



# Hippokrates Constitution

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Reviewed In 2021

# Hippokrates Constitution

This Constitution was voted in by a full quorum by Hippokrates House Meeting on \_\_\_\_\_

Signed by the Hippokrates House Committee 2020/2021 on \_\_\_\_\_ at

Hippokrates:

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(Resident Head)

# Hippokrates Constitution

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## Preamble:

Since it is essential that Hippokrates House Members act as an organized body;

AND since House Members want to ensure the welfare of the House and its residents;

AND since House members want to ensure that Hippokrates as a residence of the University of Stellenbosch has the University's interests at heart and acts according to the constitution and regulations of the University and the Residence itself;

AND seeing a need to define the role of certain bodies within the House to prevent the negligence of duties of these bodies and also to ensure sustainable growth of these bodies;

AND seeing a need to describe the roles and guidelines for the conduct expected of House members in order to promote what the house stands for;

THEREFORE, this constitution will serve as the guideline for each act of Hippokrates as a residence of the University of Stellenbosch and also for every action of every individual who is a resident of Hippokrates residence;

AND, therefore, each resident and body within Hippokrates should subject to the Constitution and conduct their behaviour according to the provisions contained herein.

## Article 1: Definitions

- 1.1) Office Bearer: In the context of residences, refers to any House Member that represents the House by serving on any committee in Hippokrates.
- 1.2) Official Communication Channels: Official communication in the House refers to house meetings, section meetings, intercom announcements made by HC members (or delegated members of the house), e-mail, the website, residence social media platforms and official letters.
- 1.3) Female Residence: University residence in which only females reside.
- 1.4) The House: Refers to Hippokrates Residence, all its residents as a body, the building and property of Hippokrates.
- 1.5) Newcomer: Any house member who is registered as first year in their respective course and/ or is a first-year resident in Hippokrates.
- 1.6) Property: The property and / or assets which belongs to the University, Hippokrates and / or its House Members.
- 1.7) Mixed Residence: The presence of both male and female students as permanent house members.
- 1.8) Constitution: Refers to the Hippokrates Residence Constitution
- 1.9.1) HC: Abbreviation of the word "House Committee" refers to any member of, and the entire Hippokrates House Committee, including the Primarius/Primaria, Vice Primarius, Vice Primaria and other members of the Hippokrates House Committee
- 1.9.2) Mentors: relational leaders of the residence; whose main role is to assist with the settling of newcomers in their first year of study; lead by a Head Mentor (HC Ex-Officio Member).
- 1.10) HC-term: Stretching from the first of September in the year the HC is elected to the last day of August of the following year.
- 1.11) House Committee: The managing body of Hippokrates, consisting of members, who are responsible for the performance of certain duties, as defined in this document.

- 1.12) House Member (House Members): Any enrolled student(s) permanently residing in Hippokrates.
- 1.13) Junior: A House Member that is in their first year of studies.
- 1.14) RDC: Residence Disciplinary Committee; Hippokrates Disciplinary Committee.
- 1.15) Residence Rules: Refer to the University's official rules by which students enrolled in residences or private student organizations are to abide.
- 1.16) Male Residence: University residence in which only male students reside.
- 1.17) PC/PK: Prim Committee; refer to either or both of the Tygerberg Prim Committee (TPC / TPK) and / or the Stellenbosch Prim Committee.
- 1.18) CDC: Central Disciplinary Committee
- 1.19) Section: Hippokrates has eleven (11) sections, each with a HC-member(s) responsible for and residing in the relevant section: Ground floor/Esigodlweni; Meraki, Vagus, Ohana, West Wing (gender neutral), Superbia, iValhalla, Atlas, '56 Freedom Avenue, Umlilo and Neverland.
- 1.20) Senior: Any House Member who has been in their course of study for more than a year.
- 1.21) SRC: Student Council of the University and / or the TSC (see Article 1.22).
- 1.22) TSC: Tygerberg Student Council
- 1.23) Executive Committee: Ex-officio body in Hippokrates, including the Primaria/Primarius, Vice Primarius, Vice Primaria, Secretary and Financial Manager.
- 1.24) EC: Executive Committee; See Article 1.23
- 1.25) University (SU): Refers to Stellenbosch University and the bodies, faculties and administrative departments, officers attached to or representing the University of Stellenbosch, as well as all the constitutions, policies, disciplinary codes, rules and regulations regarding them and set up by them.
- 1.26) University day: a University day is any weekday during the University year. Weekends, public holidays and other official holidays, as determined by the University, are not to be counted as University days.
- 1.27) SU: Stellenbosch University; See Article 1.25.
- 1.28) USBD: University of Stellenbosch Protection Services.
- 1.29) Quorum: Defined as 50% + 1 of all House Members.

## Article 2: Name and General Provisions

### 2.1) Name

Since the opening of the doors of the House in 1976, the House has officially been known as Hippokrates Residence or only "Hippokrates".

"Hippo" is an unofficial nickname of Hippokrates.

There may also in informal terms, internal to the house, be referred to house members as "Hippokrater/Krater".

### 2.2) General Provisions

Hippokrates residence is a mixed residence. No distinction is made on the basis of gender. There will be in no way directly or indirectly referred to Hippokrates as a male residence or a female residence. When Hippokrates participates in any competition where a distinction has to be made, the two groups will be referred to as Hippokrates Men or Hippokrates Womxn.

## Article 3: Values and Ethos

### 3.1) Ethos of Hippokrates

The residents of Hippokrates commit themselves to the following action to establish a civilized value system through which a happy and homely atmosphere can be created and maintained:

- To show mutual respect to all the residents, as well as fellow students on the Tygerberg Campus and Main Campus of the University of Stellenbosch;
- To maintain a balanced social and academic environment;
- To create space for the free exercise of all forms of lifestyle choices;
- To set an atmosphere in which all cultural groups will feel welcome;
- To give every resident the opportunity, with the house values, to live out their individuality;
- To promote participation in co-curricular activities of the residence;
- To show respect to all academic, administrative and service staff;
- To treat the property of the University with due care;
- To support the leaders of the residence by active participation and constructive criticism.

### 3.2) Values

The three values of Hippokrates, as formally selected and agreed upon by the House Members, are the following:

1. Amity
2. Respect
3. Truth

The acronym of the above values makes the word 'ART', which reflects what we are as a residence in terms of diversity; celebrating individuality.

Every house member should actively live by these values. In taking disciplinary action against any house member these values should also be considered in the investigation that may be associated with such a disciplinary process and in determining a sentence for the offender.

## Article 4: House Song

Our food should be our medicine,  
Our medicine be our food,  
Behold thine great physician  
For excellence and love be stood

Hippokrates, Hippokrates  
Ikamva lethu sonke  
Umhlaba ubiza igama lethu  
Ukusiza abadingayo -

En as ons in die oggend hospitaal toe stap  
Ons medemens versorg as ons eretaak  
Dan is ons trots, want ons weet ons rots  
Is liefdeswerk vir die Heer.

Hippokrates, Hippokrates  
Hippokrates, Hippokrates  
Hippokrates Khaya Lam'  
Hippokrates, Hippokrates  
Hippokrates, Hippokrates  
In ons denke leef jy voort  
In ons denke leef jy voort.

## Article 5: Legal Personality

5.1) The House has no legal personality and any contracts / agreements must be ratified by the University.

5.2) Hippokrates is a body without any profit motive. All proceeds of the house, in any way obtained, will be used exclusively to promote the house, the well-being of its members and matters related to the House in accordance with the discretion of the management bodies.

5.3) All property / assets of the house are to be used only for the promotion of the house, the well-being of its house members and matters related to the house;

AND all house members and Hippokrates related matters will be given preference for the use of these, unless the alternative use of these properties / assets will directly or indirectly lead to the enhancement of the House, the well-being of its House members and matters related to the house in accordance with the HC's discretion.

5.4) No compensation or part of the income of Hippokrates, in any way obtained, will be paid or transferred to any house member or members, unless it is for the bona fide compensation of any employee of the House for expenses incurred or services actually rendered pursuant to any task or duty to the house.

## Article 6: House Members and Membership

6.1) House Member (House Members):

As defined in Article 1.12.

6.2) Newcomer:

As defined in Article 1.5.

6.3) Junior:

As defined in Article 1.13.

6.4) Senior:

As defined in Article 1.20.

6.5) Termination of Membership:

Membership will lapse if:

- a) A member discontinues his/her studies at the university;
- b) A member moves into another residence of the university;
- c) A member terminates his/her membership (as defined in Article 6.7) by leaving the residence.

6.6) Termination of membership:

6.6.1) Termination of membership happens:

- a) when the member, in conjunction with the Disciplinary Committee, is put out of the House;
- b) when a person voluntarily finds alternative accommodation outside the House.

6.6.2) In no circumstances will the residence fees be refunded at the termination of Membership.

## **Article 7: Qualifications and Requirements for Membership: Admission and Readmission**

7.1) Admission and Readmission occurs as determined by the University in consultation with the Resident Head.

7.2) In some cases, the HC may request the placement of specific first-year students to the Resident Head in the first round of residence allocations, provided these students are accepted for any undergraduate course at the University's Faculty of Medicine and Health Sciences and qualify for residence accommodation at Tygerberg Campus. The Resident Head will in his/her own discretion, make recommendations to the Director: Centre for Student Communities in respect to the placement of the first years in question.

## Article 8: Welcoming and introduction of new House Members

8.1) The welcoming of the newcomers will only be done according to the rules and provisions of the University of Stellenbosch.

8.2) The House Committee member / members with the portfolio Newcomers / First years in conjunction with the RH will be responsible for:

8.2.1) the drafting of the program in respect to welcoming in conjunction with the appropriate office bearers of the house;

8.2.2) the presentation of such program to the University;

8.2.3) coordination of the program during the welcoming period.

8.3) Only members of the House Committee, Mentors and the RH will be involved in welcoming newcomers.

8.3.1) Where the program, however, allows / specifies that other house members and / or office bearers of the house can / will be involved during certain events in the welcoming, it is the HC's responsibility to ensure that it is within the rules and regulations of the University and to ensure that any irregularities and / or violation of these rules and regulations are reported to the appropriate office bearers of the House and University.

8.4) Introduction of newcomers to House Members will take place at the first house meeting after completing the welcoming program, unless such circumstances cause that it, at the discretion of the House Committee, must be done on an alternative date. The introduction is demonstrated within the house values.

## Article 9: The Resident Head

The Resident Head (RH) is responsible to the Chief Director: Student Affairs, and through him / her to the University Council, for the general management of the residence.

### 9.1) General:

9.1.1) The RH is, in conjunction with the Primarius/Primaria, are responsible for the application of the residence rules of the Board, directly or by way of delegation to the HC.

9.1.2) The RH must promote the interests of the residence by mediation of academic staff, University Administration and other relevant role players.

9.1.3) The RH must be directly involved in the room placement, integration and retention of particularly new, but also existing students in the residence after placement of students in the residence by the Department: Admission.

9.1.4) The RH must notify the University (Chief Director: Student Affairs) of his/her absence from the Tygerberg Campus occasionally and make arrangements for the continuation of his/her work (where applicable) for this period.

### 9.2) Accommodation matters

9.2.1) Place students in consultation with the Division: Admissions and Accommodation.

9.2.2) Manage room allocations of first year students, with the Welcoming Executive Committee.

9.2.2) Ensure that the room allocation of newcomers is performed in a fair manner and is according to the houses' values.

9.2.3) Inspect the room allocation of other students by the HC (see also Article 15: Room Allocation).

### 9.3) Student matters

9.3.1) Provide information to parents and prospective residents.

9.3.2) Verify and approve welcoming programs for newcomers and return approved programs in the prescribed time to the Director: Centre for Student Communities.

9.3.3) Oversees the execution of these programs and immediately report any irregularities to the Director: Centre for Student Communities.

9.3.4) Oversees the appointment of mentors for newcomers.

9.3.5) Verify that mentors do contact the newcomers.

9.3.6) Link to all counselling and support services of the University (e.g., student counselling and Development Centre, Campus Health Services, Division of Scholarships and Loans, academic departments, etc.) with the aim of referring students for the necessary support.

9.3.7) Attend each House Committee Meeting as agreed on with the relevant HC.

9.3.7.1) If absent from a HC meeting, an excuse must be made with the Secretary or Primarius at least 24 hours before the start of the meeting.

9.3.7.2) The RH will receive an opportunity to address the HC at every HC meeting.

9.3.7.3) If the RH wants to append a point for discussion to the agenda, he has to submit it to the Secretary 24 hours before the day of the meeting.

9.3.8) Attend Disciplinary Committee meetings as a full member.

9.3.9) Verify, in collaboration with outgoing Primarius/Primaria, Vice Primaria and Vice Primarius, the procedure of the House Committee Election, as prescribed by the University and this Constitution and rules, before, during and after the election of the committee (see Article 10.2: House Committee Election).

9.3.10) Report, in consultation with the HC, the needs of house members in respect of equipment, improvements and facilities to the relevant sections of the University.

9.3.11) Submit approved and signed financial statements of the HC at the end of their HC-term to the Director: Centre for Student Communities.

9.3.12) Is ultimately responsible and accountable for the implementation and management of the alcohol policy of the SU and the Hippokrates Alcohol Policy, as applicable to his / her particular environment.

9.3.13) Is ultimately the person responsible and accountable for any residence matter or function on Hippokrates's premises or any official Hippokrates Residence matter on an alternative property, whether there will be alcohol use or not. The HC as a whole or any individual HK member can or may not solely be held responsible for these functions, as the RH is to oversee these matters.

#### 9.4) Administrative matters

9.4.1) Verify, in collaboration with the Primarius/Primaria, Vice Primaria and Vice Primarius, the work and progress of the HC members responsible for tasks prescribed by the University and this Constitution.

9.4.2) Report needs in terms of buildings, gardens and parking areas to the relevant divisions or to the Division: Residence Services.

9.4.3) Verify room inventory forms annually with the aim on the recovery of damages in respect of the repair or replacement of the property of the House and University.

9.4.4) Verify the complete residence inventory annually in conjunction with the residential services co-ordinator (RSC).

9.4.5) At least give quarterly reports to the HC regarding breakages that must be paid by individuals and groups of students.

9.4.6) Link, in collaboration with the HC, with the RSC about the needs, requests and problems of the food and / or cleaning services.

9.4.7) Compile an annual report containing important events in respect to areas of responsibility at the end of the HC-term. This report must be sent to the Director: Centre for Student Communities and is also available for inspection at the last House Meeting of the HC period.

## 9.5) Discipline

9.5.1) Promote a positive attitude towards discipline in house members.

9.5.2) Handle internal disciplinary matters, in collaboration with the HC and Hippokrates's Residence Disciplinary Committee (RDC), according to the University's and the Residence's Rules and deliver a written report of all disciplinary matters to the appropriate bodies, including the Central Disciplinary Committee and Director: Centre for Student Communities.

9.5.3) Report violations of residents of the house that happened outside residence context; and / or offenses involving students from two or more residences of the University; and / or offenses involving individuals who are not students of the University of Stellenbosch and therefore may not be handled by the RDC; to the necessary bodies / officials, including the Director: Centre for Student Communities.

## 9.6) Risk management

9.6.1) Apply the terms and provisions of the relevant law and that of the University in respect of risk management, in collaboration with both Vice Primarii.

9.6.2) Verify, in collaboration with both Vice Primarii, residence matters arranged by certain HC members in respect of risk management.

9.6.3) Verify and ensure, in cooperation with both Vice Primarii and House Committee, compliance with safety rules and laws in the House.

9.6.3.1) Among other things, it the RH's duty to ensure that the Vice Primarii and HC coordinate at least one effective evacuation drill on a quarterly basis.

9.6.4) Ensure and promote the safety of house members and visitors to Hippokrates to a degree expected of a reasonable RH.

## Article 10: The House Committee (HC)

### 10.1) Composition

10.1.1) The House Committee consists of 14 members, i.e. the Primarius/Primaria, Vice Primarius, Vice Primaria, Secretary, Treasurer and 8 additional members. The Head Mentor also forms a part of the House Committee as an ex-officio member with voting rights.

10.1.1.1) The role of the head mentor: The head mentor acts out the role of ex-officio to the extent of requirements the mentoring program poses.

Pre-welcoming: full attendance to House Committee meetings as mentor planning and welcoming executive committee feedback is a fixed agenda point till the start of welcoming.

Post-welcoming: The Head Mentor will attend the House committee meetings every fortnight and the alternating week is to be used for the compulsory biweekly mentor meeting. The Head mentor is expected to serve on the portfolio of wellness in the residence (i.e student development), as well as fulfil all general responsibilities of a House Committee member excluding section administration

10.1.2) Furthermore, the RH has ex officio seating on the HC, but no voting rights.

10.1.3) In addition to the Primarius/Primaria, two Vice Primarii there have to be the 5 highest female candidates, the 4 highest male candidates and the candidate next in line in terms of votes, irrespective of gender.

10.1.4) The Primarius/Primaria may be elected respectively and independently from any gender group and then there is the Vice Primaria and Vice Primarius.

10.1.5) The Executive Committee is customarily not an officially-functioning body in Hippokrates, but for practical purposes remains an unofficial body to serve on the disciplinary committee and other bodies from time to time as determined by the Primarius and /or Vice Primarii.

10.1.5.1) The Executive Committee consists of the following members:

- a) Primarius/Primaria
- b) Vice Primarius
- c) Vice Primaria
- d) Secretary

e) Treasurer.

## 10.2) Election

10.2.1) A candidate for the Hippokrates HC must meet the following requirements:

10.2.1.1) A candidate for HC (including Primarius/Primaria, Vice Primaria and Vice Primarius) must be a registered member of the house at the time of election.

10.2.1.2) An unlimited amount of first years may apply, but a maximum of 2 first years can be elected, if their votes permit. First years should get some academic guidance when applying, as offered by the RH.

10.2.1.3) If a particular candidate does not meet the academic requirements set by the Faculty of Medicine and Health Sciences, his/her name can be immediately removed from the short list of candidates. The University reserves the right, with their sole discretion and proper motivation, to allow a candidate from taking part in the HC election. The RH can engage with said candidates to develop a coping strategy and plan of action for the year ahead, considering individual circumstances, and allow said candidates to proceed with application.

10.2.1.3.1) The candidate has the right to go and address the relevant officials of the University namely the Residence head and registrar of the Faculty of medicine and Health Sciences if he / she feels that the University should reconsider his / her application to stand for HC.

10.2.1.4) The HC reserves the right to prevent any House Member from temporarily or permanently making himself/herself available for election to any office in Hippokrates as part of a sentence for a disciplinary matter. Proper motives must govern the HC's decision and all communication to the involved HC member must happen in an official manner.

10.2.2) Notice of Election

10.2.2.1) Notice of the election of the House Committee must happen at least two weeks before the election takes place in at least 3 of the official mediums of communication.

10.2.2.2) The election process must happen within the prescribed period for HC elections, as provided by the Department: Centre for student Communities.

10.2.3) Election Convenor

10.2.3.1) The election convenor is a house member that is appointed by the current Primarius/Primaria, Vice Primaria and Vice Primarius in consultation with the HC. The election convenor is announced during the regular house meeting at the start of the 2<sup>nd</sup> semester.

10.2.3.2) The Election Convenor may not be a candidate in the upcoming House Committee election. The Election Convenor may, however, be a member of the outgoing House Committee.

10.2.3.3) It is the responsibility of the election convenor to ensure that the election itself and the accompanying arrangements are adequately marketed.

10.2.3.4) The Election Convenor will remain the official election convenor until the end of the newly elected House Committee's term.

#### 10.2.4) Nominations:

10.2.4.1) ALL nominations must be submitted at least three University days prior to the HC Caucus and the start of HC elections to the Election convenor, unless;

10.2.4.1.1) the RH, election convenor and Primarius/Primaria feel that there are too few candidates for the election of a reasonable HC. In this case alone can they extend the nomination period to one day before the HC Caucus and the start of the elections. ALL nominations then have to be submitted to the Secretary at least 24 hours prior to the HC circus and start of the HC-election.

10.2.4.2) Must be in writing, signed by a proposer (nominator) and at least nine seconds.

10.2.4.3) Must be accompanied with a motivation / policy statement of approximately 100 words and a list of qualifications and / or experience obtained during the candidate's University career.

10.2.4.4) The Primarius or Primaria / Vice Primarius/Vice Primaria candidates must specify on their nomination / application forms the various positions for which they make themselves available.

10.2.4.5) Nominations should appear on the notice boards at the main entrance of the residence building at least two University days prior to the HC caucus / HC elections, unless special permission for the postponement of the deadline for nominations is obtained from the RH and election convenor. In this case, nominations should be put up on the abovementioned notice boards immediately after nominations have been submitted directly to the Election Convenor.

## 10.2.5) HC Caucus

10.2.5.1) The election convenor will act as chairman of the meeting.

10.2.5.2) A panel of four (4) House Members will be elected by the house, consisting of at least one outgoing HC member, one senior house member, one junior house member and any house member. Both sexes must be represented on the panel. HC members that make themselves available for re-election for another term, as well as any other candidate for the upcoming House Committee elections is not allowed to serve on the panel.

10.2.5.2.1) It is highly recommended that the outgoing POPS (Prim and Vice-primis) are included in the election panel, provided they are available.

10.2.5.3) Each candidate for Primarius/Primaria, Vice Primaria or Vice Primarius will receive the following questions:

- a) A standard prepared question.
- b) A standard unprepared question.
- c) A maximum of five questions from the floor.

10.2.5.4) Each candidate for House Committee (excluding the position of Primarius/Primaria, Vice Primaria and Vice Primarius) will receive the following questions:

- a) A standard prepared question.
- b) A standard unprepared question.
- c) A maximum of three questions from the floor.

10.2.5.5) The panel is responsible for the preparation of the standard questions.

10.2.5.6) In the case where candidates do not get the recommended amount of questions from the floor, the panel may ask the remaining amount of questions to the candidate, if the panel feels it is necessary.

10.2.5.7) Candidates may only join the meeting after their questioning, provided that they won't ask questions to other candidates.

10.2.5.8) The panel and / or election convenor reserves the right to stop a candidate from answering a question from a house member from the floor if, the panel/election convenor feels that this question is based on false beliefs and is thus invalid; or if the panel/election convenor feels that the question damages the case of another candidate unfairly; or if the panel/election convenor feels that the question damages the case of the particular candidate in question unfairly.

10.2.5.9) The panel and/or election convenor also reserves the right to stop a candidate from answering a question from a house member from the floor if the panel/election convenor feels that the question is in any way inappropriate or of a harassing nature or in conflict with the values of the house or this constitution additional point adding on to 10.2.5.8

#### 10.2.6) Election Procedure

10.2.6.1) The election starts directly after the HC caucus.

10.2.6.2) The House Committee is elected by secret ballot at special voting times as decided by the Election Convenor OR using online / digital resources, provided these methods still allow the voting process according to the same principles with regard to security, justice and democracy can be achieved.

10.2.6.3) The Primarius/Primaria is elected first according to the specific voting procedures (see Articles 10.2.6.4-10.2.6.5) and announced, after which the Vice Primaria and Vice Primarius is elected on the same terms and must be announced before the election of the rest of the House Committee can take place.

10.2.6.4) If a tie is experienced, re-voting should happen by the house on the relevant candidates.

10.2.6.5) If there is only one candidate nominated for Primarius/Primaria, Vice Primaria or Vice Primarius, there will be a vote of confidence or not in this particular candidate.

10.2.6.5.1) If two-thirds or more of the votes cast are in favour of the candidate's election, he is elected as the Primarius/Primaria, Vice Primaria or Vice Primarius.

10.2.6.5.2) If the two thirds majority is not attained or more of the votes cast are against the election of the particular candidate as Primarius/Primaria, Vice Primaria or Vice Primarius, the candidate is unsuccessful and nominations are opened again for a specified time. Time determined by election convenor.

10.2.6.5.3) If new candidates are nominated, this candidate will again be eligible to be elected as Primarius/Primaria, Vice Primaria or Vice Primarius. The process begins again as from Article 10.2.6.2.

10.2.6.5.4) If no other candidates are nominated, there will be a vote for or against the specific candidate with a first unsuccessful attempt.

The process is repeated again as from Article 10.2.6.5.

10.2.6.5.4.1) If the candidate is again unsuccessful and no Primarius/Primaria, Vice Primaria or Vice Primarius is elected, the Director: SSG will be consulted for further assistance / advice.

10.2.6.6) A house member may cast as many votes as there are vacancies.

10.2.6.7) House members have the right to abstain from voting and his/her identity can be kept anonymous as far as possible.

#### 10.2.7) Special concessions with regards to voting

10.2.7.1) House members that cannot be present at the election due to a valid reason or cannot cast their votes due to a technical problem with the digital voting system may, at the discretion of the election convenor, be allowed to send his/her vote(s) by e-mail to the election convenor.

10.2.7.1.1) If House Members, for a fair and valid reason, cannot vote by e-mail in the case of Article 10.2.7.1, they may with the consent of the Election Convenor do their voting telephonically.

10.2.7.2) Votes by means of these concessions are only valid if the votes are received within the prescribed voting timeslot. If the votes arrive late, the vote will not be considered valid.

#### 10.2.8) Objections

10.2.8.1) Objections related to the election must be submitted to the election convenor within 24 hours after the official announcement of the newly elected HC.

10.2.8.2) If the election convenor considers the objections as valid, there will immediately be steps taken, in collaboration with the student court.

10.2.8.3) Any student has the right to approach the student court if he/she has objections pertaining to the HC election.

### 10.3) Resignation of HK members

10.3.1) A House Committee member's membership is terminated if such a HC member hands in his resignation in writing to the EC.

10.3.2) After the resignation of a member / members, new member(s) can be elected.

10.3.3) If the entire HC resigns, the Executive Committee must remain in the positions until a new House Committee is elected.

10.3.4) See also Article 10.5 (Vacant Posts).

### 10.4) Dismissal of HC-member / members

10.4.1) A motion of no confidence in one or more or all of the members of the House Committee may be passed by means of a referendum by secret ballot or electronic means passed by a two-thirds majority of enfranchised house members.

10.4.2) Upon adoption of this motion the HC member / members or whole HC, to which the motion relates, will be forced to resign.

10.4.3) Motions of no confidence are to be submitted to the EC at least 48 hours before the House Meeting at which the motion will be discussed.

### 10.5) Vacant Posts

10.5.1) If the HC for good reason do not consider it necessary to fill a certain vacant HC-post/posts, they may with the consent of the RH and / or the Director: SSG go on. The necessary portfolios of the vacant HC-post/posts must in this case be distributed between the rest of the HC members. In this case, Article 10.5.2 expires.

10.5.2) If a post / posts become(s) vacant and the HC decides to fill the position(s) the HC must then elect an Election Convenor and the process of alternative voting must again be followed given than the number of applicants allow for the use of this method.

### 10.6) Duties

Subject to, but not limited to the provisions of this constitution and Residence rules of the University, the HC is competent and obliged to:

#### 10.6.1) General

10.6.1.1) To serve and represent the House in general.

10.6.1.2) To apply the rules of the House and the University in collaboration with the RH.

10.6.1.3) To organize house meetings and / or events of house members.

10.6.1.4) To appoint office bearers and committees, in a fair and transparent manner and in accordance with the values of the House, for the execution of their duties.

10.6.1.5) To manage all reasonable requests and complaints of the house.

10.6.1.6) To apply the rules of the house and University in the house and to maintain discipline in the house.

10.6.1.7) Each HC member must sign a form of ownership that he / she has accepted the duties as HC member and that he / she will maintain the University's rules in residence. Such acceptance will by no means establish an employment relationship between the University and the HC member.

#### 10.6.2) Specific

10.6.2.1) Each HC-member is responsible for maintaining order, discipline and the healthy living environment of the section in which he / she resides.

10.6.2.2) Each HC Member is responsible for the portfolio's (See Article 10.7) assigned to him / her by the Primarius/Primaria, Vice Primaria or Vice Primarius.

10.6.2.3) Remains responsible for the performance of his / her duties till the end of the term. {Moved from Prim 10.14.1.11 to HC in General}

10.6.2.4) The outgoing HC will at the end of their HC-term report on their activities. Only then will the last honorarium may be paid to them.

#### 10.7) Portfolios

Portfolio definitions are set, but not limited, by this constitution and can be extended at the discretion of the House Committee. All duties of HC members are defined and developed by and is subject to the directions given in the University's document, Residence Rules 2012, published by the SSG.

#### 10.7.1) The Primarius/Primaria

10.7.1.1) manages student affairs in the hostel and serves as a coordinating link between the House and the RH / Visiting Head (VH) and services provided to students. The Primarius / Primaria will in no way in their respective capacity qualify to be considered as employees of the University.

10.7.1.2) is, as executive student officer in residence, co-responsible for the management of students of a particular residence in terms of the rules for students and general council policy and provisions of Hippokrates's Constitution and / or Rules, directly or by way of delegation to the HC.

10.7.1.3) shall, in cooperation with the RH ensure HC members perform their duties and that a sufficient number of HC members are available after hours and on weekends for general supervision and other services as required by the RH, Prim, general residence rules and / or the constitution or rules prescribed for each residence.

10.7.1.4) is chairman of the HC and the house meeting; is a member of the Residence's Disciplinary Committee (RDC) and represents the house on the Prim Committee (PC).

10.7.1.5) must ensure that full and proper minutes of the House Committee and house meetings be kept.

10.7.1.5.1) Is responsible for, in conjunction with the Vice Primarii and secretary, to select a suitable house member that possesses the necessary leadership potential and the necessary characteristics in respect of reliability, confidentiality, professionalism and service to act for their term as the HC's scribe. The scribe will be responsible for the recording of minutes and will, following the completion of each HC meeting, send the minutes to the HC members and RH for approval before the next HC meeting.

10.7.1.6) Coordinates public relations with other residences, the Students Representative Council (SRC) and Tygerberg Student Representative Council (TSR) and in other student affairs.

10.7.1.7) ensures that all official University information be given to the house by means of official communication channels.

10.7.1.8) is jointly responsible with the HC for the execution of the welcoming program for new students at the beginning of the year.

10.7.1.9) compiles an annual report at the end of the term and accepts responsibility that a financial report will be compiled by the Treasurer. The reports are presented to the house at a house meeting and are given to the RH / VH.

10.7.1.10) check all room placements of house members, including the first years, in the residence in conjunction with the RH.

10.7.1.11) remains responsible for the performance of duties until the end of the third quarter.

10.7.1.12) is overall personally accountable for ensuring that the University's Risk Management Policy be strictly enforced and that security measures be enforced by the HC and specifically the Vice Primarii.

10.7.1.13) is responsible for the proper management of parking at his / her residence and to ensure that all vehicles park in parking spaces, which are allocated to the residence, and are registered at SU Protection Services (USBSD). A copy of the list of vehicle owners and registration numbers of vehicles must be submitted to USBSD within one week of the start of the academic year. This list must be maintained and details of additional vehicles should always be given to USBSD.

10.7.1.13.1) is also responsible for ensuring that the HC: Room and Parking allocations to are done according to room points in an acceptable manner.

10.7.1.14) is, in collaboration with the RH, co-responsible and accountable for the implementation and management of the alcohol policy of the SU, as applicable to his / her particular environment.

10.7.1.15) In residences that are equipped with electronic access doors must be specifically allocated responsibility to ensure that access doors are in operation at all times.

10.7.1.16) It is the responsibility of the Prim in collaboration with the Accountability/Policy House Committee Member to ensure that the constitution of Hippokrates be checked at least every two years and, if necessary, be revised or updated.

10.7.2) The Vice Primarius & Vice Primaria

10.7.2.1) are responsible for the management of the residence in the absence of the Prim, and in no way in this capacity will qualify to be considered as an employees of the University.

10.7.2.2) manages portfolios as allocated;

10.7.2.2.1) and as the HC's primary portfolio managers, are responsible for ensuring that HC members fulfil their duties in respect of their portfolios.

10.7.2.3) coordinates the residence's Risk Management program by doing the following:

- a) act as chairpersons of the House's Risk Management / Health and Safety Committee.
- b) administrates the program in accordance with the guidelines as determined by the Risk Management Division.
- c) acts as main emergency preparedness coordinators and management the residence's emergency plan.
- d) ensure that there is run at least one effective emergency evacuation drill per quarter.

10.7.2.4) are members of the Disciplinary Committee of the residence.

10.7.2.5) perform the duties and responsibilities as applied to HC members and also special tasks assigned by the House Meeting, Prim and / or HC to him / her.

10.7.2.6) are, in conjunction with the RH and Prim jointly responsible and accountable for the implementation and management of the alcohol policy of the SU, as applicable to his / her particular environment.

10.7.2.7) are directly responsible for the room allocations newly placed first years.

10.7.2.7.1) It is the Vice Primarius & Vice Primaria duty of, along with the Prim and RH to ensure that the room allocations of first years are done in an acceptable, fair manner according to the houses' values and, where appropriate and possible, according to the University's prescriptions.

10.7.2.7.2) The Vice Primarius and Vice Primaria are empowered, in their discretion and with reasonable justification, to involve any other HC members for advice and assistance with the room allocations of first years. The Vice Primarius & Vice Primaria are not obliged to make the room allocations according to the advice of other HC members.

10.7.2.8) The Vice Primarius/Vice Primaria responsible for the Accountability portfolio has to collaborate with the Prim to ensure the constitution is reviewed every two years.

### 10.7.3) The Treasurer/ Financial Manager

10.7.3.1) administer all funds and transactions of the residence in accordance with the provisions of the residence rules, the constitution of the residence and the provisions of the Financial Policy and in consultation with the Finance Division of the University.

10.7.3.2) must annually at the beginning of his / her term, and in consultation with the HC, prepare a budget for the next financial year.

10.7.3.3) is responsible for the receipt and safekeeping of all monies on behalf of the HC gathered from individuals and / or groups of residents of the residence for use in functions, outfits, fines, breakage or other residence related activities.

- a) All receipts from fees must be paid into the relevant house fund cost centre. No receipts may be used to pay expenses directly. If the rule is being ignored, it may result in disciplinary action being taken against the Treasurer and / or other students or persons that participated. Any student or person involved in the transgression will be reported to the South African Revenue Service (SARS) that the student or person shall be liable for all taxes and penalties that may result from the matter flow.

10.7.3.4) control and administer the petty cash in accordance with the requirements of the University and the HC.

10.7.3.5) is responsible that all expenses incurred and income received, for example, payment of accounts, petty cash expenditure etc., regularly (at least monthly) be communicated to the HC and RH.

10.7.3.6) must at the end of his / her term of office provide a complete financial report to the HC with a view of submission and approval by the General House Meeting.

10.7.3.7) attendance of the training session as presented by the Finance Division of the SU is mandatory for all residence Treasurers. The Finance Division will provide notice in advance of the date, time and place of such training.

10.7.3.8) all Treasurers are required to use the guidelines of the Financial Quick Guide for requests and acquisition of financial information and statements.

10.7.3.9) no student or staff member who has not been specifically authorized by the SU, may sign any contract with an outside party for or on behalf of the SU or any

subdivision of the SU for the provision of any service or product. Only a few officials of the Finance Department may sign such contracts.

10.7.3.10) no order for any service or goods may be placed before having been awarded an order number through the computer system. No bill will be paid if such authorization does not exist.

10.7.3.11) all requisitions must be loaded through the computer system.

10.7.3.12) all cheque requisitions must be completed in full to be considered.

10.7.3.13) ensures that at least two persons with signing powers are identified within each area. The details of these persons must be given in writing to the Finance Division before any transactions will be considered.

10.7.3.14) ensures that each function, project and / or activity of residence (e.g. huisdansen, tours, equipment purchases, etc..) is budgeted individually and that those responsible for the function, project or activity manage it within the budget.

10.7.3.15) link the transaction details in accordance with the preceding project budgets within the cost centre to the appropriate accounts and projects. (This procedure allows that full details to date by cost centre, account and project can be pulled from the computer system.)

#### 10.7.4) The Secretary

10.7.4.1) is responsible in addition to his / her normal duties for correspondence with other agencies and announcements of decisions taken by the HC.

10.7.4.2) Ensure that minutes are taken for every house meeting (incl. extraordinary house meeting), HC meeting, house forum, task team meeting by:

10.7.4.2.1) Acting as scribe until a HC scribe is appointed.

10.7.4.2.2) Proof-reading all minutes by the HC scribe and approve minutes in the following relevant meeting.

#### 10.7.5) The House Committee Member

10.7.5.1) is responsible for the enforcement of the student reglement, the residence rules and residence constitution in general in the residence and particularly amongst the specific group of students in the residence and / or section allocated to him / her.

HC members will in no way in this capacity qualify to be considered employees of the university.

10.7.5.2) performs tasks and duties in accordance with the residence rules, the constitution and the reglement of the residence, and also decisions made by the HC or during a house meeting.

10.7.5.3) serves as a link between a section and or group of student allocated to him/her, the Prim and the RH.

10.7.5.4) manages portfolios as allocated by the Prim, Vice Primaria and Vice Primarius.

10.7.5.5) manages administrative duties as determined by the University.

10.7.5.6) prepares a budget at the start of a service term for the portfolios he/she is responsible for submission to the HC.

10.7.5.7) prepares a report at the end of a service term on the functioning of each portfolio for submission to the Prim.

10.7.5.8) immediately delivers all monies raised to the Treasurer for safe keeping and depositing.

10.7.5.9) completes inventory forms for each residence room allocated to him/her within the first week of the academic year.

10.7.5.10) reports any complaints, breakages and reparations to the appropriate institutions and persons.

10.7.5.11) manages public relations in respect of a given section/group by liaison with the Prim and HC.

10.7.5.12) reports illness or hospitalisation of students immediately to the Prim and RH.

10.7.5.13) reports cases where a prompt fine is imposed on a student to the HC.

10.7.5.14) is available daily, after hours and over weekends for general oversight and other services prescribed by the RH, Prim, general residence rules and/or the constitution.

10.7.5.15) informs the Prim and RH of absence of one day or more during the week or over weekends during the service term.

10.7.5.16) performs service as HC member until the end of the term.

10.7.5.17) is accountable in his/her personal capacity to ensure that the university's risk management policy is implemented and safety measures enforced in that part of the residence that is designated to be his/her responsibility.

10.7.5.18) is, in co-operation with the RH, Prim and Vice-Prims, coresponsible and accountable for the application and management of the alcohol policy of the US, as applicable on his/her specific area.

#### 10.7.5.19) HC Member on Duty

10.7.5.19.1) The HC member on duty is announced weekly during HC and section meeting. A duty roster is set up, based on HC members academic and other obligations and is handed out to all HC members.

10.7.5.19.2) The HC member on duty during a given week must be available at all times and be present on Tygerberg Campus to manage relevant affairs that are brought to his/her attention.

10.7.5.19.3) The HC member on duty shall spend every evening in Hippokrates during that week, including weekends.

10.7.5.19.3) If the HC member on duty has to leave campus, for whatever reason, he/she has to stay within thirty (30) minutes reach of campus.

10.7.5.19.4) If a HC-member has to leave campus for longer than eight (8) hours and will not be within thirty (30) minute's reach, the whole service turn has to swapped beforehand with the knowledge of the Secretary with another HC member who is willing to do so. This has to be arranged at the latest on the Monday of that week, so it can be duly announced at the HC and section meeting.

10.7.5.19.5) If the HC member has to leave campus for more than eight (8) hours and/or will not be within thirty (30) minute's reach of campus during an emergency, the HC member may do so with the consent of the Prim and/ or Vice Primarii. The HC member must on his own or with the help of the Prim, Vice Primarius or Vice Primarius find an alternative HC member to act in his/her place for his/her absence.

10.7.5.19.6) No HC member is expected to be on duty during official University holidays.

10.7.5.19.7) When it is impossible for any of the HC members to be on duty in extraordinary circumstances, such as Huisdans, HC camps and student leadership symposiums, the HC has to appoint alternative people to be on duty as needed. The HC may use its discretion in the appointing of responsible people.

10.7.5.19.8) If a HC member doesn't perform his/her duty turn, as prescribed above, disciplinary steps will be taken against the involved HC member.

#### 10.8) House Committee Meetings

10.8.1) The HC meets at least every second week.

10.8.2) Minutes of the HC meeting shall be made available to House residents to keep them up to date.

10.8.3) Although a culture of transparency shall be promoted, it is left to the discretion of the HC and the Accountability committee to decide which decisions will be communicated to the House.

#### 10.9) Section Meetings

10.9.1) It is the duty of the HC have a section meeting following every HC meeting to discuss important points from the minutes with residents and to communicate important arrangements and announcements.

10.9.2) Section meeting is obligatory for all residents living in a given section, unless written notice of absence is given to the HC member of the given section 24 hours before the section meeting, or if permission of absence is granted by the HK member of the given section.

#### 10.10) Training, Orientation and welcoming of new office bearers

This article 10.10 is applicable to, but not limited to, newly elected HK members.

10.10.1) Training is provided as organized with the University.

10.10.2) An internal training weekend or HC camp is organized by the newly elected Prim & Vice Primarii and happens in consultation with the RH.

10.10.3) Orientation with regards to portfolios happens through the reports of the previous HC. These reports are handed over to the new HC by the former Prim and/or Vice Primarii either as hard copies or in digital format. If the former Prim and/ or Vice Primarii are of the opinion that certain reports of former HC members are not of acceptable quality, the Prim and/or Vice

Primarii may penalize or impose a fine on the former HC member by withholding part of or the entire sum of his/ her fourth and last honorarium, to be paid into the house's petty cash.

10.10.4) The Outgoing HC should still be available after their term for the rest of the academic year to council the newly elected HC.

10.10.5) The training and welcoming of other newly elected office bearers is the responsibility of the HC member involved in the portfolio under which specific office bearers falls.

10.10.5.1) Training happens through training sessions organized by the University and/or the involved HC member.

10.10.5.2) An Internal Training weekend or committee camp should be organized at one of the first committee meetings of the new HC.

10.10.5.3) Orientation with regards to committees/bodies happens, as necessary, through reports handed in by retiring members of the specific committee/body. These reports are handed over to the newly elected HC by the outgoing HC member responsible for the committee/body, either in digital format or as a hard copy. If the outgoing HC member responsible for the committee/body and/or the head of this committee/body is/are of the opinion that the report of the retiring committee/body is not of suitable quality, the HC member responsible for the committee/body and/or the head of this committee/body may penalize or impose a fine on the involved retiring committee member by withholding a part or the total sum of his or her last honorarium and paying this into the House's petty cash and/or a part or the total sum of Kamerpunte earned by his/her membership of the committee/body may be withheld.

10.10.5.4) The outgoing member of a given committee/body should still be available after his/her term until the end of the academic year to council the newly elected committee/body.

## Article 11: Voting Rights

11.1) All residents are entitled to a single, but complete vote in house decisions.

11.2) First years/new residents:

11.2.1) A new resident has a complete vote.

## Article 12: Set Committees and Special Committees: Selection and Duties

12.1) The selection of a committee for a portfolio is the responsibility of the HC member/members responsible for the specific portfolio.

12.2) Application lists for committees must be communicated through any of the official communication channels for at least seven (7) days.

12.3) It is the responsibility of the HC member responsible for the specific portfolio to ensure that the committee is selected in a way that is fair, transparent and in accordance with the values of the house.

12.4) It is the responsibility of the HC member responsible for the specific portfolio to ensure that the given committee functions effectively and productively.

12.5) The HC member responsible for the specific committee/body may remove any member/s of a committee if good reasons exist therefore if the member/s doesn't perform the tasks that is expected of them or if prior agreed deadlines for the work of the committee is missed. Thorough motivation for this is to be provided to the Prim and/or Vice Primarii.

12.5.1) The responsible HC member has to issue at least one warning, written or verbally, to the specific committee member/s before he/she may remove the involved member/s.

12.5.2) If the specific committee member objects to this penalization as mentioned in Article 12.5.1, he/she may discuss and/or clarify the situation with the responsible HC member.

12.6.2) If the involved committee member fails to discuss and/ or clarify the situation with the responsible HC member, he/she may discuss the situation with the Prim. The Prim has to act as independent judge and mediator by negotiating with both parties (HC member and committee member) and then make a final decision regarding the final removal or non-removal of the House member from the committee.

12.6) The HC member responsible for the specific committee/body may withhold part or all of the kamerpunte earned by a given house member in the said committee, if the HC member is of the opinion the specific committee member didn't perform sufficient work in the committee or if the specific committee member missed agreed deadlines in his work for the committee.

12.6.1) If the specific committee member wants to object to the penalization mentioned in Article 12.6, he/she may clarify or discuss the situation with the responsible HC member.

12.6.2) If clarification and discussion, as mentioned in article 12.6.1, are unsuccessful, the given committee member may discuss the situation with the Prim. The Prim shall act as independent judge and mediator by negotiating with both parties (HC member and committee member) and then reach a final decision regarding the amount of kamerpunte that is to be awarded.

## Article 13: Residence Disciplinary Committee (RDC) and Disciplinary Procedures

### 13.1) General

13.1.1) The RDC serves as an active body in the House for managing any/all forms of disciplinary matters, either inside or outside the borders of the Residence.

13.1.2) The RDC aims to handle these disciplinary affairs in a positive, constructive and pro-active way so as to rehabilitate and educate instead of heading towards negative or destructive discipline.

13.1.3) The RDC execute all disciplinary procedures under the leadership of, in conjunction with and according to the provisions of the RDC of the University and the Student Disciplinary Code.

13.1.4) The RDC has the authority to follow, according to their discretion, any disciplinary guideline or procedure as instructed by the University when necessary.

### 13.2) Structure

13.2.1) The RDC consists of the following persons:

- (a) Primarius/Primaria
- (b) Vice Primarius
- (c) Vice Primaria
- (d) Secretary
- (e) Treasurer
- (f) Resident Head
- (g) HC-member: Discipline
- (h) HC-member/members of the section(s) in which the member(s) concerned resides.
- (i) Accountability Committee

13.2.2) The RDC consists of at least four and not more than eight members of which three must be HC-members. One of the members (preferably the HC: Discipline) must act as secretary and is responsible for distributing official communication to involved parties as well as taking minutes at meetings.

### 13.3) Jurisdiction

13.3.1) The RDC will have jurisdiction over all residence members with respect to misconduct inside or outside the borders of the hostel, according to the guidelines supplied by the University.

13.3.2) The RDC has the right to refer disciplinary affairs directly to the Central Disciplinary Committee of the University.

### 13.4) Appearance in front of the RDC

A member that has to appear in front of the RDC must be notified in writing at least 48 hours (but preferably longer) before the session.

### 13.5) Trial

13.5.1) The accused residence member(s) must be present during all of the trial, but may be asked to leave the room after all the evidence was listened to.

13.5.2) The CDC will give the accused residence member a just hearing and is competent to act as follows after conviction:

13.5.2.1) A monetary fine, additional to and independent of any compensation to be paid, not exceeding the amount prescribed by the University, can be imposed and must be paid prior to the date determined by the CDC.

13.5.2.2) To enforce payment of compensation, additional to and independent of any monetary fine to be paid. All monetary fines require fine consultation.

13.5.2.3) To temporarily or permanently prevent a member of the house to hold any office in the house.

13.5.2.4) To suspend a house member from all offices the member may hold in the house.

13.5.2.5) Any other stipulation as described by the Disciplinary Code and other rules and instructions of the University.

### 13.6) Appeal against the decision of the CDC

13.6.1) The accused may appeal against the sentence; and

13.6.2) the accused must, within 48 hours after receiving the written communication from the Secretary in which the sentence is passed, hand over his written appeal to the Secretary; and

13.6.3) the CDC must discuss the appeal within 48 hours of receiving it; and

13.6.4) the accused may appeal to the RDC of the University if he/she is not satisfied with the result of the appeal to the CDC.

13.7) Contempt of the disciplinary procedure will lead to the reference of the case to the SDC of the University.

## Article 14: House Meetings

### 14.1) Ordinary House Meetings

14.1.1) One ordinary House Meeting must be held per term.

14.1.2) The House must be informed of such a meeting seven days in advance.

14.1.3) Written apology must be handed to the Secretary or the HC-member of the section in which the member dwells 24 hours previously to the House meeting.

14.1.4) If the HC does not accept an apology, the member concerned must attend the House Meeting. The validation of the excuse for the total absence of a member from the House Meeting is subject to the discretion of the EC.

14.1.5) Presence requires that the House Meeting is attended from beginning to end and absence without a suitable excuse as explained in 14.1.4 will cause such person to lose kamerpunte as stipulated in the Hippokrates Room Application Policy.

14.1.6) The Prim serves as chairman of the meeting.

14.1.7) The Vice Primarius and Vice Primaria serve as Vice Chairpersons and will fulfil the duty of the chairman in his absence.

14.1.8) The HC: Secretary will serve as secretary of the house meeting.

14.1.9) If a quorum is not present at the postponed meeting according to sub article 14.1.9, the House Committee has the authority to finish the agenda of the meeting concerned and the meeting will be regarded as a proper constituted House Meeting. Important information and voting can be taken to section meetings where the presence of all section members can be checked.

14.1.10) If a house member is asked to leave the meeting, he/she will be regarded as being absent without reason.

### 14.2) Extra-ordinary House Meeting

14.2.1) Extra-ordinary house meetings can be scheduled by the HC and/or by written request by two-thirds ( $\frac{2}{3}$ ) of the members of the residence.

14.2.2) Such meeting must be held within 48 hours of handing the request to the Secretary.

14.2.3) Notification of the meeting as well as stipulation of the topic of the meeting must be given at least 24 hours before the start of such meeting.

14.2.4) At extra-ordinary meetings, only the topics for which the meeting was requested may be addressed.

#### 14.3) Motions

Motions must be submitted to the HC: Secretary in writing at least 24 hours prior to the meeting. Motions must appear on the notice board at least 12 hours prior to the meeting. The chairman has the authority to decide whether a motion will be dealt with as a motion or under the topic of questions and varia. Decisions excepted at a House Meeting hold the highest binding authority.

#### 14.4) House Song

The House Song will be sung at the end of each and every House Meeting.

## Article 15: Kamerskiet (Room Selection)

Room Selection is done according to the Room Selection Policy. View Addendum: Kamerskiet

## Article 16: Colours

The House Committee award colours to house members and former house members according to the rules of the University regarding colours.

16.1) The HC award colours to House members and ex-House members (members who have left Hippokrates for no more than one year) according to the criteria of the Colours Criteria and those of the Colours Committee.

16.2) Criteria for Colours

16.2.1) The following criteria applies to candidates being nominated for colours: These criteria are only defined for certain cases in certain categories and any other outstanding achievement and/or service, applicable to the specific category in which a candidate has been nominated, must be taken into account when the decision of awarding colours is made. The final decision, however, lies with the Colours Committee.

16.2.1.1) Academic Colours:

Candidates only qualify for colours in this category if they have achieved an academic average of 75% or more for 2 or more years. They need not be consecutive years.

16.2.1.2) Colours for service:

- a) Served for two full terms on the Hippokrates HC; or
- b) Any other extra-ordinary service rendered to Hippokrates.

16.2.1.3) Colours for Leadership:

- a) Served as Prim, Vice Primaria or Vice Primarius for one full term; or
- b) Any extraordinary act of leadership as a House member of Hippokrates.

16.2.1.4) Sport:

- a) Played for any Medics First Team for at least two years. The specific candidate must have played for the whole duration of a match in at least 50% of all the games; or
- b) Played for four years in any other Medics team. The specific candidate must have played for the full duration of the game in at least 50% of all the matches; or
- c) Played for Maties for two years in any of the official sports offered by the University. The specific candidate must have played for the full duration of the game in at least 50% of all the matches. The Colours Committee must

use their own discretion in determining which level of Maties competition deserves to qualify for Colours; or

- d) One year in a National team. The specific candidate must have played for the full duration of the game in at least 50% of all the matches; or
- e) Any extraordinary achievement in sport that made a contribution to Hippokrates.

16.2.1.5) Culture:

- a) Two years or more in Hippokrates Kleinsêr; or
- b) Participate in the Drama Festival of the University for two years; or
- c) Singing in the US Choir for two years; or
- d) Any other extraordinary achievement on cultural level that made a contribution to Hippokrates.

16.3) General Stipulations

16.3.1) A candidate can only be considered for colours in a specific category once.

16.3.2) It is the responsibility of the candidate to provide suitable and applicable proof of his/her achievements

16.4) Colours Committee

The Colours Committee are not responsible for organizing the Colours Dinner. They are the official body managing the awarding or non-awarding of colours. Hence, members of this committee will not qualify for room marks because they serve in this committee due to other positions they hold.

16.4.1) After the list of candidates have been finalized by the particular HCmember, the Colours Committee gather in the fourth term to decide on awarding colour to or withholding colours from potential candidates. The majority vote in the committee finalizes the decision. If a consensus is not reached, the Chairman of the Colours Committee has the final say.

16.4.2) The Colours Committee may use their own discretion to award colours to a nominated candidate that does not satisfy all of the criteria.

16.4.3) The Colours Committee are allowed to change the category of certain candidate's application if, according to their own discretion, another category is more suitable.

16.4.4.) The final decision of awarding or withholding colours lies solely with the colours Committee.

16.4.5) Compilation of the Colours Committee:

- a) The Outgoing Primarius/Primaria is the Chairman of this committee.
- b) Newly selected Primarius/Primaria
- c) Resident Head
- d) Newly selected HC-member: Colours(Academics); acts as Secretary
- e) Outgoing HC-members of respectively Sport, Culture, Academic and Colours.
- f) Members of the outgoing Executive Committee (optional)

## Article 17: Petitions

Organizing and circulating petitions can only take place with the consent of the RH and/or the HC. No such petition may be circulated without the signature of the RH and/or at least four (4) HC-members.

## **Article 18: Interpretation**

Any disagreement concerning the meaning or interpretation of any clause, article or word in the constitution or rules, will be referred to the student court for a final decision.

## Article 19: Amendments

This constitution can only be modified by a two-third ( $\frac{2}{3}$ ) majority at a House Meeting provided that any motion(s) that aims to modify this constitution was handed in at the Secretary in writing at least seventy-two (72) hours prior to the start of the specific House Meeting; and provided that

- a) notice of such motion(s) was given by the Secretary to the members of the House in writing at least forty-eight hours prior to the start of the specific House Meeting. The Secretary is obliged to abide by the time schedule.
- b) such motion(s) is announced in writing to the House by the Secretary at least forty-eight (48) prior to the specific House Meeting. The Secretary must then fulfil the duties he received after receiving the motion within the above specified time.

## Article 20: Official Copies

One copy of this Constitution, including all addenda, must at all times be available at the Prims, Vice Prims and the Secretary. These two (2) copies are the official copies of the Constitution and must be signed and dated by the Prim, Vice Prims and Secretary when accepted. Any amendments to the Constitution according to Article 20 must be made by the Secretary on the original official copies and signed by both the Prim, Vice Prims and the Secretary.

## **Article 21: Repeal**

Any and all previous Constitutions of Hippokrates as well as all amendments on such Constitutions are hereby abolished and nullified.