

HARMONIE LADIES' RESIDENCE

CONSTITUTION

2018 Revision

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CHAPTER 1: FOUNDING PROVISIONS

Ethos

1. Harmonie is a residence for talented women, a place of diversity, vibrancy and a distinctive uniqueness.
 - a. Welcoming is certainly functional in many respects. It encourages teamwork between newcomers, that otherwise would not occur, and social adjustment. This is because first-years get to know each other and form friendships, but also learn to adapt to university and residence life and all the challenges that it entails. The goal is not to humiliate newcomers, but rather to give them the tools to get used to the fast-pace of university life, while harbouring love and pride for their residence.
 - b. With regards to the alcohol policy in the residence, drinking of alcohol is allowed as long as it occurs within the set rules of the residence.
 - c. Basic human rights are vital for Harmonites.
 - d. It is also important to create an academic climate in the residence.
 - e. It is particularly important to us that a proper balance is maintained in the residence in terms of activities and in terms of the holistic development of the individual.
 - f. Thus, the development of the individual's total potential is a priority.
2. Harmonie is a residence full of rich traditions and pride. This has been built upon year after year in order to create a sense of unity and loyalty that will remain amongst Harmonites long after their student years.

Power of the Constitution

3. All actions, behaviours, decisions, elections, motions, rules, regulations and provisions in Harmonie Ladies' Residence is subject to this document, and should they contradict this document they will thereby be invalid. All assignments, requirements, obligations, rules and regulations that are spelled out in the Constitution should be followed.
4. This Constitution:

- a. Stands under the authority of the Rules for Students of Stellenbosch University, the Student Union Constitution, the Constitution of the Republic of South Africa, 1996 and all other laws as determined by the Government of the country.
 - b. Will not be contrary to the rules for students, Student Union Constitution, Statute of the University, Higher Education Act (101 of 1997) or any other rules and regulations from time to time by the Board of the University determined.
5. Although Harmonie Ladies' Residence acts autonomously, it is still a branch of the University and is not a legal person constituted by this Constitution.
6. This Constitution shall terminate and replace any previous constitutions and related regulations and rules that applied or presided over Harmonie Ladies' Residence.

Amendment and Interpretation

7. Amendments to this Constitution:
 - a. Can be made by a majority vote, if a motion is passed at a house meeting; under the condition that:
 - b. Changes to the fundamental provisions (Chapter 1) may be accepted in the same way, but with a two-thirds majority
8. If the interpretation of the Constitution is unclear, a Special Sitting of the Disciplinary Committee will deliver a final verdict.
9. If specific sections of the Constitution are inconsistent, or if a part of the Constitution is considered invalid by the Special Sitting of the Disciplinary Committee, the rest of the Constitution will remain in force. In such a case, Chapter 1 is always preferred and a correctional amendment to the Constitution should be brought to the house as soon as possible.

Membership

10. In order to be considered a resident of Harmonie Ladies' Residence, a person must:
 - a. be registered as a full-time student at the University, and;

- b. be registered as a resident of Harmonie Ladies' Residence at the Department of Student Housing, and;
 - c. currently reside in Harmonie Ladies' Residence.
11. Any member of Harmonie Ladies' Residence who was a resident for a minimum of one (1) semester, will be considered a former Harmonite on the day she ceases to be a resident of the hostel, therefore a Harmonite will be considered alumni only if she resided in Harmonie for a minimum of one (1) semester.
 12. A newly appointed warden of the hostel is invited to join the House by formally accepting the Ode and Ethos at a house meeting.
 13. Persons who are not residents of the residence, but for a limited period of time move into (sleepover) the residence shall be deemed visitors.
 14. The House reserves the right to terminate a person's membership in exceptional circumstances and after urgent consideration, if a majority vote of two-thirds is met at a House meeting. Such a decision can only be taken if the person's membership tarnishes the name of the residence, and their actions conflict with the values and Ethos in this Constitution. Although such a person will no longer be considered a Harmonite, the residence cannot terminate anybody's accommodation.

Symbols

15. Only the symbols contained in this section, serve as official symbols and/or signs of Harmonie Ladies' Residence and must be used in this accepted format. Harmonie Ladies' Residence also holds the copyright on these symbols and any unauthorized use will not be tolerated.
16. Permission for any deviation from the accepted format must be approved by the House Committee.
17. "1905" serves as the official emblem and logo of Harmonie Ladies' Residence. (Schedule 1) "1905" is the founding year of Harmonie and is a symbol of the rich tradition and history of the House.
18. The House Song, as printed in Schedule 2, is acknowledged as the official anthem of the residence and can be used at any residence related activities.
19. The flag, as printed in Schedule 3, is a symbol of our rich past and our

traditions. At the same time, it will remind us to build on the foundation laid by our founders and our predecessors. The flag is green. In the middle of the flag is a silver key with the word "Harmonie" written on it. Around it is a laurel wreath, with four daisy flowers woven into it. Under it lays a book with the letters "US" on it.

- a. With the key we unlock the future, because the future lies in our hands.
 - b. The name "Harmonie" is not only alone the name of our house, but also any resident's motto.
 - c. The laurel wreath serves as a symbol of the glorious past of our house.
 - d. The daisy flower is our house flower.
 - e. The book is in relation to the Alma Mater. - We are residents of Harmonie; but first we are students at the University of Stellenbosch.
20. Harmonie is associated with the colour turquoise. White, black and blue are regularly used as compliments.
21. As part of our heritage and institutions, Harmonie maintains a number of special traditions and customs. These practices are described in Schedule 4.

House Meeting

22. The House Meeting is a gathering of all the residents of Harmonie Ladies' Residence that is convened as a platform for conveying information between the Residence warden, the House Committee and the residents.
23. House Meetings constitute the legislative authority of Harmonie Ladies' Residence, with final say over the appointment of House Committee members, making strategic decisions and/or the validation and acceptance of new rules or amendments to the Constitution of the residence.
24. Voting of motions will occur during a House Meeting.
25. All Harmonites who are present at the House Meeting will be regarded as a voting member, this is the only exception to section 103 of this

Constitution.

26. Any and all motions that were voted in at House Meeting will be in effect from the day after the motion was voted in, or at any time the House Committee deems fit.
27. During a House meeting all Harmonites are expected to act in order. The Chair (Primaria) reserves the right to expel any person who behaves inappropriately or improperly from the meeting. No alcohol may be consumed during House Meeting.
28. An ordinary House Meeting will:
 - a. occur quarterly, and;
 - b. be advertised at least ten (10) varsity days before the scheduled date, and;
 - c. will be attended by all Harmonites until the end of the meeting.
 - d. If special circumstances make it impossible for a house member to attend, the Primaria must be notified a minimum of 24 hours prior to the beginning of the meeting. Failure to excuse themselves will result in a fine.
 - e. The Primaria reserves the power to deny a request of absence made by a member.
29. A special House meeting will:
 - a. occur when the House Committee requires it, or;
 - b. no more than three (3) university days after a minimum of fifty (50) House members make a written request to the Primaria, in which case only the issues on the petition may be discussed, and;
 - c. shall be advertised at least one (1) University day before the scheduled date in the residence, and;
 - d. will maintain the same quorum requirements as an ordinary House Meeting, and;
 - e. must be attended by all Harmonites. The Primaria will indicate whether excuses for absence are required in this case. Due to the short notice, absence from special House Meetings will not be fined.
30. A house meeting (whether general or special) will only be considered properly constituted if two thirds of the voting members are present.

This minimum will serve as quorum for the meeting.

- a. If a quorum is not reached within half an hour after the start of the scheduled time, the meeting will be adjourned and a new meeting shall be convened within five (5) university days.
 - b. If such a second meeting fails to have achieved quorum, the second meeting's quorum will be changed after one hour to fifty percent (50%) of the voting members.
31. The Primaria serves as Chair of the House Meeting with the responsibility to lead the meeting and record proceedings and visitors.
 32. The Secretary of the House Committee also acts as secretary of the House Meeting and is responsible for keeping an accurate record (Administration House Committee member).
 33. During the course of a House Meeting, the Chair can allow House Members to speak. All House members have the right to participate in discussions, but the Chair will use her discretion to ensure a balanced discussion takes place and to ensure that individuals do not dominate the discussion.
 34. During the normal House Meeting, the Chair can obtain decisions from the House if:
 - a. non-binding opinion surveys or needs assessments that serve as advice for the House Committee; or
 - b. binding decisions being made to the House as proposals from the House Committee for voting; or
 - c. binding formal motions put to the House by either the House Committee or a voting House member.
 - i. Formal motions from House members must be submitted to the Primaria three (3) days before the House Meeting;
 - ii. All motions will be published at least four-and-twenty (24) hours prior to the meeting as notices on the agenda, by electronic mail or on the Primaria's notice board; but
 - iii. Amendments to motions will be heard at a House meeting or Motions Discussion; and
 - iv. Anyone who submits a motion may insist on the reasons for a

motion to be considered and in such a case the House member retains the right to approach the Disciplinary Committee according to regulations; and

- v. Motions passed at a house meeting will be binding.
 - d. Decisions taken and motions presented at a House meeting are considered binding, provided they are not inconsistent with this Constitution, the rules for students or other relevant University decisions and policies.
35. In order for a valid decision to be adopted, the following rules regarding voting on proposals or motions are valid:
- a. Each Harmonite, regardless of how long they have been a resident of Harmonie is considered a valid voting member;
 - b. All votes will carry equal weight; and
 - c. In order to make a decision or carry a motion, fifty percent plus one of the people present and voting must vote (unless the Constitution establishes other requirements) with regard to requirements regarding the quorum; and
 - d. Only persons who attend the meeting and vote will be considered; and
 - e. Any Harmonite has the right to abstain from voting; and
 - f. The Chair shall decide the manner of voting, either by hand, ballot or electronically.
36. Only the following will be accepted by as valid reasons to be excused from meetings - including House Meetings, Section meetings, Primaria and Voce-Primaria caucus and House Committee caucus:
- a. A test or exam during the meeting itself, on the same evening as the meeting or the next day;
 - b. Severe illness;
 - c. Absence from Stellenbosch; or
 - d. Any other reason acceptable under the discretion of the Primaria or Section HC.

CHAPTER 2: EXECUTIVES OF THE RESIDENCE

Warden (Residence Head)

37. The warden serves as a link between the University and the House Committee. In this role, he/she adapts and complies with the University rules and regulations where necessary.
38. All residence leadership structures are under the authority of the warden. Full authority rests with him/her to decide how he/she reconciles the residence's customs and traditions with the guidelines of the University.
39. At HC meetings, as well as in other decision-making processes regarding residence activities, he/she fulfils a mainly advisory role. In order to facilitate this process, the warden will attend House Committee meetings and House Meetings.
40. The warden is the holder of the residence's Liquor Licence and discretion over the approval of functions and the administration of this License.
41. At the same time the warden has the power to approve or ban any function.
Any approval or disapproval of the above, the HC have the right to query the reasons for the warden's decision.
42. Failure to comply with the warden's instructions may lead to the House Committee member undergoing disciplinary action under the University.

Primaria

43. The Primaria of Harmonie Ladies' Residence is the Head Student of the residence.
44. By virtue of this office (ex officio), the Primaria is automatically a member of:
 - a. The House Committee; and
 - b. the disciplinary committee.
45. A House Member is elected as Primaria according to the election procedures in the constitution (Chapter 3).
46. The Primaria (like the rest of the House Committee) is a university

official serving both the residence and the University.

47. The Primaria is responsible for
 - a. Representing Harmonie's interests at all University structures and forums; and
 - b. Carrying out the University's policies in Harmonie; and
 - c. Representing the Residence and the House Committee on the Prim Committee; and
 - d. Serving as the Chairman of the House Committee; and
 - e. Establishing, with the Vice-Primaria, HC portfolios for her term; and
 - f. Consulting with the House Committee to determine the composition and membership of all committees in the residence for that HC term; and
 - g. Maintaining the Residence's Executive Board; and
 - h. Regularly contacting the warden to discuss residence matters; and
 - i. Serving as a link between the university management and the Residence; and
 - j. Acting as Chairman of the Harmonie Disciplinary Committee;
48. As Chair of the House Committee, the Primaria:
 - a. Will handle the delegation of tasks as well as the overall management of the Committee; but
 - b. Strategic decisions can only be made after consulting with the House Committee; and
 - c. Must also consult the House Committee on operational matters to ensure that the whole committee is involved in decisions; and
 - d. May, in exceptional cases, make urgent decisions without consulting with the Vice-Primaria or the House Committee; and
 - e. Takes final responsibility for the state of the house funds; and
 - f. May approve the expenditure of funds up to the maximum specified in the residence Financial Practices.

Vice-Primaria

49. The primary responsibility of the Vice-Primaria is to support the Primaria in carrying out her tasks. The Vice-Primaria serves in an advisory capacity to the Primaria.

50. If the Primaria for any reason is no longer able to carry out the duties and responsibilities assigned to her, the Vice-Primaria will stand in as Acting Primaria.
51. By virtue of this office (ex officio), the Vice-Primaria is a member of:
 - a. the House Committee; and
 - b. the disciplinary committee.
52. A House Member is elected to become Vice-Primaria according to the election procedures spelled out in the constitution (Chapter 3).
53. The Vice-Primaria (like the rest of the House Committee) is a university official in charge of both the residence and the University.
54. The Vice-Primaria is responsible for
 - a. Assisting the Primaria; and
 - b. Performing tasks, as indicated at the beginning of her term with the Primaria; and
 - c. Acting as the residence's Safety and Risk Management Officer.

Secretary of the House Committee

55. The Primaria and Vice-Primaria appoints the Secretary of the House Committee during the distribution of portfolios at the start of a HC's term.
56. By virtue of this office (ex officio), the Secretary is a member of:
 - a. the Disciplinary Committee.
57. The secretary is responsible for the general administrative arrangements of the committee and should therefore remain well-informed at all times of all official residence activities.
58. As a member of the committee, the secretary is responsible for:
 - a. Keeping a record of each meeting; and
 - b. Keeping a calendar of all scheduled residence events to facilitate decision-making.
59. With regard to House meetings, the Secretary is responsible for:
 - a. Ensuring that the House is notified a minimum of ten University days prior to the date; and
 - b. Keeping a calendar of all scheduled residence events to facilitate decision making; and

- c. Preparing the slideshow at least one (1) day prior to the meeting;
and
 - d. Taking minutes of the meeting.
60. As secretary of the disciplinary committee, the secretary of the House Committee has the following responsibilities:
- a. To be familiar with the disciplinary procedures; and
 - b. To prepare formal statements for each Disciplinary Hearing and to file a copy thereof in the HC Office.

Treasurer of the House Committee

61. The Primaria and Vice-Primaria appoints the Treasurer of the House Committee during the distribution of portfolios at the start of a HC's term.
62. The Treasurer is responsible for:
- a. Keeping track of the residence's finances; and
 - b. Administrating income and expenses; and
 - c. Ensuring that the University, Residence and Country financial regulations are met; and
 - d. Drawing up a detailed budget with the Primaria at the beginning of their term; and
 - e. Providing the Primaria with feedback on the residence's financial status; and
 - f. Explaining to the HC members how to handle expenses for their portfolios; and
 - g. Ensuring that all funds raised during jool are handled correctly in accordance with the regulations of the jool guide; and
 - h. Collecting and administering fines that were written by HC members - fines should be paid to the Treasurer.
 - i. Collecting sleepover money and ensuring that such money will be used where necessary within Harmonie.

House Committee

63. Harmonie's House Committee is elected for a term of one (1) year. This election process is regulated by the Election Procedures in this

Constitution (Chapter 3).

64. The House Committee consists of 9 members, including the Primaria, Vice-Primaria, Secretary and Treasurer.
65. All members of the House Committee are officials of the University and are responsible for the execution of all policies as determined by the legislation of the University.
66. The House Committee shall meet at least once a week during the academic term until the start of examinations. All HC members must attend these meetings.
67. Excuses for absence from HC meetings must be submitted to the Primaria before the meeting for consideration. The Primaria reserves the right to dismiss excuses.
68. The House Committee is responsible for:
 - a. Determining the strategic direction of the residence; and
 - b. The administration of the residence; and
 - c. The maintenance of discipline in the interest of the residence, in terms of the disciplinary procedures; and
 - d. The promotion of unity and residence involvement; and
 - e. The completion of any and all tasks to ensure that Harmonie functions effectively; and
 - f. Makes provision for the execution of all reasonable requests and tasks set out by the House; and
 - g. The convening of House meetings; and
 - h. The acceptance of joint responsibility for Harmonie's buildings and grounds; and
 - i. The protection and expansion of Harmonie's history and heritage; and
 - j. Meeting and upholding all the requirements and provisions of this Constitution.
69. In addition, each individual House Committee member also has the following responsibilities:
 - a. To manage her allocated portfolios to the best of her ability; and
 - b. To fully accept sole responsibility for all activities of their portfolios

- and the committees that operate within them; and
- c. To spend her portfolio budget responsibly and to comply with all the financial rules and practices of the residence and the University; and
 - d. To represent the title of HC in her respective section; and
 - e. To manage her section and encourage their participation in residence activities; and
 - f. To ensure that members of her section adhere to residence rules and regulations; and
 - g. To distribute all the necessary penalties and fines within her section; and
 - h. To hand over a complete report on all of her portfolios at the end of her term, which is to be given to the new Primaria.
70. A member of the HC may be removed from office:
- a. When two-thirds of the House at a House Meeting accept a motion to remove the HC member; or
 - b. The HC member in question has the right to appeal to the Disciplinary Committee; or
 - c. If she is convicted of a very serious offense during a session of Harmonie's disciplinary committee or the University's Central Disciplinary Committee. It is the responsibility of the institution to decide which offenses warrant a suspension from the House Committee.

Should there be a vacancy on the House Committee, the HC has the discretion to decide whether or not the position needs to be filled. If the position is to be filled, a new HC member must be elected according to the provisions under Chapter 3 of this Constitution.

Mentors

71. The purpose of the Mentors is to ensure that First-Years are successful in their adaptation to university, both academically and socially. The Mentors also to play a critical role during Welcoming Week.
72. Although Mentors form part of the residence and play a role in the integration of First-Years into residence culture, their role and

responsibilities are governed by the policies set by the University.

73. The annual function and interaction of the Mentors is agreed upon between the Head-Mentor and the Primaria.
74. The primary functions of the Mentors are:
 - a. To provide academic information to the First-Years during Welcoming Week; and
 - b. To serve as a communication channel between First-Years and the House Committee or University; and
 - c. To take note of any problems with the programme and to address these issues; and
 - d. To provide advice and counselling to First-Years in terms of their academic and social adjustment; and
 - e. To refer First-Years to the relevant units or institutions if specific assistance is needed; and

Second Years' Committee

75. The Second Years' Committee is an independent committee comprised of seven Harmonites who will be second years for their term on the Second Years committee.
76. The House Committee determines the Second Years' Committee's duties, but the committee may also take initiative.
77. The Second Years' Committee's is held accountable by the House Committee, specifically by the designated HC who has the portfolio of Second Years.
78. The Second Years' Committee's has the following responsibilities:
 - a. Assisting the HC during Welcoming Week activities, especially in regard to the stall at Vensters; and
 - b. General fundraising; and
 - c. The organisation of Bon Voyage, in cooperation with the relevant HC member; and
 - d. The organisation of the Madelief Commencement Ceremony for the first years; and
 - e. The organisation of House Funds Dance (Huisfondsdans), in cooperation with the relevant HC member; and

- f. The organization of regular Second Year Socials; and
- g. General administrative assistance to the House Committee, in the absence of an appropriate committee; and

Any other functions, such as arranging events, which do not usually fall under the House Committee's responsibility, as determined by the House Committee.

- 79. This committee is elected by current First-Years, for their second year. The Second Years' Committee term is synonymous with the HC's term.
- 80. A specific House Committee member serves as a link between the House Committee and the Second Years' Committee, in order to establish effective cooperation with the House Committee and to communicate the Second Years' Committee's obligations.
- 81. All members elect the Chair and Vice-Chair of the Second Years' Committee at the committee's first meeting in a closed election. The HC member responsible for Second Years conducts this election.
- 82. The Second Years' Committee should autonomously decide on a clear allocation of duties for Committee members, whether through portfolios or otherwise.
- 83. At minimum, the portfolios of Chair, Vice-Chair, Secretary and Treasurer should be allocated.
- 84. The Second Years' Committee will meet at least one (1) time per quarter. During this meeting, expectations, activities and responsibilities relevant to that quarter should be discussed.
- 85. The Chair should report on the committee's term at the end of their term, in order to offer the succeeding Second Years' Committee guidelines. This report must be submitted to the new Primaria.

First Years' Committee

- 86. The First Years' Committee is an independent committee comprised of seven (7) first years at the residence
- 87. The First Years' Committee is elected during the first quarter.
- 88. This committee is elected by the current First Years from their own ranks.
- 89. The House Committee determines the First Years' Committee's duties.

90. The First Years' Committee remains at all times accountable to the House Committee, and specifically to the First-Years' HC.
91. The First Years' Committee has the following responsibilities:
 - a. to enforce the tradition of HC Dinner, which takes place in the first quarter, for the HC members and their partners; and
 - b. to enforce the tradition of HC Impersonation at the first House Meeting of the academic year; and
 - c. To enforce the tradition of Wolfaweerders for the house meeting of the second quarter; and
 - d. To enforce the rule of the HC incorporation in the third quarter, this is a tradition for the newly elected HC; and
 - e. To ensure that a new tradition is added to Harmonie's rich legacy. A clear written explanation of the new tradition must be added to the archive; it must be read to the House, at the House Meeting in the third quarter; and
 - f. To ensure that old traditions are kept alive through the year; and
 - g. The organization of regular First Years' Socials; and
 - h. Any other functions, such as arranging events, which do not usually fall under the House Committee's responsibility, as determined by the House Committee.
92. The First Years' HC serves as a link between the House Committee and the First Years' Committee, in order to establish effective cooperation with the House Committee and to communicate their obligations to the First Years' Committee.
93. The Chairman and Vice Chairman of the First Committee is elected at the committee's first meeting in a closed election by all members. The HC member responsible for First Years conducts this election.
94. The First Year' Committee should autonomously decide on a clear allocation of duties for Committee members, whether through portfolios or otherwise.
95. At minimum, the portfolios of Chair and Vice-Chair should be allocated.
96. At the end of the first quarter, the term of the New Comers Committee elapses and the First Years' Committee is elected from the first year

group.

Section Leaders

97. Each section has a Section Leader.
98. The Section Leader works with the Section HC on section-related tasks.
99. The Section Leader is also the fire captain of the section and thus forms part of the safety committee.
100. The Section Leader has the duty of organising section socials.
101. The Section Leader shall help the Section HC with the monitoring and accessibility of the storerooms.

CHAPTER 3: VOTING PROCEDURES

102. Harmonie's House Committee, including the Primaria and Vice-Primaria are directly elected by all voting House members, during a free, transparent and fair election.
103. The election of these members is done annually, by secret ballot, in accordance with the procedure set out below and specified within the timeframe of the Division of Student Affairs. The current House Committee is to confirm this timeframe as early as possible and start the election process.
104. All House members who have lived in Harmonie for a minimum of one (1) semester shall be deemed as voting members.
 - a. All voting members vote counts as one at each caucus;
 - b. All current House Committee members and the warden's votes count one each at the House Committee caucus;
 - c. At the Primaria and Vice-Primaria caucus, the votes of the warden, current Prim aria and current Vice-Primaria each count one votes.

Election Committee

105. In order to ensure the fairness of the election process, the election is conducted by an independent Election Committee.
106. The Committee is composed of
 - a. The outgoing Prim aria; and
 - b. At least one outgoing House Committee member or a maximum of two outgoing House Committee members; and
 - c. Two outgoing senior House members.
107. Members of the Election Committee may not stand as candidates at that election.
108. Members of the Election Committee may not nominate candidates for that election.
109. The Election Committee is responsible for:
 - a. administering the election and nomination process; and
 - b. proposing set and standard questions for the Prim aria, Vice-Primaria and House Committee candidates. The Election Committee

- has full discretion in formulating these questions; and
 - c. always acting in accordance with the provisions of the Constitution; and
 - d. keeping the House informed of all aspects of the election process; and
 - e. ensuring that all candidates are treated fairly; and
 - f. counting the votes and releasing the results as soon as possible; and
 - g. acting objectively, independently and fairly.
110. The Election Committee has the power to arrange the order of the election and make decisions about
- a. the validity of ballots; and
 - b. improper lobbying; and
 - c. the establishment of elections; and
 - d. specific dates and times of elections, in consultation with the House Committee.

Nominations

111. Nomination forms for the position of Prim aria, Vice-Prim aria and House Committee members must be available at least five (5) University days before the nomination date.
112. If, within the stipulated period, not enough candidates applied to fill the vacancies, the nomination process should be extended for a period determined by the House Committee and the Election Committee.
113. If after a prolonged nomination there are still not enough candidates available to fill the vacancies, the vacancies will be reduced and will be filled by the available candidates.
114. Nomination forms must at least contain the following:
- a. the full name and student number of the nominee; and
 - b. the full name and student number of the nominator; and
 - c. the signature of the nominee; and
 - d. the signature of the nominator; and
 - e. the full name and signature of:
 - i. at least five second nominators for the position of House Committee member; or

- ii. eight second nominators for the position of Prim aria or Vice-Prim aria.
 - f. the position or positions for which the nominee is available; and
 - g. a brief CV and brief policy statement of the candidate.
115. Only voting House members may nominate or second a candidate.
116. Each nominee's signed nomination form confirms that they:
- a. are willing to accept the nomination; and
 - b. if elected as House Committee member, they will undertake their duties and shall perform the responsibilities wholeheartedly while acting as both an employee of Stellenbosch University and a leader within Harmonie.

Eligibility

117. Any resident who wishes to stand for election must satisfy these requirements:
- a. she must be a member of the House; and
 - b. she must have lived in Harmonie for a minimum of three (3) semesters; and
 - c. she must comply with the university's requirements for admission to the residence the following year (HEMIS requirements); and
 - d. she must not have a criminal record, or record with the US Central Disciplinary Committee or Harmonie's Disciplinary Committee. If the candidate does not comply with this requirement, a special application can be brought to the Disciplinary Committee for exemption in order to stand for the House Committee. The same procedure should be followed if there is a pending case against a candidate.
118. If all the prerequisites are met and a valid nomination is received by the Election Committee, the candidate's name can be placed on the election list.

Caucus

119. A caucus of the candidates is arranged so that the House can have the opportunity to pose questions to the candidates and hear their policy

statements.

120. The Election Committee will determine set questions to ask candidates at the caucus.
121. The meeting will take place under the supervision of the Election Committee Chair (Outgoing Prim aria).
 - a. All candidates must be granted the same maximum amount of time to answer questions from the House.
 - b. Unfair questions may be ruled out of order by the Chairman.
 - c. The Chairman has the discretion to rule out any question from the House that is deem to be inappropriate, irrelevant or offensive towards the candidate.
122. The Election Committee shall, at least ten (10) University days before the start of the caucus, give proper notice of the time and place of the meeting.

Voting

123. After the caucus, voting will take place at a time determined by the Election Committee.
124. The Election Committee should take note of which house members have voted and which have not.
125. The votes are tallied as soon as possible behind closed doors. The ballots must be kept until the period for objection has expired.
126. Voting is done either on paper or electronically, whichever method is most preferred or more convenient as decided upon by the Election Committee or the House Committee. Each member of the house can should vote in his or her own capacity, and no member of the house may vote on behalf of another house member.
127. For an election to be valid:
 - a. an initial quorum of ninety percent (90%) of the voting House members must be set and the polling station must remain open for a minimum of one (1) University day, with the exception of voting for the Primaria and Vice-Primaria; but
 - b. if an election does not reach quorum after two (2) University days, the residence must be informed. In such a case, the polling station

must remain open for a minimum of three (3) University days (including the two days which have elapsed) or until the eighty percent (80%) of the voting members have cast their votes. If after five (5) University days it is still impossible to meet the requirement, the House Committee and Election Committee will collectively decide on what action should be taken.

Election of Primaria and Vice-Primaria

128. The election of the Primaria and Vice-Primaria are done, mutatis mutandis, in the same way, but in two different sessions.
129. All eligible candidates will appear on the ballot of the election list for the particular position. Each House Member will have the opportunity to vote for one (1) candidate. Eligible candidates for the position of Primaria are Harmonites who are deemed senior Harmonie Resident's. If, however, only one person of the HC is standing for the position of Primaria, the opportunity opens to all house members.
130. If a candidate receives a majority vote (50% + 1), she is elected.
131. If no candidate receives a majority vote (50% + 1), a second election will be held where the candidates with the least votes are removed from the running. However, the sum of the removed candidates' votes in the previous election may not exceed fifty percent (50%). This procedure is repeated until one candidate receives a majority vote (50% + 1).
132. If there is only one (1) nominee for a particular position, the house will cast a YES or NO vote. If the candidate receives more YES than NO votes, she is appointed to the position.
133. A Primaria candidate who fails, reserves the right to stand for Vice-primaria and/or House Committee. A Vice-primaria candidate who fails reserves the right to stand for House Committee.
134. The Primaria and Vice-primaria are automatically part of the House Committee.

Election of the rest of the House Committee

135. All eligible candidates on the election list for the specific position(s) will appear on the ballot sheet.

136. Each House member must cast a number of votes equal to the number of vacancies. Ballots with more votes will be considered null.
137. Vacancies are filled according to the number of votes received by each candidate, until all the positions are filled. If more than one candidate received the same number of votes for the last vacancy, the one with the most votes from senior House members will be appointed.
138. If there are only seven (7) nominees for the seven house committee member positions, the house will cast a YES or NO vote for each candidate. If the candidate receives more YES than NO votes, she is appointed to the position of House Committee member. Any candidate who receives more NO than YES votes will not be appointed. In this case, another YES or NO vote will be cast by the House, for these vacancies on the HC. If the candidate still has more NO than YES votes in this second session, the Election Committee is to reopen the nomination period. These nominations will be treated in the same way and with the same procedures as set forth in this Constitution.
139. If there are still vacancies on the HC, after the second HC caucus, as a result of a candidate who has received more NO than YES votes, the Election Committee can exercise their own discretion. If the Election Committee decides to open nominations again, they may decide to open the vacancy up to first years.
140. If, due to unforeseen circumstances, a candidate withdraws as a House Committee member, the person who will fill her position would be the candidate who had the highest amount of votes after the member who withdrew.

Announcement of the House Committee

141. The results of all elections should be released within two (2) University days of closing the polls. The Election Committee automatically dissolves after the new House Committee has been announced.
142. The number of people who voted must be disclosed after the election. The number of votes for the vacancies do not need to be announced, hereby the amount of votes each candidate received should not be revealed.

Objections and Withdrawals

143. Any objections to the procedures followed during an election, or the validity of a result, will be heard by a Special Session of the Disciplinary Committee within 72 hours for final consideration.
144. Candidates will retain the right to withdraw their candidacy until the official announcement of the House Committee, after which they will have to resign formally if they want to withdraw. In such a case, a new vacancy arises. If a candidate withdraws after voting has begun, votes for that person are not counted. Once a candidate has informed the Election Committee Chair that she withdraws, that decision cannot be reversed.

Selection Procedure of Mentors

145. There will be a selection of 8 mentors at the end of the third term.
146. The mentors term will begin the following year, as per the new academic year.
147. The applicant must comply with the university's requirements for admission to the residence for the following year (HEMIS requirements), as well as has achieved satisfactory academic results according to the Selection Panel.
148. The selection of Mentors will be done by a closed Selection Panel.
149. Members of this Panel:
 - a. The outgoing Primaria; and
 - b. Outgoing Head Mentor; and
 - c. Warden or Assistant Warden; and
 - d. New Primaria / Vice-Primaria; and
 - e. New Head Mentor.
150. Announcement of the Mentors is to be made within seven (7) days of the decision being made by the Panel.

CHAPTER 4: DISCIPLINARY PROCEDURES

151. The disciplinary proceedings aim to reconcile the relationship between the accused House member and the rest of the House, as opposed to disciplining the house member. For this reason, all disciplinary actions must be taken in accordance with the spirit of Harmonie's ethos and values.
152. The House Committee is responsible for maintaining the discipline in the House in accordance with University rules, regulations and the ethos of Harmonie. In order to fulfil this responsibility fairly and responsibly, the Disciplinary Committee is assembled.

Jurisdiction and Status of Disciplinary Committee

153. The disciplinary committee may only act against a resident of Harmonie Ladies' Residence.
154. In cases where jurisdiction is questioned, the final decision is to be made by the Chair, under the consultation of the Disciplinary Committee.
155. The Disciplinary Committee has limited power to act on its own against:
- a. an act or omission that could possibly constitute a violation of the University Council's prohibition against initiation or a deviation from Welcoming; or
 - b. an offense that is, in the opinion of the warden, of a serious nature; or
 - c. any action where vandalism, damage to property or improper use equipment, in contravention of the Occupational Health and Safety Act, such as the illegal setting off of fire alarms, fraudulent use of fire hoses and extinguishers, arson or any similar activity; or
 - d. any act of a criminal nature, which falls under the criminal law of the Republic of South Africa; or
 - e. vandalism or damage to property where the relevant damage exceeds the value proposed by the Division of Student Affairs.
156. When a House member fails to pay a fine imposed on her by a member

of the House Committee within two weeks, she can be called to a disciplinary hearing.

157. The Disciplinary Committee reserves the right to refuse to hear any objection and may refer a situation directly to the Division of Student Discipline.
158. The warden can use his/her discretion to refer a matter to the IRDC or CDC without passing it by Harmonie's Disciplinary Committee.
159. The Disciplinary Committee's term coincides with the term of the House Committee.
160. Should a case at the end of the term not be resolved, the succeeding Disciplinary Committee will pursue the matter. In this case, a full report detailing evidence and circumstances should be given to the new Chair.

Composition of the Disciplinary Committee

161. The disciplinary committee consists of:
 - a. the Primaria, to fill the role of Chair; and
 - b. the Vice-primaria, to fill the role of Vice-chair; and
 - c. the Secretary of the House Committee, also known as the Administrative House Committee member, to act as Secretary (non-voting participant); and
 - d. an additional House Committee member appointed by the House; and
 - e. two senior House members, who have lived in Harmonie for a minimum of two (2) semesters, one of which should be a law student (law students will get preference), but if there are no eligible law students, this requirement will become null; and
 - f. The warden (non-voting participant).
162. The Secretary and the warden are regarded as non-voting participants in the disciplinary procedure. This entails that when delivering the verdict on the matter in question, they may merely give their opinions and objections, but do not have the power to cast a vote on the matter.
163. No person with a conviction from the Harmonie Disciplinary Committee, Central Disciplinary Committee, or having a criminal record may serve on the Disciplinary Committee, or be designated as a member of the

House Committee.

164. No person who has been charged during the election process to appear before the Harmonie Disciplinary Committee or Central Disciplinary Committee is eligible for the Committee.
165. The two members of the House to serve on the Committee are voted in by the House at the first house meeting in the fourth quarter. The Primaria is to explain the function of the Disciplinary Committee to the House and nominations are to be made. Should the nominees be willing, an open vote is held and the two members become elected immediately.
166. Each member of the Disciplinary Committee will get a copy of the disciplinary code as soon as possible following their election.
167. The Primaria is to act as Chair of the Disciplinary Committee, and she leads and conducts the proceedings.
168. The warden will attend all disciplinary hearings as a non-voting member.
169. Quorum, in terms of hearing the matter, can consist of:
 - a. the Chair (or Vice-chair acting as Chair); and
 - b. the Secretary (or a designated nominee); and
 - c. any two (2) other members; and
 - d. the warden.
170. If quorum is not reached within ten University days, the remaining members should consult the warden in order to appoint an acting Disciplinary Committee.
171. If a situation of conflict of interest would occur, the Chair has the right to request any member to withdraw herself from the Committee. If the Chair withdraws herself, the Vice-chair will act as Chair. Disciplinary Committee members shall, on the basis of conflict of interest and moral objections, withdraw from the Committee.
172. Where the Chair is accused of conflict of interest, a judgement is made by the Vice-chair and warden.
173. If a member of the Disciplinary Committee has a pending case before the Harmonie Disciplinary Committee or Central Disciplinary

Committee, the member must recuse herself from the Disciplinary Committee.

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

Procedure

175. The procedure before, during and after the investigation of a possible disciplinary action worthy to be followed (as set out herein), shall be in accordance with the Student Union Constitution, Rules for Students of the University and the ethos of harmony. All parties involved in such an investigation, may refer to these legislative documents at any time.

Before the Disciplinary Hearing:

176. The House Committee or any resident of Harmonie may file a complaint. These are to be reported to the Chair or Vice-Chair of the Disciplinary Committee.

177. A House member that requests an investigation from the House Committee will submit a written report to the Chair or Vice-Chair.

178. If the person who lodges the complaint is willing to appear in person before the Disciplinary Committee, they will submit a signed statement to the Committee before the complaint is to be investigated.

179. Before the Chair decides to bring a matter to the Disciplinary Committee, she should consult the warden on whether or not this matter falls within the jurisdiction of the Disciplinary Committee. The Chair acts as the convenor of the Committee.

180. No disciplinary hearings may be held during the examination period.

181. When a meeting of the Disciplinary Committee is scheduled to be convened to investigate an alleged offense, the accused student(s) should be given written notice at least 48 hours before the start of the Disciplinary Hearing.

182. All complaints should be addressed by the Committee in a maximum of fifteen (15) University days after the complaint was lodged.

183. The written notice must contain the following information:
- a. the full extent of the offense, both in terms of Harmonie's ethos and/or regulations and the University's Student Code; and
 - b. the time and place of hearing; and
 - c. the accused's right to legal representation; and
 - d. in the event that the hearing is for an unpaid fine, the accused has until the date of the trial to make the payment in full in order to prevent the trial from taking place; and
 - e. reference is made to the provisions of Section 199.
184. The notice must be delivered by hand to the accused student by the Chair. If the accused cannot be found, she must be informed by the Chair via telephone of the disciplinary hearing.
185. The accused may submit a written apology if it is not possible for her to attend the disciplinary hearing at the allotted time
- a. such excuses should be submitted to the Chair of the Disciplinary Committee a minimum of 24 hours before the disciplinary hearing was scheduled to start.
 - b. the Chair may use her own discretion, in accordance with the warden, to determine the validity of the excuse. Paragraph 2.3.4.4 of the Student Code can be consulted here.
186. If the student, after being notified of the disciplinary hearing, fails to attend the hearing without notifying the Chair, the trial may continue in her absence.

During the Disciplinary Hearing

187. The Disciplinary Hearing is to take place in private (*in camera*).
188. The accused student should at the Hearing, and in accordance with Harmonie's ethos be treated with respect. In return, the accused student is expected to act respectfully to the Committee.
189. The accused student must be fully informed of the case against her, this includes the reasoning of the complaint and the Hearing. If necessary, the Committee can make use of witnesses to clarify the matter.
190. The accused student must have the opportunity to try her case, and to provide her own evidence and witnesses in accordance with her

defence.

191. Any resident, whether the accused or accuser, has the right to request a House member, who has not suffered disciplinary action themselves, to act as a witness for the Hearing.
192. The guilt of the accused student must be proved beyond a reasonable doubt. The burden of proof rests with the prosecutor (person who brought the complaint).
193. If the accused pleads guilty to the charge(s), the Disciplinary Committee may immediately move to punishment, without hearing the matter fully.
194. If a Disciplinary Committee cannot reach a unanimous decision, a majority vote will rule. If the members with voting rights form an equal number, and a split-house occurs, the Chair has the final vote.
195. Voting takes place openly amongst the members of the Disciplinary Committee.
196. After the Disciplinary Committee's verdict is announced, the accused will be given the opportunity to mitigate to the Committee.
197. The decision of the Disciplinary Committee should serve to build up the residence. The Chair may use her discretion to decide if the outcome of a hearing should be disclosed, unless this is prohibited, in which case the reasons for the prohibition will be published in the minutes of the session and properly conveyed to all members of the Committee.
198. The minutes of the Disciplinary Hearing should be a fair, balanced review of the events of the Disciplinary Hearing.
199. The contents of all sessions must be kept confidential by the Disciplinary Committee.

After the Disciplinary Hearing

200. The accused student has the right to appeal her conviction and/or sentence to the Central Disciplinary Committee or the Dean of Students.
201. The decision of the Disciplinary Committee and any penalty that may be imposed, must be confirmed within seven (7) days of the verdict to the accused. She must be informed of her right to appeal.

202. As soon as possible after a student has been found guilty by the Disciplinary Committee, the Secretary of the Disciplinary Committee will prepare a report listing the details of the charge, the plea, substantial factual findings, including any mitigating or aggravating circumstances, the verdict, the penalty imposed and the reasons for the imposition of such a penalty. This report must be submitted to the office of the IRDC (Inter Residence Disciplinary Committee).
203. A student who wishes to appeal their conviction, must submit a written appeal to the MSD within a maximum of 10 working days after a report of the Disciplinary Hearing has been submitted to the RDC. This written appeal should contain the full scope of the appeal. If the student does not submit her appeal within the prescribed time, she will lose her right to appeal.

Record Keeping

204. The Secretary of the Disciplinary Committee has the duty to keep track of all imposed penalties. These details must be available at Disciplinary Committee meetings.
205. All findings of the Disciplinary Committee, as well as statements and reports must be recorded by the Secretary of the Disciplinary Committee.

Penalties

206. The Disciplinary Committee can impose penalties within the following parameters:
- a. a fine, which may not exceed the amount determined by the University Council; and/or
 - b. a final written warning; and/or
 - c. the lodging of a written or other formal excuse to a particular person or body; and/or
 - d. to reimburse the payment of such amount as may be sufficient for any damage, loss or expense, which was caused by the student; and/or
 - e. the imposition of a reasonable punitive assignment; and/or

- f. the withdrawal of a leadership position held by the student in Harmonie; and/or
 - g. the suspension of certain rights enjoyed by the student as a member of Harmonie, excluding expulsion or suspension from the residence.
207. The Disciplinary Committee can review or suspend any penalty already put in place.

Disciplinary Actions by HC Members

208. House Committee members have the right to lodge formal action against any resident who violates the rules, regulations and/or ethos of Harmonie.
209. In such a case, the House Committee member may impose a penalty that includes
- a. a fine, not exceeding the amount determined by the University Council; and/or
 - b. a written warning or suspended fine; and/or
 - c. the imposition of a reasonable punitive assignment.
210. The House Committee member imposing the penalty must inform the student concerned that she can appeal this penalty with the Disciplinary Committee
211. A written fine should include:
- a. the student's name; and
 - b. student number; and
 - c. the nature of the offense; and
 - d. the date of offense; and
 - e. the details of the penalty or punishment; and
 - f. the last acceptable date for payment of a fine or completion of task; and
 - g. the signature of the House Committee member.
212. If a particular penalty is not paid within the stipulated period (ten (10) University days, unless otherwise indicated on the fine or special arrangements have been made), the case is automatically referred to the Disciplinary Committee. It is the Secretary's duty to ensure that the

matter is brought forward. In the event that the fine be paid before the start of the Disciplinary Hearing, the matter is seen settled as seen and no Hearing is to be held.

213. Records must be kept by the Secretary of the Disciplinary Committee of all penalties (including suspended fines).
214. The Secretary of the Disciplinary Committee should also submit the names of students who have more than three (3) penalties on their name to the Disciplinary Committee Chair for consideration for possible disciplinary action.

CHAPTER 5: RESIDENCE FINANCES

215. The finances of the residence should always be used to the advantage of the residence and all of its inhabitants.
216. Assets in the house fund are used to fund general residence activities as provided for in the budget and for specific purposes as approved by the House Committee and warden.
217. All financial arrangements of the residence is subject to the residence Financial Practice and special conditions as published by the Department of Finance.
218. The Primaria is ultimately responsible for the condition of the residence's finances whereas the Treasurer is charged with the responsibility of ensuring that all finances are administered correctly and in a just manner.
219. All funds received by the residence are to be administered according to Stellenbosch University's Financial System. No separate bank accounts, deposits or loans may be conducted privately pertaining to the aforementioned funds.
220. Any income received by the residence, including residence fees charged by the University, is deposited into the house fund.
221. Neither speculative transactions nor investments of any kind may be made with the house fund.
222. A distinction is made between:
- a. discretionary operating funds (house fund & reserve fund), which is managed by the House Committee; and
 - b. asset funds ("A-Fund") which are managed by the Department of Residence Administration.
223. At the beginning of her term, the Treasurer will set out a comprehensive budget pertaining to the house fund with the Primaria. This budget will be made available to the House at the beginning of the academic year, during the first term.
224. Each member of the House Committee is obliged to prepare a detailed budget for each of their appointed portfolios, which is then approved by the Primaria and the Treasurer, in consultation with the relevant

House Committee member.

225. Any expenditure incurred which was not budgeted for, within a portfolio must subsequently be approved by the Primaria in consultation with the Treasurer.

DEFINITIONS

1. First Year/ New Comer

- A registered student of the University of Stellenbosch and a resident of Harmonie, who is enrolled for their first time in an undergraduate programme.

2. Senior

- Any resident of Harmonie Residence that is not a First Year, as defined in point 1.

3. High Society member

- A member is a senior who lived in Harmonie for more than three (3) years.

4. Secretary of the House Committee

- The House Committee member who is responsible for the Administration portfolio and subsequently responsible for the administration of the House Committee and all relevant meetings and documents.

5. Section

- One of the nine areas into which Harmonie Residence is divided into for administrative purposes.

6. Rules for students

- The official set of regulations regarding registered students of the Stellenbosch University, as approved by the University Council and published in Part 1 of the Calendar.

7. Residence Financial Practices

- Residence Financial Practices refers to all official provisions and accepted practices of the residence, as regulated by the University of Stellenbosch.

8. House fund

- The sum of the residence's financial assets, whether in cash or at a cost centre, which is administered by the House Committee and overseen by the Primaria.

9. University Officer

- Any person employed or empowered by Stellenbosch University to fulfil a specific role.

10. University day

- A weekday during the University's academic year. Weekends, public holidays and other official holidays, as determined by the University, are not considered to be University days.

11. University Year

- A university year runs from the first day of classes at the beginning of a calendar year to the last day of the re-examination period at the end of a given calendar year, including all holidays, recesses, weekends and public holidays.

SCHEDULE 1: RESIDENCE LOGO AND EMBLEM

The "1905" serves as the official emblem and logo of Harmonie Ladies' Residence. "1905" is the date of Harmonie's establishment and is representative of our rich traditions and history.

Harmony's motto, "For Ever and Always"/ "Vir evig en altyd", represents the residence's rich tradition and history, the pursuit of the residents to live continuously in Harmonie's values and to maintain the memories and friendships forged in Harmonie.

The official logo of the residence is available in solid colours. The colours may also be adjusted according to the need as long as the colour scheme is maintained. No adjustments may be made to the logo. The proportions must be respected at all times as printed below:

Electronic versions of this logo are available at the Secretary.



SCHEDULE 2: HOUSE ANTHEM

The House Song was Composed by Hans Endler in 1933.

*Built in our old Eikestad
The House of Harmonie
The years have gone, and years to come
And still your name resounds
En ondervind ons vreugd of leed
Nooit sal ons jou vergeet
Ons bring dus aan jou hulde nou
O huis van Harmonie
We bring thus honour to you now
O house of Harmonie.*

- HUISLIED -

The image shows a musical score for the House Anthem (Huislied) by Hans Endler. The score is written on seven staves of music, each with a treble clef and a key signature of two flats (B-flat and E-flat). The time signature is 4/4. The music is a simple, melodic line with a steady rhythm. The title '- HUISLIED -' is centered above the first staff. The score is enclosed in a rectangular border.

SCHEDULE 3: FLAG

The flag is a symbol of our rich past and our traditions. At the same time, it will serve to spur us to build on the foundation laid by our founders and our predecessors.

The flag is green. In the middle of the flag is a silver key with the word "Harmonie" written on it. Around is a laurel wreath, with four daisy flowers woven into it. Under it lies a book with the letters "US" on it.

- a. With the key we unlock the future, because the future lies in our hands.
- b. The name "Harmonie" is not only alone the name of our house, but also any resident's motto.
- c. The laurel wreath serves as a symbol of the glorious past of our house.
- d. The daisy flower is our house flower.
- e. The book is the connection sign with our Alma Mater. - We are residents of Harmonie; but we are first students at the University of Stellenbosch.

At the time of Harmony's 21st birthday in 1926, the Harmonites of that year donated the House Flag. The appearance and meaning of the flag is important to Harmonie and its history.



SCHEDULE 4: ROOMPOINTS SYSTEM

The room point system is primarily in place to recognize involvement in House activities. However, Harmonie also aims to encourage campus and wider involvement and wants to honour her house members as balanced members of society. There is therefore a reward system for non-residence activities as well.

A residence activity acquires 100% of the points, while university activities acquire 60% of the points and other external activities acquire 30% of the points. It thus acknowledges the time spent on balanced involvement, but the emphasis is placed on residence activities.

Points for committees, chairs, etc. are divided into levels of large, medium and small in terms of the amount of work, time and the degree of continuity associated with the portfolio. Points for similar university or external activities are therefore granted in accordance with the large, medium or small portfolio inside the residence, but brought in relation to the weight that counts within the house.

RULES

1. If residence fees have not been paid or a fine is outstanding, you get last choice for a room.
2. Dishonesty is punished by removing 100 points and late submission removes 30 points.
3. Under section C, special requests can be made, the HC can use their discretion in this case.
4. You cannot get points twice for the same thing, i.e. you cannot get points for being on the functions committee and for helping with the organization of House Dance
5. A member of the HC calculates her points by adding the points of either the previous year or the midpoint of the current year and adding her points for being HC.
6. Room Shooting takes place in the order of Room Points and Seniors do not take precedence over First Years, except in the case of single rooms. Residents may only apply for a single room from the end of

their second year.

7. All applicants must hand in their Room Point forms by the allocated date. Thereafter, a list of names in descending order of room points will be released according to category (i.e. single or double rooms).
8. The Head Mentor may shoot for a single room (with her position) if her room points were in the top 35 for a single room (there are 24 single rooms for Harmonie). If she is in the top 24 she can shoot for the room of her choice, but if not she is given the last opportunity. She also has the option to share a double room.

SCHEDULE 5: BACCHUS POLICY

As summarized in our code of honour, drinking in Harmonie is allowed only as long as it occurs within the set rules of the residence. Harmonie wishes to foster an environment of tolerance and acceptance. Subsequently, the consumption of alcohol must be done in a respectful manner while still allowing individuals to make their own choices as majors.

Relevant provisions regarding the use of alcohol in the residence are determined by Harmonie's Disciplinary Committee, in consultation with the Alcohol Policy of the University.

RULES

General

1. Liquor may **ONLY** be used in bedrooms and not on the balconies, porch, residence grounds, or in the quad. Alcohol may be used in other venues with the permission of the warden.
2. The alcohol policy of the University and Harmonie aims to prevent:
 - Loud and noisy action outside allocated noise times; and
 - Vandalism, including any destructive or inappropriate behaviour, and damage to private and/or Harmonie property; and
 - Littering or vomiting on private and/or Harmonie property; and
 - Depletion of human dignity, offensive language, or any other form of indecency on Harmonie grounds; and
 - Intimidating behaviour, physical violence or any form of sexual harassment or related crimes; and
 - Actions that threaten the safety and welfare of the relevant and/or any other individual; and
 - Any other action that could reflect badly upon Harmonie Residence.
3. Ladies of Harmonie are held responsible for the misconduct of their visitors.
4. If roommates hold different opinions on drinking in their rooms, it is

assumed that they will reach an agreement. If not, the matter may be brought to the Disciplinary Committee.

Functions (6.2 on the Bacchus policy of the US)

5. Alcoholic beverages may be served at residence functions in consultation with and with the approval of the warden. This implies that the warden is to give consent to what is served and the amount in which it is served.

Fines and disciplinary hearings

6. Loud and noisy action outside noise times under the influence of alcohol: R50 fine
7. Vandalism, including any destructive or inappropriate behaviour, and damage to private and/or Harmonie Property: Repair or replacement and a Disciplinary Case
8. Littering or vomiting on private and/or Harmonie property: Cleaning costs as well as a fine of R50
9. Violation of human dignity, offensive language, or any form of indecency on Harmonie grounds: R60 to R100 fine
10. Intimidating behaviour, physical violence or any form of sexual harassment and related offenses: Internal disciplinary hearing and possibly an external disciplinary hearing
11. Actions that threaten the safety and welfare of the relevant and/or any other individual: Internal disciplinary hearing
12. Any other action that can put the good name of Harmonie in jeopardy: Internal disciplinary hearing
13. If any of the above offenses are committed by visitors of a resident Harmonite, that House member will be responsible for the fine and/or disciplinary case.
14. A fine, for which no specific amount is set, is subject to change depending on the seriousness of the offense and is at the discretion of the House Committee and the warden. All these penalties are subject to changes at the discretion of the House Committee and warden.

15. Any penalty may be replaced by a disciplinary case. The decision is subject to the discretion of the House Committee and warden, according to the severity of the offense.

16. BINGE-DRINKING

17. The US's policy on responsible use of alcohol, considers binge drinking as five glasses or more in 5 hours for men and four glasses or more in 5 hours for women.

PREVENTION OF BINGE-DRINKING

Alcohol Monitors

The US has appointed monitors during the evening of the function that move between people to ensure that alcohol is consumed responsibly. A report will then be submitted by the monitor to student affairs.

Intervals in Liquor Sales

Liquor sales will not take place throughout the evening. There will be pauses during which no alcohol will be sold. This will prevent binge drinking.

Cash Bar

A cash bar will only be open until 23:30 on the night of the function. Function attenders are not allowed to bring their own alcohol. The cash bar also sells alcohol-free soft drinks.

Advertising and Awareness

There will be advertising throughout the residence, encouraging responsible alcohol consumption. Posters will also highlight the dangers of alcohol abuse. During the first house meeting there will be a slideshow informing residents of binge-drinking and its dangers.

Provisions for Those Who do Not Drink Alcohol

There will be enough soft drinks or juice during the evening of the function to provide for the needs of students who do not drink.

Food available on the evening of the event

A meal and dessert will be served at residence functions to ensure that nobody drinks on an empty stomach.

SCHEDULE 6: FINES

| OFFENCE | DATE OF OFFENCE | HK MEMBER SIGNATURE | FINE |
|---|-----------------|---------------------|---|
| Having a male visitor sleep over | | | R300 + disciplinary hearing |
| Visitor in residence (excluding visiting times) | | | R150 |
| Non-Harmoniet alone in residence | | | R300 |
| Smoking in or out (within 10m) of residence | | | R300 |
| Having a sleepover without permission | | | R150 |
| Missing House Meeting or HK/Prim circus | | | R150 |
| Inappropriate behaviour in residence whilst under the influence of alcohol | | | R50 |
| Vomiting in residence due to alcohol | | | R50 + Cleaning |
| Missing joint section –/section meeting | | | R50 |
| Missing a compulsory meeting outside of House Meeting without an excuse | | | R50 |
| Not taking part in the fire drill | | | R50 |
| Stealing/removing cutlery from the dining hall | | | R50 + replacement |
| Missing a sports match | | | R20 |
| Damaging of Harmonie property | | | Replacement + disciplinary hearing |
| Making a noise during ‘quiet times’ | | | R30 |
| Leaving dirty dishes at sink for longer than 24 hours | | | R20 |
| Misuse of the swottery printer (over 10pg) | | | R20 |
| Drinking alcohol in prohibited areas/ walking in the corridors with alcohol which is visible. | | | R25 |
| Pressing the fire alarm (when there is no fire) | | | It is a criminal offence + disciplinary hearing |

1. Harmonie fines are imposed to penalize people who violate rules.
2. Any member of the HC is able to give out fines to Harmonie residents.
3. Each member of the HC is also required to distribute fines for misdemeanours.
4. Fines must be paid within two (2) weeks from the date it is issued.
5. If payment is two weeks overdue, the Harmonite will get a warning

letter from the Primaria.

6. If fines are not paid within the specified time after the warning has been issued, a Disciplinary Hearing will be held.
7. All room points can be lost because of outstanding fines.

House Committee Fines

| <u>Violation</u> | <u>Fine</u> |
|------------------|-------------|
|------------------|-------------|

| | |
|-------------------------------|--|
| Parts of HC services not done | |
|-------------------------------|--|

R20

| | |
|-----------------------------|--|
| Minutes not read and signed | |
|-----------------------------|--|

R20

| | |
|---|--|
| Not sleeping in residence without the Primaria's permission | |
|---|--|

R50

(If more than once then serious action will be taken)

| | |
|------------------------------|--|
| Failure to attend HK meeting | |
|------------------------------|--|

R50

| | |
|--|--|
| Failure to complete compulsory HC duties | |
|--|--|

R80

1. HK penalties are proposed to discipline the HC for violating HC rules.
2. The Primaria is authorized to issue fines to the HC.

SCHEDULE 7: GENERAL RESIDENCE PRACTICES

Rooms

1. If a resident wants to hang her own curtains, she must turn in the room's curtains to the residence services officer.
2. No walls, window frames or roofs may be painted.
3. No nails may be put into the walls; only in wooden borders that have been provided.
4. No water, liquid or any other object may be thrown out of the windows.
5. At the end of the year, all House members must evacuate their rooms.
6. Residents must evacuate their rooms during the long holidays (June and December).
7. No pets may be kept under any circumstances by House members in their rooms in the residence. If it comes to the attention of the House Committee that a House member is guilty of such an offense, the House member will be required to get rid of the pet. If the House member fails to comply with this request, the House Committee will be required to seize the pet, according to University regulations.
8. No person who is not a member of the House is allowed to stay over in the residence without the consent of the Primaria and Vice Primaria. A visit to a House member can take place only when the visitor has paid the visitors fee to the Financial HK.
9. Sleepovers of non-Harmonites can only be for a maximum of three (3) consecutive nights.

Kitchen Areas

10. When a House member makes use of the microwave, the microwave cannot be left unattended under any circumstances. The oven should be cleaned after use.
11. Dishes may not be left in the basin under any circumstances.
12. The B floor and C floor (Distrik and Quadrozone respectively) sinks may not be used for personal hygiene such as brushing teeth or washing hair or clothes

Bathrooms

13. No clothing may be washed in the bathroom.
14. Residents must rinse the bath after using it.

Washroom

15. The laundry official should be treated with respect.
16. There shall no clothes left in the washing machines, spinning machines or tumble dryers when the machines are finished. If the next user removes clothing items from one of these machines, they should be neatly folded.
17. Under no circumstances may you remove a person's wet clothes out of the tumble or washing machines to put in your own clothes, unless the machines have already been finished.
18. Washing may only be hung up in the laundry room or in house members' rooms to dry. No washing may, either on drying racks or otherwise, be left on the inner balcony to dry.
19. No clothing of non-Harmonie residents may be hung in the laundry washing or on the drying racks.

Bicycle Shed

20. No bicycles or scooters may be stored outside the bicycle shed. Bicycles may not stand in the lobby or hallways.
21. The bicycle shed door must be closed at all times.
22. Bicycles should be neatly packed.
23. Bicycles should be locked and secure.
24. Making use of the bicycle shed is done at the resident's own risk.

Storage rooms

25. Residents who leave the residence must remove all their things from the storerooms. If old house members fail to comply with this requirement, the House Committee retains the right to remove these articles from the storeroom.
26. Store rooms is used at the resident's own risk.

Dining Hall

27. House members should always wear shoes when they are in the dining hall.

28. House members are allowed to enjoy breakfast in their pyjamas and slippers

29. No person shall be allowed to remove cutlery or crockery from the dining hall (without permission).

Parking

30. Residents may only use Harmony's parking facilities if they applied to the House Committee member responsible for parking in a parking space and received permission. A further requirement is that their vehicle is registered with USPS.

31. The selection of parking places is done on the same basis of merit as the room point allocation.

Smoke

32. There may be no smoking in the building of Harmonie (the rooms, the Quad, on the porch or on any balcony or in any other room) (including: cigarettes and hubbly). A person must be at least 10 meters from the residence, before being allowed to smoke.

Food Suppliers

33. Complaints concerning food suppliers must be recorded in the complaint book. If, according to the House member, their complaint is not considered, they can follow up with the House Committee member responsible, as well as with the Primaria and their respective Section HC. If there are still no results, the warden may be approached.

Notifications

34. The only notices that may be posted on the electronic glass doors are notices regarding House Meetings, Motions Discussion and the relevant Caucuses and should be taken down as soon as the meeting has finished.

Noise Times

35. These are the times when people may make noise in the residence:

Weekdays: 12:30-14:00

16:30-19:30

21:00-21:30

Weekends: 08:00-14:00
16:30-23:30

Cookery

36. No person shall remove anything from the Cookery without permission.
37. No utensils may be left behind in the Cookery.
38. The Cookery must always be kept clean.
39. House members may book the Cookery for private events, provided that the event does not clash with a residence function, which does take precedence. Such a booking should be made with the Interior & Maintenance HC well in advance by use of a booking form.

Swottery

40. The Swottery is there for academic purposes.
41. No place to study shall be booked permanently.
42. There must be silence in the Swottery at all times.
43. The swottery is to be kept neat and tidy at all times.

Residence Affairs

44. Complaints regarding residence issues should be submitted to the Primaria.

Visitors

45. No person shall leave her student card at the front door for strangers to come into the residence. Everyone must personally receive her guests at the front door and escort them through the residence.
46. Male visitors are not allowed to use any bathroom facilities in the residence, other than the external men's bathroom by Knersis.
47. Male visitors may visit on the ground floor of the residence from Monday to Sunday until 23:30.
48. Male visitors may visit the rooms only on Saturday and Sunday from 7pm - 11:30pm.
49. Male visitors may not go to residents' rooms on evenings of residence events that do not occur on a Saturday or Sunday evening.
50. All visitors, both male and female, should be signed in at the visitor's

log book located at Klein Knersis and male visitors are required to leave some form of identification with the door monitor.

SCHEDULE 8: TRADITIONS

Horagia

Is the lamppost in the Quad, which was erected as a sign that Harmonie shook off its' image as "koeke" (prudes).

Kissing Corner

Near the front door, there is a green square painted with two pairs of white feet, which is where couples should stand when they greet.

Akkerilla

In the front yard, there stood a great oak tree until the year 1995 when it was uprooted by a great storm. Her passing is commemorated annually by means of a no-paper-hour during which the residents of Harmonie abstain from using paper.

Harmonie's "Needle Bath"

During Welcoming Week new comers get to re-enact the "Needle Bath" showers of the olden days in order to be named the "Needle Bath Queen".

The "Cookery" Dance

The cookery dance is performed to the song "Girls just wanna have fun" by Cindy Lauper. After the completion of the song, the HC shouts "1905" and the House responds by shouting "Harmonie is Alive"

Birthday Song

Harmony has a special birthday song sung on the birthday of a Harmonite.

Kom laat ons almal saam sing/Come, let us all sing together

Ons beste wense saam bring/And bring our best wishes

Veels geluk/Congratulations

Ja, veels geluk/Yes, congratulations

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Harmony's Ode:

I hereby undertake to live to behave at all times as a worthy Harmoniet by the values of love, unity and respect in the residence as well as the wider community.

I hereby undertake to always conduct myself as a worthy Harmoniet by

staying true to the values of love, unity and respect, in the residence as well as in the larger society.

The Sarita

In 2013, District 6 passed a motion for District's kitchen to be renamed "the Sarita" in honour of the legendary Sarita. Sarita was the Primaria of Harmony for two (2) consecutive years (1981-1982).