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## **Section A: Fundamental Provisions**

### **Chapter 1: Heemstede's Foundations**

#### **Article 1: Ethos**

1. Heemstede stands strong on her values and builds on the values of Stellenbosch University (SU) to Serve, Excellence, Innovation, Co-responsibility and Empathy.
2. Heemstede accepts the authority of the Residence Head and HC (House Committee) and is subject to the law of South Africa, Stellenbosch University's regulations and Heemstede's constitution and values.
3. Heemstede sees each Heemie as an individual that has something unique to contribute to the Heemstede culture. All Heemies are equal.
4. Heemstede seeks to provide each resident with the opportunity to reach their full potential.
5. Heemstede views ethics and moral values as very important. A culture of sincerity, integrity and responsibility will prevail within Heemstede.
6. Heemstede is a balanced hostel with a wholehearted approach.
7. Heemstede regards academic learning as an integral part of SU.
8. Heemstede is a residence with a proud history. We strive to promote this pride in every Heemie through participation and involvement in SU.
9. Heemstede is a hostel with a rich and unique tradition; good spirit.
10. Heemstede creates a safe, secure environment in which good friendships are formed.
11. Heemstede strives to welcome values of kindness, respect and living humanity.  
Where there is a heart, there is a home.

#### **Article 2: Vision 2020**

1. To develop a global citizen and graduate focusing on the future by empowering the individual.
2. To build a lasting legacy by investing in leadership development and create thoughtful and serving leaders.
3. To inspire innovation through social inclusion.
4. Acknowledge excellence in all forms.

#### **Article 3: Values**

1. Integrity
2. Respect
3. Unity
4. Loyalty
5. Equality

#### Article 4: Name and Slogan

1. Name: Heemstede; Slogan: The House of all Houses  
"Het dag het Overal"; Die dag het aangebreek; The day has arrived.  
For further information, refer to Heemstede history.

#### Article 5: Emblem

1. The emblem was designed by Dr. C. Pama, who lived in the Annex next to Heemstede.
2. In heraldic terms, the emblem is described as follows: "in blue, seven gold pine leaves, seamless placed and a red free quarter charged with a rising sun."
3. The motto on the coat of arms is "Het dag het overal".
4. The symbolism of the emblem is: the rising sun on the red free quarter and seven acorn leaves on the blue symbolizes free quarter Stellenbosch.
5. This emblem appears on the HC-jackets of Heemstede, as well as the Heemstede flag hanging in front of the House.

#### Article 6: Logo

1. The sun logo of Heemstede is the informal logo.
2. This logo is used mostly on Heemstede's clothing, as well as for any other informal occasion purposes.

#### Article 7: House Song(s)

##### 1. House Song 1

- 1.1. This House song used to be sung at the beginning of House Meeting but has been retired as of 2018. More information may be found in the archive.
- 1.2. The song was recomposed by Nina van Rooyen, Roelene Enslin and Lisa Skein in 2013.

##### 2. The Second House Song

- 2.1. "Ons is die Siel" Chant
- 2.2. Serves as an informal house song and is shouted or sung to build spirit.

##### 3. The Third House Song

- 3.1. This house song is currently sung as the primary house song. It is sung at house meetings in the courtyard as well as any special functions or celebrations.
- 3.2. It is the HC's privilege and honour to be in the middle to form a circle when the song is sung. The rest of the house members then make the circle around the HC.
- 3.3. The house song was written and composed by Wilana Vermaak and Magdel van Zyl in 1996. Renette Symington added the English verses in 2015.

## Chapter 2 - Basic Provisions

### Article 8: Authority

1. Where there is a conflict between provisions or an absence of a provision, the default document to follow is the Student Constitution of Stellenbosch University.
2. This Constitution officially replaces any and all previously arranged and approved constitutions including all related rules, regulations and laws that previously applied in Heemstede
3. This Constitution is subject to the values of Heemstede, Student Constitution, rules and other regulations of the University of Stellenbosch, Statutes and the Constitution of the Republic of South Africa 1996. This Constitution will be invalid insofar as it is inconsistent with the aforementioned.
4. All practices, rules, regulations and policies of Heemstede are invalid insofar as it violates this Constitution and / or the values of Heemstede.
5. All House members are subject to the Constitution and values of Heemstede and the House Committee will serve as the highest decision-making forum within Heemstede.
6. Any action(s) and decision(s) of the Executive (see HC outline) may be overturned by a three-quarters (3/4) 75% vote of the House members at a duly constituted House meeting, with an absolute majority of (2/3) 66% is present.
7. The Residence Head is the representative of the Office responsible for House-based student leadership, and is directly responsible to the head of the office for all actions, and/or lack thereof, which takes place in Heemstede.
8. The Primaria is accountable to the Residence Head for all actions and / or the lack thereof, of the student leadership within Heemstede.
9. Heemstede, though a dependent entity of Stellenbosch University, is not a legal person and cannot do a contract in its own capacity. Any contract must be approved by the relevant Stellenbosch University Department(s).

### Article 9: Amendment

1. It is the Primaria's duties under the supervision of the Residence Head, to ensure that the amendments are attached as soon as possible in these terms.
2. In ensuring the provisions are reviewed again, the Residence Head may appointed Constitutional meetings consisting of:
  - i) The Primaria.
  - ii) The Vice Primaria.
  - iii) Two HC members

- iv) The Residence Head
- v) First years committee member
- vi) Senior committee member
- vii) Additional members representing the house consisting of different year groups appointed by the Primaria.

#### **Article 10: Inconsistencies**

1. Any provision in the domestic provisions or regulations that are inconsistent with the Constitution is void.
2. All terms are subject to the student's regulations and the residence rules.

#### **Article 11: Settlement of Disputes**

1. All disputes applicable to this constitution will be resolved by the HC.
2. The assistance of the Division of Student Affairs can be viewed when a dispute cannot be resolved.
3. Any dispute regarding the meaning or interpretation of any clause, section or parts of this constitution, household provisions or the regulations will be referred for decision to the Division CSC.

### **Chapter 3 - Heemstede Leadership**

#### **Article 12: Residence Head**

1. Heemstede's Residence Head is appointed by the SU for a period of four years.
2. The following are the qualities and duties looked for and expected in a Heemstede Residence Head (in no particular order):
  - 2.1. The Residence Head is regarded as the Chief Executive Officer of Heemstede and she/he is responsible for the day to day running and to oversee that the HC and Mentors meet their responsibilities;
  - 2.2. The Residence Head is part of the SU strategy and vision, Heemstede's 2020 vision and implementation of all previously mentioned;
  - 2.3. The Residence Head is an advisor to students and supports them in case of emotional, academic and physical needs in cooperation with HC and Mentors;
  - 2.4. The Residence Head is accessible to parents/guardians and sees the needs of Heemstede as a priority;
  - 2.5. The Residence Head, together with the HC must ensure that the academic and social needs and interests of students are served in the best possible manner while in the residence, and shall ensure for a student-friendly "live and learn" environment care which promotes the academic goals of the University;

- 2.6. The Residence Head is responsible for the promotion of residence interests through mediation with the academic staff, support services and other institutions within the University;
- 2.7. The Residence Head in cooperation with the Primaria is responsible for the application of the residence rules, directly and through delegation to the HC;
- 2.8. The Residence Head should inform the Centre for Student Structures and Communities (CSC) of her/his absence from campus and make arrangements for the continuation of her/his work;
- 2.9. The Residence Head provides the element of continuation in the hostel management and plays an important role in the effective functioning of the residence;
- 2.10. The Residence Head approves the welcoming program for newcomers and is supportive of the HC in its creation;
- 2.11. The Residence Head attends all House Meetings and forums in the hostel;
- 2.12. The Residence Head checks the procedure as prescribed by the SU and the Residence Constitution during and after the election of the new HC;
- 2.13. The Residence Head oversees the financial management of the house fund and on request or as required, reports to the CSC on the financial management of the house fund;
- 2.14. The Residence Head is responsible and accountable for the implementation and management of the SU's alcohol policy in Heemstede;
- 2.15. The Residence Head liaises with the management of the food and cleaning services;
- 2.16. The Residence Head will work closely with the residence services coordinator (RSC) of residence;
- 2.17. The Residence Head promotes a positive attitude to discipline students.

#### **Article 13: House Committee (HC)**

1. The HC is the governing body with the Residence Head managing Heemstede. HC acts as thought leaders who give strategic direction to the house, embodying the 2020 vision as well as the University's 2030 vision.
2. The HC of Heemstede is elected for a period of one (1) year.
3. The Primaria, Vice-Primaria and Head Mentor are separately elected whereby the procedures for these mentioned members of the HC are the same. Candidates make themselves available for these specific positions and it is strongly recommended that all candidates have done a leadership course of some sort.

## **Portfolios:**

4. Compulsory portfolios to be filled within the HC:
  - 4.1. Primaria
  - 4.2. Vice Primaria
  - 4.3. Financial Manager
  - 4.4. Cluster / Academic
  - 4.5. Head Mentor
  - 4.6. Secretary General
  - 4.7. No more than five (5) additional HC members
5. House Committee members apply for individual sub portfolios after which the Primaria in consultation with the Vice Primaria and House Mother, will decide which portfolios are allocated to whom.
6. The available portfolios are determined by the Primaria and Vice Primaria on a yearly basis.

## **Duties:**

7. The HC is responsible for:
  - 7.1. Handling the administration of the House;
  - 7.2. Order and discipline in the interest of the House and maintenance thereof;
  - 7.3. Unity and to promote active membership in the House; and to nurture an environment of inclusivity and diversity;
  - 7.4. Embodying and promoting the 2020 vision of Heemstede, as well as the 2030 vision of the Stellenbosch University.
8. Every HC member has the following duties:
  - 8.1. Manage and delegate allocated portfolio(s) to the best of her ability;
  - 8.2. Take complete responsibility for the activities and committees of her portfolio(s);
  - 8.3. Provide a comprehensive portfolio budget for each of her portfolios in consultation with the Finance Manager and subject to the approval of the Executive Committee;
  - 8.4. Use her portfolio budget according to the responsible management of finances within Heemstede and the University;
  - 8.5. Provide a termly report to the Primaria regarding reflection of each term;
  - 8.6. Provide a report of all her portfolios to the Primaria at the end of each term.

## **Executive Committee:**

9. Executive Committee (EC) of the House consists of the following members:
  - 9.1.1. Primaria
  - 9.1.2. Vice Primaria
  - 9.1.3. Financial Manager
  - 9.1.4. Residence Head
- 9.2. The purpose and duties of this committee are:
  - 9.2.1. The EC has the power to invite any another member of the HC or any other member of the house to meetings if so required or intended;
  - 9.2.2. The Residence Head has chairperson status at meetings;
  - 9.2.3. There are regular meetings with a view to planning, setting agendas for meetings, and the flow of information from the relevant portfolios and other duties as set out in other parts of the constitution;
  - 9.2.4. The EC act on behalf of the HC and House where urgent decisions are required and there is no time for consultation with members of the HC and House;
  - 9.2.5. The EC must formally report at the next meeting to the HC on above mentioned situations and the decision(s) taken. This formal report should be documented and the House should be informed, within the discretion of the EC. This discretion does not extend to financial matters.
  - 9.2.6. Decisions by the EC can be set aside by a 2/3 66.6% majority vote of the HC;
  - 9.2.7. Provide a half yearly financial report.

## **Article 14: Election**

1. The Heemstede House Committee, which includes the Primaria and Vice Primaria, are directly elected by secret ballot and all eligible and registered members of Heemstede, through a free, transparent and fair election.
2. The election of House Committee members occurs annually at the House Committee caucus that has to take place at the specific time given by the University. The newly elected members are announced at the “Inheemse Dinee” (House Dinner) with the exception of the Primaria, Vice Primaria and Head Mentor who are announced upon the determination of the results of the vote.
3. The entire election process of the HC is managed by the outgoing prim, who will act as election convenor.
4. An external facilitator is required to conduct the caucus.

### **The Election Committee:**

5. The Election Committee consists of the Election Convener and a minimum of two (2) and a maximum of four (4) additional persons.
6. The Election Convener and Election Committee is appointed before the end of the second term, by means of an application process.
7. If the Primaria decides to run for a second term, the Vice Primaria will act as Election Convener.
8. If the Vice Primaria (and Primaria) decide to run for a second term, any outgoing HC member will act as Election Convener.
9. The panel who appoints the Election Committee will consist of:
  - 9.1. Election Convener who shall act as Chair;
  - 9.2. Head of Residence;
  - 9.3. Prim Committee Chairperson or representative,
10. The Head of Residence is to ensure that the Election Committee fulfils their mandate as stipulated in this Constitution.
11. HC candidates may not serve on the Election Committee under any circumstances.
12. If a person is appointed unto the Committee resigns the application process will be reopened for new candidates to apply.
13. Election Committee duties are as follows:
  - 13.1. Administer the HC election and nomination process;
  - 13.2. Set up rules and regulations to ensure a fair and free election, which needs to be approved by a member of Center of Student Communities (CSC) before the first day of nomination period;
  - 13.3. Always act in accordance with this Constitution;
  - 13.4. Keep the House informed of all the aspects regarding the Election process through a document which will be emailed to the House;
  - 13.5. Ensure that all candidates are treated fairly;
  - 13.6. Count the votes twice and make the results available as soon as possible;
  - 13.7. Conduct themselves neutrally and fairly; and has the authority, subject to approval by CSC to take any reasonable measures to ensure a free and fair election which may not be covered by this Constitution or its own rules and regulations;
  - 13.8. Write a report on the election that covers the entire election process. The report will be made available to the House in five working days after the completion of the election process via email.

### **House Committee Nominations:**

14. The Heemstede House Committee will comprise a maximum of eleven (11) members, unless stated otherwise by the Centre for Student Structures and Communities of Stellenbosch University.
15. A candidate for a position on the House Committee must be a registered member of Heemstede for at least two consecutive semesters, in which one of them includes the candidate's election. A first year student is not eligible for election as member of the House Committee.
16. A candidate for a position on the House Committee must comply with the University regulations and have the relevant academic Hemis needed, half year and full year.
17. All possible candidates are subject to compliance with University regulations. The Residence Head will assist the Elections Convener to ensure that all applicants fulfil the criteria.
18. Application forms for the positions of Primaria, Vice Primaria and House Committee member(s) must be made available to the House at least five (5) working days before the respective caucuses.
19. The application process will be extended if there are not enough eligible candidates available to fill all the positions. How long the process will be extended is at the discretion of the Election Convener(s).

### **Extreme Cases:**

20. The following are considered to be extreme cases:
  - 20.1. Too few candidates applying due to unspecified reason(s);
  - 20.2. Ineligibility of candidates who have applied;
  - 20.3. All other options having been exhausted at the discretion of the newly elected Primaria.
21. Then and only then the Election Committee may use their discretion to allow first years to run.

### **Applications:**

22. Applicants must, at least, include the following information on the given document:
  - 22.1. Full name(s), surname, signature and student number of the applicant;
  - 22.2. Full name(s) and signatures and student numbers of at least three (3) seconders, who are registered students who residents of Heemstede.

23. The application document may be amended on a yearly basis.

### **Candidate Responsibilities:**

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

24.1. In the case of applying for Primaria, that she had to have served on the House Committee for one (1) House Committee term.

24.2. In the event that no-one from the House Committee applies for Primaria, the portfolio will be made available to an eligible candidate who has resided in Heemstede for two full consecutive semesters.

### **HC Caucus:**

25. The Primaria caucus will take place first.

26. A candidate must be present in order for her application to be valid, in extreme cases the caucus will be postponed.

27. The House will have an opportunity to ask the eligible candidates any question which does not constitute hate speech or impacts the candidate's human dignity.

28. The facilitator may rule any question out of order which constitutes hate speech or impacts the candidates' human dignity.

29. An external facilitator will chair the caucus and the identity of whom should be communicated to the house a week before the elections.

30. The Election Committee may set up any rule(s) and / or regulation(s) subject to approval by the Centre for Student Counseling and Development (CSCD) to manage this process in a free and fair manner.

31. The Vice Primaria caucus will take place after the Primaria caucus and will follow the same procedures as that of the Primaria, unless the Election Committee determines otherwise.

32. The HC election will take place after the Vice Primaria election and will follow the same procedures as that of the Vice Primaria, unless the Election Committee determines otherwise.

## **Article 15: Votes and Grievances Votes**

### **Votes:**

1. Voting will take place after the relevant Primaria and Vice Primaria and Head Mentor caucuses and the results of which must be made public immediately.
2. Each person may only vote once and no one is allowed to vote on another's behalf.
3. The Election Committee has to keep record of each member that votes. Only registered members of Heemstede may vote.
4. Votes via email must be sent to the Primaria, 24 hours prior to the election. The printed copies will be handed over to the Election committee.
5. The votes need to be tallied as soon as possible after voting has closed.
6. Successful election into the House Committee is solely based on votes and the number of positions available. This means that by default if ten (10) HC candidates stood for election and they received at least one (1) vote then all of the candidates will be a part of the new House Committee. Furthermore, if thirteen (13) candidates, or more, run for a position on the House Committee then the ten (10) candidates with the most votes will be deemed successfully elected.
7. After the votes have been tallied the elected HC members will be announced at a time and place as determined by the Election Committee in consultation with outgoing HC and Head of Residence.
8. The Election Committee is empowered to take any decision(s) and / or action(s), subject to approval by the Elections Convener, to ensure a free and fair election of HC, Vice Primaria and Primaria.
9. Heemstede members are only allowed to vote during the time period and in the manner as prescribed by the Election Committee.
10. Each ballot/vote of a house member counts 1 point.

**Grievances:**

11. 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.
12. The Election Committee in cooperation with the Residence Head, should take immediate steps to rectify the matter, or to declare the election invalid and organize a new election. The Election Committee shall be obliged to convene and adjudicate on the matter and make a binding decision.

**Article 16: Resignations and Dismissals**

1. The membership of a House Committee member is terminated if:

- 1.1. The House Committee member hands in her written resignation to the Secretary-General;
  - 1.2. The House Committee removes the member from office with a two thirds (2/3) majority of votes. In such a case the House Committee must report to the house at the next House meeting;
  - 1.3. House Committee member is absent from two (2) consecutive House Committee meetings or a total of three (3) House Committee meetings without leave or a valid reason(s).
2. If a member's membership is terminated in accordance with the absenteeism section, she has the right to appeal to the House Committee immediately so that they can decide whether the reasons for absence without leave were valid.
  3. If the position of Primaria becomes vacant for any reason, the Vice Primaria will automatically succeed her to become Primaria.
  4. If the position of Vice Primaria becomes vacant it shall be filled by electing a Vice Primaria from the HC on which the HC will vote.
  5. If any position except that of Primaria or Vice Primaria falls vacant, the House Committee has the right to fill the vacancy with the person(s) who received the next maximum votes in the election where they were elected. The House Committee reserves the right not to fill the vacated portfolio, as long as this is not the Primaria or Vice Primaria.

#### **Follow up on Resignations:**

6. If the Primaria wishes to resign during her term of office, she must tender resignation in writing to the Residence Head, and the resignation becomes valid as soon as it has tendered.
7. If both the Primaria and Vice Primaria resign, they shall continue to perform their duties until new office bearers have been elected;
8. If the entire House Committee resigns, they shall continue to perform their duties until new office bearers have been elected.

#### **Article 17: Term of Office**

1. HC term runs from the beginning of the fourth quarter of the academic year to the end of the third quarter of the following year.
2. The fourth quarter also serves as a training period, during which House members who fill management positions receive the necessary training.

#### **Article 19: Mentors**

1. According to the US requirements mentors are expected to provide academic support to first year students. Within the Heemstede context, mentors are expected to also provide emotional support to first years and to be available for consultation with parents and guardians of their current first year students.

**Composition:**

2. The number of mentors appointed, as provided by the CSC, corresponds with the number of first year students at that time.
3. Any Heemie that has been in Heemstede for a semester is eligible to stand for a position of mentor.

**Election:**

4. In order for a Heemie to stand for a mentor position, the following procedures must be followed:
  - 4.1. Complete given application form;
  - 4.2. A mentor caucus;
  - 4.3. An interview by a panel.
5. The appointment panel consists of:
  - 5.1. Residence Head;
  - 5.2. Outgoing Primaria;
  - 5.3. Outgoing Vice-Primaria;
  - 5.4. Former Head mentor;
  - 5.5. Primaria;
  - 5.6. Vice-Primaria;
  - 5.7. Head Mentor;
  - 5.8. One external party.
6. Thereafter the house gets the opportunity to vote for the candidates they feel are appropriate to fill the positions. The number of mentors applying is communicated to the house. The students with the most votes are appointed as mentors. The panel's vote will count 50% and the house's vote 50%.
7. A candidate for the mentor position must comply with the University regulations and have the relevant academic Hemis, half year and full year.

**Mentor Duties:**

8. Provide new students with the relevant information in order to meet the demands of university study.

9. Meet new students often individually and collectively.
10. Support new students with academic and / or personal problems.
11. Set the University's support services available to the new students. Make the services known to the new students.
12. Treat all personal details confidentially.
13. The Head Mentor has the discretion to add, within reason, new duties for the mentors.
14. Report cases of serious illness, injury and personal crises of new students to the Residence Head and the Head Mentor.
15. If a mentor fails in any of her duties or does not act according to the code of conduct for mentors then necessary action will be taken against the mentor at the discretion of the Residence Head and Head Mentor.

## Chapter 4 - Disciplinary Procedures

### Article 20: General

1. The procedure is in collaboration with the University's Student Rules. If a gap or inconsistent in this code exists, the rules for students (disciplinary code) of the University will apply.

### Article 21: Composition of the Committee

1. The Disciplinary Committee consists of:
  - 1.1. **Vice-Primaria** as Chairperson;
  - 1.2. **Residence Head** or her delegate;
  - 1.3. Any **additional members**, as appointed at the discretion of the Executive Committee, with a limit of **two people**, when necessary. The additional members must within reason, have useful, unbiased knowledge regarding (or objective correlation to) the disciplinary incident. They may be removed when they can no longer provide relevant insight;
  - 1.4. **Secretary General** is required to keep minutes of each meeting and disciplinary hearing. She must also keep detailed records of the Committee's actions and decisions during their term. After the hearing, the minutes must be sent to the chairperson and the Residence Head within 48 hours;
  - 1.5. The **Primaria** by virtue of her office has the right to attend any internal disciplinary hearing.

2. With the composition of the Disciplinary Committee, the chairperson must consider the different languages and cultures as well as the social habits of the house's residents. The Committee should be as diverse as possible to represent all.

#### **Article 22: Jurisdiction**

1. The Disciplinary Committee only has jurisdiction over the residents of Heemstede and the jurisdiction of the said committee is subject to the provisions of the Student Constitution. If the offender is a resident outside of Heemstede, the case in totality will be sent to the university to handle.
2. The following matters will be referred directly to the CDC (as required by the Rules for Students) without the possibility of the residence disciplinary committee to hear the matter:
  - 2.1. Theft or any other criminal offense, as well as other issues contained in the Rules for Students;
  - 2.2. Repeated violation of rules of Heemstede
3. Immediate actions (i.e. where a direct disciplinary hearing is fair and a prior notice is not required):
  - 3.1. Smoking in any part of the building. For safety measures, the HC can make a decision to allow residents to smoke in the quad at nights;
  - 3.2. If a resident has a non-resident at the hostel and leaves the non-resident to be alone and loiter in the residence, the resident whom the person is visiting will be held accountable;
  - 3.3. Failure to sign guests in or out of the residence;
  - 3.4. Vandalism (depending on the degree) - in some cases, only the CDC have this jurisdiction;
  - 3.5. Having guests' sleepover without permission of the Residence Head or her HC member;
  - 3.6. Violation of the alcohol policy, for example by the consumption of alcohol in corridors, visiting areas or any other room in the residence without permission;
  - 3.7. Cases, in terms of the stacking fine system, that reach fine 3.

#### **Article 23: Procedures of the Committee**

1. All disciplinary concerns or complaints must be made either in person or via electronic media to any HC member or the residence head and be brought to the Chairperson of the Disciplinary Committee's attention. Even if a complaint or incident is communicated verbally to the Chairperson, that incident should be written up and given to the Chairperson.

2. All complaints are recorded in a registry, which is kept by the Chairperson.
3. The Disciplinary Committee meets at the request of the Chairperson. The purpose of this meeting is to bring forward all cases brought forward under the disciplinary system or, in extraordinary circumstances, whether an incident requires an immediate hearing without going through the steps of the disciplinary system
4. All cases enlisted by the Committee for a hearing should be scheduled on a date determined by the Chairperson in consultation with the Committee.
5. Persons who are brought before the Committee shall be notified of the allegation(s) in writing or via email as well as the time and place where the hearing will take place within five (5) working days before the start of the trial
6. At the time of the hearing, the person who is summoned to appear before the Committee is entitled to have a fellow student appear with her to represent her. The Chairperson of the Committee should be notified of the presence of the student representative at least 48 hours before the time.
7. At the time of the student's appearance the charge(s) will be read to her, thereafter the student will be given a chance to respond to the allegations:
  - 7.1. If a student pleads guilty, the Committee can proceed with deciding what the relevant consequence should be;
  - 7.2. If a student denies the charges against her, and there is not substantial evidence to support the allegation(s), the Committee reserves the right to postpone the matter for further investigation;
  - 7.3. If the student denies the charge in light of substantial evidence, the disciplinary discussion continues in order to establish what happened.
8. If a student is found not guilty, the charges will not be included in her record.
9. When there is a formal meeting, a charge sheet is made available. The charges will be read to the offender, the offender will be asked to plead and call witnesses. The Committee may therefore make a decision.
10. If a case cannot be resolved, or the case is severe enough, it may be referred to the CDC.
11. If during the decision by the Committee, a split decision is reached, the Committee will proceed to make a fair decision. That means that the matter will be postponed and resumed at a later stage for a revote. If it is still not possible for the members during judgment to achieve a majority vote, the chairperson's vote would then be decisive.

## Article 24: Fines / Penalties

1. As of 1<sup>st</sup> March 2018 the disciplinary procedure was replaced by the cumulative fine system as voted in at House Meeting (on 1<sup>st</sup> March 2018)
2. All fines must be issued within 72 hours of the investigation into the offence's completion.
3. All fines must be paid within a week of its issue date.
4. If there is a violation of a house rule then fine one is issued and recorded.
5. If there is a violation of a house rule and fine one has been issued already, fine two is issued and recorded.
6. If there is a violation of a house rule and fine two has been issued already, a first warning is issued and recorded; an internal disciplinary discussion is also held (handled by the internal disciplinary committee).
7. If there is a violation of a house rule and a first warning has already been issued then a final warning is issued and recorded and the case is sent to the Central Disciplinary Committee (external).
8. The following layout gives a more detailed analysis of the cumulative fine system:
  - 8.1. **Scenario 1**
    - a. If a House Rule has been broken, fine one is issued.
    - b. The fine must be issued within 72 hours of the rule being broken.
    - c. Fine one is recorded.
    - d. Fine one must be paid within a week of its issue date.
    - e. Fine one is paid within a week of its issue. No more fines will be issued regarding the broken rule that fine one was issued for.
    - f. It must be noted that if another House Rule is broken, the fine issued will be fine two, as fine one has been recorded.
  - 8.2. **Scenario 2**
    - a. If a House Rule has been broken, fine one is issued.
    - b. The fine must be issued within 72 hours of the rule being broken.
    - c. Fine one is recorded.
    - d. Fine one must be paid within a week of its issue date.
    - e. Fine one is not paid within a week, fine one is now void, but still recorded.
    - f. Then fine two is issued.
    - g. Fine two will be of the same value as fine one
    - h. Fine two is recorded.
    - i. Fine two must be paid within a week of its issue date.

- j. Fine two is paid within a week of its issue. No more fines will be issued regarding the broken rule that fine one was issued for.
- k. It must be noted that if another House Rule is broken, a written warning (warning one) will be issued.

**8.3. Scenario 3**

- a. Warning one is issued.
  - b. Warning one must be issued within 72 hours of the rule being broken.
  - c. Warning one is recorded.
  - d. An internal disciplinary discussion is held.
  - e. It must be noted that if another House Rule is broken, a second written warning (final warning) will be issued.
  - f. The final warning must be issued within 72 hours of the rule being broken.
  - g. The final warning is recorded.
  - h. The case is reported to Stellenbosch University's Central Disciplinary Committee.
9. The above fine system is a stacking system. All previous fines are recorded and accumulate. This is regardless of the nature of the violations. The aforementioned house rules are those according to the current constitution.
10. A financial penalty to be paid to the Financial Manager within 48 hours after the fine was received. If the student cannot pay the fine, she will have the option of Community Service, removal of benefits or room points
11. The Disciplinary Committee can also issue a suspended sentence where if a student after imposition of a suspended sentence is found guilty again of the same or a similar offense, then the suspended sentence will come into force, and it gives the Committee the right to impose a further penalty.
12. If a resident was found repeatedly guilty of violations, the Committee reserves the right to refer the matter to the CDC of the University of Stellenbosch.
13. The Committee also reserves the right, depending on the particular resident's record, to make a recommendation to the HC that the concerned resident's benefits of choosing a room is denied.
14. If such action in a section takes place and the HC member does not take action, the house committee member will receive the warning.
15. In the event that the disciplinary committee decides that the first violation after the internal hearing is not severe enough to warrant a CDC case, the case will be referred to the cluster disciplinary committee.
16. The disciplinary committee may use their discretion guided by the record of the resident in question to determine whether a referral to an outside body is appropriate.

17. The outcome of the investigation conducted by the outside body determines whether the resident starts again from fine 1 in the stacking system.
18. If the resident commits the same violation as in the referred case, the stacking system does not revert to fine 1.
19. The Disciplinary Committee also has discretion in issuing penalties to ensure a fair penalty is imposed. Such discretion must be exercised in line with the values of Heemstede and the University's Disciplinary Code and relevant rules.

#### **Article 25: HC Members**

1. Members of the House Committee are subject the house rules and can also be called to appear before the Disciplinary Committee. In such a case, there will first be a consultation with the Head of Student Discipline at the SU to establish jurisdiction.
2. The Special Disciplinary Committee who will be present at the case where the case of a HC member should be heard, consists of:
  - 2.1. The Primaria (unless she herself appears before the committee, in which case this position remains vacant)
  - 2.2. The Vice-Primaria (unless she herself appears before the committee, in which case this position remains vacant)
  - 2.3. A member of the Disciplinary Committee
  - 2.4. The secretary of the Disciplinary Committee
  - 2.5. SRC-guardian (if this person is not available, the process can proceed without his/her presence).
  - 2.6. House Committee Advisor
  - 2.7. The resident head or her delegate

#### **Article 26: Day-to-Day House Rules**

##### **Academic quiet time:**

1. An academic atmosphere should always be maintained in Heemstede as academic activities get precedence. Residents retain the right to ask other residents to obey this rule.

##### **Use of Courtyard:**

2. The inner courtyard area may be booked for functions, but only one function will be allowed during the week and one on weekends; Friday qualifies as a weekday for purposes of this section.
3. All reservations must be made seven (7) days before the function with the Residence Head and the Primaria.

4. A party in the courtyard where music and / or alcohol is involved and / or three or more people are present requires an alcohol and noise policy.
5. The HC maintains the right to impose other necessary and reasonable requirements in light of circumstances which may arise to ensure the rest of the res is not unreasonably disturbed.
6. All reservations are only from 18:00 until 22:00.
7. The person making the booking will be held responsible for the cleaning of the courtyard and any damage caused during the party, unless the wrongdoers take responsibility and clean the place.
8. If the braai facilities are used, it should be cleaned by 12:00pm the following day. The courtyard itself should be cleaned by 12:00pm the following day.
9. The HC or Resident Head reserves the right to adjourn the party if non-compliance with the requirements take place.
10. Should the party members not be complying with the alcohol policy, the Resident Head or HC member reserves the right to confiscate the alcohol.
11. No functions or social gatherings will be allowed in the two week preceding exams.
12. If an official courtyard function is held and is regarded as a social event for residents, no outside visitors will be allowed, unless otherwise allowed by the constitution and the nature of the event (e.g. dates at dances, alumni).

**Intersection Social Gatherings:**

13. If this gathering takes place in the residence, a HC member must inform and obtain permission from the Primaria and the Residence Head at least two (2) days prior to the gathering. The approval of such a gathering is within the discretion of the Residence Head. Should alcohol be consumed at this event, it must first be brought to the Residence Head's attention and the alcohol policy must be provided.
14. The relevant section HC should supervise the gathering and she will also be held responsible for maintaining discipline during this engagement.
15. If the Residence Head approves the section gathering, it is the duty of the HC member to notify all adjacent sections of their intention to have the gathering. The required notice will also be given to the rest of the House committee as well. This notice shall not be no later than 2 days before the function.
16. Any member of the HC or Resident Head may terminate the event immediately if it does not comply with the necessary requirements.
17. Events will only be permitted until 23:00, as long as noise hours are complied with.

18. No functions or social gatherings will be allowed during the two weeks before exams or during the exam period.

### **Indoor Damages:**

19. Any damage caused to the residence will be apportioned to that specific section where the damage occurred, unless these residents can identify the culprit(s) and point them out, after which the identified person(s) will be liable for the damage.
20. If the damage occurs outside of any sections in the Residence, everyone who makes use of that area will be held liable unless the culprit(s) can be identified.
21. The cost of the above damage will be charged to their student accounts.
22. If any damage to a room is done, it will be charged against that particular student's account.
23. It is each student's responsibility at the beginning of an academic year, to point out all damage to her room to the Residence Services Officer so that the relevant damage not be added at the end of the year to her account. If the necessary maintenance form is not completed by the resident, any damage shall be the responsibility of the resident who occupied the room.
24. At functions in Heemstede, any damage caused by a non-resident will be considered to have been caused by the Heemie whose guest that person is.

### **Section meetings and House Meetings:**

25. All section and house meetings are mandatory.
26. If a resident is unable to attend her section meeting she must excuse herself and notify the section HC. The granting of the apology is within the discretion of the above HC member.
27. The granting of excuses should be communicated within the HC to ensure discretion is exercised uniformly.
28. If a resident for any reason whatsoever cannot attend a house meeting, the excuse should be sent to the Vice-Primaria. The granting of the apology is within the discretion of the above HC member.
29. All excuses must be made at least 24 hours in advance. Late apologies will not be accepted.

## **Chapter 5 - Household Conditions:**

### **Article 27: Meetings:**

**House Meetings:**

1. At least two (2) House Meetings must be held in the term of a House Committee. If the House Committee deems it necessary, additional meetings may be convened.
2. 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 finalized prior to the meeting.
3. The rules regarding who will chair House Meetings are as follow:
  - 3.1. The Primaria chairs both general and extraordinary House Meetings.
  - 3.2. In the absence of the Primaria, the Vice Primaria will chair these meetings.
  - 3.3. In the absence of both the Primaria and the Vice Primaria, the residence in the House Meeting will elect a temporary chairperson from the House Committee 10 minutes after the official starting time who will act as chairperson until the Primaria or Vice Primaria arrives.
4. House meetings must be opened with a motivational message.
5. The House must sit on chairs during House Meeting.

**Quorum:**

6. At all House Meetings fifty percent plus one (50% + 1) members form a quorum to allow for a vote to take place.
7. If there is not a quorum twenty (20) minutes after the official starting time, the meeting will be cancelled and reconvened fourteen (14) days after the original date unless there were no motions to be voted on at that specific House Meeting.
8. If there is not a quorum present at the second meeting convened, an electronic vote will be sent out to the House to be voted on without the opportunity for discussion provided for at House Meeting and decisions will then be considered to have been taken as if it was a properly constituted meeting.

**Extraordinary House Meeting:**

9. An extraordinary House Meeting will be convened if:
  - 9.1. The House Committee or Head of Residence considers it necessary; or
  - 9.2. At least thirty percent (30%) of the house members request it in writing;  
and

10. Only items on the agenda may be discussed at an extraordinary House Meeting.

**House Forum:**

11. House Forum takes place a week prior to house meeting. House members here have an opportunity to add matters to the agenda and have it discussed. All motions for House Meeting must be discussed at House Forum.

12. Motions not relating to the amendment of the Constitution:

13. Any motion, other than motions for the amendment of the Constitution, must reach the relevant HC member in writing and signed by the person introducing the motion and seconded by two more members, at least two days before the meeting during which it will be discussed.

14. 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 to submit a motion.

15. Motions are voted in the majority vote in a vote is for the motion at a House Meeting where quorum has been met.

**Motions for the modification of the Constitution must:**

16. Be handed to the relevant HC member in writing at least five (5) days before the House Meeting where it will be discussed;

16.1. Be made known together with the rest of the agenda (if the calendar is finalized), at least two (2) days before notice for the meeting is issued;

16.2. Be signed by the mover and four (4) people who second the motion.

16.3. Quorum for a vote to amend the Constitution is two thirds of the House.

16.4. Two thirds of members present at a House Meeting are an acceptable majority.

16.5. The Constitution is to be reviewed on a yearly basis.

**Section meeting:**

17. Section meetings take place at the discretion of the section HC.

**Article 28: Visiting Times**

**Men:**

1. All male visitors must sign in and out at the door monitor

1.1. Monday to Sunday: 06h30 - 23h15 on the ground floor

1.2. Monday to Sunday : 16h00 - 23h15, men are allowed in rooms.

**Ladies:**

2. Monday to Sunday: 06h30 - 23h15
3. If women sleep over, permission must be obtained from a House Committee member. Permission includes the completion of a sleepover note and payment of R30.
4. The following people may stay/sleep over for free:
  - 4.1. A resident's mother or sister may stay over for free.
  - 4.2. Former Heemies also stay for free.
5. No sleepovers can happen during recess.
6. If a person fails to make these aforesaid arrangements to stay/sleep over, she will be fined.

**Article 29: Noise Time:**

1. It is the HC's duty to uphold academic quiet times in the residence and act strictly with regards to deviations from the noise times.
2. A quiet atmosphere is maintained in the residence outside of noise hours.
3. In exam and prayer time silence must prevail especially in corridors and the HC can apply tighter academic quiet times during exams.
4. House members must act at all times in accordance of the rules so that all residents can study undisturbed.
5. HC members must issue a warning prior to fining someone for a violation of noise hours, unless the noise in question is obscenely loud.
6. Noise times:
  - 6.1. 12:30 to 13:30
  - 6.2. 18:00 to 19:00
  - 6.3. 21:00 to 21:30

**Article 30: Traditions****The third house anthem is sung after house meeting**

Purpose: To promote unity in the House and out of pride for Heemstede.

Procedure: After the house meeting the house members form a circle in the courtyard with the HC and Residence Head in the middle and all sing together.

**Congratulations to the newly engaged**

Purpose: Announcement of a Heemie's engagement.  
Procedure: During the House Meeting, the engaged house member(s) is called to the front and her friends and is taken off a chair by her fiancé (if she would like to participate).

### **ROD: Raad van Onopgeëide Diamante/ Council for Unclaimed Diamonds**

Purpose: Team building for single women under the guidance of the Council for Unclaimed Diamonds. You do not choose the ROD, the ROD chooses you.  
Procedure: Make a funny video to be shown at House Meeting.

### **Birthdays**

Purpose: Congratulations of house members.  
Procedure: At approximately 24:00 the house members have a maximum of five (minutes) to sing for the person whose birthday it is if that wants to be sung to.

### **Stay-in weekend (IBN)**

Purpose: Moral building of house members shortly after welcoming, and team building with newcomers.  
Procedure: It is organized by the intersection committee under the guidance of the Social HC Member.

### **Room Point System**

Purpose: Practical arrangements.

Procedure: a) Room Points are awarded to each house member according to a room point system. House members choose rooms in order of most to least room points.

a) Parking is chosen according to seniority and room points (see parking).

b) The Primaria stay in Red Door.

### **Annual First Year's Dance**

Purpose: To bond with your first year group.

Procedure: The first year dance is always held in the residence hall.

### **Names**

Purpose: Pure tradition.

Procedure: Perfume names are allocated to the different sections belonging to the residence.

1. Sections: Eternity, Obsession, Guess, Chanel No. 5, Youth Dew, Le Jardin, Charlie, Gucci, Poison,
2. Primaria apartment: Red Door
3. Vice Primaria: Opium
4. Residence Head 's flat: Hugo Boss
5. Other names in the residence

Tuck shop: Diksem.

Recreation Hall: Ditsem.

Dining Hall: HeemKhaya

### **HC "welcoming"**

Purpose: Congratulations to the new HC.

Procedure: Once the new HC is appointed, their rooms are decorated or moved around by the first-year committee in cooperation with the outgoing Primaria and HC. HC's possessions may not be damaged and must meet the Primaria's approval.

## **Section B: Non-fundamental provisions**

### **Article 31: Management Posts**

1. The following positions may be filled by members of the house. After the HC and Mentors were elected the other house members can apply for the following positions by filling out an application form. The posts will be divided by the HC, under the leadership of the Primaria and Vice Primaria:

- 1.1. Senior Committee
- 1.2. First Year Committee
- 1.3. Sport representatives
- 1.4. Culture
- 1.5. Social
- 1.6. House Dance
- 1.7. Intersection
- 1.8. Indigenous Dinner
- 1.9. Parent Weekend
- 1.10. Sêr-leader
- 1.11. House Video
- 1.12. Clothes
- 1.13. Technical
- 1.14. Miss Heemstede
- 1.15. Huisfondsdans
- 1.16. Heemsussies

### **Article 32: Penalties**

1. Fines can be determined and changed by HC members and agreed at HC meetings. A community service system is in place for the residents of community service rather than the established monetary penalty. This ratio is equal to one-minute community service for each rand of a fine given. A R50 fine for example will be converted into 50 minutes community service.

### **Article 33: Room Points**

1. Purpose: The room points system is primarily in place to reward house members for involvement as a whole in the house and on campus.
2. Procedure: Room points are awarded to each house member according to a room point system. The room point system works cumulatively, in other words, a house member previous years' residence room points are added to its current year's points.

3. House members choose rooms in order of the most to least cumulative room points and not according to seniority.
4. The average room points are used between roommates to compile the rankings.
5. House members who enter the residence late into the year (from second quarter) elevate with the average room points of her age group.
6. Parking is chosen according to room points (see car elevation).

#### **Article 34: Room Elevation**

1. The designated member of the HC is responsible for the preparation and updating of the room point booklets, all administrative arrangements, lists of house members to set the room points, calculate the average room points of roommates as well as the handling of the room layout process.
2. She performed these duties under the guidance of the Primaria's discretion. The Primaria must approve the room point system and sign the books. The room point evaluation booklet should be updated on a yearly basis to ensure that all different factors which take place yearly will be incorporated in the booklet, such as critical discussions, sport and social events.
3. The US holds the Residence Head responsible for the allocation of residents and all room classification under her supervision. (The Primaria is responsible to approve any posts by the Residence Head.)
4. The Primaria is responsible for house points and room allocations in the house. She will designate this to a HC member, under her guidance, to ensure that the process is fair and transparent. The designated member of the HC, together with the Primaria, can decide on changes in terms of awards and the number of points for certain committees and participatory activities. HC members of the various portfolios can provide input on the amount of points awarded to her committee.
5. The Primaria is responsible for dealing with any dispute arising from the room points and room allocations system.
6. The Primaria, along with the Vice Primaria, is responsible for the breakdown of first-year roommates on the basis of the forms completed.
7. Any changes to the room mark system must appear on a House Meeting agenda and be voted on.

#### **Article 35: Parking Elevation**

1. (System Manager) is responsible for the complete management of the allocation of parking.
2. Allocation of parking bays will take place on the basis of room points after the HC has chosen their parking bays.

3. If a resident wants to secure a parking, but does not physically have a vehicle as yet; for reasons being such as only receiving car mid-year, she will go through the same system at the same time than the other residents who wants to secure a parking.
4. Only those who have, at the stipulated time, registered their vehicles at the university, may get a parking bay allocated to them.
5. The HC member is responsible for the creation of a room point list, which will stipulate the order of all registered vehicle owners. She is responsible for the allocation process, where House members in the given order receive a parking space, which then belongs to them for the rest of the year.

### **Article 36: Traditions in Welcome**

#### **HK Camp/ “Juffrou Camp”**

**Purpose:** To create unity among HC members, promote members to prepare for welcoming, and promote relations with other residences.

**Procedure:** This camp is held in Heemstede before the first years arrive. The activities and duration, is determined by the Primaria and Vice Primaria. Traditions are announced first and practiced during this camp.

#### **HC Introduction**

**Purpose:** Introduction of HC to first years.

**Procedure:** First years must dress in black, and gather in the Ditsem. The Primaria and Vice Primaria enter while "Our Deepest Fear" is read. The HC members sit amongst the first years. The HC will then get up and walk to the front to accept their hat and jacket. Then a brief biography of each HC member is read and the information of each HC member is given to the first years.

#### **Wolves and Button Wolves / “Wolwe en knopies wolwe”**

**Purpose:** Pure tradition.

**Procedure:** Senior men called wolves and first-year men button wolves.

#### **Forms of Greeting**

Miss/ “Juffrou”

**Purpose:** Collective name, Miss, for HC members so that first years can see the HC as a unit.

**Procedure:** This term as tradition is conveyed to first years during a lunch and used at traditions. HC talks in the third person when the word is used and talks only with each other and not with the first years.

#### **Formal greetings**

**Purpose:** So that the first years can greet HC and promote team building among the group.

Procedure: This greeting is in Afrikaans, English and any other language, if the first year group would want to do this. It's delivered to the HC as a group, once in the morning and once at night.

### **Informal greetings**

Purpose: So that HC members and first years get to know each other.

Procedure: HC member greets the first year on her name and if she does not know her name, she greets her as lady. It is expected of first years to greet the HC members by name. The same is expected of seniors. If a first year gets to deal with a senior during welcoming then they will mutually call each other lady, until both of them gets to know each other's names.

### **Dress code during welcoming week**

Purpose: First years, mentors and HC members wear the same color scheme every day for the purpose of unity and to promote the residence.

Procedure: First years are requested to uniformly dress in the same color scheme as HC and mentors. These color schemes are given in advance to the first years. For the period of the welcoming, the HC wears the renowned Heemstede hat.

### **Borrels and Bubbles**

Purpose: Pure tradition.

Procedure: "Borrels and Bubbles" are fictional pet squirrels. The first years are requested to find the lost squirrels during the week. The search can be done in any creative way. It takes place on the lawn before the residence. Unity is constantly encouraged.

### **Performances**

Purpose: Pure tradition and to promote unity among section members and to build the relationship with the section HC.

Procedure: The first years perform their play for the HC according to a theme that is established by the HC. These scenes take place every morning before breakfast, in the week of welcoming. The scenes usually take 5 minutes each.

### **Heemstede's fourth House Song**

Purpose: Pure tradition.

Procedure: A Dance routine with senseless words and movements staged by a HC member and the first years are asked to imitate her. There is no right way to do the "Bokkie Mê". The interpretation depends on the HC member. The HC member who has the honor to do this, is chosen during an audition by the Primaria and Vice Primaria. First years are requested not to laugh. The whole tradition usually lasts only 15 minutes.

### **Prayer during meals**

Purpose: To ask blessing for the food.

Procedure: One of the HC members prays together with the whole group. If first years feel uncomfortable, they may leave the dining hall for a few minutes. A short period of silence is given to personal prayer for the Heemies. First years are also later encouraged to pray for the group during welcoming.

### **Spoon Clapping**

Purpose: Pure tradition.

Procedure: The first years are taught a song which is accompanied by clapping a spoon. This is done only during lunch and the song is initiated by a HC member when she begins banging her spoon rhythmically. "Looking for a guy, but just getting food, looking for a guy, but just getting food ... We love our HC"

### **First Year "welcoming" function**

Purpose: The first years are welcomed as house members.

Procedure: The first years are woken by a fire alarm. The normal procedure for a fire drill follows. During the welcoming, seniors, who are already in Heemstede, wait for the newcomers neatly in front of the residence. Two or three of the seniors say something. HC walks back to the residence. After that, the mentors accompany the first years to the dining hall, where they are received by the HC. HC members greet the newcomers back with a greeting that they worked out at the beginning of the welcoming period.

During this function the newcomers are recognized as worthy Heemies. To conclude the welcoming week the HC and newcomers enjoy a breakfast together. The newcomers get a Heemstede key holder.