

CONSTITUTION OF OSLER PSO



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CHAPTER 1: FUNDAMENTAL PRINCIPLES

1) ETHOS

Osler PSO consists of both male and female students. As a PSO we have formulated Seven Pillars which are our Golden Standard:

1. Respect
2. Honesty
3. Diversity
4. Integrity
5. Individuality
6. Learning from each other
7. Responsibility and ownership

These serve as the basic building blocks of our community and further serve as characteristics that we aim to inculcate in each of our Health Professionals.

These values are to be interpreted with the culture of Osler PSO as defined by the history of the PSO, it's House Committee Members and the Oxford English dictionary.

2) PREAMBLE

- a) All actions, conduct, decisions, elections, motions, rules, regulations and determinants within Osler PSO subject to this document are invalid if deemed contradictory with this Constitution. All instructions, requirements, responsibilities, rules and regulations that are stipulated in this Constitution must be adhered to at all times,

This Constitution:

- a. Falls under the authority of the Student Rules of Stellenbosch University, the Students Constitution, the Constitution of South Africa of 1996 and all other laws as determined by the Government of the country and/or the University Management.
- b. Although Osler PSO operates autonomously, it remains a body associated with the University of Stellenbosch.
- c. This constitution officially replaces any and all previously drafted and approved constitutions including all associated rules, regulations and

laws that previously applied to Osler PSO.

- b) Where applicable, this Constitution refers to “Policy”. The Policies are separate documents and covers a number of topics. This includes but are not limited to; the election process of Mentors and Seniors Committee. The Financial Policy is also included in this set of documents.

3) WORDS AND INTERPRETATIONS

Unless otherwise stipulated or obvious from the context, the following is stipulated regarding the interpretation of words in this Constitution and Rules:

- a) A **“First Year”** means any student that is enrolled at the University for the first year of an Undergraduate Course.
- b) **“Visiting Head”** also appears as Visiting Warden in some instances.
- c) **“Prim”** or **“Head of House”** means Primarius.
- d) **“Vice-Prim”** or **“Deputy Head of House”** means Vice Primarius.
- e) **“House Committee”** means the Osler PSO House Committee.
- f) A **“House meeting”** means a properly constituted meeting of members.
- g) D.C means the Disciplinary Committee.
- h) **“Year”** means an academic year in accordance with the stipulations of the University Management as set out in the University Calendar.
- i) **“Junior”** means any student busy in their first or second year of study for an Undergraduate Course.
- j) **“Senior”** means any student that has completed their second year of study for an Undergraduate Course.
- k) **“Give notice”** or **“Announce”** means the putting up of relevant notices on notice boards and in the case of House Committee Meetings, informing members of the House Committee.
- l) **“2/3 (Two thirds) majority”** is also referred to as an absolute majority.
- m) **“50%+1 (fifty percent plus one) majority”** also refers to a simple majority.
- n) **“Private student”** means any registered student on Tygerberg Campus that does not live in a residence *i.e. Private student = Osler PSO student*.
- o) **“Council”** means the Council of the University.
- p) **“Semester”** has the same meaning as in the University Calendar.
- q) **“Polling booths”** are the venues indicated in the Rules.
- r) **“Term”** means the period between the election of a House Committee and the election of the next House Committee.
- s) **“University”** means the University of Stellenbosch.
- t) **“Financial Manger”** means the Treasurer.
- u) **“Secretary-General”** means the Secretary.
 - i. Unless explicitly stated, Saturdays, Sundays, Public holidays and days that fall within the official University holidays, are excluded when the period of a term is stipulated in days or hours.

- v) **“Quorum”**
 - i. House meeting: means at any time a number of 30 (thirty) Osler PSO members,
 - ii. House Committee members: 50% plus one must be present in order for any decisions to be made.
 - a) If the number of HK members have been reduced due to the person having resigned, having been fired, becoming incapacitated and/or any other valid reason quorum will be determined using existing HK members.
- w) **“Policy”** means the policies as adopted by the relevant structures of Osler PSO. The relevant structures would include Osler House Meetings, House Committee and any other structure as identified and created by Osler PSO and is a separate document to the Constitution.

4) AMENDMENTS AND INTREPRETATION

- a) Amendments to this constitution can only be made if:
 - i. They are in the form of a motion introduced at a properly constituted House Meeting, with a quorum of at least 50 people,
 - ii. Such a motion is passed at the House Meeting with a 2/3 absolute majority,
 - iii. The changes are ratified by the Tygerberg Prim Committee.
- b) In cases where there is any doubt or difference of opinion about the meaning of any word, section or paragraph of this Constitution, the interpretation of the Student Court of Stellenbosch University will be binding.

(See section above i.e. 3) Words and Interpretations)

5) MEMBERSHIP

A member is any student that is allocated to Osler PSO as per the procedures followed by the Faculty of Medicine and Health Sciences of the University of Stellenbosch.

- a) Membership is the result of registration as a student.
- b) All active members that are involved with any activities that falls within the scope of Osler PSO.
- c) Any persons that the HK deem to be of need to the Ward and it's continuance, in the form of Sport, Culture or any other manner.
- d) When a student is no longer a member of any University Residence in the Tygerberg Cluster - but still a student in the Faculty of Medicine and Health Sciences - the student automatically becomes a member of Osler PSO.

- e) Membership of Osler PSO lapses when:
 - i. A member ceases to be a registered student at the Faculty of Medicine and Health Sciences of the University of Stellenbosch,
 - ii. At the end of the relevant year, if a student moves into a University Residence,
 - iii. When a member ceases to be a student in the Faculty of Medicine and Health Sciences.
- f) Registration fees will in no instance be repaid when membership lapses.

6) HOUSE MEETINGS

6.1) GENERAL

General House Meetings must meet the stipulations as outlined below.

At least 4 House Meetings must be held in the current House Committee's term. One House Meeting per academic term. If the House Committee deems it necessary, additional House Meetings will be held.

One Annual General Meeting must also be convened. See *Section Below 6.3*

Announcement of the House Meetings must be sent out at least 4 working days before the scheduled meeting date. The agenda may also be sent if finalized prior to the meeting.

The rules regarding who will chair the meetings:

- a) The Head of House chairs both General and Extraordinary House Meetings,
- b) In absence of the Head of House, the Deputy Head of House will chair either of these meetings,
- c) In the absence of both the Head and Deputy Head of House the Secretary-General will chair either of these meetings
- d) In absence of the Head, the Deputy Head and the Secretary-General of the House Committee, the House Members present will elect a temporary chairperson (within 10 minutes after the official starting time) who will act as chairperson until the office bearers in (a)-(c) arrives.

Regulations regarding Quorum:

- a) At all House Meetings 30 members form quorum.
- b) If there is not quorum 20 minutes after the official starting time, the meeting will be cancelled and reconvened within 7 days after the original date.
- c) If there is also not quorum present at the reconvened meeting, the House

Committee has the right to deal with items on the agenda and decisions will then be considered to have been taken at a properly constituted meeting.

6.2) EXTRAORDINARY HOUSE MEETINGS

- a) An Extraordinary House Meeting can be convened if:
 - i. The House Committee considers this necessary or if
 - ii. At least 50 of the students with the right to vote ask for this in writing.
- b) Only items on the agenda can be discussed at an Extraordinary House Meeting.

6.3) ANNUAL GENERAL MEETING (AGM)

There will be one AGM in the term of the current House Committee. This meeting can be independent from the 4 required House Meetings that take place or at the last House Meeting for the current HK.

The following will be dealt with at the AGM:

- i. The Head of House Report
- ii. The Deputy Head of House Report
- iii. The Financial Manager's Report

Reasonable efforts must also be made to make these reports accessible to Osler PSO members.

7) MOTIONS

- a) All motions must be sent to the Secretary in writing (NOT via e-mail) and signed by the person introducing the motion and seconded by two more members at least five business days before the scheduled House Meeting.
- b) The secretary must make all reasonable steps to inform Osler PSO members of the content of the motion for consideration.
- c) The House committee, after having consulted with the Visiting Head, may rule any motion out of order which they consider to be undignified, flippant in nature or in conflict with the procedure.
- d) The House committee must communicate their reasoning for ruling any motion out of order to the parties involved.

Motions for the modification of the Constitution, must:

- a) Be handed to the secretary in writing at least 5 days before the House

Meeting where they will be discussed,

- b) Be made known together with the rest of the agenda, at least 4 days before the notice for the meeting is issued,
- c) Be signed by the mover and 4 people who second the motion.

CHAPTER 2: OFFICIAL HEADS OF THE HOUSE

1) VISITING HEAD

A permanent staff member of the University is appointed by the Centre for Student Structures and Communities as the Visiting Head. The Visiting Head

reports to the Director of the Centre for Student Structures and Communities. The Visiting Head along with the Primarius and the House Committee are responsible for the management of the PSO. During the term of the Visiting Head, the main responsibilities are:

- a) To serve as the contact person between the University, the Centre for Student Structures and Communities and the PSO,
- b) To establish value-driven management among the leadership of the PSO,
- c) To integrate student's academic and living environments,
- d) To promote a healthy and inclusive community life in the PSO,
- e) To develop PSO leadership, supervise PSO leaders and provide them with guidance and mentorship,
- f) To govern and manage the PSO effectively,
- g) To be available for interaction and consultation with students,
- h) To enhance the cluster initiative in both the PSO and the TygerMaties and AmaMaties Cluster,
- i) To manage challenging and crisis situations,
- j) To participate in continuous training for resident and visiting heads,
- k) To manage the liquor usage of the PSO.

2) PRIMARIUS

The Primarius will serve as a member of the:

- a) House Committee
- b) The Executive Committee of the House Committee
- c) The Disciplinary Committee

A House Member is selected to the position of Primarius as outlined in this constitution (*Chapter 3*).

As Chairperson of the House Committee:

- a) The Primarius is responsible for the delegation of duties as well as the general management of this committee.
- b) He/she may upon both consultation and approval by the members of the Executive Committee make urgent decision if the House Committee is unable to convene.

3) VICE-PRIMARIUS

The primary role of the Vice-Primarius is to assist the Primarius. The Vice-Primarius will serve in an advisory capacity to the Primarius.

The Vice-Primarius will serve as a member of the:

- a) House Committee

- b) The Executive Committee of the House Committee
- c) The Disciplinary Committee

A house member is selected to the position of Vice-Primarius as outlined in this constitution (*Chapter 3*).

The Vice-Primarius is also responsible for the Safety and Security Portfolio within the Osler PSO.

In the case of the Primarius being unable to fulfil his/her role as Head of House, the Vice-Primarius will stand in for this position.

4) HOUSE COMMITTEE

The House Committee in Osler PSO is elected for a term of one year. The procedures are regulated in *Chapter 3* of this Constitution.

The House Committee consists of a maximum of 10 members, as determined by the Centre for Student Structures and Communities, of which the Primarius, Vice-Primarius, Secretary-General and Financial Manager are included.

The House Committee will meet at least twice a month during the academic term until the start of examinations. All members must attend the House Committee meetings unless the members have academic tests or prior arrangements and notify the Secretary-General. Excuses for absence from such a meeting must be communicated to the Secretary-General at least 24 hours prior to the meeting.

The House Committee is responsible for:

- a) Determining the strategic direction of the PSO,
- b) The administration of the PSO,
- c) Maintaining order and discipline in the interest of the PSO,
- d) The fostering of unity and active membership.

Furthermore each House Committee Member has the following responsibilities:

- a) To manage allocated portfolio(s) to the best of his/her abilities,
- b) To take complete responsibility for the activities of his/her portfolio(s) and committees therein,
- c) To provide a detailed portfolio year plan for each of his/her portfolio(s) in consultation with the Deputy Prim subject to the approval of the Executive Committee,
- d) To provide a detailed portfolio budget for each of his/her portfolio(s) in

consultation with the Financial Manager subject to the approval of the Executive Committee,

- e) To utilize his/her portfolio budget in accordance with responsible management of finances within the organisation and the University,
- f) To Provide a detailed end of year report of all his/her portfolios to the Deputy Prim on the date as determined by the House Committee.

A House Committee Member will have to vacate his/her position if:

- a) Two thirds of the House Committee, including the Primarius decides to have the member vacate their role within the committee. The member has the right to present an appeal to the Disciplinary Committee. The Primarius cannot be terminated in this way.

If a vacancy does open up within the House Committee, the current House Committee may use their discretion to decide whether the position needs to be fulfilled or not. If the decision is made that the position must be filled, a new House Committee member must be elected in terms of regulations stipulated in *Chapter 3*.

5) EXECUTIVE OF THE HOUSE COMMITTEE

The Executive Committee shall exist of:

- a) The Primarius
- b) Vice Primarius
- c) Financial Manager
- d) Secretary-General

The Visiting Head should be present at all Executive Committee Meetings in an advisory capacity. However, in the absence of the Visiting Head, a TSR Member should be present.

6) FINANCIAL MANAGER

The Financial Manager:

- a) Manages and administrates the finances of Osler PSO,
- b) Draws up a financial budget in consultation with the House Committee at the beginning of each financial year and presents it for the approval of the Executive Committee,
- c) Presents an audited financial report at the last House Committee Meeting and presents an oral financial report at the AGM,
- d) Presents financial position at the end of each term at quarterly house

meeting.

7) SECRETARY-GENERAL

The Secretary-General is responsible for the following:

- a) The minutes of all House Committee meetings which must be sent out to House Committee members within 48 hours of the meeting,
- b) All correspondence,
- c) Notes all the amendments of the Constitution and Rules in the relevant records,
- d) Notes all the decisions of the House Committee in the House Committee minutes.

8) MEN-TUTS

The role of the men-tut is to enable first years to have a successful academic transition from high school to University, BUT second years also have men-tuts. They are responsible for ensuring that both first years and second years are academically integrated within the University.

The number of men-tuts is determined by the HK of Academics.

The primary functions of men-tuts are to ensure that:

- a) First years and second years are provided with the needed information for successful academic integration,
- b) To act as the communication channel between the first years/second years and the House Committee,
- c) To not only provide academic support, but also to provide emotional and social support to their mentees.

The role during Welcoming Week:

Mentuts that are allocated are expected to meet up and introduce themselves to their first year mentees at a time that suits both them and their mentees during Welcoming Week.

Men-tuts **MUST** meet with their mentees at least once a week.

9) FIRST YEARS COMMITTEE

From 2015 onwards → A First Years Committee in Osler PSO will be elected annually and the total number of committee members is to be determined by the House Committee Member responsible for the First Years Committee Portfolio.

The First Years Committee within Osler PSO is responsible for amongst other things:

- a) The fostering of relationships between the current Osler PSO first year members,
- b) The organisation of social events with other First Years Committees within the University of Stellenbosch,
- c) To act as a communication point between the House Committee and first year members within Osler PSO,
- d) General fundraising ideas.

The First Years Committee should have a Chairperson, Vice-Chairperson and Secretary and is elected by the First Years Committee members.

10) SECOND YEARS COMMITTEE

The Second Years Committee serves as an extension of the House Committee. This Committee is elected annually and the total number of Committee Members is to be determined by the House Committee Member responsible for the Second Years Committee Portfolio.

The Second Years Committee within Osler PSO is responsible for amongst other things:

- a) The fostering of relationships between the current Osler PSO second year members,
- b) The organisation of social events with other Second Years Committees within the University of Stellenbosch,
- c) To act as a communication point between the House Committee and Second Year Members within Osler PSO,
- d) General fundraising ideas.

The Second Years Committee should have a Chairperson, Vice-Chairperson and Secretary and are elected by the Second Years Committee members.

11) OTHER

Any other committees that would like to be formed need to be presented to the Executive Committee of Osler PSO, which needs to be approved before they are officially established in the context of Osler PSO.

CHAPTER 3: ELECTION PROCEDURES

1) THE ELECTION OF THE HOUSE COMMITTEE

The Osler PSO House Committee Members are directly elected by a secret ballot by all eligible and registered Osler PSO Members that have been assigned to Osler PSO during a free, transparent and fair election.

The election of House Committee Members occurs annually at the House Committee Caucus that has to take place before the University requires the newly elected House Committee to be announced. It is the responsibility of the outgoing House Committee Members to ensure that the new House Committee is elected before the University requires it.

2) ELIGIBILITY AND NOMINATIONS

A candidate for a position on the House Committee must be a registered member of Osler PSO and must have been so for at least the full year in which the election for which he/she is a candidate, takes place. A first year student is not eligible for election as Member of the House Committee.

2.1) EXTRAORDINARY CASES

In the event of:

- a) Too few candidates due to unspecified reason applies,
- b) Ineligibility,
- c) All other options have been exhausted.

Then and only then the Election Committee may use their discretion in consultation with the Visiting Head to allow first years to run.

A candidate for a position on the House Committee must comply with the University regulations in terms of academic achievements. In other words, a candidate for a position on the House Committee must have the required HEMIS.

All possible candidates are subject to compliance with University regulations. The Visiting Head will ensure that all applicants who fulfil these criteria are eligible to apply.

Application forms for House Committee Members must be made available for at least 5 University Working days before Caucus.

The application process will be extended if there is not enough eligible candidates available to fill all the positions. For how long the process will be extended is at the discretion of the Election Convenor.

Application forms must include the following:

- a) Full name, surname and student number of the applicant,
- b) Signature of the applicant,
- c) The completed answers to the questions on the application form.

Every candidate that avails himself to serve on the House Committee must comply with the following:

- a) That he/she is a registered member of Osler PSO,
- b) That he/she has been a registered student of Stellenbosch University for at least 3 semesters subject to *Chapter 3 section 2.1*.

The outgoing House Committee may choose to interview the applicants at their discretion in order to verify the eligibility of candidates (if not found eligible – the outgoing House Committee may remove them from the rest of the applicants).

3) CAUCUS

A Caucus for the eligible candidates will take place during a House Meeting in order for the House to have the opportunity to ask the eligible candidates relevant questions and to hear what the eligible candidates' policy will be with regards to the portfolio that he/she is applying for.

The outgoing Primarius and Vice-Primarius will chair the caucus and will ask each candidate a selection of questions before questioning is opened to the floor. The election convenors can dismiss questions that they consider irrelevant or out of order.

All eligible candidates need to be present at the Caucus for their application form to be considered valid.

4) VOTING

Voting will take place directly after the last candidate has presented his/her case and will remain open for as long as polling convenors deem necessary.

Each person may only vote once and no one is allowed to vote on anyone's behalf.

The polling committee has to keep record of each member that votes. Only registered Stellenbosch students that are assigned to Osler PSO may vote.

The votes need to be tallied as soon as possible after voting has closed.

The top ten candidates with the most number of votes are duly elected Members of the Osler House Committee.

After the votes have been counted, the candidates will be notified of the results of the voting by any reasonable method as determined by the Election Convenor.

4.1) PRIMARIUS, VICE-PRIMARIUS, SECRETARY AND FINANCIAL MANAGER ELECTION

Both the incoming and outgoing House Committee Members will have voting rights to elect the Prim, Deputy Prim, Secretary-General and Financial Manager after the candidates have made their requisite speeches and answered stated questions.

Only the Visiting Head, outgoing House Committee Members, Incoming House Committee Members and Election Convenor will be present and may ask questions to candidates for the Executive Committee Portfolios.

The Prim and Deputy Prim, in consultation with the Visiting Head, will determine the rest of the Portfolio Allocations.

5) ANNOUNCEMENT OF NEWLY ELECTED HOUSE COMMITTEE

The announcement will be made within a maximum of three business days after the conclusion of the voting.

As far as possible, the results will be made known on the same day.

6) GRIEVANCES

Grievances regarding the election must be handed into the polling convenor within 24 hours of the last day of voting.

If the convenor, in consultation with the Visiting Head, considers the grievances to be valid, he/she shall, with co-operation of the election committee, take immediate steps to rectify the matter, or to declare the election invalid and to organise a new election.

In cases where the grievances were in writing and signed by at least 30 members or in cases where 30 members object in writing to the election being invalid, the convenor shall be obliged to convene an Extraordinary House Meeting to investigate the matter and to draw conclusions; the burden of proof shall in this case be on the person who objected in writing.

7) RESIGNATIONS AND TERMINATIONS

A Member serves on the House Committee if he/she is elected in accordance with the stipulation of *Chapter 3*.

A House Committee Member's membership is terminated if:

- a) The House Committee Member hands in his/her resignation to the Secretary-General,
- b) The House Committee removes the member from office with a $\frac{2}{3}$ majority of votes. In such a case the House Committee must report to the House at the next House Meeting.
- c) Such a House Committee Member is absent from 2 consecutive or a total of 3 House Meetings without leave. If a membership of a House

Committee Member is terminated in accordance with this section, he/she has the right to appeal to the House Committee. They can then decide whether the reason for absence without leave were valid.

If the post of Primarius or Vice-Primarius is vacant, the Secretary-General shall convene a HK Meeting as soon as possible. At the House Committee Meeting the vacancy shall be filled by electing a member of the House Committee by means of secret ballot from the House Committee Members. If any portfolio except that of Primarius or Vice-Primarius falls vacant, the House Committee has the right to fill the vacancy by co-opting a new member with an exception to the position of Financial Manager. In such cases, a House Committee Member must be trained to fulfil this role.

8) RESIGNATION

If the Primarius wishes to resign during his/her term of office, he/she must tender his/her resignation in writing to the Secretary-General and the resignation becomes valid as soon as it has been tendered. Furthermore:

- a) If the post of Primarius falls vacant, the Vice-Primarius shall become Primarius automatically,
 - i. If the Vice-Primarius chooses not to become Prim, any other member of the House Committee may be elected by the House committee,
 - ii. If no one is elected from the House committee or no one applies, the Secretary-General must convene an Extraordinary House Meeting to have an election within a reasonable period of time.
- b) If both the Primarius and the Vice-Primarius resigns, they shall continue to perform their duties until new office bearers have been elected.
- c) If the entire House Committee resigns, they shall continue to perform their duties until new office bearers have been elected.

CHAPTER 4: DISCIPLINARY PROCEDURES

1) DISCIPLINARY PROCEDURES

The point of departure is restorative justice and to facilitate the member to be brought back to good standing with the rest of the House.

The House Committee is ultimately responsible for the management of the House and thus a Disciplinary Committee is formed when and if needed. The Disciplinary Committee's form will follow below.

2) JURISDICTION AND STATUS OF THE DISCIPLINARY COMMITTEE

It is the only body within Osler PSO who may be approached to give judgement based on actions or lack thereof of any member or office-bearer of Osler PSO.

If it's jurisdiction is questioned the final decision within Osler PSO will rest with the Chairperson of the Disciplinary Committee.

The Disciplinary committee has limited jurisdiction to act against the following:

- a) Act or lack thereof which boils down to the practise of 'Hazing' or deviation from it's approved Welcoming Programme,
- b) An act or negligence which the Visiting Head considers to be of a serious nature,
- c) Any act of vandalism,
- d) Any act which is of a criminal nature and which is as such deemed to be in breach with an existing RSA law.

The Disciplinary committee has the right to refuse to consider any case and to refer it to Centre for Student Communities or Student court for a judgement.

3) COMPOSITION OF DISCIPLINARY COMMITTEE

It consists of:

- a) Vice Prim who shall act as Chair,
- b) Secretary-General who shall act as Vice Chair,
- c) Prim,
- d) Visiting Head in an advisory capacity,
- e) TSR Guardian who acts in an advisory capacity.

No member of Osler PSO who has been found guilty by the Osler PSO Disciplinary Committee is eligible to serve on this committee.

In the event of a deadlock, the Visiting Head will settle the matter.

The names of the Committee Members must be communicated to the House in a timely manner in a way determined by the Chair of the Disciplinary Committee.

A Quorum for a valid meeting to take place is:

- a) Chair (or Vice Chair who acts as Chair) and
- b) Secretary (or nominee); and
- c) Any other member;

All parties are expected to clearly indicate any possible areas of conflict with a given case before them. The Chair also has the necessary authority to request that a member remove himself/herself from a specific case if conflicts are a possibility. Disciplinary Committee Members may also rescue themselves from a specific case on moral grounds.

No member of the Disciplinary Committee has the right to abstain from voting.

4) PROCEDURES

The procedure before, during and after an investigation where disciplinary actions may follow must be in line with Student Constitution, relevant sections of the General Calendar of the University and the Ethos and Values of Osler PSO. Any party involved with an investigation may cite and utilise these documents at all times during their cases.

5) PRIOR TO DISCIPLINARY HEARING

Any member of Osler PSO may lay a complaint to the Disciplinary Committee. This may be lodged to the Chairperson, Vice-Chairperson or Secretary.

The Disciplinary Committee must sit as a whole, meeting Quorum as set out above, to decide whether a case will be heard by them or be referred to the House Committee.

Any person who lodged a complaint has the right to request to be anonymous and this right must be respected. The following must then be done:

- a) A written account (email or paper) must be delivered to Chairperson of Disciplinary Committee who must thus know who the person is,
- b) The Chairperson will not disclose the person's identity to any person other than the Visiting Head.

Where a meeting of the Disciplinary Committee takes place, all parties who are accused must be informed at least 48 Hours before the time.

All charges must be resolved by the Disciplinary Committee within 30 University days.

The written notice to all involved parties must contain the following:

- a) Full brief as to the lodged complaint to Osler PSO Ethos and relevant section of University legislation,
- b) Time and place of hearing,
- c) Right to assistance.

The notice must be e-mailed to the accused student who must acknowledge receipt.

If the student fails to attend the hearing without informing the Chair beforehand the hearing will proceed in his/her absence.

6) DURING THE DISCIPLINARY HEARING

The disciplinary hearing takes place in private (in camera/confidential/no minutes will be taken).

Mutual respect must be shown to all present; both the accused and disciplinary committee.

The accused must be fully informed as to the complaint against him. Witnesses may also be called to ensure that all parties present are fully informed about the case.

The accused must be given a fair chance to test the merits of the complaint against him/her, to present his/her own case and to call witnesses.

An accused has the right to request assistance from another House Member in preparation and presentation of his/her case.

The guilt of the accused party must be proven, hence reasonable doubt must not exist after the hearing.

If the accused admits guilt the Disciplinary Committee may choose to not hear the case and immediately move to penalty.

7) AFTER THE DISCIPLINARY HEARING

All must be properly recorded. All results will be handled and deemed to be in camera/confidential.

8) DISCIPLINARY MEASURES FOR OSLER PSO HOUSE COMMITTEE AND OFFICE BEARERS

This policy serves as a measure with regards to the discipline of all Osler PSO Office bearers.

- a) A Osler PSO office bearer can be removed from office if the majority ($\frac{2}{3}$) of the relevant structure feels that the office bearer has not adequately fulfilled his/her portfolio commitments or actively participated in the fulfilment of the aims of Osler PSO Constitution and Year plans.
- b) Discipline of a Osler PSO office bearer must follow the following procedure:
 - i. First Warning voted on by the structure that the office bearer serves on or issued by Chair of Disciplinary Committee,
 - ii. Probationary period limited to one month, unless the Disciplinary Committee determines otherwise,
 - iii. Any further neglect of duty will result in a vote of no confidence.
- c) If a vote of no confidence is taken against any member of the relevant Osler PSO structure by an absolute majority (two thirds), then the office bearer against whom it is made must vacate his/her seat.
 - i. A motion for a vote of no confidence will only take place after effective notification has been given to the affected member within 72 hours prior to the motion serving.
- d) Appeal process for the office bearer against whom a vote of no confidence has been taken is as follows:
 - i. The member can appeal to the Disciplinary Committee,
 - ii. Thereafter to the Student Court,
 - iii. Finally to the Appeals Court.
- e) Notice of appeal must be given in writing to the parties in the following order:
 - i. First appeal within 5 University days to the Disciplinary Committee
 - ii. Should the removal be upheld by the Disciplinary Committee, an appeal may be made to the Student Court within 5 University days.
 - iii. Should the removal be upheld by the Student Court, a final appeal may be made to the Appeals Court within 5 University days.

All decisions resulting in a member vacating his/her position must be ratified by the relevant Osler PSO structure at their next meeting after the decision has been taken.

9) ACCOUNTABILITY, TRANSPARENCY AND CONSULTING GOVERNANCE

9.1) HOUSE COMMITTEE MEETING

All minutes of HK meetings, Osler PSO structures and committees that Osler PSO office bearers serve on will be available on request to all Oslerians.

Any Osler PSO Member may attend a HK meeting subject to:

- 1) Person informing Secretary-General at least 24 hours in advance of meeting

- i. May have speaking rights with permission from the Primarius.

The HK may rule any point on the agenda as in camera subject to:

- a) The point being ruled so at the sending out of the agenda,
- b) The House Committee may overrule this at the meeting,
- c) An abbreviated description must still be made in order to mention the point for the sake of transparency.

9.2) HOUSE MEETING

At each House meeting at least the following must be done:

- a) Primarius must give a report for the state of the House (EXTERNAL),
- b) Financial Manager shall provide detailed feedback on state of Finances,
- c) The Vice Prim will give a report on the state of the House (INTERNAL).

CHAPTER 5: GENERAL

1) HOUSE FINANCES

No money/transactions may be entered into without the written consent of both the Primarius (or Vice Primarius if the Primarius is not available) and Financial Manager.

A financial policy must be set up by the Financial Manager in consultation with the House Committee and Visiting Warden.

To ensure that this is of a good standard the following parties may be consulted in drawing this up:

- a) Division Finances,
- b) Financial Manager of Student Representative Council,
- c) Financial Manager of Student Parliament,
- d) Financial Manager of Societies Council,
- e) Centre for Student Structures and Communities.

Osler PSO Constitution

Before each House Meeting a full set of financial reports must be made available on request to each House Member.

At the AGM, a complete set of Financial Statements must be prepared and presented to the House. It is advised that this happens once a semester in order to satisfy the requirements for accountable, transparent and consultative governance. See *Policy 4: Financial Policy*

2) THE OFFICIAL EMBLEM

The official emblem of OSLER PSO is the following:



3) OSLER PSO HK PORTFOLIOS

Executive Com Portfolios:	Portfolios:
<ul style="list-style-type: none">-Primarius-Vice Primarius (+ Safety and Security)-Secretary-Financial Manager/Treasurer	<ul style="list-style-type: none">-Academics-Audio and Visual (AV)-Clothing-Cluster-Community Interaction-Critical Interaction/Dialogue-Culture-Diversity/Transformation-First Years and 1st Years Committee-Green/Sustainability-House Dance-Leadership Development-MAD2-Media and Marketing-Second Years Committee-Social

	<ul style="list-style-type: none">-Spiritual-Sport-Vensters-Fund Raising
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4) CLOSING

Please consult the relevant Policy of Osler PSO for further explanations regarding Elections and Financial Policy of Osler PSO.