

CONSTITUTION OF METANOIA



RESIDENCE

This constitution was revised and has been voted in by the house on the 25th of July 2016 in authority of the Residence Head, Assistant Residence Head and the Primaria of the 2015/2016 leadership. It was further amended by the 2016/17 leadership body.

X

Gareth Cornelissen
Residence Head

Contents

PREAMBLE.....	1
DEFINITIONS AND ABBREVIATIONS	1
INTRODUCTION:.....	2
SECTION 1: NAME	2
SECTION 2: ETHOS.....	2
SECTION 3: VALUES.....	2
SECTION 4: LEGAL PERSONALITY	2
SECTION 5: AUTHORITY OF THE CONSTITUTION	2
SECTION 6: DEFINITIONS, INTERPRETATIONS, AND AMENDMENTS	3
SECTION 7: MEMBERSHIP AND VOTING RIGHTS	3
SECTION 8: RIGHTS OF OLD-METAS.....	4
SECTION 9: METANOIA LEADERSHIP.....	4
9.1 THE RESIDENCE HEAD	5
9.2 THE PRIMARIUS/PRIMARIA.....	8
9.3 THE VICE-PRIMARIUS AND –PRIMARIA.....	10
9.4 HOUSE COMMITTEE.....	11
9.5 MENTORS.....	12
9.6 THE FINANCIAL MANAGER.....	14
9.7 SECRETARY	15
9.8 EXECUTIVE COMMITTEE	16
9.9 OTHER PORTFOLIOS	16
9.10 COMPLAINTS REGARDING RESIDENTS, THE HOUSE COMMITTEE, AND/OR MENTORS.....	17
SECTION 10: ELECTIONS.....	17
10.1 ELECTION COMMITTEE	17
10.2 NOMINATION OF HC MEMBERS	18
10.3 ELECTION OF HC MEMBERS.....	19
10.4 HC PORTFOLIO HANDOVER.....	22
10.5 STEPPING DOWN OF HC & INTERIM ELECTIONS	22
SECTION 11: CONSEQUENCES OF THE TERMINATION OF HC MEMBERSHIP	23
SECTION 12: REPLACEMENT OF HC MEMBERS.....	23

SECTION 13: REPLACEMENT OF THE PRIMARIUS/PRIMARIA	24
SECTION 14: REPLACEMENT OF THE VICE-PRIMARIUS/-PRIMARIA.....	24
SECTION 15: DISCIPLINARY CODE	24
15.1 General.....	24
15.2 Disciplinary Committee.....	24
15.3 Disciplinary Procedure	25
15.4 Jurisdiction	26
15.5 Sentences.....	26
15.6 The following cases will be referred to the CDC (as required by the Student Constitution):...	27
15.7 Summary judgment (i.e. when a direct disciplinary hearing is justified and a prior warning is not essential):	27
15.8 Behaviour that necessitates a single warning:	28
15.9 House Committee members.....	28
SECTION 16: DAILY HOUSE RULES.....	29
16.1 ACADEMIC QUIET TIMES.....	29
16.2 USE OF THE QUAD AREAS	29
16.3 INTERSECTION INTERACTION (“SKAKELS/IGQOM”)	30
16.4 INTERIOR.....	30
16.5 SECTION AND HOUSE MEETINGS.....	31
16.6 ROOMS.....	31
16.7 GUESTS.....	31
16.8 VANDALISM.....	32
16.9 DINING HALL	32
16.10 DISRESPECTFUL BEHAVIOUR TOWARDS THE HC, MENTORS, AND/OR RESIDENTS.....	32
16.11 BATHROOMS.....	32
SECTION 17: ADDENDA.....	32
ADDENDUM A: CODE OF CONDUCT	33
ADDENDUM B: HC NOMINATION FORM	42
.....	43
ADDENDUM C: APPLICATION FORM FOR MENTORS.....	43
ADDENDUM D: MENTORS CODE OF CONDUCT.....	48
ADDENDUM E: ELECTION DECLARATION FORM.....	49
ADDENDUM F: MONETARY FINES POLICY	50
ADDENDUM G: ALCOHOL CONSUMPTION POLICY.....	54

ADDENDUM H: STORE ROOM RULES.....	57
ADDENDUM I: METANOIA MAINTENANCE EVALUATION.....	58
ADDENDUM J: ROOM RULES-MAINTENANCE	61

PREAMBLE

We, the residents of Metanoia, are a diverse and ever-changing group of students that stem from a highly divided society. Therefore, a flexible constitution, based on values instead of rules, is the yardstick by which we measure our actions. Our actions will strive to promote equality through Ubuntu, love and mutual respect. Metanoia aims to produce students of excellence with integrity.

New residents will embrace the change of heart and mind that Metanoia has to offer, because the future can only truly live if each of us makes a conscious decision today to follow a new direction. All residents of Metanoia choose to embody this set of values and strive to live by them. This is where the future lives.

DEFINITIONS AND ABBREVIATIONS

- Academic year: The calendar year as set out in the University's yearbook
- Ad hoc: Temporary (for a specific purpose).
- Calendar days: Including Saturdays, Sundays and public holidays
- EC: Executive Committee
- HC: House Committee
- Ex officio: From within the current office
- Guest: Any non-resident
- Huiskas: Residence funds
- In loco parentis: In place of the parents
- Kamerskiet: The process of choosing one's room for the coming year according to one's room points
- CRS: Coordinator of Residence Services
- Ordinary majority: The highest number of votes from the total votes, including abstained votes
- Prim: Primarius/Primaria
- Room points: Points awarded on a basis of participation in residence activities and academic achievement
- Student Constitution: Document proclaimed by the Student Council
- Voting right: The right to vote during a house meeting and elections
- Working days: Excluding Saturdays, Sundays and public holidays

INTRODUCTION:

Metanoia is a Greek word which can be directly translated as “a change of heart” and “a change of mind”. Our ethos stems from this ideal, because the future will only truly live if each of us makes a conscious decision today to follow a new direction. All the residents of Metanoia obey a set of values and strive to live by them. In the broader context of Stellenbosch University, Metanoia strives to represent this “change of heart and change of mind.”

SECTION 1: NAME

Metanoia

SECTION 2: ETHOS

Where the future lives

SECTION 3: VALUES

The values that Metanoia subscribes to are not listed in any specific hierarchy or order and should be read complementary towards each other. Every resident of Metanoia commits himself to the following values, namely:

- Integrity • Pride • Equality • Respect • Love • Ubuntu

SECTION 4: LEGAL PERSONALITY

Metanoia Residence has no legal personality and therefore cannot be the holder of rights or obligations. The Residence can therefore not be held liable.

SECTION 5: AUTHORITY OF THE CONSTITUTION

- 5.1 All acts, behaviour, decisions, elections, motions, rules, regulations, policies and provisions within Metanoia Residence are subject to the aspects outlined in this document, which is known as the Constitution of Metanoia and will be invalid in so far as it is inconsistent with the provisions of this constitution.
- 5.2 This constitution is, however, subject to the Student Constitution. In the case where this constitution is in conflict with the provisions of the Student Constitution, the Student Constitution will thus be superior.
- 5.3 This constitution revokes or terminates all previous constitutions and the rules, regulations and policies associated with them that apply or previously applied in Metanoia Residence.

- 5.4 Furthermore, this constitution should be revised every three years in conjunction with the house values.
- 5.5 Constitutional changes may not be proposed to the house by the HC without the HC having conducted prior consultations with the residents of Metanoia. The process of changing or amending the constitution must start with the consultation process.

SECTION 6: DEFINITIONS, INTERPRETATIONS, AND AMENDMENTS

- 6.1 Although this text will be available in both English and Afrikaans at all times, the English text applies in all cases where the two texts do not correspond.
- 6.2 Any interpretation of this document is in scope and meaning subject to the applicable regulations as prescribed by the University authorities.
- 6.3 Any gender referred to includes the other unless specified otherwise in the relevant provision. In the same way, all references to the residence head also include the assistant residence head(s) unless expressly stated otherwise.
- 6.4 Amendments to and/or the revision of the Constitution must be accepted by means of a normal majority vote at a house meeting via a motion.
- 6.5 A motion is a written application by a resident which is presented to the EC at least 2 weeks prior to a house meeting, following which the EC must discuss the motion presented during an HC meeting, at least a week before the house meeting. The resident applying for the motion must be part of the HC meeting when the discussion takes place. A motion is used when a new rule is voted in or when an amendment to the Constitution, or any other suggestion which must be decided on by the House, is suggested. Such motion must be signed by the resident initiating it and must also be seconded by three (3) other residents in order to be valid. The EC has the discretion to decide on the validity of a motion.
- 6.6 Should there be any uncertainty regarding the interpretation of the Constitution, the Discipline Committee under the leadership of the Vice-Prim or Chairperson of the Discipline Committee will determine the correct interpretation of the relevant word or phrase in the Constitution.

SECTION 7: MEMBERSHIP AND VOTING RIGHTS

- 7.1 A student becomes a Metanoia resident -
- a) if he/she is registered as a full-time student at the University, and
 - b) if he/she is registered as a resident of Metanoia at the Department of Student Records and the Centre for Student Communities; and
 - c) if he/she is currently residing in Metanoia; and

- d) from the date on which he/she moves in until the date of finally moving out.
- 7.2 All residents have the right to vote
- 7.3 Any former resident of Metanoia who was a resident for a minimum of one (1) semester and then left is regarded as an old-Meta.
- 7.4 In exceptional circumstances the House, under the leadership of the House Committee, may bestow upon any person who has made a valuable contribution to the continuing existence of Metanoia the status of former Meta. This will be regarded as an honorary title and has ceremonial status. A motion should be proposed at a House Meeting to nominate a person to receive this status.

SECTION 8: RIGHTS OF OLD-METAS

- 8.1 Old-Metas do not pay residence fees.
- 8.2 Old-Metas may attend ordinary house meetings if this has been prearranged and approved by the chairperson of the meeting.
- 8.3 Old-Metas do not have voting rights and are not included for quorum purposes.
- 8.4 Old-Metas may attend house functions if this has been prearranged and will be responsible for paying the fee connected to attending such a function.
- 8.5 An Old-Meta is not exempt from any valid rule in Metanoia.
- 8.6 The House Committee retains the right to rescind the status of a former Meta in all and any circumstance(s) where the person is guilty of any type of misconduct that is harmful to the good name of Metanoia.

SECTION 9: METANOIA LEADERSHIP

INTRODUCTION

The leadership of Metanoia plays a critical role in the growth and development of the students that live within its walls. The success of Metanoia Residence lies in its ability to inspire quality leadership capacity in its students so that they are better able to tackle the complex challenges found in South African society. In the spirit of being the 'change of heart and change of mind' at Stellenbosch University, it is of the utmost importance that the office bearers of this residence – specifically the entire House Committee with the support of the Residence Heads – exercise servant leadership:

“The servant-leader is a servant first... It begins with the natural feeling that one wants to serve, to serve first. Then conscious choice brings one to aspire to lead. That person is sharply different from one who is a leader first. The leader-first and the servant-first are two extreme types. Between them, there are shadings and blends that are part of the infinite variety of human nature. The difference manifests itself in the care taken by the servant-first to make sure that other people’s highest priority needs are being served. The best test and difficult to administer is: Do those that I serve, grow as persons? Do they, while being served, become healthier, wiser, freer, more autonomous, more likely themselves to become servant leaders?” (Greenleaf, 2016)

9.1 THE RESIDENCE HEAD

9.1.1 General

- 9.1.1.1 Reference to the residence head also includes the assistant residence head(s) unless expressly stated otherwise.
- 9.1.1.2 The residence head is held accountable by the Director: Student Communities for the general management of the residence and, via him, also by the Management of the University.
- 9.1.1.3 Furthermore, the residence head is the chief executive officer of the University of Stellenbosch in the Residence and ensures that the House Committee (HC) and mentors fulfil their obligations.
- 9.1.1.4 He/she advises students in the case of physical, emotional, academic and other needs and provides support to students of the University of Stellenbosch along with the House Committee and mentors so as to help them meet the requirements of studying at the University.
- 9.1.1.5 The residence head, along with the HC, should ensure that residents’ academic and social needs are met and their interests are served in the best possible way while staying at the Residence. They should also provide a student friendly “live and learn” setting that promotes the academic goals of the University of Stellenbosch.
- 9.1.1.6 Furthermore, the residence head responsible for furthering the Residence’s interests by working in conjunction with academic personnel, support services, and other relevant institutions.
- 9.1.1.7 The residence head, in conjunction with the prim, is responsible for the application of the house rules, directly as well as by means of delegation to the assistant residence head(s) and/or the HC. Furthermore, the residence head, in conjunction with the prim, is responsible for the continuous growth in the servant leadership capacity of the house committee facilitated through the Metanoia Leadership Course

- 9.1.1.8 The residence head, along with the HC, is responsible for furthering the University's interests while the students are in the Residence.
- 9.1.1.9 Furthermore, the residence head, along with the HC, is responsible for creating a student community comprised of students from diverse backgrounds with a high level of understanding common pursuits and mutual respect for differences with regard to sex, race, opinion, culture, religion, heritage, life experience and sexual orientation.
- 9.1.1.10 After placement of students by the Centre for Student Communities, the residence head is directly involved in room placement, integration and the ongoing accommodation of especially new but also existing students in the Residence.
- 9.1.1.11 The residence head is in loco parentis, in the strict legal sense, for all minors and acts on their behalf, and also on the behalf of all other students, during emergencies.
- 9.1.1.12 The residence head will notify the Centre for Student Communities of his absence from the campus and will make arrangements for the continuation of his work (where applicable) during this time.
- 9.1.1.13 The residence head provides the element of continuity in the management of the Residence and plays an important role in the effective functioning of the Residence.
- 9.1.1.14 Furthermore, the residence head may delegate any responsibility to the assistant residence head.
- 9.1.1.15 The residence head must oversee the HC portfolio handover session.

9.1.2 MATTERS REGARDING ACCOMMODATION

- 9.1.2.1 Places students in the Residence in consultation with the Centre for Student Communities.
- 9.1.2.2 Advises the HC regarding the room placement of first-year students.
- 9.1.2.3 Advises the HC regarding the room placement of senior students.

9.1.3 MATTERS REGARDING STUDENTS

- 9.1.3.1 Provides parents and prospective students with information when required.

- 9.1.3.2 Controls and approves welcoming programmes for new students and submits approved programmes to the Centre for Student Communities timeously.
- 9.1.3.3 Supervises the implementation of welcoming programmes, with immediate reporting of any irregularities to the Centre for Student Communities.
- 9.1.3.4 Controls the mentor system in the Residence along with the HC Member of Mentors.
- 9.1.3.5 Liaises with all career and support services of the University (e.g. the Centre for Student Counselling and Development, Campus Health Service, Transformation office, The Equality Unit, Department of Bursaries and Loans and academic departments among others) in the light of referring students for the necessary assistance.
- 9.1.3.6 Attends the HC meetings as agreed upon by the specific HC.
- 9.1.3.7 Attends Disciplinary Committee meetings as a non-voting member.
- 9.1.3.8 Controls the procedure as prescribed by the University and the relevant residence's constitution and policy before, during and after the election of the new HC.
- 9.1.3.9 Reports student needs in terms of equipment, improvements and facilities to the relevant University department in conjunction with the HC.
- 9.1.3.10 Controls the financial management of the huiskas and reports to the Manager: Student Communities on the financial management of the huiskas as requested or when necessary.
- 9.1.3.11 Is finally responsible and liable for the enforcement and management of the alcohol policy of the University of Stellenbosch in Metanoia.
- 9.1.3.12 Is finally responsible and liable for the enforcement and management of the fire alarm policy of the University of Stellenbosch in Metanoia.

9.1.4 ADMINISTRATIVE MATTERS

- 9.1.4.1 Controls, in conjunction with the Primarius/Primaria, the work of the HC and the fulfilment of their obligations.
- 9.1.4.2 Must ensure, in conjunction with the Primarius/Primaria, that the correct number of HC members are available daily, after hours and during weekends for general overseeing and other duties as prescribed by the residence head, prim, general residence rules and this constitution.
- 9.1.4.3 Reports needs with regard to buildings, gardens and parking bays to the relevant service departments or the Department of Commercial Services.

- 9.1.4.4 Delegates the controlling of room inventories to the CRS on an annual basis in order to avoid damages and the repair or replacement of university property.
- 9.1.4.5 Gives feedback to the HC when necessary with regard to the damage done and the amount that must be paid by individuals or groups of students.
- 9.1.4.6 Coordinates with the Manager: Maintenance and Residence Services regarding needs, requests and problems in connection with food and/or cleaning services.

9.1.5 DISCIPLINE

- 9.1.5.2 Promotes a positive attitude towards discipline among students.
- 9.1.5.3 Handles internal disciplinary cases according to the Student Constitution and this constitution and sees to it that a written report of all disciplinary proceedings is delivered to the Centre for Student Communities.
- 9.1.5.3 Reports infringements with regard to matters pertaining to the Residence or infringements within the Residence that may not be handled by the Residence's Disciplinary Committee to the Centre for Student Communities and the Manager: Student Discipline.

9.1.6. RISK MANAGEMENT

- 9.1.6.1 Applies the provisions of the relevant legislation and the rector's policy on risk management in the Residence.
- 9.1.6.2 Controls the prescribed functions of HC members with regard to risk management.
- 9.1.6.3 Ensures that in conjunction with the prim and HC, the safety rules of the Residence are adhered to.

9.2 THE PRIMARIUS/PRIMARIA

- 9.2.1 Controls student events in the Residence and serves as a coordinating link between the House and the residence head and services provided to students. The Primarius/Primaria will under no circumstances be regarded as an employee of the University.

- 9.2.2 Is, in the capacity of as executive student representative in the Residence, responsible for the **management and growth** of the students of Metanoia in terms of the Student Constitution, the general Board policy, as well as this constitution. **Importantly, it is the responsibility of the Prim, in conjunction with the Resident Head, to ensure that there is continuous growth in terms of the servant leadership capacity of the house committee facilitated by the Metanoia Leadership Course.**
- 9.2.3 Must, in conjunction with the residence head, ensure that HC members fulfil their obligations and that an adequate number of HC members are available after hours within Metanoia, and at least one third over weekends, for general overseeing and other services as prescribed by himself, the residence head, general residence rules and this constitution.
- 9.2.4 Is the chairperson of the HC, EC, and house meetings and represents the House on the Prim Committee.
- 9.2.5 Must ensure that comprehensive and proper minutes are taken of every HC and house meeting. This can be taken by the prim herself/himself or delegated to the secretary.
- 9.2.6 Coordinates public relations with other residences and the Student Council, also during student events such as MAD².
- 9.2.7 Ensures that all official University information is clearly communicated to the House by means of official announcements at house meetings, on notice boards, through SMSes, social media etc.
- 9.2.8 Is, in conjunction with the welcoming leader, responsible for the formulation and implementation of the welcoming programme for new students at the beginning of the year.
- 9.2.9 Drafts an annual report at the end of his/her term and accepts responsibility for ensuring that a financial report is compiled by the Financial Manager. These reports are presented to the House at a house meeting and submitted to the residence head. They are also made available to the successive HC as a frame of reference.
- 9.2.10 Advises the HC of room placements with respect to the room placement of students in the residence.
- 9.2.11 Remains responsible for the fulfilment of his/her duties until the end of the third term.
- 9.2.12 Is personally responsible for ensuring that the University's Risk Management Policy is strictly enforced and that safety regulations are adhered to.
- 9.2.13 Is ultimate, in conjunction with the residence head, jointly responsible and liable for the implementation and management of the alcohol policy of SU in Metanoia.

- 9.2.14 The Primarius/Primaria is also responsible for the compilation of the Prim and Vice-Prims' weekend duty roster in order to indicate who will be on duty over which weekends. This duty can be delegated to the secretary.
- 9.2.15 The Prim is responsible for the organisation of the HC portfolio handover session at the end of his/her term. The outgoing Prim is to liaise with the incoming Prim to this effect.

9.3 THE VICE-PRIMARIUS AND –PRIMARIA

9.3.1 Are responsible for the management of the residence in the absence of the Primarius/Primaria, and will under no circumstances be regarded as employees of the University in this capacity. Furthermore, the Vice-Prims, in conjunction with the Prim and Residence are responsible for the continuous growth of the servant leadership capacity of the House Committee, facilitated through the Metanoia Leadership Course.

9.3.2 Manage portfolios as assigned to them.

The portfolios of discipline, welcoming of first years and risk management and safety are shared between the two vice-prims on the understanding that –

a) The vice-prim with the portfolio of discipline is also the chairperson of the Disciplinary Committee. Only if neither of the vice-prims makes themselves available for the above-mentioned portfolios, the EC of the Residence will allocate them to another HC member.

b) The vice-prim responsible for the planning and implementation of the Risk Management and Safety and Security portfolios works closely with the Primarius/Primaria and the Assistant Residence Head.

c) The vice-prims have the first choice to manage the portfolio of first years. Only if neither of the vice-prims makes themselves available for the above-mentioned portfolio, the Executive Committee of the Residence will allocate it to another HC member.

d) The portfolio of first years may not be combined with the portfolio of discipline.

e) The vice-prims draft annual reports which are made available to the prim and the House.

9.3.3 The vice-prim with the risk management and safety and security portfolios coordinates the Residence's Risk Management Plan by doing the following:

- a) Responsible for the half-yearly update of the evacuation plan and ensures that at least twice a year there is a fire drill.
- b) Forms part of the SRC Students Safety Committee representative.

- c) Is responsible for the availability of the security guard and keeps contact with the security guard and the company's supervisor.
- d) Acts as the secretary of the Residence's Risk Management, Health, and Safety Committee.
- e) Administers the programme according to the guidelines provided by the Department of Risk Management.
- f) Acts as head coordinator of emergency plans and manages the Residence's emergency plan.

9.3.4 Fulfils the duties and obligations applicable to HC members, as well as special duties requested by the House, prim, residence head and/or HC.

9.3.5 Is finally, in conjunction with the residence head and prim, jointly responsible and liable for the implementation and management of the US's alcohol policy in Metanoia.

9.4 HOUSE COMMITTEE

9.4.1 The House Committee (hereafter referred to as HC) is the executive body of the Residence and consists of a maximum of twenty-one (21) members (or less if there are not enough applications:

a) One prim as the chairperson of the HC

b) One vice-primarius and one vice-primaria.

c) The remaining positions are filled by HC members, including one ex officio member responsible for mentors.

9.4.2 Each member of the HC will sign the HC Code of Conduct (Addendum A).

9.4.3 Both sexes should, as far as possible, be equally represented on the HC.

9.4.4 Is responsible for the implementation of the Student Constitution, residence rules and the Constitution of the Residence in general and specifically in the group of students and/or section assigned to him/her. HC members will under no circumstances be regarded as employees of the University.

9.4.5 Fulfils duties and obligations in accordance with the residence rules and the Constitution of Metanoia, as well as decisions made by the House (during house meetings) and the HC.

9.4.6 Acts as a link between a section and/or group of students assigned to him and the prim and residence head.

9.4.7 Are responsible for ensuring their personal growth as servant leaders of this house, which includes executing their portfolio duties to the best of their abilities and actively displaying servant leadership throughout their term.

- 9.4.8 Manages administrative duties as determined by the University.
- 9.4.9 Drafts a budget for each portfolio assigned at the beginning of the HC term and submits this to the residence head, prim, and Financial Manager.
- 9.4.10 Drafts a MAD², half-year, and final-year report during the HC term regarding the functioning of each portfolio and submits this to the prim.
- 9.4.11 Immediately transfers any monies received to the Financial Manager for safe keeping and depositing.
- 9.4.12 Completes inventory forms (also known as maintenance forms) for each residence room in the section assigned to him/her within the first week of the academic year or as they move in throughout the year (Addendum I).
- 9.4.13 Reports any complaints, damages, and repairs to the CRS.
- 9.4.14 Manages public relations with regard to a specific section or group of students in conjunction with the prim and HC.
- 9.4.16 Reports cases where a summary sentence is handed down to a resident to the HC.
- 9.4.17 Is available daily after hours and over weekends for general overseeing and other duties as prescribed by the residence head, prim, general house rules and this constitution.
- 9.4.18 Notifies the prim and residence head when absent for a day or more during the week or over weekends during his time of service and it is their responsibility to find someone to cover for their duty and must notify the EC about it.
- 9.4.19 Fulfils his/her obligations as an HC member until the end of the third term.
- 9.4.20 Is personally responsible for ensuring that the University's Risk Management Plan is implemented and that safety regulations are abided by in that part of the Residence which has been assigned to him/her as his responsibility.
- 9.4.21 Is ultimate, in conjunction with the residence head, primarius/primaria, and vice-primarius/-primaria, jointly responsible and liable for the implementation and management of the University's alcohol policy as applicable to Metanoia.
- 9.4.22 Before any valid, enforceable or binding decision can be made at a House Committee meeting, two-thirds of the full House Committee needs to be present and 50% plus one of the members need to vote in favour of the decision.
- 9.4.23 A full list of HC responsibilities is on the HC Code of Conduct.

9.5 MENTORS

9.5.1 GENERAL

- 9.5.1.1 Mentors are appointed during the third term of the preceding year by the residence head and may not include HC members. In order to be considered, a mentor application form must be completed (Addendum C).
- 9.5.1.2 Mentors are appointed on the basis of their academic achievement, leadership qualities, and good behaviour. Each mentor must sign a document (Addendum D) which states that he accepts his responsibilities as a mentor.
- 9.5.13 Mentors are held accountable to the residence head via the HC of Mentors and Head of Mentors with regard to fulfilling their duties. Furthermore, mentors are responsible for their personal growth as servant leaders, actively serving the first years that are assigned to them to the best of their abilities.
- 9.5.1.4 Mentors will be responsible for giving academic and general advice to a group of new students.
- 9.5.1.5 Mentors must attend the compulsory training sessions provided.
- 9.5.1.6 Mentors meet on a weekly or biweekly basis under the chairmanship of the HC of Mentors to report on the academic and social adaptation of new students.
- 9.5.1.7 Mentors are appointed for the period from the beginning of an academic year until the end of the year in question.
- 9.5.1.8 In the event that a mentor wishes to make himself available for the role as head mentor, he/she will have to apply for the said position. The same committee, consisting of the former HC of Mentors, the current HC of Mentors, the residence head, and the prim, will evaluate the applications and appoint the new head mentor.

9.5.2 DUTIES OF MENTORS

- 9.5.2.1 Provide new students at the University with relevant information in order to meet the requirements of university study.
- 9.5.2.2 Meet with new students weekly – individually and in a group setting in the form of a BeWell session.
- 9.5.2.3 Support new students with academic, emotional and social issues.
- 9.5.2.4 Introduce the University's support services to new students.
- 9.5.2.5 View all personal details of new students as confidential.
- 9.5.2.6 Report cases of serious illness, injury and personal crises of new students to the residence head and the HC of Mentors.
- 9.5.2.7 Notify the residence head and HC of mentors of any communication received with regard to new students.

9.5.2.8 In the event that a mentor fails to perform his duties or acts contrary to the code of conduct for mentors, disciplinary steps will be taken against the mentor in question according to the discretion of the HC.

9.5.2.9 Each mentor is allocated a portfolio and they are required to be active participants within the various portfolios.

9.5.2.10 The mentor is responsible for welcoming any new resident in his/her section and informing them about Metanoia, regardless of their year of study.

9.6 THE FINANCIAL MANAGER

9.6.1 Administers all funds and transactions of the Residence according to the regulations of the house rules, the Constitution of Metanoia and the provisions of the Financial Guide in conjunction with the Director: Finance and Services of the University.

9.6.2 Drafts an annual budget for the coming year at the start of his HC term in conjunction with the residence head and prim HC.

9.6.3 Is responsible for the receipt and safekeeping of all monies collected on behalf of the HC from individuals and/or groups of students in payment of functions, clothing, fines, damages and other activities in connection with the Residence.

9.6.4 All monies received must be paid into the relevant huiskas cash point. No receipts may be used to pay expenses directly. If this rule is ignored, disciplinary action can be taken against the financial manager and/or other persons involved in such action. Any student or other person involved in such infringement will be reported to the South African Revenue Service, where the person in question will be liable for any taxes and penalties which may flow from the matter.

9.6.5 Controls and administers the petty cash register in accordance with the provisions of the University and the HC.

9.6.6 Is responsible for reporting on all expenses incurred and income received, such as payments of accounts and petty cash expenses on a regular basis, at least monthly, to the HC and residence head.

9.6.7 Must provide a comprehensive financial report to the HC at the end of his term of duty with the aim of submitting it and having it approved at the general house meeting.

9.6.8 Attendance of the training session provided by the Department of Finance of the University Stellenbosch is compulsory for all residence financial managers. The Department of Finance will announce the date, time and venue of the training timeously.

9.6.9 All financial managers are compelled to use the guidelines in the Financial Guide for acquisitions and requests regarding financial information and statements.

- 9.6.10 No student or member of staff who is not specifically authorised by the US may conclude any contract for the delivery of any goods or services with a third party on behalf of the University or any department of the University. Only a few officials in the Department of Finance may sign such contracts.
- 9.6.11 No orders for any goods or services may be placed without receiving an order number generated by the computer system prior to ordering. No invoice will be paid without the existence of such an order number.
- 9.6.12 All acquisitions must be loaded via the computer system.
- 9.6.13 All cheques must be filled in properly in order to be considered.
- 9.6.14 Ensures that at least two people with signing rights are identified within each department. The particulars of such persons must be submitted in writing to the Department of Finance before any transactions will be considered.
- 9.6.15 Ensures that functions, projects and/or other activities of the residence (such as house dances, tours, purchasing of equipment, etc.) are budgeted for in a separate budget and that the persons responsible manage the relevant function, project or other activity within the limits of the budget.
- 9.6.16 Matches the transaction details according to the preceding project budgets within the relevant cash point of the accounts and projects involved. (This procedure enables the financial manager to have comprehensive and up to date details for the cash point, account, and project on the computer system.)

9.7 SECRETARY

- 9.7.1 The secretary is responsible for drafting agendas and taking minutes during HC and house meetings.
- 9.7.2 The secretary should make available the minutes of the previous HC meeting to the HC within 48 hours of the meeting. The minutes of the HC meeting are only made available to the House at the end of the HC term on the understanding that the HC may withhold sensitive/private information.
- 9.7.3 Agendas of house meetings must be made available at least 2 days before the meeting to the house.
- 9.7.4 Minutes of house meetings must be made available to the House within seven (7) days after the meeting.
- 9.7.5 A hard as well as an electronic copy of all agendas and minutes of HC and house meeting should be kept.
- 9.7.6 The secretary is responsible for compiling the HC and EC (in conjunction with the Primarius/Primaria) duty roster.

9.8 EXECUTIVE COMMITTEE

9.8.1 The Executive Committee (hereafter referred to as the EC) consists of the following HC members:

- a) primarius/primaria
- b) vice-primarius and –primaria
- c) the residence and assistant residence head.

9.8.2 The EC has the authority to invite another HC member or any other person to the meetings if this is deemed necessary by the Committee.

9.8.3 Regular meetings (at least once a week) are held with the aim of planning, drafting agendas for meetings, sharing information regarding portfolios and other duties as enumerated in other sections of this constitution.

9.8.4 In situations where time is of an essence and there is no opportunity of consulting the HC, the EC will act on behalf of the HC and the House.

9.8.5 The EC will report to the HC regarding the above-mentioned situation and the decision(s) made at the next HC meeting.

9.8.6 Decisions made by the EC can be set aside by a majority vote from the HC.

9.8.7 The prim, in conjunction with the two vice-prim, determine the various HC members' portfolios at the beginning of the HC term.

9.8.8 The vice-prim's portfolios are determined by the prim after a discussion between the prim and the vice-prim.

9.9 OTHER PORTFOLIOS

9.9.1 Excluding the portfolios, mentors, cluster and academics, the following portfolios must be assigned:

- a) Social Impact
- b) Secretary
- c) Sports
- d) Gym-student wellness
- e) Culture
- f) Green and Sustainability
- g) Marketing
- h) Clothing
- i) MAD² coordinator

- j) Student Development
- k) Critical Engagement
- l) Metanoia Leadership Course (this portfolio is assigned to the Prim, one Vice-Prim, and 3 HK members.
- m) First Years
- n) Critical Engagement
- o) Events coordinator
- p) Room Placements
- q) International students
- r) Maintenance
- s) Seniors

9.9.2 Other portfolios may be created and allocated as deemed fit by the HC.

9.10 COMPLAINTS REGARDING RESIDENTS, THE HOUSE COMMITTEE, AND/OR MENTORS

9.10.1 In the event that a resident wish to file a complaint against a fellow resident, the vice-prim or the HC for discipline should be approached.

9.10.2 When a complaint is lodged about a mentor, the point of departure would be to approach the head mentor in conjunction with the HC of Mentors. The action taken against the accused will be at the discretion of the above-mentioned two parties. However, they also have the discretion to involve the vice-prim or HC member for discipline.

9.10.3 A complaint against an HC member must be brought to the attention of the vice-prim or prim.

9.10.4 The above-mentioned persons will ensure that the complaint is dealt with in the correct manner and will approach the residence head if necessary, depending on the seriousness of the complaint.

SECTION 10: ELECTIONS

10.1 ELECTION COMMITTEE

10.1.1 At the beginning of an HC term the portfolio of elections is assigned to an HC member by the EC. The relevant HC member is responsible for establishing an election committee and also acts as the chairperson of this committee.

- 10.1.2 If the relevant HC member decides to run as HC for another term, his position as chairperson of the Election Committee comes to an end. The Election Committee will then choose another chairperson to lead the process. The new chairperson has to come from the present Committee. The former chairperson will no longer take part in the process.
- 10.1.3 The residence head serves on the Election Committee in an ex officio capacity.
- 10.1.4 The Election Committee must consist of a minimum of five (5) residents, of which two (2) must be HC members. This minimum includes the chairperson but excludes the residence head.
- 10.1.5 The Election Committee is responsible for ensuring that the nomination and election process is transparent, fair and within the framework of the Constitution.
- 10.1.6 The Election Committee's duties are required for the election of the prim, vice-prim and HC, and the Committee will also handle all motions proposed by fellow residents.
- 10.1.7 Each member of the house, as well as the residence heads, have only one vote.

10.2 NOMINATION OF HC MEMBERS

- 10.2.1 The decisions regarding the nomination period, from the opening date until closing, rests with the Election Committee, but are subject to the following:
- a) The period available for the nomination will not be shorter than seven (7) calendar days.
 - b) The announcement of nominated candidates must occur at least three (3) working days before the relevant election.
 - c) During the nomination period, the nominees must remain anonymous.
 - d) The Election Committee must make all administrative arrangements to ensure that the election process runs smoothly. The prescribed nomination form is herewith attached as Addendum B.
 - e) Prospective HC members are authorised to nominate themselves.
 - d) Each candidate must have at least four (4) seconders. All the seconders have to be current Metanoia students.
 - f) Any resident that has been resident in Metanoia for at least two (2) preceding semesters (mere registration is not valid) has the right to stand for nomination unless the resident in question has been accused and found guilty of several disciplinary infringements by the Metanoia Disciplinary Committee and/or the University's Central Disciplinary Committee (CDC).

g) Nominees may withdraw at any time before the election by providing the Election Committee with a written request.

h) The Election Committee has the authority to remove nomination forms if the candidates do not meet the requirements set by the Residence/University. This occurs under the supervision of the residence head and the nominee in question must be notified of such occurrence.

i) The nominees must sign a declaration provided by the University regarding their availability and duties (Addendum E) before the election takes place.

10.2.2. In the case where there are less than 25 nominees, the number of future HC members may be reduced to 18 instead of 21. This process will occur according to and at the discretion of the Election Committee in conjunction with the existing EC.

10.2.3. If a sufficient number of residents do not make themselves available for the first round of nominations, the Election Committee has the discretion to decide whether they will reopen the nominations or continue with the voting process with the nominees who did make themselves available for election. The second round of nominations will only occur in highly exceptional circumstances. The period for which the second round of nominations will be open will be at the complete discretion of the Voting Committee and doesn't necessarily have to be 7 (seven) days.

10.2.4 If the procedure in 10.2.3 has already been followed and there is still not a sufficient number of nominees for the positions of prim and/or vice-vice-prim, the process will continue, but these positions will not be filled during the official voting process. An additional HC member will rather be elected and the HC members can then elect the prim and/or vice-prim from within the HC group.

10.2.5 If the procedure in 10.2.3 does not provide sufficient nominations for the available positions, the Election Committee may approach and encourage residents to make themselves available for the HC. Seniors will be given preference over first years in the event that a sufficient number of seniors have been nominated. The Election Committee can under no circumstances guarantee that such residents will be elected.

10.2.6 Candidates are regarded as having been successfully elected when they receive the largest number of votes. In the case of the prim and vice-prim election, the candidate in question must receive 50% plus one vote before he can fulfil the relevant position.

10.2.7 Should none of the above measures bring about a sufficient number of candidates the rest of the procedure will be left to the discretion of the Election Committee, whose decision will be binding.

10.3 ELECTION OF HC MEMBERS

10.3.1 GENERAL

10.3.1.1 Voting occurs over a period as determined by the Election Committee, on the understanding that:

a) the voting period is clearly communicated to the House.

b) at least two-thirds (2/3) of the House must vote for a valid election to have occurred.

10.3.1.2 If the required two-thirds of the House do not vote during the allocated period, the Election Committee must provide another voting opportunity or extend the voting period. If a sufficient number of residents still have not voted during the extended voting period, the process will continue with the votes received and it will be deemed a valid election.

10.3.1.3 Voting can take place electronically or by means of a secret ballot. Under no circumstances may anyone, whilst the voting period is still open, consult the system to see how many votes any candidate has received up to date.

10.3.1.4 An introduction session (caucus) must be held for the prim, vice-prim and HC election.

10.3.1.5 The election of the new HC members must occur within the first four (4) weeks of the third term. These dates are provided to the Residence by the Centre for Student Communities.

10.3.1.6 Residents may vote for a maximum of ten (10) candidates (regardless of sex), subject to Section 10.2.2. In the event of this number being exceeded, the ballot will be regarded as spoilt.

10.3.1.7 The eighteen (18) candidates with the highest votes are elected as the HC.

10.3.2 ELECTION OF PRIMARIUS/PRIMARIA

10.3.2.1 The election of the new prim must take place within the first three (3) weeks of the third term unless prescribed otherwise by the University. These dates are provided in advance by the Centre for Student Communities.

10.3.2.2 The candidate must receive 50% plus one vote and is immediately announced as prim.

10.3.2.3 If the above does not occur during the first round of voting, the two candidates with the highest votes in the first round participate in the second round of voting. The candidate who then achieves an ordinary majority is the new prim.

10.3.2.4 In the event that there is only one candidate, that student must still receive 50% plus one vote as a vote of confidence in order to be elected as prim.

10.3.2.5 The results of the election are made public on the night of the election if possible.

10.3.3 ELECTION OF VICE-PRIMARIUS AND –PRIMARIA

- 10.3.3.1 The election of the new vice-primus must occur within the first three (3) weeks of the third term unless prescribed otherwise by the University.
- 10.3.3.2 The male and female candidates who receive 50% plus one vote will be elected as vice-primarius and vice-primaria respectively.
- 10.3.3.3 If the above does not occur during the first round of voting, the two male and/or two female candidates with the highest votes will participate in the second round of voting. The persons who then achieve an ordinary majority will be the new vice-primus.
- 10.3.3.4 In the event that there is only one candidate for the position of vice-primarius and/or vice-primaria, that candidate must still achieve a 50% plus one vote as a vote of confidence in order to be elected.
- 10.3.3.5 The results of the election are made public on the same evening if possible.

10.3.4 ELECTION OF EX OFFICIO MEMBER RESPONSIBLE FOR MENTORS

- 10.3.4.1 Any current mentor is eligible to stand for election.
- 10.3.4.2 Nominations need not be handed in, in advance and can be made at the election itself.
- 10.3.4.3 The HC of Mentors' election must occur directly after the prim elections but before the election of the new HC at a time and place organised by the Election Committee.
- 10.3.4.4 The residence head and at least one member of the Election Committee must be present to facilitate the process.
- 10.3.4.5 At least three-quarters (75%) of the mentors must be present for a valid election to occur.
- 10.3.4.6 The nominee who receives 50% plus one vote is the new HC of Mentors. In the event that no candidate receives the required number of votes in the first round, the two candidates with the highest votes are identified, after which the second round of voting takes place. The candidate who receives the ordinary majority of votes in the second round will be announced as the ex officio member of the HC. The results of this election will be made known to the House on the same evening if possible.
- 10.3.4.7 In the event that there is only one candidate, this person must receive a 50% plus one vote as a vote of confidence in order to be elected.
- 10.3.4.8 In the event that none of the current mentors make themselves available for the position, or if there is one candidate who does not meet the requirements set in 10.3.4.7, the HC member for mentors will not be chosen from the current group of mentors. In such an event the House will elect all 21 HC members (subject to Section 10.2.2) and one of the members will receive this portfolio.

10.4 HC PORTFOLIO HANDOVER

Within two weeks of the new HC being elected; an HC portfolio handover session must be organised by the outgoing and incoming Prims so that newly elected HC can receive the full year portfolio report from their respective HC. The election process is not complete without this handover session taking place. This HC handover session is a key qualifier for the final honorarium payment of the outgoing HC. between outgoing HC and incoming HC in terms of portfolios

10.5 STEPPING DOWN OF HC & INTERIM ELECTIONS

10.5.1 Termination of HC membership:

10.5.1.1 An HC member's term of service ends when:

- a) he/she requests such a termination in writing
- b) the EC, in conjunction with the residence head, decides so
- c) the House decides so
- d) he/she leaves the Residence
- e) he/she does not meet the HEMIS requirement.

10.5.2 In the event that an HC member wants to resign:

10.5.2.1 A written request must be submitted to the EC.

10.5.2.2 The EC, in conjunction with the residence head, will consider the request and may decide to first convene a meeting with the HC member in question instead of merely accepting the resignation.

10.5.2.3 In the event that the EC, in conjunction with the residence head, decides to accept the resignation, a written notice of acceptance will be given to the person.

10.5.3 The procedure of dismissal/suspension of HC members is as follows:

10.5.3.1 The EC has the discretion to dismiss an HC member at a formal meeting in the presence of the residence head on the understanding that the HC member in question was given a fair and reasonable chance to defend himself with the assistance of a fellow student if he would prefer to do so.

- 10.5.3.2 Complaints (by any resident or HC member or the residence head) must first be submitted to the prim. Records of the relevant HC member's conduct during the course of his term of service may also be used.
- 10.5.3.3 The EC and the residence head must then decide (with an ordinary majority vote) whether the HC member should be dismissed.
- 10.5.3.4 The prim must inform the HC member of the dismissal formally and in writing (providing reasons).

10.5.4. The residents may dismiss an HC member by:

- 10.5.4.1 Bringing a motion to the Election Committee to vote on the capacity of the HC member in question during the next house meeting. The EC retains the right not to take the matter to the House if it is of a particularly sensitive or private nature. In this instance the matter should be handled according to 10.5.3.1 above.
- 10.5.4.2 In the event that the case concerning the HC member's capacity is taken to the house meeting, the relevant HC member's term will be ended by a two-thirds majority vote of those present.

SECTION 11: CONSEQUENCES OF THE TERMINATION OF HC MEMBERSHIP

Despite the manner in which an HC member's term was ended, the following guidelines apply:

- 11.1 The former HC member forfeits all future honorariums.
- 11.2 The former HC member loses the privilege of an HC room and must exchange this with his successor as soon as possible.

SECTION 12: REPLACEMENT OF HC MEMBERS

- 12.1 If an HC member's membership is terminated during the HC term of service, the election list of the relevant term will be consulted first. The HC position will be given to the person with the next highest number of votes unless the EC decides otherwise.
- 12.2 If the person as specified in 12.1 accepts the position, he also takes over the relevant section and portfolio, unless the EC decides on restructuring the sections and portfolios prior to the appointment of the new HC member.
- 12.3 The next person on the voting list will not be considered if this would mean that the necessary representation of males and females on the HC would be disregarded.
- 12.4 The person approached in terms of 12.1 is under no obligation to accept the position.
- 12.5 In the event that no suitable candidate can be found on the above-mentioned voting list, an interim election will be held.

- 12.6 All the above-mentioned responsibilities rest on the HC, on the understanding that a member of the Election Committee must be present as a supervisor.
- 12.7 Arrangements in respect of an interim election are made by the Election Committee.
- 12.8 In the event that an HC member's term is ended during the June examinations or at the start of the third term, the position will not be filled.

SECTION 13: REPLACEMENT OF THE PRIMARIUS/PRIMARIA

- 13.1 In the event that the prim's membership is terminated during the course of the HC term, the HC will elect one of the vice-prims to fill this position (with an ordinary majority vote).
- 13.2 In the event that neither of the vice-prims is available, the HC will elect a prim from among themselves (with an ordinary majority vote).

SECTION 14: REPLACEMENT OF THE VICE-PRIMARIUS/-PRIMARIA

- 14.1 In the event that a vice-prim's membership is terminated during the course of the HC term, the HC will elect a new vice-prim from among themselves (with an ordinary majority vote).

SECTION 15: DISCIPLINARY CODE

15.1 General

This procedure has been created in accordance with the University of Stellenbosch's Student Constitution, the residence rules (as issued by the Director: Student Communities) and the Constitution of Metanoia. In the event that there are any discrepancies in this code, the Student Constitution (disciplinary code) for students at the University of Stellenbosch will apply.

15.2 Disciplinary Committee

15.2.1 The Disciplinary Committee consists of the following:

- a) the vice-primarius/-primaria or (HC of Discipline) as chairperson
- b) the residence head or his delegated representative
- c) any additional members as appointed at the discretion of the EC so that hearings may take place on a rotation basis.

15.2.2 The prim has the right to attend any disciplinary hearing by means of his/her office.

- 15.2.3 The chairperson will appoint a secretary from amongst the additional members. The secretary must minute each meeting and disciplinary hearing. He must also keep a thorough record of the Committee's actions and decisions during their term of service. After the hearing, the minutes must be submitted to the chairperson, residence head and assistant residence head within 48 hours.
- 15.2.4 During the composition of the Disciplinary Committee the chairperson must give consideration to the differing languages and cultures and especially the social habits of the House's residents. The Committee should be as diverse as possible so as to represent all residents.
- 15.2.5 When calculating a quorum for a Disciplinary Committee meeting, the additional members must be present.

15.3 Disciplinary Procedure

- 15.3.1 All disciplinary matters are brought to the attention of the chairperson of the Disciplinary Committee on a daily basis, either personally or via electronic media. Even if a complaint or occurrence is communicated to the above-mentioned person orally, it must still be submitted in writing so that comprehensive hard copies of all complaints and any other instances that may be included in this category are kept.
- 15.3.2 All complaints are noted in a register.
- 15.3.3 The Disciplinary Committee convenes at the request of the chairperson in the HC room. The purpose of these meetings is to discuss instances from the previous week(s) and to decide jointly which cases will be brought before the Committee.
- 15.3.4 Instances that are not brought before the Committee in the relevant week must still be noted in the register.
- 15.3.5 All instances which justify a hearing will be heard on a date as determined by the chairperson in conjunction with the Committee.
- 15.3.6 Persons appearing before the Committee will be given written notice of the allegation(s) as well as the time and place of the hearing five (5) working days prior to the hearing.
- 15.3.7 During the hearing the person brought before the Committee is entitled to representation by a fellow student if the chairperson of the Committee was notified of such a student representative's presence forty-eight (48) hours before the hearing.
- 15.3.8 During the hearing the student's infringement will be read to him, after which the student will be given the opportunity to respond to the allegations.
- 15.3.9 In the event that a student pleads guilty, the sentencing process can commence.
- 15.3.10 However, if a student denies the allegation(s), and all the necessary facts do not appear in the charge that has been communicated to the student, the Committee retains the right to postpone the case to a later date for further investigation.

15.3.11 If the student is found not guilty, the charge will not be taken up on his record.

15.3.12 The Committee will communicate the judgment made to the person in question both verbally and in writing.

15.3.13 It is important that a distinction is drawn between the following three systems:

15.3.13.1 Summary judgment system: if an HC member or the residence head catches an offender red-handed or when a mentor or other resident reports the offender to the HC, the offender receives immediate punishment in the form of community service or a monetary fine. If the latter is not satisfied by the prescribed punishment, he can appeal to the Disciplinary Committee, which has the discretion to set aside the judgement or to increase or decrease it.

15.3.13.2 In the event of a formal meeting being called, a pre-trial system will be followed first. On the basis of the above-mentioned procedure, a charge sheet will be made available. This charge sheet will be read to the accused, after which he will be asked to plead his case and call his witnesses. On these grounds, the Committee can make a finding. In the event that the accused is not satisfied with the findings, he can follow the procedure set out in 15.3.13.1 and thereby bring an appeal.

15.3.13.3 In the event of a complicated matter, a full trial will be arranged at another time. In terms of this, a prosecutor will be appointed to formally lay a charge on behalf of the Residence and the accused will be given a fair chance to plead his case. This process will occur in accordance with the procedure followed by the CDC. Following on this, the Committee will make a finding. It is within the discretion of the chairman to appoint a prosecutor for such events.

15.4 Jurisdiction

15.4.1 The Disciplinary Committee only has jurisdiction over the residents of Metanoia, and the jurisdiction of the above-mentioned Committee is subject to the provisions of the Student Constitution.

15.4.2 In the event of tied votes during the decision-making process of the Committee, the latter will commit itself to arriving at a reasonable decision, even if this would mean that the matter needs to be postponed for the time being and resumed at a later stage. In the event that it is still not possible for the members of the Committee to reach a majority vote during the hearing, the chairperson will have the deciding vote.

15.5 Sentences

15.5.1 Monetary fines, which has to be paid to the Financial Manager.

15.5.2 Community service in Metanoia delegated by the CRS or HC of Maintenance, the Social Impact HC can delegate when needed to.

15.5.3 Forfeiture of privileges, room points and/or parking, sleepovers and guests coming over.

15.5.4 Suspended sentences: in the event that the student appears before the Committee again for the same or a similar offence after receiving a suspended sentence, the suspended sentence will be enforced, and the Committee retains the right to further sentencing.

15.5.5 In the event that a resident is repeatedly guilty of offences, the Committee retains the right to refer the case to the CDC of the University of Stellenbosch.

15.5.6 The Committee also retains the right to make a recommendation to the HC, depending on the resident's record, to withhold privileges such as the opportunity of choosing a room and other privileges as stated in the monetary fines policy. (Addendum F)

15.6 The following cases will be referred to the CDC (as required by the Student Constitution):

15.6.1 Theft or any other criminal infringement, as well as any other matters as stated in the Student Constitution.

15.6.2 Repeated infringements of rules and undermining the authority of Metanoia structures.

15.6.3 Smoking or illegal use of substances by any resident.

15.7 Summary judgment (i.e. when a direct disciplinary hearing is justified and a prior warning is not essential):

15.7.1 Smoking within any part of the building. In cases of an illegal substance, refer the case to CDC immediately.

15.7.2 If a resident allows a non-resident access into the Residence without signing them in by the security guard or between 00:00:00 and 06:00:00 without having booked a sleepover.

15.7.3 Unaccompanied guests (the resident whom the guest is looking for will be held accountable).

15.7.4 Failing to sign guests in or out.

15.7.5 Vandalism (depending on the degree) – in some cases only the CDC will have jurisdiction over the matter.

15.7.6 Guests sleeping over without the required permission from the HC of discipline.

15.7.7 Infringement of the alcohol policy, for example by using alcohol in the corridors, entertainment areas or any other venue in the Residence without the necessary permission.

15.7.8 Any other behaviour that is deemed unfit by the Committee or listed in the Monetary Fines Policy Document (Addendum F).

15.8 Behaviour that necessitates a single warning:

15.8.1 Disruptive behaviour before or after 22:00.

15.8.2 If this occurs in a section and the HC member does not intervene, the HC member in question will receive the warning.

15.8.3 Removal of Fedics cutlery from the Eetsaal.

15.8.4 Disregarding academic quiet times, loud music at any time of the day will not be accepted.

15.8.5 Leaving the basement/quad door open.

15.8.6 Any other conduct deemed unfit by the Committee.

15.9 House Committee members

15.9.1 Members of the HC are not exempt from the rules and can also be called to appear before the Committee. In such an event the Head of Student Discipline at the CDC will be consulted first in order to confirm jurisdiction.

15.9.2 In the event that the CDC hands jurisdiction over the matter over to the Committee, a Special Disciplinary Committee will be formed as outlined in 15.9.3.

15.9.3 The Special Disciplinary Committee which will hear matters concerning HC members will consist of the following:

a) the residence head

b) the assistant residence head(s)

c) the Prim (unless he/she himself/herself is called before the Committee, in which case this position remains vacant)

d) two vice-prim(s) (unless they themselves are called before the Committee, in which case these positions remain vacant)

e) one member of the Disciplinary Committee

f) the secretary of the committee

g) Student Representative (SR) guardian (if he is unavailable, the hearing can continue without him).

SECTION 16: DAILY HOUSE RULES

16.1 ACADEMIC QUIET TIMES

There will be an academic environment in Metanoia at all times. Due to the pressure that the University puts on the Residence, academics gets preference above all other activities and residents retain the right to ask any fellow resident to adhere to this rule.

16.2 USE OF THE QUAD AREAS

- 16.2.1 The quads may be booked for functions, but only one function will be allowed during the week and one over weekends. Friday is seen as a weekday.
- 16.2.2 All reservations must be made with the prim seven (7) normal days before the function.
- 16.2.3 A gathering in the quad must be preceded by a reservation if music and/or alcohol are involved and/or five or more people are present. Even if none of the above-mentioned requirements are being met, the HC retains the right to enforce other requirements if such a need arises.
- 16.2.4 All reservations are only valid from 18:00 till 22:00, after which the gathering must be moved to a location outside the Residence.
- 16.2.5 The person who makes the reservation will be held responsible for the cleaning of the quad and any damage which might have occurred during the gathering unless he/she identifies the guilty persons responsible for such damages. If the braai facilities were used, they must be cleaned by 12:00 on the following day.
- 16.2.6 Braai facilities must be booked in advance with the prim if there will be alcohol consumed, music and the group is bigger than 5 people.
- 16.2.6 The HC or any other authoritative figure retains the right to break up the gathering at any time if this is deemed necessary.
- 16.2.7 No open alcohol will be allowed in any part of the Residence unless it has been prearranged with the residence head. If any alcohol is found, the authoritative figure in question retains the right to confiscate the alcohol.
- 16.2.8 No functions or social gatherings will be allowed from a week before any test week or examinations.
- 16.2.9 If an official social gathering is held in the quad, no guests from outside will be allowed (unless by express permission of the residence head and the prim) and the gathering will be regarded as a social function for residents only.
- 16.2.10 Quad reservations are managed by the prim.
- 16.2.11 If an individual reserves the quad, only 50% of the persons attending the function may be non-residents. The person(s) who make the reservation will be responsible for his guests at all times.

16.3 INTERSECTION INTERACTION (“SKAKELS/IGQOM”)

- 16.3.1 A section may arrange an intersection interaction (hereafter referred to as gatherings) twice in every quarter. If this gathering occurs in the Residence, the HC member of the section in question must obtain permission from the residence head seven (7) days prior to the event. The residence head has the discretion of approving such gatherings. If there is alcohol involved at this event, it must be brought to the attention of the residence head beforehand.
- 16.3.2 It is the HC member’s responsibility to be on duty as well for the duration of the gathering of his/her section gatherings, and he/she will also be responsible for maintaining discipline during the gatherings and the clean-up afterwards.
- 16.3.3 If the section gathering is approved by the residence head, it is the relevant HC member’s duty to notify all bordering sections of their intention to have a gathering. The required notification will also be communicated to the rest of the HC during an HC meeting. This notification may not be given later than 24 hours before the function.
- 16.3.4 Any HC member or any other authoritative figure may terminate the gathering immediately if this is deemed necessary for whatever reason. Gatherings will only be allowed until 22:00.
- 16.3.5 No functions or social gatherings will be allowed from a week before any test week or examinations or during examinations

16.4 INTERIOR

- 16.4.1 Any damage done to the Residence will be paid for by the specific section in which the damage was done unless these residents can identify the guilty person(s), after which the identified person(s) will be held liable for the damage.
- 16.4.2 If the responsible person is not identified, the costs of the above-mentioned damage will be split equally between the members of the section and will be charged to their student accounts.
- 16.4.3 If the damage is done to a bathroom where the bathroom in question is shared between two or more sections, the damage will be split equally between the section members unless the guilty person(s) can be identified.
- 16.4.4 Any damage done in a room will be charged to that specific student’s student account.
- 16.4.5 It is every resident’s duty to report all damage to his room to the CRS at the beginning of the academic year so that this damage is not charged to his student account at the end of the year. However, if the maintenance form is not completed by the resident, the room will be considered as having been in mint condition at the beginning of the academic year and all damage will be charged to the resident’s student account. (Addendum I&J)

16.5 SECTION AND HOUSE MEETINGS

16.5.1 All section and house meetings are compulsory.

16.5.2 In the event that a resident cannot attend his/her section meeting, an apology and excuse must be submitted to the HC member of that section. If a resident cannot attend a house meeting for whatever reason, an apology must be submitted to the HC of Discipline. The acceptance of apologies is at the discretion of the above-mentioned HC of Discipline.

16.5.3 All apologies must be received at least 2 days before the meeting. No late apologies will be accepted.

16.5.4 Failure to submit an excuse for not attending a house meeting will result in disciplinary action either in a form of a monetary fine or if it has been repeated multiple times, the resident can be called in for a disciplinary hearing.

16.6 ROOMS

16.6.1 No resident, guest or worker will be allowed to smoke in the building. This includes but is not limited to any rooms, corridors, stairwells, etc. Smoking will only be allowed in the quad areas,

16.6.2 No open flames are allowed in the Residence.

16.6.3 No incense may be burnt in the Residence.

16.6.4 All other room rules as mentioned in addendum J apply.

16.7 GUESTS

16.7.1 Due to safety reasons no unaccompanied guests are allowed in the Residence. All guests must, therefore, be accompanied by a resident at all times.

16.7.2 All guests need to sign in by 18:00 and must sign out when they leave the Residence. Even if guests should enter the Residence, (through the front entrance or the basement) before 18:00, it is the resident's responsibility to sign them in at 18:00. No guests may be in the Residence after 18:00 without having been signed in.

16.7.3 All guests must be signed out at least at 23:50. All guests need to leave the Residence by 00:00.

16.7.4 No guests will be allowed to sleep over unless the resident in question has made such an arrangement with the HC of Discipline 2 days prior to the guest sleeping over. All residents are only allowed three (3) sleepovers during the academic year.

16.7.5 No guests will be allowed into the residence between 00:00:00 and 06:00:00.

16.8 VANDALISM

Any person who vandalises any part or the content of Metanoia will be held responsible for the damage and will also be subject to disciplinary actions taken against him.

16.9 DINING HALL

16.9.1 No cutlery or crockery may be removed from the dining hall and residents may not use Fedics cutlery if eating their own lunch and it is not Halaal.

16.9.2 No alcohol allowed in the dining hall and the glasses may not be used for alcoholic beverages.

16.10 DISRESPECTFUL BEHAVIOUR TOWARDS THE HC, MENTORS, AND/OR RESIDENTS

Any resident who acts disrespectfully towards an HC member, mentor or any other fellow resident will be subject to disciplinary action.

16.11 BATHROOMS

All bathrooms are gender specific and no males will be allowed in the female bathrooms. The opposite of this statement also applies: No females will be allowed in male **bathrooms**.

SECTION 17: ADDENDA

Addendum A: HC Code of Conduct

Addendum B: HC nomination Form

Addendum C: Mentor Application Form

Addendum D: Mentor Code of Conduct

Addendum E: Election Declaration Form

Addendum F: Monetary Fines Policy Document

Addendum G: Alcohol Consumption Policy Document

Addendum H: Store Room Rules

Addendum I: Maintenance form

Addendum J: Room Rules-Maintenance

ADDENDUM A: CODE OF CONDUCT

HC CODE OF CONDUCT

Preface

As HC of (year of term), we want to live according to the vision and values of Metanoia. We also want to strive and live by our own HK's vision and mission. For this reason, the code of conduct is developed and signed by each HC member to ensure that he/she will be as productive as possible (in their tasks) and can also be held accountable for their actions for their entire term serving as HK.

Contents

1. HC – Decision Making.
2. HC – Rules and Guidelines.
3. Actions that may be taken in the case where an HC violates the code of conduct or if an HC does not fulfil his/her responsibility.
4. Financial Guidelines.

5. Information with regard to front door duties, HC clothing and acceptable excuses.

1. HC – Decision Making

The following rules outline the HC decision making-procedure:

- a) At least 15 HC members must be present in order for a decision to be valid and binding.
- b) In the case where the result of a vote is 50/50, the Prim Committee (UK) retains the right to make a final decision.
- c) In the case where a decision will affect the entire house in the long term or on a constitutional level, the house must vote.

HC members can make their own decisions regarding their portfolios. It is the responsibility of the respective HC member to enlighten the rest of the HC of his/her decision in the case where big areas of the residence are involved. In the case of last mentioned, it must be expected that the rest of the HC members will be in favour of the HC member's plans unless there is a member that has a specific problem with the plan. Thereafter, a discussion will follow and closing the procedure with a vote.

In the case where an HC member makes a decision that falls outside of his/her portfolio, the HC member must ratify it. In the case where the Prim or Vice-prim(s) make a decision that would normally be made by the entire HK, the decision must be ratified at the next possible opportunity.

The Prim may use 'veto' power to make a decision where the decision will only have a short-term effect on the house and does not hold drastic financial or any other consequences.

2. Expectations of the HC

The HC member is a leader inside the residence and it is expected from him/her to behave accordingly and to execute his/her duties according to the stipulations in the student regulations, residence rules, and the Metanoia constitution, as well as the points, explained below. The following points are to explain what is expected from each HC member.

2.1 General

As an HC we expect from each other

- To always uphold the name of the residence.
- To exert ourselves for the vision and mission of the house and HK.
- To lead by example.

- To uphold and stimulate discipline in the house.
- To have healthy relationships with first years as well as seniors.

2.2 HC meetings

The following guidelines for HC meetings are as follow:

- Meetings must be conducted in a spirit of **respect** and open-heartedness.
- When discussions are being held each one must listen and concentrate.
- Constructive criticism is given only with regard to the case being discussed, and not the person.
- Once the HC has made a decision, it is expected that **each member** of the HC supports it.
- In the case of friction between members of the HK, it is the responsibility of each member to try to sort out the underlying problems for the sake of the whole group.

2.3 HC portfolios and other HC tasks

The following guidelines are given with regard to HC portfolios and other HC tasks:

- It is expected that each HC member is responsible for his/her own portfolios and the effective functioning thereof.
- Each HC member will be **held accountable** for what happens in his/her portfolio.
- Each HC member obeys the general HC responsibilities.
- To make it clear when a certain task cannot be performed or completed in time.
- That we will **support** each HC member in his/her portfolio.
- To **participate and support** the activities organized by another HC member or to excuse one's self if you cannot participate.

2.4. HC PORTFOLIO HANDOVER

- Within two weeks of the new HC being elected; an HC portfolio handover session must be organized by the outgoing and incoming Prims so that newly elected HC can receive the full year portfolio report from their respective HC. The election process is not complete without this handover session taking place. This HC handover session is a key qualifier for the final honorarium payment of the outgoing HC. between outgoing HC and incoming HC in terms of portfolios

- Before the end of the third term, the outgoing HC will sit down with the incoming HC to discuss portfolio reports and answer any portfolio related questions the incoming HC will have
- It is the responsibility of the outgoing and incoming EC to ensure this Portfolio Handover takes place before the first HC meeting of the fourth term.
- It is during this handover session that the incoming HC are given their Leadership Reflection Diaries by the outgoing HC.

2.4 General HC responsibilities

Each HK's responsibility entails:

- HC duty during the course of the term.
- The writing of reports regarding each portfolio
- Promotion of discipline.
- Attending and conducting of meetings.
- Section management.
- Executing servant leadership.

3. Disciplinary measures

In the case where the HC member does not fulfil his/her responsibilities as his/her role of an HC member, the following disciplinary measures count. Seeing that the HC member is accountable for house rules and HC rules, disciplinary measures will be functional on both levels.

Transgressions, continuous transgressions and neglecting of HC responsibilities will be recorded and this record will determine what appropriate disciplinary action must be taken against the HC member involved.

Depending on the nature of the transgression, the HC member can be called in to be spoken to in order to solve the problem.

The following disciplinary measures can be applicable:

- Letter of warning to the HC member involved.
- Disciplinary Hearing in accordance with section 15.9 of the Metanoia constitution.
- Letter of apology from the HC and any other party involved.
- HC orientated punishment activities (for example, the cleaning of the HC room, extra duty, sorting of the HC computer, cutting of papers, etc.).
- Taking away part of or the entire HC honorarium for the specific term.

- In extreme cases, the HC member can be asked to leave the HC or maybe even be expelled from the residence. This step will be taken in accordance with the student regulations

If an HC member wants help/information from other HC members, he/she can when a request has been announced during an HC meeting impose a financial fine if his/her co-HC member fail in completing the task. This fine has to be clearly communicated to the HC as well as the date when the task must be completed. In the case when the person does not complete the task, he/she needs to pay the fine unless he/she has made an excuse with the respective HC that he/she cannot complete the task.

4. Financial guidelines

It is expected that the HC responsibility is compensated by the money that is entrusted to them. It is expected that the HC function and **complete tasks according to their budget.**

The HC can make petty cash payments connected to their portfolios as well as petty cash payments with regard to the general operation of the residence.

In the case where HC members need funding above their budget, it must be requested. If the amount requested is below R 1000, the Prim or the Financial Manager can approve the payment (keeping in mind that the Prim and the Financial Manager are constantly corresponding). If the amount requested is between R 1000 and R 2000, the Executive Committee (UK) together with the Financial Manager can approve the payment. If the amount is above R 2000, the Executive Committee (UK) in consultation with the Residence Heads can make the decision.

5. Varia

5.1 HC duty

HC duty entails the following:

- The HC member is on duty from 06:00 the morning until 06:00 the following morning.
- At 18:30 the HC member on duty has to **sign the book** in the HC Room to indicate that he/she is on duty and to assure the security guard is on time.

- The HC member on duty must ensure that the flags are taken down by 18h00 and put up the next morning by 7am.
- The HC member on duty must make sure that all quads are open by 7am.
- The HC member must be available throughout the **entire evening**.
- In the case where the HC member must leave the residence for a short while, it is his/her responsibility to get another HC member to stand in for him/her for that period of time. The HC member **must however still be available** by phone.
- The HC member must ensure that the security guard has arrived for his/her duty at 18:00. If the security guard has not arrived, then the HC member must contact Campus Security to organise another security guard and stand in or arrange someone to stand in for the time that the security guard is not there.
- The HC member must ensure that the security guard has everything he/she needs.
- The HC member on duty **must react** to any emergency during the evening. This includes (but not restrict) the fire alarm, noise, fights, drunkenness or any other disrespectful behaviour.
- In the case that the HC member does not feel safe to approach a person or group, or if the person or group do not give their cooperation, the HC member is entitled to contact another HC member, contact any of the Residence Heads or directly Campus Security to assist them.
- If the HC member receives a call from one of the Residents Heads or the HC member on duty missed his/her duty, he/she must return the call immediately
- The HC member must ensure that **all visitors have left the building by 00h00**. The HC member must already before that time ask the people to leave the residence if they are still in the rooms. HC members **must report** residents that have guests after 00h00 to the Vice-prim(s) or HC of Discipline via email or log it in the HC duty book.
- The HC member must also ensure that no one is on the quads after 00:00 and that the doors to the quads are locked at 00:00.
- If any problems occur during the evening, the person involved must receive a verbal warning and the section HK, as well as the Vice-prim responsible for discipline must be informed and/or emailed. The HC member must further record the detail of the guest immediately to the Vice-prim that is responsible for discipline.
- The HC on duty must ensure that the HC room is clean by the end of his/her duty.

5.2 Weekend Duty

- One of the Executive Committee (UK) will be on duty each week. The Prim/Vice-prim on duty must be informed if any problems occurred over the weekend.

- A representative number of HC members (this includes the three HC members on duty for the weekend) must be in the residence the entire weekend. HC members will be divided into a roster to indicate who must stay in residence the specific weekends.

5.3 HC clothing

The appropriate HC clothing for HC meetings, house meetings, Student parliament and other similar functions are a white upper part with a collar, Beige bottom part (Long pants for the men and no short or inappropriate skirts or shorts for the womxn), HC jacket and house ties.

At other opportunities/functions, the HC can decide together what they will wear.

5.4 Acceptable excuses

- Acceptable excuses for an HC meeting include a test on a particular evening, a family crisis or a wider university function **that has to be attended**. A test/assignment the next day is not an acceptable excuse. Exceptional social functions will be accepted in exceptional cases (this does not include birthday parties of any kind).
- For house meetings, only a test or family crisis is an acceptable excuse.

House committee

1. The house committee is the governing body of the residence and exists of twenty-one (21) members (or less if there are not enough applicants):
 - 1.1 One (1) Primarius or Primaria as chairperson of the HK.
 - 1.2 One (1) vice Primarius and one (1) vice Primaria.
 - 1.3 Eighteen (18) HC members, including one (1) Ex-officio position responsible for the mentors, academics, and cluster.
2. No less than ten (10) members of each sex must be represented on the HK.

3. HC members are compelled to serve the residence.
4. HC members have to complete their responsibilities for their respective portfolios.
5. HC members manage, together with their section management, the respective sections.
6. HC members, together with the Disciplinary committee, uphold discipline in the residence in accordance with the house rules.
7. HC member complete tasks as requested by the Executive Committee (UK).
8. HC members are obligated to write a term report every two terms that must be made available to the Primarius/Primaria and the house. At the end of the HC term, both reports will be combined into a one-year report, of which a copy will be made and archived.
9. The HC handles and completes any other responsibility as stipulated in the student regulations, the house rules and the University of Stellenbosch rules.
10. The duty term of an HC member, where they have executive power, is from 1 September to 31 August, or as determined by the US regulations.

HC Code of conduct

At the beginning of the term, the HC code of conduct is amended as the respective HC thinks appropriate. The house does not have to approve changes made to the HC code of conduct. The house entitled to put in a motion if they feel the changes is unreasonable.

The goal of the code of conduct is to determine how the HC will execute their responsibilities, with specifically to:

1. HC meeting arrangements regarding quorum, voting, order arrangements, etc.
2. Functions attended by HC members.
3. Financial arrangements that is not covered by the constitution.
4. Ways of which internal discipline will be managed within the HC (hearings, internal disciplinary cases, etc.).

5. The way the UK/EC (Uitvoerende Komitee)/ (Executive Committee) will judge tasks.

.....

Name & Surname

.....

Date

.....

Sign

ADDENDUM B: HC NOMINATION FORM



House Committee Nomination Form

Please fill this out to be placed in the nominations box.

Name and Surname:

Course:

Student number:

Position:

Place photo here.

HK Member		Vice-Prim		Prim	
-----------	--	-----------	--	------	--

Activities you were part of within Metanoia and year of participation:

Activities you were part of other than that of Metanoia and year of participation:

Your motivation for standing for HK:



UNIVERSITEIT • STELLENBOSCH • UNIVERSITY
jou kennisvennoot • your knowledge partner



Please use this section for those who second your nomination:

To second a candidate you believe that he or she can and will be able to do what is required of a House Committee Member.

(1) Name: _____	Signature: _____
(2) Name: _____	Signature: _____
(3) Name: _____	Signature: _____
(4) Name: _____	Signature: _____

ADDENDUM C: APPLICATION FORM FOR MENTORS

METANOIA

MENTOR APPLICATION

Our vision:

We aim to see lives that are meaningfully changed through a culture of interactive listening, living and learning. A culture where everyone helps, learns from, and cares about each other. We wish to use the mentor group as a tool to evoke a change of heart and mind, motivating people to actively participate in Metanoia and make the most of their time here.

Requirements

- Fulfils residence and academic **HEMIS** at the time of application.
- We wish to use the mentor group as the tools to evoke a mind shift change in Metanoia, motivating mentors to actively participate in residence to make the most of their time here. We aim to instil this change by:
- Good inter-personal, communication and relationship-building skills.
- Good record of involvement.
- Available for duration of welcoming period (Provisionally, from 16 January)

Procedure

- Completed application form and an interview with the selection panel if selected for an interview, and given that the candidate meets the requirements stated above.
- Please note the selection process is based on criteria of **academic** requirements, the field of study and further, the group has to be diverse, in alignment with the Stellenbosch University Vision 2030.

METANOIA

MENTOR APPLICATION FORM

INSTRUCTIONS

1. Fill in your current personal details.
2. Fill in the motivation page.
3. This form may be completed in English or Afrikaans.
4. Read and understand the Mentor Code of Conduct.
5. Sign once all of the above is completed.
6. Attach your university academic history since your first year.
(available at MyMaties → My Studies → My Academic History)
7. Hand in completed form to the **HC of mentors'** in **Room:** by **MIDNIGHT** on "date".
8. Shortlisted candidates will be notified of an interview time and date. Consider your application unsuccessful if you have not been shortlisted for an interview

PERSONAL DETAILS

Name & Surname: _____

Student Number: _____

Cell Number: _____

ADDENDUM D: MENTORS CODE OF CONDUCT

METANOIA CODE OF CONDUCT FOR MENTORS

All candidates standing for mentor must complete this declaration before being shortlisted for an interview.

I _____ herewith declare the following:

1. I will uphold a high level of discipline throughout the year, serving as a good example to all first years.
2. I will not partake in activities during MAD² or throughout the year which will set a bad example to the first years.
3. I will attend all meetings scheduled by the HK of Mentors and training/ feedback scheduled by the University. I understand that if I miss a meeting, a valid excuse must be submitted to the HK of Mentors in advance.
4. I understand that the HK of Mentors, Primarius/ Primaria, and/or Residence Head has the authority to allocate me to a room and a section as they see fit.
5. I understand that I will be fulfilling a guardian role over assigned first years and that it is my responsibility to ensure that they adapt academically, socially and emotionally to the Metanoia and University lifestyle.
6. I understand that it is my responsibility to provide the necessary help by referring the first years to professional services provided by the University should one of them struggle to adapt academically, socially or emotionally.
7. I will follow all the rules and expectations for a mentor as set out by Metanoia and the University.

8. I understand that failure to
may result in disciplinary



adhere to the rules and expectations of a mentor as set out by Metanoia and the University
action or the loss of my position as a mentor.

Name & Surname: _____

Signature: _____

Date: _____

Residence Head: _____

Date: _____

HK of Mentors: _____

Date: _____

ADDENDUM E: ELECTION DECLARATION FORM

**CENTRE FOR STUDENT STRUCTURES AND COMMUNITIES DECLARATION
NOMINATION TO HOUSE COMMITTEE/MENTORS**

All candidates for the House Committee/Mentors must complete this form before the election. I, _____, the undersigned, hereby
declare:

1. That I understand and accept that, should I be elected to the House Committee or as mentor and my academic record after the November examination
does not comply with the University's HEMIS requirements for readmission to the residence, I cannot continue in my capacity as House Committee member
or a mentor. (This standard also applies to students in PSO wards.)

2. That I intend to return to Stellenbosch University and the residence/PSO ward next year, and that I am not aware of any circumstances that make my
return uncertain.

3. That my academic and/or other activities, next year will not be of such a nature that I will not be able to fulfil my duties.

4. That, if elected,

4.1. I will serve the best interests of the entire House/PSO ward, the Cluster and the University to the best of my abilities in my capacity as House Committee member or mentor, and

4.2. That I am familiar with and committed to the Statute of the University, all laws of the country, and the regulations, rules and requirements of the University.

5. That I will accept service as House Committee member or mentor for the period as determined by the University and therefore am free to accept this nomination.

6. That I undertake to conscientiously fulfil my duty as a safety representative.

7. That I will be available for training to fulfil my duty as House Committee member or mentor.

8. That I realise the importance of the Welcoming period for the University and undertake to conscientiously comply with the policy in this regard, and specifically with the values of hospitality, kindness, and dignity.

SIGNATURE: **STUDENT NUMBER:** **DATE:**

NB: This declaration must be signed in the presence of the Resident Head or Visiting Head. The forms of the successful candidate must be retained by said head for the duration of the House Committee or Mentor term.

RESIDENT HEAD / VISITING HEAD: **DATE:**

ADDENDUM F: MONETARY FINES POLICY

POLICY DOCUMENT

Implementation of Monetary Fines

This document outlines a proposal by the Disciplinary Committee of Metanoia to implement Monetary Fines in accordance with Section 15.5.1 of the Constitution of Metanoia.

1.1 General

1.1.1 The content of this document should be an elaboration of Section 15.5.1 of the Constitution of Metanoia.

“15.5.1 Monetary fines, which has to be paid to the treasurer.”

1.1.2 These Monetary Fines will be issued by the Disciplinary Committee if, and only when, there is undeniable evidence that a resident has committed any of the transgressions outlined in Section 1.2 of this document.

1.1.3 All Monetary Fines are to be paid to the Financial Manager (Treasurer).

1.2 Transgressions that are subject to Monetary Fines

1.2.1 Smoking in rooms, corridors or any other part of the building of Metanoia.

1.2.1.1 Amount: R400

1.2.2 Missing a House Meeting.

1.2.2.1 Amount: R250

1.2.3 Sneaking a guest into the residence (or any attempt to do so).

1.2.3.1 Amount: R200 (with an additional R50 per additional guest)

1.2.4 Violating the Residence Alcohol Policy.

1.2.4.1 Amount: R100

1.2.5 Use of the Quad Areas outside allowed times.

1.2.5.1 Amount: R100

1.2.6 Removing Fedics Cutlery or Crockery from the Eetsaal.

1.2.6.1 Amount: R50

1.2.7 Missing a Section Meeting, without a valid excuse.

1.2.7.1 Amount: R50

1.2.8 Failure to sign a guest in.

1.2.8.1 Amount: R50

1.2.9 Failure to sign a guest out.

1.2.9.1 Amount: R50

1.2.10 Disrespecting Quiet Times.

1.2.10.1 Amount: R50

1.3 Rights and Privileges of the Disciplinary Committee

1.3.1 The Monetary Amounts listed in Section 1.2 of this document is for a first-time offence.

1.3.2 Should a repeat offence of the same or of a similar nature be committed, the Disciplinary Committee retains the right to increase the amount of the fine or summon the offender to a Disciplinary hearing.

1.3.3 The Disciplinary Committee also retains the right to suspend a resident's privileges until the Monetary Fine is paid to the Financial Manager (Treasurer). These privileges are outlined in section 1.4 of this document.

1.3.4 The Disciplinary Committee retains the right to amend the amounts of Monetary Fines during the course of their duty and should inform the residents at an official House Meeting of the changes.

1.4 Privileges of a Metanoia Resident

1.4.1 Receiving guests after 18:00 on any given day.

1.4.2 The opportunity to request a sleepover.

1.4.3 Parking in the basement.

1.4.4 Attending Metanoia Functions (e.g. House Dance, Huisfondsdans, Quad Party).

ADDENDUM G: ALCOHOL CONSUMPTION POLICY

POLICY DOCUMENT

REGULATION OF ALCOHOL CONSUMPTION

This document outlines the measures taken by the leadership structure (House Committee) of Metanoia Residence to regulate the consumption of alcohol inside the residence and elaborates on how these measures are used to prevent alcohol abuse.

1.5 General

1.5.1 General Stipulations

- a) Persons under the age of eighteen (18) years may not consume alcohol in the residence.
- b) No-one may sell alcohol or provide it or make it available to persons under the age of eighteen (18) years.
- c) Alcohol consumption is limited to the following areas and occasions:
 - Approved functions; and
 - Residence rooms.

1.6 FUNCTIONS

- 1.6.1 Permission to consume alcohol at any function in the residence must be granted by the Residence Head. Such consumptions must take place in accordance with the conditions applicable to the liquor licence, Liquor Act and special rules laid down by the University.
- 1.6.2 A student may not make himself/herself guilty of alcohol misuse during a function. In terms of the liquor act, no alcoholic beverages may be made available or sold to any person under the age of eighteen (18) years old.
- 1.6.3 The Residence Head, Assistant Residence Head and the members of the House Committee (HC) accept full responsibility for the orderly course of the function, as well as supervision over the recovery of any loss or damage that arises from such function.
- 1.6.4 Liquor for a function must be controlled by the HC with the approval of the Residence Head.

1.7 CONSUMPTION OF ALCOHOL OUTSIDE OF LICENCED AREAS

- 1.7.1 Students may consume alcohol in their rooms.
- 1.7.2 The occupant of a room is responsible for all damage or contravention of rules in a room that is occupied by them, regardless of whether they were present when the damage or contravention of the rules took place.
- 1.7.3 The consumption of alcohol in a residence room may not be used in such a manner that there is noise or that the full enjoyment of academic quiet times by any other student is influenced in any manner.
- 1.7.4 The consumption of alcohol in any other place in the residence is prohibited, including in public spaces such as the TV room, corridors, grounds, and quads.
- 1.7.5 According to Section 16.3.1 of the constitution of Metanoia, a section may arrange an intersection interaction (hereafter referred to as a “skakeling”) twice in every quarter. If this skakeling occurs in the Residence, the HC member of the section in question must obtain permission from the residence head seven (7) days prior to the event. The residence head has the discretion of approving such skakeling. If there is alcohol involved at this event, it must be brought to the attention of the Residence Head beforehand.
- 1.7.6 Should a skakeling be approved by the Residence Head, then open alcohol should be limited to the predetermined section area.
- 1.7.7 Notwithstanding 1.3.4 above, written permission may be obtained from the Residence Head for the consumption of alcohol in the quad areas, provided that the written permission may be valid for a specific period of time and subject to conditions that do not clash with the essence of the rules for alcohol consumption in general and that such permission may not be granted for any time later than 22:00.

1.8 THE DISPLAY OF THE RULES REGARDING ALCOHOLIC BEVERAGES IN RESIDENCES

- 1.8.1 The rules regarding alcoholic beverages in residences must be displayed in a prominent place in the residence.

1.9 THE ROLE OF THE HOUSE COMMITTEE IN PREVENTING ALCOHOL ABUSE

- 1.9.1 Should any resident be found to be in contravention of any of the rules as stipulated in this document or the Alcohol Policy of the University, it is the responsibility of HC members to respond to any such situations.

- 1.9.2 HC members should refer any incidents involving alcohol abuse to the Vice-Prim or HC of Discipline and the Metanoia Disciplinary Committee.
- 1.9.3 The HC is a body that should promote value driven leadership and as such should be an example of orderly conduct with regards to the use of alcohol. Should the behaviour of any HK member be in contravention of any of the rules laid out in this document or the Alcohol policy of the University, they will be subject to disciplinary measures.
- 1.9.4 The HC reserves the right to ask guests to leave the residence, should their behaviour be in contravention of any of the rules laid out in this document or the Alcohol Policy of the University.

COMMENTS

The leadership structure (Residence Head, Assistant Residence Head and House Committee) of Metanoia Residence is committed to eradicating and preventing a culture of alcohol abuse (“binge drinking”) to exist in the residence. For that reason, it is expected of every HC member to conduct himself/herself in a manner that is not in contravention of any of the rules in this document at all times, especially at residence functions. It is also expected of every HC member to enforce the rules laid out in this document at all times.

ADDENDUM H: STORE ROOM RULES



This store room is available for use by a Metanoia Resident under the following conditions:

- 1.) All personal belongings are stored at the Resident's own risk.
- 2.) All belongings should be clearly marked with the Resident's name, surname, student number, room number, and the current year.
- 3.) No refrigerators may be stored in the section store room.
- 4.) All belongings should be removed from the store room within three weeks after the start of each term. *

***Exceptions to this rule include:**

- If the Resident obtains express permission from the Section HK to store their belongings after the three-week period.
- If a resident is studying a B.Ed course and is unable to remove their belongings within the given three weeks

ADDENDUM I: METANOIA MAINTENANCE EVALUATION

Metanoia Maintenance Evaluation Form

Initials & Surname	Student Number:	Room Number:	Section:

1. *Electrical Section* (Mark appropriate box)

	Good / Working Condition	Problem/ Needs Attention	Other remarks / Comments
1.1 Light Switch			
1.2 Ceiling Light			
1.3 Electricity plugs			
1.4 Network outlet			

2. *Furniture Section* (Mark appropriate box)

	Is all present in room and in Good Condition	Problem/ Needs Attention	Other remarks / Comments

2.1 Bed			
2.2 Mattress			
2.3 Curtain			
2.4 Curtain Railing			
2.5 Towel Railing			
2.6 Cupboards			
2.7 Desk			
2.8 Bookshelf			
2.9 Chair			
2.10 Mirror			
2.11 Notice Board			
2.12 Evacuation sign			

3. Structural Section (Mark appropriate box)

	Good / Working Condition	Problem/ Needs Attention	Other remarks / Comments
3.1 Door			
3.2 Locking Mechanism			
3.3 Window			

4. Walls & Carpet Section

<p>Indicate on diagram where damage or problem occurs on walls/carpet/ceiling</p>	<p>Remarks about damage or problem that is indicated.</p>
---	---

	Good Condition	Is carpet damaged/ stained/burned (specify)	Any screws, hooks, stains, prestik, on walls or ceiling (specify)
4.1 Carpet			
4.2 Ceiling			
4.3 Walls			

5. Inspection

	<u>Initial check-up date:</u>	<u>Mid-Year Check-up date:</u>	<u>Final check-up date:</u>
<u>Signature: HK</u>			
<u>Resident</u>			

ADDENDUM J: ROOM RULES-MAINTENANCE

Failure to adhere to any of the rules below will be handled as res repairs and charged to the student's account.

Walls and Ceiling:

1. No prestik/stickers on walls and ceiling.
2. No hooks/nails/screws on walls and ceiling.
3. No sellotape/double-sided tape or glue on walls and ceiling.
4. Nothing may be hung on lights.
5. Nothing permanent to be fixed to walls, for example, mirrors/whiteboards etc.

Carpets and chairs:

1. Any burn marks, permanent stains, damages caused by the student.

Any damages included above and which cannot be regarded as wear-and-tear will, therefore, be charged to student accounts.