



The Prim Committee
Die Prim komitee
Universiteit | Stellenbosch | University

Constitution of the Prim Committee of
Stellenbosch University
As accepted in May 2020

1. Name

The name of this body that adopts this constitution will be known as the Prim Committee (“PC”).

2. Definitions

- 2.1 Community: refers to any residence or PSO ward.
- 2.2 SRC: Student Representative Council
- 2.3 CSC: Centre for Student Communities
- 2.4 CDC: Central Disciplinary Committee
- 2.5 CPC: Cluster Prim Committee
- 2.6 TSC: Tygerberg Student Council

3. Composition

3.1 The following persons serve as members of the Prim Committee (PC) with voting rights:

- 3.1.1 The Chairperson;
- 3.1.2 The Vice-Chairperson;
- 3.1.3 Tygerberg Prim Committee Chair;
- 3.1.4 Head Cluster Convenor;

3.1.5 The Prim of Each Community (refer to Addendum A).

3.2 The following persons serve as ex-officio members of the Prim Committee (PC) without voting rights

3.2.1 Prim Committee Financial Manager; and

3.2.2 The Secretary

4. Ethos

4.1 Members of the PC will function as a unit and will each serve as a representative of their various House on the PC, as well as indirectly on the SRC and other SU bodies.

4.2 The PC will continuously take into regard the needs of all SU students.

4.3 The PC will strive towards its vision of enriching the experiences of student life on campus.

4.4 It is the duty of PC members to bring forward topics for discussion as are prevalent to their communities and the broader SU context.

5. Functioning and Duties

5.1 Chairperson

5.1.1 Eligibility

5.1.1.1 The Chairperson is elected at a special meeting of the PC, before or during the period of SRC-Elections

5.1.1.2 This special meeting is facilitated by the SRC election convenors;

5.1.1.3 The candidates are elected from the current members of the PC;

5.1.1.4 The outgoing chairperson calls the meeting and remains the chairperson until the end of their term as an SRC member.

5.1.2 The Chairperson during their term is not to be a member of a residence or PSO house committee.

5.1.3 The Chairperson is an ex officio member of the SRC, as the SRC member for the PC their term will be concurrent to that of the SRC.

5.1.4 The Chairperson holds the highest authority on the PC.

5.1.5 The Chairperson represents the PC on various bodies as determined at PC meetings and as determined by other SU bodies.

5.1.6 The Chairperson must assume responsibility for either the PSO or Residence sector and act as caretaker thereof. The Chairperson and Vice Chairperson must act as caretaker of opposing sectors; i.e if the Chairperson is responsible for PSOs the Vice Chairperson must assume responsibility of the Residences and vice versa.

5.2 Vice Chairperson

5.2.1 Election:

5.2.1.1 The Vice Chairperson is elected at a special meeting of the PC, before or during the period of SRC-Elections;

5.2.1.2 This special meeting is facilitated by the SRC election convenors;

5.2.1.3 The candidates are elected from the current members of the PC.

5.2.2 The Vice Chairperson during their term is not to be a member of a residence or PSO house committee.

5.2.3 The Vice Chairperson is an ex officio member of the SRC, as the SRC member for the PC their term will be concurrent to that of the SRC.

5.2.4 The Vice Chairperson acts as chairperson in the absence of the Chairperson.

5.2.5 The Vice Chairperson represents the PC on various bodies as determined at PC meetings and as determined by other SU bodies.

5.2.6 The Vice Chairperson must assume responsibility for either the PSO or Residence sector and act as caretaker thereof. The Chairperson and Vice Chairperson must act as caretaker of opposing sectors; i.e if the Chairperson is responsible for PSOs the Vice Chairperson must assume responsibility of the Residences and vice versa.

5.3 Secretary

5.3.1 The Secretary is responsible for the administrative arrangements, including but not limited to

5.3.1.1 Preparation and distribution of agendas and minutes to PC members;

5.3.1.2 All official correspondence to and from the PC;

5.3.1.3 As well as any additional responsibilities as determined by the Chairperson and/or Vice Chairperson.

5.3.2 The Secretary is appointed by the Chairperson and Vice Chairperson.

5.3.3 The Secretary has no voting rights at meetings.

5.3.4 The Secretary cannot make him/herself available for election as Chairperson or Vice Chairperson after his/her term as secretary, unless the secretary was previously a member of the PC and fits the requirements of the Chairperson or Vice Chairperson election process.

5.4 Executive Committee

5.4.1 The Executive Committee consists of

5.4.1.1 The Chairperson;

5.4.1.2 The Vice Chairperson;

5.4.1.3 The Secretary;

5.4.1.4 The Head Cluster Convener;

5.4.1.5 Tygerberg Prim Committee Chair;

5.4.1.6 The Prim Committee Financial Manager and

5.4.2 The Executive Committee (EC) meets on a weekly basis, or as often as the Chair and Vice-Chair deems necessary.

5.4.3 All members of the EC, excluding the Secretary, have voting rights within the EC.

5.4.4 The EC's main objective is to make the PC more effective; it represents the PC, discusses urgent matters, advises the Chair, Vice-Chair and Head Cluster Convener, sets the agenda for the PC meetings and fulfils other roles and functions as the Chair and Vice-Chair deems fit.

5.4.5 The EC does not have the right or the authority to substitute the powers and privileges of the PC unless the authority is delegated to the EC by a simple majority vote of the PC.

5.4.6 The cluster-elected members of the EC represent their Clusters where relevant.

5.4.7 All decisions of the EC must be made available to the PC within 24 hours and must be ratified at the next ordinary meeting of the PC.

5.4.8 Quorum for EC meetings constitutes 50• plus one of the members with voting rights.

5.5 Other members of the PC

5.5.1 Each member of the PC acts as a representative for their community and also as a member of the Prim Committee.

5.5.2 Each member has voting rights, unless otherwise stipulated.

6. Meetings

6.1 Ordinary meetings

6.1.1 Ordinary meetings are held every second week of the academic term

6.1.1.1 Meetings are not permitted to occur during examination periods.

6.1.1.2 The meeting will be open only to PC members and those invited to the meeting by PC members.

6.1.2 Each member of the PC should be present, or in absence, a proxy must be present (Refer to S10).

6.1.2.1 The Tygerberg Prim Committee must send at least one representative.

6.1.3 Should a member of the PC fail to attend more than three ordinary meetings, the chairperson has the discretion to inform their community of their absence from PC.

6.1.4 Quorum for PC meetings is a minimum of two thirds of the PC members, which includes representatives with proxy letters.

6.1.5 Apologies must be submitted to the Secretary for approval by the Chairperson and/or Vice Chairperson, should the Chairperson be unavailable, at least 24 hours before the start of the meeting.

- 6.1.6 Members may miss a maximum of three meetings without a valid excuse. Valid excuses are determined at the discretion of the Chairperson and/or Vice Chairperson.
- 6.1.7 Representatives, who stand in for an absent PC member, must be disclosed to the Secretary before the start of the meeting.
- 6.1.8 Should there be any official matters to be voted on (such as motions or any matters for decision), representatives are to hand in a proxy letter from the PC member, to the Chairperson (or Vice Chairperson, if the Chairperson is unavailable) before the start of the meeting.
- 6.1.9 Representatives have no voting rights, unless a proxy letter has been handed in and accepted.
- 6.1.10 The Secretary must give written notice (including time) of a PC meeting, at least two days before the meeting is scheduled.
- 6.1.11 The minutes of the meeting must be sent to the members no later than seven days after the meeting took place.
- 6.1.12 Revised minutes are available upon request.
- 6.1.13 Constitutional motions and matters for discussion must be sent in to the Secretary at least 48 hours before the scheduled meeting.
- 6.1.14 Members must receive the agenda no later than 24 hours before the start of the scheduled meeting.
- 6.1.15 Procedures
- 6.1.15.1 The previous minutes must be accepted;
 - 6.1.15.2 The next PC meeting date must be determined;
 - 6.1.15.3 Attendance must be taken;
 - 6.1.15.4 The agenda must be closed at the beginning of the meeting.
- 6.1.16 Should a member of the PC wish to bring a visitor to a PC meeting, the following procedure must be adhered to:
- 6.1.16.1 The PC member must send a request to the secretary 48 hours prior to the meeting.
 - 6.1.16.2 The PC executive must approve the request.
 - 6.1.16.3 Once approved, the visitor may attend the meeting, however they are unable to contribute to the meeting unless the entire PC provide permission for the contribution. (2/3rd majority vote).

6.2 Extraordinary Meetings

- 6.2.1 Extraordinary meetings are held at the request of more than 50% of the members of the PC.
- 6.2.2 Quorum for an extraordinary meeting is two thirds of the voting members of the PC (including representatives with proxy letters).
- 6.2.3 The agenda for the extraordinary meeting must be sent along with the notice of the meeting.

6.3 Voting

- 6.3.1 If it appears that the PC cannot reach consensus on a matter, the matter can be put to a vote, where a simple majority is needed.
- 6.3.2 Each represented community has a maximum of one equal vote.
- 6.3.3 In the situation of a deadlock in votes, the Chairperson is to withdraw his/her vote.
- 6.3.4 LLL will not have voting rights on the PC, but do have representative capacity. See addendum D.

7. Disciplinary Procedures

- 7.1 Any member of the PC may lodge a complaint with the Chairperson.
 - 7.1.1 The discretion lies with the Chairperson and Vice Chairperson to handle the complaint and the EC may be consulted in this regard.
- 7.2 If the member who lodged the complaint is unhappy with the outcome of the complaint, they are able to approach the EC.
 - 7.2.1 The EC appoint an ad hoc disciplinary committee to handle the matter.
- 7.3 In the case of a serious breach in duty or responsibility, the disciplinary committee, in consultation with the Director of CSC, is to make recommendations to the CDC, for them to take further action if necessary.
- 7.4 The PC's disciplinary committee consists of
 - 7.4.1 The Chairperson;
 - 7.4.2 The Vice Chairperson; and

7.4.3 Three additional members.

7.5 The three additional members are appointed on ad hoc basis by the EC.

7.6 The disciplinary committee investigates the matter and takes a decision with recommended punishment which serves as a recommendation to the CDC. These recommended punishments may include temporary suspension of membership or expulsion. The member concerned must be included in this process.

7.7 The procedures followed by the CDC and outlined in the General Yearbook, will be followed.

8. Finances

8.1 Apart from the SRC budget, it is expected of the Houses to affiliate with the PC at a certain cost. These funds will be managed and reported on during meetings.

8.2 The PC is a non-profit making body and all funds are used.

9. Amendments to the Constitution

9.1 Any amendment to the constitution must be passed by a two-thirds majority of all the members of the PC.

9.2 Motions for the amendment of the constitution must reach the Chairperson at least 48 hours before the meeting.

9.3 All amendments of the constitution must be sent to the SRC for acknowledgement and ratification.

10. Proxy voting

10.1 If a member is unable to attend a meeting they are allowed to send someone from their community in their place as a proxy.

10.2 In the case that a voting needs to take place, the individual needs to present the proxy letter to the secretary at the meeting as attached in addendum E.

10.3 The proxy position may also be given to a fellow prim on the PC

10.4 In the case that a proxy is needed for the election of either the chair or vice chair of the PC, the proxy position may only be given to a fellow prim on the PC.

Addendum A

The Prims of the following Communities are considered as member of the Prim Committee due to their relationship with CSC:

Residences	Private Student Organisations
Academia*	Aristea
Dagbreek	Aurora
Eendrag	Equité
Erica	Libertas
Goldfields	Olympus
Harmonie	Osler
Heemstede	Oude Molen
Helderberg	Pieke
Helshoogte	Silene
Hippokrates	Venustia
Huis Francie van Zijl	Vesta
Huis eNkanyini House	
Huis Neethling	
Huis Marais	
Huis ten Bosch	
Huis Visser	
Irene	
ISA™	
LLL (Addendum D)	
Lydia	
Majuba	
Meerhoff	
Metanoia	
Minerva	
Monica	
Nemesia	
Nerina	
Serruria	
Simonsberg	
Sonop	
Wilgenhof	

*For purposes of the Prim Committee Elections, these houses are classified as residences (refer to Addendum C).

Addendum B

Election procedures for Chairperson and Vice-Chairperson

The election of the Chairperson and Vice-Chairperson of the Prim Committee occurs as follows:

(1) The Election of the Chairperson and Vice-Chairperson of the Prim Committee will take place before the nominations for the Students' Representative Council closes at a special meeting convened by the outgoing Chairperson.

(2) The election is administered by a Students' Representative Council Election Convenor or a person authorised by the Election Convenor to do so.

(3) The new Chairperson and Vice-Chairperson will be chosen from among the members of the Prim Committee.

(4) All nominees must comply with the requirements set out in the Student Constitution with regards to serving as a member of the Students' Representative Council.

(5) Nominations must be submitted in writing. The candidate must be nominated by one member (including self-nominations) of the Prim Committee.

(6) The nomination form should contain the following

(a) Name and surname of the candidate

(b) Which community they represented on the PC

(c) A motivation of why the person wants to stand for the position within the PC. If the person stands for the position of chair and vice chair then they need to have a separate motivation for each position.

(d) Any other requirements which the executive of the PK or the election convenor might feel is needed.

(7) All the candidates for the chair position need to leave the room and a random draw for which individual gets to go first will take place.

(8) Candidates will be allowed to listen to other candidates once their own circus has been completed.

(9) All candidates will have no more than 5 minutes to speak to the PC in order to make their case for why they are the best person for the job.

(10) After this the floor is open to members of the PC to ask relevant questions. Each candidate will have a maximum of 7 questions that can be asked by the floor.

(11) The outgoing Chairperson and Vice-Chairperson remain as such until the Students' Representative Council term expires.

(12) The Chairperson must be elected before the Vice-chairperson.

(13) Voting takes place by closed ballot.

(14) Negative voting, where votes are cast to eliminate one candidate, will reduce the candidates to two.

(15) Positive voting between the last two candidates will determine the new Chairperson and Vice-Chairperson of the Prim Committee.

Addendum C

Background:

The purpose of Motion 2/2012 is to provide clarity during the elections of the Prim Committee Chairperson and Vice-Chairperson. Due to their unique attributes, Academia and ISA have been classified not as a residence or PSO in their relationship with the Centre for Student Communities, but as a third category. For the exclusive purpose of the election of the Prim Committee Chairperson and Vice-Chairperson, it is however necessary to classify these two members as either a residence or PSO, since the Chairperson and Vice-Chairperson have to represent both these backgrounds collectively.

Motion 2/2012:

For the exclusive purpose of the election of the Prim Committee Chairperson and Vice-Chairperson, the Prim Committee regards Academia as a residence and ISA as a residence.

Mover: *Clinton du Preez*

Seconder: *Angélique Mills*

Accepted on: 24 July 2012

Addendum D

The Listen, Learn and Live (LLL) houses have people that are also allocated to PSO's, and thus the vote of those individuals are carried by the various PSO representatives. Until such time that LLL does not have residents who are allocated PSO's, they will be unable to have voting rights as people are then given double representative power.

Addendum E

(Add your house's logo)

Date:

To the Prim Committee of Stellenbosch University

I hereby authorize (name of representative, student number) as proxy holder for (name of residence/psa) at the Prim Committee meeting, (add date) to vote, our interest, or refrain from voting, on any matters brought before the Prim Committee he/she deems appropriate.

Sincerely

Signature

(Your name)