

AURORA
PRIVATE STUDENT
ORGANISATION

CONSTITUTION



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CHAPTER 1: FUNDAMENTAL PRINCIPLES

1. Ethos

- a. Aurora Private Student Organisation (Aurora PSO) is an organisation for all its members where we foster the importance of the development of holistic students by providing an environment that enables such growth through opportunities. We are a House that focuses on our values:
 - i. Respect
 - ii. Unity
 - iii. Individuality
 - iv. *Gees*
 - v. Integrity

2. Preamble

- a. All actions, conduct, decisions, elections, motions, rules, regulations and determinants within Aurora PSO subject to this document are invalid if deemed contradictory with this Constitution. All instructions, requirements, responsibilities, rules and regulations that are stipulated in this Constitution must be adhered to at all times.
- b. This Constitution
 - i. falls under the authority of the Student Rules of Stellenbosch University, the Student Constitution and the Constitution of South Africa of 1996 and all other laws as determined by the Government of the country;
 - ii. will not wholly or partially be inconsistent with the Student Rules, Student Constitution, Statute of the University, Higher Education Act (Act 101 of 1997) or any other Rules and Regulations determined from time to time by the Board of the University.
- c. Although Aurora PSO operates autonomously, it remains a body associated with the University of Stellenbosch.
- d. This Constitution officially replaces any and all previously drafted and approved Constitutions including all associated rules, regulations and laws that previously applied to Aurora PSO.

3. Amendments and Interpretation

- a. Amendments to this Constitution can only be made if
 - i. they are in the form of a motion introduced at a properly constituted House Meeting, with a quorum of forty (40) members;
 - ii. such a motion is passed at the House Meeting with a two-thirds (2/3) majority;
 - iii. the changes are ratified by the Student Court.
- b. In cases where there is any doubt or difference of opinion about the meaning of any word, section or paragraph of this Constitution, the interpretation of the Student Court of Stellenbosch will be valid.

See Addendum A: Words and Interpretations

4. Membership

Any student who is allocated to Aurora PSO as per the procedures followed by the University of Stellenbosch is a member of Aurora PSO.

- a. Membership is the result of registration as a student.
- b. Membership of Aurora PSO lapses
 - i. when a member ceases to be a registered student at the University;
 - ii. at the end of the relevant year if a student moves into a University hostel.
- c. Registration fees will in no instance be repaid when membership lapses.

5. House Meetings

5.1 General

General House Meetings must meet the stipulations as outlined below.

At least four (4) House Meetings must be held in the term of a House Committee, with one (1) House Meeting per academic term. If the House Committee deems it necessary, additional meetings may be convened.

One (1) Annual General Meeting must also be convened. See section 5.3.

Announcement of the House Meetings must be sent out at least five (5) working days before the scheduled meeting date. The agenda may also be sent if finalised prior to the meeting.

The rules regarding who will chair House Meetings are as follows:

- a. The Primarius/ia chairs both general and extraordinary House Meetings.
- b. In the absence of the Primarius/ia, the Vice-Primarius/ia will chair either of these meetings.
- c. In the absence of both the Primarius/ia and the Vice-Primarius/ia, the meeting will elect a temporary chairperson ten (10) minutes after the official starting time who will act as chairman until the Primarius/ia or Vice-Primarius/ia arrives.

Regulations with regard to quorum are as follows:

- a. At all House Meetings forty (40) members form a quorum.
- b. If there is not a quorum twenty (20) minutes after the official starting time, the meeting will be cancelled and reconvened for fourteen (14) days after the original date.
- c. If there is also not a quorum present at the second meeting convened, the House Committee has the right to deal with items on the agenda and decisions will then be considered to have been taken at a properly constituted meeting.

5.2 Extraordinary House Meetings

- a. An extraordinary House Meeting can be convened if
 - the House Committee considers it necessary;
 - at least forty (40) of the students with the right to vote ask for it in writing.
- b. Only items on the agenda can be discussed at an extraordinary House Meeting.

5.3 Annual General Meeting

There will be one Annual General Meeting (AGM) in the term of a House Committee. This meeting can be independent from the four (4) required House Meetings that take place or at the last House Meeting for a particular House Committee.

The following will be dealt with at the Annual General Meeting:

- i. The Primarius/ia's report
- ii. The Treasurer's report

These reports must also be made available on the Aurora PSO website.

6. Motions

- a. Any motion, other than motions for the amendment of the Constitution, can be handed to the Secretary-General in writing and signed by the person introducing the motion and seconded by two more members, before or during the meeting during which they will be discussed.
- b. If the mover of a motion desires that the content should be made known to members before the start of the meeting, the motion must be handed to the Secretary-General in writing before notice of the meeting.
- c. The chairperson of a meeting may rule any motion OUT OF ORDER if he/she considers it to be undignified, flippant in nature or in conflict with the procedure.

Motions for the modification of the Constitution must

- a. be handed to the Secretary-General in writing at least three (3) days before the House Meeting where they will be discussed;
- b. be made known together with the rest of the agenda, at least two (2) days before the notice for the meeting is issued;
- c. be signed by the mover and four (4) people who second the motion.

CHAPTER 2: OFFICIAL HEADS OF THE ORGANISATION

1. Visiting Head

A permanent staff member of the University is appointed by the Centre for Student Communities as the Visiting Head of Aurora PSO. The Visiting Head reports to the Director of the Centre for Student Communities. The Visiting Head along with the Primarius/ia and the House Committee are responsible for the management of the PSO. During the term of the Visiting Head, the main responsibilities are:

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

2. Primarius / Primaria

In addition to the powers and duties mentioned in the Rules of the Council, the Primarius/ia as the Head of House shall be responsible for the following:

The Primarius/ia will serve as a member of the

- a. House Committee;
- b. Executive Committee of the House Committee;

c. Disciplinary Committee.

A House Member is elected to the position of Primarius/ia as outlined in this constitution (Chapter 3).

The Primarius/ia is responsible for the portfolio of Leadership Development. The Primarius/ia in co-operation with the Vice-Primarius/ia is responsible for the planning and execution of the annual Aurora PSO Leadership Camp.

As chairperson of the House Committee,

- a. the Primarius/ia is responsible for the delegation of duties as well as the general management of this committee.
- b. he/she may, upon consultation with and approval by the members of the Executive Committee, make urgent decisions if the House Committee is unable to convene.

3. Vice-Primarius / Vice-Primaria

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

The Vice-Primarius/ia will serve as

- a. a member of the House Committee
- b. a member of the Executive Committee of the House Committee
- c. a member of the Disciplinary Committee
- d. co-ordinator of the second years committee

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

The Vice-Primarius/ia is also responsible for the Safety, Critical Engagement and Transformation portfolios within the organisation. Furthermore the Vice-Primarius/ia acts as chairperson of the First Year Welcoming Committee meetings.

The Vice-Primarius/ia also

- a. arranges, in cooperation with the MAD² House Committee member and Visiting Head, a programme for the reception and welcoming of Aurora first years;

- b. acts as chairperson of House Committee and House Meetings in the absence of the Primarius/ia.

If the Primarius/ia is unable to fulfill his/her role as the Head of House, the Vice-Primarius/ia will stand in for this position.

4. House Committee

The House Committee in Aurora PSO is elected for a term of one (1) year. The procedures are regulated by Chapter 3 of this Constitution.

The House Committee consists of a maximum of twelve (12) members of which the Primarius/ia, Vice-Primarius/ia, Secretary-General and Treasurer are included.

The House Committee will meet at least once a week during the academic term until the start of examinations. All members must attend the House Committee meetings.

Excuses for absence from such a meeting must be communicated to the Secretary-General at least twenty four (24) hours prior to the meeting.

House Committee members will be responsible for the portfolios

- a. Primaria/Primarius
- b. Vice-Primaria/Primarius
- c. Leadership Development
- d. Critical Engagement and Transformation
- e. Safety
- f. Treasurer
- g. Secretary-General
- h. First Years, Seniors and MAD²
- i. Community Interaction and Green/Sustainability
- j. Academics and Head Mentor
- k. Marketing
- l. Culture
- m. Sport
- n. Socials and Clusters
- o. I.T.

The Primarius/ia in consultation with the Vice-Primarius/ia and elected House Committee members will decide which portfolios will be allocated to whom as well as which House Committee member may be allocated more than one portfolio taking into account the number of members elected.

The House Committee is responsible for

- a. determining the strategic direction of the PSO;
- b. the administration of the PSO;
- c. maintaining order and discipline in the interest of the PSO;
- d. fostering unity and active membership.

Furthermore each House Committee member has the following responsibilities:

- a. to manage allocated portfolio(s) to the best of his/her abilities;
- b. to take complete responsibility for the activities of his/her portfolio(s) and committees therein;
- c. to provide a detailed portfolio budget for each of his/her portfolio(s) in consultation with the Treasurer subject to the approval of the Executive Committee;
- d. to utilise his/her portfolio budget in accordance with responsible management of finances within the organisation and the University;
- e. to provide a detailed report of all his/her portfolios to the Primarius/ia.

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

- a. two thirds (2/3) of the House have voted to have the member removed during a House Meeting given valid reasons;
- b. two thirds (2/3) of the House Committee, including the Primarius/ia, decides to have the member vacate their role within the committee.

The House Committee member who has been vacated has the right to present an appeal to the Disciplinary Committee.

If a vacancy does open up within the House Committee, the current House Committee may use their discretion to decide whether the position needs to be filled or not. If the

decision is made that the position must be filled, a new House Committee member must be elected in terms of regulations stipulated in Chapter 3.

5. Executive Committee of the House Committee

The Executive Committee shall consist of the

- a. Primarius/ia;
- b. Vice-Primarius/ia;
- c. Treasurer;
- d. Secretary-General.

The Visiting Head sits in all Executive Committee meetings in an advisory capacity.

6. Treasurer

The Treasurer:

- a. manages and administrates the finances of Aurora PSO;
- b. draws up a financial budget in consultation with the Executive Committee at the beginning of each financial year and presents it for the approval of the House Committee;
- c. presents an audited financial report to the last House Committee meeting and presents an oral financial report at the Annual General Meeting;
- d. presents the financial position of the PSO at the end of each term at the quarterly House Meeting.

7. Secretary-General

The Secretary-General is responsible for:

- a. the minutes of all House Committee meetings including sending these minutes out to all House Committee members before the next meeting;
- b. all correspondence, including communication with the House, House Committee or the Executive Committee of the House Committee;
- c. managing the office in conjunction with the House Committee member in charge of the office task team;
- d. giving notice of House Meetings well in advance according to stipulations in this Constitution;
- e. noting all the amendments to the Constitution and Rules in the relevant books;

- f. noting all the decisions of the House Committee in the House Committee Meeting minutes;
- g. ensuring that the House Committee member of I.T. receives all minutes to be uploaded onto the website. This includes minutes from House Committee meetings, Executive Committee meetings and House Meetings.

8. Mentors

The role of Mentors is to enable a successful transition for all first years from high school to university. They are responsible for ensuring that first years are successfully integrated within the University academically and socially.

Mentors are elected during interviews by the Head Mentor, who also fulfils the role of the House Committee member responsible for the Academics Portfolio, as well as by the Primarius/ia and Vice-Primarius/ia. The Visiting Head sits in interviews in an advisory capacity.

The primary function of Mentors is:

- a. to ensure that first years are provided with the needed information for successful academic integration during the welcoming week programme;
- b. to act as the communication channel between the first years and the House Committee;
- c. to ensure that parents or guardians are informed about their child's development and progress;
- d. to provide service links to University resources with regards to holistic integration.

Mentors are elected through the election procedures as outlined in *Addendum B: Procedure for the Appointment of Mentors*

9. Junior Management

The Junior Management of Aurora PSO is an independent committee comprising of a number of second years, usually the same as the number of House Committee members elected in that particular year.

The role of Junior Management is determined by the House Committee. Each House Committee member, excluding the Primarius/ia and Vice-Primarius/ia, is allocated at least one Junior Management member.

The Vice-Primarius/ia is responsible for the efficient functioning of this committee.

The Junior Management has the following responsibilities:

- a. assisting the allocated House Committee member during the welcoming week programme and throughout the year;
- b. creating the Vensters Stall with a MAD² partner present or not;
- c. general fundraising activities;
- d. planning and organising the annual Culture Evening.

Junior Management members are elected through the election procedures as outlined in *Addendum C: Procedure for the Appointment of Junior Management Members*.

10. Seniors Committee

The Seniors Committee of Aurora PSO is elected annually and the total number of committee members is to be determined by the House Committee member responsible for the Seniors portfolio. The number of committee members should range between seven (7) and twelve (12) members.

The Seniors Committee within Aurora PSO is amongst other things responsible for:

- a. the organisation of the first years/ seniors orientation camp during the annual welcoming week programme;
- b. the fostering of relationships between current Aurora PSO members and Alumni;
- c. the organisation of events that are primarily seniors' responsibilities;
- d. the continuation and implementation of the Paying Into a Future initiative;
- e. the provision of opportunities for senior members within the organization that are not part of this committee;
- f. acting as the communication point between the House Committee and senior members within the organisation.

Senior Committee members are elected through the election procedures as outlined in *Addendum D: Procedure for the Appointment of Senior Committee Members*.

CHAPTER 3: ELECTION PROCEDURES

1. The Election of the House Committee

The Aurora PSO House Committee, which includes the Primarius/Primaria and Vice-Primarius/Primaria, are directly elected by secret ballot by all eligible and registered Stellenbosch University students that has been assigned to Aurora PSO during a free, transparent and fair election.

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

2. Election Committee

The Election Committee consists of four (4) people. The three (3) permanent members includes

- a. the outgoing Primarius/ia,
- b. the outgoing Vice-Primarius/ia, and
- c. the Visiting Head.

The fourth and final member is elected by the three permanent members of the Committee. The outgoing Primarius/ia acts as Election Convenor. Should he/she run for a position on the House Committee again, the outgoing Vice-Primarius/ia will be the Election Convenor.

2.1 Extraordinary Cases

If the outgoing Primarius/ia and/or the Vice-Primarius/ia decide to rerun for a position on the House Committee, then the Visiting Head with the help of the Secretary-General will ensure that applications are opened for members of the House to fill the vacant positions on the Election Committee. The Visiting Head will ensure that the convenors' roles are performed as stipulated in this Constitution.

An Election Candidate may not serve on the Election Committee in any circumstances.

If a person is elected onto the Committee and wants to stand in the election, that person's resignation is immediate and the next person can be appointed to fill his/her position.

The Election Committee has the responsibility to:

- a. administrate the election and nomination process
- b. always act in accordance with this Constitution
- c. keep the PSO informed of all the aspects regarding the Election process
- d. ensure that all candidates are treated fairly
- e. count the votes twice and make the results available as soon as possible
- f. conduct themselves neutrally and fairly.

The Convenor(s) of the Election Committee has the responsibility to write a report on the election that covers the entire election process. The report will be made available to the Visiting Head two weeks after the completion of the election process.

The Election Committee is empowered to conduct the election and can make a ruling on the following:

- a. the validity of a vote
- b. improper recruiting of votes
- c. the establishment of an Interim Election
- d. specific dates and times of an Election, in deliberation with the House Committee.

3. Eligibility and Nominations

The Aurora PSO House Committee will comprise of a minimum of eight (8) and a maximum of twelve (12) members, unless stated otherwise by the Centre for Student Communities, Stellenbosch University. A candidate for a position on the House Committee must be a registered member of Aurora PSO and must have been so for at least the full year in which the election takes place for which he/she is a candidate. A first year student is not eligible for election as member of the House Committee.

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

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

Application forms for the positions of Primarius/ia, Vice-Primarius/ia and House Committee member must be made available at least five (5) University working days before the caucus.

The application process will be extended if there are not enough eligible candidates available to fill all the positions. How long the process will be extended is at the discretion of the Election Convenor(s).

3.1 Extraordinary Cases

In the event of

- a. too few candidates applying due to unspecified reason,
- b. ineligibility, and
- c. all other options having been exhausted,

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

3.2 Applications

Applications forms must, at least, include the following:

- a. full name(s) and student number of the applicant;
- b. full name(s) and student number of the proposer;
- c. signature of the applicant as well as the proposer;
- d. full name(s) and signatures of at least three (3) seconders;
- e. the position(s) the applicant is applying for as well as completed answers to the questions on the application form.

Furthermore the applicants binds themselves to the positions indicated on their application forms. This means that once an applicant is successfully elected to the

position of House Committee member, he/she may not run for the position of Primarius/ia or Vice-Primarius/ia if this was not indicated on his/her application form.

Only registered students that belong to Aurora PSO may propose and/or second a candidate.

Every candidate that avails him/herself to serve on the House Committee must comply with the following:

- a. that he/she is a registered member of Aurora PSO;
- b. that he/she has been a registered student of Stellenbosch University for at least three (3) semesters (see chapter 3, section 3) and has the necessary academic Hemis requirements;
- c. in the case of applying for Primarius/ia, that he/she had to have served on the House Committee for one (1) House Committee term.

4. Caucus

A caucus for the eligible candidates that takes place over two (2) or three (3) days is arranged for the House to have the opportunity to ask the eligible candidates relevant questions and to hear what the eligible candidates' policy will be with regards to the portfolios that they are applying for.

The Election Convenor will chair the caucus (for extraordinary cases, see Chapter 3, section 2.1) and will ask each candidate a selection of questions before questioning is opened to the floor. The Election Convenor can dismiss questions that he/she considers irrelevant or out of order.

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

5. Voting

Voting will take place directly after the last day of caucus and will remain open for as long as the Election Convenors deem necessary.

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

The Election Committee has to keep record of each member that votes. Only registered members of Aurora PSO may vote.

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

Successful election onto the House Committee is solely based on votes and the number of positions available. This means that by default if eleven (11) candidates stood for election and they received at least one (1) vote then all of the candidates will be a part of the new House Committee. Furthermore if thirteen (13) candidates or more were to run for a position on the House Committee then the twelve (12) candidates with the most votes will be deemed successfully elected.

After the votes have been tallied, the candidates will be notified telephonically by the Election Committee whether their application was successful or not.

5.1 Primarius/ia and Vice-Primarius/ia Election

The House Committee candidates that indicated they wish to run for Primarius/ia and/or Vice-Primarius/ia and were successfully elected, will convene for the Primarius/ia and Vice-Primarius/ia caucus and election on a pre-determined date.

The newly elected House Committee, the retiring House Committee, the Visiting Head and one member of the Election Committee have to be present at the Primarius/ia and Vice-Primarius/ia caucus and election.

The caucus will happen as follows:

- a. Each Primarius/ia and Vice-Primarius/ia candidate will have an opportunity to address those present on why they should be elected as Primarius/ia and/or Vice-Primarius/ia and will have the opportunity to answer any questions that those present might have.
- b. Those present at the caucus will deliberate and then vote.
- c. The Primarius/ia and Vice-Primarius/ia each has to obtain two thirds (2/3) majority votes to be elected as Primarius/ia and Vice-Primarius/ia. Should a two thirds majority not be reached after 3 rounds of voting, a final round of voting will take place where the candidate with the majority vote will be the successful candidate.

- d. If candidates have not indicated that they wish to run for both Primarius/ia and Vice-Primarius/ia on their application forms, they will not be eligible to run for the latter if the first choice, i.e. Primarius/ia, was unsuccessful.

6. Announcement of the Newly Elected House Committee

The newly elected Primarius/ia, Vice-Primarius/ia and House Committee are announced at the annual House Dance of Aurora PSO by the Election Convenor.

7. Grievances

Grievances regarding the election must be handed in to the Election Convenor(s) within forty eight (48) hours of the official announcement of the newly elected House Committee.

If the Election Convenor(s) in consultation with the Visiting Head consider the grievances to be valid, he/she/they shall, with the cooperation of the Election Committee, take immediate steps to rectify the matter, or to declare the election invalid and organise a new election.

In cases where the grievances were in writing and signed by at least twenty (20) members or in cases where at least twenty (20) members object in writing to the election being declared invalid, the convenor shall be obliged to convene an extraordinary House Meeting to investigate the matter and to draw conclusions. The burden of proof shall in this case be on the persons who objected in writing.

8. Resignations and Terminations

A member serves on the House Committee if he/she is elected in accordance with the stipulations of Chapter 3.

The membership of a House Committee member is terminated if:

- a. the House Committee member hands in his/her written resignation to the Secretary-General.
- b. the House Committee removes the member from office with a two thirds (2/3) majority of votes. In such a case the House Committee must report to the house at the next House Meeting.

- c. a House Committee member is absent from two (2) consecutive House Committee meetings or a total of three (3) House Committee meetings without leave, an apology or valid reason.

If a member's membership is terminated in accordance with the last-mentioned section, he/she has the right to appeal to the House Committee, so that they can decide whether the reasons for absence without leave were valid.

If the position of Primarius/ia or Vice-Primarius/ia becomes vacant, the Secretary-General shall convene a House Committee meeting. At the meeting the vacancy shall be filled by electing a member of the House Committee by means of secret ballot. This election will be conducted by the Visiting Head and a member of the previous Election Committee (i.e. the Election Committee which handled the current House Committee's election).

If any position except that of Primarius/ia or Vice-Primarius/ia falls vacant, the House Committee has the right to fill the vacancy by co-opting a new member, with the exception of the position of Treasurer. In such a case, a House Committee member must be trained to fulfil this role.

8.1 Co-opting a new member

A new House Committee member is co-opted by means of the following procedure:

- a. Applications are opened to the House for at least one (1) week.
- b. The current House Committee interviews all eligible candidates.
- c. The current House Committee cast votes in an election convened by the Visiting Head and a member of the previous Election Committee. The co-opted member must receive two-thirds (2/3) of the votes cast to be successfully elected.

9. Succession upon Resignation

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

- a. if the post of Primarius/ia falls vacant, the Vice-Primarius/ia shall perform his/her duties until a new Primarius/ia has been elected in accordance with the stipulations of this document.

- b. if both the Primarius/ia and Vice-Primarius/ia resign, they shall continue to perform their duties until new office bearers have been elected.
- c. if the entire House Committee resigns, they shall continue to perform their duties until new office bearers have been elected.

The succession plan as outlined above will come into immediate effect as determined by the House Committee given the urgency of the current state.

CHAPTER 4: DISCIPLINARY PROCEDURES

1. Disciplinary Procedures

The point of departure for disciplinary procedures is restorative justice and facilitating bringing the member back to good standing with the rest of the House.

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

2. Jurisdiction and Status of the Disciplinary Committee

The Disciplinary Committee is the only body within Aurora PSO that may be approached to give judgement based on actions or lack thereof of any member or office-bearer of Aurora PSO.

If the jurisdiction of the Disciplinary Committee is questioned, the final decision within Aurora PSO will rest with the Chairperson of the Disciplinary Committee.

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

- a. an act or lack thereof which boils down to the practise of 'Hazing' or deviation from the approved welcoming programme;
- b. an act or negligence which the Visiting Head considers to be of a serious nature;
- c. any act of vandalism;
- d. any act which is of a criminal nature and which is, as such, deemed to be in breach with an existing law of South Africa.

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

3. Composition of the Disciplinary Committee

The Disciplinary Committee consists of:

- a) the Vice-Primarius/ia who acts as Chairperson;
- b) the Secretary-General who act as Vice-Chairperson;
- c) the Primarius/ia;
- d) the Visiting Head;

- e) the Co-ordinator of the Seniors Committee, i.e. the House Committee with the portfolio of Seniors, who acts as Secretary of the Disciplinary Committee.

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

The names of the committee members must be communicated to the House in a timely manner in a way determined by the chair of the Disciplinary Committee.

Quorum for a valid meeting to take place is the presence of:

- a) the Chairperson (or Vice-Chairperson who acts as Chairperson); and
- b) the Secretary (or other person nominated as Secretary); and
- c) any other member of the Disciplinary Committee.

All parties are expected to clearly indicate any possible areas of conflict given a case laid before them. The Chairperson also has the authority to request that a member remove him/herself from a specific case if conflicts are a possibility. Disciplinary Committee members may also recuse themselves from a specific case on moral grounds.

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

4. Procedures

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

5. Prior to the Disciplinary Hearing

Any member of Aurora PSO may lay a complaint with the Disciplinary Committee. A complaint may be lodged with the Chairperson, Vice-Chairperson or Secretary.

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

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

- a. A written account (e-mail or paper) must be delivered to the Chairperson who must thus know who the person is.
- b. The Chairperson will not disclose the person's identity to any person.

Where a meeting of the Disciplinary Committee takes place, all accused parties must be informed at least forty eight (48) hours before the meeting.

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

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

- c. a full brief as to the lodged complaint to the Ethos of Aurora PSO and the relevant section of University legislation; and
- d. the time and place of hearing; and
- e. the right to assistance.

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

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

5. During the Disciplinary Hearing

The Disciplinary Hearing takes place in private (in camera)

Mutual respect must be shown to all present, both the accused and the Disciplinary Committee.

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

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

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

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

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

6. After the Disciplinary Hearing

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

7. Disciplinary Measures for Aurora PSO House Committee and Office Bearers

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

- a. An Aurora PSO office bearer can be removed from office if it is felt by the majority of the relevant structure on which the office bearer serves that he/she has not adequately fulfilled his/her portfolio commitments or actively participated in the fulfilment of the aims of Aurora PSO Constitution and year plans.
- b. Discipline of an Aurora PSO office bearer must follow the following procedure:
 - i. The First Warning is voted on by structure on which the office bearer serves or is issued by the Chair of the Disciplinary Committee.
 - ii. The probationary period is limited to one (1) month, unless the Disciplinary Committee determines otherwise.
 - iii. Any further neglect of duty will result in a vote of no confidence.
- c. If a vote of no confidence is taken against any member of the relevant Aurora PSO structure by a common majority (2/3, two thirds), then the office bearer against whom it is made must vacate his / her seat.
 - i. A motion for a vote of no confidence will only take place after effective notification has been given to the affected member within seventy two (72) hours prior to the motion serving.
- d. The appeal process for the office bearer against whom a vote of no confidence has been taken is as follows:
 - i. The member can appeal to the Disciplinary Committee;

- ii. Thereafter to the Student Court;
 - iii. Finally to the Appeals Court.
- e. Notice of appeal must be given in writing to the parties in the following order:
- i. The first notice of appeal must be given to the Disciplinary Committee within five (5) University days.
 - ii. Should the removal be upheld by the Disciplinary Committee, an appeal may be made to the Student Court within five (5) University days.
 - iii. Should the removal be upheld by the Student Court, a final appeal may be made to the Appeals Court within five (5) University days.

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

8. Accountability, Transparency and Consultative Governance

8.1. House Committee Meetings

All minutes of House Committee meetings, Aurora PSO structures and committees that Aurora PSO office bearers serve on based on their position on said Aurora PSO structure will be available on request to all Aurorians. Minutes will also be added to the Aurora PSO website.

Any Aurora PSO member may attend a House Committee meeting subject to the person informing the Secretary-General at least twenty four (24) hours in advance of the meeting. The person may have speaking rights if this is indicated

- a. at least twenty four (24) hours in advance, or
- b. with the permission of the Primarius/ia.

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

- c. the point being ruled so at the sending out of the agenda;
- d. the House Committee having the right to overrule this at the meeting;
- e. an abbreviated description must be made of the point in order to mention it for the sake of transparency.

8.2 House Meetings

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

- a. The Primarius/ia must give a report for the state of the House (EXTERNAL).
- b. The Treasurer must provide detailed feedback on the state of finances.
- c. The Vice-Primarius/ia must give a report on the state of the House (INTERNAL).

CHAPTER 5: GENERAL

1. House Finances

No monies/transactions may be entered into without the written consent of both the Primarius/ia (or Vice-Primarius/ia if the Primarius/ia is not available) and Treasurer.

A financial policy must be set up by the Treasurer in consultation with the House Committee and Visiting Head.

To ensure that the financial policy is of a good standard, the following parties may be consulted in drawing it up:

- d. Division Finances
- e. Treasurer of Student Representative Council
- f. Treasurer of Student Parliament
- g. Treasurer of Societies Council
- h. Centre for Student Affairs
- i. Centre for Student Communities

Before each House Meeting, the full financial report must be made available to each house member on request.

At the AGM, a complete set of financial statements must be prepared and presented to the House. It is advised that this happens once a semester in order to satisfy the requirements for accountable, transparent and consultative governance.

See Addendum E: Financial Policy

2. Aurora PSO Emblem

The official emblem of Aurora PSO consists of a swallow and acorn. The colours of Red, Blue and Yellow are the official colours of the emblem and no adjustments to the emblem itself can be made. The swallow must be in the flight position and the acorn must be presented with the swallow. The emblem will appear on banners, clothing and letters of Aurora PSO. The electronic version of the emblem is available from the Executive Committee. Rebranding of the emblem is allowed to fit the change of the PSO. The inscription on the badge "ALIS ET ANIMO" stands for the flight of courage and this cannot be changed.

Background:

The bird in the emblem represents the swallow's flight of courage. At a certain time of year swallows fly two thousand kilometres to the northern hemisphere when summer ends. The acorn in the emblem represents Stellenbosch. The background of the emblem looks like a horizon and resembles the fact that "aurora" means dawn. The emblem symbolises that Aurora PSO students get up every the morning and take a similar flight of courage to University and through their day.

See Addendum F: Emblem

3. Aurora PSO Logo

The logo of Aurora PSO is that of the swallow in flight. The colour of the bird depends on the theme of the current House Committee's term. The colours must be in the range of blue, yellow and red. No changes to the logo can be made. The logo is available from the Executive Committee of Aurora PSO.

Addendum G: Logo

ADDENDA

Addendum A: Words and Interpretations

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

- a. "A first year" means any student that is enrolled at the University for the first time for an undergraduate course.
- b. "House Committee" means the Aurora PSO House Committee.
- c. "House Meeting" means a properly constituted meeting of members.
- d. "Year" means an academic year in accordance with the stipulations of the University Board as set out in the University Calendar.
- e. "Give notice" or "announce" means the putting up of relevant notices on notice boards and, in the case of House Committee meetings, the sending of notices to the members of the House Committee.
- f. "Notice boards" means the notice boards at the Langenhoven Student Centre.
- g. "Member" means a person that is enrolled in accordance with the stipulations of chapter 1 article 4.
- h. "Two thirds (2/3) majority" means a voting ratio of 2:1 of all those that have the right to vote at a meeting.
- i. "Private student" means any student at the University that is a member of the Student Union and who does not stay at a University hostel.
- j. "Council" means the Council of the University.
- k. "Semester" has the same meaning as in the University Calendar.
- l. "Senior" means any student that has already studied at the University for two or more years.
- m. "Polling booths" are the venues indicated in Chapter 3.
- n. "Term" means the period between the election of an House Committee and the election of the next House Committee.
- o. "University" means the University of Stellenbosch.
- p. "Secretary-General" means the secretary (male or female).

Addendum B: Procedure for the Appointment of Mentors

a. *Applications:*

Mentor application forms are made available in August of the year prior to their term. The House Committee member responsible for Academics and Mentors accepts the applications and go through them with the Primarius/ia and Vice-Primarius/ia.

b. *Interviews:*

Once the three people mentioned in (a) have an overview of the Mentor applications, a decision is made regarding who will be accepted into the Interview phase of the applications. Interviews are then conducted by the House Committee member of Academics and Mentors, the Primarius/ia, the Vice-Primaria/ius and the Visiting Head of Aurora PSO. After the Interview process, these individuals decide on the successful applicants.

c. *Training:*

Mentors are required to attend training in September before their term and in January before the first years arrive. They might also be required to attend further trainings as required. The Head Mentor is required to attend an additional training in September before their term as well as attend regular Head Mentor meetings.

General Guidelines

d. *Accountability and Role in the Organisation*

In Aurora PSO, an additional body that has been added to the Mentor system is the “Mentor Buddy System” where the Mentors are paired up and each mentor is then held accountable for his/her buddy. This allows for accountability and transparency to take place within the Mentor System.

The role of Mentors during welcoming week is to make first years feel welcome and to familiarise first years with the University and what it has to offer in terms of academic, personal, social and spiritual well-being and growth. Mentors are required to stay updated with their mentees’ academic progress, especially during the first semester, while they are trying to fit into University life. Mentors are not required to forcefully enact their services on a first year. If a first year ever feels frightened of their mentor or uncomfortable due to undisciplined misconduct in any way, it will lead to the termination of the mentor’s contract.

If a mentor is found guilty of misconduct and ill-discipline or violation of any student’s dignity, they will appear before the Disciplinary Committee to determine the outcome of the case.

e. *Remuneration:*

Mentors are paid approximately R700 per semester by the University.

Addendum C: Procedure for the Appointment of Junior Management Members

a. *Applications:*

Junior Management application forms are made available in August of the year prior to their term. The House Committee member responsible for the Second Years' Committee, i.e. the Vice-Primarius/ia, will accept the applications, go through them and assess eligibility. Confirmation of receipt of application and approval with regard to application being eligible is communicated to applicants in due time.

b. *Interviews:*

All eligible applicants are invited to an interview. The panel consists of all House Committee members. After the Interview process, the House Committee decides on the successful applicants.

c. *Training:*

The Vice-Primarius/ia can at his/her discretion set aside a day for training. It is not compulsory for the Vice-Primarius to organise this training event as all committee members will receive training at the annual Aurora PSO Leadership Camp.

d. *Second Years Leadership Programme*

The Second Years Leadership Programme is designed to afford all members of the committee opportunities to develop as leaders and to expose the members to opportunities in the broader Stellenbosch context. The programme is to be implemented by the co-ordinator of the Junior Management, i.e. Vice-Primarius/ia.

Addendum D: Procedure for the Appointment of Senior Committee Members

a. *Applications:*

Senior Committee application forms are made available in the year prior to their term. The House Committee member responsible for Seniors will accept the applications and go through them with the Primarius/ia and Vice-Primarius/ia.

b. *Interviews:*

Once they have an overview of the applications, a decision will be made regarding who will be accepted into the Interview phase of the applications. Interviews are then conducted by the House Committee member for Seniors, the Primarius/ia and the Vice-Primarius/ia. After the Interview process, these individuals will then decide on the successful applicants.

c. *Training:*

The House Committee member co-ordinating the Seniors can at his/her discretion set aside a day for training. It is not compulsory for the co-ordinator of this portfolio to organise this training, however, as all committee members will receive training at the annual Aurora PSO Leadership Camp.

d. *PAY IT FORWARD / PAYING INTO A FUTURE*

This is a Senior Committee initiative that tasks the committee with the responsibility of raising funds that will eventually contribute towards a fund that will pay the tuition or part of the tuition of an Aurora PSO member. This project is one of the focus areas of the Seniors Committee.

Addendum E: Financial Policy

1. Advances

The following applies to events and any requests for money to be received in advance.

- a. A budget must be presented containing items that are to be bought and the money needed in order to purchase these items.
- b. The budget must be handed in three weeks before the money is needed. If all is in order, the money will be available within three working days.
- c. The budget will be rejected if it is incomplete.
- d. The Primarius/ia and Treasurer must always be aware of “money in advance” situations.

2. Refunds to House Committee Members

Application is required three weeks before money is being used. The House Committee member uses his/her own funds and a refund will be given only after all receipts are handed in to the Treasurer. If no receipts or evidence indicating the House Committee member has spent personal funds are given, no money will be refunded. The Primarius/ia and Treasurer must always be aware of a refund situation. If the Primarius/ia and Treasurer were not aware of the situation, the House Committee member will be seen to have “sponsored” the money/goods and no money will be refunded. In special circumstances, the Primarius/ia or Treasurer may give permission for refunds, even if prior arrangements were not made.

3. Payments to Third Parties

Three weeks before any products/services are bought, three quotes must be handed to the Executive Committee, who will then select a quote and give the go-ahead. The Executive Committee’s decision is final. Payment to the third party will be done as soon as a tax invoice with all relevant information is received. Payment will be made within three working days after receiving the correct tax invoice.

5. Sponsorships and Donations

Forms must be handed in with all terms and conditions of the sponsor/donator. House Committee members or any students are not of power to sign contracts. Contracts are concluded on behalf of Aurora PSO by the University.

VAT must be paid on sponsorships but not on donations. The Executive Committee will handle all transactions of this nature.

6. Budgets

Each House Committee member will receive a budget allocation for the year which will be calculated by the Executive Committee. The House Committee members are not allowed to deviate from the budget. If there is deviation from the budget, the House Committee member will be held fully responsible for any additional expense incurred except in the case of special arrangements. Additional expenses will be paid from the

extra pool of money which is held for emergencies. If the House Committee member spends less than the allocated budget, the money will be rolled over to the Aurora PSO cost point for the next year.

7. General Rules

- a. All applications must be made to the Primarius/ia or Treasurer. If the applications are incomplete, they will be returned to be completed correctly.
- b. All quotes and receipts must be handed in with duplicate copies. One copy must be filed by the Treasurer and the second copy given to University Finances. The original document must remain with the House Committee member associated with the transaction who must file it in their own portfolio.
- c. No payments will be made if the tax invoice is incorrect or incomplete.
- d. No payments will be done on quotes or pro forma invoices or statements.
- e. The following must be on a tax invoice:
 - The words "tax invoice"
 - The tax number of the supplier
 - The supplier's name and contact details (No BBM PIN)
 - The tax invoice must be made out to STELLENBOSCH UNIVERSITY, AURORA PSO and NOT to the House Committee member. The US tax number will be made available by the Treasurer on request.
 - Invoice number and date
 - Contents of goods, price and item amounts
 - The complete invoice price and the VAT on the invoice
 - Banking details of the supplier
- f. No form of income from events may be used to pay another expense. All income must be banked as soon as funds are received.
- g. Three weeks before a function, a detailed budget must be handed in to the Executive Committee. A week after the function, the actual values of all expenses and incomes must be handed in to the treasurer in the form of a financial statement.

Addendum F: Emblem



Addendum G: Logo

