THE REPUBLIC OF HELDERBERG: CONSTITUTION

SALUTATION

SINCE it is necessary that house members of Helderberg should act as an organised body;
AND SINCE they want to ensure the welfare of the House and operate in close contact with the University authorities;
AND SINCE there is a need to define the powers and duties of each body within the House in order to prevent the neglect of said powers and duties;

THIS constitution will serve as a guide for every act of the House in general as well as every individual member and therefore, each member of Helderberg commits himself to the subjugation and enforcement of the provisions of this constitution.

Article 1

Name

The name of this House was determined by the Stellenbosch University Council as “Helderberg”. Pursuant upon a decision made by the House at a house meeting held on 28 August 1957, a Republic was called and since then, the House is known as the: “Republic of Helderberg”.

Article 2

Goals

Goal 1: The creation of an effective place of study as well as a pleasant and comfortable home for full-time students at Stellenbosch University who are assigned to this House.

Goal 2: Forming a close connection between these students as an interest group who will not only function as a unit in this residence, but who will also actively function as a unit on a wider campus level.

Goal 3: The creation of a context within which a person can be formed and developed, but also a context within which he can develop himself and help develop his fellow-students. This development takes place especially on the following levels: academic, social, sport and leadership.

Goal 4: All activities of the Republic will be measured against and be subject to the following five values where disciplinary hearings will also use these values as yardstick in the judgement of offenses:

a) Pride
b) Excellence
c) Responsibility and self-discipline
d) Honour
e) Respect

Article 3

Corporate body

3.1 The Republic of Helderberg is a non-profit entity; the income and property of the residence, derived from whatever source, is used exclusively for the promotion of residence issues as set out in the Constitution and Reglement.

3.2 All assets of the residence is held and registered by the University in the name of the residence.
3.3 The income and property of the residence should only be used for the promotion of the residence and its interests as such, and its residents as a whole. No part of the income may be paid to any member, or directly or indirectly transferred, provided that nothing contained herein may prevent the payment of bona fide remuneration to any officials of the residence, or any member concerning any real service rendered to the residence.

Article 4

Members and membership

4.1 A house member is a registered student at Stellenbosch University to whom University authorities have awarded accommodation at Helderberg.

4.2 The following hierarchical distinction is made within the residence (hereafter referred to as the House):

4.2.1 A first-year is a person completing his first academic year at this University and who is staying in this House, and subject to the conditions of article 4.2.2. Such a person is subject to the terms and conditions as determined by the Reglement.

4.2.2 A junior is a person who has already completed one full academic year at the University while residing in this House and who has already passed the final welcoming ceremony of the House. A person may apply for junior status after participating in the final welcoming ceremony in the following cases: a first-year who, at the start of the academic year, is already 21 years or older; or a student who has already completed one academic year at another university or college and who is staying in Helderberg for the first time. No house member has a voting right until he has satisfied all the requirements for the final welcoming ceremony. This rule is binding unless the person has obtained the necessary written exemption from the house committee.

4.2.3 A senior is a person who has completed at least two academic years, of which at least one year was spent in Helderberg and who has completed the final welcoming ceremony, or who has received written exemption from the house committee.

4.3 A senior and junior house member has the privilege of wearing the official colours of the house, with the exception of the colours specifically granted to HC-members or other members identified by the house or HC.

4.4 A senior and junior house member has the right to propose motions at house meetings and to participate in discussions taking into account Article 7 of the Constitution and Reglement on meeting procedures.

4.5 A house member’s membership expires at the cancellation of his accommodation. Membership also expires as determined in Article 9: Disciplinary measures in the Constitution.

4.6 Citizenship to the Republic is obtained by swimming the Eerste River.

Article 5

Officials

5.1 The officials of the House comprises the president (hereafter called the primarius), the vice-president (hereafter called the deputy primarius), and the cabinet (hereafter called the house committee) consisting of twelve (12) other members. These officials are elected by the house after which the appointment is ratified by the University authorities.

5.2 Prerequisite for house committee membership: Any house member who satisfies the following prerequisites can be nominated for election to the house committee:

5.2.1 A house member who has already completed the final welcoming ceremony, or who has obtained the necessary exemption from the house committee according to Article 4.2.3 of the Constitution.
5.2.2 A house member who satisfies the academic prerequisites of the University regarding house committees and who is not prohibited due to pending disciplinary action by the University. Any candidate’s nomination can be condoned irrespective of any provisions in this Constitution.

5.3 Nomination and election

5.3.1 Polling committee

a) Every election of a primarius, deputy primarius or house committee will take place under the supervision of the polling committee that is appointed exclusively for this purpose by the primarius (unless he is participating in the election in which case the deputy primarius will take over this duty). This committee is dissolved ipso facto as soon as the election has taken place. The election is considered completed 12 hours after the announcement of the result of the election, provided that no objection against the result is pending.

b) The polling committee consists of a convenor and two (2) other senior members, of which one member must be the current primarius, unless he is participating in the election again, in which case the deputy primarius will be one of the two members.

c) The polling convenor is appointed during an extraordinary house meeting, convened according to and in terms of Article 7.2 of the Constitution, or in a normal house meeting. The polling committee convenor may not, under any circumstances, be nominated as a house committee member.

d) The house appoints the rest of the committee at the same time, provided that none of these members may be nominated for the house committee.

5.3.2 Nomination

a) After enough time has elapsed, the polling committee determines a closing date for nominations.

b) All nominations are received by the convenor. A nomination comprises the following:

- Position for which a nomination is made for (e.g. primarius);
- Name and signature of the nominee;
- Name and signature of the nominator;
- Name and signature of seconders; twenty (20) in the case of primarius, ten (10) in the case of deputy primarius and five (5) in the case of house committee member.

c) The resident head determines which of the nominees qualify academically for the election.

d) The polling committee will ensure that no lobbying takes place.

5.3.3 Presentation meeting

a) The primarius is responsible for organising a presentation meeting (Circus) for the nominated House Committee candidates, during which the primarius will act as chairman. [The attendance of this meeting is compulsory for first-years and penalties apply as for House meetings.]

b) Up to twenty (20) questions can be posed to candidates standing for primarius; ten (10) questions to candidates standing for deputy primarius; and up to 5 questions can be posed to candidates standing for normal House Committee Members. Five (5) questions must come from the ranks of the “OMK” (see Article 8.2.2(c)); two (2)
questions in the case of deputy primarius, and one (1) question in the case of a House Committee member.

c) Lots will be drawn before the time to determine the order of appearance of the candidates.

5.3.4 The election

a) The primarius:
   (i) In cases where more than two (2) candidates are nominated for primarius, the candidates will be reduced to two (2) by means of an elimination vote.
   (ii) The election of the primarius takes place by means of a secret ballot within 24 hours after the Circus/elimination vote.
   (iii) The votes of first-years carry half the weight of other house members.

b) The deputy primarius:
   The election of the deputy primarius is mutatis mutandis the same as with the primarius.

c) The election of the twelve (12) other members:
   (i) The election happens by means of a secret ballot within 24 hours after the presentation meeting of the candidates.
   (ii) During the election, every House Member may vote for as many candidates as he wants to a maximum of twelve (12).
   (iii) The new House Committee will consist of the twelve (12) candidates who received the most votes from all candidates among the candidates who received more than 40% of the total votes.
   (iv) If fewer than twelve (12) candidates received 40% of the total votes, there will be a further vote where each House Member will vote for as many candidates as he wants to a maximum of the number of positions that need to be filled. The candidates for this vote will consist of all the candidates who received fewer than 40% but more than 20% of the total votes.
   (v) Candidates may not withdraw after the first round of voting if they received fewer than 40% but more than 20% of the total votes, except where the House Committee and Polling Committee accept his decision.
   (vi) Candidates who received fewer than 20% of the total votes are obliged to withdraw and may not be eligible for election before the next general election. The procedure is mutatis mutandis the same until all vacancies have been filled, except in cases where: an inadequate number of candidates qualify for further votes, provided that there must always be more candidates than vacancies;
   there is no final outcome after two revotes (i.o.w. 3rd vote).

In any of the above mentioned cases, the Polling Convenor must request additional nominations immediately. These nominations close within two university days after the previous vote.

(vii) A candidate who falls out of the primarius race automatically qualifies for the deputy primarius election; while a candidate who falls out of the deputy primarius election automatically qualifies for the House Committee election.

d) Voting procedure
   (i) At least one member of the Polling Committee will be present in the polling station at all times;
   (ii) Every House Member's vote is strictly confidential;
(iii) After the closing of the poll, only members of the Polling Committee may count the votes, after which the result must be announced immediately.

e) Objections

(i) Objections concerning the election must always be made with the Polling Convenor within twelve hours after the announcement of the results. The Polling Convenor will investigate the objections in consultation with the retiring primarius, followed by immediate action if necessary; or the removal of objections and offenders held accountable; or in extreme cases, declare the election invalid.

(ii) In cases where objections against the invalidation of the election are made in writing and signed by at least 33% of the Senior and Junior voters, the retiring primarius is obliged to call an Exceptional House Meeting to investigate the case and make a judgement. The burden of proof will lie with the people who objected in writing.

(f) No failure of the Polling Committee to fulfil their duties will make the election *ipso facto* invalid, but exposes the committee members to serious action by the House Committee.

5.4 Service term:
The term of service of the primarius, deputy primarius and House Committee will officially start at the first House Committee meeting in the fourth term until the last House Committee meeting of the following year’s third term.

5.5 Duties

5.5.1 The primarius

a) The primarius, as chief executive officer of the university authority in the residence, is responsible for the discipline of the House. This discipline is executed in terms of the general Council policy of the University, the Reglement for Male residences and the provisions as contained in the articles of this Constitutions and Reglement. The House Committee supports the primarius with these duties.

b) The primarius is *ex officio* the chairman of the House Committee as well as of the House meetings and he represents the House- and Prim-committees.

c) The primarius serves as coordinating link between the House, the resident head and the university authorities.

d) The primarius will assign portfolios to House Committee members’ at the start of his service term.

e) The primarius, together with the newly elected primarius, stays responsible until the end of the academic year.

f) The primarius compiles an annual report at the end of his term which, together with the Treasurer’s Financial Report (Article 5.5.3(b)(2)), he submits to the House at the last House meeting of the year.

5.5.2 The deputy primarius

a) All above-mentioned duties of the primarius are handled by the deputy primarius when:

(i) the chosen primarius is not available for office at any time. In such a case the deputy primarius immediately becomes the primarius;

(ii) the primarius is unavailable temporarily;
(iii) the primarius of the House assigns it to him.

b) The deputy primarius acts as the vice-chairman on all committees and meetings in which the primarius is the chairman.

c) The deputy primarius has the following fixed portfolios, but others could be assigned to him by the primarius:

   (i) the deputy primarius is *ex officio* appointed by the University authorities as safety representative of the residence in the Risk Management Programme.

   (ii) the deputy primarius is responsible for the election and leadership of the second-year committee.

5.5.3 The treasurer

   a) The treasurer is appointed by the primarius from the rest of the House Committee, including the deputy primarius.

   b) The treasurer will be responsible for:

      (i) setting a budget for the year

      (ii) preparing the financial report each year that is presented at the Annual House Meeting with the primarius' annual report.

5.5.4 The secretary

   a) The secretary is appointed by the primarius from the rest of the House Committee, including the deputy primarius, but excluding the treasurer.

   b) The secretary will be responsible for the following functions:

      (i) general administration of the House and House Committee issues;

      (ii) the proper minuting of each house meeting;

      (iii) the proper minuting of every House Committee- and Disciplinary Committee meeting;

      (iv) the placement of approved House Committee decisions notices on one of the notice boards at the dining hall, and/or the announcement thereof in accordance with Article 5.6.2 of the Constitution.

5.5.5 Other duties of the House Committee

   a) In general the House Committee, including the primarius, is responsible for enforcing the provisions of the University Council and the Constitution and Reglement of this House.

   b) Particularly, each House Committee Member, excluding the primarius, is responsible for maintaining the provisions of the University Council and the Constitution and Reglement of the House in his particular sections.

   c) Over and above (a) and (b) above, every House Committee Member is also responsible for one or more portfolio assigned to him by the primarius;

   d) The House Committee is empowered to act on behalf of the House in any case outside the House that concerns the House as a whole;

   e) All complaints are received by the House Committee who is compelled to act upon it;
f) The House Committee will ensure that the Constitution and Reglement is brought up to date at the beginning of each term;

g) All associations and clubs in the House will submit its constitution and application for recognition to the House Committee for approval to ensure their survival and proper control;

h) The House reserves the right to request an account from any committee or officer concerning their operations at any meeting of the House. The concerning committee/officer is required to give the requested account.

5.6 Meetings and confidentiality:

5.6.1 House Committee meetings

a) The primarius is ex officio the chairman of House Committee meetings;

b) During House Committee meetings he has a normal and deciding vote;

c) The House Committee meets at least once a week. Attendance is compulsory unless permission was given by the primarius before the start of the meeting. A member who is absent without leave is subject to discipline by the meeting, including Article 5.7.1(c) of the Constitution;

d) Eight (8) members represent quorum;

e) The resident head has ex officio right to sit in on the House Committee meetings.

5.6.2 Confidentiality

a) House Committee meetings are confidential. Members who are guilty of breaking this confidentiality is subject to discipline by the meeting, including Article 5.7.1(d) of the Constitution;

b) The minutes of the House Committee meetings are considered confidential for a period of three years, after which it will be available in the archive;

c) The House Committee meetings, as well as the Disciplinary Committee meetings, can order that certain decisions by the secretary be given to the House, still provided that individuals’ privacy may not be infringed upon.

5.7 Removals and vacancies:

5.7.1 A House Committee member’s membership expires when he:

a) stops being a voting member of the House;

b) submits his resignation in writing with the resident head;

c) he is absent from two House Committee meetings without permission;

d) he is removed from office by the resident head due to serious failure to perform duties or misbehaviour.

5.7.2 Vacancies arising in the House Committee, for whichever reason, will be filled through the normal election procedures, provided that:

a) if it is the primarius, the deputy primarius immediately becomes the primarius;

b) if it is the deputy primarius, the House Committee Member with the most votes in the election immediately becomes the deputy primarius;

c) any redistribution of portfolios will be determined;
d) the House determines that it is necessary to appoint a replacement at a House meeting.

Article 6

Finances

6.1 The Republic of Helderberg is a non-profit organisation, subject to Article 3.1 to 3.3 of the Constitution.

6.2 Residence fees:

   6.2.1 Every House Member pays residence fees annually as prescribed by the University.

6.3 Financial year:

   The Residence’s financial year runs from 1 October to 30 September.

6.4
Auditing:

6.4.1 An Auditing Committee will be appointed at the third House meeting every year to audit the financial records as kept by the treasurer.

6.4.2 This committee is constituted by two members proposed by the House Committee and two other members by the House at a meeting. Of the four candidates, three members are elected and constitute the audit committee. The audit committee chooses a chairman internally who will correspond with the the treasurer, get the necessary financial information from him as well as report on the condition of the residence’s financial health as well as the quality and handling of the financial records. Every elected candidate should have a reasonable knowledge of accounting and be a bona fide person.

6.4.3 The Auditing Committee has access to any information and must be given the necessary information at inquiry from the primarius, deputy primarius or any House Committee member, including minutes, statements, budgets and communication.

Article 7

House meetings

7.1 Normal House Meetings:

7.1.1 A normal House meeting is held at least once per term.

7.1.2 Notice of convening a normal House meeting is done through written notice on the notice board at least 14 days before the meeting.

7.1.3 Attendance of a normal House meeting is compulsory for all House members for at least the formal part of the meeting (and for first-years, the whole meeting). Only excuses made with the deputy primarius before the start of the meeting will be accepted. House members who are absent without leave will be fined R100 with the right to appeal this with the Disciplinary Committee.

7.1.4 The quorum for a House meeting is \( \frac{1}{3} \) of members with a right to vote.

7.1.5 Speaking turns and voting rights are the privileges of each House member with a right to vote and who satisfy the conditions set out in Article 4 of the Constitution and the Meeting Procedure Reglement. First-years do not get a speaking turn or voting right except when the vote concerns food where first-years will have a voting right. The primarius has a normal vote.

7.1.6 An agenda will serve as the basis for each House meeting and the chairman will read the agenda to the meeting immediately after the opening of the meeting. The agenda for a normal House meeting comprises the following points:

(i) Constitution, opening and welcoming

(ii) Reading of previous minute(s)

(iii) Business resulting from the previous minutes

(iv) Speaking turns

(v) Formal motions, Constitution, and other written motions

(vi) Signing of the attendance register by seniors and juniors who are leaving the meeting

(vii) Informal motions/miscellaneous and questions

(viii) Closing
(ix) House song

(x) Adjournment

(xi) Signing of the attendance register by seniors, juniors and first-years.

* The Chairman may not deviate from the agenda without the permission of the meeting.

* If valid motions were not placed on the agenda, the proposer may demand that it is done directly after the reading of the agenda by the Chairman. This demand must be adhered to unless the motion is of such a nature that it can be discussed under Miscellaneous and questions.

* After reading the minutes, the chairman will ask for proposals that the minutes be accepted as is. If any House member proposes it and it is seconded, the minutes will be seen as accepted. If anyone questions the accuracy of the minutes and require an adjustment, it must be changed as requested after discussion, after which it must be signed by the chairman and secretary.

7.1.7 House members who want to have motions served under point (v) of the agenda must submit such motions 48 hours before the meeting with the secretary in the case of a Constitution motion and till the start of the meeting for any other written motions.

7.1.8 In order to get a motion approved that will alter the Constitution and Reglement, ⅔ of the voting House members must vote in favour of it.

7.1.9 The method of voting is determined by the chairman and can happen by means of secret or open ballot.

7.2 Extraordinary House meetings:

7.2.1 An extraordinary House meeting is properly constituted if it is convened for the following reasons:

a) When the House Committee deem it necessary;

b) In cases where the Constitution makes provision for special meetings;

c) Upon written request of at least ⅓ of the voting House members.

7.2.2 Notice of an extraordinary House meeting must be posted at least 48 hours before the start of the meeting.

7.2.3 If a written request for extraordinary House meetings is submitted, such a meeting must be convened within five working days.

7.2.4 The agenda for an extraordinary House meeting is set in consultation with the deputy primarius.

7.2.5 Arrangements regarding the normal House meetings also apply to extraordinary House meetings.

7.3 Annual House meetings:

7.3.1 The annual House meeting takes place after the start of the fourth term.

7.3.2 Notice is given as for a normal House meeting.

7.3.3 The agenda for the meeting contains, amongst others, the following points:

a) Constitution, opening and welcoming

b) Reading of the previous minutes
c) Business arising from the minutes

d) Report of the Audit Committee

e) Annual report of the retiring primarius

f) Hand-over of the presidency and chairmanship to the new primarius

g) Formal motions, Constitution and other written motions

h) Informal motions/miscellaneous and questions;

i) Closing

j) House song

k) Adjournment

l) Signing of the attendance registers

7.3.4 Arrangements for normal House meetings are also applicable to annual House meetings.

7.4 Meeting procedures

Meeting procedure for all House meetings is as determined in the Reglement.

Article 8

Permanent and special committees

8.1 General:

8.1.1 Every permanent and special committee appointed, constituted or elected in the Republic of Helderberg, is responsible for their actions and is subject to the authority of the House, the House meeting in general and the House Committee as elected officials in particular.

8.1.2 The appointment of every committee is subject to the approval of the House Committee.

8.1.3 Such committees only has the right to transact on behalf of the House if such transactions are signed by both the primarius and treasurer, in which case the House is bound by such transactions.

8.1.4 Only House members qualify for such committees unless explicit permission was granted by the House Committee.

8.1.5 Committees that want to claim a House fund subsidy must hand in their application accompanied by a budget to the treasurer at the beginning of the financial year. This provision may be altered only with the express permission from both the primarius and treasurer.

8.2 Permanent committees:

8.2.1 The Junior Committee

a) The Second-year Committee is chosen in terms of Article 5.5.2(c)(ii) of the Constitution and under the leadership of the deputy primarius from the first-year group of the year.

b) The election happens through properly nominated candidates in a closed election.

c) The Second-year Committee consists of as many people as the deputy primarius sees fit with a minimum of six members. The elected members are the ones who
received the most votes. The Committee elects their own chairman in a separate
election under the supervision of the deputy primarius.

d) The deputy primarius serves as the contact person between the Second-year
Committee and the House Committee.

e) The Junior Committee is responsible for organising the general recreation in the
House. The following falls under their responsibility:

(i) Organising at least one social event for the recreation of the House, en
verlede soortgelyke geleenthede vir die Tweedejaarsgroep in die besonder;

(ii) The House’s entry to the Rag stall competition in consultation with the Rag
Committee.

8.2.2 The “OMK”

a) The “OMK” is a private society in the residence and is subject to this Constitution,
but is not otherwise ruled by it.

b) The “OMK” is given the opportunity each year to hand over prizes at the
“Hanedinee”.

c) They have a role to play in primarius, deputy primarius and HC circuses (art.
5.3.3(b)).

8.2.3 The mentors

a) The mentors are responsible to see to the academic success of all residents,
especially first-year students. They meet bi-weekly.

b) The HC member in charge of academics is in charge of this committee and also sees
to it that the committee fulfils its various duties.

c) The mentors are appointed by the primarius after applications have been processed
to ensure a group with as wide a variety of courses possible and are represented by
people who have achieved reasonable academic success.

8.3 Special committees:

8.3.1 Special committees are committees that are appointed by a House Committee member
to help in the execution his duties. Examples of such committees are the RAG
Committee, Jack Wells Committee and the Republic Festival Committee.

8.3.2 All special committees of the particular House Committee member are required to hand
in a budget with the treasurer at the beginning of the year if a subsidy from the House
fund is required. Special committees are, however, mostly reliant on their own inisiative
for funds.

8.3.3 The primarius and deputy primarius have an ex officio right to sit in on special
committees, but they do not have a voting right.

8.4 Extraordinary committees:

8.4.1 An extraordinary committee is a committee that is appointed by the House or the House
Committee to investigate or organise a specific event. Examples of extraordinary
committees are the Polling Committee or the Constitution Committee.

8.4.2 An extraordinary committee has a limited life span and only functions until the
particular event is completed.

8.4.3 The primarius and deputy primarius have an ex officio right to sit in on extraordinary
committees, but they do not have a voting right.
Article 9

Disciplinary measures

A Disciplinary Committee is appointed to apply disciplinary measures on behalf of the House.

9.1 Name: Disciplinary Committee of the Republic of Helderberg.

9.2 Goal: The goal of this committee is to act as disciplinary body against House members who commit an offense against the rules of the University and the terms of this Constitution and Reglement.

9.3 Duration of appointment: The primarius appoints himself or an HC-member who will serve as convenor for the Disciplinary Committee and who is appointed for the duration of the House Committee term.

9.4 Composition: primarius - *ex officio*

House Committee: 2 members

Two senior House members appointed by the “OMK”

Resident head - *ex officio*

9.4.1 A prerequisite for this Committee is, however, that one member involved must have a reasonable knowledge of the law and that there cannot be quorum without this member, in spite of the provisions of Article 9.5.2 of the Constitution. It is preferable that this member be one of the students since the resident head, in practice, will only be able to be present at more serious transgressions.

9.5 *Modus operandi:*

9.5.1 This committee meets according to the need;

9.5.2 Four (4) members form a quorum;

9.5.3 The meetings of the committee are considered confidential, except for such information the committee deems necessary to officially convey to the House;

9.5.4 A majority vote will determine the opinion of the committee. The chairman has a deciding vote.

9.5.5 Charge: Any House member can lodge a complaint with the Disciplinary Committee, whereafter the case is referred to the chairman. Any HC member can automatically charge a House member whereafter the accused must be informed of the charge by the chairman or particular HC member if it has not already happened.

Appearance: The accused will appear before the committee on a day and time as determined by the chairman with at least 1 week’s notice. The chairman also has the discretion to shorten the notice period if he deems it reasonably necessary and will provide a timeframe that is reasonable under the circumstances. After each factual case, the Disciplinary Committee must consider the case of the accused and the accused is innocent until proven guilty.

Questioning: The Committee will have the opportunity to question the accused in order to get clarity about the situation.

Extenuating/aggravating circumstances: Both the committee and accused can argue for extenuating/aggravating circumstances.
Witnesses: The committee retains the right to summon any member to testify before the committee. The committee may also hear evidence from members of the committee.

Appeal: The accused may appeal to the committee, after which the committee may choose to re-investigate the case on merit. Appeal may also be made to the House or the University. Such an appeal will serve as a written motion that will be handled at a normal House meeting.

Conviction: If the committee is of the opinion that the person has not proven his innocence convincingly, the committee has to declare a conviction. The accused must be present.

9.6 Sanctions: The Committee may, depending on the circumstances, apply one or more of the following measures to a House member:

9.6.1 Warning and/or reminders;
9.6.2 Damages
9.6.3 Fines to a maximum amount as determined by the University Reglement upon a conviction.
9.6.4 Suspension: The Disciplinary Committee may, via the House Committee and in consultation with the University, decide that a House member’s accommodation be suspended with a loss of status and privileges of a House member.

9.7 Appeal: A House member, who is unhappy with the verdict of a disciplinary hearing, can follow one of the following ways (in order) to appeal:

9.7.1 Appeal and forming a request to re-investigation by the Disciplinary Committee;
9.7.2 Appeal to the House in the form of a petition to call an extraordinary House Meeting, subject to the provisions of Article 7.2 of the Constitution.
9.7.3 Appeal to the University - notice of appeal must be given to the primarius.

9.8 A guilty verdict is recorded in the disciplinary register.

Article 10

House song, house colours and house insignia:

10.1 The house song:

10.1.1 The official house song, the Helderberg House Song reads:

“The Helderbergs are happy and the Helderbergs are free; They never, never quarrel and they never disagree. They’re always always sober and they’re always on the spree; For the motto of the Helderbergs is: ‘Come and drink with me’.

All the Helderbergs are happy, all the Helderbergs are free, all the Helderbergs are happy for the motto of the Helderbergs is: ‘Come and drink with me!’

Hey boys, put one down ...

HEL .... DERBERG”

10.1.2 This house song is protected by the Constitution.
10.1.3 Every House member should be able to sing the house song and it is the responsibility of the House Committee to teach the house song to first-years before the arrival of the senior and junior House.

10.2 House colours

10.2.1 The Helderberg crest

a) The House crest consists only of the official colours black and white and is divided into four quadrants.

b) A white castle on a black background appears on the bottom left and upper right quadrants. It represents the old and new buildings of the House. At the same time it symbolises a strong, unconquerable fortress.

c) An image of a bateleur is placed in the bottom right quadrant. This type of eagle could be found in the Helderberg and symbolises aristocracy, power and wisdom.

d) The symbolic representation of the homecoming of soldiers after the Second World War is placed in the top left quadrant. On the left, the hand of the returning soldier is placed and on the right, he is welcomed by a Stellenbosch student.

e) The central shield consists of the letters US (University of Stellenbosch) that forms the central emblem.

10.2.2 The Helderberg blazer and tie

a) The Helderberg crest may only be worn on a black blazer;

b) Only House members and old-boys of Helderberg are entitled to wear the Helderberg colours.

c) Helderberg colours may not be traded or sold without the permission of the House Committee and the House Committee may only grant permission if it is in the interest of the House to do so.

d) The House Committee has the right to refuse any person the right to wear the House colours on valid grounds, as well as the right to withdraw such a given right. In the case of withdrawal as determined above, the House Committee is not compelled to offer any compensation to the person.

10.3 The Helderberg flag

The official House flag is seen as a symbol of the House and is protected under the Constitution. The flag comprises four black corners with a white cross extending the length and breadth of the flag. The cross has a red border with the black Helderberg crest in the middle.

10.4 House symbols

10.4.1 The bateleur

An image of the Bateleur, a type of eagle that was almost exclusively found in Helderberg is considered to be a symbol of the House and is protected.

10.4.2 The HB-symbol

The HB-symbol is considered as a symbol of the House and as such, is protected.

Article 11

Honour awards, certificates of recognition, cups and other awards

11.1 All awards are presented during the annual “Hanedinee” in October of a given year.
11.2 Helderberg honour awards
   a) The Helderberg honour award is the highest recognition that the House can give a person.
   b) A committee consisting of the primarius, deputy primarius, the HC member responsible for the “Hanedinee” and the resident head determines to whom honourary awards will be given after suggestions have been received from the House.
   c) Honour awards are made in one or more of the following categories:
       (i) Academic achievement
       (ii) Sports achievement
       (iii) Exceptional service to the House
       (iv) Culture

11.3 Helderberg certificates of recognition are presented to every House member who are leaving the House after at least four years in residence.

**Article 12**

**General**

12.1 A Reglement is compiled to further extend the rules for governance. The Reglement is binding but in case of any clash between the Reglement and the Constitution, the Constitution is the higher authority. The Constitution is subject to the Reglement of the University and in the case where it differs, the University Reglement is the highest authority.

12.2 Deviation from the provisions of the Constitution or Reglement can only happen when a properly constituted House Meeting unanimously agrees that it could be done.

**Article 13**

**Ammendments the Constitution and Reglement**

13.1 Ammendments to the Constitution of the Republic of Helderberg are made by means of a two-thirds majority acceptance of a motion, given that it was made on a properly constituted House meeting of which there was paroper notice given in terms of Article 7 of the Constitution.

13.2 Ammendment to the Reglement can be made with a majority acceptance on a properly constituted House meeting.

**REGLEMENT OF THE REPUBLIC**

Reglement 1: Quiet times
Reglement 2: Service times
Reglement 3: Dining hall and related issues
Reglement 4: Notice boards
Reglement 5: Jack Wells sports venue
Reglement 6: Cars and motorbikes
Reglement 7: Rooms
Reglement 1

Quiet times:

1.1 It is the duty of the House Committee to ensure that every resident is able to study in the House at all times.

1.2 Absolute silence will be maintained after the following times:
   - Mondays, Tuesdays and Thursdays: 22:00
   - Wednesdays and Saturdays: 23:00
   - Fridays: 24:00
   - Sundays: A quiet and calm atmosphere must reign for the whole day.

Reglement 2

Duties

2.1 The House Committee selects first-years to take responsibility for certain duties.

2.2 A first-year is appointed to sort the mail every week day. He may appoint a committee to help him with this job.

2.3 All first-years will do telephone and door duty according to a roster compiled by the House Committee. Between Monday and Thursday, two first-years will be on telephone duty between 19:00 and 23:00. The times for Fridays through Sundays are 19:00 to 22:00.

2.4 First-years also assemble in the dining hall half an hour before the start of a House meeting to help prepare the hall for the meeting.

2.5 Neglecting these duties may incur a fine of R50.00 per instance by any House Committee member. After three offenses, the particular first-year will appear before the Disciplinary Committee.

Reglement 3

Dinner hall and related issues

3.1 Persons who have not booked meals will only be allowed to eat after all booked meals have already been taken and then at double the cost for the particular meal.

3.2 No person may enter the dining hall without shoes. Flip-flops are considered shoes.

3.3 It is expected of House members to act courteously to both the matron and staff at all times.

3.4 No meal or cutlery or crockery may be removed from the dining hall, except in the case of a meal taken to an ill House member. The cutlery and crockery must be returned immediately.

Reglement 4

Notice boards:
4.1 Notices may be placed in the residence within reasonable limits. Any House Committee member may remove notices at any time.

4.2 The notice board just right of the dining hall doors is reserved for official House Committee use.

4.3 No political slogans, flyers or speeches may be placed on notice boards. Only posters giving information about political meetings and speakers will be accepted provided that it was put up with the permission of a House Committee member.

4.4 Only the House Committee may remove notices from the notice boards and any House Member guilty of unlawfully removing notices or damaging a notice on the notice boards, exposes himself to disciplinary measures.

Reglement 5

Jack Wells Sports venue

5.1 Use

5.1.1 The venue is used exclusively for receptions with a regular reception held on Friday nights after rugby matches, as determined by the House Committee. This hall is NOT used as a Television room! With events held, alcohol will be served with the permission of the House Committee, but liquor sales may not occur later than 24:00 as determined by the liquor license.

5.1.2 Other bone fide receptions may only be held with the permission of the House Committee in consultation with the resident head.

5.1.3 Visitors are only allowed when accompanied by a club member or registered supporter. Visitors are subject to the rules and regulations of the sports venue and the residence.

5.2 Alcohol use

5.2.1 Alcoholic drinks will be provided by the club during events as mentioned in 5.1.1.

5.2.2 No alcoholic drinks may be taken from the hall and individuals or groups may not take alcohol into the venue either.

5.3 Responsibility and control

5.3.1 The specific club using the venue is responsible to ensure that the venue is clean after an event when using the venue.

5.3.2 The club is also responsible for the venue and its contents.

5.3.3 Damage, loss or defects must be reported immediately to the House Committee member in charge of the Jack Wells or the primarius.

Reglement 6

Vehicles and motorcycles

6.1 All vehicles parked on the grounds must be registered with Campus Security.

6.2 Parking is only allowed on designated parking spaces and then only on the parking space assigned to a specific person.

6.3 Motorcycles may only park on the demarcated parking spaces and may not be brought into the buildings under any circumstances.

6.4 Bicycles may only be stored in such a way that it does not obstruct or impede the way for residents. No bicycle may, therefore, be stored on the stairwell or in the building, but only in the residents’ rooms.
6.5 A reasonable speed must be maintained on the terrain and drivers are expected to be careful at all times, especially in view of pedestrians. No spinning of wheels will be allowed.

**Reglement 7**

**Rooms**

7.1 Room allocations are made by the primarius in consultation with the House Committee in the case of seniors and juniors and in consultation with the resident head in the case of first-years.

7.2 Seniors and juniors are given the opportunity to apply for a room of their choice for the next year. These applications are processed according to a points system.

7.2.1 Persons who apply together are obliged to stay together the following year since their points are calculated together for the allocation of a room;

7.2.2 Applicants are subject to disqualification if any wrongdoeing is determined in the application;

7.2.3 The applicant with the most points receives the room of their choice.

7.3 No house member may change their room without consulting the primarius in the matter.

7.4 Every resident is responsible for the neatness and content of his room according to the inventory.

7.5 Any damage must be reported to the house committee member involved.

7.6 Residents will properly adhere to the condition under which rooms are rented from the University, as mentioned in the Calendar.

**Reglement 8**

*The Television room*

8.1 The Jack Wells may not be used as a Television room. The Television room next to the dining hall is available for this purpose.

8.2 The Television may never be so loud that it is disturbing other house members and during exam time. House Committee members may impose additional arrangements that need to be strictly adhered to.

8.3 In the case of a difference of opinion regarding what channel should be watched, the majority will receive preference.

8.4 The Television channels gets preference over using the video machine.

8.5 The maintenance of the Television and the video machine is the responsibility of the House Committee.

8.6 No alcoholic drinks may be consumed in front of the Television, except in the case of a national or provincial sports match.

**Reglement 9**

*Die Eerste River Fun Barn*

9.1 The Fun Barn is only available for use by house members and *bona fide* guests.

9.2 Damage to and/or removal of any plants, equipment or furniture is strictly prohibited.

9.3 The house member(s) present is responsible for the general decency and maintenance of reasonable silence, especially after 24:00.
9.4 The house member(s) present is responsible to clean up the site and leave it in a neat state.

9.5 The Fun Barn can be booked for a certain date provided that:

9.5.1 A House Committee member sign the notice that must then be placed on the notice board at the dining hall;

9.5.2 The following is included in the notice: date of event, number of people and timeframe.

Reglement 10

Damage of residence- and university property

Any damage of residence and university property will be reported to the House Committee who will then ensure that the person involved or responsible will be held accountable.

Reglement 11

Fines

11.1 The maximum fine the Disciplinary Committee may impose on conviction is R500,00.

11.2 The maximum fine a House Committee member may impose on a first-year who fails to do a duty, is R50,00 per offense.

11.3 The maximum fine for a parking offense is R50,00.

Reglement 12

Meeting procedures

12.1 The course of the house meeting:

12.1.1 Opening and welcoming

The chairman convenes the meeting as soon as the secretary informs him that a quorum members allowed to vote is present. He then opens the meeting and delegates someone to open with prayer. After the prayer, the chairman welcomes the House members and brings any order arrangements or information he deems necessary to their attention.

12.1.2 The agenda

The chairman must present the agenda to the meeting for each member to be informed about the running of the meeting.

12.1.3 The minutes

a) The chairman now reads the minutes of the previous normal house meeting, as well as the minutes of all extraordinary house meetings that have occurred in the meantime.

b) Each voting member is free to propose that the minutes are accepted as read. If the chairman judges that it is necessary to read the minutes for the meeting, he may inform the meeting and proceed to read the minutes.

c) If the minutes are read, the chairman asks that the minutes be accepted as the correct version of the particular meeting. If there are no immediate objections, the minutes are accepted as is. If a member feels that there are inaccuracies in the minutes, he may suggest that the minutes be altered as such. After debate the changes will be made if the majority of the meeting agrees with it.

d) The chairman and secretary must then sign it.
12.1.4 Business resulting from the minutes:

Members with a right to vote are given the opportunity to inquire about the execution, decisions and assignments from the previous meeting.

12.1.5 Constitution and written motions:

Motions as per Article 7.1.7 of the Constitution are discussed here.

12.1.6 Miscellaneous and questions:

Here the meeting gets the opportunity to table any other motions, to discuss them and vote on them.

12.2.1 Any voting house member may, in accordance with Article 7 of the Constitution, suggest a motion, participate in discussion and vote on such a motion.

12.2.2 Persons who want to suggest motions will give notice to the secretary who will keep a shortlist. The chairman works strictly according to this shortlist. If no names are left on the list, the chairman can ask for suggestions.

12.2.2 Forms of address: A member who wishes to serve a motion, stands and addresses the chair. Respect for the chair must be maintained at all times. During discussion, members will not address each other directly, but will do so via the chairman.

12.2.4 The chairman repeats the motion for every member present to have clarity on the motion and then opens the floor for discussion of the motion.

12.2.5 Motions and their order:

The following types of motions may be presented in an ascending order (see table):

Interpretation of the table: example = A motion is suggested (main motion) upon which two amendments are suggested. A member objects to the second amendment because it is unconstitutional (point of order). The chairman rejects the motion after which the decision is appealed. Because consensus cannot be reached, another member suggests a withdrawal motion that is accepted with a normal majority after discussion. The main motion is dropped.

12.2.6 Speaking turns:

a) Every member has only one speaking turn for each motion and each amendment, unless the meeting allocates more speaking turns.

b) The proposer of a main motion may request to give a reply to a debated main motion provided that he only answers the discussion in his reply and does not present new issues for discussion.

c) The proposer of an amendment may not reply unless with the permission of the chairman.

12.2.7 Duration of speeches

a) No member may discuss any motion or amendment for longer than five minutes, unless the meeting agrees to a limitation or lengthening of a speaking turn.

b) The proposer of a main motion or any amendment may, however, speak for ten minutes about the motion or amendment.

12.2.8 Rank order of speakers

If two or more members stand to ask for a speaking turn, the chairman decides in which order speakers may speak.

12.2.9 Applicability of discussions
A member who is speaking must limit his discussion to the issue at hand or to an explanation or a point of order.

12.2.10 Questions and answers

a) After any motion is suggested and seconded, or after any speaking turn on the topic, a member may ask a question that is directly applicable to the motion or amendment.

b) If a question is posed during a member’s speaking turn, the member may determine if he will allow the question at that time.

c) Only a member who asked the original question may ask a further question and then only related to business that may flow from the answer to the original question.

d) The chairman may not refuse such questions unless the question breaks any other rules of the Reglement.

12.2.11 Points of order and personal explanations

a) A member may, whether he has contributed to the discussion or not, stand to raise a point of order or to offer a personal explanation, provided that the personal explanation is limited to a relevant aspect of his speaking turn that was possibly misunderstood.

b) A member may interrupt a speaker with a point of order or to give a personal explanation.
12.2.12 Withdrawal of motions and amendments

a) A motion that has not yet been presented to the meeting by the chairman may be withdrawn by the proposer.

b) After a motion has been presented by the chairman, or if notice of the motion has been given, it may be withdrawn with the approval of seconders as well as the meeting.

c) After the withdrawal of a motion or amendment has been approved, no member may discuss it.

12.2.13 Chairman’s decision on points of order

The chairman’s decision on the admissibility of a point of order or an issue of personal explanation is final and not debatable unless the chairman chooses to hand over the decision of admissibility to the meeting.

12.2.14 Voting

a) Voting happens by raising hands, except in the case of a vote of appeal against a conviction made by the Disciplinary Committee, in which case the chairman may decide that voting may happen via secret ballot.

b) Immediately after the announcement of the voting result any member may ask for a revote.

c) A revote can happen by means of raising hands or a secret ballot, unless the member specifically requests which method must be used.

d) After a revote has been requested and any member who was not in the room during the original vote had the opportunity to return, no member will be allowed to enter or leave the room while the voting is in process.

e) If a revote is held it must also be minuted together with the result of the revote.

12.2.15 Minuting of objections

a) A member on the losing side of a motion that was accepted may request that his objection against the decision the meeting has made, be minuted.

b) An objection that casts a negative light on the members of the meeting or that implies any motives of the meeting or any of its members may not be minuted.

c) If the majority of the members determined that the objection contains such an implication, it is not minuted unless the member who objected withdraws the opinion.

12.2.16 Reconsideration and recalling of decisions

a) A member who voted on the winning side of a motion may suggest that a decision made during the meeting, be reconsidered if the decision has not partially or wholly been executed.

b) No motion that is in opposition to an existing decision may be accepted unless the existing decision has been submitted for reconsideration or recall.

12.2.17 Resubmission of motions

a) A motion that was rejected by the meeting may only be discussed at the same meeting under the conditions mentioned in 12.2.16.

b) Main motions that are rejected may only be resubmitted for a next meeting with permission from the majority of members.
12.2.18 Order during meetings

a) Any non-member present at a meeting who misbehaves or interrupts the proceedings in any way may be requested by the chairman to leave the meeting, and if necessary, be removed.

b) Any member who is guilty of misbehaviour, who disrupts the proceedings of the meeting, continuously questions the decisions of the chairman, refuses to withdraw any comments on request, uses obscene language, or breaks any of the rules, will be asked by the chairman to behave himself or, if he is speaking, to take his seat.

c) If a member refuses to listen to the request of the chairman, he will be commanded by the chairman to leave the room for the remainder of the meeting.

d) Any member who refuses the requests of the chairman or who returns to the meeting without permission or who resists when he is removed from the meeting, is subject to disciplinary measures as set out in the Constitution.

e) No alcohol may be consumed during the course of the formal part of the meeting.

12.2.19 Offenses by the management team

a) Any member of management, including the chairman, who is guilty of any offense as explained in 12.2.18; who fails to perform his duties properly; who, in the case of the chairman, refuses to allow valid motions, allow speaking turns according to merit, ignore points of order, deprive members of their rights in terms of the Constitution or this Reglement, or goes against the decision of the meeting, is subject to a motion of censorship or a motion of no confidence.

b) A motion of censorship or no confidence may be presented by any member in a meeting behind closed doors. It must be seconded and accepted by the majority vote after discussion to be valid.

c) A member of management, including the chairman, against whom a motion of censorship is accepted, is considered as being warned.

d) A member of management, including the chairman, against whom a motion of no confidence has been accepted, is considered to be removed from office.