



**HUIS TEN BOSCH RESIDENCE**

**SINCE 1937**

**UNITY, RESPECT, OPEN-MINDEDNESS, COMPASSION**

# **CONSTITUTION**

**Amended 03 June 2021**

## Contents

1. Preamble .....	7
2. Definitions .....	7
3. The status of this Constitution & the House Rules .....	12
4. Voting rules .....	12
5. Amendments to the Huis ten Bosch Constitution & to the House Rules .....	13
6. Introduction: Huis ten Bosch .....	14
6.1. Name .....	14
6.2. Sections .....	15
6.3. Cluster .....	15
6.4. Motto .....	15
6.5. The House Values.....	15
6.6. The official House Colours: .....	15
6.7. The badge of the residence .....	15
6.8. The logo of the residence .....	16
6.9. The House Song.....	16
6.10. The Goodbye Song.....	18
7. Liability .....	18
8. Members: Newcomers, Seniors, or Golden Oldies.....	19
9. Qualification & requirements for membership .....	19
10. Welcoming & induction of newcomers .....	19
11. Leadership.....	20
11.1 House Committee .....	20
11.1.1. General.....	20
11.1.2. Election process .....	22
11.1.3. Primarium .....	22

11.1.4. Vice-Primarium .....	23
11.1.5. House Committee Members.....	24
11.2. Mentor Committee .....	25
11.2.1 General.....	25
11.2.2 Election process .....	26
11.2.3. Head Mentor.....	27
11.2.4. Mentors.....	27
11.3. Seniors' Committee .....	27
11.3.1. General.....	27
11.3.2. Election process .....	28
11.3.3. Chairperson.....	29
11.4. First Years' Committee.....	30
11.4.1. General.....	30
11.4.2. Election process .....	30
11.4.3. Chairperson.....	31
12. Training, welcoming & induction of new leaders .....	32
13. Resignation of officials .....	32
14. The filling of vacancies .....	33
14.1. House Committee .....	33
14.1.1. A vacancy occurs in the House Committee when: .....	33
14.1.2. Process for fulfilling a Primarium vacancy .....	34
14.1.3. Process for fulfilling a Vice-Primarium vacancy.....	34
14.1.4. Process for fulfilling a House Committee Member vacancy.....	35
14.1.5. Resignation of the entire House Committee .....	36
14.2. Mentor Committee .....	36
14.2.1. A vacancy occurs within the Mentor Committee when: .....	36

14.2.2. Process for fulfilling a Head Mentor vacancy .....	37
14.2.3. Process for fulfilling a Mentor vacancy.....	37
14.2.4. Resignation of the entire Mentor Committee .....	37
14.3. Seniors' Committee .....	38
14.3.1. A vacancy occurs within the Seniors' Committee when: .....	38
14.3.2. Process for fulfilling a Chairperson vacancy .....	38
14.3.3. Process for fulfilling a membership vacancy .....	38
14.3.4. Resignation of the entire Seniors' Committee .....	39
14.4. First Years' Committee.....	39
14.4.1. A vacancy occurs within the First Years' Committee when:.....	39
14.4.2. Process for fulfilling a Chairperson vacancy .....	40
14.4.3. Process for fulfilling a membership vacancy .....	40
14.4.4. Resignation of the entire First Years' Committee .....	40
14.5. Other vacancies.....	40
15. Portfolios of leaders: responsibilities .....	41
15.1. General.....	41
15.2. House Committee .....	41
15.2.1. General.....	41
15.2.2. Current HC portfolios:.....	41
15.3. Mentors.....	42
15.4. Seniors' Committee .....	43
15.5. First Years' Committee.....	43
16. Finances .....	43
17. Meetings .....	44
17.1. General.....	44
17.2. House Meetings .....	44

17.2.1. General.....	44
17.2.2. Emergency House Meetings .....	45
17.3. House Committee meetings .....	46
17.4. Section meetings.....	46
17.5. Transformation Meetings .....	46
17.6. The Leavers’ Dinner .....	47
17.7. Rules of engagement in meetings .....	47
18. Fixed Committees & Special Committees.....	47
18.1. Election Committee (Stembus) .....	47
18.2. Constitutional Committee.....	48
18.3. House Disciplinary Committee.....	50
18.4. Safety Committee .....	52
18.5. Forum.....	52
18.6. New committees.....	53
19. Disciplinary procedure .....	54
19.1. General.....	54
19.2. Possible disciplinary action .....	54
19.3. House Disciplinary Hearings .....	55
19.3.1. Procedure before a House Disciplinary Hearing.....	55
19.3.2. Procedure during a House Disciplinary Hearing .....	55
19.3.3. Procedure after a House Disciplinary Hearing.....	56
19.4. The disciplining of office bearers:.....	56
19.4.1 General.....	56
19.4.2. Votes of no confidence .....	56
20. Authorisation of this Constitution .....	58
20.1. Constitutional committee .....	58

20.2. Signatures of the Constitutional Committee upon the date of certification by the House: 03 June 2021 .....58

20.3. Signatures of the Constitutional Committee upon the date of amendment by the House: .....59

## 1. Preamble

This document acts as the Constitution of Huis ten Bosch. All members are bound by this Constitution and must abide by its terms which are superseded only by Stellenbosch University Rules and Regulations, properly promulgated, that contradict the terms herein. Huis ten Bosch strives to create an enabling environment that facilitates personal and communal growth in all spheres of life by upholding the values of HtB and SU. We as HtB operate on the foundation of unity, respect, open-mindedness, and compassion whilst bearing in mind the values of the University of Stellenbosch: excellence; accountability and integrity; human dignity and respect; innovation and criticality; ownership and leadership. It is through our shared humanity that we can better ourselves.

## 2. Definitions

Unless otherwise stated in this Constitution, the following words mean:

**“Addendum A”** – a Huis ten Bosch document containing all the Huis ten Bosch consent forms.

**“Addendum B”** – a Huis ten Bosch document detailing the way in which the Election Committee must run all caucuses.

**“Alumni”** – ex-residents.

**“By-election”** – refers to an election used to eliminate candidates to two before a final election takes place.

**“Contract”** – any form that a resident is required to sign in relation to the residence. Also known as “consent forms”. These forms generally relate to the duties and responsibilities of residents in relation to the residence.

**“Council”** – the University of Stellenbosch Council.

**“Election Committee”** – refers to the committee in charge of the HC-caucuses and elections. Afrikaans: ‘Stembuskomitee’ (‘Stembus’).

**“Executive Committee”** - refers to the Residence Head, Primarium, and Vice-Primarium. Also referred to as the “Executive”.

**“First Year Newcomers”** – refers to a person who is in their first undergraduate year of study at the University of Stellenbosch; or a person who is classified by the University as a first year. These persons are referred to as “Newcomers”.

**“First Years’ Committee”** – refers to the committee made up of First Years that represents the first years.

**“Forum”** – an open meeting in which house members can address any concerns they may have.

**“HC-Caucus”** – refers to the meeting in which the Election Committee and the House are afforded the opportunity to pose questions to the HC-candidates of the incoming term. This caucus also includes several other activities and challenges used to evaluate HC candidates.

**“HC Portfolio Reports”** - refers to documents compiled by previous HC members detailing their portfolios. These documents act as guides for the incoming HC members. These are also referred to as “portfolio reports”.

**“Head Mentor”** – refers to the resident elected to lead and represent the Huis ten Bosch Mentors. This person is also a Mentor.

**“House”** – refers to all the current residents of Huis ten Bosch.

**“House Committee”** – refers to the House Committee as a whole which includes the Residence Head, the Primarium, the Vice-Primarium, and the seven elected house committee members. They are also known as the “HC”.

**“House Committee Meeting”** – refers to meetings, led by the Primarium, which the House Committee is required to attend, unless reasonable excuses are provided. The Head Mentor is also welcome to attend.

**“House Committee Member”** – refers to the House Committee member with whom the responsibility rests. When this term is used, it refers to the seven House Committee Members who are not the Primarium, Vice-Primarium, or Residence Head.

**“House Disciplinary Committee”** – refers to the Huis ten Bosch Disciplinary Committee which has the jurisdiction to deal with residence matters that the Executive Committee assigns to it.



**“House Meeting”** – refers to termly meetings, led by the House Committee, which all residents are required to attend, unless reasonable excuses are provided.

**“House Rules”** – refers to the Huis ten Bosch implementation of Stellenbosch University rules and regulations and includes noise times, the fine system, visiting hours, the alcohol policy, etc.

**“Huis ten Bosch”** – refers to the residents, the grounds, the building, and the ethos.

**“Huis ten Bosch Constitution”** – refers to this document. This document may also be referred to as the “Residence Constitution”, the “House Constitution” or merely as the “Constitution”.

**“Huis ten Bosch Rules and Regulations”** – refers to the HtB Constitution and the House Rules.

**“Leadership term”** – refers to the period from the fourth term of the academic year to the end of the third term of the following year. This period may change at the discretion of the University.

**“Majority vote”** – fifty percent of the voting pool plus one (50% + 1). This is also known as a simple majority.

**“Members”** – refers to all the current residents of Huis ten Bosch.

**“Mentors”** – elected residents who oversee the well-being of the First Year Newcomers.

**“Mini-Caucus”** - refers to the meeting in which the Election Committee and the House are afforded the opportunity to pose questions to specific candidates for leadership.

**“Motions”** - refers to agenda points that are raised by residents who wish for them to be addressed.

**“Golden Oldies”** – refers to a student who has been a resident of Huis ten Bosch for more than 3 years. An exception may be made for a student to be a “Golden Oldie” (e.g.: having transferred from another residence in their fourth or further year of study) at the discretion of the Primarium.

**“Out-going”** – refers to a house member who is planning to depart from the residence sometime during the year. They will be outgoing house member(s) for that year.

**“Preliminary Vote”** – refers to a vote used to eliminate options to two before a final vote takes place.

**“Primarium”** – refers to the elected leader of the residence.

**“Quorum”** – the minimum amount of house members out of the voting pool that needs to vote in order for a motion/vote to be passed. This amount is two-thirds (2/3) of the voting pool.

**“Residence”** – refers to Huis ten Bosch, the building as a whole, including the garden and the surrounding area which is available for use by all residents.

**“Residence Head”** – refers to the person appointed by the University, who along with the House Committee, is responsible for the general management of the residence.

**“Residence leadership”** – refers to the various leadership structures within Huis ten Bosch – the Residence Head, the House Committee, the Seniors’ Committee, the First Years’ Committee, and the Mentors. They are also referred to as “officials”.

**“Residents”** – refers to all students who obtained boarding in Huis ten Bosch and are current members, according to the University’s requirements.

**“Roompoints”** – can be gained (through achievements, participation, etc.) or lost (via transgressions) by residents. These points are tallied on the Roompoints Forms by the HC in charge of the Roompoints System. These tallies are used to assign Senior residents’ rooms and parking spaces.

**“Satisfactory Academic Progress”** – refers to the fulfilment of academic HEMIS requirements for residences as laid out by the University in its academic calendar.

**“Section”** – refers to the corridor(s)/passage(s) in the residence which have been assigned to a HC-member.

**“Section HC”** – refers to the HC member, or Vice-Primarium, who is in charge of a specific section.

**“Section Meeting”** – refers to meetings, led by the section HC, which all section members are required to attend, unless reasonable excuses are provided.

**“Section Member”** – includes all house members who occupy a room in a specific section.

**“Senior”** – refers to all residents who are in at least their second year of study, recognised by Stellenbosch University.

**“Seniors’ Committee”** – refers to the committee made up of Seniors that represents the senior residents.

**“Senior Newcomers”** – refers to a person who has completed at least one year of undergraduate study, recognised by the University of Stellenbosch, and who is in their first year of living in Huis ten Bosch. These persons are referred to as “newcomers”.

**“Stellenbosch University Rules and Regulations”** – refers to legislation, rules, regulations, addendums, amendments, etc. that have been properly promulgated by the University of Stellenbosch.

**“Strike in the voting process”** – quorum was not reached.

**“University”** – Stellenbosch University.

**“Vice-Primarium”** – refers to the elected deputy leader of the residence.

**“Visitor”** – refers to any guest within Huis ten Bosch who is a non-resident. Visitors may also be referred to as guests.

**“Vote”** – a mechanism used to decide matters. The top-ranked results will be selected. Votes may be done online, or in person, where it is fair and reasonable to do so. The committee under which the matter rests will decide on the voting procedure bearing in mind reasonableness, fairness, and transparency.

**“Voter”** – refers to a current resident of Huis ten Bosch. Each resident’s vote counts for one vote only. The Residence Head is also a voter – their vote also counts for one vote only.

**“Voting pool”** – refers to the group of residents allowed to vote on a specific matter.

**“Welcoming Period”** – refers to the period at the beginning of the year, before the undergraduate academic year begins, where the First Year Newcomers move into their residences earlier to allow them to better adjust to their new home and to the University. An official Welcoming Program is prepared. This period coincides with CONNECT activities.

### 3. The status of this Constitution & the House Rules

3.1. This Constitution and the House Rules must be complied with by all members of Huis ten Bosch.

3.2. This Constitution and the House Rules must be reviewed regularly to ensure that they are in line with the various Stellenbosch University Rules and Regulations.

3.3. In the event of a contradiction between terms contained in this Constitution or the House Rules with terms found in any applicable University Rules or Regulations, the University Rules or Regulations will prevail.

### 4. Voting rules

4.1. Various matters, motions, and elections must be settled through a process of voting. Voting may occur through a show of hands, online, or through ballot votes. The choice of which voting method to use rests with the committee or leader in charge of the matter or motion. Anonymity, efficiency, fairness, reasonableness, and transparency are some relevant factors to be considered.

4.2. Regardless of how votes are collected authenticity must be ensured.

4.3. Every current Huis ten Bosch member has voting rights, as does the Residence Head. Everyone's votes counts as one full vote. This must be enforced.

4.4. Some matters, motions, and elections that require a vote to be held will have specific voting rules. A breach of these rules will result in a spoilt vote and the vote will not be counted.

4.5. If a voter votes for more than the allowed number of candidates, or if someone without voting rights votes, the vote submitted will be considered a spoilt vote and will not be counted.

4.6. Any matter, motion, or election can be voted in through a majority vote of 50% + 1, except for constitutional amendments and HtB House Rule amendments which require a two-thirds majority.

4.7. A quorum of two-thirds of the relevant voting pool must vote in the voting process for a vote to be declared valid.

4.8. The use of an “abstain” option must be used.

4.9. In the case of a lack of a quorum (a strike in the voting process), the matter will stand over and another vote will take place at the earliest opportunity. If a lack of quorum occurs again, the specific procedures listed in the following sections will apply.

4.10. Should a matter, motion, or election be more urgent, an emergency House Meeting may be called, during which the vote can take place. In such a case, the decision made as a result of the vote at the emergency House Meeting is considered to be valid, regardless of whether or not quorum was achieved.

4.11. Where more than one candidate is elected, those with the highest votes in the election will be elected.

4.12. Reasonable delays in the voting process are allowed at the discretion of the presiding committee/official.

4.13. Votes of confidence must be included where it is reasonable, fair and necessary to do so.

4.14. Quorum does not need to be met when it comes to surveys.

## 5. Amendments to the Huis ten Bosch Constitution & to the House Rules

5.1. No amendment, whether it be to the Huis ten Bosch House Rules or to the Huis ten Bosch Constitution, may violate any University Rules and Regulations or House Values. Amendments can only be made within the confines of the relevant enabling Stellenbosch University Rules and Regulations.

5.2. When an amendment is made to the University Rules or Regulations, that amendment is considered to be automatically reflected in our House Rules and Residence Constitution.

5.3. When considering constitutional or House Rule amendments, the methodology must conform to the principles of ethical good governance and constitutional democracy, with a specific focus on transparency, accountability, consultative governance, openness, and participative democratic process.

5.4. At a minimum, termly Constitutional Review meetings must take place, led by the Constitutional Committee. These meetings will be open to the whole house and amendments to either the House rules or to the House Constitution may be proposed and discussed.

5.5. Amendment suggestions must be given to the Chairperson of the Constitutional Committee 24 hours before the meeting, at a minimum. The Chairperson of this Committee must use their discretion to accept reasonable late suggestions.

5.6. Potential amendments will be submitted to the House by the Constitutional Committee Chairperson by way of a motion at least 5 days before an amendment vote is to take place. The motion will include an explanation of the proposed amendment.

5.7. An amendment vote can be done at any House Meeting, or, if it is reasonable and fair to do so, the Chairperson may organise a vote by means of an online forum.

5.8. If there are multiple amendment suggestions (variations), a preliminary election must be held to reduce the amendment suggestions to two.

5.9. Constitutional amendments need to be approved by a two-thirds majority.

5.10. HtB House Rule amendments need to be approved by a two-thirds majority.

5.11. Approved amendments will come into effect immediately upon acceptance/approval thereof.

5.12. The House Committee may unilaterally temporarily amend House Rules if there is a dire situation that requires such an amendment. This must not be done lightly and factors such as reasonableness and fairness must be considered.

5.13. Outside ratification is not necessary for Huis ten Bosch amendments to take place, however, external review may be helpful.

## 6. Introduction: Huis ten Bosch

### 6.1. Name

The name of the residence (located at 3 Hofmeyr Street, Stellenbosch Central, Stellenbosch, 7600, South Africa) is Huis ten Bosch ("*HtB*").

## 6.2. Sections

Sections in the residence include Craven, Katjeeperinglaan, Oorspronklik, Palmal, Backstreet, Windlawaaai, Quality Street, and, Highway and Entropie (which have the same Section House Committee Member).

## 6.3. Cluster

Huis ten Bosch forms part of the VicMeyr cluster, consisting of Aurora PSO, Lydia, Dagbreek, Majuba, and Minerva.

## 6.4. Motto

The residence has a Latin motto – “Esto Ipsa” – which means “be yourself”. In addition, the residence’s slogan is “Womxn of Fire”.

## 6.5. The House Values

UROC: unity, respect, open-mindedness, and compassion.

## 6.6. The official House Colours:

Red and white. The specific red can be found in our official documentation, such as in this Constitution.

## 6.7. The badge of the residence

A shield which is divided into four parts, of which the first part (far top) consists of three trees, the second part (left below) consists of three overlapping rings, a third part (centre below) contains two overlapping olive leaves, and a fourth part (right below) holds an open book. Underneath this rests the motto – “Esto Ipsa”.

- a) The three trees indicate the origin of the name of the residence.
- b) The three rings symbolise unity and co-operation.
- c) The olive-wreath symbolises the crowning/glory of success.
- d) The book represents knowledge.



### 6.8. The logo of the residence

The logo is done in our traditional red. It is a circle with “HtB” inside of it with a crown over the letters.



### 6.9. The House Song

**[IsiXhosa:]**

eHuistenBosch siyaVuya

eHuistenBosch, simunye

Ubuhle beminyaka

Siyiphila xa sikunye

**[English]**



And if someday we should bid farewell

Remember them, we will

Upon memories made here

Our futures we will build

**[Afrikaans]**

Daar's net een plek

En die plek is Huis ten Bosch

Waar my hart na trek, waar my hart na trek

Dis die bakste, bakste plek in die land      x2

**[English]**

HtB, HtB, Huis ten Bosch, Huis ten Bosch      x2

Creators:

- Structure: Alexa le Roux
- English translation: Amber Jade Hindley
- isiXhosa translation: Afika Ndileka Xundu

Direct English Translations (for clarification):

- IsiXhosa verse:
  - At Huis ten Bosch, we are happy
  - At Huis ten Bosch, we are one
  - The beauty of years
  - We live when we're together
- Afrikaans verse:
  - There's just one place
  - And the place is Huis ten Bosch
  - That my heart yearns for x2
  - It's the coolest, coolest place in the country

## 6.10. The Goodbye Song

**[Previous Afrikaans version: adapted from a poem that an alumnus wrote when she left HtB]**

Ek ken jou uiteindes

Elke slaggat op jou pad

En jy ken my hart

Weet dat ek na jou verlang

Jy's my begin maar nie my einde

My beskerming teen gevaar

En jy weet hoe ek haat om bye te sê

Maar my hart, sal nooit laat gaan

**[Official version: translated to English]**

I know your future

Every obstacle in your way

And you know my heart

That misses you everyday

You're my beginning, not my ending

You keep me safe from harm

And I know that we have to say goodbye

But my heart, will keep holding on

## 7. Liability

7.1. The House does not have a legal personality (and is not a legal person); therefore, it cannot conclude any contract(s). The House is a non-profit organisation of people who do not pursue, nor strive for financial or any other gain. Any contracts which are required to be

concluded must be concluded via the Centre for Student Communities (“CSC”) and the Department of Law of the University of Stellenbosch.

7.2. No house member, apart from the Executive Committee, may make any press announcements or media statements on behalf of the House.

## 8. Members: Newcomers, Seniors, or Golden Oldies

8.1. Students, who reside in Huis ten Bosch, are considered members of the House. House members are classified as Newcomers, Seniors, or Golden Oldies as per the definitions of this Constitution.

8.2. House members are subject to the authority of the Director of the Centre for Student Communities. The management of students in the residence lies in the hands of the Residence Head and the House Committee.

## 9. Qualification & requirements for membership

9.1. The admission and placement of students as residents of the House is the responsibility of the Department of Prospective Students of the University of Stellenbosch and occurs within the prescribed guidelines of the University.

9.2. When a student is admitted into Huis ten Bosch, membership is granted. It is assumed that the member accepts the Rules and Regulations of HtB. Residents will be made aware of the existence of this Constitution by residence leadership, however, it is the responsibility of the members to inform themselves fully.

9.3. Residents who do not show satisfactory academic progress, or who have been found to have transgressed, will not be re-admitted into the residence.

## 10. Welcoming & induction of newcomers

10.1. The welcoming of First Year Newcomers occurs according to the annual Welcoming Programme which is prepared by the Welcoming Committee in line with University requirements. This committee consists of the Welcoming HC, the First Year Newcomers’ HC, the Primarium, and the Head Mentor. Other parties may be included if it is reasonable and necessary.

10.2. All welcoming activities are contained in the Welcoming Programme and must be in accordance with the Rules and Regulations of the University and of Huis ten Bosch. All welcoming activities must be in line with the Report of Unacceptable Welcoming Practices.

10.3. First Year Newcomer roommate placement is co-ordinated by the Executive and the Head Mentor. Other parties may be included if it is reasonable and necessary. All room placements are co-ordinated by the Rooms and Parking HC.

10.4. The welcoming of Senior Newcomers is the responsibility of the Seniors' HC and must be in line with University requirements.

## 11. Leadership

### 11.1 House Committee

#### 11.1.1. General

11.1.1.1. There are 9 positions available – the Primarium, Vice-Primarium, and 7 House Committee Members.

11.1.1.2. Only candidates who meet satisfactory academic progress requirements for June may stand for election in the House Committee elections in the third term.

11.1.1.3. Candidates must have resided for at least three semesters in the residence and must be current members. Should there be an insufficient number of candidates to qualify for the election, then the requirements for the candidates of that current year may be amended in consultation with the Election Committee, the Centre for Student Communities, and the University Rules and Regulations.

11.1.1.4. The application forms of potential House Committee Members must include, at least, the candidates' names, degree, photo, a letter of motivation, and the required number of nominations. Those nominating the candidate need to provide their full names, student numbers, and signatures.

11.1.1.5. The application forms of potential House Committee Members must be handed in to the Chairperson of the Election Committee. The application form must be submitted on time, comply with the relevant requirements and have the required number of nominations (only current residents with voting rights may second HC applications).

a) House Committee Member applications require 4 people to nominate the candidate.

b) Vice-Primarium applications require 6 people to nominate the candidate.

c) Primarium applications require 8 people to nominate the candidate.

11.1.1.6. If there is a fault in the application form, the application will be declared null and void, unless the Election Committee consents to allow the Applicant to fix their error based on considerations of fairness and reasonableness.

11.1.1.7. If the application form is handed in late, the application will be declared null and void, unless the Election Committee consents to allow the application based on considerations of fairness and reasonableness.

11.1.1.8. Should there be an insufficient number of candidates, the election must be postponed and applications must be re-opened. However, if after 24 hours there are still not enough candidates, the election can go ahead as planned. However, votes of confidence must be included.

11.1.1.9. The result of each election is announced as soon as possible after the election. The names will be announced in random order as determined by the Election Committee.

11.1.1.10. The term of office for the newly appointed House Committee, according to the University, starts on the first day of the fourth academic term of the year in which members had been appointed and terminates on the last day of the third term of the following year. This is subject to change – the discretion of the University is decisive.

11.1.1.11. The duties of members of the House Committee can be found in the University and HtB Rules and Regulations and in the various HC portfolio reports.

11.1.1.12. House Committee Members along with the Vice-Primarium have the privilege of choosing single rooms before the rest of the residence, according to their roompoints. There is one single room per section. If they choose not to use these rooms, they will have to choose a double room in the relevant section.

11.1.1.13. When a candidate avails themselves for the House Committee, they give an undertaking that should they be elected to the House Committee, they will abide by both the

Rules and Regulations of the University and of Huis ten Bosch. The candidate also gives an undertaking that they will carry out their duties with due diligence and act in a way that promotes and respects the House Values.

11.1.1.14. Residents who stand for these positions must be willing to sign the established consent form (addendum A).

### 11.1.2. Election process

11.1.2.1. The residents and the Residence Head may each vote once for Primarium and Vice-Primarium respectively.

11.1.2.2. The residents and the Residence Head may each vote once for seven House Committee Members. Within that one voting opportunity, they may elect seven candidates.

11.1.2.3. The Primarium, Vice-Primarium, and House Committee Member applicants will partake in the full range of activities run by the Election Committee unless reasonable and fair excuses are given to the Election Committee.

11.1.2.4. In the event that there are a large number of candidates applying for Primarium and Vice-Primarium, a separate caucus may be conducted at the discretion of the Election Committee. Otherwise, everyone is to partake in the same HC-caucus.

### 11.1.3. Primarium

11.1.3.1. Should only one candidate stand for the position of Primarium, a vote of confidence will take place directly after the HC-caucus by means of secret ballot votes. A majority vote is needed in favour of the candidate.

11.1.3.2. Should only two candidates stand for the position of Primarium, the election of the Primarium occurs directly after the HC-caucus by means of secret ballot votes.

11.1.3.3. Should there be more than two candidates for the position of Primarium, a by-election will take place directly after the HC-caucus by means of secret ballot votes, through which candidates will be eliminated until only two candidates remain. Eliminated candidates do not become candidates for Vice-Primarium or the House Committee automatically; this happens only if such candidates had availed themselves for those positions as well.

11.1.3.4. If a by-election was necessary, the vote between the final two candidates for Primarium must take place within 24 hours of the original voting process.

11.1.3.5. In the case of a tie, another round of voting will take place within 24 hours of the original vote.

11.1.3.6. The Primarium must be elected with a majority vote. In the case of a strike in the voting process, a new voting round must take place within 24 hours of the original voting process. Should a second strike in the voting process occur, another mini-caucus between the two candidates will take place. Thereafter, another round of voting will take place. If a third strike occurs, applications may be re-opened. If no new candidates apply, a mini-caucus will occur in which the original applicant/s will participate. If new candidates apply, another full caucus will be held including both the original and new applicants.

#### 11.1.4. Vice-Primarium

11.1.4.1. The election of the Vice-Primarium must take place within 24 hours of the announcement of the Primarium.

11.1.4.2. Should only one candidate stand for the position of Vice-Primarium, a vote of confidence will take place after the announcement of the newly elected Primarium through the process of secret ballot votes. A majority vote is needed in favour of the candidate.

11.1.4.3. Should only two candidates stand for the position of Vice-Primarium, the election of the Vice-Primarium will take place after the announcement of the newly elected Primarium through the process of secret ballot votes.

11.1.4.4. Should there be more than two candidates for the position of Vice-Primarium, a by-election will take place after the announcement of the newly elected Primarium by secret ballot votes through which candidates will be eliminated until there are two candidates remaining. Eliminated candidates do not become candidates for the House Committee automatically; this happens only if such candidates had availed themselves for those positions as well.

11.1.4.5. If a by-election was necessary, the vote between the final two Vice-Primarium candidates must take place within 24 hours of the original voting process.

11.1.4.6. In the case of a tie, another round of voting will take place within 24 hours of the original vote.

11.1.4.7. The Vice-Primarium must be elected with a majority vote. In the case of a strike in the voting process, a new voting round must take place within 24 hours of the original voting process. Should a second strike in the voting process occur, another mini-caucus between the two candidates will take place. Thereafter, another round of voting will take place. If a third strike occurs, applications may be re-opened. If no new candidates apply, a mini-caucus will occur in which the original applicant/s will participate. If new candidates apply, another full caucus will be held including both the original and new applicants.

#### 11.1.5. House Committee Members

11.1.5.1. The election of all other House Committee Members must take place within 24 hours of the announcement of the Vice-Primarium.

11.1.5.2. The election takes place through the process of secret ballot votes, after the announcement of the newly elected Vice-Primarium.

11.1.5.3. Every eligible member has 7 votes in total but may cast only one vote per candidate.

11.1.5.4. The first 7 candidates with the highest votes will become the new House Committee, along with the Primarium and Vice-Primarium.

11.1.5.5. In the case of a tie between candidates 7 and 8, another round of voting will take place between the tied pair within 24 hours of the original vote.

11.1.5.6. In the case of a strike in the voting process, another round of voting will take place. Should a second strike in the voting process occur, a mini-caucus will be held as soon as possible. Thereafter, another round of voting will be held. This additional mini HC-caucus will not include the newly elected Primarium and Vice-Primarium. If a third strike occurs, applications may be re-opened. If no new candidates apply, a mini-caucus will occur in which the original applicant/s will participate. If new candidates apply, another full caucus will be held including both the original and new applicants.



## 11.2. Mentor Committee

### 11.2.1 General

11.2.1.1. The Mentor Committee consists of the elected Head Mentor and the Mentors.

11.2.1.2. The appointment of Head Mentors and Mentors is overseen by the Mentor Election Panel ("*Panel*"). This Panel will interview the Head Mentor and Mentor candidates and then vote for the new Mentor Committee.

11.2.1.3. The Panel consists of the Executive Committee of the current and the following leadership term, the current Head Mentor, the Chairpersons of the Seniors' Committee, the Chairperson of the First Years' Committee.

11.2.1.4. The current Head Mentor is the Chairperson of the Panel and every member of the Panel has only one vote.

11.2.1.5. Candidates interested in standing for Head Mentor, may also apply for the position of Mentor.

11.2.1.6. Current members of Huis ten Bosch who have met the required academic progress requirements for June may stand for the position of Head Mentor and/or Mentor in the third term after the House Committee is elected.

11.2.1.7. The Head Mentor is elected before the Mentors.

11.2.1.8. Should there be an insufficient number of candidates, the election must be postponed and applications must be re-opened. However, if after 24 hours there are still not enough candidates, the election can go ahead as planned – it is up to the Panel to decide whether to host the interviews.

11.2.1.9. Head Mentors and Mentors must attend all compulsory training sessions as scheduled by the University (barring valid, reasonable, and fair excuses). Head Mentors and Mentors should attend all other beneficial training sessions as well.

11.2.1.10. When a candidate avails themselves to be a Head Mentor or a Mentor, they give an undertaking that should they be elected as a Head Mentor or as a Mentor, they will abide by both the Rules and Regulations of the University and of Huis ten Bosch. The candidate also

gives an undertaking that they will carry out their duties with due diligence and act in a way that promotes and respects the House Values.

11.2.1.11. Residents who stand for these positions must be willing to sign the established consent form (addendum A).

### 11.2.2 Election process

11.2.2.1. The Head Mentor and Mentor applications must include, at least, the candidates' names, degree, photo, and a letter of motivation.

11.2.2.2. The application forms of potential Head Mentors and/or Mentors must be handed in to the Chairperson of the Panel. The Application form must be submitted on time, with the requirements met.

11.2.2.3. If there is a fault in the application form, the application will be declared null and void, unless the Panel consents to allow the Applicant to fix their error based on considerations of fairness and reasonableness.

11.2.2.4. If the application form is handed in late, the application will be declared null and void, unless the Panel consents to allow the application based on considerations of fairness and reasonableness.

11.2.2.5. In the case of a strike in the voting process, a new voting round must take place within 24 hours of the original voting process. If a second strike occurs, the applicants must be re-interviewed. If a third strike occurs, applications may be re-opened after which another round of interviews will occur including both the original and new applicants.

11.2.2.6. The result of the election must be announced to the House as soon as possible after the election.

11.2.2.7. The term of office for the newly appointed Head Mentors and Mentors, according to the University, starts on the first day of the fourth academic term of the year in which members had been appointed and terminates on the last day of the third term of the following year. This is subject to change – the discretion of the University is decisive.

### 11.2.3. Head Mentor

11.2.3.1. Should only one candidate stand for the position of Head Mentor, a vote of confidence will take place amongst the Panel. A majority vote is needed in favour of the candidate.

11.2.3.2. In the case of a tie, another round of voting will take place within 24 hours of the original vote.

11.2.3.3. The announcement of the new Head Mentor to the House is to be executed promptly by the previous Head Mentor.

11.2.3.4. There is an official Head Mentor room in Huis ten Bosch. The Head Mentor has the discretion to choose to use this room. If they choose not to use this room, they will fall back into the general pool of residents who are sorted as per the roompoints system.

### 11.2.4. Mentors

11.2.4.1. There are 9 available Mentor spots, including the Head Mentor. However, at the discretion of the Executive Committee and the Centre for Student Communities, this number may be increased or decreased.

11.2.4.2. The Head Mentor and the Executive Committee will ensure that the Mentors execute their duties diligently.

11.2.4.3. This election takes place through the process of secret ballot votes amongst the Panel. Every member of the Panel has the same number of votes in total.

11.2.4.4. In the case of a tie between the final two candidates, another round of voting will take place between the tied pair within 24 hours of the original vote.

11.2.4.5. The announcement of the new Mentors to the House is executed by the newly elected Head Mentor. The names will be announced in random order as determined by the Panel.

## 11.3. Seniors' Committee

### 11.3.1. General

11.3.1.1. The Seniors' HC oversees this committee.

11.3.1.2. The amount of Senior Committee positions available is 8 including the Chairperson.

11.3.1.3. All current members of Huis ten Bosch who plan on remaining in the residence for the following academic year are entitled to apply to this Committee in the third term after the Mentors have been elected.

11.3.1.4. Should there be an insufficient number of candidates, the election must be postponed and applications must be re-opened. However, if after 24 hours there are still not enough candidates, the election can go ahead as planned. However, votes of confidence should be included.

11.3.1.5. The term of office for the newly appointed Seniors' Committee members starts on the day of election and terminates when the next committee is elected.

11.3.1.6. The duties of the Seniors' Committee is to represent the Seniors in Huis ten Bosch. There are additional responsibilities as well which are listed in the HC portfolio reports and assigned at the discretion of the House Committee.

11.3.1.7. When a candidate avails themselves to be a Seniors' Committee Member, they give an undertaking that should they be elected as a Seniors' Committee Member, they will abide by both the Rules and Regulations of the University and of Huis ten Bosch. The candidate also gives an undertaking that they will carry out their duties with due diligence and act in a way that promotes and respects the House Values.

11.3.1.8. Residents who stand for these positions must be willing to sign the established consent form (addendum A).

### 11.3.2. Election process

11.3.2.1. This election of this committee is executed by the Seniors' HC.

11.3.2.2. This election takes place promptly after the Mentors and House Committee have been elected and the Seniors' HC has been assigned.

11.3.2.3. Applicants must fill in the application forms which include, amongst other things, their name, degree, photo, and motivation for wanting to be on the Committee. This form must be submitted, correctly on time, to the newly elected Seniors' HC.

11.3.2.4. If there is a fault in the application form, the application will be declared null and void, unless the Seniors' HC consents to allow the Applicant to fix their error based on considerations of fairness and reasonableness.

11.3.2.5. If the application form is handed in late, the application will be declared null and void, unless the Seniors' HC consents to allow the application based on considerations of fairness and reasonableness.

11.3.2.6. These applications must be stuck up in the recreational hall for the House to see and/or sent out electronically.

11.3.2.7. Each house member and the Residence Head has only one voting opportunity through which they may vote for 8 candidates.

11.3.2.8. Should there be an insufficient number of candidates, the election must be postponed and applications must be re-opened. However, if after 24 hours there are still not enough candidates, the election can go ahead as planned. However, votes of confidence should be included.

11.3.2.9. In the case of a strike in the voting process, a new voting round must take place within 24 hours of the original voting process. If a second strike occurs, applications may be re-opened after which another round of voting will occur including both the original and new applicants.

11.3.2.10. The result of the election must be announced promptly after the election by the Seniors' HC.

11.3.2.11. Once the Seniors' Committee is elected, the Seniors' HC will oversee a voting process through which the Seniors' Committee will elect a Chairperson (they may elect a Vice-Chairperson) from within their own ranks. The Seniors' HC will announce the results to the House.

### 11.3.3. Chairperson

11.3.3.1. The Seniors' Committee Chairperson runs the Seniors' Committee with assistance from the Vice-Chairperson if there is one. The Seniors' HC functions as a guide and supervisor.

## 11.4. First Years' Committee

### 11.4.1. General

11.4.1.1. The First Year Newcomers' HC oversees this committee.

11.4.1.2. The amount of First Years' Committee positions available is 8 including the Chairperson.

11.4.1.3. All First Years are eligible to apply for a position on the First Years' Committee at the end of the first term.

11.4.1.4. Should there be an insufficient number of candidates, the election must be postponed and applications must be re-opened. However, if after 24 hours there are still not enough candidates, the election can go ahead as planned. However, votes of confidence should be included.

11.4.1.5. The term of office for the newly appointed First Years' Committee members starts on the day of election and terminates when the next committee is elected.

11.4.1.6. The duties of the First Years' Committee is to represent the First Year Newcomers in Huis ten Bosch. There are additional responsibilities as well which are listed in the HC portfolio reports and assigned at the discretion of the House Committee.

11.4.1.7. When a candidate avails themselves to be a First Years' Committee Member, they give an undertaking that should they be elected as a First Years' Committee Member, they will abide by both the Rules and Regulations of the University and of Huis ten Bosch. The candidate also gives an undertaking that they will carry out their duties with due diligence and act in a way that promotes and respects the House Values.

11.4.1.8. Residents who stand for these positions must be willing to sign the established consent form (addendum A).

### 11.4.2. Election process

11.4.2.1. This election of this committee is executed by the First Year Newcomers' HC.

11.4.2.2. This election takes place at the end of the first academic term.

11.4.2.3. Applicants must fill in the application forms which include, amongst other things, their name, degree, photo, and motivation for wanting to be on the Committee. This form must be submitted, correctly on time, to the newly elected First Year Newcomers' HC.

11.4.2.4. If there is a fault in the application form, the application will be declared null and void, unless the First Year Newcomers' HC consents to allow the Applicant to fix their error based on considerations of fairness and reasonableness.

11.4.2.5. If the application form is handed in late, the application will be declared null and void, unless the First Year Newcomers' HC consents to allow the application based on considerations of fairness and reasonableness.

11.4.2.6. These applications must be stuck up in the recreational hall for the House to see and/or sent out electronically.

11.4.2.7. Each First Year has only one voting opportunity through which they may vote for 8 candidates.

11.4.2.8. In the case of a strike in the voting process, a new voting round must take place within 24 hours of the original voting process. If a second strike occurs, applications may be re-opened after which another round of voting will occur including both the original and new applicants.

11.4.2.9. The result of the election must be announced as soon as possible after the election by the First Year Newcomers' HC.

11.4.2.10. Once the First Years' Committee is elected, the First Year Newcomers' HC will oversee a voting process through which the First Years' Committee will elect a Chairperson (they may elect a Vice-Chairperson) from within their own ranks. The First Year Newcomers' HC member will promptly announce the results to the House.

### 11.4.3. Chairperson

11.4.3.1. The First Years' Committee Chairperson runs the First Years' Committee with assistance from the Vice-Chairperson if there is one. The First Year Newcomers' HC functions as a guide and supervisor.

## 12. Training, welcoming & induction of new leaders

12.1. All newly elected House Committee Members and Mentors will receive training from the Centre for Student Communities of the University, as well as from the out-going House Committee and Mentors.

12.2. Attendance of training sessions scheduled by the Centre for Student Communities of the University is compulsory for all new officials (barring valid, reasonable, and fair excuses).

12.3. The induction of newly elected officials will proceed promptly after the announcement of their appointments.

12.4. The newly elected House Committee will be formally welcomed by the current House Committee during their last HC-meeting of that current House Committee term.

12.5. The new House Committee will be assigned their duties from the new Primarium and Vice-Primarium.

## 13. Resignation of officials

13.1. A Primarium can resign from their position by handing in their written resignation to the Vice-Primarium and to the Residence Head, who will communicate it to the Centre for Student Communities.

13.2. A Vice-Primarium can resign from their position by handing in their written resignation to the Primarium and to the Residence Head, who will communicate it to the Centre for Student Communities.

13.3. A House Committee member can resign from their position by handing in their written resignation to the Primarium and to the Residence Head, who will communicate it to the Centre for Student Communities.

13.4. A Head Mentor can resign from their position by handing in their written resignation to the Residence Head, who will communicate it to the Centre of Student Communities.

13.5. A Mentor can resign from their position by handing in their written resignation to the Head Mentor and to the Residence Head, who will communicate it to the Centre for Student Communities.



13.6. A Seniors' Committee Chairperson can resign from their position by handing in their written resignation to the Seniors' HC.

13.7. A Seniors' Committee member can resign from their position by handing in their written resignation to the Seniors' Committee Chairperson and to the Seniors' HC.

13.8. A First Years' Committee Chairperson can resign from their position by handing in their written resignation to the First Year Newcomers' HC.

13.9. A First Years' Committee member can resign from their position by handing in their written resignation to the First Years' Committee Chairperson and to the First Year Newcomers' HC.

## 14. The filling of vacancies

### 14.1. House Committee

#### 14.1.1. A vacancy occurs in the House Committee when:

14.1.1.1. A member of the House Committee vacates the residence permanently;

14.1.1.2. A member of the House Committee hands in their written resignation (see section 13);

14.1.1.3. A member of the House Committee is expelled from the office that they hold as a result of their absence at more than two House Committee meetings, without a reasonable or acceptable notification thereof;

14.1.1.4. A member of the House Committee has been removed via a vote of no confidence (see section 4);

14.1.1.5. A member of the House Committee has been found guilty of certain disciplinary matters as per the Rules and Regulations of the University and/or of Huis ten Bosch;

14.1.1.6. A member of the House Committee has accepted and must fill another vacant position; or

14.1.1.7. A member of the House Committee does not meet the requirements to qualify for satisfactory academic progress.

#### 14.1.2. Process for fulfilling a Primarium vacancy

14.1.2.1. When the position of Primarium is vacated, the Vice-Primarium will temporarily fulfil the position of Primarium until an official candidate is elected.

14.1.2.2. Should the office of Primarium be vacated after the first semester of the New Year, the Vice-Primarium will perform the Primarium duties until the end of the HC-term.

14.1.2.3. Should the office of Primarium be vacated before the end of the first semester of the New Year, Primarium candidates are to be nominated as soon as possible. House Committee members may stand and an Emergency House Meeting may be called at the request of the Election Committee to facilitate the process if necessary.

14.1.2.4. Should the office of Primarium be vacated during the Welcoming Period, the Vice-Primarium and Residence Head will manage the period as needed. Later, after the Welcoming period, the above sections must be followed.

14.1.2.5. In the event of a Primarium mini-caucus, in the interests of expediency, the following will apply:

- a. The election of the Primarium takes place on the same night as the mini-caucus and the following day the new Primarium is announced by the Residence Head.
- b. If there are more than two candidates, a by-election will not be held. The candidate with the most votes will be the next Primarium.

#### 14.1.3. Process for fulfilling a Vice-Primarium vacancy

14.1.3.1. When the office of Vice-Primarium is vacated, the post will be filled temporarily by one of the remaining House Committee members. This member will be elected by the remaining House Committee members according to both the rules of quorum and those of the majority vote.

14.1.3.2. Should the office of Vice-Primarium be vacated after the first semester of the New Year, the temporary Vice-Primarium becomes the acting Vice-Primarium and will perform the Vice-Primarium duties until the end of the HC-term.

14.1.3.3. Should the office of Vice-Primarium be vacated before the end of the first semester of the New Year, Vice-Primarium candidates are to be nominated as soon as possible. A mini-

caucus is arranged where questions will be posed to the prospective candidates. House Committee members may stand and an Emergency House Meeting may be called at the request of the Election Committee to facilitate the process if necessary.

14.1.3.4. Should the office of Vice-Primarium be vacated during the Welcoming Period, the Primarium and Residence Head will manage the period as needed. Later, after the Welcoming period, the above sections must be followed.

14.1.3.5. In the event of such a Vice-Primarium mini-caucus, in the interests of expediency, the following will apply:

- a. The election of the Vice-Primarium takes place on the same night as the mini-caucus and the following day the new Vice-Primarium is announced by the Primarium.
- b. If there are more than two candidates, a by-election will not be held. The candidate with the most votes will be the next Vice-Primarium.

#### 14.1.4. Process for fulfilling a House Committee Member vacancy

14.1.4.1. Should the post be vacated after the first semester of the New Year, the post will not be filled by another house member. Rather, the responsibilities of the vacated post will be re-distributed by the Primarium and the Vice-Primarium amongst the remaining House Committee Members.

14.1.4.2. When the office of a House Committee member is vacated before the end of the first semester of the New Year, the post will be filled by the House Committee candidate who ranked number 8 in the previous HC-caucus.

14.1.4.3. Should the candidate not be able to fill the office, candidate number 9 will be approached, failing that, candidate 10, etc. If such a candidate does not exist, House Committee candidates are to be nominated as soon as possible. A mini-caucus is arranged where questions will be posed to the prospective candidates. An Emergency House Meeting may be called at the request of the Election Committee to facilitate the process if necessary (see section 11).

14.1.4.4. In the event of such a HC mini-caucus, in the interests of expediency, the following will apply:

a. The election of the HC member takes place on the same night as the mini-caucus and the following day the new HC member is announced by the Primarium.

b. If there are more than two candidates, a by-election will not be held. The candidate with the most votes will be the new House Committee member.

14.1.4.5. Any resident asked to fill a vacancy must be given at least forty-eight hours to accept or decline the position.

#### 14.1.5. Resignation of the entire House Committee

14.1.5.1. Should the House Committee as a whole resign, the Residence Head must call for a mini-caucus and a re-election according to section 11.

### 14.2. Mentor Committee

#### 14.2.1. A vacancy occurs within the Mentor Committee when:

14.2.1.1. A member of the Mentor Committee vacates the residence permanently;

14.2.1.2. A member of the Mentor Committee hands in their written resignation (see section 13);

14.2.1.3. A member of the Mentor Committee is expelled from the office that they hold as a result of their absence at more than two Mentor Committee meetings, without a reasonable or acceptable notification thereof;

14.2.1.4. A member of the Mentor Committee has been removed via a vote of no confidence (see section 4);

14.2.1.5. A member of the Mentor Committee has been found guilty of certain disciplinary matters as per the Rules and Regulations of the University and/or of Huis ten Bosch;

14.2.1.6. A member of the Mentor Committee has accepted and must fill another vacant position; or

14.2.1.7. A member of the Mentor Committee does not meet the requirements to qualify for satisfactory academic progress.

#### 14.2.2. Process for fulfilling a Head Mentor vacancy

14.2.2.1. Should the office of Head Mentor be vacated after the first semester of the New Year, the Mentor Committee will fulfil the Head Mentor duties until the end of their term.

14.2.2.2. Should the office of Head Mentor be vacated before the end of the first semester of the New Year, the post will be temporarily filled by one of the remaining Mentor Committee members. This member will be elected by the remaining Mentor Committee according to both the rules of quorum and those of the majority vote. Head Mentor Applications must be re-opened as soon as possible and the Election Panel must follow the above rules to elect the new Head Mentor. Mentors may stand for this position.

14.2.2.3. Should the office of Head Mentor be vacated during the Welcoming Period, the Mentor Committee will manage the period as needed. Later, after the Welcoming period, the above sections must be followed.

14.2.2.4. Each voter has only one vote.

#### 14.2.3. Process for fulfilling a Mentor vacancy

14.2.3.1. Should the post be vacated after the first semester of the New Year, the post will not be filled by another house member. Rather, the responsibilities of the vacated post will be re-distributed by the Head Mentor amongst the remaining Mentors.

14.2.3.2. When the office of a Mentor is vacated before the end of the first semester of the New Year, the post will be filled by the candidate who ranked next in line in the previous Mentor election.

14.2.3.3. Should the candidate not be able to fill the office, the next highest candidate will be approached, etc. (as per section 14.2.3.2.). If there is no such candidate, a further election must be held according to section 11.

14.2.3.4. Any resident asked to fill a vacancy must be given at least forty-eight hours to accept or decline the position.

#### 14.2.4. Resignation of the entire Mentor Committee

14.2.4.1. Should the Mentor Committee as a whole resign, the Executive must call for a re-election according to section 11.

### 14.3. Seniors' Committee

#### 14.3.1. A vacancy occurs within the Seniors' Committee when:

14.3.1.1. A member of the Seniors' Committee vacates the residence permanently;

14.3.1.2. A member of the Seniors' Committee hands in their written resignation (see section 13);

14.3.1.3. A member of the Seniors' Committee is expelled from the office that they hold as a result of their absence at more than two Seniors' Committee meetings, without a reasonable or acceptable notification thereof;

14.3.1.4. A member of the Seniors' Committee has been removed via a vote of no confidence (see section 4);

14.3.1.5. A member of the Seniors' Committee has been found guilty of certain disciplinary matters as per the Rules and Regulations of the University and/or of Huis ten Bosch;

14.3.1.6. A member of the Seniors' Committee has accepted and must fill another vacant position; or

14.3.1.7. A member of the Seniors' Committee does not meet the requirements to qualify for satisfactory academic progress.

#### 14.3.2. Process for fulfilling a Chairperson vacancy

14.3.2.1. When the office of Seniors' Committee Chairperson is vacated, the post will be filled by one of the remaining Seniors' Committee members. This member will be elected by the remaining Seniors' Committee according to both the rules of quorum and those of the majority vote.

14.3.2.2. Each voter has only one vote.

#### 14.3.3. Process for fulfilling a membership vacancy

14.3.3.1. Should the post be vacated after the first semester of the New Year, the post will not be filled by another Seniors' Committee member. Rather, the responsibilities of the vacated post will be re-distributed by the Chairperson of the Seniors' Committee amongst the remaining Seniors' Committee members.

14.3.3.2. When the office of a Seniors' Committee member is vacated before the end of the first semester of the New Year, the post will be filled by the Seniors' Committee candidate who was ranked next in line at the previous election. Should the candidate not be able to fill the office, the next highest-ranked will be appointed (etc.). If there is no such candidate, an election must be held according to section 11.

14.3.3.3. Any resident asked to fill a vacancy must be given at least forty-eight hours to accept or decline the position.

#### 14.3.4. Resignation of the entire Seniors' Committee

14.3.4.1. Should the Seniors' Committee as a whole resign, the Seniors' HC must call for another election according to section 11.

### 14.4. First Years' Committee

#### 14.4.1. A vacancy occurs within the First Years' Committee when:

14.4.1.1. A member of the First Years' Committee vacates the residence permanently;

14.4.1.2. A member of the First Years' Committee hands in their written resignation (see section 13);

14.4.1.3. A member of the First Years' Committee is expelled from the office that they hold as a result of their absence at more than two First Years' Committee meetings, without a reasonable or acceptable notification thereof;

14.4.1.4. A member of the First Years' Committee has been removed via a vote of no confidence (see section 4);

14.4.1.5. A member of the First Years' Committee has been found guilty of certain disciplinary matters as per the Rules and Regulations of the University and/or of Huis ten Bosch;

14.4.1.6. A member of the First Years' Committee has accepted and must fill another vacant position; or

14.4.1.7. A member of the First Years' Committee does not meet the requirements to qualify for satisfactory academic progress.

#### 14.4.2. Process for fulfilling a Chairperson vacancy

14.4.2.1. When the office of First Years' Committee Chairperson is vacated, the post will be filled by one of the remaining First Years' Committee members. This member will be elected by the remaining First Years' Committee according to both the rules of quorum and those of the majority vote.

14.4.2.2. Each voter has only one vote.

#### 14.4.3. Process for fulfilling a membership vacancy

14.4.3.1. Should the post be vacated after the first semester of the New Year, the post will not be filled by another First Years' Committee member. The responsibilities of the vacated post will be re-distributed by the Chairperson amongst the remaining First Years' Committee members.

14.4.3.2. When the office of a First Years' Committee member is vacated before the end of the first semester of the New Year, the post will be filled by the First Years' Committee candidate who was ranked next in line at the previous election. Should the candidate not be able to fill the office, the next highest-ranked will be appointed (etc.). If there is no such candidate, a further election must be held according to section 11.

14.4.3.3. Any resident asked to fill a vacancy must be given at least forty-eight hours to accept or decline the position.

#### 14.4.4. Resignation of the entire First Years' Committee

14.4.4.1. Should the First Years' Committee as a whole resign, the First Year Newcomers' HC must call for another election according to section 11.

#### 14.5. Other vacancies

14.5.1. Should the need arise for a vacancy to be filled in a committee not mentioned herein and which is operational within the residence, the final decision to fill the vacancy lies with the related committee.

14.5.2. For a decision to fill a vacancy to be upheld, an election equal to the election of the current committee members, must be held.



## 15. Portfolios of leaders: responsibilities

### 15.1. General

13.1.1. The responsibilities and portfolios available to leaders are included in the Rules and Regulations of both the University and of Huis ten Bosch as well as in the various portfolio reports.

### 15.2. House Committee

#### 15.2.1. General

13.2.1.1. Specific HC-duties and rules are discussed in detail in the yearly HC portfolio reports as handed out and discussed by the Primarium and Vice-Primarium before the official start of the HC's term of office.

13.2.1.2. The portfolios are distributed by the Primarium and Vice-Primarium to the House Committee members after each HC member has handed in a summary of their requested portfolios.

13.2.1.3. The default portfolios of the Vice-Primarium covers risk-management, safety, discipline, and the documentation of the House Constitution. The Vice-Primarium is entitled to choose one extra portfolio – this choice can be made before or after the House Committee members are given their portfolios.

13.2.1.4. Additional portfolios can be handed out to HC-members by the Primarium and Vice-Primarium at their discretion.

13.2.1.5. Events will only be hosted if it is practical to do so.

#### 15.2.2. Current HC portfolios:

Alumni Relations;

Cluster;

Communication;

Connect (Vensters);

Connect Tour (Jooltoer);

Critical Engagement and Leadership;

Culture;

Financial Management;

First Year Newcomers;

HtBall;

HtBingo;

HtB Week;

Huisfondsdans;

Interior;

IT, Computers and Sound;

Maintenance;

Merchandise;

Marketing;

Rooms and Parking;

Seniors;

Social;

Social Impact;

Sport;

Sustainability;

Transformation;

Welcoming.

### 15.3. Mentors

13.3.1. The Mentors are responsible for the well-being of the First Year Newcomers.

13.3.2. The Head Mentor is responsible for the Mentors and oversees residence-wide Academic Success.

### 15.4. Seniors' Committee

13.4.1. The Seniors' Committee works under the Seniors' HC.

13.4.2. The Seniors' Committee, in collaboration with the Seniors' HC, is responsible for representing the Seniors of Huis ten Bosch.

13.4.3. The Seniors' Committee has other duties which are contained in the HC portfolio reports and which can be amended at the discretion of the House Committee.

### 15.5. First Years' Committee

13.5.1. The First Years' Committee works under the First Year Newcomers' HC.

13.5.2. The First Years' Committee, in collaboration with the First Year Newcomers' HC, is responsible for representing the First Year Newcomers of Huis ten Bosch.

13.5.3. The First Years' Committee has other duties which are contained in the HC portfolio reports and which can be amended at the discretion of the House Committee.

## 16. Finances

16.1. The House Committee member who holds the portfolio of Financial Management (known as the Financial Manager) administers the funds of the residence in accordance with the relevant University Rules and Regulations, specifically the Residence Rules, and in consultation with the Director of the Department of Finances and Services of the University.

16.2. The extent to which expenditures are limited and income is collected, as well as procedures that need to be followed, will be monitored by the HC acting as the Financial Manager, Primarium, and Residence Head in conjunction with the Department of Finances of the University.

16.3. At the beginning of the Financial Manager's term, a complete budget will be prepared by the Financial Manager in conjunction with any member of the House Committee who has portfolios that need money allocated. The Financial Manager, Primarium, and Residence Head reserve the right to alter any amounts requested by any member of the House Committee.

16.4. The Primarium and Residence Head must authorise the budget prepared by the Financial Manager before it is sent to the Department of Finances for further authorisation.

16.5. The budget and actual amounts of income and expenditures must be made available to house members at any given moment as requested to promote transparency and accountability.

16.6. The official auditing of the residence's financial statements is not the responsibility of the Financial Manager but falls under the mandate of the Department of Finances of the University.

16.7. Every member of the House Committee has the responsibility of preparing a full budget before every project they start. This budget must be authorised by the Financial Manager after comparing it to their initial budget. These preliminary budgets must always be available to house members. At the end of the project, these budget amounts must be compared to actual amounts as they were realised during the project. Every member of the House Committee must include these actual amounts in their annual HC portfolio reports.

16.8. During the first House Meeting of the fourth academic term, the Financial Manager will discuss financial procedures or matters, including transparency and availability of the budget and expenditure.

## 17. Meetings

### 17.1. General

17.1.1. All meetings can be hosted online if it is fair and reasonable to do so.

### 17.2. House Meetings

#### 17.2.1. General

17.2.1.1. At official House Meetings the following will apply:

- a. The House will have at least two weeks' notice of an impending House Meeting. The dates of House Meetings are decided by the House Committee as soon as possible.
- b. An official House Meeting must be held at least once per academic term unless it is impossible to do so.

- c. Motions and apologies/excuses for House Meetings must be lodged with the Executive Committee within the time period communicated by the Executive Committee to the House.
- d. Motions must be signed by the proposer and two people are required second the motion.
- e. The Executive Committee must use their discretion to accept reasonable late motions.
- f. All motions can be rejected by the Executive Committee if the addressed issue(s) can be addressed outside of the House Meeting context, or if it has little or no relevance to the issue at hand.
- g. All apologies can be rejected by the Executive Committee if the excuse is unreasonable or fabricated.
- h. The Executive Committee must use their discretion to accept reasonable late apologies/excuses.
- i. Late apologies and unacceptable absence from the House Meetings will be fined in accordance with the fine system of the House Rules.
- j. The Primarium acts as Chairperson at the House Meetings and the Communications HC acts as the Secretary.
- k. The House Committee members will proceed one by one, completing all their portfolios in one go. The Primarium speaks first, followed by the Vice-Primarium, and then the rest of the House Committee.
- l. At the conclusion of the House Meeting, there will be an open floor for questions from the House.
- m. Following the House Meeting closing, the House is required to join together and sing the House Song. After this, the CUJ (Council of Unclaimed Jewels/Raad van Onopgeëiste Juwele (ROJ)) will be provided with a slot to do a skit.

### 17.2.2. Emergency House Meetings

17.2.2.1. Emergency House Meetings are held when:

- a. The Residence Head finds it necessary;
- b. The Executive Committee finds it necessary;
- c. The House Committee finds it necessary; or
- d. There is a written request by one-third of the House.

17.2.2.2. Where possible 24-hour notice must be given for an impending emergency House Meeting.

### 17.3. House Committee meetings

17.3.1. House Committee meetings will be scheduled once per week at a time to be agreed upon by the House Committee members.

17.3.2. Attendance is compulsory for all members of the House Committee.

17.3.3. Reasonable apologies/excuses must be given to the Primarium if a member is to be absent. The Primarium must use their discretion to accept reasonable apologies/excuses.

17.3.4. The Primarium acts as the Chairperson at the House Committee meetings and the Communication HC acts as the Secretary.

### 17.4. Section meetings

17.4.1. Section Meetings must be held at least twice per academic term. The date and time are at the discretion of the House Committee members involved.

17.4.2. All section members must attend all Section Meetings. At this meeting, important information and decisions which had been taken at the House Committee meeting will be relayed to the House.

17.4.3. Reasonable apologies/excuses must be given to the Section HC if a member is to be absent. The Section HC must use their discretion to accept reasonable apologies/excuses.

### 17.5. Transformation Meetings

17.5.1. The Transformation HC is charged with facilitating safe spaces for residents to gather and discuss where Huis ten Bosch is, what Huis ten Bosch stands for and where Huis ten Bosch want to get to.

17.5.2. The Transformation HC must facilitate at least one termly meeting before the termly House Meeting, open to the whole house, where residents may discuss Huis ten Bosch.

17.5.3. Commentary from these Meetings will be presented at HC Meetings and presented to the House to consider.

17.5.4. The Chairperson of this Committee is the Transformation HC. They may elect a secretary.

17.5.5. The Transformation HC is required to keep themselves up to date with any university requirements.

17.5.6 Transformation Meetings, Forum Meetings, and Constitutional Review Meetings may deal with very similar topics. However, if a matter raised in a Transformation Meeting is clearly better suited for another meeting, that matter may be referred to the relevant Chairperson.

### 17.6. The Leavers' Dinner

17.6.1. This refers to the annual awards dinner evening ("Hennedinee") which occurs in the fourth academic term on a date chosen by the newly elected House Committee.

17.6.2. During the Leavers' Dinner, those leaving Huis ten Bosch will be celebrated. Participation in the residence, along with other achievements, such as academic, sporting, or cultural achievements, will also be celebrated.

### 17.7. Rules of engagement in meetings

17.7.1. Members at all meetings will act in line with our House Values.

17.7.2. Further rules of engagement can be prescribed by the presiding leader at meetings. These rules must promote the House Values.

## 18. Fixed Committees & Special Committees

### 18.1. Election Committee (Stembus)

18.1.1. This Committee is responsible for running HC-caucuses and elections.

18.1.2. This Committee consists of the Executive, an out-going House Committee member, and two senior out-going House members.

18.1.3. The elected members of the Election Committee are elected at the third term House Meeting, before the annual HC-caucus. If it is fair and reasonable to do so, this election may be done online. Those nominated for this position must be willing to sign the established consent form (addendum A).

18.1.4. The Chairperson of the Election Committee will be the Primarium, unless they are part of the voting process in which case the Vice-Primarium will assume the role of Chairperson. If the Vice-Primarium is part of the voting process, a Chairperson will be selected from the elected members of the Committee.

18.1.5. Should the Primarium or the Vice-Primarium not be available or willing to serve on the Election Committee, their positions can be filled by any additional senior out-going House member.

18.1.6. Should there be no out-going House Committee members, an out-going senior House member may fill that position on the Committee.

18.1.7. Should a resignation occur, a re-election may take place.

18.1.8. The Election Committee will run all caucuses in line with both the values of Stellenbosch University and those of Huis ten Bosch. Addendum B outlines a general guide to be followed.

18.1.9. The Election Committee must fulfil the responsibilities assigned to it as per any relevant University and/or Huis ten Bosch Rules or Regulations.

18.1.10. If a member of this committee misses two meetings without a valid excuse, they will be replaced. Valid excuses must reach the Chairperson 24 hours before the meeting unless it is reasonably impossible to do so.

## 18.2. Constitutional Committee

18.2.1. This Committee is charged with keeping the Huis ten Bosch Rules and Regulations (the HtB Constitution and House Rules) up to date and in accordance with both the House Values and the Rules and Regulations of Stellenbosch University.



18.2.2. This committee will settle all disputes over the interpretation of the rules and regulations applicable to residents by majority vote. The Chairperson will have the deciding vote in the case of a tie.

18.2.3. If an interpretation dispute occurs (as per section 18.2.2.), the Constitutional Committee must meet to decide on the matter. They must then deliver a report to all interested parties.

18.2.4. This Committee consists of the Executive, the Chairperson of the First Years' Committee, the Chairperson of the Second Years' Committee, and two senior house members, as elected at the first House Meeting during the fourth academic term occurring after the new Seniors' Committee has been elected. If it is fair and reasonable to do so, this election may be done online. Those nominated for this position must be willing to sign the established consent form (addendum A).

18.2.5. If there is no respective First Years' or Seniors' Chairperson available, a senior may apply for the role of Seniors' Committee Chairperson, and a first year may apply for the role of First Years' Committee Chairperson.

18.2.6. Because the First Years' Committee Chairperson is only elected in the first term of the New Year, this position will be fulfilled by whoever was the last Chairperson until a new Chairperson is elected.

18.2.7. This Committee will host at least one Constitutional Review Meeting per term before the termly House Meeting, open to the whole house, where residents may bring their concerns, questions, and potential amendments. Amendments will be discussed at these meetings and presented to the House for ratification and approval in accordance with the Constitutional Amendment Rules (see section 5).

18.2.8. The Chairperson and Secretary of this Committee is elected from within the Constitutional Committee by the Constitutional Committee.

18.2.9. Should a resignation occur, the next highest-ranked applicant from the previous election will step into the vacancy. If such an applicant does not exist, the Chairperson must facilitate an election.

18.2.10. If either the Chairperson or Secretary resigns, the Committee must re-elect someone to those positions after another member has joined the Committee and filled the vacancy.

18.2.11. The Constitutional Committee must fulfil the responsibilities assigned to it as per any relevant University and/or Huis ten Bosch Rules or Regulations.

18.2.12. If a member of this committee misses two meetings without a valid excuse, they will be replaced. Valid excuses must reach the Chairperson 24 hours before the meeting unless it is reasonably impossible to do so.

18.2.13. Constitutional Review Meetings, Transformation Meetings, and Forum Meetings may deal with very similar topics. However, if a matter raised in a Constitutional Review Meeting is clearly better suited for another meeting, that matter may be referred to the relevant Chairperson.

### 18.3. House Disciplinary Committee

18.3.1. The Disciplinary Code for Students of Stellenbosch University and other relevant University Rules and Regulations set out the procedure to be followed when it comes to disciplinary matters.

18.3.2. Residence misconduct falls under the jurisdiction of the relevant Residence Head who has the discretion to decide whether the matter should be dealt with by the House Disciplinary Committee, by the Residence Disciplinary Committee, or by some other committee or body. This decision will be taken in collaboration with the entire Executive Committee.

18.3.3. The Executive Committee will make the above decision taking into account the seriousness of the misconduct, the importance of the issues raised, the evidentiary or conceptual complexity of the matter, the broader interest which the university may have in its outcome, and any other relevant considerations.

18.3.4. The House Disciplinary Committee, thus, has the jurisdiction to deal with residence matters, pertaining to Huis ten Bosch members, which the Executive Committee assigns to it.

18.3.5. The decision of the House Disciplinary Committee is taken by a majority vote. In the event of a tie, a revote will occur after further consideration. If another tie occurs, the Chairperson holds the deciding vote. Guilt must be proven beyond a reasonable doubt.

18.3.6. The House Disciplinary Committee consists of the Executive and two additional Senior House members. The First Year Newcomers' HC will be included if the matter pertains to a First Year resident. The Seniors' HC will be included if the matter pertains to a Senior resident.

18.3.7. The two additional Senior house members will be elected at the first House Meeting in the fourth academic term occurring after the new Seniors' Committee has been elected. If it is fair and reasonable to do so, this election may be done online. Those nominated for this position must be willing to sign the established consent form (addendum A).

18.3.8. The Residence Head or a nominee of the Residence Head is the Chairperson of the House Disciplinary Committee. This will be decided at the first House Disciplinary Committee Meeting of the new leadership term. The Secretary will be elected from the House Disciplinary Committee by the House Disciplinary Committee.

18.3.9. Should a resignation occur, the next highest-ranked applicant from the previous election will step into the vacancy. If such an applicant does not exist, the Chairperson of the Committee must facilitate another election.

18.3.10. If the Chairperson resigns the Residence Head can nominate another Chairperson from within the Committee.

18.3.11. If the Secretary resigns, the Committee must re-elect someone after another member has joined the Committee and filled the vacancy.

18.3.12. The House Disciplinary Committee must fulfil the responsibilities assigned to it as per any relevant University and/or Huis ten Bosch Rules or Regulations.

18.3.13. If a member of this committee misses two meetings without a valid excuse, they will be replaced. Valid excuses must reach the Chairperson 24 hours before the meeting unless it is reasonably impossible to do so.

18.3.14. Any resident asked to fill a vacancy must be given at least forty-eight hours to accept or decline the position.

#### 18.4. Safety Committee

18.4.1. The Residence Head or a nominee of the Residence Head is the Chairperson of the Safety Committee. This will be decided at the first House Safety Committee Meeting of the new leadership term.

18.4.2. If the Chairperson of this Committee resigns, the Residence Head may nominate a new Chairperson.

18.4.3. The Secretary of this Committee will be elected from the Safety Committee by the Safety Committee.

18.4.4. If the Secretary of this Committee resigns, the Safety Committee must elect a new Secretary from within the Safety Committee after another member has joined the Committee and filled the vacancy.

18.4.5. The Vice-Primarium is automatically part of this committee and will fill in for the Chairperson of this committee if the Chairperson is absent.

18.4.6. House members may volunteer for this committee. All volunteers may be accepted into this Committee if they are willing to sign the established consent form (addendum A).

18.4.7. If a member of this committee violates the privacy of a resident beyond what is reasonably necessary, disciplinary action will follow at the discretion of the Executive Committee.

18.4.8. The Safety Committee must fulfil the responsibilities assigned to it as per any relevant University and/or Huis ten Bosch Rules or Regulations.

18.4.9. If a member of this committee misses two meetings without a valid excuse, they will be replaced. Valid excuses must reach the Chairperson 24 hours before the meeting unless it is reasonably impossible to do so.

#### 18.5. Forum

18.5.1. Forum meetings must occur at least once a term before the termly House Meeting. The dates of these sessions are decided by the Chairperson and Vice-Chairperson of Forum.

18.5.2. The Chairperson and Vice-Chairperson of Forum are elected at the first House Meeting in the fourth academic term occurring after the new House Committee has been elected. If it is fair and reasonable to do so, this election may be done online.

18.5.3. For five days preceding a Forum meeting, the leaders of forum must place the forum box in the foyer. This box must be locked so as to allow residents to anonymously submit their residence concerns.

18.5.4. At the Forum meeting the forum box must be unlocked by the Chairperson and Vice-Chairperson and each query must be dealt with.

18.5.5. The leaders of forum must consolidate their findings and present it at the next House Committee meeting. The Primarium will then address all the concerns at the next House Meeting.

18.5.6. Should either the Chairperson or the Vice-Chairperson resign from/leave their position, the position may be filled through either an in-person or online House vote.

18.5.7. All house members, apart from the House Committee, are entitled to attend Forum Meetings.

18.5.8. The leaders of Forum must fulfil the responsibilities assigned to them as per any relevant University and/or Huis ten Bosch Rules or Regulations.

18.5.9. Forum Meetings, Constitutional Review Meetings, and Transformation Meetings may deal with very similar topics. However, if a matter raised in a Forum Meeting is clearly better suited for another meeting, that matter may be referred to the relevant Chairperson.

## 18.6. New committees

18.6.1. If a House member wishes to form a new committee, the committee needs to be certified by a majority of the House Committee, and the new committee must fall under the jurisdiction of the member of the House Committee whose portfolios most closely links to the purpose of the new committee.

18.6.2. When a new committee is proposed to the House Committee, the proposal must include the reason for and purpose of the committee.

18.6.3. The new committee must be in line with all relevant University or Huis ten Bosch Rules or Regulations.

## 19. Disciplinary procedure

### 19.1. General

19.1.1. The following disciplinary procedures must be read in conjunction with the disciplinary procedures of the University. If any disciplinary measure or procedure herein conflicts with any University Rules and Regulations, including but not limited to the Student Constitution and the Disciplinary Code for Students of Stellenbosch University, the disciplinary measure or procedure herein will be overruled.

19.1.2. Huis ten Bosch disciplinary procedures and measures must consider fairness, reasonableness, and the House Values.

19.1.3. It is the responsibility of individual house members to consult the Disciplinary Code for Students of Stellenbosch University and other relevant University Rules and Regulations to keep themselves informed about what type of conduct is regarded as unacceptable, which circumstances can lead to suspension or expulsion and what the rights of members are in terms of suspension and expulsion.

19.1.4. It will be up to the Executive Committee to enforce all contracts drafted and consented to by Huis ten Bosh residents which apply to the House.

### 19.2. Possible disciplinary action

19.2.1. Huis ten Bosch has a “Fines System” which is a House Rule. This system must be fair and reasonable and it must fall in line with applicable University Rules and Regulations. Fines refer to roompoint penalties.

19.2.2. The House Committee has the authority to serve residents with penalties (fines) for specific transgression(s) as stipulated in the House Rules. The HC who is confronted with a transgression may allow one warning, after which the fines system must be enforced.

19.2.3. The Executive Committee has the discretion to implement other disciplinary measures, such as a House Disciplinary Hearing.

## 19.3. House Disciplinary Hearings

### 19.3.1. Procedure before a House Disciplinary Hearing

19.3.1.1. Should a matter fall within the ambit of the House Disciplinary Committee's abilities and capacities, a House Disciplinary Hearing must be called no earlier than 48 hours after the accused resident has received a written transcript of what they are accused of and what the evidence against them is.

19.3.1.2. The accused must acknowledge that they have received the transcript.

19.3.1.3. The House Disciplinary Hearing must be called as soon as is practical and reasonable for all parties involved.

19.3.1.4. The accused is entitled to have someone to support them during the proceedings ("*aide*"). The accused may choose who this person is. This has to be made clear to the accused, either in the written transcript or orally.

### 19.3.2. Procedure during a House Disciplinary Hearing

19.3.2.1. The House Disciplinary Hearing takes place in a private area where there will be no interruptions.

19.3.2.2. The accused waits outside while witnesses are brought in. Witnesses are sworn in and if they are later found to have been untruthful, disciplinary action at the discretion of the Executive Committee will follow.

19.3.2.3. The witnesses are then taken out of the hearing before the accused goes in.

19.3.2.4. The accused gets an opportunity to state their case (give testimony after being sworn in) and they may have their aide there to support them. The aide may not be inside while the witnesses are giving their testimony and the aide may not be disruptive during the House Disciplinary Hearing.

19.3.2.5. The accused resident gets the opportunity to plead guilty or not guilty, after which the accused and their aide are removed from the room.

19.3.2.6. The House Disciplinary Committee then decides whether the accused is guilty or not. The accused is then brought in again and the judgement of the Committee is given. The penalty (punishment) is not yet given.

19.3.2.7. The accused may then plead for mitigation after which they will be asked to leave the room again. The Committee will decide on an appropriate penalty and may consider further disciplinary action. The maximum fine that can be given is R500 and the maximum amount of community service that can be given is 6 hours. Other punishments may be considered.

19.3.2.8. The Committee will then come to a decision and the accused and their aide will be brought back in. The final judgement is given.

### 19.3.3. Procedure after a House Disciplinary Hearing

19.3.3.1. The accused has the right to appeal to various bodies. If an appeal is in motion, the House Disciplinary Hearing judgement and penalty will be suspended pending the results of the appeal.

19.3.3.2. A written copy of the penalty for the transgression as handed down by the House Disciplinary Committee must be handed to the guilty party.

19.3.3.3. A record of all House Disciplinary Hearings and their findings must be kept by the Committee. A report can be given to the Division of Student Affairs at the discretion of the Executive Committee.

19.3.3.4. Should the decision of the House Disciplinary Committee not be honoured, the case may be referred to the Centre for Student Communities for a decision or the matter may be referred to further disciplinary hearings at the discretion of the Executive Committee.

## 19.4. The disciplining of office bearers:

### 19.4.1 General

19.4.1.1 When a residence leader is found guilty of serious misconduct, the University has the authority to relieve them of the office that they hold.

### 19.4.2. Votes of no confidence

19.4.2.1. Two-thirds of the House can propose a vote of no confidence in terms of a specific member of the House Committee. The proposal must be brought at a House Meeting (in extraordinary circumstances, exceptions can be made). The proposal has to be accompanied by a reasonable and fair reason for the proposal. A simple majority vote of no confidence will



remove the member of the HC from office. This vote will be co-ordinated by the House Disciplinary Committee.

19.4.2.2. Two-thirds of the House Committee can propose a vote of no confidence in terms of a specific member of the House Committee. The proposal must be brought at a House Committee Meeting (in extraordinary circumstances, exceptions can be made). The proposal has to be accompanied by a reasonable and fair reason for the proposal. A simple majority vote of no confidence will remove the member of the HC from office. This vote will be co-ordinated by the Executive Committee members, excluding any members against whom the vote is proposed.

19.4.2.3. Two-thirds of the Mentors can propose a vote of no confidence in terms of a specific Mentor. The proposal must be brought at a Mentor Committee Meeting (in extraordinary circumstances, exceptions can be made). The proposal has to be accompanied by a reasonable and fair reason for the proposal. A simple majority vote of no confidence will remove the Mentor from office. This vote will be co-ordinated by the Residence Head or by the Head Mentor.

19.4.2.4. Two-thirds of the Seniors' Committee can propose a vote of no confidence in terms of a Seniors' Committee member. The proposal must be brought at a Seniors' Committee Meeting (in extraordinary circumstances, exceptions can be made). The proposal has to be accompanied by a reasonable and fair reason for the proposal. A simple majority vote of no confidence will remove the Seniors' Committee member from office. This vote will be co-ordinated by the Seniors' HC with support from the Residence Head.

19.4.2.5. Two-thirds of the First Years' Committee can propose a vote of no confidence in terms of a First Years' Committee member. The proposal must be brought at a First Years' Committee Meeting (in extraordinary circumstances, exceptions can be made). The proposal has to be accompanied by a reasonable and fair reason for the proposal. A simple majority vote of no confidence will remove the First Years' Committee member from office. This vote will be co-ordinated by the First Year Newcomers' HC with support from the Residence Head.

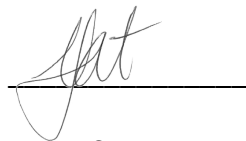
## 20. Authorisation of this Constitution

### 20.1. Constitutional committee

The committee reviewing this Constitution on the 03 June 2021 consisted of the following residents:

- a) Karen Swart (Residence Head)
- b) Antoinette Mouton (Primarium)
- c) Jessica Ann Canter (Vice-Primarium)
- d) Hope de Koe (Chairperson: Seniors' Committee)
- e) Mieke Wiehman (Chairperson: First Years' Committee)
- f) Kutlwano Malatjie (Senior House Member)
- g) Precious Nhamo (Senior House Member)

### 20.2. Signatures of the Constitutional Committee upon the date of certification by the House: 03 June 2021



Karen Swart

Residence Head



Antoinette Mouton

Primarium

JalCanter

Jessica Ann Canter

Vice-Primarium

HdKoe

Hope de Koe

Chairperson: Seniors' Committee

mkwiehman

Mieke Wiehman

Chairperson: First Years' Committee

KMalatje

Kutlwano Malatjie

Senior House Member

Nhamo

Precious Nhamo

Senior House Member

20.3. Signatures of the Constitutional Committee upon the date of amendment  
by the House:

---

Karen Swart

Residence Head

---

Antoinette Mouton

Primarium

---

Jessica Ann Canter

Vice-Primarium

---

Hope de Koe

Chairperson: Seniors' Committee

---

Mieke Wiehman

Chairperson: First Years' Committee

---

Kutlwano Malatjie

Senior House Member

---

Precious Nhamo

Senior House Member