

HUIS TEN  
BOSCH

# CONSTITUTION

AS UPDATED: APRIL 2016



Huis ten Bosch  
*Women of fire*



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## 1. Explaining used words & definitions

Unless otherwise stated in this constitution, the following words mean:

**“By-Election”** – refers to an election to eliminate candidates to two before a final election takes place.

**“Council”** – the University of Stellenbosch Council.

**“Election Committee”** – refers to the committee in charge of the HC-elections, caucus and announcements. Afrikaans: *‘Stembuskomitee’*.

**“first year”** – refers to a person who is in her first undergraduate year of study at the University of Stellenbosch; or one who is also classified by the University as a first year.

**“HC”** – refers to the House Committee as a whole.

**“HC-Caucus”** – refers to the meeting in which the Voter Committee and the House are afforded the opportunity to pose questions to the HC-candidates of the coming term.

**“HC-member”** – refers to the associated House Committee member with whom the responsibility rests.

**“Residence”** – refers to Huis ten Bosch, the building as a whole, including the garden and the surrounding area which is available to use for all residents.

**“House”** – refers to all the residents of Huis ten Bosch.

**“Newcomer”** – refers to a person who has completed at least one year of undergraduate study, recognised by the University of Stellenbosch and who is in her first year of living in Huis ten Bosch.

**“Ou Dame”** – refers to a student who has been a resident in Huis ten Bosch for four or more years. An exception may be made for a student to be an “Ou Dame” (e.g.: having transferred from another residence in their fourth or more year of study) at the discretion of the Primaria.

**“Out-going”** – refers to the case where a House member departs from the residence in the current year and obtains permanent accommodation elsewhere. She is seen as an out-going house member for that year.

**“Quorum”** – the minimum amount of house members needed to be present in order for a motion/vote to be passed.

**“Residence Head”** – refers to the person appointed by the University, who along with the House Committee, is responsible for the general management of the residence.

**“Residents”** – refers to all students who obtained boarding in Huis ten Bosch, according to the University requirements.

**“Satisfactory academic progress”** – refers to the fulfilment of academic HEMIS requirements for residences as laid out by the University in its Academic calendar.



“**Section**” – refers to the corridor(s) / passage(s) in the residence which have been assigned to an HC member.

“**Section member**” – includes all house members who occupy a room in that section.

“**Senior**” – includes all residents who are in at least their second year of study at a tertiary educational institution.

“**Term**” – refers to the period from the fourth term of the academic year to the end of the third term of the following year.

“**Voter**” – is a woman student who is currently a resident in Huis ten Bosch. Each resident’s vote counts for one vote only.

“**Welcoming period**” – refers to the period in January whereby first years move into residences earlier to help them adjust to their new home and to the University. An official Welcoming program is prepared. This period coincides with MAD<sup>2</sup> activities.

## **2. Name, Sections & Cluster**

### **2.1. Name**

The name of the ladies residence, located in Bosman Street, Stellenbosch, is Huis ten Bosch (HtB).

### **2.2. Sections**

Sections in the residence include Craven, Katjeeperinglaan, Oorspronklik, Palmal, Backstreet, Windlawai, Quality Street, and HEG (consisting of Highway, Entropie and Gat).

### **2.3. Cluster**

Huis ten Bosch forms part of the VicMeyr cluster, consisting of Aurora PSO, Lydia, Dagbreek, Majuba and Minerva.

## **3. Introduction: Motto & Vision**

### **3.1. Motto**

The residence has a Latin motto – “*Esto Ipsa*” – which means “be yourself”. In addition, the residence’s slogan is “Women of Fire”.

3.2. The house values are: Respect, Responsibility, Communication, Open-mindedness & Informed Opinion.

3.3. The badge of the residence is a shield which is divided into four parts, of which the first part (far top) consists of three trees, the second part (left below) consists of three overlapping rings, a third part (centre below) contains two overlapping olive leaves and a fourth part (right below) holds an open book. Underneath this rests the motto – “*Esto Ipsa*”.

3.4. The interpretation of the emblem is as follows:

- a) The three trees indicate the origin of the name of the residence
- b) The three rings symbolise unity and co-operation

- c) The olive-wreath symbolises crowning / glory of success
- d) The book represents knowledge



Huis ten Bosch  
*Women of fire*

#### **4. Liability**

The House does not have a legal personality (and is not a legal person); therefore it cannot conclude any contract(s). The House is a non-profit organisation of people who do not pursue, nor strive for financial or any other gain. Any contract(s) which require(s) to be concluded must occur via the Centre for Student Communities and the Department of Law of the University of Stellenbosch. No house member is allowed to make any press announcements or media statements on behalf of the House.

#### **5. Members: First Years & Seniors**

- 5.1. Woman students, who reside permanently for the academic year in Huis ten Bosch, are considered members of the House. House members are classified as first years, seniors and Ou Dames as viewed in the definition of this Constitution.
- 5.2. House members are subject to the authority of the Director of Student Communities. The management of students in the residence lies in the hands of the Residence Head, Primaria and the House Committee.

#### **6. Qualification & Requirements for Membership**

- 6.1. Admission / placing of students as residents of the House is the responsibility of the Department of Prospective Students of the University of Stellenbosch and occurs within the prescribed guidelines of the University. When a woman student is admitted and membership has been gained in Huis ten Bosch, and she then occupies a room in the residence, it is assumed that she accepts the Constitution and accompanying Rules and Regulations of HtB.
- 6.2. Residence residents who do not show satisfactory academic progress, or who have been found to have transgressed, will not be readmitted to the residence.

#### **7. Welcoming & Induction**

- 7.1. The welcoming of first years occurs according to the annual Welcoming Programme which is submitted to the Welcoming Committee for approval. This committee consists of the Welcoming HC member, HC of First Years, Primaria and Head Mentor.
- 7.2. All welcoming activities are contained in the Welcoming Programme and are in accordance with the rules and regulations of the residence's Constitution and Residence Guidelines of the University with regards to the welcoming of newcomers. All welcoming activities must be in line with the Report of Unacceptable Practices of the University.

#### **8. Leaders (Primaria, Vice-Primaria and House Committee)**

- 8.1. Only candidates who meet satisfactory academic progress requirements for June may stand for election in the House Committee election. Candidates must have resided for at least three semesters in the residence. In the event that a candidate has resided in Huis ten Bosch for fewer than three semesters, the application must be reviewed and approved at the discretion of the



Election Committee. Should there be an insufficient number of candidates to qualify for the election, then the requirements for the elections of that current year may be amended in consultation with the Election Committee, the Centre for Student Communities and the University Rules and Regulations.

8.2. Nominations of possible House Committee candidates must be handed in to the chairperson of the Election Committee. The chairperson will be the Primaria, unless she is part of the voting process in which case the Vice-Primaria will assume the role of chairperson. The process of nomination occurs when the nominee completes and signs the nomination form alongside the required amount of seconders as stipulated below. Only current residents with voting rights may second HC-applications.

- a) House Committee member applications require 2 persons to second the nomination.
- b) Vice-Primaria applications require 4 persons to second the nomination.
- c) Primaria applications require 6 persons to second the nomination.

If there is a fault in the application form as stated in the House rules, the nomination will be declared null and void.

### 8.3.1. Election process

a) The Primaria and Vice-Primaria applicants will motivate their applications to the House at HC-caucus with the other HC-applicants. In the event that there are a large number of candidates applying for Primaria and Vice-Primaria, a separate caucus may be conducted at the discretion of the Election Committee. Should only two candidates stand for election for the position of Primaria, the election of Primaria occurs directly after the HC-caucus by means of secret ballot votes.

b) Should there be more than two candidates for the position of Primaria, an election will take place directly after HC-caucus through the process of secret ballot votes, through which candidates will be eliminated until only two candidates remain. Eliminated candidates do not become candidates for Vice-Primaria or the House Committee automatically; it happens only if such candidates have availed themselves for those positions.

c) Each voter has only one vote.

d) The Primaria must be elected with a majority vote (ie. one vote more than the half of the total number of votes). In the case of a strike in the voting process, a new voting round must take place within 24 hours of the original voting process. Should a second strike in the voting process occur, another minor caucus between the two candidates will take place. Thereafter another round of voting will take place.

### 8.3.2. The election of Vice-Primaria takes place within 24 hours after the announcement of the Primaria.

a) Should there be only two candidates for the office of Vice-Primaria, the election of the Vice-Primaria takes place immediately after the announcement of the newly elected Primaria through the process of secret ballot votes.

b) Should there be more than two candidates for the office of Vice-Primaria, a by-election will take place directly after the announcement of the newly elected Primaria by secret ballot votes through which process the candidates will be eliminated to two candidates. Eliminated candidates are not appointed automatically for the election of House Committee; it happens only if such candidates have availed themselves for both positions. The final voting process for the position of Vice-Primaria occurs through secret ballot votes within 24 hours of the day that the newly appointed Primaria is announced and the candidates have been eliminated to two candidates.

c) Each voter has only one vote.

d) The candidate who procures the most votes, is appointed Vice-Primaria.

e) In the case of a strike in the voting process, a new voting round must take place within 24 hours of the original voting process. Should a second strike in the voting process occur, another minor caucus between the two candidates will take place. Thereafter another round of voting will take place.

8.3.3. The election of all other House committee members takes place within 24 hours after the announcement of the Vice-Primaria.

a) The election takes place through the process of secret ballot votes, immediately after the announcement of the newly elected Vice-Primaria. Should a person cast a vote for more than 7 HC-candidates, it is seen as a spoilt vote. However, voters can vote for fewer than 7 candidates.

b) Every eligible member has 7 votes in total but may cast one vote only per candidate.

c) In the case of a strike in the voting process, another round of voting will take place. Should a second strike in the voting process occur, a minor HC-caucus will be held as soon as possible. Thereafter, another round of voting will be held.

d) The candidates with the most votes become House Committee members.

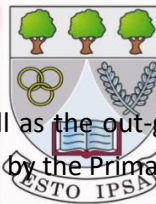
8.3.4. The result of each election is announced as soon as possible, after the election. The names will be announced in random order as determined by the Election Committee.

8.3.5. The term of office for the newly appointed House Committee according to the University starts on the first day of the fourth academic term of the year in which members had been appointed and terminates on the last day of the third term of the following year.

8.3.6. The duties of each House Committee member are contained in the Residence Rules of the University under the section of duties of Residence management, as well as proclaimed in Residence Rules of the residence. When a candidate avails herself for House Committee, she gives the undertaking that should she be elected to the House Committee, she will abide by the rules of the House and will carry out her duties with due diligence, as proclaimed in the Residence Rules.

## **9. Training, welcoming and induction of new leaders**

9.1. Attendance of training sessions scheduled by the Centre for Student Communities of the University is compulsory for all new officials. From the election to establish the new House Committee, until the HC term of office starts, all newly elected House Committee members will receive training from



the Centre for Student Communities of the University, as well as the out-going House Committee with regards to general duties and will be assigned their duties by the Primaria and Vice-Primaria.

- 9.2. The newly elected officials will be formally welcomed by the current House Committee during their last HC-meeting of that current House Committee term.
- 9.3. Induction of newly elected officials will proceed promptly after the announcement of their appointments. The Primaria will, after her announcement, be accompanied by the first years to the men's residences, where she will be announced to them as the newly elected Primaria of the residence. Thereafter it is left to the first years to treat or pamper her. After the announcement of the Vice-Primaria and the rest of the House Committee, they will be treated or pampered and congratulated by the first years.

## **10. Resignation of Officials**

A House Committee member can resign from her position by handing in her resignation in writing to the Primaria and Residence Head, who will communicate it to the Centre of Student Communities.

## **11. Vacating Office**

- 11.1. If a House Committee member does not perform her duties as stipulated in the Rules of the residence, the House Committee can appeal to the Director of the Centre for Student Communities that such a House Committee member may be relieved from the office that she holds.
- 11.2. When a House Committee member is found guilty of serious misconduct, the University has the authority to relieve her from the office that she holds.

## **12. Filling of Vacancies**

12.1. A vacancy occurs in the House Committee:

- a) as soon as a House Committee member vacates the residence permanently;
- b) when a House Committee member hands in her written resignation to the Primaria and the University Authorities;
- c) when a House Committee member is expelled from the office that she holds as a result of her absence of more than two House Committee meetings, without a reasonable or acceptable written notification thereof, or when the House Committee has duly noted that the incumbent refuses to execute a task or duty assigned to her;
- d) as soon as the House Committee takes note at an official meeting that the official has been found guilty and disciplined accordingly by the Central Disciplinary Committee of the University;
- e) when an official has accepted and must fill another vacant position as stipulated in article 12.2 or 12.3; or
- f) when she does not meet the requirements to qualify for satisfactory academic progress.



## 12.2. Process for the vacancy for the office of the Primaria

12.2.1. When the position of Primaria is vacated, the Vice-Primaria will fill the position of Primaria.

12.2.2. Primaria candidates are nominated as soon as possible and a mini-caucus is arranged where questions will be posed to the prospective candidates.

- a. Should there be only two candidates for the position of Primaria, then the election of Primaria will take place immediately after the mini-caucus through secret ballot votes.
- b. Should there be more than two candidates for the position of Primaria, then an election will take place immediately after the mini-caucus through secret ballot votes, whereby the candidates are eliminated to two. The final voting for the election of Primaria will take place after this by-election through secret ballot votes.
- c. Each eligible voter has only one vote.
- d. The Primaria must be elected with a majority vote (ie. one vote more than the half of the total number of votes). In the case of a strike in the voting process, a new voting round must take place within 24 hours of the original voting process. Should a second strike in the voting process occur, another minor caucus between the two candidates will take place. Thereafter another round of voting will take place.
- e. The Vice-Primaria, Residence Head and the HC-members who do not avail themselves for the office of Primaria will be responsible for conducting the election.

## 12.3. Process for the vacancy for the office of Vice-Primaria

12.3.1. When the office of Vice-Primaria is vacated, the post will be filled temporarily by one of the remaining officials of the House Committee members. The remaining officials of the House Committee members form a quorum and will appoint an internal temporary Vice-Primaria from amongst them. Should the office of Vice-Primaria be vacated after the first semester, the temporary Vice-Primaria will perform the duty until the end of the HC-term.

12.3.2. An emergency House meeting is called as speedily as possible, whereby House members will indicate by show of hands their choice for an election or accept the decision and choice of the House Committee to appoint the Vice-Primaria.

12.3.3. Should the office of Vice-Primaria be vacated during the Welcoming period, no emergency House meeting will be called. The Primaria and Residence Head will manage the procedure as needed.

### 12.3.4.

- a. A new Vice-Primaria will only be elected should the office be vacated within the first semester. Should an election take place, the Vice-Primaria candidates must be nominated speedily and a mini-caucus must be arranged to pose questions to the Vice-Primaria candidates.



- b. The election of the Vice-Primaria takes place on the same night of the minor caucus and the following day the new Vice-Primaria is announced.
- c. As the process must take place as expeditiously and effectively as possible, a by-election will not be held.
- d. Each eligible voting member has only one vote.
- e. The candidate who secured the most votes, is the new Vice-Primaria.
- f. The Primaria, Residence Head and the HC-members who do not hold the office of Vice-Primaria will be responsible for conducting the election.

12.3.5.

- a. When the office of a House Committee member is vacated before the end of the first semester, the post will be filled by one of the candidates who availed themselves for election for House Committee and who reside in the residence at the time, but who did not secure sufficient votes to be appointed. The candidate chosen will be candidate number 8 since the HC announcement consists of 7 members.
- b. Should the candidate not be able to fill the office, candidate number 9 will be approached, failing which candidate 10 etc.
- c. Should the post be vacated after the first semester, the post will not be filled by other house members, but the portfolios of the vacated post will be re-distributed by the Primaria and the Vice-Primaria amongst the remaining House Committee members.

12.3.6.

- a. Should the House Committee as a whole resign, then the Residence Head calls a by-election.
- b. Should a Mentor vacancy occur, then the Residence Head, Primaria and the Head Mentor will appoint a person with a similar academic course as the resigned Mentor. Should a person with a similar academic course not have stood as a candidate for election, then a further opportunity must be availed, after which a Mentor would be appointed to fill the vacancy.

12.3.7.

- a. Should the need arise for a vacancy to be filled in a committee not mentioned herein and which is operational within the residence, the final decision to fill the vacancy lies with the related committee.
- b. Should the decision to fill the vacancy be upheld, an election equal to election of the current committee members, must be held.

### **13. Finances**

13.1. The House Committee member who holds the portfolio of Financial Manager administers the funds of the residence in accordance with the prescripts/requirements of the Residence Rules and with consultation with the Director of the Department of Finances and Services of the University.

13.2. The extent to which expenditures are limited and income are collected, as well as procedures that need to be followed, will be monitored by the HC acting as Financial Manager, Primaria and Residence Head in conjunction with the Department of Finances of the University.

13.3. In the beginning of the Financial Manager's term, a complete budget will be prepared by her in conjunction with the HC-members with portfolios that need money allocated. The Financial Manager, Primaria and Residence Head reserve the right to alter any amounts as requested by HC-members.

13.4. The Primaria and Residence Head have to authorise the budget prepared by the Financial Manager before it is sent to the Department of Finances for further authorisation.

13.5. The budget and actual amounts of income and expenditures have to be available to House members at any given moment as requested to promote transparency and the residence's House values.

13.6. The official auditing of the residence's financial statements are not the responsibility of the Financial Manager, but fall under the mandate of the Department of Finances of the University.

13.7. Every HC-member has the responsibility to prepare a full budget before every project of the residence starts. This budget has to be authorised by the Financial Manager by comparing it to her initial budget. These preliminary budgets have to be available to House members at all times. At the end of the project, these budget amounts have to be compared to actual amounts as they realised during the project. Every HC-member has to include this in their annual HC-portfolios' reports. Examples of projects include First Years' Dance, Seniors' Dance, House Dance, Mother and Daughter Day, etc.

### **14. Portfolios of leaders: responsibilities**

14.1. The portfolios available to leaders are included in the Residence Rules of Huis ten Bosch. All duties, responsibilities and reporting with regards to these portfolios are also included in this document.

14.2. Specific HC-duties and rules are also discussed in detail in the HC Guide as handed out and discussed by the Primaria and Vice-Primaria at HC-camp in the September holiday preceding the official start of the HC's term of office.

14.3. The portfolios are distributed by the Primaria and Vice-Primaria to the House Committee members after each HC-member has handed in a summary of their requested portfolios.

14.4. The default portfolios of the Primaria includes Unity and Diversity.

14.5. The default portfolios of the Vice-Primaria covers risk-management, safety and the documentation of the Constitution. Additional portfolios can be handed to the Vice-Primaria by the discretion of the Primaria.

14.6. Additional portfolios can be handed to HC-members by the Primaria at her discretion.

## 15. Meetings: House meetings (general, emergency, and annual meeting), House Committee meetings, Section meetings

### 15.1. House meetings

15.1.1. At official House meetings the following will apply:

- a. The House will have two weeks' notification of an impending House meeting. The dates of House meeting are decided at the HC-camp in the September holiday preceding the official start of the HC's term of office.
- b. At least once per academic term an official House meeting has to be held.
- c. Motions and apologies for House meetings must be lodged with the Primaria by close of day as communicated to the House. Late motions will be viewed on the discretion of the Primaria.
- d. Motions and apologies can be rejected by the Primaria if the addressed issue(s) can be addressed outside of the meeting context, or if it has little or no relevance to the issue at hand.
- e. Motions must be signed by the proposer and two persons to second the nomination.
- f. Late apologies and unacceptable absence from the House meetings will be fined in accordance with the fine system of the House.
- g. The Primaria acts as Chairperson at the House meetings and the HC of Secretarial duties acts as the Secretary.

15.1.2. During the first House meeting of the fourth academic term, the Financial Manager will discuss financial procedures or matters, including transparency and availability of the budget and expenditures.

### 15.2. Extraordinary House meetings

15.2.1. Extraordinary House meetings (emergency House meetings) are held when:

- a. The House Committee finds it necessary;
- b. There is a written request by one-third (at least 55 members) of the House; or
- c. The Residence Head finds it necessary.

15.2.2. 24-hour notice must be given of an impending emergency House meeting.

15.3. Henedinee

- a. An annual meeting/awards evening ("Henedinee") occurs annually in the fourth academic term on a date established by the University.
- b. During Henedinee, participation in residence will be acknowledged.

15.3. House Committee meetings

15.3.1. HC meetings will be scheduled for once per week at a time to be agreed upon by the House Committee. For House Committee meetings the following would apply:

- a. Attendance is compulsory for all House Committee members and the Residence Head.
- b. Written apologies/excuses with a valid reason must be handed to the Primaria in person.
- c. The Primaria acts as Chairperson at the House Committee meetings and the HC-member whose portfolio it is, acts as the Secretary.

#### 15.5. Section Meetings

- a. Attendance is compulsory for all Section meetings for all House members in a specific section. At this meeting important information and decisions which had been taken at the House Committee meeting will be relayed to the House.
- b. The Section meeting must be held at least three times per academic term, at the discretion of the involved House Committee member.
- c. A House member absent from the Section meeting without a valid reason will incur a fine.

### **16. Quorum and action to be taken at an absence of quorum for meetings**

- 16.1. Every matter and motion must be settled through a process of voting. It can occur through a show of hands or through actual ballot votes.
- 16.2. Any motion or election can be voted in through a majority vote of 50% + 1, with exclusion of any amendments made to the Constitution of the residence.
- 16.3. All eligible House members have the right to vote.
- 16.4. A quorum of 66% (at least 108 members) of all House members must be present in the voting process for it to be declared valid.
- 16.5. In the case of a lack of a quorum, the matter will stand over until the following scheduled meeting where a quorum will be noted. Should the matter be more urgent, an emergency House meeting may be called, during which the vote can take place. In such a case, the decision made as a result of the vote at the emergency House meeting is considered to be valid, regardless of whether or not quorum was achieved.

### **17. Fixed Committees and Special Committees: Election or appointments, competencies and duties**

- 17.1. Mentors
  - a. The appointment of Mentors is overseen by the Residence Head, Primarias of the current and the following academic years, as well as the incoming Vice-Primaria, current Head Mentor, and the Chairpersons of the Second Years' Committee and First Years' Committee.

- b. The procedure for application include that the application form must be completed on which the name, course and letter of motivation of a candidate will appear. The application forms must be addressed to the Residence Head of the House.
- c. Mentors must attend the training sessions as scheduled by the University.
- d. Mentors consist of the House members. Former House Committee members may be considered.
- e. Candidates interested in standing for Head Mentor, must apply for the post of Head Mentor in addition to applying for a position as mentor (if they choose to).
- f. Announcement of the new Head Mentor to the House is executed by the new Primaria and Vice-Primaria.
- g. Announcement of the new Mentors to the House is executed by the newly elected Head Mentor and Primaria.
- h. After appointment of Mentors, the Mentors will receive their duties as offered by the University and they must comply with the pledge of duty for Mentors as stipulated in the House Rules of the University.
- i. The Head of Mentors and the Residence Head will ensure that Mentors execute their duties diligently.

#### 17.2. First Years' Committee

- a. The election of this committee is executed by the House Committee member of First Years.
- b. The election takes place immediately after the Welcoming period.
- c. More than half of the first years must be present at the election.
- d. Nominations of potential first year candidates are obtained from the first years and the election occurs through the process of voting.
- e. The committee consists of 6 members.
- f. Each first year has 6 votes, of which one per candidate may be casted.
- g. The First Years' Committee votes amongst themselves for their Chairperson.
- h. The committee is announced by the HC of First Years at a convenient time.
- i. The duties of the committee are stipulated in the House Rules of Huis ten Bosch.



**17.3. Second Years' Committee**

- a. The election of this committee is executed by the House Committee member of Seniors.
- b. The election takes place in the fourth academic term, immediately after the House Committee has been elected.
- c. Only first years who will be staying in the residence for a second year, may be nominated and have the right to vote.
- d. Each first year has 6 votes, of which one per candidate may be casted.
- e. 6 members may be elected through the process of voting.
- f. The Second Years' Committee votes amongst themselves for their Chairperson.
- g. The newly elected committee is announced by the HC of Seniors to the residence at a convenient time.
- h. The duties of the committee are indicated in the Residence Rules of Huis ten Bosch.
- i. In order to apply for this committee, applicants must meet the requirements for satisfactory academic progress.

**17.4. Election Committee**

- a. At least one week prior to the HC-caucus, an Election Committee is elected at a House meeting to take place in the third academic term.
- b. The Committee consists of the Residence Head, Primaria, Vice-Primaria, an out-going House Committee member and two senior out-going House members.
- c. Should the Primaria and Vice-Primaria not be available or willing to serve on the Election Committee, or is one of the nominees for the new House Committee, then the position can be filled by any additional senior out-going House member.
- d. Should there be no out-going House Committee members, an out-going senior House member may fill the position on the Committee.
- e. The duties of the Election Committee are stipulated in the Residence Rules of Huis ten Bosch.

**17.5. Constitutional Review Committee**



- a. This Committee consists of the Primaria, Vice-Primaria, Residence Head, Chairperson of the First Years' Committee, Chairperson of the Second Years' Committee and two senior House members, as elected at the House meeting during the fourth academic term.
- b. All amendments of the Constitution will be reviewed and dealt with by this committee and will be presented to the House at House meeting for ratification and approval.
- c. The Chairperson of the Committee is the Primaria and the Vice-Primaria acts as Secretary.

## **18. Disciplinary matters: composition of Disciplinary Committee, procedures and penalties**

### **18.1.**

- a. The committee consists of the Residence Head, Primaria, Vice-Primaria and two additional senior House members. If the matter pertains to a first or second year, the House Committee member of the First Years or Seniors, respectively, will also be included in the meeting.
- b. The two additional senior House members will be elected at the first House meeting in the fourth academic term.
- c. The Chairperson of the Committee is the Primaria and the Vice-Primaria acts as Secretary.

18.2. The Disciplinary Committee may only act against a member of Huis ten Bosch with regards to residence transgressions as stipulated in the Residence Rules.

### **18.3.**

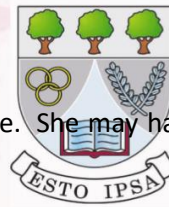
- a. The fine / penalty system is observed by the House Committee member of Fines in accordance with the Residence Rules.

18.4. A House member who transgresses against the same rule for a third time will be referred to the Disciplinary Committee and the appropriate disciplinary measures will be taken.

### **18.5.**

- a. Should the matter fall within the ambit of the Disciplinary Committee abilities and capacities, then it will be referred to the following meeting. It will be called 48 hours after the person had received the written letter of demand and she had been informed in person of the extent of the matter.





- b. The accused gets an opportunity to state her case. She may have a House member of her choice present at the meeting / hearing.
  - c. Guilt must be proven beyond reasonable doubt. Should the Disciplinary Committee not be able to reach a unanimous decision, the decision of the majority will be considered. The Chairperson holds the deciding vote.
  - d. Should the decision of the Disciplinary Committee not be honoured, the case can be referred to the Head Director of the Centre for Student Communities for a decision.
  - e. A copy of every case and the result thereof must be submitted to the Director of the Centre for Student Communities in order to come into effect.
  - f. A copy of the penalty for the transgression as indicated by the Disciplinary Committee must be handed to the guilty party.
- 18.6.
- a. The accused has the right to appeal.
  - b. A copy of the appeal must be submitted within 14 days to the University office.
  - c. The appeal will be served before the Central Disciplinary Committee. The decision will be final.
- 18.7. Every House Committee member has the authority to serve a House member with penalty / penalties for specific transgression(s) as stipulated in the Residence Rules of Huis ten Bosch.
- 18.8. The disciplinary procedure must be read in conjunction with the disciplinary procedure of the University.

## **19. Amendments to the Constitution**

- 19.1. Amendments to the Constitution of the residence are submitted by way of a motion by the Constitutional Committee at any House meeting.
- 19.2. Amendments need to be approved by a two-thirds majority at any House meeting.
- 19.3. Approved Constitutional amendments will come into effect immediately on acceptance / approval thereof.

## **20. Authorisation of this Constitution**

### **20.1. Constitution committee**

The committee reviewing this constitution up to date consisted of the following residents:

- a) Beanca Pieterse (Primaria)
- b) Emma Wiehman (Vice-Primaria)



- c) Karen Swart (Residence Head)
- d) Leandri Scholtz
- e) Kgomotso Hlakudi
- f) Thaakiyah Wentry-Ryklief
- g) Carli de Wit (Chairperson: Second Years' Committee)
- h) Lara Bothma (Chairperson: First Years' Committee)

## 20.2. Signatures

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Beanca Pieterse  
Primaria

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Emma Wiehman  
Vice-Primaria

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Karen Swart  
Residence Head