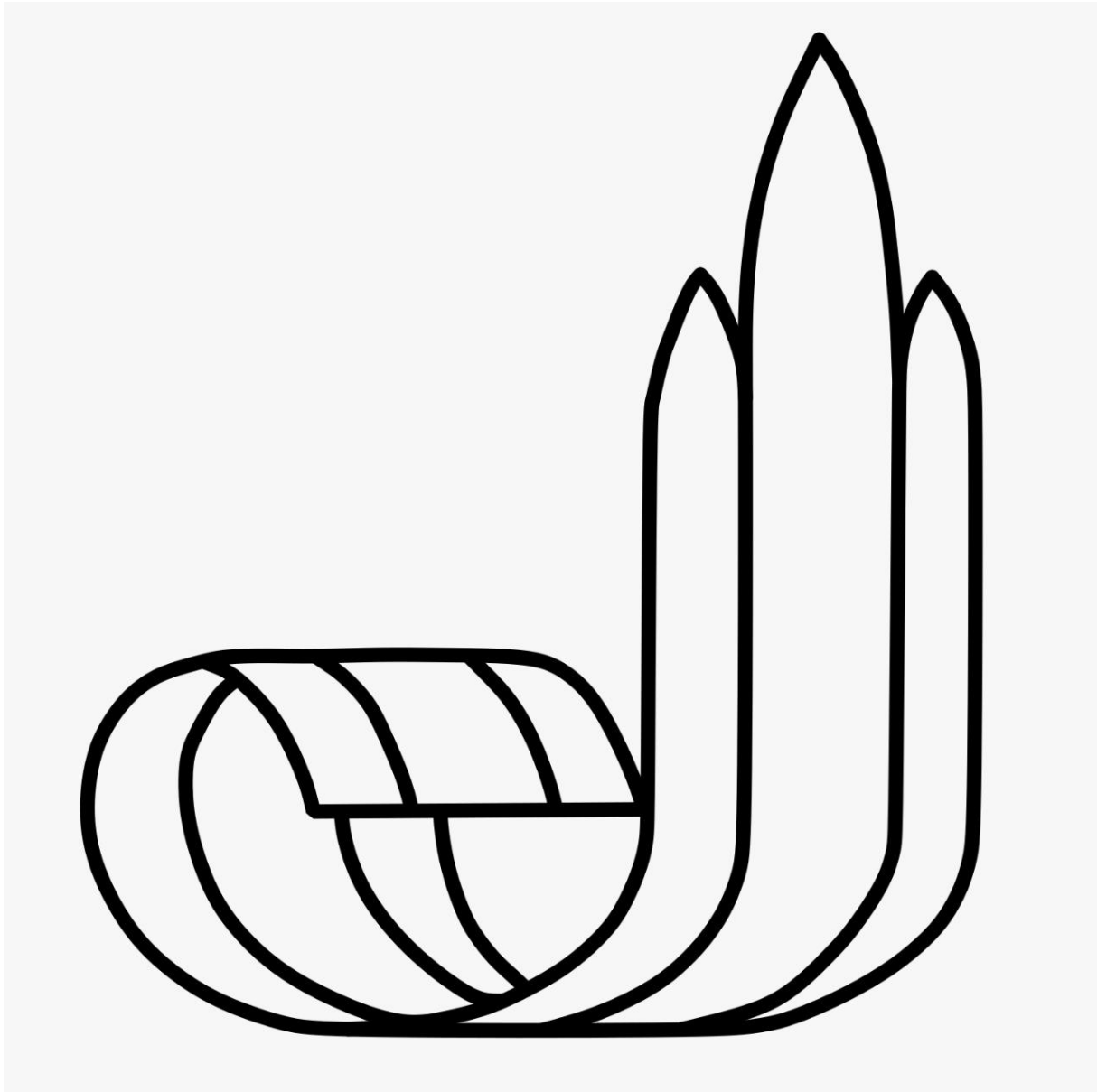


Helshoogte Men's Residence

Constitution



Stellenbosch University

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Chapter 1: Founding terms

1. Definitions

In this Constitution, unless the contrary arises from the context, the following terms are defined thus:

- (a) 'First-years' means all students who are in their first year of higher education study, except in cases where the House Committee determines otherwise.
- (b) 'Juniors' means all students who are in their second historical year of higher education study.
- (c) 'Notice' means the publication of written or typed information on the noticeboards of the House, in the lifts or in other customary designated areas.
- (d) 'Seniors' means all residents of Helshoogte who are neither first-years nor juniors.
- (e) 'University' means the University of Stellenbosch.
- (f) 'House values' are the values comprising the BREP-acronym (also known by its Afrikaans-translation BRUT): Brotherhood, Respect, Excellence and Pride.
- (g) 'House Disciplinary Committee' being the House's disciplinary and adjudicating body as mandated by the SU Code of Student Discipline.

2. Name

The name of the Residence is Helshoogte Men's Residence, herein referred to as 'the House' or 'the Residence'.

3. Constitution purpose

This Constitution is the supreme self-regulatory legal framework of Helshoogte, subject only to higher statutory frameworks and regulations of the University. Its purpose is thus to regulate, in accordance

with the House values, the cohabitation of all its residents in an orderly and responsible manner in the interests of all residents.

4. House values

(1) The House Values are Brotherhood, Respect, Excellence and Pride.

(2) The interpretation of each value is set out as the following:

Brotherhood:

Building relationships between those from the same and different cultures, to find a common ground and strive towards a common purpose.

Respect:

Acknowledging that we are persons through other people by recognising differences and embracing individual uniqueness, without losing sight of healthy self-acknowledgement. Additionally, respect pertains to understanding the essence of differences and granting others their constitutionally guaranteed dignity.

Excellence:

Executing all tasks, big or small, with thoroughness and without losing perspective of the bigger picture, while striving to be the best you that you can be.

Pride:

To create and foster a feeling of deep general satisfaction for the achievements of members of the House, past and present, without being arrogant or meek.

(3) All House rules, disciplinary steps and projects undertaken in the name of the House are subject to interpretation and scrutiny in light of these four values.

5. Membership

All students who are assigned residence in Helshoogte by the Administration of the University are considered members and residents of the House.

6. Constitutional amendments

- (1) This Constitution can only be amended by an extraordinary two-thirds majority of all residents who are eligible to vote. If a two-thirds majority vote cannot be validly passed after two voting sessions due to insufficient voter turnout, a two-thirds majority of the voter turnout may amend the Constitution provided that that turnout amounts to at least fifty percent of the eligible voting body.
- (2) The appendixes relating to the House's symbolism require this same standard.
- (3) The appendixes relating to the House Committee and Subcommittee Portfolios, as well as the appendix containing the Helshoogte Code of Student Discipline, can be amended by the House Committee on an operational basis, but such amendments must be communicated to the House at each House Meeting subsequent to the making of the amendments.

7. Regulations

- (1) Regulations to set out the activities of the House Committee are set by the House Committee and supplemented or amended from time to time, unless otherwise determined.
- (2) Regulations to set out the constitution, functioning and activities of subcommittees, or the means of election of such subcommittees, are set by the House Committee and supplemented or amended from time to time, unless otherwise determined, with the understanding that such regulations may be amended, replaced or abolished by a two thirds majority of the eligible voting body of the House.
- (3) If a House member wishes to amend, replace, abolish or challenge the institution of a certain regulation by the House Committee as per Section 7(2),
 - (a) they may submit a motion to the Registrar of the House Committee at least 12 hours before the next House Meeting,
 - (b) which must stipulate the reasoning behind the motion, as well as the remedy sought.
 - (c) Such a motion must be presented to the House by the chairperson of the House Meeting, who must allow reasonable time for debate on the motion.
 - (d) A vote must be called on the motion at the end of the House Meeting.

8. Voting rights

- (1) Every House member has the right to vote, or abstain from voting,

- (a) for the HK Member or Members of their choice during the HK elections, including the Primarius and Vice-Primarius Elections,
 - (b) on all matters put up for voting during House Meetings, floor meetings and the meeting of a subcommittee.
- (2) The following limitations and qualifications must be noted in all cases:
- (a) The Primarius shall have the deciding vote where they, or the acting Primarius, act as Chairperson;
 - (b) During the election of the House Committee:
 - (i) The total of first-year votes for a certain candidate may not exceed the total number of the remainder of their votes.
 - (ii) No preferences may be given to any votes for any purposes other than that of the provision in (i), above.
 - (iii) Any person who has been a resident in Helshoogte for a year, or a portion of a year, will be viewed as a senior for the purposes of voting rights in the subsequent year.

9. Legal liability

All legal liability with regards to legal issues with their origin in the residence, with the residence as apparent party to the issue, applies to Stellenbosch University as the relevant legal person.

Chapter 2: Governing bodies

10. Resident head

The Council appoints a Resident Head, but with the provision that the Residence shall be consulted prior to the appointment for their recommendation of a candidate. The Primarius and the House Committee are accountable to the Rector through the Resident Head.

11. House Committee

- (1) The House Committee is the governing body which, together with the Resident Head, constitute the management of the Residence and who must
 - (a) promote, protect and fulfil this Constitution and its values as the supreme mechanism of self-regulation in the Residence,
 - (b) enforce any sound regulations or mandates adopted by the House,

- (c) implement regulations as mandated by higher university structures, and (d) develop and enforce the Code of Conduct of the House.

12. Constitution

The House Committee will consist of:

- (1) a Primarius;
- (2) two Vice-Primarii; and
- (3) thirteen additional members, subject to Section 14(e) and 15(a)(vii) to (viii).
- (4) The Resident Head is part of the House Committee *ex officio*. The Resident Head acts in advisory capacity and does not have voting rights on the Committee.

13. General provisions

The election of the House Committee takes place with the provision that:

- (1) The Elections Convener and their committee shall oversee, regulate and see to the value driven execution of the election,
- (2) All eligible voting members may take part in such an election by means of a paper ballot;
- (3) The election will be regarded as valid if no valid complaint is laid against it with the Elections Convener within 24 hours of the announcement of the result thereof;
- (4) The election be arranged in agreement with the framework provided by the University and within a period that is in the best interests of the House.
- (5) Run-off elections are understood to be procedurally similar to normal elections.
- (6) Nominations are made noting the following:
 - (a) Every nomination must contain the name and signature of a nominator, the names and signatures of five seconders, a list of relevant experience and a policy statement by the candidate;
 - (b) The nominations are to be submitted to the Election Committee no later than 24 hours before the election takes place. The Resident Head, Primarius and Election Convener shall be able to make exceptions to this rule in the interest of the House;
 - (c) Notice for submission of nominations must be issued at least 60 hours before the closing of submissions;
 - (d) The Resident Head shall request every nominee to accept or reject their nomination in writing, and to undertake to bind themselves to the provisions of the University; and

- (e) After the closing of nominations, the names of the candidates who both accepted their nominations in writing and are academically selected, must immediately be published on the noticeboards of the Residence.

14. Election of the Primarius

- (1) The Primarius shall be elected before the election of the Vice-Primarii and House Committee.
- (2) The Primarius must receive an absolute majority (50% of turnout plus 1 vote), with the provision that a minimum of 75% of eligible voters have voted.
- (3) Where more than two candidates are presented for election and an outright majority is not reached after the first voting session, a run-off election between the two candidates who received the most votes in the first session must take place within 24 hours.
- (4) Where only one candidate is presented for election, such candidate must still receive a vote of confidence from at least 50% of the eligible voters of the House.
- (5) If a sufficient number of votes (50% of all eligible voters) is not cast for any reason, the number of positions available on the HK shall change to 14 positions, and the new subsequently elected House Committee shall designate a Primarius from their ranks before any further executive functions are performed.

15. Election of the Vice-Primarii

- (1) The same rules which apply to the election of the Primarius shall apply to that of the two Vice-Primarii, in addition to the following requirements:
 - (a) Each eligible voter can vote for two candidates
 - (b) The two candidates with the highest number of votes will be selected as the VicePrimarii.
 - (c) In the case of only one candidate receiving 50% of the number of votes of eligible voters (not the total amount of votes) then he shall be elected Vice-Primarius, with a run-off election to be held between the second and third or further candidates.
 - (d) In the case of no candidate receiving 50% of the votes of eligible voters, a run-off election will be held between the three candidates that received the most votes in the original election.
 - (e) The procedure for a normal election applies to a run-off election, although the Election Convenor may allow an electronic vote in such circumstances.

- (f) In the case of a run-off election resulting in a shortfall of one Vice-Primarius, one extra member will be elected to the HK in the ensuing HK-election, and the responsibility shall lie with the new HK to elect the additional Vice-Primarius before any further regulations to allot responsibilities are adopted.
- (g) In the case of a run-off election resulting in a shortfall of both Vice-Primarii, in that no candidate in the run-off received the required 50% of votes by eligible voters, two extra members will be elected to the HK in the ensuing HK-election, and the responsibility shall lie with the new HK to elect the Vice-Primarii before any further regulations to allot responsibilities are adopted.

16. Election of the House Committee members (“HK’s”)

- (1) The 13 nominated candidates who receive the most votes shall serve on the House Committee.
- (2) Section 16(a) shall apply in accordance with changes to the number of HK-candidates mentioned in Sections 14(e) and 15(a)(vii) to (viii).
- (3) If insufficient members are nominated to stand for the House Committee, the outgoing House Committee shall nominate additional candidates, in cooperation with the new Primarius and Vice-Primarii.
- (4) Quorum for the election of House Committee members is set at 75% of the House.
- (5) In the case of a tie for the position of the 13th HC member, there is to be a run-off election between the candidates that are tied. This can be done electronically, and quorum remains at 75% of eligible voters.

17. Further provisions

- (1) If a vacancy on the House Committee arises, the choice to appoint or not appoint a new member lies with the House Committee.
- (2) If the House Committee elects to fill the position, the candidate with the next-to-most number of votes from the most recent election shall be appointed. If the above candidate is not available, the candidate with the next highest number shall be appointed, and so forth.
- (3) If a candidate cannot be appointed through section 17(a) to (b), the House Committee shall request the Election Convenor, or appoint a temporary Election Convenor, to oversee the proper election of a new member or members to fill the vacancies.

18. The Executive

- (1) The House Committee may elect four members from amongst their ranks to serve on a body known as the Executive.
- (2) This body serves
 - (a) to quicken decision making during crises, and
 - (b) to make important decisions on behalf of the House Committee when it is not practically possible to call the entire House Committee together.
- (3) Apart from the four members in 18(1), the Executive further comprises of the Resident Head (*ex officio* without voting powers), the Primarius and both VicePrimarii (*ex officio* with voting powers).

19. Election Committee

An independent Election Convener must be appointed by the House Committee for the purpose of facilitating the election of the incoming House Committee. The Convener has the duty to:

- (1) Co-opt a minimum of six representative and capable members as the Convener sees necessary, in consultation with the Registrar, to serve on the Election Committee once a house member from every Floor has been nominated for this purpose;
- (2) Determine the voting procedure, subject to this Constitution's provisions, with the provision that the procedure be presented to the House Committee for approval, that it be granted the necessary early publicity, and that it be meets the requirements provided in section 18(d) below;
- (3) Convene meetings, provided that such meetings take place *in camera*, which may be attended by the Primarius if such Primarius is not acting as a candidate in the intended election, and to ensure that no information is made public by the members prior to its receiving the approval of the whole Committee; and
- (4) Ensure that all conduct is equal, fair and transparent, with the purpose of thereby producing a constitutional and democratic election of the House Committee; and
- (5) Inform themselves of the provisions regarding voting rights and to make the necessary provisions therefore.

20. Motions of no confidence

Such motions are of effect once:

- (1) A motion against one or more, or the entire House Committee, is approved by means of a vote by paper ballot by an extraordinary two-thirds majority of the total voting body of the residents at a normal or extraordinary House Meeting.
- (2) Such a voting procedure requires arrangement and oversight by the Elections Convener.
- (3) If the Primarius is involved as a subject of such a motion, a Vice-Primarius or alternatively, the Resident Head, shall chair the motion proceedings until the vote, upon which the Election Convener shall take over.
- (4) The House Committee member or members in respect of whom the motion is brought must immediately resign upon approval of the motion;
- (5) It is handed in to the Primarius at least 24 hours before a House Meeting, or other meeting convened for the purpose, and if such a motion is against the Primarius, it is handed in to the Resident Head and Vice-Primarii.
- (6) If a motion is tabled against the entire House Committee, it must be subdivided into parts explaining how each House Committee member relates to the reasoning behind the motion.

21. Quorum

- (1) At any meeting of the House Committee a quorum of 50% plus 1 of the total House Committee shall apply;-
- (2) Provided that if there is no quorum is reached at two consecutive House Committee meetings, the Primarius will have the deciding vote.

22. Mentors

- (1) The purpose of the Mentor group is to:
 - (a) Help first years assimilate to university life and into the community of Helshoogte by providing a support structure, within the residence, which allows for engagement on a personal level;
 - (b) Watch over first years on respective floors to ensure integration between seniors, juniors and first-years;
 - (c) Understand Stellenbosch University's BeWell program and to assist in: (i) The implementation of BeWell; and (ii) the logging of BeWell Sessions.
- (2) The Mentor Group Consists of:

- (a) The Head-Mentor who simultaneously serves on the House Committee; and (b) Additional members as determined by the University.

(3) Interview:

- (a) An interview is held with all applicants;
- (b) The interview is conducted by a panel consisting of: the Head-Mentor; the Primarius; the Vice-Primarii; the resident head; and an external panel member.
- (c) The interview takes the form of a series of questions being asked to the applicants in order to determine the extent to which they will be involved, and their understanding of the University's BeWell program.
- (d) At the end of each interview candidates will be given a score based upon a selection rubric.
- (e) The applicants who receive the highest scores will proceed to the election bearing the following in consideration:
 - (i) the number of successful applicants is decided at the discretion of the interview panel; and
 - (ii) the minimum number of successful applicants is the number of positions available plus 50% of that number.

(4) Election:

- (a) The election of mentors is subject to general provisions of the Constitution where applicable, namely, 13(1) to (5)
- (b) The election will take place within a week of the completion of the interview process.
- (c) The candidates with the most votes candidates will fulfil the number of positions determined by the University.
- (d) In the event of a tie between parties for the bottom position the candidate with the higher score in the interview will be elected.
- (e) Provided that the score of both candidates is identical between candidates in 22(3)(d) the panel must hold a second interview and select the candidate of their choice.
- (f) Quorum for the election is set at 75% of the house.

(5) Application Documents:

- (a) Each applicant must provide a nomination and a motivational letter.
- (b) The nomination of candidates is made noting the following:
 - (i) Every nomination must contain the name and signature of a nominator, the names and signatures of five seconders and a list of relevant experience.
- (c) The motivational letter and nomination must be provided to the Head Mentor three days prior to the set date of interviews. (d) No late applications will be considered

- (e) The nominations of the successful applicants as per 22(3)(e) must be provided to the HEC as soon as possible after the interview process is completed.
- (f) The Resident Head shall request every nominee to accept or reject their nomination in writing and to undertake to bind themselves to the provisions of the University.
- (g) Once the interview is complete, the names of the candidates who were successful in the interview, accepted their nominations in writing and are academically selected, must as soon as possible be published on the noticeboards of the Residence.

(6) Head Mentor:

- (a) The position of Head Mentor is a permanent position on the HK of Helshoogte, enjoying the same privileges and tasked with the same responsibilities as all other HK members; and
- (b) The position of Head Mentor is regarded as a specialist position within the house leadership, carrying the portfolios of Academics, Mentors, and the portfolio of Unity & Wellness
- (c) The election of the Head Mentor takes place with the provision that:
 - (i) The Head Mentor will be elected from a list of applicants by means of closed election;
 - (ii) A candidate wins the election by obtaining a vote more than or equal to 50% plus 1 vote out of all eligible members of the abovementioned voting pool;
 - (iii) If no candidate receives the required 50% plus 1, there will be a revote between the two candidates from the first voting round who obtained the highest number of votes.
 - (iv) The Quorum for the Head-Mentor election is set at 90% of eligible voters.
- (d) The eligible voters are:
 - (i) The outgoing House Committee;
 - (ii) the outgoing Mentors
 - (iii) the outgoing First Years Committee; (iv) the outgoing Second Years Committee; and (v) the incoming Primarius and Vice-Primarii.
- (e) Any person eligible to stand for Head Mentor may make themselves available, including residents who also stood for HK earlier.
 - (i) A candidate is required to have served either as a Mentor or as a HK member of Helshoogte to be eligible for the position of Head Mentor.
- (f) The Head Mentor election will take place two days prior to the House Committee election.

- (i) In the event that no Head Mentor is elected, the position will be open to the entire house and an election by means of closed caucus will take place the next day.
- (ii) If (a) does not result in the election of a head mentor, those standing for the House Committee may make themselves eligible for the position of Head Mentor.
- (g) The same provisos regarding the nomination of a HK member, aside from voting procedure, applies to those standing for Head Mentor.

23. First Year's Committee

(1) First Year Floor Representatives

- (a) A first year Floor Representative is a first year that is democratically elected by first years on his floor to serve as their representing official in the House's junior leadership structure.
- (b) There must be one representative from each floor.
- (c) Representatives will serve on the First Years' Committee for the entire year.
- (d) The First Years' Committee falls under the administration of the Vice-Primarius who oversees first year leadership.
- (e) These representatives must serve as the link between first years on their respective floors and the House Committee.

(2) Election:

- (a) Each floor's first years must hold a democratic election to elect one member from their ranks.
- (b) The first year may either nominate himself or be nominated by another first year on his floor. He will then have to accept in order to stand for election.
- (c) The remaining first years will then vote democratically for who they want as their preferred candidates.
- (d) The floor HK may use their discretion as to what democratic election process to follow, as long as it results in one first year being selected as the floor representative.
- (e) In the case of a tie between two candidates, a run-off election may be held.
- (f) In the event of another tie, the Floor HK has the decisive vote.

24. Senior's Committee

- (1) The role of the Senior's Committee is to represent the interests of the senior group. The Committee is also responsible for the integration of the group within the residence. It fulfils this responsibility by organizing social events for the group. An open-list of the Committee's commitments follow:
 - (a) The Committee is responsible for at least two social functions during the year for the second-year group.
 - (b) It is responsible for "Second-Years' Week".
 - (c) It organizes the residence's open day.
 - (d) It organizes "Temadans" (theme-dance) together with the House Committee member who is responsible for the Social portfolio.
 - (e) It is also responsible for the second-year's clothing.
- (2) The Committee consists of 8 to 10 members and is coordinated by an elected Chairperson.
- (3) The election of the Committee members and Chairperson follows a standardized procedure as can be found in the section of the Helshoogte Constitution.
- (4) It is the responsibility of each committee member to shadow an assigned House Committee member. Assignments are based on preference in terms of the members of the Senior's Committee.

Chapter 3: House Gatherings

25. House Meetings

- (1) An ordinary House Meeting is held at least once per term and is compulsory for all house members.
- (2) Notice of an ordinary House Meeting must be given at least 72 hours before the start of the meeting. This period may not include Saturdays, Sundays or public holidays.
- (3) At the instance of the Resident Head, the House Committee or on request of at least one third of the total voting body of the Residence, an extraordinary House Meeting may be convened at which the only matters that may be handled are those for which the meeting had been requested.

- (4) Notice of the extraordinary House Meeting, with specification of the reasons for which such a meeting had been requested, must be given to the House at least 24 hours before the meeting takes place.
- (5) In the case of urgent matters the House Committee may convene a House Gathering on shorter notice. Such matters include but are not limited to:
 - (a) Issues concerning safety of the residents,
 - (b) Crisis management, such as fire drills
 - (c) To communicate matters of a serious and general disciplinary nature.
- (6) Reasons for absence from an ordinary House Meeting must be handed in to the Registrar, in the manner prescribed by him, at least 24 hours before the meeting begins. The only such reason regarded as valid is a predicate or semester test taking place that evening or on the following day. Only fully completed and typed letters of absence in the prescribed format shall be considered.
- (7) The Primarius, or the HK Member whom such power is delegated to, shall have the final discretion to accept or deny a reason for absence, or a house meeting excuse.
- (8) The House Committee may use their discretion to remove any person from the meeting who disrupts it or misbehaves excessively during its course. The person may then be called upon to answer at a house disciplinary committee meeting.
- (9) The minimum fine for indecent language use is R10. The House may decide the purpose for which the fines shall be used.
- (10) No alcoholic beverages, smoking or indecent language use is permitted at House Meetings and is punishable by a fine.

26. House Meeting quorum

At any House Meeting a quorum of 50% plus 1 of the total voting body shall apply.

27. Motions

- (1) Two motions can be brought at a House Meeting
- (2) Formal Motions, which are divided into three categories:
 - (a) motions in order to amend the Constitution,
 - (b) motions of no confidence, and
 - (c) motions to vote and debate on serious issues affecting the house.
- (3) Formal motions must be delivered to the Registrar of the House:
 - (a) in a manner prescribed on notice by him,
 - (b) at least 24 hours before the start of an ordinary House Meeting,
 - (c) where after the Registrar must give notice of such motion to the House and the House Committee.
- (4) Informal Motions that serve a humorous purpose, or which carries no intention to request a vote, may be handed in with the Registrar up to at least an hour before the ordinary House Meeting.

Chapter 4: Regulations

28. Disciplinary regulations

The House Disciplinary Committee ('HDC')

(1) Purpose and jurisdiction

- (a) The HDC derives its powers and competencies from, and is subject to, the SU Code of Student Discipline, and the Code is given preference where any disjunction exists between it and the House's disciplinary system.
- (b) The HDC acts as arbiter in the case of difference over the interpretation of the Constitution, regulations and Code of Conduct;
- (c) Has no competence to try misconduct which according to the Resident Head, after consultation with them, must be referred to the University's Central Disciplinary Committee, or any other authority named in the SU Code of Student Discipline .

(2) Constitution

- (a) The Resident Head (*ex officio*) as Chairperson, who may delegate such position to the Vice-Primarius;
- (b) The Primarius (*ex officio*);
- (c) The Vice-Primarius for Internal Affairs (*ex officio*), who may act as Chairperson on being delegated; and
- (d) Four senior members elected by the House Committee, of which at least one member must be a law student in their third or later years of study. If no such law student can be found, two junior law students may be co-opted. If this is not possible, another House member may be appointed, after showing satisfactory knowledge of the relevant sections of the SU Code of Student Discipline.

(3) Election

- (a) The House Disciplinary Committee is elected at a suitable time according to the discretion of the House Committee as soon as possible within the fourth term of the academic year.
- (b) The existing House Disciplinary Committee acts as arbiter and disciplinary body until the election of the new House Disciplinary Committee.
- (c) The Chairperson of the House Disciplinary Committee, namely the VicePrimarius, must, following their discretion, nominate eight candidates,

with the provision that the candidates present themselves as available for the post, out of which the necessary members as expressed in shall be elected by the House Committee.

- (d) The elected members of the House Disciplinary Committee's election must be ratified by the full House Committee, or at least a quorum thereof, and this such ratification must occur before publication of the result of the election. If a member's election is rejected, such member must be informed thereof.
- (e) The House Committee may also, if so elected, declare the list of names constituted by the Chairperson as invalid, and request the Chairperson to constitute a more appropriate list of candidates.

(4) Operation

- (a) The House Disciplinary Committee meets *in camera* and decides by majority vote, with the provision that the Resident Head shall also have a vote, and the Chairperson shall, in addition to their ordinary vote, shall also have a deciding vote.
- (b) The Chairperson acts in all matters as the convenor of the House Disciplinary Committee.
- (c) Quorum shall be met by the Chairperson and any four members, of which at least one member must be the member mentioned in Section 28(b)(iv).

(5) Procedure

- (a) House Members wishing to report disciplinary issues may approach their Floor HK or any member of the HDC with a written statement.
- (b) Where the person who submits the report of alleged misconduct is not prepared to personally appear before the House Disciplinary Committee to testify, the Chairperson can refuse to investigate the alleged misconduct further.
- (c) Before the Chairperson decides to refer the matter to the full HDC, the Chairperson must first themselves ascertain that the Committee possesses the necessary jurisdiction over the matter. The Chairperson exercises this discretion after consultation with the Resident Head.
- (d) When a meeting of the HDC is convened to investigate alleged misconduct, the secretary must inform the student accused of the alleged misconduct of the hearing in writing at least 24 hours before its commencement.
- (e) The written notice must contain the following information:
 - (i) The complete charge;
 - (ii) The place and time of the hearing; and
 - (iii) The accused's right to assistance in the hearing.

- (f) The written notice must be handed personally, and with the necessary discretion, to the accused.
- (g) The hearing takes place *in camera*.
- (h) The accused student's guilt must be proven beyond a reasonable doubt.
- (i) The student accused of misconduct must be fully informed of the case against them and be granted a proper opportunity to test that case, to prepare their own case and to call witnesses. If a student is found guilty, the student must be granted the opportunity to present a case for mitigation of penalty before a punishment may be imposed.
- (j) The finding of the Committee as well as any imposed punishment must be immediately confirmed in writing against the guilty student. It must also include the provision that the finding is subject to review by the Director of Student Affairs and that the student has a right of appeal to the Residence Disciplinary Committee.
- (k) As soon as possible after a student is found guilty by the Committee and a punishment is imposed, the secretary of the Committee must draft a report with details of the charge, the plea, material findings of fact with the inclusion of any mitigating or aggravating circumstances, the judgment, the punishment imposed and the reasons for the imposition of that punishment. The report must be immediately sent to the Director of Student Affairs for authorisation.

(6) Motions of no confidence may be instituted against members of the HDC:

- (a) A motion against one or more, or the entire House Disciplinary Committee excluding the Resident Head, is approved by means of a referendum with closed ballots by an extraordinary two-thirds majority of the total voting body of the residents;
- (b) If a motion is tabled against the entire HDC, it must be subdivided into parts explaining how each HDC-member relates to the reasoning behind the motion.
- (c) The motion must be handed to the Chairperson at least 24 hours before a House Meeting, or other meeting convened for the purpose, and if such a motion is against the Chairperson, it is handed in to the Resident Head.

(7) Punishments:

The House Disciplinary Committee, finding a student guilty of misconduct in terms of these disciplinary regulations, is competent to impose such punishments as contemplated by the annually-updated and Helshoogte Code of Student Discipline

(see appendix), insofar as it complies with the prescripts of the SU Code of Student Discipline.

(8) Summary procedure

- (a) If the Chairperson of the House Disciplinary Committee is of the opinion that the student concerned should be granted an opportunity to admit his guilt before the charge against him is heard by the House Disciplinary Committee, the student concerned shall be informed accordingly in writing, including mention of the penalty that will be imposed should the student admit guilt.
- (b) If the position of Chairperson has been delegated to the Vice-Primarius in terms of 28(2)(a) & (c), the Resident Head or acting Resident Head must be consulted.
- (c) The Chairperson shall use his discretion in determining the punishment.
 - (i) The punishment should be in line with those listed in the University of Stellenbosch Disciplinary Code.
- (d) The written notice envisaged in paragraph (8)(a) above shall also contain the following information:
 - (i) That, if the student does not wish to appear before the House Disciplinary Committee, he can make an admission of guilt within two working days after delivery of mentioned notice;
 - (ii) That he is under no obligation whatever to make such admission of guilt;
 - (iii) The penalty that will be imposed should he admit guilt.
- (e) Should the student not admit guilt within the period indicated in the notice, the charge against the student shall be heard by the House Disciplinary Committee
- (f) Such summary disciplinary power may only be exercised with regard to an offence that falls within the power of a House Disciplinary Committee in terms of this disciplinary code.

29. General provisions

- (1) At least one Floor Meeting must be held by the House Committee members per week. At such meetings information about the House Committee's activities is furnished to the residents. These meetings are compulsory for all members of the specific Floor.
- (2) Every section is held responsible for any damage done by its residents in the House. If such a person is found guilty, the damages shall be paid out of their residence deposit.
- (3) An inventory form must be completed by every resident at the start of every year. When the resident vacates the room, the form must be signed by the resident and the relevant House Committee member.

Chapter 5: Internal Provisions

30. Oumanne

- (1) An Ouman is classified as
 - (a) Any person in that has lived in Helshoogte for 2.5 years, or
 - (b) A person that has been admitted at the end of his 3rd year and still stays in Helshoogte, or
 - (c) A person that has lived in Helshoogte for less than 2.5 years as a result of late placement, but, after applying, and the Prim and Ouman Chairman deliberating the application, has been admitted as an Ouman under the exceptional circumstances.
 - (d) As soon as a member leaves the residence he is classified as a Hellies Private member.
- 2) Ouman Floor
 - (a) The Ouman Floor is the B-Section of the 9th floor especially designated to Oumanne with the requisite room points.
 - (b) Residence on the floor is obtained using room points as a deciding factor.
- (3) The Ouman Council, henceforth referred to as the Council, is
 - (a) An advisory body to the House Committee and a representative body for Ouman purposes and welfare.
 - (b) A committee voted for by the Oumanne: All Oumanne who live on the Ouman Floor are eligible to stand.
 - (c) Comprised of the following 5 positions:
 - (i) Chairperson
 - (ii) Vice Chairperson
 - (iii) Treasurer
 - (iv) Secretary and
 - (v) An ad hoc council member who performs executive roles as per needs of the Council.
- (4) The Ouman Lounge, henceforth known as the Lounge, is a section of Helshoogte that is allocated for use only by:
 - (a) persons classified as Oumanne or
 - (b) HK-members that have been admitted.
 - (c) Hellies Private members that have been admitted into the Lounge.
 - (d) This includes old Oumanne or members that have been admitted at the end of their 3rd year in residence.
 - (e) Other persons can also be admitted into the Lounge based on the Primarius or

Council's discretion.

(f) The Council, in conjunction with the Primarius and Resident Head, reserves the right to refuse entrance or ban a person from the lounge for a certain amount of time if lounge rules are broken or there is a general misconduct.

(g) Should the Council and Prim reach a deadlock regarding guests to the Lounge, a vote may be held to settle the disagreement.

(5) Assets in Ouman Lounge

(a) Assets in the Lounge are the items, valuables and artefacts which are designated as the property and responsibility of the body of the Oumanne.

(6) Ouman Lounge Admittance:

(a) Admittance into the Lounge may only be authorised by the Primarius or members of the Council.

(b) Admittance takes place for HK-members after they have been elected.

(c) Admittance for new Ouman members takes place once a member is eligible to be an Ouman. The specific time is to be arranged by the Ouman Council in consultation with the Primarius.

(d) To qualify for the admittance, the person must have stayed in Helshoogte for at least 2 full years

(e) If a person leaves Helshoogte in his first year or at the end of his first year and fails to return to Helshoogte in his second year he may not be admitted.

(f) If person leaves residence after two years he must still formally apply to be admitted, since he is no longer in residence.

(g) The Council will then decide if the person can be admitted based on various factors, including, but not limited to, his participation in residence activities.

(h) These factors are formulated by the Council. They are *bona fide* factors in line with considerations of basic fairness.

(7) Ouman Floor Selection Procedure

(a) The Ouman Floor only has a designated number of rooms for members to reside. Thus:

(i) To live on the Ouman Floor, Oumanne may select their rooms should they have garnered the requisite room points.

(ii) Other Oumanne may choose to remain on their respective floors.

(8) Separate Ouman Constitution

(a) The Oumanne have the discretion to draft their own Ouman constitution.

(b) The Ouman constitution is subject to and must promote the values and operations of this Residence Constitution.

The Oumanne must act in accordance with the limits of the Residence Constitution and the Ouman Constitution.

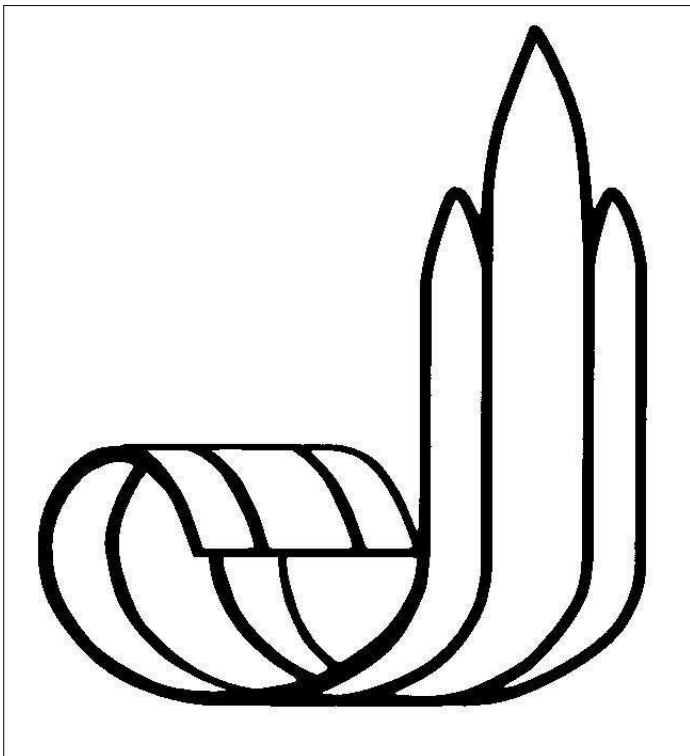
Appendix 1: House emblems

1. House Crest

Helshoogte is the first of a new era of residences at Stellenbosch. The House Crest, as a symbol of our existence in Matieland, thus requires a modern but meaningful approach.

The education that a person receives at university consists of three pillars:

- (a) Academic life (the central pillar), which is the primary reason for our presence here;
- (b) The social level, where interpersonal relationships play a great role; and
- (c) In sports and cultural activities, where the arts and physical development contribute to managing a healthy spiritual balance.



2. Huisliediere | House Anthems

Die Huislied

We stand as Helshoogte in the heart of Stellenbosch:

Reis bo tot die hemel, Helshoogte my trots.

Ukuqala kobuhlobo, nomanyano oluhle, Ngembeko

kunye nentembeko.

Hellies, saam gaan ons veg en baklei.

Op die kampus kraai one koning, here as brothers we will stand Helshoogte

my trots en my eer.

Hellies, saam gaan ons veg en baklei. Ndizophila

ndiyifele, and forever we will strive To give you

our honour and pride.

Die Blou Hoender

Gee mekaar die regter voet!

Dis die blou, blou, blou

Dis die blou, blou hoender

I went to a party in Hellies jol

En uit spring die prim met 'n helse byl.

Hy kap my hier, hy kap my daar

Hy kap my vere sommer deurmekaar.

Dis die blou, blou, blou

Dis die blou, blou hoender

'n Matie girl is 'n warm kat, Sy laat

jou net aan haar groottoon vat.

Dis die blou, blou, blou Dis die

blou, blou hoender Dis al, dis al,

dis al!

Appendix 2: Portfolios and Committees

1. Provisions concerning the portfolios of the House Committee

(1) The Primarius:

- (a) Is the leader of the House;
- (b) Assigns a portfolio to each House Committee member within two weeks of the House Committee's election, and after taking note of each member's preference;
- (c) Assigns the sub-portfolios to the House Committee members, taking note of each member's preference;
- (d) Acts as Chairperson of House Meetings, House Gatherings and House Committee meetings;
- (e) Must deliver a year-report on the operations of the House Committee at the ordinary House Meeting in the fourth term. A copy of this report must be submitted to the University Administration before the closing of classes;
- (f) Presents awards to the House members in the fourth term of every year, after consultation with the House Committee of the previous term, and in the following manner:
 - (i) Three people are to be nominated for every award, out of which a winner shall be appointed;
 - (ii) For the academic trophy, participation in residence activities as well as seniority must be considered;
 - (iii) For the sport trophy, the following must be considered: service to the specific sport, loyalty in participation, participation in other sports, and seniority;
 - (iv) For the cultural trophy, the following must be considered: participation in cultural activities related to the Residence, support at residence events, participation in cultural events not related to the Residence, and seniority;
 - (v) For the Hoender of the Year trophy, the following must be considered: participation in and, service and general commitment to sport, social and cultural activities in the Residence. A further requirement is that the candidate may not have served on the House Committee of the most recent completed term;
 - (vi) For the Golden Feather trophy, the following must be considered: persistent service to the Residence. This candidate usually

works behind the scenes and does not always receive the credit due to them;

- (vii) For the Helshoogter of the Year trophy, the following must be considered: an overall contribution in all areas related to the Residence. This candidate is an outstanding ambassador for Helshoogte;
- (viii) Gwap of the Year is the first-year with the most spirit, passion, enthusiasm and influence amongst the other first-years;
- (ix) First-Year of the Year is the most hard-working, willing, reliable and loyal first-year;
- (x) Any meetings during which awards are made proceed *in camera*.
- (xi) Regarding the Floor of the Year award, the winning Floor shall be calculated by means of three categories which shall carry equal weight, namely:
 1. One-third for AMC points;
 2. One-third for room points (room points form provided in Addendum
 3. One-third for academics.

(2) The Vice-Primarii:

- (a) Acts in substitutionary capacity for the Primarius;
- (b) Is responsible for making the amended Constitution, Regulations and Code of Conduct available yearly, with the provision that the Constitution shall be revised by the Disciplinary Committee at least every third year;
- (c) Acts as Chairperson of the Disciplinary Committee;
- (d) Is responsible for risk management;
- (e) Can receive portfolios as assigned to them;
- (f) Carries the responsibility of seeing that the House Committee executes their duties.

(3) List of portfolios

- (a) The primary portfolios shall be:
 - (i) Academics and Mentors;
 - (ii) Alumni;
 - (iii) Club;
 - (iv) Community-building;
 - (v) Culture;

- (vi) External;
- (vii) First-Years;
- (viii) Information Technology (I.T.) and media;
- (ix) MAD² administration (or the possible division thereof into separate portfolios);
- (x) Publications;
- (xi) Reunion (if applicable);
- (xii) Rugby;
- (xiii) Secretary;
- (xiv) Social;
- (xv) Spirituality;
- (xvi) Sport;
- (xvii) Treasurer;
- (xviii) Uniform and memorabilia; and (xix) Unity.

(b) The sub-portfolios shall be:

- (i) AMC Week;
- (ii) Archive;
- (iii) Boxing;
- (iv) Cheese and Wine function / Miss Helshoogte;
- (v) Derby Week;
- (vi) Catering;
- (vii) Green;
- (viii) Gymnasium;
- (ix) Hoender Week;
- (x) Hoenderdag;
- (xi) House Committee networking;
- (xii) House Dance;
- (xiii) Junior Committees;
- (xiv) Maintenance;
- (xv) Marketing and recruitment;
- (xvi) Oumanne
- (xvii) Pa en Seun;
- (xviii) Parking; and (xix) Sport Tour.

2. Outline of portfolios

(1) Academics

- (a) Must ensure that the first years are properly informed with regard to academic requirements and must check their progress in close cooperation with the Head Mentor. It must thus be ensured that as many first-years as possible meet the requirements of HEMIS.
- (b) Must ensure that the first-years' progress, and the absolute truth thereof, be given to their parents by the Mentors by means of letters which include a current mark status and a short report of their adjustment to Stellenbosch.
- (c) Must ensure that speakers from practice and the workplace come to motivate and make the residents aware of what it takes to be successful in their various careers.
- (d) Must ensure that activities (interviews, study methods, etc.) as offered by the Centre for Student Counselling and Development are communicated to the residents.
- (e) Acts as a link between the House Committee and the first-years.
- (f) Sits on the Mentor Committee.

(2) AMC Week

- (a) Is responsible for the organisation and coordination of the yearly AMC Week.
- (b) Is responsible for the allocation of points to participating floors depending on the positions reached during the competition.
- (c) See the Addendum for AMC for the complete outline of all items during the AMC Week, as well as the points awarded per item.

(3) Archive

- (a) Works with the Archive Committee to keep the archive in a good state;
- (b) Is responsible for the collection of digital photographs around the yearly happenings concerning Helshoogte to provide the Archive with sufficient photographs;
- (c) Ensures that at least one exhibition of archive material occurs in their term;
- (d) Is responsible for the yearly collection of archive material, together with the Archive Committee;
- (e) Is responsible for the creation of the following year's minute-book which must be handed over to the new House Committee;
- (f) Is responsible for the organisation of the House's birthday, which takes place on 12 May every year; and
- (g) Updates the names on the boards in the dining hall, as well as on the trophies.

- (4) Marketing and recruitment
- (a) It is this House Committee member's duty to market the image of the House as widely as possible. The member must thus also ensure that future students hear of Helshoogte.
 - (b) The following are the minimum requirements which must be executed by the House Committee member:
 - (i) Compile a page for the Stellenbosse Student.
 - (ii) Design and print business cards to provide for outside parties, particularly first-years' parents.
 - (iii) Ensure that effective residence marketing takes place during the University's open days.
- (5) Boxing
- (a) Is responsible for the maintenance of boxing equipment;
 - (b) Is responsible for the wellbeing of Helshoogte's boxers and must ensure that the boxers exercise and practise;
 - (c) Must elect a Boxing Committee to help organise the yearly HelshoogteDagbreek boxing event;
 - (d) Must organise the yearly Helshoogte-Dagbreek boxing event, together with the House Committee member from Dagbreek responsible for the same event;
 - (e) Must elect a Master of Ceremonies to introduce the boxers at the weigh-in, as well as to serve as Master of Ceremonies on the evening of the event proper.
- (6) Derby Week
- (a) Is responsible, together with the House Committee member from Eendrag in charge of the Derby Week, for the organisation of the yearly Derby; and (b) Is responsible for the arranging of a Derby uniform item.
- (7) Unity
- (a) Must see to the minority groups' interests.
 - (b) Must ensure that their inputs are considered.
- (8) First-Years
- (a) Work with the Primarius and Resident Head to fix a programme for the reception of first-years in the House. This programme must be approved by the Centre for Student Affairs in the fourth term.
 - (b) Is responsible for the setting-up of a first-year duty list;
 - (c) Must strictly ensure, with the aid of the House Committee member on duty, that the particular duties are performed.

- (d) Is responsible for the arranging of a photographer to take photographs of the first-years;
 - (e) Is responsible for the appointment of a postmaster with the provision that such postmaster is the first-year on duty.
- (9) External
- (a) Must ensure that the House produces residents serving on as many decisionmaking structures as possible. In other words:
 - (i) Identify leaders and representatives to serve on University structures;
 - (ii) Prepare people to perform their tasks if they wish to serve on the aforementioned structures; (iii) Target structures:
 1. Student Representative Council (SRC)
 2. *Die Matie*
 3. MGM
 4. Academic Affairs Council (ABR)
 5. Student Parliament
 6. Other various associations and societies
 - (b) Is responsible for informing the residents with regard to current and social issues on campus, thereby ensuring awareness and aiding consciousness.
- (10) Spirituality
- (a) Is responsible for ensuring that the House's spiritual needs are satisfied through the organisation of spiritual activities such as House Church, spiritual weeks, spiritual speakers and worship and praise and worship evenings;
 - (b) Is responsible for ensuring aid to house members in traumatic circumstances;
 - (c) Must reach out to fellow house members as motivator to encourage involvement in spiritual activities;
- (11) Community-building
- (a) Is responsible for the co-ordination of the House's community-building contributions in the following manner:
 - (i) To make as many residents as possible aware of the portfolio in their everyday life;
 - (ii) To contribute to SRC and Maties Community Service (MGD) projects in the form of dedicated support of these projects;

- (iii) To launch own projects following the Community-Building and Environmental Matters Manual of the Src, issued by the SRc member for Community-Building at the start of every new House Committee term;
 - (iv) To organise Down Syndrome Day.

- (12) **Gymnasium**
 - (a) Is responsible for the maintenance and improvement of the Helshoogte Gymnasium;
 - (b) Must manage the Gymnasium's finances together with the Treasurer;
 - (c) Must contribute at least one improvement to the Gymnasium during the House Committee term, whether with regards to equipment or otherwise;
 - (d) Is responsible for marketing the Gymnasium within the Residence and for the setting-up of a membership form to ensure that all members join for a term of one year for an affordable membership fee.

- (13) **Green**
 - (a) Is responsible for Helshoogte's green efforts;
 - (b) Serves as the link between the University's Green Committee for responsibilities as determined by the University.

- (14) **Hoenderdag**
 - (a) Is responsible for the organisation of the yearly Hoenderdag, held during Hoenderweek;
 - (b) Makes sure that all necessary legal documentation is acquired before the day;
 - (c) Is responsible for arranging music during the day;
 - (d) Is responsible for the demarcation of each floor's stall for the day; and
 - (e) Must be available at all times during the day in case any legal documentation must be shown to the police and/or the University.

- (15) **Hoenderweek**
 - (a) Is responsible for the yearly organising of Hoenderweek with the provision that:
 - (i) Every floor gets the opportunity to offer and sell something on Hoenderdag;
 - (ii) The week concludes with Hoenderbal,
 - (iii) The Cheese and Wine function takes place on Floor 4

- (iv) A networking event be arranged with all the Primariae of the women's residences on campus.
- (16) House Dance
 - (a) Is responsible for the organising of the yearly House Dance.
- (17) House Committee networking
 - (a) Is responsible for the organising of networking events with the House Committees of women's residences, as well as (b) For thanks for serenades, etc.
- (18) Information Technology (I.T.) and media
 - (a) Television, projector and decoders must be kept in working state.
 - (b) Must ensure that the printer's paper stays full.
 - (c) Must keep the House Committee computer in working state.
 - (d) Cares for the digital camera, and must ensure that all residence photographs at the end of the year are placed in the Archive on a CD.
 - (e) Must ensure that all residence photographs are loaded onto the digital archive.
 - (f) Is responsible for keeping the Helshoogte website up to date.
 - (g) Must oversee sound and projector set-up before House Meetings.
- (19) Maintenance
 - (a) Washing machines, dryers and lifts must be kept in working state;
 - (b) Manages the storage of bicycles at the Residence;
 - (c) Hands maintenance problems through to the maintenance official by means of issue forms in from of the lifts;
 - (d) Sees that the inventory forms are completed at the beginning of the year.
- (20) Junior Committees:
 - (a) Is responsible for the election of new First-Years and Second-Years Committees as soon as possible in the fourth term.
 - (b) Must ensure that all members of the Junior Committees obey their duties and responsibilities as set out under section 17 of this Constitution.
- (21) Cheese and Wine function / Miss Helshoogte
 - (a) Is responsible for the organising of the yearly Cheese and Wine function.
- (22) Uniform and memorabilia
 - (a) Is responsible for making yearly t-shirts, caps, ties and a winter-top. The style of the ties and caps is standard;
 - (b) Must contribute an original item or renew or rework one of the existing items.
 - (c) Is responsible for the residence t-shirt;
 - (d) Must approve all floors' t-shirts.

- (23) Club
- (a) Is Chairperson of the Club Committee;
 - (b) Must ensure that the Club is always kept clean and tidy and that functions held in the Club proceed within the stipulated rules.
- (24) Culture
- (a) Is responsible for the Kleinsêr group, participation in Molassesêr and Toneelfees and also handles the House's participation in all other cultural activities arranged for students;
 - (b) Is responsible for the organising of culture evenings;
 - (c) Must inform the House about cultural activities on campus.
- (25) MAD² administration
- (a) The House committee member charged with MAD² administration is the manager of the MAD² effort;
 - (b) Identifies and assigns, in consultation with the Primarius and Onder-Primarius, a MAD² sub-portfolio to the other House Committee members. MAD² portfolios are determined by the SRc MAD² Committee and are thus dependent on the projects appointed by that Committee.
 - (c) Begins approaching sponsors, together with the person charged with MAD² sponsorships, as soon as possible after the completion of the current year's MAD² activities.
- (26) Alumni
- (a) Keeps the database of alumni and current students up to date and expands it as far as possible in cooperation with the Maties Alumni office.
 - (b) Is responsible for correspondence with alumni, including a monthly email (*Hellies Times*).
 - (c) Organises a farewell function in the fourth term for all residents who are leaving the House;
 - (d) Is responsible for the organisation of reunions, together with the person charged with the Reunion portfolio.
 - (e) Serves as a link between the Alumni Union and the House Committee and must convene the Union quarterly;
 - (f) Must hold a meeting at the end of the year to introduce the new House Committee member for Alumni to the Union;
 - (g) Must hold a function in the Club for alumni in the area at least twice a year.
- (27) Oumanne
- (a) Is responsible for the election of the Ouman Council;

- (b) Is responsible for the promotion of the group-feel amongst the Oumanne as well as for the organisation of social functions; and
 - (c) Is responsible for the maintenance and improvement of the Ouman Lounge, according to the provisions of the Ouman Lounge Statute, with the aid of the Ouman Council.
- (28) Pa en Seun
- (a) Is responsible for the organising of the yearly Pa en Seun weekend, at which Helshoogte member's fathers are invited to spend a weekend in Helshoogte with the residents;
 - (b) Must ensure that a smooth programme is provided and followed.
- (29) Parking
- (a) Parking places are assigned at the start of the academic year with the aid of room points.
- (30) Publications
- (a) The name of the official yearbook is *Van Helsdingen*, which appears at the end of the year. It is a collection of all important happenings through the year.
 - (b) The *Van Helsdingen Lite* appears every term in the form of a newsletter. The editorial is appointed by the House Committee member responsible therefor.
 - (c) The Editor (who is either appointed by the House Committee member for Publications, or is that member themselves) must at the end of their term submit a budget for the second term to the Treasurer.
 - (d) The House Committee can issue publications from time to time if there is a need therefore.
 - (e) Fotoblad: the House Committee member works with the member in charge of room allocations to set up a complete photograph list of house members, which photo list must at all times be at Reception and updated and improved from time to time. The Fotoblad of the House must be made available before the end of the first term.
- (31) Reunion (if applicable)
- (a) Is responsible, together with the Reunion Committee, for the organising of the Helshoogte reunion every fifth year from 1973.
- (32) Rugby
- (a) The House Committee member charged with Rugby is responsible for the coordination of the Rugby Committee and the taking of the rugby photograph for the Archive;
 - (b) Is responsible for the appointment of a referee for the year;

- (c) Is responsible for the purchase and maintenance of rugby jerseys; (d) Is responsible for the collection of sponsorships for rugby activities;
 - (e) Is responsible for the organising of the yearly rugby closing function.
- (33) Secretary
- (a) Is responsible for the taking of official minutes at House and House Committee Meetings;
 - (b) Handles all correspondence on behalf of the House Committee;
 - (c) Is responsible for all notices and the general neatness of the noticeboards;
 - (d) Provides that Archive Committee with correspondence and pieces which must be preserved;
 - (e) Is responsible for the setting-up of a birthday list of the House members and the affixing thereof in the dining hall;
 - (f) Must at the end of their term combine all minutes, i.e. those of House and House Committee Meetings, taken through the year in a standard format, and hand these to their successor who must place it in the Archive.
- (34) Social
- (a) Is responsible for the arranging of social events in the House which include the Hoenderbal, Temadans and residence networking events;
 - (b) Is a member of the Club Committee;
 - (c) Organises the yearly Hanedinee and supports the following year's House Committee member for Social in the arranging of the following Hanedinee;
- (35) Sport
- (a) Is responsible for the appointment of a sport representative for every particular sport for the year;
 - (b) Is responsible for the sport clubs in Helshoogte and acts as a link between their committees and the House Committee;
 - (c) Ensures that all sport clubs maintain an inventory of equipment and that their finances are kept accounted. The House Committee member must also ensure that every sport club provided the Treasurer at the end of their term with a tentative budget for the following season.
 - (d) Furthers sport in general in Helshoogte;
 - (e) Acts as a link between the House Committee and the central sport committee of the University;
- (36) Sport Tour
- (a) Is responsible for the organising of the yearly Sport Tour held during the June/July holiday, or if not earlier, during the September recess.

- (b) Serves as Tour Leader during the Tour and is responsible for the smooth running of the Tour, ensuring that the values of Helshoogte are not violated.
- (37) Treasurer
- (a) Handles the financial affairs of the House;
 - (b) Is responsible for the collection of all money that the House collects, including house funds, fines, and donations;
 - (c) Is responsible for the accounting of all money that the House collects, including house funds, fines and donations. House Meeting and House Committee fines must also be collected by the Treasurer.
 - (d) Must keep a record of the financial state of the House in cooperation with the Administration of the University, and is responsible for the checking of receipts by Administration for all expenses;
 - (e) Must present a financial report of the previous financial year (which ends on the last day of the third term) to the House members at the ordinary House Meeting in the fourth term. A record of this report must be delivered to the Administration of the University before the closing of classes;
 - (f) Drafts a budget at the start of his term which must serve as a framework for the following Treasurer;
 - (g) Subscribes to newspapers and magazines for the Residence, as voted in at a House Meeting;
 - (h) Is responsible for newspapers together with the House Committee member for first-years.
- (38) Catering
- (a) Represents the House in any catering matters.

3. Subcommittees of the House Committee

- (1) Sport Committees:
- (a) The various committees consist of house members elected by the members of the various sport clubs.
 - (b) The committees are responsible to the House Committee charged with Sport matters.
 - (c) Every committee must keep accounts of their finances and must at the end of their term submit a tentative budget for the following season to the Treasurer of the House Committee.

- (d) Sport committees are fully responsible for the purchase of sporting equipment and the maintenance thereof.
- (e) Sportswear and uniforms may be purchased in cooperation with the House Committee member for Clothing.

(2) Archive Committee

- (a) This Committee consists of three members responsible to the House Committee member charged with the Archive.
- (b) The House Committee member for the Archive requests applications at the beginning of the new House Committee term and then accordingly makes the appointments thereupon.
- (c) When too few applications are received, the House Committee member for the Archive may personally approach people
- (d) The Committee preserves all correspondence, photographs, newspaper clippings and information of historical interest for the Residence.
- (e) The Committee arranges at least one exhibition for the House members of Archive material per year, in cooperation with the House Committee member for the Archive.
- (f) The Committee is responsible for the maintenance of the Archive.

(3) House Dance Committee

- (a) This Committee consists of six members responsible to the House Committee member charged with the House Dance.
- (b) The House Committee member for the House Dance requests applications at the beginning of the academic year and then accordingly makes the appointments thereupon.
- (c) When too few applications are received, the House Committee member for the Archive may personally approach people

(4) Mentors Committee

- (a) This Committee consists of all the Mentors, and is coordinated by the Head Mentor and the House Committee member for Mentors.

(b) MAD² Committee

This Committee consists of approximately eight members and supports the House Committee member charged with MAD². This member, in cooperation with the House Committee, appoints the MAD² Committee.

(c) Rugby Committee

This Committee consists of at least eight members and supports the House Committee member charged with Rugby.

(d) Hoender Week Committee

This Committee supports the House Committee member charged with Hoender Week.

(e) Club Committee

(i) This Committee consists of the House Committee members charged with Club and Social, as well as three other members.

(ii) These members must variously take on the sub-portfolios of treasurer, events and club facilities.

(iii) This Committee is responsible for the maintenance of the Club, the organising of functions, the placement of a yearly rugby photograph in the club and the changing of the archive material.

Appendix 3: Mentor Selection

Residence Involvement:

POSITION	YES/NO – No. of positions	SCORE (points per involvement)
Committee/ floor rep		2
Culture/Sport/Event manager		3
Leadership		3
TOTAL		/10 (MAX)

- This is calculated using the nomination form.
- It is important that HK's in control of committees only sign off on previous experience if the applicant participated adequately.
- Points will be awarded per category i.e. serving on two committees equal two points.
- 10 points is the maximum score.
- "Committee" is any committee served upon with the exclusion of House Committee, Mentors Committee and Second Years Committee.
- "Leadership" refers to House Committee, Mentors Committee and Second Years Committee.

Possible Questions:

Understanding of wellness:

- Explain wellness with reference to a specific component (spiritual, occupational, social, intellectual, mental & physical)
- How does wellness contribute to your understanding of a balanced life?
- In what way can a balanced life lead to a more successful life.
- If your mentee approaches you with an issue relating to one component of wellness how can the other components help solve this problem. o I.e. mentee is under stress but is not socially involved or possibly lacks a spiritual outlet.

Values and Mentoring:

- Why is BRUT important in being a mentor.
- How does BRUT contribute to building a sense of community?
- In what way can BRUT be used to assist first years in assimilation?
- What is the purpose of mentorship?

Motivation Section:

- Why do you want to be a mentor?
- How can effective mentoring assist the welcoming process?
- What can you gain from the mentor mentee relationship?
- Will you be willing to learn from your mentees?

- Do you see yourself becoming friends with your mentee?

Understanding of Wellness	Comments	Rating	Sub Total
Contribution of wellness to a balanced life		0 1 2	
Understanding of individual concepts		0 1 2	
Able to apply to a practical situation		0 1 2 4	
Wellness and success		0 1 2	
Failure to understand this results in automatic rejection			
Values and Mentoring			
Understanding of BRUT		0 1 2	
BRUT relationships/Community in		0 1 2	
Understanding of Mentoring		0 1 2	
Integration on floor		0 1 2	
Approachable/friendly		0 1 2	
Other skills:			
Motivation			
Assimilation of first years		0 1 2	
Wanting to improve the welcoming culture of Helshoogte		0 1 2	
Willingness to serve the House		0 1 2	
Wanting to have a positive impact upon mentees' lives		0 1 2	
Seeing Mentor – mentee relationship as flexible		0 1 2	
Residence involvement (see below)			
Total:			/40