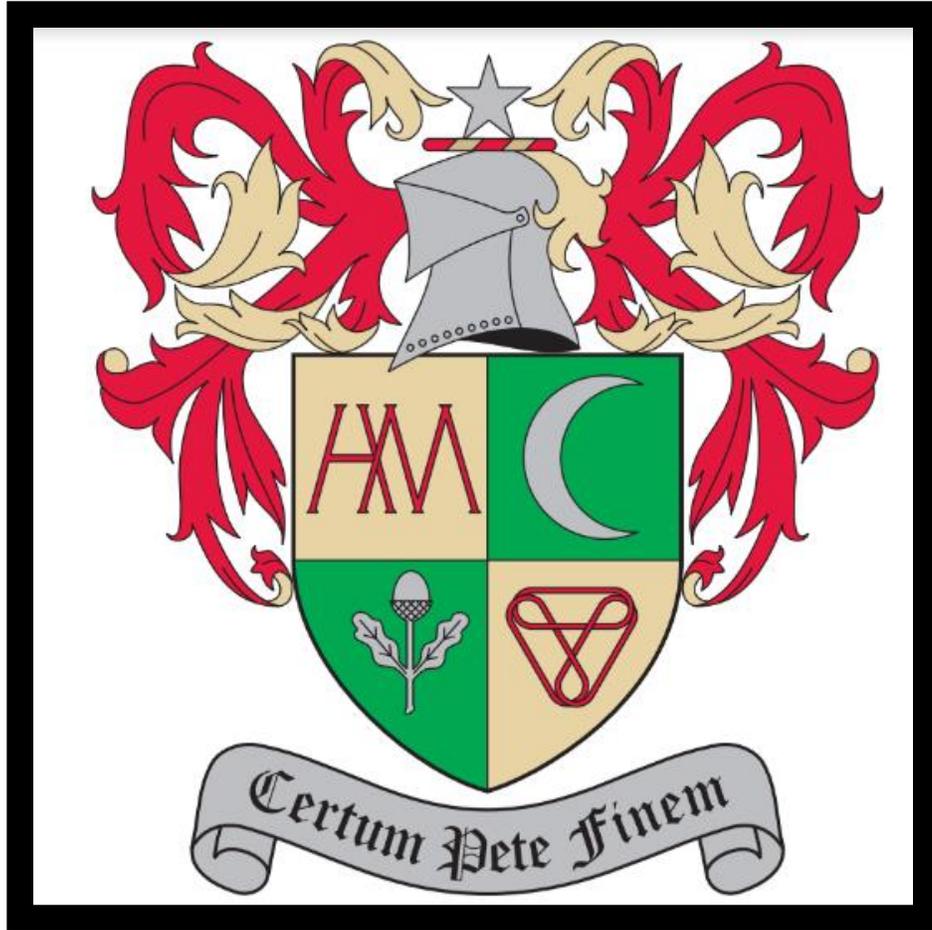


HUIS MARAIS



CONSTITUTION

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Huisman (*pronounced Hays-mun*). Proper noun. Man of Huis Marais. Also refers to alumni of Huis Marais.

HK (*pronounced Haakaa*). Noun. House Committee of Huis Marais. Acronym of Huis Komitee.

CHAPTER 1

1. THE ORDER OF HUIS MARAIS

Huis Marais is formed by diverse students of the University of Stellenbosch, who come from different backgrounds. The residents share in the unique and proud traditions that anchor our bonds and identity as a residence.

Our strength lies in our chemistry. We are an attached family, we know each other's well-being and ways. Huis Marais is a cornerstone of our lives that we as residents are proud of.

Our traditions and achievements are something outsiders envy.

Our goal is to keep Huis Marais **thé** place in Stellenbosch for all future Huismanne. Therefore we strive towards the following goals:

- 1.1 To make Huis Marais an extraordinary place to stay for its residents every year.
- 1.2 To keep our identity as a traditional residence while keeping up to par with the transformation process in Stellenbosch and South Africa.
- 1.3 To instate a continuous strive in every resident to represent the residence in all fields.
- 1.4 To instate a value driven lifestyle in all residents, based on Huis Marais' five values, so that by following this lifestyle they can contribute to the residence and society.

2. THE AUTHORITY OF THIS CONSTITUTION

This constitution is the authority in Huis Marais and should be read together with the Republic of South Africa's Constitution, Act 108 of 1996, and also the rules and regulations as determined by the Student Parliament of the University of Stellenbosch.

3. ETHOS

3.1 Definition of our motto and the emblem of Huis Marais

3.1.1 Motto

Certum Pete Finem – Strive towards a definite goal

3.1.2 Emblem

The symbolism on the Huis Marais emblem carries the following value:

Oak tree twig. The oak tree twig represents Stellenbosch.

Crescent moon. The crescent moon is representative of the Marais family emblem.

HM. The HM graphic is representative of Huis Marais.

Three interlocked links. The three links of Huis Marais represent the three aspects of being a student i.e. academics, social and spiritual. Social includes sport.

3.2 Value System

The base of Huis Marais' ethos is grounded in living out and applying the following values is the way all Huismanne act and the way the House Committee handles situations with every person

or entity. These values must also be the base of policies set in place by the House Committee.

3.2.1 Family

3.2.2 Participation

3.2.3 Respect

3.2.4 Responsibility

3.2.5 Individuality

This values should be applied by Huismanne and how they act inside of the residence and in the wider community.

3.3 Implications of these values

3.3.1 Family

Huis Marais consists out of a group of brothers that protect and support one another through good times and bad times, within Huis Marais and outside of Huis Marais.

3.3.2 Participation

Every Huisman has the responsibility to take part in the residence and hold the name of Huis Marais high in any activity that he does.

3.3.3 Respect

A Huisman has respect for himself, his fellow Huismanne and the building of Huis Marais.

3.3.4 Responsibility

Every Huisman must be able to give account to his fellow Huismanne, the staff working in Huis Marais and also to his academic faculty.

3.3.5 Individuality

A Huisman has the freedom to invest in himself by using the opportunities that the university offers, as long as he takes the values of Huis Marais into consideration.

3.4 What is expected of a Huisman

While living out the values of Huis Marais and striving towards the goals of Huis Marais , the following is expected of Huismanne within the residence and the wider community.

3.4.1 Loyalty to the residence, your fellow Huismanne and the values of Huis Marais.

3.4.2 Have a dedicated, purposeful and daring lookout on life.

3.4.3 Involvedness with one another for the sake of developing the potential of every individual.

3.4.4 Mutual respect for each other as a person, for the property and the residence's constitution.

3.4.5 Involvedness and participation in residence activities .

4. VISION

It is the vision of this residence that every resident of Huis Marais can attain the necessary academic education that is provided by the University of Stellenbosch. It is also the development of every person's being and personality, anchored in the values of this residence. This is a choice that has to be made. The choice is put in the hands of every individual.

5. POLICIES

The following policies is put in place as guidelines for the management of matters by the House Committee with regards to the various issues. This policies defines Huis Marais' position with regards matters and serves as specific application of our values.

5.1 Diversity policy

In this policy expression is given to the specific application of Huis Marais' values of:

- Family
- Participation
- Responsibility
- Respect
- Individuality specifically with reference to diversity and transformation within Huis Marais

5.1.1 Racial diversity

All racial groups are welcome in Huis Marais and will be respected and accommodated with regards to their preferences as far as it is within the power of the House committee and the policies of Stellenbosch University. As a house we are a family, but we do acknowledge the right of the individual to express his personal preferences within the values and constitution of Huis Marais and the regulations of the University of Stellenbosch.

5.1.2 Religious diversity

All religious- and non-religious groups are welcome in Huis Marais and will be respected and accommodated with regards to their preferences as far as possible within the power of the House Committee and the policies of Stellenbosch University.

We are a family , but we also acknowledge the right of the individual to express his personal preferences within the constitution and values of Huis Marais and the regulations of Stellenbosch University.

5.1.3 Sexual orientation

Huis Marais is against homophobia and discrimination against homosexual people. The management of Huis Marais will go out of our way to attend to related matters with the necessary humanity and ensure that every Huisman has a place in Huis Marais.

5.1.4 Financial Implications

Huis Marais won't discriminate against people who struggle financially. These people will not be refused entry to events, but another method of compensation will be determined.

We will try and spread costs throughout the year. We recommend all Huismanne to manage their finances responsibly and plan in advance for the year.

5.1.5 Closing

The House committee must maintain an open door policy and any Huisman with a problem must be willing to contact the House committee member directly. We ask of Huismanne to not leave problems, but bring it under attention of the primarius (Prim). We can only act on matters we're

aware of. We invite all Huismanne to participate in the transformation process so that we can finally acknowledge everyone in our decisions.

5.2 Welcoming policy

In this policy expression is given to the specific application of Huis Marais' values of :

- Family
- Respect
- Responsibility
- Participation
- Individuality specifically with reference to the welcoming of first years in Huis Marais.

This policy is set up with the understanding that every House Committee will set up their own goals for the different activities during the welcoming period in line with guidelines described elsewhere in this document.

5.2.1 Purpose of welcoming

To instill Huis Marais' values and traditions with newcomers and make them part of the Huis Marais family through this.

5.2.2 Attitudes of the House Committee

The HK will maintain a mature, professional attitude towards newcomers and their parents. Their behavior will testify of the University's values for the welcoming namely friendliness , hospitality and humanity.

5.2.3 Specific actions of the HK during welcoming

It is the policy of this residence that a HK member won't make him guilty to any of the following:

- Use of dirty or insulting language towards a newcomer
- The personal insulting of a newcomer
- The insulting of a newcomer's family or friends
- Giving a newcomer and silly or unreasonable tasks
- The physical assault of newcomers

It is further expected of the HK members to comply to the Student parliament with specific reference to the welcoming of newcomers.

5.2.4 General management of first years

We as Huis Marais believe in fair, adult treatment of first years. In this sense it is our policy that a newcomer , or the newcomers as a group will be addressed if they do not act according to the values of Huis Marais. They are held accountable for their actions by the values.

5.2.5 Contact between first years and seniors

No senior of Huis Marais will have contact with a newcomer before the official date that seniors are allowed in residences. After this date , for the duration of the MAD² period the seniors will also have limited contact with newcomers. Only seniors who serve on committees has direct

contact with newcomers. No so called “first year tasks” (as described elsewhere in this document) is being given to first years by seniors during this period. The newcomers are only there to help with the MAD² activities. For the rest of the time they are involved with their academic programs of the University, or under the supervision of the HK.

5.2.6 Period of welcoming

Huis Marais’ official welcoming period runs with the period set by Student affairs. The official welcoming activities is also ended with the ending of this period.

It is the policy that the newcomers are “pioneers” in the residence at this stage. They have at this stage not experienced real hostel life and the reality of being a student. Thus a period of more or less three weeks is allowed for newcomers to find their feet and establish a study routine and to see the specific execution of the values in a realistic environment. Study groups are also established in this time. The newcomers are also not recommended to go to town at night during this period. We believe that habits are created in this first period and thus we want the first years to create good habits that would be advantageous to the student, the residence and the University.

5.2.7 Ending of this period

It is important to take note that the ending of this period is not marked by an “initiation” as a Huisman. From the day a student are placed in Huis Marais they are a Huisman. Your Huisman identity will only be lost if you are found guilty of treason (e.g. giving our line out calls to the opponents, etc.). During welcoming we work with newcomers to teach them the ways of Huis Marais and during the first three weeks they get the opportunity to use this knowledge and bring it to action.

Newcomers’ knowledge with regards to the values of Huis Marais is tested in group format, where after the club evening is attended for the first time by the newcomers. It is the policy of Huis Marais that no newcomers may/ must feel forced to use alcohol on the evening. The HK will be present to make sure that no malpractices take place.

The Primarius and Vice Primarius will also talk to the newcomers prior to this time and warn them against the dangers of alcohol misuse on Stellenbosch and the negative effects of drinking culture.

5.3 Sport Policy

In this policy expression is given to the specific application of Huis Marais’ values of :

- Family
- Respect
- Responsibility
- Participation
- Individuality specifically with reference to the management of Sport in Huis Marais.

5.3.1 Rugby

Huis Marais is traditionally a rugby residence with proud achievements over the years. Rugby is also the sport for which we have the most registered players. Thus it is Huis Marais policy that rugby gets preference in the allocation of funds. Further arrangements with regards to rugby is presented in the portfolio description of the HK portfolio of rugby.

5.3.2 Soccer

Huis Marais has made major progress with its soccer over the recent years. One of the major contributions soccer make to the residence is the inclusivity and unity that it brings to the table. The management of soccer is presented in the HK portfolio description of soccer.

5.3.3 Other Sports

Huis Marais achieve major success in all its sport divisions, majorly because of the culture of participation in Huis Marais.

The initiatives of residents with regards to hyping sport participation is part of the reason Huis Marais is the only residence that even knows of the SRC participation cup. It is Huis Marais policy that any resident can practice any sport of his choice as representative of the residence **and that that individual can promote that sport in Huis Marais as far as he deems fit**. The HK will support the initiative as far as possible. New initiatives will always be welcomed. Through this we ensure Huis Marais' active development on many sporting fields.

5.4 Language policy

In this policy expression is given to the specific application of Huis Marais' values of:

- Family
- Participation
- Responsibility
- Respect
- Individuality specifically with reference to the treatment of English and other languages in Huis Marais.

All administration will be handled in English. Specific reference is given to:

- House meetings
- Committee meetings
- Sending of notices on "Gangpresidente" group

Huis Marais will however not discriminate against any languages and if any member of the house is not literate in English, they can feel free to ask their question in Afrikaans.

Exception is given to the following instances where the speaker, master of ceremonies or writer can express himself in a language he deems fit:

- Rugby Vrydag
- Kaalbas
- HK meetings

5.5 Academic Policy

Here follows the academic betterment policy of Huis Marais:

Huis Marais is of opinion that academics is more of a personal matter than a group matter, but we do acknowledge that the group has an influence on the individual's academic performance. Because of this Huis Marais decided to set the following rules with regards to academics in Huis

Marais. Take note that the strategy is viewed from two perspectives, namely first years and seniors.

5.5.1 First years

Newcomers come to university from a forced learning environment and are suddenly exposed to an environment where they have greater freedom regarding their academic life, especially with reference to attending classes and organizing study times.

The transition from secondary to tertiary education must therefore be facilitated for this group. The strategy can be more easily implemented for newcomers as the first-years are much easier to influence than senior students who have already made their choices. It is important to us that a good learning culture is already established in these students during the first few weeks of class before students can be influenced by other distractions.

The following measures are therefore introduced:

Suggested study hours for all first-years during the first two academic weeks during which under no circumstances “First year tasks” may be imposed on them, except through door service.

The length of study hours will be determined by the HC in consultation with the resident head.

CSCD services are introduced to students at the residence during the welcoming period.

Students who may be struggling academically are identified early by counselors and HC and extra personal attention is given to them.

The importance of academics, not only for the individual, but also for the residence and the university will be thoroughly established with newcomers during the welcoming period, so that they will understand the seriousness of the matter.

5.5.2 Strategy for seniors

Getting senior students academically motivated is a much bigger challenge than with first-years. Most seniors have already developed a study pattern, adequate or defective. The general strategy of Huis Marais is more focused on a change of mindset towards academics with students transitioning from first year. In this way, one can improve within two or three years with an academically stable senior house which will only be beneficial to everyone in the residence's academics.

However, our specific approaches to current senior students will be the following:

Discussion on the importance of academics for the residence and the individual.

Establishing and extending quiet times during academically sensitive periods e.g. Engineering week, BAAcc test series and exams.

5.5.3 General

It was also decided to put the following general measures to the test:

The Bobby Sands dining hall serves as a quiet study area during exam times such as the SS or library.

An exam awareness campaign in the three weeks before an exam (i.e. announcements during lunch and on notice boards).

Room points for academic achievement and the option to deduct points if subjects are failed.

Recognition of academic achievements in line with sports achievements.

5.5.4 Closing

It is important to note that, as mentioned in the introduction, academics is still a personal matter and that it is up to the individual whether he will study or not. The residence management can only do the above to put in place measures to create a more study-friendly atmosphere in the hostel.

Of course, despite all the above measures, it is also extremely important for Huis Marais that we continue to maintain a healthy balance between involvement in academics, social, spiritual and sport activities in the residence.

After all, our values state that we stand for participation in a variety of fields. We are under no circumstances prepared to deviate from this. Huis Marais' strength has always been that Huismanne participate in many sports, spiritual and social activities in addition to their dedication to their academics. This is how we will keep and promote it.

The aim of Huis Marais is to keep the percentage of passed modules in the residence above the 80% mark for both the June and December exams.

This strategy is drawn up with the understanding that it will be reviewed every year by the relevant HC and that its effectiveness will then be assessed.

CHAPTER 2

HUIS MARAIS HOUSE MEETINGS

6. GENERAL

- At least one house meeting must be held per term.
- Written notice of the relevant house meeting must be given at least 5 days before the date of the meeting.
- All motions to be discussed at the meeting must be submitted in writing (or email) to the secretary on the last lunch the day before the relevant date on which such meeting takes place.

- Motions must be accompanied by at least one proposer and at least one second's signature.
- If a resident cannot attend a house meeting for whatever reason, or is going to be late for the meeting an apology must be submitted in writing to the secretary not later than lunch of the relevant date at which such meeting takes place.

7. COURSE OF EVENTS

- The Primarius is the ex-officio chairman of the meeting.
- The Secretary is responsible for keeping complete minutes of the house meetings.
- The half plus one of all voting members in the house constitute a quorum.
- Motions will only be successfully implemented and passed if supported by 2/3 of the total Number of eligible present at the meeting.
- Constitutional amendments will only be passed if supported by 2/3 of the total number of voting members in the residence.

8. REGULATIONS

- All discussions of motions and proposals of amending motions will be done through the ex-Officio chair.
- Meetings must at all times testify of structured discipline and respectful behavior.
- A member who makes him guilty of a breach can be asked to leave the meeting by means of a majority vote or the decision of the ex-officio chair.
- Only current residents may be present at the house meetings, except guests invited by the HK.
- With a reunion-house meeting old Huismanne can be present at the meeting and also take part in the activities.

9. SPECIAL HOUSE MEETINGS

- A special house meeting can be called where issues in the residence urgently need attention or must be discussed or finalized.
- Provided that the urgency of the issue is of such magnitude that it calls for a quorum.

Special house meetings can be called if:

9.3 (a) The Primarius in consultation with the HC decided on it or;

9.3 (b) 40 house members with voting rights request it and;

9.3 (c) The period in which issues must be finalized and / or discussed, fall outside the time limits of the four other house meetings of the year.

10. RULES

The following acts ,directly or indirectly related to the house meeting, are unlawful and liable to a fine (reduction of room points) as determined by the HC after consultation with one another at an official HK meeting called by the Primarius.

- Absence from the house meeting without prior written apology to the Secretary.
- The use of crude language provided it is preceded by an official oral admonition by the chairman against it in the course of the meeting.
- Any action that results in the exercise of the Chairman's discretionary power under a result that violates the order of the meeting, undermines the purpose of the meeting or the disciplinary Competence of the power of the chairman, provided that such a result is preceded by a official oral admonition by the chairman against it during the meeting.
- The use of alcohol refreshments while the meeting is officially in session.
- The failure to perform a duty which, following the discussion on the implementation of an approved motion, by the chairman, to a particular individual orally during the course of the meeting intended to carry out the instruction, and such consent has been recorded in writing by the Secretary and the minutes of such meeting at the time of the breach of duty have already been signed by both the Primarius and Secretary.

11. RULES VOTED IN AT HOUSE MEETINGS

Any rules voted in at a house meeting is part of the governing guidelines of Huis Marais, such as:

- No caps in the dining hall
- Always wear shoes in the dining hall
- Never wear sleeveless shirts in the dining hall

You are exempted from the above mentioned rules in the following instances:

11.1 During events like Hanedinee and Huisfondsdans .

11.2 When playing table tennis in the dining hall.

11.3 When walking through the dining hall after 19h00 at night or before 05h00 in the morning.

CHAPTER 3

HUIS MARAIS HOUSE COMMITTEE

12. THE HOUSE COMMITTEE

The members of the house committee are responsible for the enforcement of the regulations of the council, the residence rules and the rules of the involves residence.

13. ENFORCEMENT OF THE RULES

The enforcement of the rule's rests first and foremost on the institution with the residents concerned or

the Primarius and the House Committee, and there are expected of students to in relation to these rules, to assist them in implementing the rules.

14. COMPILATION

The housing committee consists of eleven residence residents whose composition looks as follow:

14.1 (a) The Primarius

14.1 (b) The Vice Primarius

14.1 (c) Nine additional HK members responsible for portfolios as assigned to them by the newly elected Primarius at the start of his tenure, in consultation with the retiring Primarius, would the former prefer it.

15. LEGAL STATUS

The Primarius, Vice-Primarius and nine House Committee members are university officials who hold an honorarium to be paid for the performance of their duties.

15.1 In terms of the official status of the HK, every member of the committee has the power to within their authority execute official warnings, orders, and commands to other residents.

15.2 The failure to comply with orders and instructions or any behavior that may be characterized as expressly contrary to the incident obtaining an oral or written warning from a HC member is in accordance with the student parliament unlawful and punishable by a fine.

16. COMPLIANCE WITH DUTIES

16.1 All HK members are obliged to submit their portfolios properly and within the dates set for the execution thereof.

16.2 A motion of suspicion of non-performance of duties may be taken at an official or special house meeting and raised against the member concerned, in respect of the suspicion being that he is not properly performing his duties, exists. Provided that

16.2 (a) the motion, in writing and at least 48 hours before the start of the meeting with the secretary

be submitted;

16.2 (b) the complete motion for inspection of the member against whom it is brought shall be submitted within the last 24 hours before the start of the house meeting;

16.2 (c) the motion is accompanied by the signature of at least one proposer and at least two secondaries of the motion of presumption of non-performance of duties;

16.2 (d) the purpose of the motion is purely to encourage proper exercising of portfolio obligations or to bring the fact of pre-existing negligence to the attention of the House;

16.2 (e) the member against whom the motion is made during the House meeting is personally given the opportunity to defend himself from the assumptions brought against him.

17. VOTE COMMITTEE

17.1.1 The election of the primarius, vice-primarius and HK members is regulated by a polling committee. It is preferred that the new Primarius be elected from the already existing HK because of the experience gained. If none of the existing HK members stand for Primarius, the current Primarius can develop an alternative in collaboration with the Vice-primarius.

17.1.2 The Primarius must receive a 50% +1 majority vote from the residents of Huis Marais to be crowned Primarius.

17.2 The ballot committee must ensure that the election is conducted in a fair and just manner and that every voting house member has his or her right of freedom of choice without any infringement or improper use influencing its exercise throughout the election stages.

17.3 In the composition of the polling committee, the outgoing HK members must be given preference and seniority.

17.4 The Primarius and Vice-primarius are elected directly after the HC circus, and the results are announced by the outgoing Primarius .

17.5 The percentage and details of the results are to be kept confidential by the polling committee and the ex-prim .

17.6 The nine additional HK members are announced by ex-Prim and new Prim at lunch, which is followed by a blended meal.

17.7 It is the duty of the polling committee to ensure that a voting percentage is as close as possible to 100% of the residence's number of residents.

18. VACANCIES

18.1 Should the Primarius be temporarily unable or unauthorized, due to any foreseeable or unforeseen circumstances, to hold his post as Primarius, the Deputy Primarius temporarily takes office until those circumstances that temporarily suspend the Primarius's authority or authority have been resolved.

18.2 Should it become permanently impossible for the Primarius to hold office because of an event of any kind, the Deputy Primarius will serve in his place until a new primarius is elected by the House

18.3 Should this happen to the Deputy Primarius, or any of the HK members, due to an event of any kind and it becomes permanently impossible to hold office, the HK must, as soon as possible, within a period of time practically and reasonably possible, decide whether or not a new HK member will be elected or whether the responsibilities will be divided between the current HK, if it is opted that a replacement HK will be selected, they must designate a substitute for the member concerned by means of an election.

CHAPTER 4

HUIS MARAIS HOUSE COMMITTEE RESPONSIBILITIES

{Feel free to visit the Huis Marais website for more information.}

19. MAD² ADMINISTRATION

MAD²—Administration entails the overhead organizing and administration of Huis Marais's annual

MAD² effort in collaboration with a ladies residence.

19.1 The HC members in charge of MAD² is also known as the MAD² Convenors.

19.2 Duties of the MAD² Convenor:

19.2 (a) organizing the house's MAD²;

19.2 (b) must attend all official MAD² meetings arranged by the university's Central MAD² Committee or must send a representative;

19.2 (c) Must note the decisions of the Central MAD² Committee;

19.2 (d) is a link between the house and the Central MAD² Committee;

19.2 (e) must participate in all aspects of the MAD², as far as it goes into the MAD² competition;

19.2 (f) is obliged to attend the theme launch of MAD² or to have a representative from the residence

19.2 (g) (i) must arrange an invite sponsor and other general sponsors for the MAD² effort;

19.2 (g) (ii) must also arrange the abovementioned sponsors for the next term;

19.2 (h) is responsible for composing the various MAD² committees of the Hostel;

19.2 (i) has the discretion to compile the MAD² Committee according to what he thinks is best ;

19.2 (j) must designate a chairperson for every MAD² committee;

19.2 (k) the MAD² Convenor may at all times attend any committee's meeting;

19.2 (l) may change the name and duties of the MAD² committees according to its own discretion;

19.2 (m) must serve as a guardian for the Secondyears-Committee in respect of their contribution to MAD²;

19.2 (n) be available to the various HK members for 'vensters' and other MAD² events with respect to advice, assistance and support;

19.2 (o) should inform the various HK members for Venstersversieringe and other MAD² of decisions made by the Central MAD² Committee with respect to their portfolios;

19.2 (p) must channel all financial aspects of the MAD² effort to the house or to the treasurer

19.2 (q) There must be a MAD² budget in consultation with the House's treasurer, the 'skakel' residence's MAD² convenor and the 'skakel' Hostel's treasurer;

19.2 (r) must at all times maintain a professional relationship with the contact hostel's MAD² convenor;

19.2 (s) must regularly be in contact with the 'skakel' residence's convenor;

19.2 (t) (i) the House's MAD² convenor and 'skakel' hostel's MAD² convenor are ranked equally

(ii) The abovementioned convenors must distribute work clearly and equally;

(iii) The abovementioned convenor must ensure that the 'skakel' Hostel's respective MAD² committees consists of the same structure and hierarchy.

19.2 (u) the MAD² convenors and HK of other MAD² events of both 'skakel' residences must have regular meetings during and before the carnival week, so that daily planning can be done;

19.2 (v) the MAD² convenors and the MAD² treasurer must gather regularly to discuss the finances.

19.2 (W) must represent the house to the best of his ability at all times;

19.3 Requirements and rules for MAD² committees:

19.3 (a) must be responsible for the tasks assigned to them by the MAD² convenor;

19.3 (b) Meetings must be held regularly with the 'skakel' residence;

19.3 (c) All MAD² Committee activities must honour the House and be done in the good spirit of MAD².

19.4 the MAD² convenor may also hold the 'vensters-' or another MAD² portfolio, but not both, unless:

19.4 (a) he gave a written application to the 'Primarius' and the 'Primarius' gave a written agreement after discussing the case with the HC members.

19.4 (b) There is no other suitable HC member in terms of the ‘Primarius’ discretion in consultation with the HC members

20. ‘Vensters’

20.1 (a) It is done in the outdoors.

20.1 (b) is presented at one of the residences that is taking part .

20.1 (c) Only first-years participate in the ‘vensters’.

20.1 (d) is presented within the rules and regulations of the central MAD² committee.

20.1 (e) Must honour the name of the house

20.2 Duties of the HC for ‘vensters’

20.2 (a) It is expected that the HC for ‘vensters’ attend the theme launch of the MAD² or he must send a representative.

20.2 (b) to attend all of the MAD² meetings that applies to ‘Vensters’ as passed by the MAD² – convenor

20.2 (c) must put together a ‘vensters’ committee in consultation with the House's MAD² – convenor.

20.2 (d) Determine the size, nature and duties of the ‘vensters’ Committee;

20.2 (e) must ‘skakel’ on a regular basis with the ‘skakel’ residence's HK for Windows;

20.2 (f) function independently, but should regularly be accountable for tasks given by the House's MAD² convenor;

20.2 (g) Clear work distribution in respect of administrative matters must be done between the HK for ‘vensters’ and the HK of MAD² convenors.

20.3 Definition and duties of the Window Committee:

20.3 (a) the HC for Windows acts as coordinator of the ‘vensters’ Committee;

20.3 (b) The house's MAD² convenor can attend the ‘venster’ Committee meetings in a consulting and observing capacity;

20.3 (c) There must be regular meetings in the last semester with the ‘skakel’ residence;

20.3 (d) is responsible for writing a storyline in terms of the theme of MAD²;

20.3 (e) also must organise the technical and other aspects attached to the ‘vensters’ performance;

20.4 ‘vensters’ must expose first-years to residence spirit and student fun.

23. HOUSE DANCE

The House Dance is an official and social function of the House with a formal foundation.

23.1 Trademarks, rules and regulations of House dance:

23.1 (a) Takes place in the 3rd term;

23.1 (b) strictly formal;

23.1 (c) A Deposit for the Tickets may be charged provided that:

(i) It does not exceed more than 40% of the total ticket price, except if the House Committee approve a larger deposit;

(ii) the deposit amount already be known in the second quarter;

23.1 (d) as many residents as possible should be accommodated.

23.1 (e) Old boys are allowed to attend the function given that:

(a) their attendance is subjected to the discretion of the HC for House Dance.

(b) No more than 25 % of the tickets may be sold to old boys.

23.2 Duties of the HC for House Dance:

23.2 (a) must have identified a place for House Dance at the beginning of the second quarter;

23.2 (b) the venue for the dance is subjected to the HC-for-House-Dance's discretion after communicating with the entire House Committee;

23.2 (c) the nature and range of the dance is subjected to the HC-for-House-Dance's discretion after communicating with the entire House Committee;

23.2 (d) must assemble a house dance committee in the first term;

23.2 (e) the composition of the House Dance Committee is at the discretion of the HC-for-House-Dance.

23.3 Duties and description of House Dance Committee:

23.3 (a) the committee's duties are determined by the HC for House Dance;

23.3 (b) must assist the HC for House Dance in his duties;

23.3 (c) can suggest ideas about the House dance to the House for House Dance.

24. MAINTENANCE

24.1 Duties of the HC for the Maintenance:

24.1 (a) reporting any repairs or damage inside / around the residence;

24.1.1 (b) residence's furniture pieces;

24.1.1 (c) reporting should be done as soon as possible, and at least on a weekly basis.

24.1 (b) any major damage that may cause immediate inconvenience to the residents of the residence must be reported directly and immediately to the University's Maintenance for a speedy recovery.

24.1 (c) is responsible for the general cleanliness of the residence and must set up a cleanliness committee.

24.1 (c) DESCRIPTION AND DUTIES OF THE CLEANLINESS COMMITTEE

(i) it consists of five⁺ members

(ii) the members are all newcomers

(iii) must inspect the residence and surrounding grounds on a daily basis and keep it tidy

(iv) any drastic untidiness or damage to the residence and surrounding grounds must be reported immediately to the HC for maintenance. Execute all commands of the HC regarding neatness.

24.1 (d) has control over the television set(s), video machine(s), decoders, audio equipment; and make sure the equipment is stored in safe custody during the holidays.

24.1 (e) An inventory of all furniture items in the residence must be taken at the beginning and end of that year.

24.1 (f) Must ensure that all residence rooms contain the necessary furniture and, if not, report it to the University residence administration department

25. ROOMPOINTS

The process of choosing rooms in Huis Marais is done according to room points awarded to each Huisman based on the participation through the year in certain residence and University activities.

DESCRIPTION, EXPLANATION AND RULES WITH REGARDS TO ROOMPOINTS

25.1 (a) Room points is determined according to a set scorecard where points are awarded to activities.

25.1 (b) The points composition is done by the room points HK and room points committee.

25.1 (c) The points list is confidential and are only available for the HK and room points committee.

25.1 (d) Every resident's room points are confidential and are only available to the HK and room points committee.

25.2 Room points committee

25.2 (a) consists out of First year committee and Second years committee chair;

25.2 (b) responsibilities is determined by the House Committee in consultation with the House;

25.2 (c) There are only four members

25.2 (d) must keep all room points information strictly confidential

25.2 (e) every member must sign a confidentiality document.

25.3 The choose of rooms

25.3 (a) The Primarius chooses his room first, he can choose any double room to occupy alone.

25.3 (b) The Vice Primarius chooses his room second.

25.3 (c) There after the HK members choose on the basis of the amount of votes and room points converted to a 1:1 ratio. (Highest room points candidate gets full points for room points, the rest get the fraction of the maximum accordingly, same for votes)

25.3 (d) There may only be two corridors with two HK members. It will be determined by the order of room choosing.

25.3 (e) Any former HK members then chose rooms in the order of their room points, with former Prims and Vice Prims first.

25.3 (f) The chose of rooms for the rest of the residents occurs in the order of room points.

(i) a list of the room points ranking is set up (presented to residence without the room point details, i.e. only the rank

(ii) The more room points you have the higher you are on the list.

(iii) You can chose any room on the second, third and fourth floor not chosen before your turn and which is not allocated for newcomers.

(iv) newcomers rooms are allocated as follows:

A) All the rooms on the first floor are reserved for newcomers

B) Grondpad is reserved for newcomers.

C) At least 2 rooms in every other second floor corridor is reserved for newcomers. The amount can be adapted by the primarius in accordance to the amount of newcomers expected.

D) No newcomers will be placed on the 4th floor.

26. PARKING

26.1 Parking is selected as follows:

26.1 (a) this should happen in the first week when the seniors are back in the first quarter;

26.1 (b) the date is set by the HC.

26.1 (c) the HC chooses first (as with rooms)

26.1 (d) the rest of the residents can now choose in room points order.

27. HOUSE FUND DANCE (Huisfondsdans)

27.1 Description and rules regarding House fund dance:

27.1 (a) it should be held in the first quarter on a Friday night if possible;

27.1 (b) the date is set by the HC. It's usually the Friday night of "Inblynaweek". (Stay in Weekend);

- 27.1 (c) all men of the house must be allowed to attend the function;
- 27.1 (d) Old House members may attend the function, but the same regulations apply as in 23.1 (e)
- 27.1 (e) there must be a theme chosen by the HC for House Fund dance;
- 27.1 (f) The main purpose of the House Fund dance is to raise funds for the House. This money is usually used for the House Dance;
- 27.1 (g) the house fund dance must take place in the residence;
- 27.1 (h) permission must be obtained from the resident Head and from the University's Student Affairs Division if any wine were to be served at the function;
- 27.1 (i) prizes are awarded at the function as determined by the HC for House Fund Dance in collaboration with the rest of the House Committee;
- 27.1 (j) the Second Year Committee is responsible for collecting these prizes and announces the winners of the respective prizes at the evening of the House Fund Dance.

28. COMMUNITY SERVICE

The Community service portfolio has give great problems in the past because of difficulties with Police clearance, thus we encourage students to join other community service projects like Straatlig, or those of the churches in Stellenbosch.

29. SECRETARY

The Secretary of the residence should keep thorough minutes of:

29.1 HC meetings, with the following responsibilities:

29.1 (a) It should be kept up-to-date and be undersigned by both the Primarius and Secretary;

29.1 (b) the previous HC meeting's minutes should be given to the Primarius before the next meeting;

29.1 (c) all minutes should be stored in a book within the Archive at the end of the secretary's term.

29.2 House meetings, with the following responsibilities:

29.2 (a) It should be undersigned by both the Primarius and Secretary;

29.2 (b) should be available at all times for the inspection by any member of the House;

29.2 (c) the Secretary must place a copy of the previous House meeting's minutes in the Leeskamer at least 24 hours prior to the next House meeting;

29.2 (d) the Secretary is responsible for gathering all motions for the House meetings;

29.2 (e) all minutes should be stored in a book within the Archive at the end of the Secretary's term.

29.3 Disciplinary Tribunals, with the following responsibilities:

29.3 (a) The Secretary is obligated to keep a copy of the Notice Letter handed to a House member who appears before the Disciplinary Committee;

29.3 (b) must be present during such tribunal for the purpose of taking down minutes.

29.4 The Secretary is responsible for all notice boards within the House, provided that it:

(a) is kept neat at all times;

(b) is divided into appropriate sections;

(c) is kept up to date.

29.5 The Secretary must place formal House notice letters in appropriate and visible places within the House.

29.6 The Secretary is responsible for the general administrative work of the HC, such as Boardroom notice letters and the filling of documents.

30. RUGBY

30.1 At the beginning of term, the HC member for Rugby must appoint a secretary who will work with him to attend the rugby meetings, and administer the rugby for the house, this is known as the Rugby representative.

30.2 At the beginning of the HC member's term, at the end of the rugby season, a rugby braai must

be organized. There are the following duties:

(a) food must be arranged;

(b) certificates must be made for an award for the best forward and back player of the year for each of the residence's rugby teams;

(c) there must be a trophy for the Player of the Year, as well as the Sportsman of the Year.

30.3 The HK for Rugby is also responsible for obtaining the coach for HM Rugby. (Coach fees must also be agreed.)

30.4 Rugby photos must be taken at the beginning of the term (end of the year) (both 1st, 2nd and 3rd teams).

(a) Orders must be taken from the players for the team photos.

(b) One photo per team must be posted in the argief before the beginning of the following year.

30.5 A first-year team must be organized and entered before the first-year tournament begins.

(a) The HK for Rugby is also the team manager of this team.

30.6 Registration forms must be completed by each player for the specific year and submitted to the club by the HC for Rugby before a specific date.

30.7 Affiliation fees must be paid per involved team at the beginning of the year.

30.8 When competing against Huis Visser, the competition is called “Derby”, the winner gets the Derby trophy. This cup will remain in the possession of the winner until the following Derby is to be played. In case of a draw, the cup stays in possession of the last winner.

30.9 In connection with the games played, the procedures are as follows:

30.9 (a) Team lists of relevant teams must be submitted and mailed to the Maties club before 12h00 on the match day.

30.9 (b) After the match, scores must also be sent to the Maties club.

30.10 A person who sells the “lootjies” on that particular Friday must also be designated for money to go to HM Rugby.

30.11 (a) Prices involved: 1st: a bottle of spirits 2nd: a bottle of wine/spirits
3rd: a 6pack beer

30.11 (b) Funds raised must be handed over to the HC member concerned.

30.12 The HK member for Rugby is generally responsible to check that the Rugby runs smoothly and

administrate Huis Marais rugby, He must also liaise with the following parties:

- residence
- players
- coach
- Matie Rugby Club

The administration of the Portfolio can be handled as it fits the HC member.

31. FIRST YEARS

It is a tradition that the whole HK - including the Primarius - grows beards (if possible), and keep it until at least the first week of MAD².

Important points to pay attention to:

- (a) The first-year group is a unit from the first day.
- (b) Pride for Huis Marais must be cultivated under first-years.
- (c) The first-years must realize that the success of the House is not possible without them.
- (d) Good traditions must be expanded and maintained.
- (e) The negative media reporting must be avoided.
- (f) The importance of participating in the activities of Huis Marais must be emphasized.

Welcoming:

31.3.1 On Monday morning, there is an opportunity for first-years to play touch rugby.

31.3.2 The launch of the Rugby Club, Stellenbosch and Huis Marais' club must be attended in a jacket and tie.

31.3.3 A first-year leader and a first-year committee must be elected.

31.3.3 (a) The committee consists of 9 members;

31.3.3 (b) they perform tasks as the HC imposes on them, e.g. the preparation of the House Fund dance.

31.3.4 The first years must make a WhatsApp group

31.3.5 The first-years will design and make their own flag.

(a) They will hoist their flag for the first two weeks.

(b) Then the House song is sung.

31.3.6 Other activities are swimming and social interactions

31.3.7 The House Exam can also be written in the first week.

31.4 The second week:

31.4.1 "Know each other sessions" or skakels must be arranged as prescribed by the University. These sessions are for the seniors and first-years to get to know each other better. These sessions can be held in the Quad.

31.5 General:

31.5.1 Get the first-years together regularly for HC feedback.

31.5.2 Any favors that a first year does for a senior must out of free will.

31.5.3 Congratulating seniors in the dining hall can be done voluntarily throughout the year.

32. SPORTS TOUR

A committee must be elected. The committee consists of 3 to 5 members.

Fundraising:

- (a) This can be done in the form of a competition, viz. the Cowshed Damage Competition.
- (b) Residents must sell tickets and so receive their discount on their tour.
- (c) The competition entails that a rugby field is divided into the same number of blocks as tickets that has been sold.
- (d) The block that the Cow excretes on represents a ticket number.
- (e) The holder of the ticket wins the prize.
- (f) The price of the ticket and the prizes won can be decided by the tour committee.

33. HANEDINEE

Arrange with food service providers for food.

Set up the program.

The program consists of the

- (a) menu
- (b) the course of the evening
- (c) The names of all seniors leaving the residence.

The evening proceeds as follows:

OPENING

Food lady receives flowers

Residence-leavers are given a chance to speak

Trophies are handed over for:

- junior sportsman of the year
- Senior Sportsman of the Year
- persevering Huisman in sports
- academic cup

- Huisman of the year
- Habba and Gabba
- Father & Son of the year

The Residence-leavers must also receive a gift from the hostel.

34. RELIGION

The HK member for Religion (furthermore HKG) must take his role to heart as a convenient contact person for many religious institutions that, for whatever reason, want to pass on all kinds of information to the House.

In particular, he must provide first-year assistance with regard to how the various denominations in Stellenbosch differs and where the various congregations or groups meet.

He is the person on the HC with whom church councils or church members in the House talk about something on their heart or something they want to say to the residence(eg financial support, billboards, etc.)

He is responsible for a number of spiritual functions in the hostel, eg. House church and / or Praise and Worship events.

HKG is responsible for arranging openings at Mondays.

35. MARKETING

The HC member of Marketing has the opportunity to promote the name of Huis Marais through a number of projects (preferably one per term) to:

- (a) current House members;
- (b) prospective House members;
- (c) Alumni

This can be done through the provision of Huis Marais products or a House function.

Examples of Huis Marais products are:

- (a) House jackets;
- (b) House jerseys;
- (c) House shirts;
- (d) Calendars etc.

Marketing should at all times be done with the intention to emphasise the good image of the House and to honour the name in public.

The HC member should be aware of the needs of the Alumni and it is desired that there will be a degree of cooperation between Alumni and HC member.

36. CULTURE

36.1 The HC member for Culture is responsible for the encouragement of good cultural participation by House members.

36.2 A number of cultural opportunities should be arranged per year.

36.3 A culture committee should be formed to assist with the planning and execution out of cultural events for the year.

36.4 It is expected that the responsible HC member show the necessary respect for the cultural facilities of the House through the encouragement thereof.

36.5 The HC member is responsible for encouraging the participation, by House members and the House, in events taking place on campus.

36.6 Therefore, it is the duty of the HC member to participate in or stay informed of campus opportunities such as sêr and debating competitions.

36.7 It is the duty of the HC member of Culture to attend and be involved in the university's culture meetings.

36.8 It is expected of the HC member, within reason, to keep the House informed of cultural activities taken place on campus throughout his tenure.

36.9 The HC member is expected to ensure that there are cultural socials between other residences take place.

36.10 The HC member must arrange a minimum of one culture evening with another residence per semester.

37. TREASURER

37.1 Residence Finance is managed by the Budget Control Department of Administration.

37.2 Subject to 37.2 is the treasurer responsible for the management of the Residence Cost-centre.

37.3 Treasurer is directly in charge of all expenses incurred from the petty cash.

37.4 Petty Cash stays in the residence and is locked up in the residence safe.

37.5 The treasurer is expected to draw up a budget for the year of which he is in office. This is done at the HC camp so that each HC member can think about the amount of money needed for his portfolios.

37.6 The treasurer is responsible for the bookkeeping of the following.

(a) (MAD²)

- (b) House dance
- (c) Housefund dance
- (d) Hanedinee
- (c) Senior and Junior dance.

37.7 Dstv payments

37.8 The treasurer pays the TV-license bills and the M-Net bills.

37.9 The treasurer is responsible for the organisation and awarding of both the tuckshop and the club tenders.

37.10 All expenses incurred by the residence must be approved by the treasurer.

37.11 All revenue received throughout the year by the residence must be paid into the residence's cost centre by the treasurer.

37.12 The Treasurer is responsible for the finances regarding first year clothing.

37.13 The Treasurer can use the capital fund wisely in purchasing goods for the residence.

37.14 The treasurer must report to the residents of the residence at each house meeting the current state of the residence's cost centre.

38. RISK MANAGEMENT

38.1 An important component of risk management is to have a good and healthy communication channel effected with the Chief Risk Management Officer of the University.

- (a) the first aid kit is complete and accessible to the emergency
- (b) the fire extinguisher cabinets must have their stickers affirming that the appliance is not being misused
- (c) the corridors must be kept clear of all risks that may result in injury during an emergency
- (d) that there must be an emergency plan which informs the residence residents of what needs to be done during certain emergency situations;
- (e) four risk management meetings (one per quarter) must also be held, where the emergency plan is reviewed;

39. SOCIALS

This portfolio involves arranging liaison with women's residences in the first week of orientation, as well as follow-up liaison, in order to protect the Home's interests in this area.

39.1 The HC for liaison jointly with the relevant women's hostel HK for liaison is responsible for arranging a unique liaison between the HCs or (residences) to get to know each other better.

39.2 An important point is that the liaison - especially during the first week - should be finalized as early as possible.

39.3 The liaisons are financed by the HK itself by paying an HK amount to the HK for liaison at the beginning of the first week of the new year. However, it is standard for the ladies' residence to pay half the expenses.

40. SPORT

The HK of sport's duties begin with immediate effect from the set date of when the transfer of capacity of HK from the outgoing HK to the newly-elected HK occurs. The HK of sport will have the same duties as the predecessor which held the aforesaid duties.

The abovementioned duties, amongst other things, concentrates on the following:

40.1. The consistent checking of their e-mails so that no vital information received is lost and to ensure that there is a healthy line of communication between the HK of sport and those who wish to communicate with the HK of sport.

40.2. The HK of sport must ensure that there is a reliable sport representative allocated to all the various sports in the House. Beyond the latter, the HK of sport must ensure that there is accountability in the sense that all the sport representatives are held accountable and are indeed fulfilling their respective duties, always.

a. Exceptions to the rule governing the performance of the sport representatives during exam times should be made.

40.3. The HK of sport must ensure that an adequate effort is made to praise all the respective sports in the House.

a. "praise" in this instance means:

i. A healthy amount of recognition or acknowledgement, regardless if a loss or a victory was achieved.

ii. Examples of such praise can include e.g. allowing the first team of that respective sport to sit at the HK table at lunch time of the day that that respective team plays, announcing the results achieved by any team of any of the respective sports, promoting the future fixtures of any team so that there can be a healthy amount of support shown by the House for any team etc.

iii. The abovementioned in s40 (3)(a)(ii) are merely examples what s40 (3)(a)(i) could be. Thus, the HK of sport may practice anything that gives effect to s40 (3)(a)(i).

40.4. The HK of sport and the relations shared with ladies' residences.

a. It is the HK of sport's duty to identify which sports offered by the House allow for the participation of females e.g. basketball.

i. The purpose of this duty is to allow the House to be more open and involved in the greater community and to be more inclusive.

40.5. The HK of sport and the relations shared with Validus cluster.

a. The HK of sport, along with the respective sport representatives, must ensure that there is a healthy participation by the House in the various Cluster initiatives offered by the Cluster.

i. This duty is only applicable when there is a relevant initiative is offered by the Cluster i.e. Validus cluster sports day.

40.6. The HK of sport and the relations shared with Maties' administration.

a. The HK of sport must ensure that all meeting hosted by Maties' administration is attended.

i. If the HK of sport cannot attend, then the HK of sport must ensure that someone else from the House is sent as a representative of Huis Marais.

b. The HK of sport, along with the respective sport representatives, must ensure that all policies and codes of conduct relayed by Maties' administration is implemented

upon and respected by all members of the House who participate in sport and represents Huis Marais.

40.7. The HK of sport, along with the respective sport representatives, must work towards securing high performance in all respective sports and further ensure that there is adequate infrastructure in each respective sport to ensure the high performance.

a. "infrastructure" in this instance means:

i. Each team for all sports has a coach and have designated practices each week.

40.8. The HK of sport, along with respective sport representatives, must ensure that there is a healthy participation from the House in sporting initiatives held by the House.

a. E.g. The mini-games played on inblynaweek.

41. ARCHIVE

42. MENTORS

42.1 HEAD MENTOR

(i) Head mentor is chosen by a committee headed by newly elected prim

(ii) The committee exists out of primarius, current HK of mentors, previous HK of mentors,

previous head mentor, vice primarius and residence head.

(iii) The CV of a candidate must be handed in to the primarius 24 hours before the interview.

(iv) The committee holds the power to make a position of vice head mentor open.

(v) The primarius holds the power of the deciding vote.

42.2 MENTORS

(i) Mentors are chosen after the head mentor was employed.

(ii) Mentors are chosen by a committee consisting of the primarius, current HK of mentors, newly elected Head Mentor, previous head mentor, vice primarius and residence head.

(iii) The primarius holds the power of the deciding vote.

(iv) The number of mentors will be adapted to the amount of first years that are expected the next year.

(v) The committee has the power to fine mentors if they do not attend their courses without a valid excuse.

DISCIPLINARY DOCUMENT

Huis Marais disciplinary document

Introduction and explanation of Huis Marais discipline

Discipline is a very lenient topic in huis Marais. We do not believe in being driven by rules but rather having a value-driven system. This means that having Respect as a value you will respect your house and fellow brothers. Family also drives this aspect as you won't disturb or be disrespectful towards your house or fellow house mates.

Main disciplinary topics in Huis Marais

- Breakage & vandalism
- Noise & disturbance
- Removing or covering smoke detectors

Breakage and vandalism

We have an understanding that if you break, you pay. This however means that we need everyone to be honest. When you break something in the House we need you to report it and pay for it, if you do not report it yourself and someone else reports you, you will pay double to teach some of the gentleman how to be honest, this includes: breaking or damaging any property of the house and vandalism such as causing extra cleaning services needed to clean your mess such as throwing dustbins over. Huis Marais is the residence on campus with the highest bill for maintenance and repairs because of gentleman of the house not wanting to be honest and not having respect for our home. This means that because of a handful of students the residence can't use that money on other needed aspects. If indeed the student does not pay and has a habit of vandalism the disciplinary committee will determine the outcome as this means he doesn't comply with the values of respect and family.

Noise and disturbance

Huis Marais has the best "gees" in Stellenbosch and therefore noise doesn't mean to be loud or to voice your support. This topic is more when not having respect for fellow brothers such as disturbance during tests or exams and other inappropriate manners. If anyone has a problem with students disturbing them or want to lodge a complaint, please report it to the vice-primarius or slide a complaint under his door to stay anonymous. The disciplinary committee will follow up on the events and if it is a student who has a reputation of the same occurrence, further steps will be taken.

Removing or covering smoke detectors

This is a big safety risk and therefore a big concern. Students may under no circumstances remove or cover their smoke detectors. If it was covered before you moved into a room, it is your responsibility to remove whatever is covering it. Students will have room points deducted or if this won't affect them the disciplinary committee will determine the consequence.

Power of disciplinary committee

The disciplinary committee will consist of the resident head, primarius and vice primarius. They will determine the severity of the case and decide the outcome. This is not a situation you want to find yourself in since your fate in the residence will be determined by others. The consequences consist of room point deductions, community service for the residence, temporary expulsion, permanent expulsion and any other forms of punishment that feels suitable.

If we live by the values of the house, there won't be the need for any of these gents. We are a house consisting of more than 200 brothers. Please respect each other, your house and the staff of this house.

Certum Pete Finem