

REGULATIONS TO THE WILGENHOF CONSTITUTION

APPENDIX 1: THE PROCEDURE OF THE HOUSE MEETING

The House Meeting, in accordance with Section 5 of the Constitution, is the most important event in Wilgenhof and is where the House exercises its highest level of authority. It is the ideal of the House Committee to ensure that the House Meeting is wholly informative without being too long.

- (1) The House Meeting must commence with a welcoming address from the Primarius.
- (2) The House Committee may invite a guest speaker to address the House at the House Meeting.
- (3) The Residence Head may present their address.
- (4) The Minutes of the previous House Meeting are ratified by four members of the House.
- (5) The Primarius must give his quarterly address.
- (6) The Vice-Primarius and the other members of the House Committee may present their quarterly addresses or circulate them to the House in documented format.
- (7) The House Committee members may present their addresses in the following order:
 - a. Secretary
 - b. S.V.
 - c. Ambassador
 - d. I.O.
 - e. Maestro
 - f. Treasurer
 - g. Archivist
 - h. P.K.
 - i. V.V.
 - j. Head Mentor
- (8) The committees and whammies open for election at that House Meeting must be announced. Any nominations or self-nominations are recorded by the Secretary for later election.
- (9) Any miscellaneous items on the agenda occur at this point unless the circumstances justify otherwise.
- (10) Any Constitutional motions are run and presented to the House in order of their significance based on the majority vote required.
- (11) Any Regulation motions are run and presented to the House.
- (12) Any House Rules motions are run and presented to the House.
- (13) The Primarius concludes the Meeting.
- (14) The House Song is sung.

APPENDIX 2: POWERS AND DUTIES OF THE HOUSE COMMITTEE

(1) Primarius

- (a) The Primarius serves as the head of Wilgenhof.
- (b) The Primarius represents the House at the Prim Committee.
- (c) The Primarius is primarily responsible for external affairs and bears the responsibility to actively engage with relevant stakeholders and build constructive relationships.
- (d) The Primarius is the Chairman of the House Meeting and the House Committee Meeting. As Chairman, the Primarius is responsible for maintaining the order and effective functioning of these meetings and committees.
- (e) The Primarius is obliged to address the House at every House Meeting.
- (f) The Primarius bears the interests of the Wilgenhof community at heart and continually ensures that we take positive steps to move the community forward whilst staying true to our heritage.
- (g) The Primarius must attend the quarterly meeting of the Wilgenhof Bond (Alumni Association).
- (h) The Primarius must ensure accountability of the House Committee in respect of the following portfolios:
 - (i) Secretary;
 - (ii) Sportvoorsitter (S.V.);
 - (iii) Maestro;
 - (iv) Integration Officer (I.O.); and
 - (v) Ambassador.

(2) Vice-Primarius

- (a) The Vice-Primarius heads the operation of the House together with the Primarius and must provide his counsel when executive decisions are made.
- (b) The Vice-Primarius acts as Primarius in the absence of the Primarius.
- (c) The Vice-Primarius is the Chairman of the Disciplinary Committee.
- (d) The Vice-Primarius is obliged to address the House at every House Meeting.
- (e) It is the duty of the Vice-Primarius to ensure certainty in the legal system of Wilgenhof, to uphold the rule of law and to ensure adherence to the law. The Vice-Primarius may appoint a Law Reform Commission from time to time when legislative renewal becomes due.
- (f) The Vice-Primarius is responsible for the risk management and security of the residence.

- (g) The Vice-Primarius will manage all issues related to theft, destruction of property, vandalism, disruption and conduct prejudicial to the interests of the House.
- (h) The Vice-Primarius ensures that there is always a fully stocked medical aid kit on the premises of Wilgenhof.
- (i) The Vice-Primarius is responsible for drafting a plan to be followed in the event of a fire, as approved by the University. It is also the duty of the Vice-Primarius to ensure that there is a fire drill once per year.
- (j) The Vice-Primarius is responsible for controlling the keys for the Big Gate.
- (k) The Vice-Primarius must ensure accountability of the House Committee in respect of the following portfolios:
 - (i) Treasurer;
 - (ii) Archivist;
 - (iii) P.K.;
 - (iv) Verwelkomings-Voorsitter (V.V.); and
 - (v) Head Mentor.

(3) Secretary

- (a) The Secretary is responsible for all secretarial work concerning the House Meeting, House Committee Meeting, and the Combined Meeting, and is responsible for the efficient operation of such meetings.
- (b) The Secretary must receive and distribute all motion applications for Constitutional amendments, and upon their enactment, must update the relevant documents.
- (c) The Secretary must ensure the enfranchisement of all House members in facilitating a vote where a decision is made by the House, with the exception of the House Committee, Disciplinary Committee, and Mentor elections, which must be facilitated by the Election Committee.
- (d) As head of communications, the Secretary must broadcast official and internal communications to all House Members. To this end, the Secretary must maintain a database of the contact details of all House members.
- (e) The minutes of the House Committee Meeting must be shared with the House within 24 hours of the end of such Meeting.
- (f) The Secretary is seen as a guardian of the laws of Wilgenhof and serves as an *ex officio* member on the Legal Advice Committee.
- (g) The Secretary, together with the Legal Advice Committee, is responsible for maintaining the “Pirate's Code”.
- (h) The Secretary must keep the updated versions of the Constitution, Regulations, and House Rules in Afrikaans, English and isiXhosa ready for the inspection of House

Members upon their request. In the event of discrepancies regarding interpretation, the English version of the Constitution, Regulations, and House Rules are authoritative.

- (i) The Secretary is responsible for the creation and distribution of the monthly calendar, which contains birthdays and important dates for the respective month. This calendar must be created and shared with the House before the commencement of the particular month. There must be at least one calendar in every Miss Jones.
- (j) The Secretary is responsible for compiling bimonthly (twice a month) HK quotes. At least one copy must be placed in every Miss Jones in the Colosseum and Bach.
- (k) The Secretary, together with the Legal Advice Committee, is responsible for the maintenance of the Constitution, Regulations and House Rules of Wilgenhof. When a Law Reform Commission is constituted by the Vice-Primarius, the Secretary is an *ex officio* member.
- (l) The Secretary must ensure administrative accountability of House Committee members such as their being on track with the achievement of their objectives and the discharging of their duties.
- (m) The Secretary may appoint an Admin Committee to assist him with his duties for his term. The Secretary is the *ex officio* Convenor of the Admin Committee.

(4) Sportvoorsitter (S.V.)

- (a) The S.V. is responsible for all administrative matters regarding the registration and management of sports teams in collaboration with the respective team captains and the Rugby President.
- (b) The S.V. is also responsible for ensuring the accountability of each sport's whammy in organising all matters pertaining to the sport in question.
- (c) The S.V. ensures that events with University Sport Clubs are arranged and that all relevant information is communicated to the relevant sport representative in a timely manner.
- (d) The S.V. is responsible for securing maximal sponsorships for the relevant sport teams.
- (e) In the event that a sport is mismanaged, the relevant whammy as well as the S.V. will be held accountable.
- (f) The S.V. is responsible for all sporting equipment belonging to the House and must procure the necessary items from time to time.
- (g) The S.V., together with the sport representatives (whammies), is responsible for the organization of matches as well as the sign-up process for the applicable leagues.
- (h) The S.V. is responsible for the organization of TET which must take place in both the first and second semester exam periods.

- (i) The S.V., together with the relevant sport representative, takes responsibility for the maintenance and possession of sporting equipment and inventory, as well as the transfer thereof to their successors. These items must be stored at a single location at the end of the calendar year.
- (j) All matters pertaining to the functioning of the Doc Danie Geshredsentrum (Gym), including registration, procurement, maintenance, and upkeep, fall under the jurisdiction of the S.V.
- (k) The S.V. is responsible for the maintenance and storage of the golf nets and mats.
- (l) The S.V. must communicate to the House all information regarding sport, including administrative information and extra-curricular opportunities. The S.V. must also encourage House members to spectate Wilgenhof sporting events and must communicate all times and venues in this regard.

(5) Ambassador

- (a) It is the primary concern of the Ambassador to manage the public relations of Wilgenhof as an entity and to carefully manage Wilgenhof's perception in the public eye.
- (b) The Ambassador, together with the Primarius, is responsible for all communication of Wilgenhof as an entity to the outside community.
- (c) The Ambassador is the spokesperson of the House to the external world, and his duties include, but are not limited to:
 - (i) The effective operation of the Instagram page and all other operational social media accounts.
 - (ii) The effective maintenance of the Wilgenhof website, to which end the Ambassador may appoint a Website Committee. The Ambassador is the *ex officio* Convenor of the Website Committee.
 - (iii) Issuing statements to the broader community when a reaction from the House is warranted in the circumstances.
 - (iv) Communicating with the Centre for Student Communities and other institutional stakeholders when appropriate.
 - (v) Identifying and establishing communications with other communities (local, national and international) in order to work together toward common goals or facilitate meaningful interactions between those communities and ours.
- (d) The Ambassador may appoint the Diplomats to assist him with his duties for his term. The Ambassador is the *ex officio* Convenor of the Diplomats.

(6) Integration Officer (I.O.)

- (a) The focus of this portfolio can be described as the dissolution of barriers between residents of Wilgenhof, inspired by the view that we can overcome all differences in the common pursuit of excellence.
- (b) The I.O. must be informed of and engaged with any conversation, narrative or movement relating to matters of inclusion or empowerment on campus and must inform the House Committee accordingly.
- (c) The I.O. is responsible for social initiatives and ‘outreaches’. This includes but is not limited to:
 - (i) All community-oriented projects concerning Wilgenhof.
 - (ii) Arranging a Kayamandi service project at the end of the June exam period.
 - (iii) Arranging a ‘G-Projek’ at the end of the calendar year or the start of the subsequent year.
 - (iv) Continuously arranging additional social initiatives, which need not be permanent institutions, but can respond to community needs casuistically.
- (d) The I.O. is the *ex officio* Convenor of both the June Community Service Committee and the December Community Service Committee.
- (e) The I.O. is responsible for communication and interaction with both formal and informal institutions i.e., QueerUS, the Anti-GBV movement, and other role-players as they emerge. The onus rests on the I.O. to take accountability for liaising with such entities and implementing meaningful changes suitable to the Wilgenhof context, rather than abstract or ineffective policy decisions.
- (f) The I.O. must maintain a healthy relationship with the University’s community service department.
- (g) The I.O. is responsible for advising the Critical Thinking Committee and assisting with any event centred around the theme of “critical thinking”, integration, and empowerment.

(7) Maestro

- (a) The Maestro presides over the cultural activities and develops the cultural traditions of the House.
- (b) The Maestro is responsible for the arrangement of the annual *Molassesêr*.
- (c) The Maestro must ensure that both the *Raweloop* and the *Kraaieloop* occurs.
- (d) The Maestro, together with the *Kraaieleier*, must compile an annual budget for the Kraaie and ensure adherence thereto.

- (e) The Maestro ensures that instruments are maintained, tuned, and safeguarded when necessary. He is also responsible for the Dining Hall speaker system and for the technical setup before the commencement of a House Meeting.
- (f) The Maestro must continuously evolve Wilgenhof's musical instrument arsenal by acquiring new instruments. In this regard, the Maestro is required to acquire at least one instrument in his term.
- (g) The Maestro must ensure that all relevant information pertaining to events and opportunities of a cultural nature is communicated to the House.
- (h) The Maestro may appoint a Culture Committee to assist him with his cultural duties for his term. The Maestro is the *ex officio* Convenor of the Culture Committee.
- (i) The Maestro must arrange at least three cultural events as well as the Pro Show in his term.
- (j) The Maestro is responsible for teaching Wilgenhof songs (*Flytjie Fywerits*) to the Newcomers during Welcoming Week.
- (k) The Maestro advances the social interests of the community of Wilgenhof through the organization of socials, inter-residence events, pub nights and other social events.
- (l) The Maestro is responsible for the management of the Danie Craven Sport Gedenksentrum (Pub).
- (m) The Maestro may appoint a Pub Committee to assist him with his social duties for his term and for the management of the Pub. The Maestro is the *ex officio* Convenor of the Pub Committee.
- (n) The Maestro must ensure that guests who visit the premises for official reasons are received and welcomed.
- (o) The Maestro serves as an *ex officio* member on the House Dance Committee, the House Dinner Committee, and the Carry-6-Packer Committee.
- (p) The Maestro is the *ex officio* Convenor of the AV Club.

(8) Treasurer

- (a) The Treasurer manages all affairs concerning the finances of Wilgenhof and is the gatekeeper of Wilgenhof's cost centres within the University accounts.
- (b) In the spirit of the holistic development of House members, the Treasurer is responsible for driving effective initiatives to improve the financial literacy and entrepreneurial empowerment of House members from time to time.
- (c) The Treasurer is responsible for the management of reimbursements to House members, especially the following:
 - (i) The collection of all invoices/documents relating to payments of petty cash.

- (ii) The issuance, delivery, collection, and deposition of reimbursement forms for every payment made from the relevant cost centres.
- (iii) The maintenance of an Excel database which reveals the financial position of the House Funds.
- (iv) In respect of the above, no money may flow from any cost centre without the prior approval of the Treasurer. The Treasurer is not obligated to reimburse a House member for any transaction which did not carry the Treasurer's prior approval, unless ratified by the Treasurer.
- (d) The Treasurer must register with the University any vendor the services of whom is required by the House and manage payments in respect thereof.
- (e) The Treasurer is the *ex officio* Chairman of the Financial Committee. Before any funds of the Wilgenhof Fonds may be utilised, however, at least two-thirds of the House Committee must support such utilisation after consultation with the House.
- (f) The Treasurer is an *ex officio* member of the Pub Committee and the Carry-6-Packer Committee.
- (g) The Treasurer must maintain a good relationship and cooperate with the Financial Services Division of the University in respect of the management of House finances.
- (h) The Treasurer must release an up-to-date financial report to the House at least 12 hours before every House Meeting.
- (i) The Treasurer is responsible for all financial matters concerning the Danie Craven Sport Gedenksentrum (Pub) together with the Maestro.
- (j) The Treasurer is responsible for the drafting of the House Committee Budget.
- (k) The Treasurer must ensure that reasonable budgets are drafted for all shows or events in Wilgenhof and that the budgets are adhered to.
- (l) The Treasurer must run at least one fundraising project per year and is responsible for any fundraising project run by Wilgenhof.
- (m) The Treasurer is responsible for any costs and services incurred in respect of the Black Jag.
- (n) The Treasurer is responsible for the administration concerning nameplates and is obliged to manage the annual project. Furthermore, the Treasurer ensures that nameplates are removed and reinstalled in the case of repairs to cupboard doors.

(9) Archivist

- (a) The Archivist is responsible for the maintenance and expansion of the Archive.
- (b) The Archivist is responsible for the organisation of reunions and is the *ex officio* Convenor of the Reunion Committee.

- (c) The Archivist coordinates all bodies that communicate with Old-Wilgenhoffers.
- (d) The Archivist is responsible, together with the Alumni Offices of the University, to ensure that the Old-Wilgenhoffer address/e-mail address lists are up to date.
- (e) The Archivist ensures that the *Groot Boek* is signed by:
 - (i) The Newcomers.
 - (ii) The former House Committee.
 - (iii) The former Disciplinary Committee.
- (f) All publications fall under the jurisdiction of the Archivist, including the monthly *Pivviepraatjies*, annual *Die Bliksem* and *Gedenkboek* from time to time.
- (g) The Archivist is also responsible for the maintenance and exhibition of photos and portraits in the Committee Room, Danie Craven Sport Gedenksentrum, Dining Hall and Common Room.
- (h) The photographing of House Committee photos, Disciplinary Committee photos, and the annual House photo are to be arranged by the Archivist.
- (i) The Archivist is responsible for running the e-archive and Wilgenhof Drive; as well as maintaining oversight over the *Bliksem Digital*.
- (j) The Archivist must attend the quarterly meeting of the Wilgenhof Bond (Alumni Association).
- (k) The Archivist, together with the Wilgenhof Bond (Alumni Association), must maintain the Alumni portal.
- (l) The Archivist must appoint an Archive Committee to assist him in the discharging of his duties.
- (m) The Archivist is responsible for the memorabilia store and must ensure that no less than two pieces of memorabilia are produced per annum to be made available to the House. The memorabilia store must be opened at least once per quarter.
- (n) The Archivist is responsible for assimilating as many photos, stories, artworks, and other contributions during his term for purposes of preservation in the Archive and distribution in the community.
- (o) In order to encourage contextual understanding of our history, the Archivist must ensure that an Archive story or artefact is shared during every Tuesday lunch, but need not necessarily deliver such address himself.

(10) P.K.

- (a) The P.K. is responsible for the general maintenance of Wilgenhof's premises, buildings and furniture.

- (b) The P.K. must maintain a healthy relationship with the cleaning staff and identify and address any problems which may arise.
- (c) The P.K. is responsible for the ‘drawing of straws’ and annual hool placements.
- (d) Single hool applications for the following year are submitted to and received by the P.K. prior to the end-of-year examinations.
- (e) The P.K. must outline the borders of each Republic and to which Republic the ‘Gebedshool’ belongs at the First House Meeting.
- (f) The P.K. is responsible for the allocation of parking spaces.
- (g) The P.K. designates the hole that are to be used as storage-hole during the long holidays.
- (h) The P.K. must ensure that the cushions on the Common Room furniture are washed once per year with washing powder.
- (i) The P.K. is responsible for all residence keys other than the keys to the Big Gate.
- (j) The P.K. is responsible for the installation of shower clocks and maintenance of showerheads.
- (k) The P.K. must maintain a good relationship with the Facility Manager and ensure that the cleaning staff receive a physical token of appreciation during an annual celebration.
- (l) The P.K. must maintain a good relationship with the Kitchen Manager and ensure that the dining staff receive a physical token of appreciation during an annual celebration.
- (m) The P.K. is the *ex officio* Convenor of the Food Committee and for assisting them with the management of the *Coke and Buns* initiative.
- (n) The P.K. runs Food Committee meetings, maintains a healthy relationship with the dining hall staff, and identifies and addresses any problems that may arise.
- (o) The P.K. is responsible for the creation of quarterly table lists.
- (p) The P.K. must arrange a House bust twice in his term.
- (q) The P.K. must ensure that tea is served at 10:00 AM during the exams.

(11) Verwelkomings-Voorsitter / Welcoming Leader (V.V.)

- (a) The V.V. is responsible for all affairs relating to the welcoming of Newcomers.
- (b) The V.V. represents and protects the interests of the Newcomers and must ensure the successful integration of Newcomers into the community. He must maintain excellent relations with every Newcomer and readily provide assistance where needed.
- (c) The V.V. represents the Newcomer Republic at the Kwod Council and must protect and advance their interests at such forums.
- (d) The V.V. must work with the Head Mentor in conducting the Welcoming Week and the subsequent development of Newcomers.
- (e) The V.V. must ensure that the following shows are arranged:

- (i) Vleisfees; and
- (ii) Toenaweek.
- (f) The V.V. must ensure that the Newcomers comply with their duties as set out in the House Rules.
- (g) The V.V. is responsible for ensuring that the Newcomer whammies appointed during Welcoming execute their duties.

(12) Head Mentor

- (a) The Head Mentor is responsible for the mentorship programme, in accordance with section 10 of the Constitution, and the provision of robust academic support to House members.
- (b) The Head Mentor is the Chairman of the Mentors and must manage all matters relating to the Mentors, as described in section 10(1) of the Constitution.
- (c) The Head Mentor is tasked with the holistic personal development of House members, including their academic performance, social awareness, active citizenship, leadership capabilities, social contributions, and any other applicable skills.
- (d) In line with section 1(12)(c) above, the Head Mentor must identify and communicate to the House all applicable opportunities for their personal development, including University-related opportunities such as FVSZ short courses and also external opportunities.
- (e) The Head Mentor, together with the V.V., is responsible for organising the annual Welcoming Week.
- (f) The Head Mentor must ensure that all prospective Newcomers are allocated an appropriate Mentor and that they and their guardians receive communication as to their arrival at Wilgenhof and related matters.
- (g) The Head Mentor is responsible for educating Newcomers on the precise operation of HEMIS-requirements within the University and to work with the Residence Head to forewarn House members timeously when they are in danger of failing to meet their HEMIS-requirements.
- (h) The Head Mentor is the *ex officio* Convenor of the Library Committee which is responsible for running the Library and initiatives to make textbooks more accessible to Wilgenhoffers.
- (i) The Head Mentor must oversee the successful functioning of Wilgenhof's academic support system, mainly through but not limited to the operation of the Mentors.
- (j) The Head Mentor must facilitate the setup of the Common SS during exam times and communicate the rules of its use to the House.

- (k) The Head Mentor represents the Mentors at the House Committee Meeting and must give feedback as to their operation from time to time.
- (l) The Head Mentor must appoint the Book Club Whammy in the fourth academic quarter.

(13) General

- (a) The House Committee is the executive decision-making body empowered by virtue of their democratic election to make decisions on behalf of the House. Where appropriate, the House Committee must consult with the House when decisions in the general interest are made.
- (b) After the election of the House Committee, the Primarius and Vice-Primarius must request written applications for the abovementioned portfolios from the elected members, in consideration of which they must appoint each member to a portfolio.
- (c) The Primarius and Vice-Primarius are responsible for holding the House Committee members accountable if they do not discharge their duties competently and satisfactorily, neglects their duties, or acts in a manner which contravenes the Ground Principles or Wilgenhof Manifesto. In the appropriate circumstances, the House may institute a vote for impeachment a House Committee Member, subject to section 14 of the Constitution.
- (d) Subject to section 14 of the Constitution, the House may initiate a vote for the impeachment of a House Committee Member.
- (e) Every incumbent House Committee Member must compile a comprehensive advisory report and must deliver this report to their successor. The incumbent member must inform the succeeding member of all their duties and relevant information on the portfolio. It is expected that previous House Committee Members will train the newly elected members for two weeks after their appointment and avail themselves to provide further assistance when necessary.
- (f) Every House Committee Member is responsible for the effective operation of their respective committees and whammies, as set out in section 15 and 16 of the Constitution.
- (g) Every House Committee Member is responsible for creating a budget for their portfolio, keeping in mind the needs of the Committees and Whammies that fall under their respective portfolio.
- (h) At the final House Meeting of their term, all House Committee members must report to the House on relevant matters pertaining to their portfolio.

UNDER CONSTRUCTION!

APPENDIX 3: ELECTION PROCEDURE

- (1) All major elections in Wilgenhof, as defined by section 12(3) of the Constitution, shall take place through instant-runoff voting.
- (2) The Election Committee can only extend the voting by one week after the official deadline to obtain quorum.

APPENDIX 4: COMMITTEES

Secretary

- (1) The **Admin Committee** consists of three members and the Secretary who is the *ex officio* Convenor. The Admin Committee assists the Secretary with his duties in his term. The Admin Committee is appointed by the Secretary in the fourth academic quarter.
- (2) The **Legal Advice Committee** consists of four members, all of whom must be law students in their second year or older. The Secretary is an *ex officio* member of the Legal Advice Committee. The Convenor is chosen amongst the four members. The Legal Advice Committee must review the Constitution, Regulations, Penal Code, and House Rules so that they reflect the true operation, morals and convictions of the community. The Convenor of the Legal Advice Committee is also responsible for explaining the operation and structure of the founding documents to the Newcomers and/or the House once a year. The Legal Advice Committee is elected at the First House Meeting.

S.V.

- (3) The **Rugby Committee** consists of six members and the Rugby President who is the *ex officio* Convenor. The Rugby Committee must appoint rugby managers each year and are responsible for all matters relating to Wilgenhof Rugby. The Rugby Committee is appointed from within the ranks of the Wilgenhof Rugby Club by the previous Rugby President in the fourth academic quarter.
- (4) The **WiPL Committee** consists of two members. The most senior member is the *de facto* Convenor. The WiPL Committee must organise the annual inter-Republic kwottie tournament, the WiPL. The WiPL Committee must organise and facilitate the auction of players, the umpires, and the timetable for games. The WiPL Committee is elected at the Fourth House Meeting.

Ambassador

- (5) The **Website Committee** consists of three members and the Ambassador who is the *ex officio* Convenor. The Website Committee is responsible for the maintenance, updating and development of the Wilgenhof website. The Website Committee is appointed by the Ambassador during the third academic quarter.
- (6) The **Diplomats** consist of four members and the Ambassador who is the *ex officio* Convenor. The Diplomats assists the Ambassador with his duties in his term, including the management of Wilgenhof's social media platforms. The Diplomats are appointed by the Ambassador during the third academic quarter.

I.O.

- (7) The **Critical Thinking Committee** consists of four members. The Convenor is chosen amongst themselves. The Critical Thinking Committee must organise critical thinking discussion at least once per quarter, including lunch time debates. The Critical Thinking Committee must meet once a month. The Critical Thinking Committee must attend conversations around campus and encourage internal debate and discussions. The Critical Thinking Committee is elected at the Fourth House Meeting.
- (8) The **June Community Service Committee** consists of three members and the Integration Officer who is the *ex officio* Convenor. The June Community Service Committee assists the Integration Officer with the Kayamandi Project which takes place in the June University holiday. The June Community Service Committee is elected at the First House Meeting.
- (9) The **December Community Service Committee** consists of three members and the Integration Office who is the *ex officio* Convenor. The December Community Service Committee assists the Integration Officer with the *G-Projek* which takes place in December University holiday. The December Community Service Committee is elected at the Third House Meeting.

Maestro

- (10) The **Culture Committee** consists of four members and the Maestro who is the *ex officio* Convenor. The Culture Committee assists the Maestro with his cultural duties during his term. The Culture Committee is appointed by the Maestro in the first academic quarter.
- (11) The **Molassesêr Coaches** consist of five members. The Molassesêr Coaches, along with the Maestro, are responsible for organising Wilgenhof's participation in the annual Molassesêr including, but not limited to, writing a story, creating dances and songs, organising music and practices. The Molassesêr Coaches are elected at the Fourth House Meeting.
- (12) The **Pub Committee** consists of ten members excluding the Treasurer who is an *ex officio* member and the Maestro who is the *ex officio* Convenor. The Pub Committee assists the Maestro with his social duties during his term and for the maintenance and management of the Pub. The Pub Committee is appointed by the Maestro in the first academic quarter.
- (13) The **AV Club** consists of two members and the Maestro who is the *ex officio* Convenor. The AV Club is responsible for setting up all audio-visual systems for Wilgenhof events, including, but not limited to, House Meetings, Culture Evenings, and lunch. The AV Club is elected at the First House Meeting.
- (14) The **Carry-6-Packer Committee** consists of four members and the Treasurer who is an *ex officio* member (and who may be represented by a member of the Financial Committee)

and the Maestro who is the *ex officio* Convenor. Two of the members are elected at the Fourth House Meeting. The other two members are appointed by the House Committee at the subsequent House Committee Meeting. The Carry-6-Packer Committee, along with the S.V., is responsible for organising the Carry-6-Packer kwottie tournament. The Carry-6-Packer Committee is also responsible for organising the annual Carry-6-Packer festival, including, but not limited to, ticket sales, musical performances, food and beverages, and

- (15) The **House Dinner Committee** consists of three members. The Convenor is chosen amongst the three members. The House Dinner Committee must organise the annual House Dinner which takes place in the second quarter and which functions as a fundraising event for the House Dance. The House Dinner Committee is elected at the First House Meeting.
- (16) The **House Dance Committee** consists of three members. The Convenor is chosen by the three members. The House Dance Committee must organise the annual House Dance for the following year. The House Dance Committee is elected at the Fourth House Meeting.
- (17) The **Snooker Hool Committee** consists of three members. The most senior member is the *de facto* Convenor. The Snooker Hool Committee is responsible for the maintenance of the Snooker Hool and for the maintenance of the Snooker Hool archive. The Snooker Hool Committee Convenor is responsible for possessing the key for the Snooker Hool and must make it available to all House Members upon request. The Snooker Hool Committee is elected at the Fourth House Meeting.

Treasurer

- (18) The **Financial Committee** consists of three members and the Treasurer who is the *ex officio* Convenor. The Financial Committee assists the Treasurer with his duties during his term, including the administration of the Wilgenhof Fund. The Financial Committee is appointed during the third academic quarter.
- (19) The **Black Jag Committee** consists of three members and the Treasurer who is an *ex officio* member. The Convenor is chosen by the four members. The Black Jag Committee is responsible for the maintenance, registration and licensing, and the accessibility of the Wilgenhof Jaguar. The Black Jag Committee is appointed in the first academic quarter.

Archivist

- (20) The **Archive Committee** consists of three members and the Archivist who is the *ex officio* Convenor. The Archive Committee assists the Archivist with his duties during his term, including assisting in the organising of the annual reunion in non-Big Reunion years. The Archive Committee is responsible for the maintenance, management and accessibility of the Archive, archive stories and the Memorabilia store. The Archive Committee is appointed during the third academic quarter.

- (21) The **Bliksem Digital Committee** consists of four members. The Convenor is chosen by the four members. The Bliksem Digital Committee is responsible for the publishing of the quarterly Bliksem Digital newsletter. The Bliksem Digital Committee is elected at the First House Meeting.
- (22) The **Newsletter Editors** consist of three members. The Convenor is chosen amongst the three members. The Newsletter Editors are responsible for the publishing of the annual Bliksem with the Archivist. The Newsletter Editors are elected at the First House Meeting.
- (23) The **Reunion Committee** consists of three members for 5-year reunions and ten members for 10-year reunions and the Archivist who is the *ex officio* Convenor. The Reunion Committee must organise the Reunion of that year. The Reunion Committee is elected at First House Meeting.
- (24) The **Ramdinee Committee** consists of four members. The Convenor is chosen amongst the four members. The Ramdinee Committee is responsible for organising the annual Ramdinee and publishing the *DMTMKGWM* which contains the stories of the outgoing Wilgenhoffers and photos of their time in Wilgenhof. The Ramdinee Committee is elected at the First House Meeting.

P.K.

- (25) The **Food Committee** consists of three members. The Convenor is chosen by the three members. The Food Committee must assist the P.K. in the management of the Dining Hall and for the management and delivery of the *Coke and Buns* initiative. The Food Committee is elected at the First House Meeting.

Head Mentor

- (26) The **Library Committee** consists of three members and the Head Mentor who is the *ex officio* Convenor. The Library Committee is responsible for the management of the Library and initiatives to make textbooks more accessible to Wilgenhoffers. The Library Committee is elected at the Third House Meeting.

APPENDIX 5: WHAMMIES

Secretary

- (1) The **Computer Whammies** consist of two members. The Computer Whammies are responsible for the maintenance and management of the residence's computers and printers. The Computer Whammies are elected at the First House Meeting.
- (2) The **Counters** consist of two members, both of whom are Newcomers. The Counters hand count the votes during House Meetings. The Counters are elected at the First House Meeting.

S.V.

- (3) The **Sport Whammies** are responsible for managing their respective sports, including team registrations, kit, equipment, and fixtures. They are also responsible, along with the S.V., for informing the House of sport fixtures. The Sport Whammies can be appointed by-
 - a. the team they represent;
 - b. the outgoing whammy;
 - c. the S.V.; or
 - d. election at the First House Meeting.
- (4) The **Rugby President** is the *ex officio* Convenor of the Rugby Committee. The Rugby President must appoint a new Rugby President and Rugby Committee at the end of his term. The Rugby President is appointed by the previous Rugby President.
- (5) The **Gym Whammies** consist of three members. The Gym Whammies are responsible for the maintenance and management of the Wilgenhof Gym, including its equipment and membership. The Gym Whammies are elected at the First House Meeting.

Ambassador

- (6) The **Cor Langeberg's** consist of two members. The two Cor Langeberg's are the chief residence photographers and are responsible for taking, collecting photographs of Wilgenhof events throughout the year, and distributing those photographs to both the Ambassador and the Archivist. The Cor Langeberg's is elected at the First House Meeting.
- (7) The **Kinne Korre** consists of two members. The Kinne Korre are responsible for taking and collecting videos of Wilgenhof events throughout the year and for the maintenance and management of the YouTube channel. The Kinne Korre are elected at the First House Meeting.
- (8) The **YouTube Whammy** is responsible for broadcasting YouTube links to the House during every exam period. The YouTube Whammy is elected at the First House Meeting.

Maestro

- (9) The **Rawe Leaders** consist of two members. The Rawe Leaders are responsible for the organisation of the annual *Raweloop*, including planning rehearsals, songs, and performances. The Rawe Leaders must also ensure that the *Raweloop* is enjoyed responsibly and are held

jointly-responsible for the actions of the Rawe during the *Raweloop*. The Rawe Leaders are elected at the Second House Meeting.

Archivist

- (10) The **Joe R. Nalis** is responsible for anonymously publishing the ‘*Wilgertakkies*’, a monthly report of the state of the House, including but not limited to the events of that past month. The Joe R. Nalis is appointed by the previous Joe R. Nalis. The Joe R. Nalis is revealed at the Third House Meeting.

P.K.

- (11) The **Light Whammies** consist of one member from each floor and one member from Bach. The Light Whammies are responsible for replacing light bulbs in their respective sector. The Light Whammies are also responsible for turning the kwod lights on and off during evening raastye. The Light Whammies are elected at the First House Meeting.
- (12) The **Glass Breaker**, who must be a Newcomer, is responsible for the breaking of any chipped tableware that is declared out-of-order by the Dining Hall management and which could endanger a member of the House. The Glass Breaker is elected at the First House Meeting.
- (13) The **Glass Cleaner**, who must be an ouman, is responsible for cleaning up directly after the Glass Breaker has broken tableware. The Glass Cleaner is elected at the First House Meeting.
- (14) The **Toolbox Whammy** is responsible for maintaining and managing the residence toolbox and making accessible to the House for general use and keeping a log of the use thereof. The Toolbox Whammy is elected at the First House Meeting.

V.V.

- (15) The **Kwottieball Whammies** consist of two members, both of whom are Newcomers. The Kwottieball Whammies are responsible for providing kwottieballs to the House. The Kwottieball Whammies are appointed during Welcoming Week.
- (16) The **Rennie Whammy**, who is a Newcomer, is responsible for supplying antacid tablets to the House. The Rennie Whammy is appointed during Welcoming Week.
- (17) The **Black Bag Whammy**, who is a Newcomer, is responsible for supplying black bags to the House. The Black Bag Whammy is appointed during Welcoming Week.
- (18) The **Fanie Louw**, who is a Newcomer, is responsible for supplying condoms to the House. The Fanie Louw is appointed during Welcoming Week.
- (19) The **Game Ranger**, who is a Newcomer, is responsible for the well-being of Wilgenhof animals and announcing and officiating their funerals. The Game Ranger is appointed during Welcoming Week.
- (20) The **Guardian Angels**, who are Newcomers, consist of as many members that volunteer. The Guardian Angels are responsible for safely driving over-the-limit

Wilgenhoffers to their requested destination and must be reimbursed. Guardian Angels reserve the right to decline any requests. The Guardian Angels are appointed during Welcoming Week.

- (21) The **Caddies**, who are Newcomers, consist of as many members that volunteer. The Caddies are responsible for caddying for Wilgenhoffers and must be remunerated for their services at a pre-determined amount. The Caddies are appointed during Welcoming Week.
- (22) The **Postmaster General**, who is a Newcomer, is responsible for the management and distribution of the post received at Wilgenhof and for the distribution of magazines in the Hoek Miss Jones. The Postmaster General is appointed during Welcoming Week.

Head Mentor

- (23) The **Book Club Whammy** is responsible for the operation of the Willows Book Club, including book choices and hosting meetings once a term. The Book Club Whammy is appointed by the Head Mentor in the fourth academic quarter.