

The Constitution

of Olympus Private Student Organisation

As adopted by the House on the 28th of July 2020



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PREAMBLE

We, the members of Olympus, **acknowledge the divisions of the past and recognise the persisting burden. Therefore, we commit to an environment that uplifts and empowers to creating a non-discriminatory and environmentally conscious House. As such, we** accept this document as the supreme Constitution of Olympus Private Student Organisation. We bind ourselves to the principles set out in this Constitution, the principles set out in the Student Constitution and the statute of Stellenbosch University.

Each member is further bound by any policies decided upon by the House Committee, to the extent that they are not contradictory to the values and essence of this Constitution. Any such policies will be attached to this Constitution as addendums.

CHAPTER 1: Founding Provisions

1. Definitions

Note that I've changed the order so it is alphabetical

In this Constitution, unless the context indicates otherwise –

- 1.1. "Active University days" refers to days in which the University is operative. This includes weekdays but excludes weekends and public holidays.
- 1.2. "Cluster" refers to a collection of PSO's and residences.
- 1.3. "Community" refers to the Stellenbosch community as a whole.
- 1.4. "Executive Committee" refers to a group of select House Committee members, acting on behalf of the House Committee as a whole.
- 1.5. "Handover Documentation" refers to the documents composed by the House Committee, to help assist their successors.
- 1.6. "HEMIS" refers to Higher Education Information Management System and is the calculation of your academic results.

- a) “Leadership HEMIS” refers to the basic minimum amount needed to hold a position of leadership at the University.
 - b) “Academic HEMIS” refers to the basic minimum amount needed for readmission the subsequent year.
- 1.7. “House” refers to Olympus Private Student Organisation as a whole.
 - 1.8. “Members” refers to members of Olympus PSO.
 - 1.9. “Mount Olympus” refers to the Olympus House Committee House and is situated at 70 Merriman Avenue, Stellenbosch.
 - 1.10. “Olympian” refers to the demonym of Olympus members.
 - 1.11. “Party” refers to a group of members.
 - 1.12. “Primarium” refers to the gender-neutral term for the Head of Olympus’ Student Leadership structure.
 - 1.13. “Prim” refers to Primarium.
 - 1.14. “Prim Committee” refers to the structure of which all Primariums form part of.
 - 1.15. “Proxy” refers to any House Committee member who is relevant to and knowledgeable of the particular issue at hand.
 - 1.16. “PSO” refers to Private Student Organisation.
 - 1.17. “PSO Coordinator” refers to an employee of the Centre for Student Communities (“CSC”), that oversees the PSO and serves as the link between the PSO and the CSC.
 - 1.18. “Qualified majority vote” refers to the voting total of at least two/ thirds (2/3) of the vote.
 - 1.19. “Quorum” refers to the minimum number of present members in attendance required for a meeting to take place.
 - 1.20. “Representative of Olympus” refers to any Olympian appearing in their capacity as an Olympian and/or while wearing Olympus Merch.
 - 1.21. “Simple majority vote” refers to the voting total of at least 50% plus one (1) of the vote.

1.22. “Writing” refers to a document that must be typed and submitted in an electronic format.

1.23. “University” refers to Stellenbosch University.

3. Interpretation

In this Constitution, unless the context clearly indicates otherwise, words shall have their ordinary dictionary meaning. Should a dispute arise as to the interpretation of a word or clause, a simple majority vote by the members of the Olympus Review Panel shall be decisive on its interpretation. The House Committee will have the right to refer the matter back to the Olympus Review Panel upon which that interpretation will be final.

2. Vision

We aim to provide members with a space that is culturally diverse, accepting and safe. We strive to enable our members to show their individuality within a broader community, exude love, have a purpose and to treat all with dignity and respect. We want members who engage within their communities and are critically aware of that which surrounds them.

3. Mission statement

We continuously strive to provide our members with every possible opportunity to enable and empower themselves, in order to be able to grow into well-rounded individuals as well as global citizens. We use our values as our guide to ensure members learn to be independent and well-versed in the cultural diversity in our country, as well as on campus. Part of reinforcing our values is our range of inclusive activities, we provide academic, sport, social, leadership and cultural opportunities and activities that our members can participate in. We commit ourselves to be environmentally friendly and sustainable.

4. Values

As Olympians, we strive to live by the following values:

Individuality within Community;

Critically engaged and aware;

Dignity, Love and Purpose.

CHAPTER 2: Membership

5. Member of Olympus PSO

5.1. A person will be deemed a member of Olympus PSO, if that person –

5.1.1. is a registered student at the University; and

5.1.2. is registered as a member of Olympus PSO at the CSC, either –

5.1.3. from **their** first year; or

(a) if assigned to Olympus, once **the** member leaves **their** previous Residence; or

(b) if assigned to Olympus, once **the** member transfers from another University.

5.2. Members will uphold the values of Olympus and the University whenever appearing as a representative of Olympus.

6. Voting rights

6.1. Where a matter arises where a motion is required to be voted in, anyone considered a member of Olympus, in accordance with Section 5, is allowed to vote, at a scheduled meeting, on matters pertaining to Olympus.

6.2. The Primarium shall decide whether voting takes place by **open ballot** or by way of secret ballot.

6.2.1. Anyone may, during the progression of a House Meeting, request the vote to occur by way of **open** or secret ballot.

6.2.2. The House can request the Primarium's reasoning to be disclosed.

CHAPTER 3: House Committee

7. Composition and election of the House Committee

7.1. The House Committee consists of a predetermined number of elected members.

7.1.1. The number of members of the House Committee are to be determined by the Primarium and **the** PSO Coordinator.

7.1.2. The House Committee is to be elected in terms of Section 7.3.

7.2. All members of the House Committee are officials of the University and are responsible for the execution of all policies that align with our values, which have been implemented, correctly, according to the University's Constitution.

7.3. A House Committee member is elected based on a **simple** majority vote and based on the following criteria –

7.3.1. Candidates must send in an application for consideration as an applicant; and

7.3.2. Applicants must, at least, achieve the minimum leadership HEMIS requirement as stipulated by University guidelines, in order to proceed to elections.

7.3.3. See Addendum 2 for the stipulation of the Election Procedure.

7.4. Elections are to be held annually and members must be elected five (5) days prior to the deadline submitted by the CSC's calendar.

7.4.1. In extraordinary circumstances, where the deadline cannot be made, the House Committee of the current term must appeal to Student Court for the temporary dismissal/relaxation of the provision provided for in Section 7.4.

7.5. Every member who qualifies to vote for matters within the PSO is eligible to apply to stand for a House Committee member position.

7.5.1. Candidates must still meet the requirements set out in Section 7.3 to be able to stand. Handing in an application, does not guarantee candidates with the right to stand for House Committee.

8. Executive Committee

8.1. The Executive Committee consists of:

- 8.1.1. PSO Coordinator
- 8.1.2. Primarium
- 8.1.3. Vice Primarium of Internal Relations
- 8.1.4. Vice Primarium of Administration

8.2. The Executive Committee has the responsibility and authority to:

- 8.2.1 **Make the remaining House Committee members aware of when and where their meetings will take place.**
- 8.2.2. Discuss and finalise matters of urgency, which cannot wait until the next House Committee meeting or cannot be settled by way of the House Committee WhatsApp Group **or any other means of communication**, as a result of the urgent nature of the action required.
- 8.2.3. Invite, at their discretion, additional House Committee members to sit in on Executive meeting(s) should the circumstance require it.
- 8.2.4 **The remaining House Committee members can request to sit in on meetings. Such a request can be accepted or denied at the sole discretion of the Executive Committee.**

9. House Committee Meetings

9.1. House Committee meetings are to be held a minimum of twice a month.

- 9.1.1. It is at the House Committee members' discretion to choose a time which works for all the members.
- 9.1.2. In order for a meeting to take place, a quorum of fifty (50) % plus one (1) of the House Committee members must be met.

9.2. The Primarium acts as Chairperson during these meetings and must ensure order and decorum is kept throughout the meeting.

9.3. The Vice Primarium of Administration is responsible for –

- 9.3.1. Setting up an agenda and distributing it at least 24 hours before the House Committee meeting; and

9.3.2. Taking minutes of the meeting and releasing those minutes to the House Committee and PSO Coordinator within a week of the conclusion of the House Committee meeting.

9.3.3. Minutes of the previous meeting must be approved by House Committee members **within seven (7) days from when the minutes are released as section 9.3.2**

9.3.4. In the event that the Vice Primarium of Administration requires an extension for providing the minutes, they may request for such an extension to the House Committee **who shall determine the matter by means of a simple majority vote.**

10. Honorarium

House Committee Members are paid an honorarium on a 3-monthly basis. The amount of which is determined by University guidelines.

11. Removal of a House Committee member

If the circumstance should arise that a House Committee member's **conduct and/or omissions** does not coincide with the values of Olympus or their respective portfolio, the House Committee is able to follow the procedure explained in Section 31 of this Constitution.

12. Vacancy in the House Committee

12.1. Planned resignation

12.1.1 Should a House Committee member want to resign, a notice signalling the member's desire to resign must be submitted to the Primarium thirty (30) days in advance.

12.1.2 Should the Primarium wish to resign, a notice signalling their desire to resign must be submitted to the PSO Coordinator thirty (30) days in advance.

12.2. Immediate resignation

12.2.1. Should a sudden vacancy occur in the House Committee, the Primarium shall delegate the duties of the departed member amongst the

remaining members of the House Committee up until a time the House Committee determines to fill the vacancy **which shall be within 30 days from resignation.**

12.2.2. **If the vacancy appears after nine (9) months of the start of the term, the Primarium shall have the discretion not to fill the vacancy and to delegate the duties of the departed member among the remaining members of the House Committee for the remainder of the House Committee's term.**

12.2.3. **Should the vacancy of Primarium appear after nine (9) months of the start of the term, one of the two Vice-Primariums shall fill the vacancy and their duties will be delegated among the remaining members of the House Committee for the remainder of the House Committee's term.**

(a) A simple majority vote among the remaining members of the House Committee shall determine which Vice-Primarium shall fulfill the vacancy of Primarium should both Vice-Primariums wish to stand.

12.2.2. Should the House Committee decide to fill the vacancy, the vacancy shall be filled, **provided the candidate meets all the requirements**, through appointment via a simple majority vote of an electoral college, which consists of all the members of the following:

- (a) House Committee;
- (b) Mentors; and
- (c) Seniors Committee.

12.2.3. The process for nomination, election and handover shall be determined by the House Committee.

12.3. Passing away

In the event that a member passes away, the same procedure will be used as with 12.2 Immediate resignation.

Portfolio Assignment and Responsibilities

The following portfolios are binding and cannot be adapted by the House Committee throughout their term. The Primarium and Vice Primariums, alongside the assistance

and recommendation of the PSO Coordinator, must fill the remaining House Committee positions from Addendum 3 (“Portfolios”).

13. Portfolios

An annual report must be submitted for all portfolios, at the end of the leadership term, describing the particulars of the specific portfolio and what they’ve achieved. These reports are open to the public and as such shall be placed on official Olympus social media forums. Alternatively, notices shall be placed on such forums where Olympians can access such reports.

14. Primarium

14.1. By virtue of this office (*ex officio*), the Primarium is a member of the:

14.1.1. House Committee; and

14.1.2. Executive Committee of the House Committee; and

14.1.3. Election Committee (*unless running*); and

14.1.4. Prim Committee.

14.2. The Primarium is responsible for:

14.2.1. Managing the external affairs of the house;

14.2.2. Overseeing all portfolios;

14.2.3. Carrying out the University’s policy in Olympus;

14.2.4. Allocating portfolios to all elected House Committee members, alongside the Vice Primariums and the PSO Coordinator;

14.2.5. Representing the PSO on the Prim
Committee;

14.2.6. Representing the values of the House at any meetings attended in capacity as Primarium;

14.2.7. Serving as the Chairperson of the House Committee;

14.2.8. Being in regular contact with the PSO Coordinator about any possible issues within the House;

14.2.9. Serving as a link between the University's management and the PSO;
as well as

14.2.10. Approving the budgets of each portfolio with assistance from the
Financial Manager and the PSO Coordinator.

14.3. As Chairperson of the House Committee:

14.3.1. The Primarium deals with the delegation of tasks as well as the overall
management of the Committee;

14.3.2. The House Committee's opinion must be requested regarding
operational matters and the Primarium must ensure that the **simple**
majority of the Committee is involved in decisions; and

14.3.3. When the circumstance warrants, decisions may be made by the
Primarium alone in their capacity as Chairperson of the House
Committee.

(a) If the circumstance in which the Primarium acted in their sole
capacity is questioned, a simple majority vote shall be decisive
whether the circumstance warranted the Primarium's action.

(b) If the simple majority concludes that the circumstance did not
warrant the decision, referral shall be made to the Disciplinary
Committee.

15. Vice Primariums

15.1. The Vice Primariums are responsible for:

15.1.1. Assisting the Primarium; and

15.1.2. Performing tasks agreed upon with the Primarium at the beginning of
their term; and

15.1.3. Appointing the Financial Manager during the determination of the
House Committee portfolios alongside the Primarium; and

15.1.4. If, for any reason, the Primarium is no longer able to perform their
assigned duties and responsibilities, a Vice Primarium will stand in as
Acting Primarium until the subsequent procedure as per section 12
can be held.

(a) A House Committee meeting will be held at the beginning of their term to determine which Vice Primarium will be responsible for taking over the Primarium's duties in such cases;

i. The selected Vice Primarium must have a qualified majority vote

ii. This decision can be appealed at any time during their term, by the House Committee

15.2. Vice Primarium of Administration

15.2.1. By virtue of this office (*ex officio*), the Vice Primarium of Administration is a member of the:

- (a) House Committee; and
- (b) Executive Committee of the House Committee; and
- (c) Disciplinary Committee (if they, themselves, do not have to appear in front of the committee)
- (d) Election Committee
- (e) Constitutional Review Committee

15.2.2. The primary responsibility of the Vice Primarium of Administration is to support the Primarium in carrying out their administrative tasks and serves in an advisory capacity to the Primarium.

15.2.3. The Vice Primarium of Administration is assigned the following portfolios:

- (a) Secretary;
- (b) Discipline; and
- (c) Maintenance

15.3. Vice Primarium of Internal Relations

15.3.1. By virtue of this office (*ex officio*), the Vice Primarium of Internal Relations is a member of the:

- (a) House Committee;

(b) Election Committee (*Unless running*)

(c) Executive Committee of the House Committee; and

15.3.2. The primary responsibility of the Vice Primarium of Internal Relations is to handle all internal affairs of the House **and** serves in an advisory capacity to the Primarium.

15.3.3. The Vice Primarium of Internal Relations is assigned the following portfolios:

(a) Cluster;

(b) Wellness; and

(c) Welcoming Coordinator

16. Financial Manager

16.1. By virtue of this office (*ex officio*), the Financial Manager is a member of the:

16.1.1. House Committee

16.2. The Financial Manager is responsible for:

16.2.1. Completing the book-keeping of Olympus' finances;

16.2.2. Setting up the complete budgets of each portfolio, as well as the overall budget of the House.

(a) Budgets are to be set up in consultation with the previous term's Financial Manager as well as the current term's Primarium;

16.2.3. Approving all portfolio budgets alongside the Primarium.

(a) Without **approval of the budgets by the Primarium, ticket sales cannot commence**

16.2.4. Ensuring that all University, PSO and South African policies and guidelines are met and abided by;

16.2.5. Giving quarterly feedback about the House's financial status to the Primarium and PSO Coordinator; and

16.2.6. Advising House Committee members how to best handle their expenses for their specific portfolio.

17. Head Mentor

17.1. By virtue of this office (*ex officio*), the Head Mentor is a member of the:

17.1.1. House Committee.

17.2. The Head Mentor is responsible for the appointment of the Mentors, through ensuring mentor application forms are made readily available.

17.2.1. Mentors must be appointed prior towards the end of the deadline provided for, by the CSC calendar; and

17.2.2. **Successful** Mentor applicant names must be submitted to the House Committee for concurrence.

(a) If any House Committee member disagrees with a choice of mentor, they may appeal to the Primarium regarding the decision. Discretion lies with the Primarium whether to advance the matter further or not.

18. Seniors Committee

18.1. By virtue of this office (*ex officio*), the **Head of Seniors Committee** is a member of the:

18.1.1. House Committee.

18.2. The Seniors Committee House Committee member is responsible for communicating any possible grievances of the Seniors Committee to the House Committee, and vice versa.

18.3. The **Head of Seniors Committee** is responsible for opening applications for the appointment of the Seniors Committee.

18.3.1. Members must be appointed within fifteen (15) active University days after mentors have been announced.

18.4. The **Head of Seniors Committee** must appoint a Chairperson from the Seniors Committee.

18.4.1. This Chairperson will then act as liaison between the **Head of Seniors Committee** and the Seniors Committee members; and

- 18.4.2. The Chairperson is responsible for ensuring that members are acting in accordance with the Code of Conduct for Leadership (Addendum 5) and must communicate any transgressions to the **Head of Seniors Committee**; and
- 18.4.3. The Chairperson is responsible for the general running of the Seniors Committee. All decisions, however, must first be run past the Seniors Committee House Committee member; and
- 18.4.4. The **Head of Seniors Committee** will act as a supervisor of the Chairperson and the Seniors Committee, retaining all jurisdiction over the Committee.

19. The House Committee

- 19.1. The House Committee must submit termly reports to the Primarium; which must contain the following information:
 - 19.1.1. Their individual progress and/or achievements
 - 19.1.2. Evaluation of events (if applicable) or activities which they were responsible for
 - 19.1.3. Notes on possible improvements

CHAPTER 4: Leadership

20. Mentors

- 20.1. In order to be appointed by the Head Mentor, an applicant must be a member of Olympus PSO and reach the minimum required leadership HEMIS.
- 20.2. Mentor applicants must meet the minimum requirements for Olympus mentorship as determined by the Head Mentor, in consultation with the Primarium.
- 20.3. **Mentors must be communicated to the House Committee.**
 - 20.3.1. **If any House Committee member disagree with a choice in mentor, they may appeal to the Primarium regarding the decision. Discretion lies with the Primarium whether to advance the matter further or not.**

20.4. Mentor duties are determined by the Head Mentor in consultation with the House Committee and Head Mentor from the preceding term.

20.5. The Head Mentor must ensure that mentors receive adequate training for the performance of their duties.

20.6. The discipline of Mentors falls within the discretion of the Head Mentor;

20.6.1. The Primarium will, in severe circumstances, step in to offer aid to the Head Mentor on certain matters; and

20.6.2. Certain matters may be referred to the Olympus Disciplinary Committee for investigation.

20.6.3. Recommendations must be provided by the Head Mentor for this action

20.6.4. The Head Mentor is entitled to sanction any mentor found to have contravened the provisions of this Constitution and/or the Addendum 5

("Code of Conduct for Leadership"). Sanctions include, but are not limited to:

- (a) Suspension of mentorship (time period of suspension is at the discretion of the Head Mentor in correlation with the transgression); and/or
- (b) Reduction of Mentor honorarium; and/or
- (c) Termination of mentorship; and/or
- (d) Perpetual ban from any leadership position within Olympus.

Sanctions may be appealed by Mentors (Chapter 9 of Constitution)

21. Seniors Committee

21.1. A Seniors Committee member must be a registered member of Olympus PSO.

21.2. The Committee is appointed by the Seniors Committee House Committee member.

21.3. Application procedure

- 21.3.1. The **Head of Seniors Committee** must set up and distribute an application form for prospective members; and
- 21.3.2. Seniors Committee members must be appointed within fifteen (15) active University days after mentors have been announced.
- 21.4. The Seniors Committee members must be communicated to the House Committee.
- 21.4.1. If any House Committee member disagrees with a choice in member, they may appeal to the Primarium regarding the decision. Discretion lies with the Primarium whether to advance the matter further or not.
- 21.5. Duties of the Committee are stipulated by, and to the discretion of, the **Head of Seniors Committee**.
- 21.5.1 However, during **Welcoming Week** duties will include, at least:
- (a) To assist in any and all activities pertaining to achieving the success of Welcoming Week
 - (b) To create a welcoming atmosphere for the newcomers through interaction and socialisation.
- 21.5.2. However, throughout their term duties will include, at least:
- (a) To assist in their respective portfolio events, planning and organisation.
 - (b) As a committee, to plan initiatives targeted towards the seniors of Olympus that would be beneficial to them post-University such as;
 - i. sessions teaching skills in application drafting, interview skills etc.
 - ii. Keeping up to date with job opportunities within their faculties to increase experience- this should be done in connection to the academic's portfolio

21.6. Discipline of Seniors Committee

- (a) The Seniors Committee House Committee member is responsible for handling disciplinary matters of the Committee (see Chapter 9).

CHAPTER 5: PSO Coordinator

22. Appointment and responsibilities

- 22.1. The PSO Coordinator is appointed by the University and is accountable to the Deputy Director and Director of the Centre for Student Communities.
- 22.2. The PSO Coordinator serves as the link between the University and the House Committee.
- 22.3. The PSO Coordinator is responsible for applying the rules, policies and regulations of the University to the House Committee where necessary.
- 22.4. All leadership bodies in the House are under the authority of the PSO Coordinator.

CHAPTER 6: House Meetings

23. House Meetings procedure

- 23.1. House Meetings, whether online or in person, are to be held at least once a term and must be organised by the **Vice Primarium of Administration and chaired by the Primarium**.
 - 23.1.1. In extraordinary circumstance, the stipulation of having a House Meeting once a term will be relaxed and House Meetings will be held when it is possible to do so.
- 23.2. If the Primarium is unable to organise the House Meeting, they may delegate the task to another House Committee member.

24. Notice of House Meetings

- 24.1. A formal notice of the scheduled date of all House Meetings must be sent to all members at least seven (7) days prior to the House Meeting.
 - 24.1.1. Notice to be given via:

- (a) Email; and
- (b) Social media platforms.

24.2. The Vice Primarium of Administration must distribute an agenda and any other relevant information to all members at least three (3) days prior to the House Meeting.

24.2.1. Agenda points can be communicated to the Vice Primarium of Administration, by any member should they so wish. Deleted “by way of the Olympus mailing address”

24.2.2. The following must be included in the suggested agenda points: (a)
Name; and

(b) Issue (clearly explained).

24.2.3. The discretion lies with the House Committee whether to add suggested agenda points to the agenda.

25. House Meeting procedure

25.1. All house meetings are to be chaired by the Primarium.

25.1.1. In the event that they are unable to attend, the Vice Primarium of Internal Relations will step in to fulfil the task.

25.2. The Vice Primarium of Administration acts as Secretary of House Meetings.

25.2.1. They are responsible for:

- (a) Keeping detailed minutes of the Meeting; and
- (b) Keeping record of total number in attendance; and
- (c) Releasing minutes, after inspection by the House Committee, within ten (10) days after the Meeting.
- (d) In the instance where the meeting was held online, a link to the recording should be made available as well.

26. Voting rights at House Meetings (*should the need arise*)

26.1. The quorum for standard House Meetings is forty-five (45) registered members in attendance

26.1.1. Decisions made without the required quorum will be rendered null and void.

26.1.2. Successive Meetings must be held to reach the required quorum.

26.1.3. Should the required quorum not be met after two subsequent meetings have been held, a majority vote held at the third subsequent meeting will be deemed binding and of full effect.

26.2. Any and all decisions passed by standard majority vote at House Meetings are in immediate effect.

26.2.1. Such decisions may be appealed following procedures stipulated in Chapter 9 of this Constitution.

27. Emergency House Meetings and House Committee Meetings

27.1. Emergency House Meetings and House Committee Meetings are called in case of an urgent, time-sensitive, matter that has direct relevance to the House and may have far-reaching consequences.

27.2. Emergency House Meetings may be called by:

27.2.1. House Committee members; and/or

27.2.2. General members, Mentors and Seniors Committee members by way of submission of a written request; and/or

(a) Written requests, which can be electronic, from members require a petition which has been signed by at least ten (10) members of the House

27.2.3. As per request of the PSO Coordinator.

27.3. Emergency House Committee Meetings may be called by any House Committee member.

27.3. Procedure of Emergency House Meetings and House Committee Meetings

27.3.1. An emergency meeting must be held before the lapse of seven (7) active University days after notice of the need for an emergency meeting has been given; and

- (a) Notice given by any of the people mentioned in Section 27.2.
- 27.3.2. Members must be given notice by the House Committee of such a meeting; and
- 27.3.3. The agenda must be distributed by the Vice Primarium of Administration at least twenty-four (24) hours prior to the meeting; and
- 27.3.4. Quorum for an emergency meeting is thirty-five (35) members in attendance; and
- 27.3.5. Emergency Meetings may only discuss that which the meeting was called for and nothing else.

CHAPTER 7: Finance

28. General Budget

- 28.1. The general outline of the budget is to be set up by the Financial Manager of the House Committee, at the beginning of their new term.
 - 28.1.1. The Financial Manager must arrange meetings with each respective portfolio individually to discuss their budgets; and
 - 28.1.2. The budget must be evaluated and approved by the Primarium.
- 28.2. The following persons are required to have a copy of this document –
 - 28.2.1. PSO Coordinator; and
 - 28.2.2. Primarium; and
 - 28.2.3. Financial manager.

29. Membership fees

- 29.1. Every member of Olympus PSO has an automatic deduction, determined by the University, from their student account per year which constitutes as their membership fee.
- 29.2. Membership fees are non-refundable and are not based on participation, or lack thereof, in the PSO.

CHAPTER 8: Discipline and Conflict

Disciplinary procedures are to be implemented at the discretion of the Disciplinary Committee. Should they deem that a transgression does not warrant a hearing, they may take suitable disciplinary action. (See section 33).

30. Disciplinary Procedure for general members

30.1. Any member of Olympus who is alleged to have grossly contravened this Constitution, may be required to submit a written response to the allegation.

30.1.1 A response should be an acknowledgement of the contravention following admittance or denial or denial in part.

30.2. After such an inquiry, if an inadequate response is received, the member may be required to appear before the Primarium, Vice Primariums and PSO Coordinator in a meeting.

30.3. If the matter requires it, the member may have to, after the above mentioned meeting, appear before the Disciplinary Committee (see Section 33 below)

30.3.1. If deemed appropriate by the Disciplinary Committee, the member in question may be banned from partaking in Olympus activities for a determined period of time.

30.4 Should a member of the Disciplinary Committee have an intimate relationship with the accused which could cause a conflict of interest, they will be expected to excuse themselves from their position in the Disciplinary Committee.

31. Disciplinary Procedure for those in Olympus Leadership

31.1. When a member of Olympus Leadership is accused of misconduct the following procedures will follow:

31.1.1. The person responsible for the discipline of the member shall:

- (a) Compose a formal letter informing them of the allegations
- (b) Request a formal written response **containing acknowledgement, admittance or denial of the allegations with reasons.**

- (c) If determined necessary, call for a meeting with the member to provide clarity on their written response
- (d) Determine whether the allegation has merit **based on the allegations themselves and the response from the alleged offender.**
 - i. If the allegation is without merit, the matter may be dismissed and a letter with reasons for the dismissal must be composed by the person responsible for the accused's discipline. This letter must be sent to the complainant and the accused.
 - ii. If the matter does have merit:
 - (1) The matter may be referred to the House Disciplinary Committee; or
 - (2) The matter may be determined to be a minor offence and may be resolved through, either an immediate sanction or alternative process determined at the discretion of the person responsible for the discipline of the accused.

31.1.2. Sanctions include, but are not limited to:

- (a) Suspension from leadership
- (b) Reduction of honorarium (if applicable)
- (c) Termination of leadership position
- (d) Perpetual ban from any leadership position within Olympus
- (e) Any of the above-mentioned sanctions may be appealed via the appeal process in Chapter 9 of this Constitution
- (f) **The above sanctions can be reduced should the person agree to commit themselves to reformation through education.**

31.2 Should a member of the Disciplinary Committee have an intimate relationship with the accused which could cause a conflict of interest, they will be expected to excuse themselves from their position in the Disciplinary Committee.

32. Disciplinary Procedure for those in the House Committee

32.1. An allegation of misconduct against a member of the House Committee must be submitted to the Vice Primarium of Administration, who must:

32.1.1. **Follow procedure**, as outlined in Section 31.1.

32.1.2. Members of the House Committee may **only** be sanctioned by the Vice Primarium of Administration;

32.1.3. Members of the House Committee may only be suspended from leadership by the Disciplinary Committee and may only be terminated through impeachment or a vote of no confidence

32.1.4. If the Vice Primarium of Administration is accused of misconduct, the Primarium must determine the matter **by following the procedure outlined in section 31.1.**

32.1.5. If all the members of the House Committee are alleged of having committed misconduct, the matter must be determined by the PSO Coordinator.

32.2. Impeachment

Impeachment of a House Committee member may be applied for by any Olympian, but the matter may only be voted on by House Committee members. This procedure may only be instituted in circumstances of gross constitutional violation.

32.2.1. An Olympian may submit a motion for a House Committee member to be impeached, to the Executive Committee

32.2.2. The motion must be seconded by two (2) members of the House Committee or by twenty (20) members of the House

32.2.3. The Executive Committee must then review the motion and ensure that it satisfies the provisions of Section 32.2.2 and thereafter call for an emergency House Committee Meeting within fifteen (15) days of the application being brought

32.2.4. At the House Committee Meeting –

- (a) The motion must be tabled, and the relevant evidence of misconduct must be presented to the **House** Committee.
- (b) The House Committee may deliberate on the **merit of the** matter.

32.2.5. After this deliberation, the House Committee must vote on whether or not the accused House Committee member has committed misconduct.

- (a) A **qualified** majority vote will be the final verdict on the allegation of misconduct.

32.2.6. Only if the House Committee member is found guilty of misconduct, a motion to impeach must be tabled and a vote must be called for.

- (a) A **qualified** majority vote will determine the matter.

32.2.7. In the event that the vote carries in favour of the impeachment, the relevant House Committee member will have to step-down and will not receive further remuneration for their term.

32.2.8. In the event that the vote carries in favour of guilt on the misconduct, but does not carry in favour of impeachment, the matter must be referred to the Disciplinary Committee

32.3. Vote of no confidence

*A vote of no confidence **in a House Committee member** may be applied for by any Olympian, and the matter may be voted on by the House.*

This procedure may be applied for in the following manner –

32.3.1. An Olympian may submit a motion of no confidence in the House Committee as a whole or individual House Committee members

32.3.2. The motion must be submitted to the Vice Primarium of Administration and it must be seconded by ten (10) other Olympians

32.3.3 **The motion must be submitted to the Primarium and it must be seconded by ten (10) other Olympians or four (4) House Committee when the motion is regarding the Vice Primarium of Administration.**

32.3.4. Thereafter, an emergency House Meeting must be called within fifteen (15) days of the application being brought before the House Committee

32.3.5. At the House Meeting –

- (a) The matter will be deliberated on **its merits**
- (b) The relevant House Committee member(s) **are able to defend themselves or to waive their right to defend.**

32.3.6. After this address, a vote will be called for on the motion – a **qualified** majority vote will be the final verdict in the matter

32.3.7. In the event that the vote carries in favour of the motion made, the relevant House Committee member(s) will have to step-down and will not receive further remuneration for their term.

32.4 Should a member of the Disciplinary Committee have a personal relationship of some sort with the accused, they will be expected to excuse themselves from their position in the Disciplinary Committee

33. Disciplinary Committee

33.1. The Disciplinary Committee is a disciplinary body that serves the judicial interests of the House.

33.2. Matters which are brought before the committee must be dealt with justly and in conjunction with this Constitution as well as the Constitution of the University.

33.3. The Committee consists of the following members;

33.3.1 PSO Coordinator;

33.3.2 Vice Primarium of Administration;

33.3.3 An Olympian appointed as Secretary;

33.3.4 Proxy; and

33.3.5 A non-Olympian external leader; and

33.3.6 An Olympian not currently holding a leadership position.

In the event where one member holds the position of two (2) portfolios, that member is awarded only one (1) vote.

33.4. The Committee shall be chaired by the Vice Primarium of Administration

33.4.1 The Vice Primarium of Administration shall be responsible to hold elections to fill the positions as mentioned in 33.3.

33.5. The Committee is convened after a disciplinary inquiry has been conducted and the outcome thereof finds a member's actions in violation of this Constitution.

33.6. If the matter at hand is found to be above the jurisdiction awarded to that of the Committee, it is the obligation of the Chair of the Committee to escalate the matter to a body with relevant jurisdiction.

33.6.1. Such bodies include, but are not limited to, –

- (a) Student Parliament
- (b) Student Court
- (c) Equality Unit

33.6.2. The Chair must **advance** the matter by way of a written report which clearly stipulates the matter and its evidence, as well as the recommendations made by the Committee, if any.

33.7. The Disciplinary Committee may;

33.6.1 Hold hearings only for members of Olympus PSO;

33.6.2 Investigate matters which are in direct violation of any Olympus policy;

33.6.3 Find registered members of Olympus guilty or not guilty of the particular alleged contraventions; and

33.6.4 Make recommendations on which sanctions may be imposed on parties found to be guilty.

33.7. The Committee is afforded discretion in holding a hearing in matters which they believe omissible. Such instances may include –

33.7.1 Incoherent presentation of evidence; and/or

33.7.2 Hearsay; and/or

- 33.7.3 Inconclusive evidence; and/or
- 33.7.4 Accusations which are not severe enough to warrant such a hearing.
- 33.8. The Vice Primarium of Administration presides as the Chair of the Committee as well as all hearings called by the Committee. The Chair of the Committee is responsible for;
- 33.8.1. Completing the report(s) of each case in cooperation with the Secretary of the Disciplinary Committee and sending the completed report(s) to the PSO Coordinator; and
- 33.8.2. Availing the report(s) to the House.
- 33.9. In the event where a member of the Disciplinary Committee has been accused of committing a transgression, the remaining members will serve as the Committee with regards to the accused member's disciplinary case.
- 33.9.1. Should the Vice Primarium of Administration be the transgressor in question, the Primarium will stand-in as Chair of the Committee for that hearing, and any hearing subsequent which relates to the Vice Primarium. **The Primarium also completes the reports for this hearing.**
- 33.10. The Disciplinary Committee Secretary forms part of the Committee purely in an administrative capacity, with no voting rights and is responsible for –
- 33.10.1. Taking the minutes of all Disciplinary Committee Meetings;
- 33.10.2. Taking an electronic recording of the hearing; and
- (a) All participants in the meeting must be informed of such recording prior to the commencement of the meeting.
- 33.10.3. Safekeeping all correspondence which relates to each hearing and providing the PSO Coordinator and Primarium with this information at the conclusion of each case.
- 33.11. Hearing procedures

33.11.1. A notice of attendance must be sent to the member in question by the Secretary no later than seven (7) days prior to the intended hearing date.

33.11.2. The member is allowed, if they so wish, a maximum of two (2) representatives to assist in their case in front of the Committee.

33.11.3. It is within the discretion of the Committee to refuse, within reason, to allow the representatives speaking rights in the hearing.

33.12. The Vice Primarium of Administration is responsible for compiling and sending notices and/or sanctions of hearing outcomes to all relevant parties within seven (7) days of reaching the verdict.

33.13. The following people are responsible for **certifying by way of signature** on any disciplinary notices/sanctions sent out, so as to bring into effect the terms outlined in the notice –

33.13.1. PSO Coordinator;

33.13.2. Primarium; and

33.14. The guilty member will be expected to sign the notice upon service. Only once this is done, further steps can be taken.

33.15. Particulars of notice;

33.14.1. Name and surname;

33.14.2. Student number;

33.14.3. Outline of alleged indiscretion;

33.14.4. Verdict and reasoning thereof;

33.14.5. Proposed sanction; and

33.14.6. Possible appeal procedures available.

33.15. Appeals for verdicts made by the Committee need to be submitted in writing to the House Committee within seventy-two (72) hours after the formal notice has been served.

33.15.1. In circumstances of appeal, the Primarium will become the Chair of the Disciplinary Appeal Committee, and members of the Appeal Committee will comprise of House Committee members who were not on the original Disciplinary Committee.

33.16. It is within the jurisdiction and discretion of the Disciplinary Appeal Committee, to refuse the member's appeal.

33.16.1 Upon such a refusal, the member is able to proceed with a Disciplinary Appeal procedure outlined in both Student Parliament's Constitution and the Student Constitution.

CHAPTER 9: Appeal

35. Decisions of the Executive Committee or the House Committee

34.1. A member, or party, may appeal against a decision made by the Executive Committee, or House Committee.

34.2 This appeal must be lodged with the Primarium.

34.3. The appeal must:

34.2.1. Serve as a point of departure at the next House Committee Meeting; or House Meeting (in the event of the appeal being that of a decision of the House Committee)

(a) The House Committee may overturn any decision of the Executive Committee, by way of a qualified majority vote.

(b) The House may overturn any decision of the House Committee by way of majority vote in the next House Meeting.

34.2.2. Be delivered within one (1) week from the date of the decision being approved by the Executive Committee or House Committee.

34.3. The final decision on an appeal is held by the House Committee or the House in its entirety.

35. Sanction of a Leadership member

- 35.1. An application of appeal must be put, in writing, to the Vice Primarium of Administration, within fifteen (15) business days of the sanction.
- 35.2. The appeal must be discussed and decided upon at the next House Committee meeting.

CHAPTER 10: Amendments

36. Amendments to the Constitution

- 36.1. Any member of Olympus PSO may propose an amendment to the Constitution or addendums by submitting it to the Constitutional Review Panel, by way of –
 - 36.1.1. Email; and/or
 - 36.1.2. Orally.
- 36.2. It is the responsibility of the Constitutional Review Panel to send the proposed amendments to the House Committee, and upon their approval, to every member of Olympus, at least one week before the House Meeting at which the vote to institute the amendment will take place.
 - 36.2.1. During that time prior to the House Meeting, members are able to send in their commentary by way of electronic correspondence.
- 36.3. Any amendments must be brought before a quorum of the House Meeting and can only be accepted by a qualified majority of the **attending** members.
- 36.4. After the amendments have been accepted, the Constitution or addendums must be sent to all Olympians for notice.

37. Addition of addendum

- 37.1. An addendum may be amended or added by the House Committee and must be voted in by a qualified majority vote at a House Committee meeting.
- 37.2. Addendums can also be voted in by the House, by simple majority vote at a meeting held for that specific purpose.

37.3. Olympians are able to propose additional addendums by sending in their suggested addendum to the **secretary of the Constitutional Review Panel**. It will then be reviewed by the **Constitutional Review Panel for discussion and voting after which it shall be sent to the House Committee for further review.**

Addendum 1: Constitutional Review Panel

1. The nature and functioning of the Constitutional Review Panel

1.1. The Constitutional Review Panel is an independent forum which serves as the body responsible for:

- 1.1.1. The annual review of the Constitution of Olympus;
- 1.1.2. The annual review of the Olympus Code of Conduct;
- 1.1.3. The annual review of the internal policies within Olympus;
- 1.1.4. Proposing constitutional amendments to the House Committee, and thereafter the House;
- 1.1.5. Proposing amendments of the relevant House policies to the House Committee; and
- 1.1.6. Providing opinions to the House on the interpretation of the Olympus Constitution and its policies.

1.2. The Constitutional Review Panel is accountable to the House.

2. Mandate

The Constitutional Review Panel has the constitutional mandate to:

- 2.1. Ensure that Olympus' Constitution is compliant with the Student Constitution and the Stellenbosch University statute.
- 2.2. Ensure that the provisions of this constitution are complied with.
- 2.3. Serve as a forum for members to engage on the policies of Olympus.
- 2.4. Facilitate cooperation within Olympus Leadership with focus on policy revision and creation as it pertains to student leadership.

3. Composition

3.1. The following shall be members of the Panel with voting rights:

- 3.1.1. Vice Primarium of Internal Relations;

- 3.1.2. Two (2) members of the House Committee appointed amongst themselves;
 - 3.1.3. One (1) student currently serving as a Mentor in Olympus;
 - 3.1.4. One (1) student currently serving on the Olympus Seniors Committee; and
 - 3.1.5. One (1) Olympian not serving in House Leadership.
- 3.2. The following shall be invited to act as members of the Panel without voting rights:

The people listed here are not obligated to appear on the Panel, they may accept or deny the invitation.

- 3.2.1. The Chairperson of the Senior's Committee.
- 3.2.2. The most senior-ranking Mentor.
- 3.2.3. The Cluster Convenor(s).
- 3.2.4. An additional member with legal training, appointed by the House Committee.
 - (a) In the event that this member is an Olympian, they will take the place of the member mentioned in Section 3.1.5 and will be afforded voting rights.
 - (b) An additional member with legal training, may be added to the Committee supplementary to the member mentioned above in subsection 3.2.4(a).

4. Voting rights at Panel Meetings

- 4.1 The quorum for Panel Meetings is four (4) members with voting rights in attendance.
 - 4.1.1 Decisions made without the required quorum will be rendered null and void.
 - 4.1.2 Successive Meetings must be held to reach the required quorum.
 - 4.1.3 Should the required quorum not be met after two subsequent meetings have been held, a majority vote held at the third subsequent meeting will be deemed binding and of full effect.

4.2 Any and all decisions passed by standard majority vote at Panel Meetings are in immediate effect.

4.2.1 Such decisions may be appealed following procedures stipulated in Chapter 9 of this Constitution.

5. Executive Committee

The Constitutional Review Panel must appoint the following members as part of the Panel's Executive Committee –

5.1. The Panel Chairperson who is responsible for:

5.1.1 Calling for and chairing all meetings of the Panel;

5.1.2. Establishing a timeline for the Panel to fulfil its duties within the limits of the term of office; and

5.1.3. Writing the subcommittee report and submitting it to the House Committee for tabling at the next House Committee meeting.

5.1.4. Ensuring that all members fulfil their duties and take the steps if this is not done so.

5.2. The Panel Secretary who is responsible for:

5.2.1. Drafting the agenda for all meetings of the Panel;

5.2.2. Taking the minutes and/or memoranda of the meetings and submitting them with the Panel Chairperson's report. Once this is approved they have to release the minutes to the rest of the Panel; and

5.2.3. Ensuring that all stakeholders receive relevant information about meetings.

5.2.4. Calling and chairing all meetings of the Panel should the Chairperson not be able to do so.

5.3 Liaison Officer who is responsible for:

5.3.1 Communicating the progress of the Panel to the Primarium;

5.3.2 Ensuring the Panel acts within the scope of its mandate; and

5.3.3 Ensuring that the Panel conducts itself in a manner that is consistent with the principles of this Constitution.

6. Powers

- 6.1. Unless otherwise provided for in this Constitution, decisions of the Panel are not binding on the House Committee or the House.
- 6.2. The Panel may give an interpretation, or confirm an interpretation of a member which is presented to the Panel, regarding:
 - 6.2.1. This Constitution; and/or
 - 6.2.2. The Code of Conduct; and/or
 - 6.2.3. Any other internal policy of Olympus.
- 6.3. The Panel has the authority to:
 - 6.3.1. Decide on the constitutionality of any action or omission of an internal structure or member, thereof;
 - 6.3.2. Adopt any other measures to ensure that it fulfils its mandate effectively;
 - 6.3.3. Review and give opinions on proposed amendments to the Constitution, or other internal policies; and
 - 6.3.4. Draft the constitutional amendments and submit the amendments to the House Committee to table to the House.

7. Rules and regulations

- 7.1. The Constitutional Review Panel must adopt **its own** regulations to organise its activities.
- 7.2. Such regulations are subject to approval by the House Committee and may be referred back to the Panel on the grounds of –
 - 7.2.1. Procedural unfairness; and/or
 - 7.2.2. Incompatibility with the mandate of the Panel; and/or
 - 7.2.3. Incompatibility with the student leadership framework within Olympus.

8. Notice of Panel Meetings

- 8.1. A formal notice of the scheduled date of all Panel Meetings must be sent to all members at least three (3) days prior to the Panel Meeting.
- 8.2. Notice to be given via:
 - a) Email; and/or
 - b) Whatsapp.

8.3. The Secretary must distribute an agenda and any other relevant information to all members at least two (2) days prior to the Panel Meeting.

8.3.1. Agenda points can be communicated to the Secretary, by any member should they so wish, by way of:

(a) Email; and/or

(b) Whatsapp.

8.3.2. The following must be included in the additional suggested agenda points:

(a) Name; and

(b) Issue.

8.4. The discretion lies with the Chairperson and the Secretary whether to add suggested agenda points to the agenda.

11. Terms of office

11.1. The appointment of the Panel shall coincide with the term of office of the House Committee.

11.1.1. The House Committee must ensure that the Panel is appointed no later than one (1) month after their term of office begins.

11.2 The Panel may be dissolved through a **qualified majority** vote at a House Committee meeting.

11.3 A member of the Panel may be relieved of their duty by a **qualified majority** vote at a House Committee meeting.

12. Reporting

12.2 The Panel must produce a comprehensive report detailing the work they have completed during their term of office.

12.3 The Panel must provide regular feedback on their activities to the House Committee.

12.4 The House Committee may request the Chairperson of the Panel to appear before them at a House Committee Meeting, in order to explain any of the Panel's actions, activities, decisions, or lack thereof.

Addendum 2: Election Procedure

This document serves as the working document for the processes and procedures that will be diligently followed in the annual House Committee elections for Olympus. The procedures outlined in this document are an extension of the Constitution. The election procedure is to be run in alignment with the values and ideals of the Constitution of the House, CSC guidelines and the Stellenbosch University Constitution. This document holds procedural function and shall be adhered to for the duration of the election procedure i.e. before, during and after elections.

1. Election Committee

1.1. The Election Committee consists of a predetermined number of annually appointed individuals.

1.1.1. This Committee is to be assembled for the sole purpose of the sound convention of the annual House Committee elections.

1.1.2. All members must be registered affiliates of the University i.e. registered students or staff members.

1.1.3. The Committee must be assembled thirty (30) days prior to the proposed election date per CSC guidelines.

1.2. The responsibilities of the Committee are to:

1.2.1. Ensure an ethical and sound running of the annual election;

1.2.2. Compile and send out application forms for candidates.

1.2.3. Screen the applications of all candidates, based on criteria predetermined by the Election Committee.

1.2.4. Decide on a convenor amongst themselves.

1.2.5. Ensure that an election candidate may not be a member of the Election Committee under any circumstances.

1.2.6. Ensure that all candidates are treated fairly and conduct themselves neutrally and justly.

1.2.7. Send out a formal announcement of the operational proceedings, eligibility criteria and the correct appeal processes for the elections.

1.3. The Election Committee must consist of:

1.3.1. The PSO Coordinator; (*unless they are running*)

1.3.2. Primarium;

- 1.3.3. Vice Primarium of Internal Relations;
 - (a) If the Vice Primarium of Internal Relations is running, the Vice Primarium of Administration will take the position.
 - (b) If both Vice Primariums are running, the position will be occupied by a selected House Committee member voted upon by the House Committee.
- 1.3.4. Leadership and Development Portfolio holder;
(to be voted in by the current House Committee in a House Committee meeting)
- 1.3.5. A member of the House; and
- 1.3.6. An Olympian or non-Olympian external Leader.
- 1.4. In the event that all the aforementioned House Committee members choose to become election candidates, three (3) members of the House Committee who are not running must be elected **into** the Committee by way of a majority vote in an emergency House Committee Meeting.
 - 1.4.1. In the event that all House Committee members choose to become election candidates, applications must be opened to fill the vacant positions of the Election Committee. These applications are to be overseen by the PSO Coordinator.
- 1.5. All members of the Election Committee are granted full voting rights, as per constitutional protocol, unless they are not members of Olympus, in which case they will have no voting rights.
- 1.6. Committee members are not to share applicant information with anyone without justifiable reason for doing so.
2. Applications
 - 2.1. Application forms must be made available at least seven (7) days prior to the closing date of applications.
 - 2.2. Applications must be organised and distributed by the Election Committee.
 - 2.3. A formal announcement of the opening and closing of the candidate application forms must be sent via all relevant social media platforms, as well as all available mailing lists.

- 2.3.1. A formal announcement of all eligibility criteria, appeal processes and application procedures must be communicated throughout the election process.
- 2.4. If there are not enough candidates to fill the number of vacancies plus one (1), the application process must be extended for as long as determined by the Election Committee.
- 2.5. If there are still not enough candidates after the extended application process, the vacancies will be reduced, so as to fit the number of candidates plus one (1).
 - 2.5.1. In the event that the Primarium and/or Vice Primariums positions cannot be filled after adhering to the aforementioned protocol, an outsourced member, with previous House Committee leadership experience, may be appointed at the discretion of the PSO Coordinator. A vote will then follow between the candidate standing and the appointed candidate by the PSO Coordinator.
 - 2.5.2. Should only the appointed person of the PSO Coordinator stand, the remaining House Committee will be able to make a vote of confidence. If this is not reached, the PSO Coordinator will be expected to present a different candidate until a vote of confidence can be reached.
 - 2.5.3. After a vote has been made, an announcement of the filled positions must be made to the House within twenty-four (24) hours.
 - 2.5.4. In the event that any member of the House objects to the appointment of the individuals, an appeal may be made to the Election Committee after which a vote of no confidence in the member must be tabled (See Section 32 of the Constitution), re-elections may be held if deemed so by the Election Committee.

3. Eligibility

- 3.1. All registered members of the House will be eligible to stand for elections to the House Committee of Olympus, subject to confirmation by the Election Committee based on predetermined criteria for general House Committee members, Primarium and Vice Primariums respectively.

- 3.1.1. The eligibility of any candidate must be confirmed and announced by the Election committee at least five (5) days prior to the caucus.
- 3.1.2. In the event that the Election Committee cannot fulfil the aforementioned duty, within reason, an exemption may be given and communicated to both the House and the candidates with due diligence.
- 3.2. Criteria for election eligibility
 - 3.2.1. Must be a member of Olympus PSO unless otherwise decided by the PSO Coordinator;
 - 3.2.2. Any applicant must have previous student leadership experience on university level.
 - 3.2.3. If the applicant does not meet the requirements set out in section 3.2, they can follow an introductory leadership course which will be organised by the current House Committee
 - (a) The Election Committee is able to present non-member candidates to the PSO Coordinator for approval, at their discretion.
 - 3.2.4. Must meet HEMIS requirements as per University stipulations, or have their appeal approved;
 - 3.2.5. Must pass screening requirements outlined by the Election Committee;
 - 3.2.6. Newcomers may not run for Primarium or any of the Vice Primarium positions, unless otherwise overruled by the Election Committee; and
 - 3.2.7. Any candidate who stands for Primarium or either of the Vice Primarium positions requires past University-level leadership experience. This experience includes, but is not limited to, Olympus Leadership, Faculty Leadership, Society Leadership, etc.
4. Caucus
 - 4.1. After the candidates have been approved by the Election Committee and are made public, a caucus must be organised in the form of a House Meeting.
 - 4.2. All election candidates must be present at the Caucus or they will forfeit candidacy.

- 4.3. The Election Panel is formed by the members of the Election Committee with the **Election** Convenor presiding as Chair.
 - 4.3.1. The Election Convenor will chair the election proceedings.
 - 4.3.2. The Election Panel will determine the order in which candidates will come up and relay their speeches
 - 4.3.3. The Election Panel reserves the right to determine the number of questions asked per candidate, as well as the relevance thereof.
 - (a) Should a question be deemed irrelevant, or unfair, by the Election Panel, the question need not be answered by that candidate.
 - 4.3.4. The Election Panel reserves the right to decipher which questions are deemed inappropriate, as per the values and ethics of the Constitution of the house, CSC regulations, and the Stellenbosch University Constitution.
 - 4.3.5. All speeches relayed at caucus must be made available to the Election Committee, no later than forty-eight (48) hours after election of various House Committee members.
 - 4.3.6. Speeches are to be stored in whatever form by the Primarium for accountability.
 - 4.4. Caucus must be live streamed on all relevant social media platforms.
5. Voting
- 5.1. Prior to elections, registration must be opened so that members are able to register to vote.
 - 5.1.1. A formal announcement of the opening and closing of voting registration must be sent across all **Olympus** social media platforms as well as all available mailing lists.
 - 5.1.2. A formal receipt of confirmation must be given to all eligible and registered voters by the Election Committee two (2) weeks prior to the elections.
 - 5.1.3. The voting registration must stay open for a minimum of thirty (30) days prior to the onset of elections.
 - 5.2. Only registered members of Olympus may vote.
 - 5.3. At the end of the final candidate's speech, voting proceeds as determined by the Election Panel.

- 5.4. No one may vote on behalf of anyone else.
 - 5.5. The Election Committee must keep a sound record of who voted.
 - 5.6. All voting will take place electronically and will be officiated by the IT Department of Stellenbosch University, unless unforeseen circumstances occur.
 - 5.7. In the event that there is a tie for a **final** position(s), there will be a revote between the tied candidates.
 - 5.8. In the event that electronic voting cannot commence, provisions must be made for a secret ballot to take place on the night of caucus instead. The members present will comprise of the voters, and a majority vote **must be achieved**.
6. Secret ballot procedures
 - 6.1. Three (3) members of the Election Committee, including the Election Convenor, must count the ballots privately, whether that is in person or online.
 - 6.1.1. These members must have **renounced** their voting rights in order to count the ballots.
 - 6.2. Candidates are allowed to, at their own discretion, appoint an individual as an observer to watch the counting of the ballots.
 - 6.3. No one other than the three (3) members of the Election Committee are permitted to handle the ballots at any point in time.
7. Election of Primarium and Vice Primariums
 - 7.1. The election of the Primarium and Vice Primariums must take place on a separate occasion to the election of the other House Committee members.
 - 7.1.1. The election of the Primarium and Vice Primariums must take place a minimum of two (2) University days prior to the election of the House Committee members.
 - 7.1.2. The Primarium election must take place prior to that of Vice Primariums' so that unsuccessful Primarium candidates may have the option of standing for any of the Vice Primarium positions.
 - 7.2. To be elected for Primarium or any of the Vice Primarium positions, one must obtain a majority vote.

- 7.3. If there are not **enough candidates to fill the number of vacancies plus one (1)**, applications must be extended as described above (i.e. there must be two candidates standing for Primarium, and three for Vice Primarium in order for voting to commence).
- 7.4. In the event that the provision in 7.3 is still not satisfied, after applications have been extended, the elections may proceed at the discretion of the Election Committee.
8. Announcement
- 8.1. The election outcomes are to be announced within forty-eight (48) hours of the end of the respective caucuses.
- 8.2. The number of votes for all candidates will be made public at the time of the announcement of the successful candidates.
9. Objections and withdrawals
- 9.1. Any objections to procedures during the elections or the validity of the result may be heard by a special sitting of the Election Panel within forty-eight (48) hours of the announcement.
- 9.2. Any written decision of the Election Committee regarding an objection can be reviewed by the Student Court upon request, taking into account the provisions in this Constitution.
- 9.3. Candidates retain the right to withdraw their appointment until an official announcement of the House Committee is made, thereafter, a formal resignation must be given.
- 9.3.1. In this case a new vacancy is created, and all constitutional protocol for the replacement of a House Committee member must be followed.
- 9.4. If a candidate withdraws after voting began, votes for that candidate must be discarded.
- 9.4.1. After a candidate informs the Convenor that they withdraw, the decision cannot be reversed.
10. Reporting
- 10.1. The Election Committee must produce a comprehensive report detailing the work they have completed during their term of office.

- 10.2. The Election Committee must provide regular feedback on their activities to the House Committee.
- 10.3. The House Committee may request the Chairperson of the Election Committee to appear before it, to explain any of the Committee's actions, activities, decisions, or lack thereof.

Addendum 3: Portfolios

When allocating the portfolios, the Primarium, Vice Primariums and PSO Coordinator may appoint managers outside of the House Committee, when necessary.

1. Primarium

- 1.1. This role is responsible for overseeing all the portfolios in its entirety. For further detail refer to Section 14 in the Constitution.
- 1.2. Their responsibilities include, but are not limited to:
 - 1.2.1. Attending regular meetings with the PSO Coordinator.
 - 1.2.2. Meeting up termly with all the portfolios to strategise for the term ahead.
 - 1.2.3. Implementing all policies diligently and correctly.
 - 1.2.4. Organising and/or delegating of the House Committee camp.
 - 1.2.5. Organising and/or delegating and facilitating the Annual Discussion.

- 1.2.6. Organising and/or delegating and facilitating the Handover Conference (See Addendum 8).
 - 1.2.7. Ensuring the Election Committee is appointed, alongside the relevant bodies (See Addendum 2).
2. Vice Primarium of Administration
- 2.1. This role is responsible for the purpose of assisting the Primarium and ensuring that there is a productive environment within the House. For further detail refer to Section 15 in the Constitution.
 - 2.2. Their responsibilities include, but are not limited to:
 - 2.2.1. Maintaining House discipline.
 - 2.2.2. Appointing two (2) individuals who will supervise all the maintenance at Mount. Olympus and the Military House during the year.
 - 2.2.3. Overseeing the maintenance supervisors.
 - 2.2.4. Meeting up monthly with all the portfolios assigned to them by the Primarium, for progress reports.
 - 2.2.5. Reporting the portfolio progress to the Primarium.
 - 2.2.6. To be the Chairperson of the Disciplinary Committee.
 - 2.2.7. To organise the elections for the Disciplinary Committee members.
3. Vice Primarium of Internal Relations
- 3.1. This role is responsible for the purpose of assisting the Primarium and ensuring that there is a productive environment within the House. For further detail refer to Section 15 in the Constitution.
 - 3.2. Their responsibilities include, but are not limited to:
 - 3.2.1. Supervising internal affairs.
 - 3.2.2. Any duty allocated by the House Committee.
 - 3.2.3. Appointing the Constitutional Renew Panel alongside the relevant bodies (See Addendum 1).
 - 3.2.4. Ensuring the Constitution and all relevant policies get reviewed annually.
 - 3.2.5. Meeting up monthly with all the portfolios assigned to them by the Primarium, for progress reports.
 - 3.2.6. Reporting the portfolio progress to the Primarium.

(The following portfolios are in alphabetical order and may be chosen at the discretion of the PSO Coordinator, Primarium and Vice Primariums. This is not a closed list; the additional portfolios may be added by following the constitutional procedure described in Chapter 10 of the Constitution.)

4. Academics

4.1. This portfolio works alongside the Academic Affairs council to ensure optimal academic results from members.

4.2. Their responsibilities include, but are not limited to:

4.2.1. Liaising with the community's assigned Academic Guardian with regards to the needs of the community.

4.2.2. Strategising alongside the Primarium to create academic initiatives which will aid the community with their academics.

4.2.3. Gathering all information with regards to the new academic year in order for the other House Committee members to plan accordingly- this information will then be given to the Secretary, for the Year calendar to be compiled.

4.2.4. They are also in charge of gathering information on pivotal religious holidays as a means of communicating that to the House as well as to include it into the Year calendar.

4.2.5. Creating a platform where all the students can gather in their faculties to form study groups.

4.2.6. Organising alongside the Critical Engagement House Committee member, a study workshop at the beginning of the year on how to structure academics and to manage time, while discussing the faculties' requirements and informing members of HEMIS.

5. Alumni

5.1. This portfolio is responsible for the Alumni base and works in close relation **with** the Alumni's office.

5.2. Their responsibilities include, but are not limited to:

5.2.1. Sending the monthly newsletter to the Alumni's office

5.2.2. Organising a small annual event for Alumni to attend yearly

5.2.3. Organising a large reunion event every 5 years

6. Branding

6.1. This portfolio relates to all the merchandising and branding within Olympus.

6.2. Their responsibilities include, but are not limited to:

6.2.1. The designing/choosing, ordering and distribution of:

- (a) The newcomers' clothing packets;
- (b) The House Committee members' formal outfits for the year;
- (c) The leadership clothing for Welcoming;
- (d) The newcomers' costumes for Connect;
- (e) The Connect tour shirts;
- (f) The Olympus clothing line.

i. The Olympus clothing line is a range determined each year, of which some pieces may remain standard.

6.2.2. Ensuring that all clothing aligns with the clothing guidelines provided by the University

7. Cluster

7.1. The Cluster portfolio is the link between the PSO and its cluster, and therefore forms part of the committee of Cluster-House Committee members, appointed within the communities of the Cluster.

7.2. Olympus forms part of the Validus cluster.

7.3. Their responsibilities include, but are not limited to:

7.3.1. Advertising, coordinating, and assisting in the collaboration and integration of all communities within the Cluster.

7.3.2. Being the communication link between the House and the Cluster.

8. Connect and Social Impact

8.1. This portfolio facilitates the uplifting of surrounding communities and the building of a generation which acknowledges the need for, and value of, community interaction.

8.2. Their responsibilities include, but are not limited to:

8.2.1. Organising, promoting, and coordinating projects, such as the A.F. Low Outreach Project, Community Morning during Welcoming, The Kindness Project and Nelson Mandela Weekend.

8.2.2. Taking part in Community Interaction events as organised by the University.

- 8.2.3. Facilitating once-off projects semesterly, with the help of a committee, such as old-age-home visits, hospital visits or fundraisers.
- 8.2.4. Connect-related Social Impact projects, which forms part of MCS (Maties Community Service).
- 8.2.5. Corresponding with the House's Connect partner.
- 8.2.6. Overseeing all relevant Connect-related events.
- 8.2.7. Overseeing the entire Vensters process.
- 8.2.8. Organising the necessary subcommittees for Vensters, e.g. Props committee, Sponsorship committee, etc.
- 8.2.9. The organising and producing of the musical stage production with a message and a theme, performed alongside our respective Connect partners.

9. Critical Engagement

- 9.1. This portfolio is responsible for ensuring that the community adheres to our value of staying critically engaged and aware.
- 9.2. Their responsibilities include, but are not limited to:
 - 9.2.1. Creating platforms for discussion of critical issues, affecting the PSO, University, the country, and the world.
 - 9.2.2. Hosting a minimum of three (3) discussions per semester and inviting speakers and experts in their field of knowledge, to engage with members in interactive dialogue.
 - 9.2.3. Ensuring that there is a minimum of one (1) discussion per semester on gender-based violence (See Addendum 6).
 - 9.2.4. Ensuring that the following Critical Engagement sessions are hosted during Welcoming:
 - (a) Alcohol abuse and drinking culture. (See Addendum 7).
 - (b) Toxic masculinity and gender-based violence (See Addendum 6).
 - 9.2.5. Facilitating two (2) annual discussions, alongside the Leadership portfolio, for Olympus Leadership.
 - 9.2.6. Seeing to the minority groups' interests and ensuring that their inputs are considered.

10. Culture

10.1. This portfolio oversees all cultural aspects within the community.

10.2. Their responsibilities include, but are not limited to:

- 10.2.1. Appointing the Acapella Chair and overseeing the Acapella Committee.
- 10.2.2. Close liaison with the SRC Culture Committee (KuKo).
- 10.2.3. Organising of the annual Acapella camp.
- 10.2.4. Promoting of Acapella and all relevant events.
- 10.2.5. Organising Molassasêr and appointing a Molassasêr leader.
- 10.2.6. Organising Toneelfees.
- 10.2.7. Communicating culture-related events on and off-campus, to the House.
- 10.2.8. Ensuring that there is a culture evening within the Welcoming program.
- 10.2.9. Organising cultural events for the PSO throughout the year. These events may include:
 - (a) Cultural social interactions, and
 - (b) Cultural evenings.

11. Financial Manager

11.1. This portfolio is responsible for Olympus' finances. For further detail refer to Section 16 of the Constitution.

11.2. Their responsibilities include, but are not limited to:

- 11.2.1. Revising the budget six (6) months into their term.
- 11.2.2. Ensuring growth in Olympus' investment account.
- 11.2.3. Investing a predetermined amount, by the Financial Manager and the Primarium, at the beginning of their term.
- 11.2.4. Drafting a guideline for all House Committee members, on all financial procedures.
- 11.2.5. Ensuring that a minimum of one (1) sponsorship is obtained during their term.
- 11.2.6. Drafting a sponsorship letter for the House Committee.
- 11.2.7. Overseeing and ensuring that all sponsorships and donations are done ethically.

12. Head Mentor

12.1. This portfolio is responsible for all the Olympus Mentors. For further detail refer to Section 17 in the Constitution.

12.2. Their responsibilities include, but are not limited to:

12.2.1. Organising the annual Mentor camp.

12.2.2. Monitoring and ensuring that the Mentors log their sessions on the BeWell system.

12.2.3. Drawing up a termly report for the Primarium, on the Mentors' performance.

13. Leadership

13.1. This portfolio promotes leadership within the community and ensures that members will have the necessary tools to grow as leaders.

13.2. Their responsibilities include, but are not limited to:

13.2.1. Liaising with the Cluster, other Houses, the University, and the Frederick van Zijl Slabbert Institute, to organise and/or facilitate events with the aim of promoting Leadership development amongst students.

13.2.2. Promoting other leadership opportunities within the University that members might be unaware of.

13.2.3. Managing the newcomer-intensive division.

13.2.4. Supervising the seniors' development division.

13.2.5. Hosting one (1) leadership workshop per term, for all members.

13.2.6. Explaining the leadership structures on campus as well as their duties, to the newcomers during Welcoming.

13.2.7. Taking responsibility for encouraging leadership participation within the PSO and on campus.

14. Safety

14.1. This portfolio is responsible for ensuring that all events and environments that Olympians encounter, will not place the members in harm.

14.2. Their responsibilities include, but are not limited to:

- 14.2.1. Ensuring that the House has the correct number of First Aiders at all events.
- 14.2.2. Ensuring that the First Aid kits are fully stocked.
- 14.2.3. Overseeing all safety procedures during Vensters.
- 14.2.4. Managing all safety protocols during Welcoming.
- 14.2.5. Ensuring that all the correct permits are obtained for events, when necessary.
- 14.2.6. Reporting any safety risks to the Primarium and necessary management.

15. Secretary

15.1. This portfolio is responsible for all administrative tasks.

15.2. Their responsibilities include, but are not limited to:

- 15.2.1. General administrative arrangements of the House Committee.
- 15.2.2. Taking minutes during House Committee and House Meetings.
- 15.2.3. Sending House emails and answering any emails sent to the Olympus mailing address.
- 15.2.4. Compiling the Year calendar.
- 15.2.5. Publishing the Monthly Newsletter.

15.3. In respect of House Meetings, the portfolio is responsible for:

- 15.3.1. Ensuring the House is given a minimum of ten (10) calendar days' notice of the Meeting.
- 15.3.2. General arrangements, along with the Primarium, which are necessary for the House Meeting to take place.
- 15.3.3. Fixing the meeting's agenda at least three (3) days prior to the meeting, to be signed off by the Primarium or their delegate and distributing the agenda at least two (2) days before the meeting.
- 15.3.4. Taking the minutes during the meeting.
- 15.3.5. Ensuring that minutes are distributed in due time after each meeting.

16. Seniors Committee

16.1. This portfolio is responsible for all the members of the Seniors Committee.

For further detail refer to Section 18 in the Constitution.

16.2. Their responsibilities include, but are not limited to:

- 16.2.1. Ensuring that the Seniors Committee fulfil their roles during Welcoming.
- 16.2.2. Appointing a Seniors Committee Chairperson.
- 16.2.3. Planning initiatives for the entire year.
- 16.2.4. Receiving monthly reports from the Chair on their progress.

17. Social Media & Marketing

17.1. This portfolio is responsible for the well-coordinated, positive, and effective marketing of PSO events and projects, on any form of beneficial media.

17.2. Their responsibilities include, but are not limited to:

- 17.2.1. Running all relevant social media platforms.
- 17.2.2. Compiling an online calendar for all the House's online offerings, which will form part of the overall year calendar.
- 17.2.3. Advertising all events, initiatives and so forth.
- 17.2.4. Organising of the House Committee photos.
- 17.2.5. Marketing the image of the House as widely as possible, ensuring that future students hear of Olympus.

18. Sport

18.1. This portfolio is responsible for all Sports-related structures and events, promoting a balanced, healthy lifestyle for all Olympians.

18.2. Their responsibilities include, but are not limited to:

- 18.2.1. Liaising with Maties Sport.
- 18.2.2. Overseeing the organisation of sport events.
- 18.2.3. Appointing the necessary sport representatives.

19. Sustainability

19.1. This portfolio aims to make Olympus as environmentally friendly as possible and instilling a culture within the community to live sustainably.

19.2. Their responsibilities include, but are not limited to:

- 19.2.1. Ensuring the recycling process within Mount. Olympus is effective.
- 19.2.2. Creating or promoting various awareness campaigns during the year.
- 19.2.3. Organising earth week.
- 19.2.4. Organising a yearly community project.

20. Wellness

20.1. This portfolio aims to improve the overall Wellness within the House.

20.2. Their responsibilities include, but are not limited to:

- 20.2.1. Having monthly check-ins with all the House Committee members.
- 20.2.2. Being the go-to person for all Leadership if they are experiencing any issues mentally, emotionally, and so forth.
- 20.2.3. Organising quarterly Wellness events e.g. Budget discussion, self-help workshops, etc.
- 20.2.4. Promoting the importance of mental health.
- 20.2.5. Organising mental health month.

The following events require Project Managers, and cannot be a House Committee member's only portfolio.

21. Connect Tour

21.1. This portfolio will be corresponding with the necessary House Committee member of our Connect partner.

21.2. Their responsibilities include, but are not limited to:

- 21.2.1. Organising the Connect-tour and accommodation.
- 21.2.2. Managing the advertising.
- 21.2.3. Compiling the program alongside our Connect partners.
- 21.2.4. Designing the tour-shirts (alongside the clothing House Committee member).
- 21.2.5. Ensuring that the tour adheres to the University's rules.
- 21.2.6. Guaranteeing that the correct financial processes are followed, as set out by the University.

22. House Dance

22.1. This portfolio is responsible for the planning of the annual House Dance.

22.2. Their responsibilities include, but are not limited to:

- 22.2.1. Organising the venue, DJ, photographer, and all other important facets of the event.
- 22.2.2. Communicating with the Events Committee and delegating tasks.
- 22.2.3. Designing the tickets and posters.
- 22.2.4. Overseeing the ticket sales.

22.2.5. Ensuring that the event abides by our Alcohol Policy (See Addendum 7).

23. Olympus Week

23.1. This portfolio oversees the planning and organising of Olympus Week.

23.2. Their responsibilities include, but are not limited to:

23.2.1. Ensuring that there is one (1) week per semester allocated in the Year Calendar, to Olympus Week.

23.2.2. Liaising with all the relevant House Committee members to compile a program for the week.

23.2.3. Delegating events to the respective House Committee members.

23.2.4. Arranging the necessary venues, décor, equipment and so forth for the week.

23.2.5. Communicating with the Events Committee when necessary.

23.3. This portfolio's responsibility of the two (2) Olympus weeks may be divided between 2 individuals.

24. Socials

24.1. This portfolio is responsible for all socials prior to and during Welcoming.

24.2. Their responsibilities include, but are not limited to:

24.2.1. Organising social events for Leadership during pre-Welcoming, some of the responsibility may be delegated to the Seniors Committee and Head Mentor where necessary.

24.2.2. Organising at least two (2) socials within Olympus Leadership.

24.2.3. Arranging a minimum of one (1) social for the House Committee members with our Connect partner and if possible, a social for both communities' Leadership.

24.2.4. Coordinating at least two (2) socials for the newcomers during Welcoming.

24.2.5. Planning a social alongside our Connect partners for Welcoming.

25. Toga Party

25.1. This portfolio is responsible for the planning of the annual Toga party.

25.2. Their responsibilities include, but are not limited to:

25.2.1. Organising the venue, DJ, photographer, and all other important facets of the event.

- 25.2.2. Communicating with the Events Committee and delegating tasks.
- 25.2.3. Designing the tickets and posters.
- 25.2.4. Overseeing the ticket sales.
- 25.2.5. Ensuring that the event abides by our Alcohol Policy ([See Addendum 7](#)).

26. Welcoming Coordinator

- 26.1. This portfolio is responsible for the entire Welcoming.
- 26.2. Their responsibilities include, but are not limited to:
 - 26.2.1. Compiling of the Welcoming program, alongside the Primarium and PSO Coordinator.
 - 26.2.2. Liaising with the other portfolios, to ensure all the necessary events such as Community Morning, critical engagement sessions and so forth, [are](#) included in the program.
 - 26.2.3. Ensuring that the Welcoming program adheres to the University's guidelines.
 - 26.2.4. Organising activities for the newcomers that are intentional.
 - 26.2.5. The compiling of the Welcoming Booklet and all relevant information that is sent to the prospective newcomers.
 - 26.2.6. Implementing the Welcoming program during Welcoming.
 - 26.2.7. Communicating with the Monitors assigned to the Cluster during Welcoming.
 - 26.2.8. Ensuring that no activities are forced upon newcomers. Participation is, however, strongly encouraged to cultivate and promote a team spirit among the newcomers.
 - 26.2.9. Safeguarding the newcomers' dignity and rights both within and outside of the PSO. It is consequently the duty of the Welcoming Coordinator to accompany the newcomers during Welcoming unless the newcomers are accompanied by the Mentors, Seniors Committee and/or House Committee members.

Addendum 4: Olympus Code of Conduct for Leadership

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PREAMBLE

As the Leaders of Olympus PSO, we recognise that we have been granted a great degree of self-determination in exercising our duties. This freedom is dependent on maintaining a culture of professionalism, which allows for the focused pursuit of our mission and vision.

This Code is not intended to serve as a basis to police, or unduly constrain the initiatives, decisions, and actions of House Leadership. Rather, we commit ourselves to creating an environment where ethical decision-making is encouraged and where duties and privileges are exercised in a responsible manner.

Thus, we, the leaders of Olympus PSO accept this document as the Olympus Leadership Code of Conduct Policy; and we bind ourselves to the guidelines set out in it and the principles outlined in the Olympus Constitution. Each Leader is further bound by the provisions in the Stellenbosch University Student Constitution.

Chapter 1: General

1. Definitions:

1.1. Code

The Olympus Leadership Code of Conduct (this document).

1.2. Communication

All communication, such as complaints, requests for meetings, notifications and reports shall be sent and received via an official university e-mail address.

1.3. Days

Days are defined as University days, as defined in the Stellenbosch Student Constitution, 2018. This excludes Saturday, Sunday, scheduled University holidays, official public holidays, and periods of examination.

1.4. Leader

Any person, including elected officials, and those that are appointed who serve in any leadership capacity within Olympus PSO.

1.5. Writing

Writing means that a document shall be typed and submitted in an electronic format.

2. Protocols:

2.1. Application

2.1.1. The provisions of this Code apply to all Leaders of Olympus PSO.

2.2. Commencement and duration

2.2.1. This Code comes into effect at the start of the term of the House Committee and supersedes all other previous codes of conduct.

2.2.2. This Code shall be applicable until the end of the House Committee's term.

2.3. Interpretation

2.3.1. Any dispute that arises due to the interpretation of this Code must be referred to the House Constitutional Review Panel for final determination.

2.4. Jurisdiction

2.4.1. The disciplinary jurisdiction of the Committee shall extend to any case of alleged misconduct by any Leader of Olympus occurring on University premises or occurring off-campus on public or private property.

- 2.4.2. This Code operates in exclusion to and despite other disciplinary codes, pending civil or criminal litigation.
- 2.4.3. Concurrent disciplinary proceedings, by different disciplinary bodies, will be possible.

3. Authority

- 3.1. This code of conduct policy is to be read in conjunction with the Olympus Constitution and the principles outlined in the Stellenbosch University Student Constitution.
- 3.2. If there are any discrepancies between this policy document, the Olympus Constitution and/or the principles outlined in the Stellenbosch University Student Constitution, the latter shall take precedence.

Chapter 2: Olympus Conduct

4. Olympus Leadership Forum

- 4.1. A meeting of all the Leaders within Olympus may be called, by the Primarium.
- 4.2. The Meeting may be called to:
 - 4.2.1. Inform the Leadership on matters affecting the House.
 - 4.2.2. Resolving conflict within the House.
 - 4.2.3. To discuss any other matter deemed appropriate by the House Committee.
- 4.3. Leaders have the responsibility to notify the Vice Primarium of Administration in advance (excluding in emergencies) should they be unable to attend the meeting through a formal email which should include the reason why they are unable to attend the meeting.
- 4.4. The Primarium may allow another member of Olympus to chair an agenda point in the meeting provided that:
 - 4.4.1. It is a responsible and appropriate delegation of responsibility.

4.4.2. The delegation is announced before the meeting commences, except in extraordinary circumstances.

4.5. Meeting Rules of Engagement

4.5.1. Olympus members must at all times treat fellow members and students with respect while conducting themselves with dignity and professionalism.

4.5.2. Should a Leader of Olympus wish to bring a visitor to the meeting, the following procedure is to be adhered to:

- (a) The Olympus member should send in a written request to the Vice Primarium of Administration twelve (12) hours prior to the meeting.
- (b) The Executive Committee has the discretion of approving the request.
- (c) Once approved, the visitor may attend the meeting; however, they are unable to contribute to the meeting.

4.5.3. A member of Olympus should first be recognised by the Chairperson before they may speak.

4.5.4. A participant in the meeting should behave in a manner that is respectful and dignified.

4.5.5. Members of Olympus should note that the chairperson may rule that a question is redundant if the question has been answered.

4.5.6. Clarity may be provided on a question; should clarity be required and if the question cannot be classified as redundant.

4.5.7. A participant may interrupt a speaker by raising either a point of order or a point of exigency:

- (a) Point of order
 - i. A point meant to rectify an action or statement made by a speaker.
 - ii. Must be premised on a violation of the Constitution or the Code of Conduct.

iii. Reference to the applicable section which is alleged to have been violated must be made when a point of order is raised.

(b) Point of exigency

i. A point that signifies or brings attention to a matter that might threaten the continuation of the meeting.

4.5.8. In the event that a member of Olympus acts or behaves in an unruly manner, any member of Olympus may request by a simple majority vote that the member be requested to leave the meeting.

Chapter 3: Confidentiality Clause

5. Olympus Leaders have the responsibility to ensure that certain information remains confidential, bearing in mind Section 7(1) of the Stellenbosch Student Constitution as well as the Bill of Student Rights. This applies to:

5.1. Information pertaining directly to a student seeking assistance.

5.2. Information received from a student or external source that wishes to remain anonymous.

5.3. Information relating to internal disputes or problems shall be handled discretely.

5.4. Failure to comply with the Confidentiality Clause will result in the Olympus Leader facing disciplinary action.

Chapter 4: Notice Period

6. Should an Olympus Leader wish to resign, they will be expected to give a fourteen day (14-day) notice period, during which they will ensure:

6.1. That all relevant portfolio information is handed over to their successor or the Secretary.

6.2. That all ongoing or upcoming event planning is thoroughly explained to their successor or the Vice Primarium of Administration so that the event(s) can continue as scheduled.

Chapter 5: Additional Structures and Representation

7. Subcommittees

7.1. Composition

- Subcommittees may be appointed by any House Committee member to assist in the operation and administration of their portfolio duties, or by a simple majority vote of the House Committee, or by a simple majority vote in the Leader's Forum for a motion tabled by a Leader; to fulfil a specific task and must provide regular reports on their progress. The term of the subcommittee shall be determined by the House Committee member who will oversee the subcommittee.

7.2. Subcommittee Chairperson

- 7.2.1. Calls for and chairs all meetings of the subcommittee.
- 7.2.2. Is responsible for establishing a timeline for the subcommittee to fulfil its duties within the limits of the term assigned.
- 7.2.3. Writes the subcommittee report and submits it to the House Committee.

7.3. Subcommittee Secretary

- 7.3.1. Drafts the agenda for all subcommittee meetings.
- 7.3.2. Takes the minutes and/or memoranda of the subcommittee meetings and submits them alongside the subcommittee chairperson's subcommittee report.
- 7.3.3. Ensures that all stakeholders receive relevant information about meetings.

7.4. Liaison officer

- 7.4.1. Communicates to the Olympus Primarium on the progress of the subcommittee.

7.4.2. Ensures the subcommittee acts within the scope of its mandate.

7.4.3. Ensures that the subcommittee conducts itself in a manner consistent with the principles of the Constitution.

8. Duties in Subcommittees

8.1. Before meetings, members are expected to have done an appropriate amount of preparation to be able to participate in a way that reflects to the credit of themselves and the House.

8.2. When operating within the subcommittees, Leaders are bound by confidentiality and may not disclose any information, discussions, or decisions without authorisation.

9. Duties when elected/appointed into other University structures

9.1. Members who are appointed to or who represent Olympus in a structure of the university, are expected to master issues relevant to the area of policy and to be able to articulate Olympus's views on that subject effectively.

9.2. Members are always expected to defend and promote the interests of Olympus, and to propagate Olympus policies and standpoints when appropriate. Any action or statement by a member which brings the name of Olympus into disrepute, **will be taken very seriously** and disciplinary action may be pursued by the House Committee.

9.3. Members are expected to be familiar with issues and controversies within the University and must be available to take these issues up in Student Parliament and any relevant committees or subcommittees in the University where necessary.

Chapter 6: Misconduct

10. Misconduct

10.1. Any member of Olympus accused of committing or attempting to commit one or more of the following acts of misconduct, is subject to disciplinary procedures in accordance with this Constitution.

10.1.1. "Academic dishonesty": A complaint regarding academic dishonesty may only be instituted once an Olympus member has been found

guilty of such misconduct in accordance with University disciplinary procedures.”

10.1.2. Bringing the reputation of Olympus into disrepute:

10.1.3. Conduct that has the potential to diminish the integrity and reputation of Olympus.

(a) Such as engaging in disorderly conduct or indecent behaviour; destroying, damaging, or vandalising property; or conduct which is contrary to the mission and vision of Olympus.

(b) Collusion:

i. Helping or allowing another student to commit any act of misconduct.

ii. Acting with any other person or group to perform an act of misconduct or any unlawful act. iii. Failing to subject an Olympus member to disciplinary action for committing a violation of this Code.

iv. Inciting others to engage in misconduct or any unlawful activity.

(c) Dangerous or potentially dangerous behaviour or situations: Conduct which is unreasonably dangerous to the health or safety of other person(s) or oneself:

i. Causing physical harm to any person.

ii. Verbal abuse, threats, intimidation, harassment, coercion, or other conduct that threatens or endangers the well-being or safety of any person.

iii. Behaving in a manner that a reasonable person would consider alarming, disorderly, or indecent.

iv. Any other action which recklessly or intentionally endangers the mental or physical health or safety of a student.

(d) Disruptive behaviour that hinders or interferes with the working processes of Olympus:

i. Conduct that creates disunity and division within the Olympus.

ii. Conduct that impedes the proper functioning of Olympus or sabotages its activities.

- iii. Failing or neglecting to perform duties and responsibilities that have been assigned by the Constitution.
- (e) Disruptive or obstructive behaviour:
- i. Placing another person in reasonable fear of their personal safety through words or actions directed at that person, or substantially interfering with the working environment of the person.
 - ii. Physical or verbal conduct which unreasonably interferes with or creates a hostile or offensive working environment, including the use of offensive, disrespectful, or hateful language or actions which have the ability impact another person's dignity negatively.
- (f) Forgery, falsification, alteration, or misuse of documents:
- i. Providing false or misleading information to Olympus or the University, including but not limited to intentionally withholding required information.
 - ii. Forgery, alteration or unauthorised use of University documents, records, identification, or resources.
 - iii. Forgery, alteration, replication, or misuse of any document, record, or identification upon which Olympus relies, regardless of the medium.
 - iv. Disclosing information explicitly regarded by Olympus as private, confidential, or sensitive.
- (g) Improper use of position and privileges:
- i. The improper use of an Olympus Leader's official position to obtain personal benefit or gain for any other person.
 - ii. To act as an agent of; or allow themselves to be used to further the interest of another organisation, entity or individual.
- (h) Misuse of alcohol or other intoxicants:
- i. The unlawful or unauthorised possession, distribution, delivery, dispensing, manufacturing, or sale of an intoxicating substance.

- ii. Disorderly public conduct associated with the use of an intoxicating substance.
 - iii. Behaviour, while under the influence of intoxicants, that endangers any person.
 - iv. Dealing, excessive usage or being under the influence of alcohol or other intoxicating substances while at campus-sanctioned events, or when meeting with University personnel.
 - (i) Misuse of property or services:
 - i. Being in possession of or using Olympus property without expressive permission.
 - ii. Intentionally misusing or permitting of Olympus property entrusted to their care to be misused, abused, or left unprotected.
 - iii. Knowingly accepting, using, or possessing improperly obtained property or services.
 - iv. Utilising a service without authorisation from its provider.
 - v. Malicious or unauthorised damage to or destruction of Olympus property or property belonging to another.
- (j) Sexually related offences:
- i. Non-consensual physical or verbal sexual conduct that has the effect of creating a hostile or offensive environment for any member of Olympus, student, University staff member or guest.
 - ii. Any other indecent sexual behaviour.
- (k) Theft of services or property:
- i. Theft or unauthorised possession or removal of University property or the property of any University member or guest, that is located on property owned or controlled by the university; or
 - ii. Unauthorised use of Olympus or University services or funds.
- (l) Undermining or abusing disciplinary proceedings:
- i. Failing to complete sanctions assigned by the relevant Committee or knowingly violating the terms of any disciplinary sanction imposed by the relevant Committee.

- ii. Disruption or interference with the functioning of the disciplinary procedure.
 - iii. Attempting to influence the impartiality of, or intimidate a member of the relevant Committee, the complainant, or a witness.
 - iv. Falsifying testimony.
 - v. Attempting to discourage any person from using the disciplinary procedures or participating in any disciplinary proceeding.
- (m) Violation of national, provincial, or municipal laws, including University policies.

11. Conflicts

- 11.1. Should any conflicts arise within any structure within Olympus, the Vice Primarium of Internal Relations will fulfil the role of mediator or an independent mediator will be appointed by the House Committee, who shall report to the House Committee once the mediation process has ended.
- 11.2. Should there be any conflict within the House Committee, an external mediator shall be recruited and will present their report at an Olympus Leadership Forum.

Chapter 7: Amendments

12. Amendments to the Code of Conduct

- 12.1. The Code of Conduct must be reviewed and adopted by the House Committee at the beginning of the new term of office of the House Committee.
- 12.2. Any member may request that this policy document be amended by submitting the drafted amendment(s) to the Constitutional Review Panel.
- 12.3. An amendment must be voted in through a two-third majority vote of the House Committee.

Addendum 5: Relationships in Leadership Capacity

This addendum describes the intimate relationships amongst leadership as well as that between leadership and newcomers. The reasoning for this addendum is to ensure professional decorum at all times, as well as making Olympus PSO a safe and comfortable environment for all of its members.

1. Intimate relations amongst Leadership

1.1. Should those in leadership wish to have some sort of intimate relationship, they, upon their acceptance of a leadership role within Olympus, swear to act professionally at all times from the start of their term until the termination of their term. “Professional” in this sense, relates to:

1.1.1. Acting cordially with each other whilst in leadership capacity

1.1.2. Should the intimate relationship terminate, both parties agree to act civilly to one another whilst acting in their leadership capacity

1.1.3. Continuing and not neglecting any leadership duties assigned to them, despite possible tension between parties

2. Intimate relations between leadership and newcomers

2.1. Any sort of fraternisation between leadership and newcomers is strictly forbidden during the duration of Orientation Week.

2.2. If a person in Leadership and newcomer wish to enter into some sort of intimate relationship, **they may do so at the discretion and common sense of the person in Leadership and the Newcomer.**

2.3. Mentors and Mentees are strictly forbidden from having any form of intimate relationship with one another for the duration of the mentor’s term.

2.3.1. Should a Mentor and Mentee wish to start an intimate relationship, the Mentor is responsible for reporting this, and then the Mentee will be assigned to another Mentor

3. Consequences for a disregard of this policy

See Chapter 8 – Discipline and Conflict in the Constitution

Addendum 6: Anti-GBV Memorandum

Olympus Private Student Organisation's Code of Conduct with relation to gender based violence

This serves as Olympus PSO's formal response to the memorandum we received on the 18th of September 2019, by the Anti-GBV movement of Stellenbosch.

We, as Olympus, will regard this as part of our Code of Conduct, which will serve as an Addendum in our Constitution.

1. We denounce all forms of gender-based violence.
2. We encourage all initiatives that align with our PSO's values, that aim to stop gender-based violence at Stellenbosch University, and in South Africa.
3. We acknowledge that PSO's have played a detrimental role in endorsing, perpetuating, and supporting a sexist, patriarchal culture that undermines womxn at Stellenbosch University, whether knowing or unknowingly.
4. We will include "Positive Masculinity" within our "Critical Engagement" portfolio, to ensure that toxic masculinity is addressed within our PSO and will encourage participation with regards to initiatives by Womxn Empowerment portfolios on campus.
5. We will include a Critical Engagement session on rape culture and gender-based violence during the Welcoming Week (Orientation Week) period, beside the one's facilitated in ResEd sessions.

6. We will hold our PSO's Leadership and members accountable for sexist or dehumanising comments, statements, or actions when they are representing our PSO and or engaging in Olympus activities.
7. We will ensure that our PSO provides safe and inclusive spaces for all members, including the LGBTQIA+ community and disabled individuals, to the best of our PSO's abilities and resources.
8. We will report anyone who is guilty of discriminatory comments or statements within our PSO, when made aware of the situation, to the Equality Unit and ensure that internal disciplinary procedures are instituted against the individual.
9. We will host at least one critical engagement session per semester to discuss and engage in rape-culture, gender-based-violence and toxic masculinity.
10. We will temporarily place any student leader in our PSO on probation, who is accused, by way of a formal complaint made at the relevant university bodies or law enforcement agencies of gender-based violence, pending investigation.
11. We will institute disciplinary proceedings against members who engage in any form of sexual harassment.
12. We will adapt and alter or alternatively replace "skakels" which are perceived as sexist and heteronormative, so that they can be fruitful, inclusive and open to all.
13. We will review all traditions that may dehumanise, oppress, or discriminate against womxn, men, the LGBTQIA+ community, and disabled individuals and adapt it accordingly.
14. We will prohibit all traditions that support the current sexist and patriarchal culture in Stellenbosch including the way that Welcoming Week is presented to newcomers.
15. We will have informative discussions with regards to drinking culture, its negative effects on individuals, and how it relates to rape culture.
16. We will emphasise to our PSO members that rape is not the only behaviour that constitutes gender-based violence.
17. Each year, the newly elected House Committee members will attend mandatory sessions that educate the members on gender-based violence.
18. Traditions that each PSO partake in should be approved by the University before they are continued with or infused into the PSO.

19. Consequences for a disregard of this policy

See Chapter 8 – Discipline and Conflict in the Constitution

Signature of Olympus Primarium 2019/20

Leoné Wilkinson

Addendum 7: Alcohol Policy

This document serves as the working document for the processes and procedures that will be diligently followed by the House Committee, and any Olympus organised events, in order to address drinking culture and the dangers thereof in the Olympus community, as well as Campus at large. The procedures outlined in this document are an extension of the Olympus Constitution. The document is to be executed in alignment with the values of the House, as well as the Olympus Constitution, CSC guidelines and the Stellenbosch University Constitution.

1. Critical Engagement

1.1 The following discussions must take place annually:

- 1.1.1. A session during Welcoming must be dedicated to discussing the dangers of drinking culture; and
- 1.1.2. A minimum of one (1) discussion on drinking culture, which forms part of the Critical Engagement portfolio

2. Events

2.1. The following procedures must be in place during any official Olympus event:

- 2.1.1. A mocktail bar, to accommodate non-drinkers
- 2.1.2. No shooters are to be sold at an Olympus event
- 2.1.3. Hard liquor is not to be sold within the first hour of the event
- 2.1.4. A removal plan, to escort any individual off the premises that is visibly intoxicated at the event

3. House Rules

3.1. The following must be abided by any individual visiting or residing in **Mt. Olympus**:

- 3.1.1. Any event, where there will be more than ten (10) guests and where alcohol will be consumed, must be approved by the

majority of residents in Mount. Olympus twenty-four (24) hours prior to the event

3.1.2. Any visibly intoxicated visitor will be escorted off the premises

3.1.3. Any visibly intoxicated president will be dealt with at the discretion of the Primarium

4. Consequences for a disregard of this policy

See Chapter 8 – Discipline and Conflict in the Constitution

Addendum 8: Social Media

Okay so I tried to compile everything from the document, have a look what you all think. Also, if someone can please put the numbering in black instead of blue, that would be great 😊. I struggled to incorporate all the stuff that was said on the google docs so we can discuss the rest further in our meeting. However, feel free to already make notes.

The aim of this chapter is to make the online world a safe and comfortable place for every member of Olympus.

1. Definitions

1.1 “Social media” includes (but is not limited to) Instagram, WhatsApp, Twitter, Tiktok, Facebook, YouTube, Discord, MS Teams and Zoom,

1.2 “Public social media account” refers to an account on the earlier mentioned social media platforms which is accessible to anyone

1.3 “Private social media account” refers to an account on the earlier mentioned social media platforms which is accessible only to people which the owner of the account gave permission to.

1.4 “DM and/or PM” refers to private chat messages.

2. To Addendum applies to:

2.1 Members within any leadership structure of the house.

2.2 Any Olympus representative.

2.3 Any other member who is otherwise racist, sexist, homophobic, etc. in Olympus’ name (such as on a group chats or while wearing Olympus merchandise).

3. Official Olympus social media accounts include:

3.1 Instagram: @olympus_pso.

3.2 Facebook: Olympus Pso

Schedule 1: Olympus House Song

Άσμα του Ολύμπιου

(chant of Olympus)

Greek:

μεγαλώσαμε, κολλάμε, ζούμε και μαθαίνουμε

Greek in English letters:

megalósame, kolláme, zóume kai mathaínoume

Translation:

We grew, We glue, We live and We learn.

Schedule 2: Olympus Emblem and Logo

Olympus emblem



Olympus logo

