

PIEKE PSO CONSTITUTION

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CHAPTER 1: FUNDAMENTAL PRINCIPLES

Name

1. The name of the PSO, is Pieke Men's PSO (hereafter known as "Pieke" or "the PSO"). The PSO was established in 1973 and named after the Pieke mountains in Stellenbosch.

Values

2. The values of the PSO are the following:
 - a) Honour
 - b) Excellence
 - c) Integrity
 - d) Service
3. These values are contained in the PSO's official motto: "Nec Pluribus Impar" – Which means "Second to none".

Ethos

4. Pieke is in the first instance a men's PSO and this should be visible in practice at all times.
5. Our Welcoming Programme will ensure that every newcomer feels welcome and at ease at Stellenbosch University, the PSO and cluster. Pieke creates a safe and uplifting "listen, live and learn" environment for all newcomers.
6. This process encourages newcomers to interact and adapt socially and to develop friendships. Newcomers have the opportunity to familiarize themselves with the expectations and challenges of the Stellenbosch University, hereafter "SU", and the PSO alike.
7. Members in Pieke (hereafter known as Pieke members respect individuals from different cultural groups and religious beliefs and should act accordingly.
8. Rights of the whole must never infringe on the rights of the individual.
9. The PSO is "a home away from home" for all members and should be a safe haven for everyone. Every member should feel safe and happy as an individual and should be able to realize his full potential.
10. Pieke members are encouraged to be polite and thoughtful towards others and to care for the needs of their fellow members.
11. The heart of the PSO is in its members; without them Pieke is merely a name.
12. Everyone takes pride in the name of Pieke at all times and in all circumstances.
13. Pieke also forms part of the Rubix cluster along with Heemstede, Hippokratis, Metanoia, Nerina and Venustia

14. Academic devotion is of the utmost importance to Pieke. SU is primarily an institution of learning, and the Pieke environment promotes a positive attitude towards this.
15. We are men with ambition, striving to succeed in every field. Excellence and integrity unite us. Pieke is a place where we can grow together, learn from each other and strive towards excellence.

Authority of the Constitution

16. All actions, behaviour, decisions, elections, motions, rules, regulations, procedures and provisions within Pieke men's PSO are subject to this document and are invalid or inconsistent insofar as they are in conflict with this Constitution. All assignments, requirements, obligations, rules and regulations that are discussed in this Constitution, shall be met.
17. This Constitution:
 - a) Stands under the authority of the Student Rules of Stellenbosch University, the Students' Union Constitution and the Constitution of the Republic of South Africa of 1996 and all other laws as determined by the government of the Republic of South Africa; and
 - b) Will not, in whole or in part, be inconsistent with the Rules for Students, Students' Union Constitution, Statute of the University, Higher Education Act (Act 101 of 1997), as amended, or any other rules and regulations as determined from time to time by the University.
18. Subject to the authority of the Vice Chancellor and Director for the Centre of Student Communities (hereafter (CSC), the care and control of the PSO rests with the PSO coordinator and the Primarius, assisted by the House Committee.
19. The PSO coordinator is an employee of SU, working with CSC under supervision of the Director of CSC. The Primarius is a registered house member of Pieke PSO, elected to lead the House Committee during their term. The Primarius ab House Committee is subject to the authority of the Director for CSC and the PSO coordinator.
20. Not the PSO, or any of its members can serve as a legal personality. SU is a legal person. The PSO is subject to SU and is therefore not a separate legal person.
21. This Constitution shall terminate and replace any previous constitutions and related rules and regulations that apply or were applied in Pieke PSO.

Adoption of a draft constitution

22. A draft constitution may be drafted and amended by a Constitutional Committee comprising the Primarius, a House Committee member and a member of the PSO.
23. The following procedure is followed for the adoption of a draft constitution:
 - a) The Constitutional Committee must draft a constitution following the PSO's specific needs and the rules of SU;
 - b) The draft constitution must be submitted to the PSO and explained to all members at a house forum, after which it must be made available for their inspection. Members

must be granted at least two weeks to respond to the draft constitution and to submit written recommendations on amendments to the Primarius.

- c) The Constitutional Committee must consider the recommendations and make the necessary amendments;
- d) The amended draft constitution must be resubmitted to the PSO and be made available to the members for their inspection;
- e) Quorum at a meeting of the PSO, where a draft constitution will be considered and voted on, will consist of 40 of the members of the PSO. A two-thirds majority vote of those present at the meeting is required for the adoption of the amended draft constitution;
- f) The amended draft constitution is to be submitted to the PSO Coordinator for approval. If the PSO Coordinator amends the Constitution, it must again be modified by the Constitutional Committee of the PSO. The amended Constitution will be effective only if it is resubmitted and accepted by the PSO in accordance with section 23(a)-(e); and
- g) The Constitution takes effect immediately once both the PSO and the PSO Coordinator approves the Constitution.

24. A copy of the Constitution must at all times be at the disposal of members.

Amendment and interpretation

- 25. The quorum for the amendment of the Constitution is 40 members of the PSO. For the adoption of a constitutional amendment, a two-thirds majority of all persons present at the meeting is required.
- 26. If ambiguities arise between the two versions of the Constitution, the English version, as the original text, will act as authoritative document.

Membership

- 27. A person will be deemed to be a member of Pieke Men's PSO, if that person:
 - a) Is a registered full-time student at the University;
 - b) Is registered as a member of Pieke Men's PSO at the Division of Student Communities; and
 - c) Freely chooses to take part in Pieke coordinated activities.

Jurisdiction

- 28. When a student chooses to take part in Pieke coordinated events and activities and is a student enrolled at the University of Stellenbosch, it will be seen as submission to and approval of this Constitution and the rules of Pieke.

Symbols

29. Only the symbols contained in this section serve as official symbols/logos of the PSO and must be used in this accepted format, proportion and form. Pieke Men's PSO also holds the copyright on these symbols and no unauthorized use will be tolerated.
30. Permission for any deviation from the accepted format must be approved by the House Committee.
31. The Arms, as printed in Schedule 1, is the official symbol of the PSO and is used in official correspondence with other bodies, persons, SU structures and the media.
32. The Logo, as printed in Schedule 2, is used for less formal publications and occasions.
33. The House Song, as reproduced in Schedule 3, is recognized as the official anthem of the PSO and can be used at any PSO-related activities.
34. Pieke associates with the colour navy blue. White is often used in addition.
35. As part of our heritage and institution, Pieke Men's PSO maintains a number of distinct traditions and customs. These practices are mentioned in the Primarius Report, which is handed over to the new Primarius.

Voting rights

36. In order for it to be accepted as a valid decision, the following rules will apply during voting:
 - a) Each Pieke member will qualify as a full voting member after being in Pieke for one (1) full quarter; but in those cases where a person has lived for less than one (1) quarter in Pieke, the Primarius can use his discretion to give him the right to vote;
 - b) The PSO also reserves the right to grant voting rights to other persons on an *ad hoc* basis. This decision will be taken by requesting a vote of qualified voting members;
 - c) The votes of all qualifying voters will carry equal weight;
 - d) Any Pieke member has the right to spoil his vote and thus abstain from voting; and
 - e) The Chairperson, the Primarius or in his absence, the Vice-Primarius, shall decide whether voting takes place by hand or by ballot, taking into account that anybody putting forward a motion can insist on a secret vote.

House meetings

37. The House meeting is a gathering of all the members of Pieke Men's PSO, which is convened for the purpose of making possible discussion on issues, motions, decisions, to give advice, to assess the actions of the elected House Committee and/or to oversee their actions.
38. During a House meeting it is expected of all Pieke members to behave in an orderly manner. The Chairperson, in this case the Vice Primarius, reserves the right to request any person who is found guilty of inappropriate or improper behaviour to leave the meeting.

39. At the end of the House meeting the House Song must be sung.
40. An ordinary House meeting:
 - a) Takes place quarterly in accordance with the rules of SU; and
 - b) Notice of an ordinary House meeting shall be given at least fourteen (14) days in advance, with the final date confirmed at least seven (7) days before, and the agenda must be available at least two (2) days before the start of the meeting.
41. Excuses should be submitted by the members to the Primarius at least three (3) days before the start of the meeting. Leave of absence or late arrival for the meeting may be requested in writing from the Primarius in exceptional cases. The Primarius can use his own discretion in this regard and the member must accept the outcome if the Primarius decides not to accept the excuse. Academics do not serve as an excuse, unless the person is sitting for a test or exam at the time of the House meeting. The reason for this is that every member experiences academic pressure and exceptions can therefore not be accepted.
42. A special House meeting will be convened on:
 - a) Request of the of the PSO Coordinator; or
 - b) Request of the House Committee; and
 - c) No longer than three (3) university days after forty (40) members submit such a written request to the Primarius, in which case only the issues indicated on the petition may be discussed.
43. Procedures to be followed at a special or emergency meeting:
 - a) Notice of a special meeting as described in section 42, with particular reference to the reason for the meeting, should be given at least forty-eight (48) hours before the start of the meeting; and
 - b) Excuses for a special meeting should be submitted at least six (6) hours before the start of such meetings.
44. In case of urgent matters, the House Committee can convene an emergency meeting at shorter notice. A House meeting (whether ordinary, extraordinary or forced) is only considered properly constituted when two-thirds of the voting quorum of forty (40) Pieke members are present. This will serve as a minimum for a quorum for the meeting. In the absence of a quorum within half an hour after the scheduled starting time, no decisions taken at the meeting shall be seen as in force, and an extraordinary or emergency meeting should be called to ratify such decisions.
45. Written motions must be submitted to the Primarius at least five (5) days before the start of the meeting and must be duly signed by the nominator and at least two (2) seconders:
 - a) No motion shall be accepted after this deadline has expired;
 - b) If a member wants to submit a motion anonymously, it must be signed by the PSO Coordinator. All motions will be published in the PSO either as notices, on the agenda or by electronic mail at least twenty-four (24) hours before the meeting;
 - c) Amendments to motions will be heard at a House meeting;

- d) For the adoption of a motion that does not modify the Constitution, 40 members of the PSO will constitute as quorum. A simple majority vote of the members present is required for the motion to be passed. Such a vote will be taken as conclusive and binding. The Primarius, in addition to his normal vote, will also have a casting vote; and
 - e) Decisions and motions carried at a House meeting are to be considered as binding, providing they are not inconsistent with this Constitution, the Student Rules of SU and other relevant SU policies or existing legislation.
46. The Vice Primarius serves as Chairperson of the House meeting with the responsibility:
- a) To lead the House meeting; and
 - b) To determine that the procedure followed is in accordance with approved procedures and practices at meetings.
47. During the course of a House meeting the Chairperson shall use his own judgement to authorize speaking turns to members. All members have the right to participate in discussions, but the Chairperson will use his discretion to ensure that a balanced discussion takes place and that individuals do not dominate the discussion.
48. The Secretary of the House Committee also acts as Secretary of the House meeting and is responsible for:
- a) Keeping detailed minutes and a record of proceedings and will indicate how many people are present; and
 - b) The release of the minutes after the meeting for inspection by the PSO, within ten (10) University days after the meeting. These minutes shall also be presented for adoption by the Secretary or Primarius at the next House meeting.

CHAPTER 2: EXECUTIVE AUTHORITY OF THE PSO

PSO Coordinator

49. The University appoints a PSO Coordinator. The Primarius and the PSO Coordinator are accountable to the Rector.
50. The PSO Coordinator serves as the link between the University and the House Committee. In this role he/she applies the University rules and regulations, as where necessary.
51. At House Committee meetings, as well as in other decision-making processes about PSO activities, he/she fulfils a mainly guiding role. In order to facilitate this process, the PSO Coordinator attends House Committee meetings and House meetings.
52. Ignoring the Head of PSO's instructions exposes members to disciplinary action in terms of the University's disciplinary system.

Primarius

53. By virtue of this office (*ex officio*), the Primarius is a member of:
 - a) The House Committee;
 - b) The Executive Committee of the House Committee;
 - c) The Disciplinary Committee; and
 - d) The Constitutional Committee.
54. A member is elected to Primarius according to the election procedures set out in this Constitution (Chapter 3).
55. The Primarius will serve as chairperson for any Pieke meeting – in his absence the Vice-Primarius will be the chairperson.
56. The Primarius is responsible for:
 - a) Pieke's interests being represented at all SU structures and forums;
 - b) Carrying out the SU policy in Pieke;
 - c) Conducting the newcomers' Welcoming Programme in consultation with the Welcoming Coordinator, the House Committee and the PSO Coordinator;
 - d) Representing the PSO and the House Committee on the Prim Committee;
 - e) Serving as the Chairperson of the House Committee;
 - f) Defining and allocating, in conjunction with the Vice Primarius, the portfolios for the House Committee members during his term;
 - g) Determining, in consultation with the House Committee, the composition and membership of all PSO committees for that House Committee term;
 - h) Maintaining the PSO's daily management;

- i) Regularly contacting the PSO Coordinator about issues;
- j) Serving as a link between the University's management and the PSO;
- k) Acting as Chairperson of the Pieke Disciplinary Committee;
- l) The annual release of the latest version of the Constitution of Pieke to members as well as members of the Centre for Student Communities;
- m) Drawing up an annual report at the end of his term and accepting the responsibility to ensure a Financial Report is prepared by the Financial Manager; and
- n) Acting in the absence of the PSO Coordinator. If the PSO Coordinator is on leave or absent for an extended period, then an Acting PSO Coordinator will be appointed.

57. As Chairperson of the House Committee:

- a) The Primarius deals with the delegation of tasks as well as the overall management of the Committee, but he may only take strategic decisions after consultation with the Committee;
- b) He must request the House Committee's opinion on operational matters and ensure that the full Committee is involved in decisions;
- c) He may, in exceptional cases, make urgent decisions after consultation with the Executive Committee of the House Committee;
- d) He can approve the expenditure of funds, in accordance with SU financial policy

58. The PSO Coordinator, in consultation with the Vice Primarius can withhold:

- a) Up to 25% of the normal honorarium of the Primarius if his report is inadequate or incomplete; and
- b) Up to 50% of the normal honorarium of the Primarius if he does not perform his duties adequately and competently.

Vice Primarius

59. The primary responsibility of the Vice Primarius is to support the Primarius in carrying out his tasks. The Vice Primarius serves in an advisory capacity to the Primarius.

60. If for any reason the Primarius is no longer able to perform the duties and responsibilities assigned to him, the Vice Primarius will stand in as Acting Primarius.

61. By virtue of this office (*ex officio*) the Vice Primarius is a member of:

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

62. A member is elected Vice Primarius according to the election procedures set out in this Constitution (Chapter 3).

63. The Vice Primarius is responsible for:

- a) Assisting the Primarius;

- b) Performing tasks, such as those agreed on with the Primarius at the beginning of his term; and
 - c) Acting as the PSO's Safety and Risk Management Officer.
64. The Secretary and Financial Manager are appointed by the Primarius and Vice Primarius during the determination of the House Committee portfolios, while the Head Mentor is appointed according to the procedure set out in section 94.

Executive Committee:

65. Where urgent decisions are to be taken, two (2) members and the Primarius will form a quorum. Where the Primarius is absent, the Vice Primarius will fulfil his role.
66. The members of the Executive committee are: The Primarius, Vice-Primarius, Secretary, Head mentor and the Financial manager.
67. All Executive Committee decisions must be communicated to the rest of the Committee at the first normal House Committee meetings.
68. In the event that an Executive Committee member is unable to fulfil their role then the procedure of Section 98 must be followed.

Secretary of the House Committee

68. The Secretary of the House Committee is appointed by the Primarius and Vice Primarius during the assignment of portfolios at the start of a House Committee's term.
69. By virtue of this office (*ex officio*), the Secretary is a member of:
- a) The Executive Committee of the House Committee; and
 - b) The Disciplinary Committee, but the Secretary has no vote on the Disciplinary Committee and may not speak at disciplinary hearings, unless he is requested to provide information from documents at his disposal.
70. The Secretary is responsible for:
- a) The general administrative arrangements of the House Committee and should therefore be well informed at all times about all the official PSO activities;
 - b) Saying congratulations and thanks;
 - c) The keeping of minutes of House Committee meetings as well as House meetings;
 - d) The decoration of the House Committee notice board;
 - e) Sending Pieke's electronic mail.
71. As a member of the Executive Committee and House Committee the Secretary is responsible for:
- a) Drawing up an agenda for each meeting;
 - b) Record keeping of each meeting which may be delegated to a scribe; and
 - c) Keeping a calendar of all scheduled PSO events to facilitate decision-making.

72. With regard to House meetings the Secretary is responsible for:
- a) Ensuring that the House is given at least fourteen (14) calendar days' notice of the meeting;
 - b) General arrangements necessary for the House meeting to take place;
 - c) Fixing the meeting's agenda at least three (3) days prior;
 - d) Ensuring that attendance is recorded during the meeting;
 - e) Taking the minutes of the meeting; and
 - f) Making the minutes of the previous House meeting available to members.
73. As Secretary of the Disciplinary Committee, the Secretary of the House Committee carries the following responsibilities:
- a) The taking of the minutes of all Disciplinary Committee meetings;
 - b) Noting all decisions with reasons in the disciplinary hearings book;
 - c) Sending notices of Disciplinary Committee meetings to members whose presence is required;
 - d) Conserving all correspondence relating to a disciplinary hearing;
 - e) Completing the report of each case in cooperation with the Chairperson of the Disciplinary Committee and sending these to Student Affairs; but the Secretary has no vote on the Disciplinary Committee and may not speak at disciplinary hearings, unless requested to provide information from documents at his disposal.

Financial Manager of the House Committee

74. The Financial Manager of the House Committee is appointed at the assignment of portfolios at the start of a House Committee's term.
75. By virtue of this office (*ex officio*), the Financial Manager is a member of the Executive Committee of the House Committee.
76. This portfolio includes:
- a) Complete book-keeping of the PSO's finances;
 - b) Administering incomes and expenses;
 - c) Ensuring that the University, PSO and country's regulations and rules relating to finance are met;
 - d) Setting up a complete budget for the House Fund at the beginning of a House Committee term along with the Financial Manager of the previous House Committee term and in consultation with the Primarius;
 - e) Giving monthly feedback about the PSO's financial status to the Primarius at HC meetings
 - f) Explaining to all of the House Committee members how to handle expenses for their portfolios in the correct manner; and

- g) Ensuring during Connect time that all money raised is dealt with in the correct way and in accordance with the rules set out in the Connect guide.

Head Mentor

77. The position of head mentor will form part of the house committee and the head mentor will serve the house with the house committee.
78. The head mentor will thus be a position where candidates have to state their case why they should be elected as head mentor at the HK cacaos with the other candidates who would wish to serve other portfolios on the HK.
79. In the event of only one candidate availing himself for this position, the candidate must obtain a vote of confidence (50% of the quorum)
80. If there is more than one candidate and a two third majority of votes was not obtained the candidate with the overall majority vote for head mentor will serve the house as head mentor.
81. The head mentor will apply and be elected through the same procedure as the candidates for HK, but the position of head mentor has a fixed portfolio of head mentor mainly.
82. The head mentor will for all purposes be regarded as part of the HK, with the only exception that he has a fixed portfolio as head mentor.
83. The new head mentor will be named on the night of the election.

Welcoming Coordinator

84. Activities are organized in the PSO with the intention that newcomers may easily get to know each other and the House Committee better.
85. No activities are enforced on newcomers. Participation is however strongly encouraged to cultivate and promote a team spirit among the newcomers.
86. The duties of the Welcoming Coordinator consist mainly of the compiling of the Welcoming Programme and arranging socials for newcomers with other PSO's and Residence newcomers.
87. Following the Primarius' welcoming, it is the duty of the Welcoming Coordinator to introduce the PSO's history, traditions and rules and to make the newcomers comfortable with the set-up of the PSO and their new environment. The Primarius and Welcoming Coordinator may delegate these respective duties to other House Committee members.
88. The protection of the first years' dignity and rights is of utmost importance both within and outside the PSO. It is consequently the duty of the Welcoming Coordinator to accompany them at all times during Welcoming, unless the newcomers are accompanied by mentors and/or other House Committee members with his consent.

House Committee

89. Pieke's House Committee is elected for a term of one (1) year. This election is regulated by the Election Procedures in this Constitution (Chapter 3).
90. The House Committee consists of eight (8) to ten (10) members, including:
 - a) The Primarius;
 - b) The Vice Primarius;
 - c) Up to seven (7) additional members; and
 - d) An *ex-officio* member who is appointed as head mentor.
 - e) A Strategic Advisor role, if the House Committee makes the position available.
91. All members of the House Committee are officials of the University and are responsible for the execution of all and any policies determined by the institutions of the University.
92. Training of new office bearers:
 - a) Each new House Committee member receives a manual (Constitution and Rules of PSO) in which the duties of the House Committee members are explained. The former House Committee members also explain to the new House Committee members exactly how their duties must be carried out.
93. House Committee meetings:
 - a) Will take place at least once a week during the academic term until the start of the examinations, unless changed at the discretion of the Primarius;
 - b) Attendance at these meetings is compulsory for all House Committee members. If a House Committee member fails to attend these meetings, or arrives later than two (2) minutes after the scheduled starting time of the meeting, there will be a penalty imposed on the member concerned as determined by the House Committee at the beginning of their term;
 - c) Excuses for absence from House Committee meetings must be submitted to the Primarius before the meeting for consideration;
 - d) The PSO Coordinator must be notified of all meetings. If he/she wishes, he/she can attend. He/she must be made aware of decisions taken at meetings where he/she is not present, or receive minutes for his/her inspection;
 - e) The Primarius acts as Chairperson at all meetings;
 - f) Each member is entitled to vote. An absent House Committee member will have no vote. Seven (7) House Committee members are required for a quorum. If the members with voting rights are an even number and there is an equal number of votes on either side, then the Primarius will have a casting vote in addition to his normal vote. The House Committee can refer such a decisive vote of the Primarius to the PSO if the Primarius' decision is substantially or procedurally unfair;
 - g) The Primarius can convene extraordinary House Committee meetings if considered necessary;

- h) Thorough minutes of the House Committee meetings must be held at all times. If so desired any member may request access to minutes of House Committee meetings. House Committee meetings take place *in camera* unless otherwise decided; and
- i) At every meeting, the previous minutes must be approved.

94. The House Committee is responsible for:

- a) Determining the strategic direction of the PSO;
- b) The administration of the PSO;
- c) The maintenance of good order and discipline, in the interests of the PSO, in line with the Disciplinary Procedures;
- d) Promoting unity and PSO involvement;
- e) The completion of any and all tasks necessary to ensure that Pieke functions effectively;
- f) Completion of all reasonable tasks and requests received from the PSO;
- g) The holding of House meetings;
- h) The acceptance of co-responsibility for Pieke's buildings and grounds;
- i) Preserving and developing Pieke's heritage and history; and
- j) Compliance with all the requirements and provisions of this Constitution.

95. The duties of the House Committee:

- a) At the end of the third quarter (just after the new House Committee is elected), an existing House Committee member will go on duty with a new member in order for the new member to learn the duties. The outgoing House Committee members still receive compensation for the third quarter of the year and continue to be responsible for the fulfilment of House Committee obligations until the end of the quarter. The new House Committee takes over at the beginning of the fourth quarter. However, the House Committee will start their duties immediately after their appointment to the new House Committee;
- b) The House Committee follows a uniform and consistent policy with respect to the imposition of fixed penalties when members fail to act within the provisions of the Constitution. The House Committee decides at the beginning of their term on the fixed penalties that will apply and these should be made known to all residents; and
- c) If a House Committee member fails to meet obligations the Primarius, in consultation with the PSO Coordinator, may adapt the honorarium payment of the House Committee member concerned in line with the performance and commitment of the relevant House Committee member in accordance with the principles of fairness and equity.

96. Furthermore, each individual House Committee member also has the following responsibilities:

- a) To manage his assigned portfolios to the best of his ability within reasonable measure;
- b) To accept responsibility for all activities of his portfolios and the committees that operate within those portfolios;
- c) To spend his portfolio budget responsibly and to comply with all financial rules and practices of the PSO and University;
- d) At the end of his term to hand in a full report of his portfolios to the Primarius (for his term).

97. Privileges of the House Committee include:

- a) Holding a House Committee farewell at the end of the year with the available funds set aside by the University authority for this purpose;
- b) The use of the House Committee telephone for PSO matters; and
- c) The use of the House Committee computer and printing facilities. If there is certain portfolio work that needs to be done by a member of the House Committee member's subcommittee, as well as the sports representatives or mentors, it must take place in the presence and with the knowledge of the House Committee member involved. House Committee portfolios will receive preference.

98. Vacancies on the House Committee are managed as follows:

- a) A House Committee member's membership expires when he submits his resignation in writing to the Primarius and PSO Coordinator and either receives approval or leaves the PSO;
- b) When in the course of the year there is a vacancy on the House Committee, the House Committee and the PSO Coordinator must decide whether the vacancy must be filled. If they decide that it must be filled, they must also decide on an appropriate procedure for the appointment of a new member. This decision must be approved by the Constitutional Committee. If an urgent decision is required, a House meeting must be arranged so that the PSO can vote on it. Forty (40) members of the PSO must be present to validate the decision and declare this as binding on the PSO by a simple majority vote of those present; and
- c) The House Committee reserves the right to discharge any member of the House Committee from his office under the following circumstances:
 - i) When he has been absent without accepted written excuses from two (2) consecutive meetings of the House Committee;
 - ii) Once the House Committee, at a properly constituted meeting, notes that the person refuses or neglects to carry out a job allocated to him by the House Committee;
 - iii) Once the House Committee, at a properly constituted meeting, notes that the person has been found guilty of misconduct and punished by the Disciplinary Committee of the Council of the University;

- iv) If a candidate is already aware before the election that academic commitments later in the term will arise that will affect his work as a House Committee member (e.g. long test sessions), such a candidate is advised not to stand for House Committee;
- vi) Where illness or unforeseen circumstances causes the absence of a House Committee member, the remaining members of the House Committee, in consultation with the PSO Coordinator, can investigate whether another current House Committee member can assist the absent House Committee member in their activities during that period; or
- vii) Any situation that suggests the possibility of expelling a House Committee member from office shall immediately be referred to and handled in cooperation with SSG/Manager: Student Discipline.
- viii) The abovementioned is not a closed list and will be in the direction of the executive team to decide when any other transgression will be subject to disciplinary measures.

Mentors

- 99. A call for applications must be sent out a minimum of three weeks before the closing date of the applications. At least one of these weeks must fall within the academic calendar of the University of Stellenbosch.
- 100. Mentors are appointed by the newly elected Primarius, the newly elected Vice Primarius, the newly elected Head Mentor according to the procedure and by the date specified by the University.
- 101. The Head Mentor and all mentors should be available for all training sessions as determined by the CSC.
- 102. Although mentors specifically work in the PSO and also play a role in the integration of newcomers in PSO culture, their functions and responsibilities are primarily set according to the Policy as determined by the University.
- 103. The specific functions and interactions of the mentors are discussed annually and agreed upon by the Head Mentor and the Primarius.
- 104. The primary functions of the mentors are:
 - a) To provide information to newcomers during the Welcoming Programme;
 - b) To serve as a communication channel between newcomers and the House Committee or University;
 - c) To note any problems with the Welcoming Programme and to address these issues;
 - d) To counsel and advise newcomers regarding their social and academic adjustment within Pieke and the University; and
 - e) Referring newcomers to the relevant units or institutions if specific help is needed.

Second Years' Committee

105. The Second Years' Committee is an independent committee made up of a group of no more than sixteen (16) second years. The Chairperson is counted as part of the sixteen (16) members.
106. The Second Years' Committee is elected at the beginning of each new House Committee year. This Committee is elected by the new Primarius, Vice Primarius and House Committee member of second years.
107. The Second Years' Committee's duties are determined by the House Committee, but the Committee may also launch initiatives of their own accord.
108. The Second Years' Committee remains at all times accountable to the House Committee, and specifically to the dedicated member of the House Committee.
109. The Second Years' Committee has the following responsibilities:
 - a) To serve as part of the Committee for "Huisfondsdans";
 - b) Building the "Vensters" stall as a fundraising initiative;
 - c) General fundraising;
 - d) Organizing regular Second Years' interactions;
 - e) Providing general administrative assistance to the House Committee, in the absence of an appropriate committee; and
 - f) Any other acceptable features, such as arranging events which do not usually fall under the House Committee's responsibility as determined by the House Committee.
110. The Second Years' Committee will form part of the Connect Committee if the House Committee member responsible for Connect requires it. If they are part of the Connect Committee, they must also receive House Points accordingly.
111. A particular House Committee member serves as a link between the House Committee and the Second Years' Committee, in order to achieve effective cooperation with the House Committee, to involve the Second Years' Committee and to inform them clearly of their obligations.
112. The Chairperson of the Second Years' Committee is elected at the Committee's first meeting in a closed election by all members, the Primarius, Vice Primarius and House Committee member responsible for the second years. The House Committee member responsible for the Second Years' Committee should manage this election.
113. The Second Years' Committee themselves decide on a clear explanation of each member's responsibilities, whether through portfolios or otherwise.
114. In order to provide the following Second Years' Committee with guidelines, the existing Chairperson should submit a full report on the Committee's activities at the end of the relevant term. This report must be submitted to the designated member of the House Committee.

First Years' Committee

115. A First Years' Committee is selected at the end of the Welcoming Programme. This committee is elected by the Primarius, Vice Primarius and/or Welcoming Coordinator.
116. The Committee is responsible for:
 - a) Arranging the First Years' Dance; and
 - b) Arranging the House Committee's farewell function and
 - c) Any other task delegated to them by the House Committee.
117. The Welcoming Coordinator serves as a link between the House Committee and the First Years' Committee, in order to achieve effective cooperation with the House Committee and to clearly inform the First Years' Committee of what their obligations entail.
118. In order to provide the following First Years' Committee with guidelines, the existing Chairperson must submit a full report on the Committee's activities at the end of their term.

CHAPTER 3: ELECTION OF THE HOUSE COMMITTEE

Election process

119. The House Committee, including the Primarius and Vice Primarius, are directly elected during the third quarter by all voting members, through a free, transparent and fair election process.
120. The Primarius, Vice Primarius, Head Mentor and a maximum of eight (8) additional members are elected in that order.
121. The election of the members takes place annually, by secret ballot or electronically, in accordance with the procedure set out and within the time frame specified by the Division of Student Affairs. The current House Committee has the responsibility to confirm this time frame and to start the election process as early as possible.
122. All members who have been members of the PSO for a minimum of one (1) full quarter, are to be regarded as voting members. The PSO Coordinator will also be considered eligible to vote.
123. All eligible voters will have one vote with equal weight.

Polling Committee

124. In order to ensure the fairness of the election process, the election will be managed by an independent Polling Committee.
125. The Polling Committee consists of:
 - a) The PSO Coordinator;
 - b) The current Primarius or a current House Committee member, selected by the Primarius;
 - c) Two (2) outgoing House Committee members; and
 - d) Two (2) outgoing seniors, who, after being requested, are appointed by the current House Committee.
126. No election candidate may serve on the Polling Committee. By accepting membership of the Polling Committee, members forfeit the right to take part in that particular House Committee election as a candidate. Polling Committee members may not nominate any specific candidates for election.
127. The voting process, with specific reference to the time when the vote takes place, is set by the Committee and put up on the notice boards and/or distributed via electronic mail, or any other recognized means of communication (example WhatsApp) to members within a reasonable time before the election in question.

128. The Primarius, or person designated by him, will act as Chairperson of the Polling Committee.
129. The Polling Committee has the responsibility to:
 - a) Administer the election and nomination process;
 - b) Always act under the provisions of the Constitution;
 - c) Keep the House informed of all aspects of the election process;
 - d) Ensure that all candidates are treated fairly;
 - e) Publish the vote count and the results as soon as possible; and
 - f.) Act neutrally, independently and fairly.
130. The Polling Committee has the power to manage the order of the election and can make decisions on:
 - a) The validity of ballots;
 - b) Improper lobbying;
 - c) The initiation of by-elections; and
 - d) The questions posed to candidates.
131. The Chairperson of the Polling Committee has the responsibility to make known the members of the new House Committee within two (2) weeks of the election.

Candidates

132. The Candidates and their seconds shall be submitted at a set time to the outgoing Primarius or the outgoing House Committee member who is appointed by the Primarius for this purpose.
133. Notice for the submission of Candidates for the position of Primarius, Vice Primarius and House Committee member must be published at least one (1) week before the closing date of submission.
134. Submissions close three (3) days before the election and must appear on a platform accessible to the whole PSO at least thirty-six (36) hours before the caucus.
135. The Candidates should be submitted to the PSO Coordinator for approval before communication to the PSO. The Chairperson of the polling committee bares this responsibility.
136. A person who is nominated must:
 - a) At least be a Second-Year student at the University;

- b) Have been actively involved for at least two (2) semesters in Pieke; and
 - c) Meet the University's HEMIS requirements of a US leadership position.
137. Where a member applies for House Committee, but does not comply with the requirements in section 131 (a & b), the Polling Committee shall be granted with the discretion to allow for the application of the member concerned by considering the following criteria:
- a) Active participation within Pieke for the duration of the applicant's stay;
 - b) Contributing roles to the benefit of the PSO; and
 - c) At least two (2) motivational letters from House Committee members who they have worked or served with. These letters must be addressed to the Polling Committee.
138. If during this application period, sufficient candidates have not applied to fill the vacancies, the candidate process should be extended for a period determined by the Polling Committee.
139. If, after such a prolonged nomination period, enough candidates are still not available to fill the vacancies, the application process must be opened to the whole PSO (including First Year members). If the number of vacancies are still not filled, the number of positions on the House Committee will be reduced to the number of available candidates.
140. Candidate forms must contain at least the following:
- a) The full name and student number of the Candidate;
 - b) The signature of the Candidate;
 - c) The full name and student number of the Seconders, two (2);
 - d) The signature of the Seconders;
 - e) The position or positions for which the Candidate is available;
 - f) A brief CV; and
141. Only voting members may second candidates.
142. Each Candidate's signed form confirms he is:
- a) Willing to accept the candidacy; and
 - b) If elected as a House Committee member, willing to serve the PSO and will undertake to perform his duties unconditionally and wholeheartedly and will attend the prescribed training opportunities.

House Committee Caucus

143. A caucus (presentation meeting) of the candidates is arranged in order for the PSO to have an opportunity to put questions to the candidates and hear their policy declarations.
144. The caucus takes place normally under the supervision of the chair of the Polling committee, unless he himself is a candidate. If, however, he so prefers and in consultation with the House Committee, he can designate a person other than himself to act as Chairperson and in such a case, he himself can also take part in the question sessions.
 - (a) All candidates, based on the position that they are applying for, must be granted the same maximum amount of time allowed to deliver their policy statement and to answer questions from the PSO.
 - (b) The Chairperson and PSO Coordinator of the caucus has the discretion to refuse an unreasonable or irrelevant question to a candidate. The candidate can still answer if he so wishes.
 - (c) Members can put anonymous questions for candidates to the Chairperson before the caucus. The Chairperson will then put a selection of these questions to the candidates during the caucus if he finds the question relevant.
145. The Chairperson introduces the candidates to the PSO. At least one (1) specified question is set by the outgoing House Committee members and asked to all candidates. After that, the candidate is given the opportunity to make his policy statement within a set time. Thereafter the PSO has the opportunity to ask questions within the time limits set for each candidate (and in line with the available time set aside for the caucus).
146. The House Committee caucus is open for all registered Pieke members. Those who cannot be present should make their excuses to the Primarius at least three (3) days in advance:
147. An alternative formal launch of the candidates, specifically for the newcomers, must be initiated before the election by the House Committee.
148. Before the House Committee caucus, all candidates must attend a meeting during which the outgoing Primarius reads the rules and obligations of the House Committee, so that they are aware of their responsibilities before they stand for the Committee. They will also be required to sign a prescribed form provided by the Centre for Student Communities (CSC).
149. In the event that only one candidate stands for Primarius, Vice Primarius, Head Mentor or only 7 candidates stand for HK, the house should be informed about this and applications should be opened for an additional 48 hours.

Election of the Primarius and the Vice Primarius

150. If voting results in a tie, a re-election of the relevant candidates must take place as soon as possible and at a time and venue determined by the Polling Committee.
151. If only one (1) person is standing for a particular position, the PSO will have a vote of confidence. The votes of all qualifying voters will carry equal weight. If the candidate receives more “yes” than “no” votes, he will be appointed to the position. If not, the application process will be reopened. A caucus will be held with all of the candidates that make themselves available (including the original applicant if he is still willing to stand).
152. If two (2) candidates are nominated for a particular position, the candidate that receives a majority (50% + 1) of the votes will be appointed to the position.
153. If three (3) or more of the candidates make themselves available for the position and none of the candidates receive 60% of the votes in the first round of voting, the candidates that received the least amount of votes in the first round will fall out so that the top two (2) candidates will remain for the voting in round two. When one (1) candidate of the remaining two receives the majority (50% + 1) of the votes in the second round, he will be appointed to the position.
154. The election process stipulated in sections 145-151 applies *mutatis mutandis* for the election of the Vice Primarius, but in two different elections.
155. The candidate for Primarius that is unsuccessful retains the right to also stand for the position of the Vice Primarius and/or a House Committee member. A Vice Primarius that is unsuccessful retains the right to stand for the position of a House Committee member.
156. The Primarius and Vice Primarius automatically form part of the House Committee.

Election of the Head Mentor

157. The election process stipulated in sections 145-151 applies *mutatis mutandis* for the election of the Head Mentor, but in a different election.

Election of the seven (7) remaining members of the House Committee

158. All candidates for election for the specific position(s) will appear on a ballot. Every member must vote for a number of candidates according to the number of vacancies. Ballots with more votes than the number of vacancies will be viewed as spoiled.
159. If eighteen (18) or more people stand for the House Committee, a by-election must be held during which the candidates will be reduced to twelve (12). From that twelve (12), seven (7) candidates, excluding the Primarius, Vice Primarius and Head Mentor, will be elected to serve as the House Committee.
160. Vacancies will be filled according to the number of votes that each candidate received, until all positions are filled. If voting results in a tie, another vote will take place between the particular candidates as soon as possible on a time and place determined by the Polling Committee.

Announcement


161. If no valid complaint in regard to procedural matters is raised within twenty-four (24) hours after the election to the outgoing Primarius or the outgoing House Committee member that is appointed as Chairperson by the Polling Committee, the election will be viewed as valid.
162. The new Primarius, Vice Primarius and Head Mentor will be announced on the night of the election.
163. The announcement of the new House Committee will take place as soon as possible after the election. The list with the number of votes will be kept by the outgoing Primarius for consultation.

Objections and withdrawals

164. Candidates retain the right to withdraw their candidacy up until the official announcement; thereafter they will have to resign formally if they wish to withdraw. In such case a vacancy arises.
165. If a candidate withdraws after voting has begun, the votes for that person will not be counted. After a candidate has informed the Chairperson of the Polling Committee that he withdraws, he cannot revoke that decision.

CHAPTER 4: DISCIPLINARY PROCEDURES

Disciplinary Committee

166. The Disciplinary Committee serves as disciplinary body for the PSO and is responsible to ensure that the PSO complies with the relevant rules as dictated by SU, the rules as determined by the PSO and as set out in the PSO's Constitution.
167. The Committee may:
- a) Only take action against members of Pieke; 
 - b) Only investigate complaints that fall within their jurisdiction;
 - c) Investigate any complaints with the exceptions of:
 - i) An action that relates to the violation of or failure to adhere to SU ban on initiation practices;
 - ii) An action that deviates from or fails to adhere to an approved Welcoming Programme; or
 - iii) An infringement that is deemed by the PSO Coordinator to be of such a serious nature that it should be referred to the Head of Student Discipline.
 - d) Report incidents involving alcohol to the Manager: Student Discipline;
 - e) With regards to a decision made in terms of section 165(a)-(c), the PSO Coordinator will be allowed to consider any relevant information. This includes, but is not limited to, whether the said student was involved in the alleged incident, and whether dishonesty or vandalism was committed.
168. The Disciplinary Committee holds the right to refuse to mitigate a dispute and instead refer the case to SU Division for Student Discipline.
169. The Disciplinary Committee consists of:
- a) The PSO Coordinator;
 - b) The Primarius;
 - c) The Vice Primarius;
 - d) At least one (1) member of the House Committee; and
 - e) Two (2) additional members of the PSO as selected by the House Committee and that preferably has knowledge of the law.
170. Additional to the six (6) members mentioned in the Disciplinary Committee, the Secretary of the House Committee shall also serve as the Secretary for the Disciplinary Committee. His duties are as follows:

- a) Recording of the minutes of all Disciplinary Committee meetings; [L
SEP]
 - b) Recording of hearings and reasons for the verdict in the disciplinary hearing-book, along with a summary of how the verdict had been reached; [L
SEP]
 - c) Sending timely notifications of Disciplinary Committee meetings to members of the PSO whose presence is required in terms of section 177 (5 days);
 - d) The safekeeping of all correspondence that relate to the disciplinary hearing; and [L
SEP]
 - e) The completion of all case reports that are required by and need to be delivered to the Manager: Student Discipline.
171. The Secretary does not have the right to vote on any Disciplinary Committee issues. He is also not allowed to talk during disciplinary hearings, with the exception that he is requested to provide information ascertained from documents in his possession. [L
SEP]
172. The Head of the Disciplinary Committee will be the Primarius and will be sole convener of the Disciplinary Committee. [L
SEP]
173. In the case where a member of the Disciplinary Committee has been accused of committing an indiscretion, only the remaining members will serve as the Disciplinary Committee with regards to the accused member's disciplinary case. [L
SEP]
174. In the case where a member of the Disciplinary Committee has been involved with an incident or delivered the accused himself, he will not be involved in the hearing of the case in question.
175. Disciplinary actions consist of the following:
- a) The levying of fines;
 - b) Community Service;
 - c) The suspension of certain privileges of the person as Pieke member; [L
SEP]
 - d) The inclusion of the Manager: Student Discipline; and
 - e) A recommendation to SU management that:
 - i) The individual should be expelled from the PSO immediately; and
 - ii) Readmission to the PSO in the following year should not be allowed. [L
SEP]
176. Verdicts, along with proper documentation regarding how the verdict has been reached, should be recorded in a disciplinary book by the PSO Coordinator and authorized with his/her signature. The verdict must be communicated to the PSO.

Disciplinary procedures

177. The disciplinary procedures are not conducted and serving as a punishment. The objective is to restore the relationship between the accused and the rest of the PSO. For this reason, all disciplinary actions shall be executed in line with the spirit of Ethos of Pieke PSO.
178. The House Committee is responsible to uphold discipline in the PSO in line with SU rules and regulations as well as the Ethos of the PSO. To ensure this responsibility is carried out fair, as well as to ensure accountability, a Disciplinary Committee shall be appointed.

Before the disciplinary hearing


179. Any member may request any member of the Disciplinary Committee to investigate an infringement.
180. The Head of the Disciplinary Committee may, at any time, refuse to further investigate an accusation, unless:
- a) The accuser is prepared to testify in front of the Disciplinary Committee; or
 - b) The accuser submits a statement in writing to the Head of the Disciplinary Committee, containing in detail all information relevant to the accusation as well as the signature of the accuser.
181. All complaints should be heard by the Disciplinary Committee within fifteen (15) University days or a longer time period should there be good reasons for extending the time, after the complaint has been communicated to a relevant party.
182. A written notice of the hearing has to:
- a) Be delivered by hand to the accused student within five (5) days before the start of the hearing. If the accused student cannot be found he should be informed telephonically; and L
SEP
 - b) Contain the following information:
 - i) The complete accusation; L
SEP
 - ii) The time and place of the hearing; and L
SEP
 - iii) The right of the accused as well as the accuser to enjoy the assistance of a fellow member. L
SEP

During the disciplinary hearing

183. If the student, after he received the notice, fails to attend the hearing without providing the Head of the Disciplinary Committee with a valid reason as to why the accused would not be able to attend the hearing, the hearing may proceed in the absence of the accused.

184. The accused must be wholly informed regarding the case against him. He must be provided the opportunity to argue his case and call on relevant witnesses.
185. A member of the PSO who is to be addressed by the Disciplinary Committee has a right to assistance from a member of the PSO who does not serve on the Disciplinary Committee.
186. The guilt of the accused must be proven on a balance of probabilities. The burden of proof falls on the plaintiff.
187. The committee must:
 - a) Conduct the hearing *in camera*; and
 - b) The committee shall gather *in camera* to reach a verdict
188. If the accused pleads guilty the Committee shall promptly move on to the sentencing procedures.
189. If the Committee cannot come to agreement, a vote shall be held. The verdict has to be accepted by a majority vote. If the Committee comprises an even number of members and the vote is 50/50 the Head of the Committee will cast a deciding vote.
190. If the accused is found guilty, he must be provided the opportunity to plead extenuating circumstances, after which the sentencing process shall begin.
191. The Disciplinary Committee must keep all information concerning any and all meetings strictly confidential, except official reports.

After the disciplinary hearing

192. The findings of the committee as well as the decided upon sentence must be authorized in writing as soon as possible. This report will then be handed or emailed to the guilty party as soon as possible. The report has to communicate that the report is subject to possible subsequent revision in terms of sections 188. It must also inform the guilty party of his right to appeal the sentence in terms of section 189
193. Reporting of the process:
 - a) The Head of the Committee must compile a report containing the following information as soon as possible:
 - i) Details of the accusation;
 - ii) The plead of the accused;
 - iii) Material evidence provided;
 - iv) Any extenuating or aggravating circumstances;
 - v) The verdict; and 
 - vi) The sentence along with reasons for the levying of the sentence.
 - b) The report has to be sent to the Director of Centre for Student Community and Manager: Student Discipline as soon as possible; and

- c) The accused should receive a copy of this disciplinary process in order to know his rights as well as the course of the procedure.

Punishments

- 194. The Disciplinary Committee has the right to deliver to the guilty party one or more of the following sentences:
 - a) A fine, the amount of which may not exceed the maximum amount as specified by SU;
 - b) A final written warning;^[SEP]
 - c) Delivery of a formal written apology to an affected party;
 - d) The reimbursement of any damages, loss or debt caused by the guilty party;
 - e) Sentencing the accused to perform a reasonable penitence task, such as door duty;
 - f) Relieving the guilty party of any position of leadership held in the PSO by the student; and
 - g) The suspension or temporary suspension of any benefits that the student is privileged with. This excludes expulsion as well as temporary expulsion from the PSO.
- 195. The Disciplinary Committee may postpone sentencing for a period of time or suspend the sentence completely, subject to any terms or conditions as determined by the Committee.
- 196. The Disciplinary Committee has to postpone the effective date that the sentence will be executed pending the outcome of revision and the discretion of the committee.
- 197. Any fine levied in terms of the decision of the committee shall be paid into the House Fund.

Immediate disciplinary action by the House Committee

- 198. If the accused admits guilt to a member of the House Committee, that member has the right to immediately sentence the guilty party in accordance with the penalty provisions and the decision of the committee.
- 199. Above mentioned immediate action may only be taken with regards to an infringement that falls within the capacity of the Disciplinary Committee in terms of this chapter.
- 200. One or more of the following sentences may be dealt:
 - a) A fine, the amount of which may not exceed the maximum amount as determined by SU or community service;
 - b) A written warning or suspended fine; and

201. The involved member of the House Committee must inform the student that the case will be referred to the Disciplinary Committee if the fine is not paid in time or the punishment is not accepted as reasonable by the guilty party.
202. The written fine must communicate the following information:
- a) The student's name;
 - b) The student's physical address;
 - c) The nature of the infringement; L SEP
 - d) The date the infringement was committed; L SEP
 - e) The amount of the fine or the details of the penitence task; L SEP
 - f) The date the fine needs to be paid or the penitence task needs to be completed; and
 - g) The signature of the involved House Committee member. L SEP
 - h) The fine can be appealed and reviewed by the Disciplinary Committee
203. The House Committee member that sentenced the guilty party must record the details of the infringement in the appropriate ledger as soon as possible.
204. If a fine is not paid in the allocated time [ten (10) University days], except where a different allotted time is allocated on the fine or where special arrangements have been made, the case will be referred to the Disciplinary Committee. It is the job of the Secretary to refer the case to the Disciplinary Committee. If the fine is paid in the allotted time, the case will be regarded as closed and no further hearings shall take place. L SEP
205. Record must be kept by the Secretary of the Disciplinary Committee of all fines levied (including suspended fines). L SEP
206. The Secretary of the Disciplinary Committee should, from time to time, compose a list of all members of the PSO with more than three (3) fines in their name. The list must be handed to the Head of the Disciplinary Committee who must review the list and consider possible disciplinary cases.

Review or referral to an investigation officer

207. At receipt of a report from the committee the Manager: Student Discipline, will review the case as set out in the report.
208. In his/her capacity as reviewer of the disciplinary report the Manager: Student Discipline can decide to:
- a) Further investigate the case, either by himself/herself or someone commissioned by him/her to do so;
 - b) Request a supplementary report from the Disciplinary Committee;

- c) Refer the case back to the Disciplinary Committee to re-open the case for investigation or to call upon a new hearing;
 - d) Reconsider a guilty verdict or sentence; and
 - e) Where necessary and still taking into account section as noted above, can dictate the procedures needed to be followed by the Disciplinary Committee with regards to a reinvestigation, retrial or reconsideration by the Committee. The Manager Student Discipline can also:
 - i) Ratify any verdict or sentence dealt by the Disciplinary Committee; or
 - ii) Modify or annul any verdict or sentence dealt by the Disciplinary Committee.
209. The Manager: Student Discipline, has to inform the Disciplinary Committee of the result of his revised verdict. If the revised verdict concerns the rights of the individual, with the exception of the individual's right to appeal in terms of sections 209-210, the Disciplinary Committee must provide the individual with a copy of the revised verdict as soon as possible. L
SEP
210. If the Manager: Student Discipline, determines that the Disciplinary Committee has operated out of line with its given authority in terms of sections above, the case must be referred to an investigating officer considering possible action taken by the Central Disciplinary Committee. L
SEP
211. The report as stated above, a copy of the revised verdict in terms of sections above as well as the result of any appeal in terms of sections above of this Constitution must be kept record of in the office of the Director of Student Affairs.

Right to appeal

212. A student who, after the procedure as set out in the above section has been completed, wants to appeal against a guilty verdict, must within fourteen (14) days after the receipt of a copy of the result of the revision, give notice of appeal to the University Office. L
SEP
213. A verdict given by the Central Disciplinary Committee is final and binding. It is not subject to any further right to appeal. L
SEP

CHAPTER 5: ADDITIONAL REGULATIONS

Subcommittees

214. Portfolio committees:

- a) For every portfolio that a member of the House Committee heads, he may appoint a subcommittee if it is required; ^L_{SEP}
- b) The involved House Committee member serves as head of the subcommittee and must report to the Primarius as well as the PSO Coordinator on a regular basis. The report must include discussion of the progress of the portfolio; ^L_{SEP}
- c) The House Committee member still carries complete responsibility for the portfolio. If the subcommittee does not perform to the required standard, the House Committee member will still be held responsible for the portfolio; ^L_{SEP}
- d) Election of committees:
 - i) Committees are elected by the House Committee members according to their portfolios;
 - ii) Committees are elected through application forms provided by the House Committee members;
 - iii) All elections must be open to applications for at least a period of seventy-two (72) hours. This ensures enough time is allowed for application; and
 - iv) The House Committee member can independently decide what the necessary requirements should be to qualify for the committee. The House Committee member makes use of his judgement to decide who gets elected. Consulting the Primarius is advised.
- e) The duties of the committee are determined by the House Committee member serving as head of the specific committee; and
- f) House points will not be awarded to committee members who fail to perform their specified duties.


215. The Evaluation Committee:

- a) The Evaluation Committee is convened by the PSO Coordinator or a member of the House Committee appointed by the PSO Coordinator. This individual will be appointed with the intention of observing and evaluating the behaviour of the House Committee members to ensure accountability;
- b) The Evaluation Committee consists of the following members:
 - i) The PSO Coordinator or any member of the PSO (excluding the Primarius and Vice Primarius) appointed by the PSO Coordinator to serve as head of the Evaluation Committee;
 - ii) The Primarius; and
 - iii) Vice Primarius.

- c) Rights and obligations of the Evaluation Committee:
- i) The Evaluation Committee can decide to:
 1. Withhold up to 25% of the House Committee member's honorarium in the case where that member's report is not, in the opinion of the Evaluation Committee, sufficient or complete; or ^L_{SEP}
 2. Withhold up to 50% of the House Committee member's honorarium if the Evaluation Committee determines that the House Committee member did not perform his duties properly.
 - ii) The Evaluation Committee can conduct a short interview with every member of the House Committee in reference to his performance as well as the performance of the rest of the House Committee members; and ^L_{SEP}
 - iii) If a decision is made in terms of section 210(c)(i) the Evaluation Committee has to take the following in account:
 1. Written approval must be received from the PSO Coordinator; ^L_{SEP}
 2. The Code of Conduct and other regulations of the House Committee;
 3. Any consideration that is delivered in writing to the convener of the Evaluation Committee;
 4. The reports of the House Committee members. Copies of the reports must be provided to the Evaluation Committee; and
 5. The principles of natural justice.
- d) The decisions made by the Evaluation Committee can be revised by the Disciplinary Committee;
- e) The Committee determines its own procedures as communicated and approved by the House Committee at the beginning of their term;
- f) The Committee must inform a member of the House Committee within forty-eight (48) hours of its decision and provide written reasons for any decision to withhold a percentage of a member's honorarium; and
- g) The Committee shall perform its duties annually during the period 1 October to 30 September. ^L_{SEP}

216. General Provisions:

- a) The Primarius is *ipso facto* member of all committees and subcommittees and can, where he determines it as necessary, delegate this right to the Vice Primarius;
- b) If the Primarius is of the opinion that certain subcommittees are not performing their duties as required, he has the authority to delegate these duties to another subcommittee or member of the PSO; and ^L_{SEP}
- c) Participation and cooperation is expected of all committee members for the duration of their year long term. If a member of a committee does not perform his duties as required, the Primarius as well as the House Committee member responsible for the

committee has the authority to dismiss the member in question. The member in question's participation in other committees will be re-evaluated and he could be dismissed or stay a member as the Primarius and House Committee sees fit. 

217. Policy on religion:

- a) Pieke accommodates all religions as far as no individual experienced discrimination because of a religious belief or custom. Religious discrimination will be seen as a high priority disciplinary matter.
- b) Religious discrimination involves treating a person unfavourably because of his or his religious beliefs. This policy protects not only people who belong to traditional, organized religions, such as Buddhism, Christianity, Hinduism, Islam, and Judaism, but also others who have sincerely held religious, ethical or moral beliefs.

Religious discrimination can also involve treating someone differently because that person is married to (or associated with) an individual of a particular religion.

Schedule 1: PSO emblem

The official emblem of the PSO is only available in line art. No adjustments may be made to this emblem. The proportions as printed here (10:10) must be respected at all times. Electronic versions of this emblem are available from the Secretary.



Schedule 2: PSO logo and slogan

The logo is used for less formal opportunities and publications. No adjustments may be made to the logo. The proportions as printed here (10.5:10.4) must be respected at all times. Electronic versions of this logo are available from the Secretary. The Pieke Mountains has been accepted as the official symbol of the PSO.

The official slogan of Pieke Men's PSO: "Nec Pluribus Impar"



Schedule 3: House Song

The virtues that are contained in the House Song, are executed in practice.

In die skadu's van Pieke

Bly 'n Trotse Matiestam

Woon die manne van 'n huis

In hul oë, deur vuur en vlam!

Tussen wingerd, see en berge

Troon die Pieke hoog en trots

Die berge is ons woning

En die woning, ons rots!

Firm and steadfast

Bring us glory

We will strive forever to win it all

Ons is enig in ons strewe

ALTYD EWIG,

Piekeman!