, like the unlawful breaking of fire glass and setting off of the fire alarm, unlawful use of fire hoses and fire extinguishers, arson or any similar activity occurs; or
- d. any conduct of a criminal nature which falls under the criminal procedure of the country; or

- e. vandalism or damage to property where the damage exceeds the value as prescribed by the Centre for Student Communities.

135. The Disciplinary Committee reserves the right to **refuse** to hear any complaint and refer it directly to the Department of Student Discipline.

### **Composition of the Disciplinary Committee**

136. The Disciplinary Committee **consists** of

- a. the Primarius/ia who acts as the Chairperson; and
- b. the Deputy Primarius/ia who acts as Deputy Chairperson; and
- c. the Secretary of the House Committee who acts as Secretary (to participate without vote); and
- d. three (3) Seniors that are not House Committee members of whom one (1) may not be an old-HK or a current Mentor; and
- e. the Residence Head.

137. No person with a conviction before Goldfield's Disciplinary Committee, Intermediate Residence Disciplinary Committee, Central Disciplinary Committee or a criminal record may serve on the Disciplinary Committee or be appointed as a member of the House Committee.

138. No person who during an election is accused of an offence and is summoned to appear before the Goldfields Disciplinary Committee, Intermediate Residence Committee or Central Disciplinary Committee, is eligible for the Committee.

139. The **election** of the Disciplinary Committee members takes place at the beginning of every year during the first House Meeting. The Chairperson, Deputy-Chairperson and Secretary is responsible for this process.

- a. Only House members who was resident in the Residence for at least one (1) semester has a vote. All votes carry the same weight and any voting member can vote for any candidate.
- b. The Chairperson has the discretion to decide how many times each person may vote.

- c. The names of the newly elected Disciplinary Committee have to be communicated to the Dean of Students as soon as possible.

140. **Quorum** of the Disciplinary Committee consists of

- a. the Chairperson (or Deputy-Chairperson who acts as Chairperson); and
- b. the Secretary (or someone acting on his/her behalf); and
- c. any three (3) other members; and
- d. the Residence Head.

141. Where quorum cannot be achieved within ten (10) University days, the remaining members of the Disciplinary Committee can appoint acting members out of the Seniors of the Residence for the specific case.

142. If a **conflict of interest** should arise, the Chairperson has the right to request that any member must recuse him-/herself from the Committee for the specific case. Disciplinary Committee members may, by reason of conflict of interest and moral objections, recuse themselves from the Committee for a specific case

143. Where the Chairperson is accused of a conflict of interest, the final decision jointly rests with the Residence Head and Deputy-Chairperson.

144. If a Disciplinary Committee member has a case pending before the Goldfields Disciplinary Committee, Intermediate Residence Disciplinary Committee or Central Disciplinary Committee, that member must withdraw him-/herself from the Disciplinary Committee until the case against him/her is decided.

145. No voting member of the Disciplinary Committee, with exception of the Residence Head, has the right to **abstain** from voting.

## **Procedure**

146. All Disciplinary Procedures must be dealt with in accordance with the Student Constitution, Student Rules and the Goldfields Ethos. All parties involved in the procedure may at any time call upon any of these documents.

### **Before the Disciplinary hearing**

147. The House Committee or any House member may lay a **charge** with the Disciplinary Committee. Charges can be brought to the Chairperson, Deputy-Chairperson or Residence Head.
148. The Disciplinary Committee must **decide** together which charges must be investigated, heard or referred to the House Committee.
149. If the Complainant is not prepared to appear before the Disciplinary Committee in person, a signed statement must be provided to the Committee by the complainant before the charge can be further investigated.
150. The accused student(s) must receive **written notice** of the Disciplinary Committee hearing at least 48 hours before the commencement of the hearing. The accused must however be informed as soon as possible to be able to prepare him-/herself.
151. All charges must be heard by the Disciplinary Committee fifteen (15) University days after the case was lodged.
152. The written notice must contain the following:
  - a. The complete charge both in terms of the Goldfields Ethos and the University's Student Rules; and
  - b. The place and time of the hearing; and
  - c. The right to assistance.
153. The notice must be **ordered** to the accused by hand. If the accused cannot be tracked down, he must be telephonically informed of the case.
154. If the student, after the notice was delivered to him/her, fails to attend the hearing without providing a valid excuse to the Chairperson of the Disciplinary Committee beforehand, the hearing can proceed in the accused's absence.

### **During the Disciplinary hearing**

155. The Disciplinary Hearing takes place in **private**.
156. The accused student must, in accordance with the Goldfields Ethos be treated with **respect** during the hearing. The accused student is expected to also act as such with regard to the Committee.

157. The complainant and the accused can call any witnesses or submit any evidence.
158. Disciplinary Committee can call any person to ease the **interpretation** of laws and rules, provided that such a person is properly qualified.
159. The accused student must be fully **informed** of the case against him/her.
160. The accused student must be given **adequate opportunity** to present his/her case.
161. Any complainant or accused has a right to **assistance** from any House member that has never been found guilty by the Goldfields Disciplinary Committee, the University's Intermediate Residence Disciplinary Committee or Central Disciplinary Committee, or has a criminal record.
162. The guilt of the accused student must be proven above reasonable doubt. The onus of proof rests on the complainant.
163. If the accused **confesses** to the charge(s), the Disciplinary Committee may take note of it and immediately proceed to punishment without a complete hearing.
164. If a Disciplinary Committee cannot come to a unanimous decision, the decision by the majority of its members will be valid. If the voting members consist of an equal number and a tie is reached, the Chairperson will have the casting vote.
165. **Voting** takes place by way of a secret ballot with committee members' identity revealed on the ballot.
166. After the Disciplinary Committee's decision is disclosed to the student, he must be given the opportunity to make representations in **mitigation** to the Committee.
167. Disciplinary Committee members has to keep the contents of all sessions confidential, except for the official releases which is available by request from any of the committee members and composed in terms of section 170.

#### **After the Disciplinary hearing**

168. The accused student has the right to **appeal** against his/her conviction and/or punishment to the Intermediate Residence Disciplinary Committee, Central Disciplinary Committee or the Dean of students.
169. The **judgment** of the Disciplinary Committee as well as any punishment given must preferably be communicated to the student within the trial, otherwise within seven (7) days. The student must be informed of his/her right to appeal.

## Translation

170. Immediately after the judgment, the Secretary must draw up an **official release** that must be kept by all Disciplinary Committee members.
171. Judgments that fall outside the competency of the Disciplinary Committee can be declared valid by any subdivision of the Legal Services Division.
172. As soon as possible after the student was found guilty and punished by die Disciplinary Committee, the Secretary of the Disciplinary Committee must draw up a report with the particulars of the charge, the plea, material factual judgments, with the exclusion of any mitigating or aggravating circumstances, the judgment, the punishment imposed and the reasons for imposing that punishment. This report must be sent to the Residence Head, Primarius/ia and the Deputy Primarius/ia.

## Recordkeeping

173. It is the Secretary of the Disciplinary Committee's duty to keep a **record** of the punishments imposed. These details of any accused person must be available at Disciplinary Committee hearings.
174. All findings of the Disciplinary Committee as well as judgments and reports must be recorded by the Secretary of the Disciplinary Committee.

## Punishments

175. The Disciplinary Committee that finds a student guilty of an offence in terms of these provisions has the competency to impose a punishment, including:
- a. a fine that may not exceed the amount published from time to time by die University Council; and/or
  - b. a final written warning; and/or
  - c. a written or other apology to a specific person or body; and/or
  - d. payment of an amount sufficient enough to compensate for any damage, loss or costs that was caused by the student; and/or
  - e. depriving the student of any office he/she holds in Goldfields; and/or
  - f. suspending certain privileges that the student enjoys as a member of Goldfields, with the exception of eviction or suspension.
176. The Disciplinary Committee can review a punishment in a subsequent hearing.

177. The Disciplinary Committee can suspend punishments to enter into force after a specific event.

### **Disciplinary Action by House Committee members**

178. **House Committee** members have the right to impose punishment on any House member that acts contrary to the rules or Goldfields Ethos.

179. In such a case a House Committee member may impose a punishment that includes:

- a. a fine that takes into account the fine list of the Residence and does not exceed the amount determined from time to time by the University Council; and/or
- b. a written warning or suspended fine; and/or
- c. the imposing of a reasonable task.

180. The person that imposes this fine has to inform the student in writing or orally that if the punishment is unacceptable to him/her, he/she has the right to appeal to the Disciplinary Committee.

181. The written fine must mention the

- a. student's name and surname; and
- b. student's room number; and
- c. date the fine was issued; and
- d. nature of the offence; and
- e. date of offence; and
- f. amount of fine or details or task; and
- g. deadline for payment of the fine or completion of a task; and
- h. signature of the House Committee member.

182. If the fine is not **paid** before the deadline, or the task is not completed (within ten (10) University days unless otherwise indicated on the fine or special arrangements are made), the case is automatically referred to the Disciplinary Committee. It is the

## Translation

Deputy-Chairperson's (HK of Discipline Admin) responsibility to see to it that a case is lodged.

183. If a fine is indeed paid before the deadline, the case is seen as completed, there is no conviction and no hearing takes place.

184. **Record** must be kept of all fines by the Deputy-Chairperson (HK of Discipline Admin).

185. The Deputy-Chairperson (HK of Discipline Admin) must also from time to time submit a list of students who has more than three (3) fines against their name to the Chairperson of the Disciplinary Committee for consideration for possible disciplinary cases.

## CHAPTER 5

### RESIDENCE FINANCES

186. The finances of the Residence must always be utilised to the benefit of the Residence and all its residents.
187. Money in the House Fund is used for the funding of general residence activities as determined by the budget and for specific purposes approved by the House Committee and the Residence Head.
188. All financial arrangements of the residence are subject to policy as publicised by the Finance Division.
189. The Primarius/ia is the **final authority** on the finances of the Residence, while the treasurer must ensure that the finances are correctly administered.
190. All funds that are received by the residence must be administered by the University's Financial System. No separate bank accounts, deposits or loans may be managed.
191. Any income that is received by the Residence, including House Fees must be deposited in the House Fund.
192. No speculative transactions or investments may be incurred with House Fees.
193. There is a distinction between
- a. discretionary operational funds (House Fund and JOOL) that are managed by the House Committee, and
  - b. asset funds ("N-fund") that are managed by Residence Administration.
194. The treasurer, in association with the previous treasurer and the Residence Head, must compile a complete **budget** for the Residence at the start of his/her term. This budget is approved by the Executive Committee and presented to the House at the start of the year.
195. Every House Committee member must also prepare a detailed portfolio budget that must be approved by the Executive Committee.

Translation

196. Spending, as specified within the House Committee members' **portfolio budgets**, must be approved by the Treasurer before the expense is incurred.
197. Any spending that has **not** been **budgeted** for must be approved by the Primarius/ia and the Treasurer and must be communicated to the rest of the House Committee Members and the Residence Head in the next House Committee Meeting.

Translation

## Addendum 1: Residence Crest

Description:

The four symbols always appear on the Crest with the Residence name at the top and the banner at the bottom. The proportions must be respected at all times. No changes may be made to this emblem. An electronic version of this Crest is available at the Secretary, Primarius/ia and House Committee Member with the marketing portfolio.



## Addendum 2: Residence Logo

### Description:

The official logo [A] is always in solid colours and not line art. It is available in black on white or white on black. The colour may be changed as needed taking the official Goldfields Colours into consideration. The second logo [B] or the third logo [C] may be used only if logistic requirements make it necessary. The proportions must be respected at all times. No further changes may be made to the logo. Electronic versions of this logo's are available at Secretary, Prim and HK of marketing.



A

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B

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C

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## Addendum 3: Goldfields Official Songs

### House song

*Written by Rotondwa Mudau (with the help of Christoffer Chipeio)  
October 2009*

In the heart of the valley  
Are the fields made of gold  
Rise the dreams of our nation  
From the ruins of old

In the cradle of diversity  
Lies the place we call home  
Where our friends are forever  
And our future is sure

(Bridge)  
Freedom and unity  
Respect and Responsibility  
These are the values that lead to your dreams

Staan ons tesame, standvastig en trots  
'n Beeld van ons waardes wat skyn binne ons  
Hier sal ons lewe, geseënd en in vrede  
Ons toekoms is seker, vir jou sal ons dank

(Chorus)  
Goldfields, Goldfields  
You're our passion, our pride  
Here we belong  
Goldfields, Goldfields  
Together we stand, Our own, Our home...

### Song of meaning

This song was once the House Song of Goldfields Residence.

We're riding on a rainbow  
We're flying free  
We're riding on a rainbow  
Yes, you and me

There is a place I love in Africa,  
That we call the Goldfields land.  
It is a place to grow and live as one,  
In a brotherhood of man

There is light that comes from Africa,

And it's shining round the world.  
Let all the colours speak of pride and joy,  
In a voice that must be heard

We're riding on a rainbow,  
We're flying free,  
We're riding on a rainbow,  
Yes, you and me.

There is a heart I hear in Africa,  
And it's beating like a drum.  
Let everyone get up and to the stars,  
We will go marching on.

I had a dream I was in Africa,  
I was soaring like a bird,  
And then a million voices all around,  
Was singing to the world...

That we are riding on a rainbow,  
We're flying free,  
We're riding on a rainbow,  
Yes, you and me.

We are together on a rainbow  
We're flying free,  
We are forever on a rainbow,  
Yes, you and me.

We are riding on rainbow  
We're flying free  
We're riding on a rainbow  
Yes, you and me

## Addendum 4: Flag

### Description:

The official flag of the residence is as follows: The Residence Crest is in gold in the middle of a blue background. The proportions must be respected at all times. An electronic version of the flag is available at the Secretary, Prim and HK of Marketing.

### Background:

During normal academic days, when Goldfielders reside in the Residence, the flag must be hoisted daily, together with the country's flag.

