

CONSTITUTION

Lydia Ladies' Residence



JULY 2017 STELLENBOSCH UNIVERSITY

Chapter 1: Fundamental principles

Name

1. The name of the residence is Lydia Ladies' Residence (hereafter known as "Lydia" or "the Residence"), also informally known as *Mooimeisiesfontein*. The Residence was opened in 1953 and named after Professor Lydia van Niekerk. She was the first female professor at Stellenbosch University (hereafter "the University" or "SU").

Values

2. The core value of the Residence is "Being a lady".
3. The rest of the values that represent Lydia flows from the above mentioned core value and are the following:
 - a. Respect;
 - b. Pride;
 - c. Integrity;
 - d. Sisterhood; and
 - e. Service.

Ethos

4. Lydia is in the first instance a ladies' residence and this should be visible in practice at all times.
5. Our Welcoming Programme for new students (hereafter newcomer(s)) will ensure that every newcomer feels at home and at ease at Stellenbosch University, the Residence and VicMeyr Cluster of which Lydia forms part. Lydia creates a safe and uplifting "listen, live and learn" environment for all newcomers and every resident.
6. This process encourages newcomers to interact and adapt socially and to develop meaningful, lifelong friendships. Newcomers have the opportunity to familiarise themselves with the expectations and challenges of the University and the Residence.
7. Residents in Lydia (hereafter "Lydia Ladies" or "Lydianers") respect people from different cultural groups and religious beliefs and should act accordingly.
8. Rights of the whole must never infringe on the rights of the individual or minority.
9. The Residence is "a home away from home" for all residents and should be a safe haven for everyone. Every resident should feel safe and happy as an individual and should be able to realise her full potential.

10. Lydianers are encouraged to be polite and thoughtful towards others and to care for the needs of their fellow Lydianers.
11. The heart of the Residence is in its people; without them Lydia is merely a building.
12. Lydianers takes pride in the name of Lydia at all times and in all circumstances.
13. Academic devotion is of the utmost importance to Lydia. The University is primarily an institution of learning, and the Lydia environment promotes a positive attitude towards this.
14. Lydianers are ladies with ambition, striving to succeed in every field. Mutual respect and integrity unite all Lydianers. Lydia is a home where we can grow together, learn from each other and strive towards excellence.

Authority of the Constitution

15. All actions, behaviour, decisions, elections, motions, rules, regulations, procedures and provisions within Lydia Ladies' Residence are subject to this Constitution and are invalid or inconsistent insofar as they are in conflict with this Constitution. All assignments, requirements, obligations, rules and regulations that are discussed in this Constitution, shall be met.
16. This Constitution:
 - a. Stands under the authority of the Student Rules of Stellenbosch University, the Students' Union Constitution, the Student Disciplinary Code and the Constitution of the Republic of South Africa, 1996 and all other laws as determined by the government of the Republic of South Africa; and
 - b. Will not, in whole or in part, be inconsistent with the Rules for Students, Students' Union Constitution, Student Disciplinary Code, Statute of the University, Higher Education Act (as amended), or any other policy, rules and regulations as determined from time to time by the University.
17. Subject to the authority of the Rector and Vice Chancellor and Director: Centre of Student Communities, the care and control of the Residence rests with the Residence Head, assisted by the House Committee.
18. The purpose of the Residence is to organise the living arrangements of all the residents in a responsible manner in the interest of all members, and not to pursue any profit or monetary gain for its members.
19. Not the Residence, or any of its residents, can serve as a legal personality. SU is a legal person. The Residence is subject to SU and is therefore not a separate legal entity. This means that Lydia cannot enter into any agreements with third parties unless assisted by SU. All contracts must be review by SU Legal Services.

20. This Constitution shall terminate and replace any previous constitutions and related rules and regulations that apply or were applied in Lydia Ladies' Residence.

Adoption of a new or amended constitution

21. A constitution may be drafted, reviewed or amended by a Constitutional Committee comprising at least the Primaria, a House Committee member and a resident of the Residence.
22. The following procedure is followed for the adoption of a new, amended or revised constitution:
 - a. The Constitutional Committee must draft a constitution following the Residence's specific needs and the rules of SU;
 - b. The draft constitution must be submitted to the Residence and explained to all residents, after which it must be made available to them via e-mail. Residents must be granted at least two (2) weeks to respond to the draft constitution and to submit written recommendations on amendments;
 - c. The Constitutional Committee must consider the recommendations and make the necessary amendments if it is in the best interest of Lydia as a whole;
 - d. The amended draft constitution must be resubmitted to the Residence and be made available to the residents for their inspection;
 - e. Quorum at a meeting of the Residence, where a draft constitution will be considered and voted on, will consist of two-thirds ($\frac{2}{3}$) of the members of the Residence. A two-thirds ($\frac{2}{3}$) majority vote of those present at the meeting is required for the adoption of the amended draft constitution;
 - f. The amended draft constitution is to be submitted to the Resident Head for approval. If the Resident Head amends the Constitution, it must again be modified by the Constitutional Committee of the Residence. The amended Constitution will be effective only if it is resubmitted and accepted by the Residence in accordance with section 22(a)-(e); and
 - g. The Constitution takes effect immediately once both the Residence, by way of a vote set out above, and the Resident Head approves the Constitution.
23. A copy of the Constitution must at all times be at the disposal of residents.

Amendment and interpretation

24. The quorum for the amendment of the Constitution is two-thirds ($\frac{2}{3}$) of all residents of the Residence. For the adoption of a constitutional amendment, a two-thirds majority of all persons present at the meeting is required.
25. If ambiguities arise between the English and Afrikaans (if the constitution is translated to Afrikaans) versions of the Constitution, the English version, as the original text, will act as authoritative document.

Membership

26. A person will be deemed to be a resident and member of Lydia Ladies' Residence, if that person:
 - a. Is a registered full-time student at the University;
 - b. Is registered as a resident of Lydia Ladies' Residence at the Centre of Student Communities; and
 - c. Permanently resides in Lydia Ladies' Residence during the academic year.
27. A newly appointed Residence Head is invited to become a member of Lydia Ladies' Residence by committing him/herself to the Ethos at a House meeting.
28. Ladies who are not residents of the Residence, but have moved into the Residence for a limited period, e.g. exchange students, will be considered to be visitors.

Jurisdiction

29. When lodging in Lydia has been granted to a female student and she accepts it, moves into her room and is a student enrolled at the Stellenbosch University, it will be seen as submission to and approval of this Constitution and the rules of Lydia.

Symbols

30. Only the symbols contained in this section serve as official symbols/logos of the Residence and must be used in this accepted format, proportion and form. Lydia Ladies' Residence also holds the copyright on these symbols and no unauthorised use will be tolerated.
31. Permission for any deviation from the accepted format must be approved by the House Committee.
32. The Shield, as printed in Schedule 1, is the official symbol of Lydia and is used in official correspondence with other bodies, persons, SU structures and the media office of Stellenbosch University.
33. The Logo, as printed in Schedule 2, is used for less formal publications and occasions.

34. The House Song, as reproduced in Schedule 3, is recognised as the official anthem of the Residence and can be used at any Residence-related activities.
35. Lydia associates with the colour green. White is often used in addition.
36. As part of our heritage and institution, Lydia Ladies' Residence maintains a number of distinct traditions and customs. These practices are described in Chapter 6, below.

Voting rights

37. In order for it to be accepted as a valid decision, the following rules will apply during voting:
 - a. Each Lydianer will qualify as a full voting member after living in Lydia for one (1) full quarter; in those cases where a person has lived in Lydia for less than one (1) quarter, the Primaria can use her discretion to give her the right to vote;
 - b. The Residence also reserves the right to grant voting rights to other people on an *ad hoc* basis. This decision will be taken by requesting a vote of qualified voting members;
 - c. The votes of all qualifying voters will carry equal weight;
 - d. Any Lydianer has the right to spoil her vote or abstain from voting; and
 - e. The Chairperson, as determined in section 130, shall decide whether voting takes place by hand or by ballot, taking into account that anybody putting forward a motion can insist on a secret vote.

House meetings

38. The House meeting is a gathering of all the residents of Lydia Ladies' Residence, which is convened for the purpose of making possible discussion on issues, motions, decisions, to give advice, to assess the actions of the elected House Committee and/or to oversee their actions.
39. During a House meeting it is expected of all Lydianers to behave in an orderly manner. The Chairperson reserves the right to request any person who is acting inappropriate or improper, to leave the meeting.
40. In the beginning and at the end of the House meeting the House Song may be sung, in the languages of the House Song respectively.
41. An ordinary House meeting:
 - a. Takes place quarterly in accordance with the rules of SU; and

- b. Notice of an ordinary House meeting shall be given at least ten (10) calendar days in advance, with the final date confirmed at least five (5) days before, and the agenda must be available at least two (2) days before the start of the meeting.
- 42. Excuses must be submitted by the resident, wanting to be excused from the meeting, to the Vice-Primaria at least three (2) days before the start of the meeting. Leave of absence or late arrival for the meeting may be requested in writing from the Vice-Primaria in exceptional cases. The Vice-Primaria can use her own discretion in this regard and the resident must accept the outcome if the Vice-Primaria decides not to accept the excuse. Academics do not serve as an excuse, unless the person is sitting for a test or exam at the time of the House meeting. The reason for this is that every resident experiences academic pressure and exceptions can therefore not be made.
- 43. At the first House meeting of the year the following are voted on:
 - a. Whether the practice of male visits in the rooms on Friday evenings, and Saturday and Sunday afternoons and evenings will be allowed in the Residence for that year; and
 - b. Whether SU's guide on alcohol will be adopted or, alternatively, whether Lydia will be a "dry residence", i.e. alcohol free, or "non-dry residence", i.e. allowing a certain amount of alcohol with an approved alcohol policy from the Residence Head.
- 44. A special House meeting will be convened on:
 - a. Request of the Residence Head; or
 - b. Request of the House Committee; and
 - c. No longer than three (3) university working days after forty (40) residents submit such a written request to the Primaria, in which case only the issues indicated on the petition may be discussed.
- 45. Procedures to be followed at a special or emergency meeting:
 - a. Notice of a special meeting as described in section 44, with particular reference to the reason for the meeting, should be given at least forty-eight (48) hours before the start of the meeting; and
 - b. Excuses for a special meeting should be submitted at least six (6) hours before the start of such meetings.
- 46. In case of urgent matters, the House Committee can convene an emergency meeting at shorter notice. A House meeting (whether ordinary, extraordinary or forced) is only considered properly constituted when two-thirds ($\frac{2}{3}$) of the voting

members are present. This will serve as a minimum for a quorum for the meeting. In the absence of a quorum within half an hour after the scheduled starting time, no decisions taken at the meeting shall be in force, and an extraordinary or emergency meeting should be called to ratify such decisions.

47. Written motions must be submitted to the Primaria at least five (5) days before the start of the meeting and must be duly signed by the nominator and at least two (2) seconders:
 - a. No motion shall be accepted after this deadline has expired;
 - b. If a resident wants to submit a motion anonymously, it must be signed by the Residence Head. All motions will be published in the Residence either as notices, on the agenda or by electronic mail at least twenty-four (24) hours before the meeting;
 - c. Amendments to motions will be heard at a House meeting;
 - d. For the adoption of a motion that does not modify the Constitution, two-thirds ($\frac{2}{3}$) of the Residence will constitute as quorum. A simple majority vote of the members present is required for the motion to be passed. Such a vote will be taken as conclusive and binding. The Primaria, in addition to her normal vote, will also have a casting vote; and
 - e. Decisions and motions carried at a House meeting are to be considered as binding, providing they are not inconsistent with this Constitution, the Rules for Students, Student Disciplinary Code and other relevant SU policies or existing legislation.
48. The Primaria serves as Chairperson of the House meeting with the responsibility:
 - a. To lead the House meeting; and
 - b. To determine that the procedure followed is in accordance with approved procedures and practices at meetings.
49. During the course of a House meeting the Chairperson shall use her own judgement to authorise speaking turns to residents. All residents have the right to participate in discussions, but the Chairperson will use her discretion to ensure that a balanced discussion takes place and that individuals do not dominate the discussion.
50. The Secretary of the House Committee also acts as Secretary of the House meeting and is responsible for:
 - a. Keeping detailed minutes and a record of proceedings and will indicate how many Lydianers are present; and
 - b. The release of the minutes after the meeting for inspection by the Residence, within ten (10) University working days after the meeting. These

minutes shall also be presented for adoption by the Secretary or Primaria at the next House meeting.

Chapter 2: Executive authority of the Residence

Residence Head

51. The University appoints a Residence Head. The Primaria and the Residence Head are accountable to the Director: Centre for Student Communities.
52. The Residence Head serves as the link between the University and the House Committee. In this role he/she applies the University rules, policies and regulations, as and where necessary.
53. All Residence leadership structures are under the authority of the Residence Head. Full authority is vested in him/her to decide how he/she reconciles the Residence's customs and traditions within the guidelines of the University.
54. At House Committee meetings, as well as in other decision-making processes about Residence activities, he/she fulfils a guiding and advisory role. In order to facilitate this process, the Residence Head attends House Committee meetings and House meetings.
55. The Residence Head is the holder of the Residence's liquor license and shall exercise discretion with regards to the approval of functions and the administration of this license. At the same time, the Residence Head has the power to either approve or prohibit any function.
56. Ignoring the Residence Heads instructions exposes residents to disciplinary action in terms of the University's Student disciplinary code.

Primaria

57. By virtue of this office (*ex officio*), the Primaria is a member of:
 - a. The House Committee;
 - b. The Executive Committee of the House Committee;
 - c. The House Disciplinary Committee (if she herself does not have to appear in front of the committee); and
 - d. The Constitutional Committee.
58. A resident is elected to Primaria according to the election procedures set out in this Constitution (Chapter 3).
59. The Primaria is responsible for:

- a. Lydia's interests being represented at all SU structures and forums;
- b. Carrying out the University's policy in Lydia;
- c. Conducting the newcomers' Welcoming Programme in consultation with the Welcoming Coordinator, the House Committee and the Head of Residence;
- d. Representing the Residence and the House Committee on the Prim Committee;
- e. Serving as the Chairperson of the House Committee;
- f. Defining and allocating, in conjunction with the Vice Primaria, the portfolios for the House Committee members during her term;
- g. Determining, in consultation with the House Committee, the composition and membership of all Residence committees for that House Committee term;
- h. Maintaining the Residence's daily management;
- i. Regularly contacting the Residence Head about issues;
- j. Serving as a link between the University's management and the Residence;
- k. Acting as Chairperson of the Lydia Disciplinary Committee, except if she is expecting to appear in front of the committee;
- l. The annual release of the latest version of the Constitution of Lydia to residents as well as members of the Centre for Student Communities;
- m. Drawing up an annual report at the end of her term and accepting the responsibility to ensure a Financial Report is prepared by the Treasurer; and
- n. Acting in the absence of the Residence Head. If the Residence Head is on leave or absent for an extended period, then an Acting Residence Head will be appointed.

60. As Chairperson of the House Committee:

- a. The Primaria deals with the delegation of tasks as well as the overall management of the Committee, but she may only take strategic decisions after consultation with the Committee;
- b. She must request the House Committee's opinion on operational matters and ensure that the majority Committee is involved in decisions;
- c. She may, in exceptional cases, make urgent decisions after consultation with the

Executive Committee of the House Committee;

- d. She takes final responsibility for the state of the House Fund; and
 - e. She can approve the expenditure of funds, up to and including the maximum that is specified in the Residence Financial Practices.
61. The Residence Head, in consultation with the Vice Primaria can withhold:
- a. Up to 25% (twenty five percent) of the normal honorarium of the Primaria if her report is inadequate or incomplete; and
 - b. Up to 50% (fifty percent) of the normal honorarium of the Primaria if she does not perform her duties adequately and competently.
 - c. A disciplinary committee can however decide to withhold the full honorarium if it is found to be an appropriate sanction according to the Disciplinary committee.

Vice Primaria

62. The primary responsibility of the Vice Primaria is to support the Primaria in carrying out her tasks. The Vice Primaria serves in an advisory capacity to the Primaria.
63. If, for any reason, the Primaria is no longer able to perform the duties and responsibilities assigned to her, the Vice Primaria will stand in as Acting Primaria.
64. By virtue of this office (*ex officio*) the Vice Primaria is a member of:
- a. The House Committee;
 - b. The Executive Committee of the House Committee; and
 - c. The House Disciplinary Committee, except if she is has to appear before the committee.
65. A resident is elected Vice Primaria according to the election procedures set out in this Constitution (Chapter 3).
66. The Vice Primaria is responsible for:
- a. Assisting the Primaria;
 - b. The compilation of rosters for House Committee duty at the beginning of each quarter;
 - c. Performing tasks, such as those agreed on with the Primaria at the beginning of her term; and
 - d. Acting as the Residence's Safety and Risk Management Officer.

67. The Secretary and Financial Manager are appointed by the Primaria and Vice Primaria during the determination of the House Committee portfolios, while the Head Mentor is appointed according to the procedure set out in section 95.
68. The Executive committee, of the House committee consisting out of the Primaria, Vice Primaria, Secretary, Financial Manager, Residence Head and one other member of the House Committee, has the responsibility and authority to:
 - a. Discuss and finalise matters of urgency, which cannot wait until the next House Committee meeting or cannot be settled by way of the House Committee WhatsApp Group because of the urgent nature of the action needed; and
 - b. Approve portfolio budgets, in consultation with the House Committee members, as well as approve financial expenditure outside the budget (as determined by the Residence Financial Practices).
69. Where decisions are to be taken, two (2) members and the Primaria will form a quorum. Where the Primaria is absent, the Vice Primaria will fulfil her role.
70. All Executive Committee decisions must be communicated to the rest of the Committee at the first normal House Committee meeting.

Secretary of the House Committee

71. The Secretary of the House Committee is appointed by the Primaria, in consultation with the Vice Primaria, during the assignment of portfolios at the start of a House Committee's term.
72. By virtue of this office (*ex officio*), the Secretary is a member of:
 - a. The Executive Committee of the House Committee; and
 - b. The Disciplinary Committee where she may also contribute to the conversation and have a vote, except if she needs to appear in front of the committee during an inquiry.
73. The Secretary is responsible for:
 - a. The general administrative arrangements of the House Committee and should therefore be well informed at all times about all the official Residence activities;
 - b. The keeping of minutes of House Committee meetings as well as House meetings;
 - c. Setting up the birthday calendar;
 - d. The administration of the general and individual post boxes;

- e. The decoration of the House Committee notice board;
 - f. Making House Committee nametags for the duty room; and
 - g. Sending Lydia's electronic mail.
74. As a member of the Executive Committee and House Committee the Secretary is responsible for:
- a. Drawing up an agenda for each meeting;
 - b. Record keeping of each meeting which may be delegated to a scribe; and
 - c. Keeping a calendar of all scheduled Residence events to facilitate decision-making.
75. With regard to House meetings the Secretary is responsible for:
- a. Ensuring that the House is given at least ten (10) calendar days' notice of the meeting;
 - b. General arrangements necessary for the House meeting to take place;
 - c. Fixing the meeting's agenda at least three (3) days prior to the meeting, to be signed off by the Primaria or her delegate and distributing the agenda at least two (2) days before the meeting ;
 - d. Ensuring that attendance is recorded during the meeting;
 - e. Taking the minutes of the meeting; and
 - f. Making the minutes of the previous House meeting available to residents.
76. As Secretary of the Disciplinary Committee expect if she needs to appear before the Disciplinary Committee, in such a case her delegate, the Secretary of the House Committee carries the following responsibilities:
- a. The taking of the minutes of all Disciplinary Committee meetings;
 - b. Noting all decisions with reasons in the disciplinary hearings record;
 - c. Sending notices of Disciplinary Committee meetings to residents whose presence is required;
 - d. Conserving all correspondence relating to a disciplinary hearing;
 - e. Completing the report of each case in cooperation with the Chairperson of the Disciplinary Committee, and sending these to the Residence Head. She may also contribute to the conversations and has a vote.

Financial Manager of the House Committee

77. The Financial Manager of the House Committee is appointed at the assignment of portfolios at the start of a House Committee's term.
78. By virtue of this office (*ex officio*), the Financial Manager is a member of the Executive Committee of the House Committee.
79. This portfolio includes:
 - a. Complete book-keeping of the Residence's finances;
 - b. Administering incomes and expenses;
 - c. Ensuring that the University, Residence and country's regulations and rules relating to finance are met;
 - d. Setting up a complete budget for the House Fund at the beginning of a House Committee term along with the Financial Manager of the previous House Committee term and in consultation with the Primaria;
 - e. Giving quarterly feedback about the Residence's financial status to the Primaria;
 - f. Explaining to and advising House Committee members how to handle expenses for their portfolios in the correct manner;
 - g. Approving budgets for all House Committee portfolios and events before ticket sales can start; and
 - h. Ensuring during MAD² time that all money raised is dealt with in the correct way and in accordance with the rules set out in the MAD² guide.

Welcoming Coordinator

80. Activities are organised in the Residence with the intention that newcomers may easily get to know each other and the House Committee better.
81. No activities are enforced on newcomers. Participation is however strongly encouraged to cultivate and promote a team spirit among the newcomers.
82. The duties of the Welcoming Coordinator consist mainly of the compiling of the Welcoming Programme and arranging socials for newcomers with other residence's newcomers.
83. Following the Primaria's welcoming, it is the duty of the Welcoming Coordinator to introduce the Residence's history, traditions and rules, and to make the newcomers comfortable with the set-up of the Residence and their new environment. The Primaria and Welcoming Coordinator may delegate these respective duties to other House Committee members.

84. The protection of the newcomers' dignity and rights is of utmost importance both within and outside the Residence. It is consequently the duty of the Welcoming Coordinator to accompany them during Welcoming, unless the newcomers are accompanied by mentors and/or other House Committee members with her consent.

House Committee

85. Lydia's House Committee is elected for a term of one (1) year. This election is regulated by the Election Procedures in this Constitution (Chapter 3).
86. The House Committee consists of eleven (11) members, including:
 - a. The Primaria;
 - b. The Vice Primaria;
 - c. Eight (8) additional members; and
 - d. An *ex-officio* member who is appointed as Head Mentor.

87. All members of the House Committee are officials of the University and are responsible for the execution of all and any policies determined by the institutions of the University.

88. Training of new office bearers:

Each new House Committee member receives an electronic manual (Constitution and Rules of Residence) in which the duties of the House Committee members are explained. The former House Committee members also explain to the new House Committee members exactly how their duties must be carried out.

89. House Committee meetings:
 - a. Will take place at least once a week during the academic term until the start of the examinations, unless changed at the discretion of the Primaria;
 - b. Attendance at these meetings is compulsory for all House Committee members. If a House Committee member fails to attend these meetings, or arrives later than ten (10) minutes after the scheduled starting time of the meeting, there will be a penalty imposed on the member concerned as determined by the House Committee at the beginning of their term;
 - c. Excuses for absence from House Committee meetings must be submitted to the Primaria before the meeting for consideration;
 - d. The Residence Head must be notified of all meetings. If he/she wishes, he/she can attend. He/she must be made aware of decisions taken at meetings where he/she is not present, or receive minutes for his/her inspection;

- e. The Primaria acts as Chairperson at all meetings, she may delegate this responsibility if she is not available for a meeting, and formally excused;
- f. Each member is entitled to vote. An absent House Committee member will have no vote. Seven (7) House Committee members are required for a quorum. If the members with voting rights are an even number and there is an equal number of votes on either side, then the Primaria will have a casting vote in addition to her normal vote. The House Committee can refer such a decisive vote of the Primaria to the Residence if the Primaria's decision is substantially or procedurally unfair;
- g. The Primaria can convene extraordinary House Committee meetings if considered necessary;
- h. Thorough minutes of the House Committee meetings must be held at all times House Committee meetings take place *in camera* [not open to the public or residence] (and this therefore only for the House Committee to attend except if the House Committee invites any other person to address the committee or attend the meeting) unless otherwise decided; and
- i. At every meeting, the previous minutes must be approved.

90. The House Committee is responsible for:

- a. Determining the strategic direction of the Residence;
- b. The administration of the Residence;
- c. The maintenance of good order and discipline, in the interests of the Residence, in line with the Disciplinary Procedures and the SU Student Disciplinary Code;
- d. Promoting unity and Residence involvement;
- e. The completion of any and all tasks necessary to ensure that Lydia functions effectively;
- f. Completion of all reasonable tasks and requests received from the Residence;
- g. The holding of House meetings;
- h. The acceptance of co-responsibility for Lydia's buildings and grounds;
- i. Preserving and developing Lydia's heritage and history; and
- j. Compliance with all the requirements and provisions of this Constitution. This includes the responsibility to ensure that quiet time is maintained.

91. The duties of the House Committee:

- a. At the end of the third quarter (just after the new House Committee is elected), an existing House Committee member will go on duty with a new member in order for the new member to learn the duties. The outgoing House Committee members still receive an honorarium for the third quarter of the year, and continue to be responsible for the fulfilment of House Committee obligations until the end of the recess after the end of the quarter. The new House Committee takes over at the beginning of the fourth quarter. However, the House Committee will start their duties immediately after their appointment to the new House Committee;
 - b. The House Committee follows a uniform and consistent policy with respect to the imposition of fixed penalties when residents fail to act within the provisions of the Constitution. The House Committee decides at the beginning of their term on the fixed penalties that will apply and these should be made known to all residents; and
 - c. A House Committee member is obligated under SU rules to perform a number of service duty shifts in the Residence, which among other things include staying in Residence over weekends and short vacations. The duty of House Committee, during short recess may be delegated to responsible senior students, if no House Committee member is available. If a House Committee member fails to meet these obligations the Primaria, in consultation with the Residence Head, may adapt the honorarium payment of the House Committee member concerned in line with the performance and commitment of the relevant House Committee member in accordance with the principles of fairness and equity.
92. Furthermore, each individual House Committee member also has the following responsibilities:
- a. To manage her assigned portfolios to the best of her ability within reasonable measure, to ask for advice and assistance if she does not know how to execute her responsibilities;
 - b. To accept responsibility for all activities of her portfolios and the committees that operate within those portfolios;
 - c. To spend her portfolio budget responsibly and to comply with all financial rules and practices of the Residence and University;
 - d. To represent the House Committee in the section in which she resides;
 - e. To manage her section and arrange their participation in Residence activities;
 - f. To ensure that residents who reside in her section obey the Residence rules;

- g. To issue all necessary penalties to members of her section; and
- h. At the end of her term to hand in a full report of her portfolio to the Primaria (for her term).

93. Privileges of the House Committee include:

Holding a House Committee farewell at the end of the year with the available funds set aside in the budget for this purpose;

94. Vacancies on the House Committee are managed as follows:

- a. A House Committee member's membership expires when she submits her resignation in writing to the Residence Head and either receives approval or leaves the Residence;
- b. When in the course of the year there is a vacancy on the House Committee, the House Committee and the Residence Head must decide whether the vacancy must be filled. If they decide that it must be filled, they must also decide on an appropriate procedure for the appointment of a new member. This decision must be approved by the Residence. If an urgent decision is required, a House meeting must be arranged so that the Residence can vote on it. Two-thirds ($\frac{2}{3}$) of the Residence must be present to validate the decision and declare this as binding on the Residence by a simple majority vote of those present; and
- c. The House Committee reserves the right to discharge any member of the House Committee from her office under the following circumstances:
 - i. When she has been absent without accepted written excuses from two (2) consecutive meetings of the House Committee;
 - ii. Once the House Committee, at a properly constituted meeting, notes that the person refuses or neglects to carry out a job allocated to her by the House Committee;
 - iii. Once the House Committee, at a properly constituted meeting, notes that the person has been found guilty of misconduct and punished by the Residence Disciplinary Committee or the Central Disciplinary Committee of the University;
 - iv. If a candidate is already aware before the election that academic commitments later in the term will arise that will affect her work as a House Committee member (e.g. practical sessions), such a candidate is advised not to stand for House Committee;

vi. Where illness or unforeseen circumstances causes the absence of a House Committee member, the remaining members of the House Committee, in consultation with the Residence Head, can investigate whether another current House Committee member can assist the absent House Committee member in their activities during that period; or

vii. Any situation that suggests the possibility of expelling a House Committee member from office shall immediately be referred to and handled in cooperation with Centre for Student Communities and the Head: Student Discipline;

viii. The abovementioned is not a closed list and will be in the direction of the executive team to decide when any other transgression will be subject to disciplinary measures.

Head Mentor and mentors

95. A call for applications must be sent out a minimum of three (3) weeks before the closing date of the applications. At least one (1) of these weeks must fall within the academic calendar of Stellenbosch University. A small caucus must be held for all applicants after the selection of the new Primaria and Vice Primaria and before the selection of the HK. The panel must consist of:

- old Primaria;
- old Head Mentor;
- Residence Head;
- one HK member as selected by the current HK;
- one mentor as selected by the current mentors.

a. Current mentors and HK members standing for the position for Head Mentor may not play a role neither in the caucus nor in the selection of the HK or mentor representative on the panel;

b. The current HK group and mentors as well as the panel must attend the caucus. All attendees of the caucus must be given the opportunity to ask questions. The current HK and mentor groups (excluding the panel member) must each take a vote to reveal their preferred candidate. The panel will then discuss the candidates after the completion of the caucuses of all applicants;

c. The total sum of the votes of the current HK group as well as the total sum of the votes of the mentor group will be weighted equally to the opinion of one panel member. The panel will then select the next Head Mentor. The

Head Mentor will be announced along with the announcement of the remaining HK members;

- d. In the case that an applicant for Head Mentor is also standing for a regular HK position they must be informed whether their application has been successful or unsuccessful before the HK caucus is scheduled to take place;
 - e. If the current Head Mentor wishes to reapply then the current Vice Primaria will take up the role of the current Head Mentor in the selection process.
96. After the election of the Head Mentor, the appointment of the mentors will take place.
97. Mentors are appointed by the newly elected Primaria, the newly elected Vice Primaria, the newly elected Head Mentor and the Residence Head according to the internal procedure and by the date specified by the University.
98. The Head Mentor and all mentors should be available for all training sessions as determined by the Centre for Student Communities and the Head Mentor.
99. Although Mentors specifically work in the Residence and also play a role in the welcoming and integration of newcomers in Residence culture, their functions and responsibilities are primarily set according to the Policy as determined by the University.
100. The specific functions and interactions of the Mentors are discussed annually and agreed upon by the Head Mentor and the Primaria.
101. The primary functions of the Mentors are:
- a. To provide information to newcomers during the Welcoming Programme;
 - b. To serve as a communication channel between newcomers and the House Committee and/or University;
 - c. To note any problems with the Welcoming Programme and to bring it to the attention of the Primaria who will address these issues;
 - d. To assist and advise newcomers regarding their social and academic adjustment within Lydia and the University; and
 - e. Referring newcomers to the relevant units or institutions within the SU if specific help is needed.

Seniors Committee

102. The Seniors Committee is a committee made up of a group of 12 (twelve) senior residents. The Chairperson is included in the 12 (twelve) members. Their term of

service will start immediately upon appointment and will continue for a year, until the end of the next year's third term, or until the appointment of the subsequent Seniors Committee.

103. A "senior" is a Lydianer who has been a resident in Lydia for at least one year or is in her second her of study.
104. The Seniors Committee is appointed at the beginning of the fourth quarter of the year. The Committee is chosen by a panel, who will conduct interviews with all the applicants. The panel itself will consist of: The new HK member in charge of seniors, the new Primaria, the previous HK member in charge of seniors and anyone who, the HK in charge of seniors, deem to be necessary or relevant to the process.
105. The Seniors Committee's duties are determined by the House Committee, especially the HK in charge of seniors, but the Committee may also launch initiatives of their own accord in consultation with the designated HK member.
106. The Seniors Committee remains accountable to the House Committee at all times, and specifically to the House Committee member in charge of Seniors.
107. The Seniors Committee responsibilities may include, but are not limited to:
 - a. Building the Vensters stall as a fundraising initiative;
 - b. Help the MAD committee to paint the Vensters banner, etc.;
 - c. Driving the Big Sis Little Sis initiative;
 - d. Driving the Lydia newspaper initiative;
 - e. General fundraising;
 - f. A critical engagement-based portfolio;
 - g. A leadership-based portfolio;
 - h. A cluster-based portfolio;
 - i. Organising regular Seniors' interactions;
 - j. Providing general administrative assistance to the House Committee, in the discretion of the House committee;
 - k. Serving as Safety Committee;
 - l. Organising the Senior Dance; and
 - m. Any other acceptable features, such as arranging events which do not usually fall under the senior committees' responsibility as determined by the House Committee.

108. The Seniors Committee will form part of the MAD² Committee if the House Committee member responsible for MAD² requires it. If they are part of the MAD² Committee they must also receive roompoints accordingly.
109. A particular House Committee member serves as a link between the House Committee and the Seniors Committee, in order to achieve effective cooperation with the House Committee, to involve the Seniors Committee and to inform them clearly of their obligations.
110. The Chairperson of the Seniors Committee is elected at the Committee's first meeting in a closed election by all members of the committee. The House Committee member responsible for the Senior Committee should manage this election, but has no vote.
111. The Seniors Committee themselves, with guidance from the designated House Committee members decide on a clear explanation of each member's responsibilities, whether through portfolios or otherwise.
112. In order to provide the following Seniors Committee with guidelines, the existing Chairperson should submit a full report on the Committee's activities at the end of the relevant term. This report must be submitted to the designated member of the House Committee.

First Years' Committee

113. A First Years' Committee is appointed at the end of the Welcoming Program. The committee is made up of a group of 12 newcomers. This includes the chairperson of the committee.
114. A "first year" resident is either a newcomer (an academic first year) or someone who is first year in Lydia, regardless of their academic year.
115. The committee's term of service will begin immediately upon appointment and will carry on for a year, until the end of the year's fourth term
116. The Committee's responsibilities may include, but are not limited to:
 - a. Arranging the First Years' Dance;
 - b. Arranging the House Committee's farewell function;
 - c. Fundraising;
 - d. Advertising or promotion; and
 - e. Any other task delegated to them by the House Committee.
117. The Welcoming Coordinator serves as a link between the House Committee and the First Years' Committee, in order to achieve effective cooperation with the

House Committee and to clearly inform the First Years' Committee of what their obligations entail. The Committee is accountable to the Welcoming Coordinator.

118. The Chairperson of the First Years' Committee is elected at the committee's first meeting in a closed election by all members of the committee. The Welcoming Coordinator will conduct the election, but has no vote.
119. In order to provide the following First Years' Committee with guidelines, the existing Chairperson must submit a full report on the Committee's activities at the end of their term.

Chapter 3: Election of the House Committee

Panel and Election process

120. The House Committee, including the Primaria and Vice Primaria, are elected during the third quarter by all voting residents, through a free, transparent and fair election process.
121. The Primaria, Vice Primaria and eight (8) additional members are elected in that manner.
122. The election procedure is twofold: a panel-based vote and a subsequent caucus.
123. The election of the members takes place annually, by secret ballot or electronically, in accordance with the procedure set out and within the time frame specified by the Centre for Student Communities. The current House Committee has the responsibility to confirm this time frame and to start the election process as early as possible.
124. All residents who have been residents of the Residence for a minimum of one (1) full quarter, are to be regarded as voting members. The Residence Head will also be considered eligible to vote.
125. All eligible voters will have one vote, for each vacancy, with equal weight. The panel's vote is excluded from this general rule. Each member of the panel's vote will count a percentage as determined by the values of Lydia and made known to the residence.

Polling Committee

126. In order to ensure the fairness of the election process, the election will be managed by an independent Polling Committee.
127. The Polling Committee consists of:
 - a. The Residence Head;

- b. The current Primaria or a current House Committee member, selected by the Primaria;
 - c. Two (2) outgoing House Committee members; and
 - d. Two (2) outgoing seniors, who, after being requested, are appointed by the current House Committee.
128. No election candidate may serve on the Polling Committee. By accepting membership of the Polling Committee, members forfeit the right to take part in that particular House Committee election as a candidate. Polling Committee members may not nominate any specific candidates for election.
129. The voting process, with specific reference to the time when the vote takes place, is set by the Committee and put up on the notice boards and/or distributed via electronic mail, or any other recognised means of communication (example WhatsApp-Messenger) to residents within a reasonable time before the election in question.
130. The Primaria, or her designate when she is running for a further term, will act as Chairperson of the Polling Committee.
131. The Polling Committee has the responsibility to:
- a. Administer the election and nomination process;
 - b. Always act under the provisions of this Constitution;
 - c. Keep the House informed of all aspects of the election process;
 - d. Ensure that all candidates are treated fairly;
 - e. Publish the results of the election as soon as possible; and
 - f. Act neutrally, independently and fairly.
132. The Polling Committee has the power to manage the order of the election and can make decisions on:
- a. The validity of ballots;
 - b. Improper lobbying;
 - c. The initiation of by-elections; and
 - d. The questions posed to candidates.

Nomination

133. The nominations and their seconds shall be submitted at a set time to the outgoing Primaria or the outgoing House Committee member who is appointed by the Primaria for this purpose.

134. Notice for the call for nominations for the position of Primaria, Vice Primaria and House Committee member must be published at least one (1) week before the closing date of submission.
135. Nominations close at least three (3) days before the election and must appear on the identified notice board at least thirty-six (36) hours before the caucus.
136. The nominations should be submitted to the Residence Head to establish if the nominated candidate has the required HEMIS credits to stand for the leadership position before communication to the Residence.
137. A House Committee member who stands for election as House Committee member or Vice Primaria must be re-nominated and seconded and follows the normal election process.
138. A resident who is nominated must:
 - a. At least be a Second Year student at the SU;
 - b. Have lived for at least three semesters (3) in Lydia; and
 - c. Meet the University's requirements for admission to the Residence for the next year (HEMIS requirements).
139. Where a resident applies for House Committee, but does not comply with the requirements in section 138b the Polling Committee shall be granted with the discretion to allow for the application of the nomination concerned by considering the following criteria:
 - a. Active participation within Lydia for the duration of the applicant's stay;
 - b. Contributing roles to the benefit of the Residence; and
 - c. At least two (2) motivational letters from House Committee members who they have worked or served with. These letters must be addressed to the Polling Committee.
140. If, during this application period, a sufficient number of candidates, in the discretion of the Polling committee, have not applied the nomination process should be extended for a period determined by the Polling Committee.
141. If, after such a prolonged nomination period, enough candidates are still not available to fill the vacancies, the application process must be opened to the whole Residence (including newcomers). If the number of vacancies are still not filled, the number of positions on the House Committee will be reduced to the number of available candidates.
142. Nomination forms must contain at least the following:
 - a. The full name and student number of the nominee;

- b. The signature of the nominee;
 - c. The full name and student number of the proposer;
 - d. The signature of the proposer;
 - e. The full name and student number of one (1) seconder;
 - f. The signature of the seconder;
 - g. The position or positions for which the nominee is available;
 - h. A brief CV.
143. Only voting residents may nominate or second candidates.
144. Each nominee's signed nomination confirms she is:
- a. Willing to accept the nomination; and
 - b. Available for the mandatory training by the SU and the Residence;
 - c. If elected as a House Committee member, willing to serve the Residence and will undertake to perform her duties unconditionally and wholeheartedly.

Panel

145. An informal panel interview process will be conducted prior to the caucus and all House Committee candidates are compelled to take part. Candidates that stand for only Primaria and Vice-Primaria, and not for House Committee in the alternative, will not be subject to such a panel process.
146. Members of the panel include: the current House Committee (including the Primaria, Vice-Primaria and Residence Head, but excluding any House Committee member who will stand for a position in the subsequent caucus).
147. The House Committee may also ask anyone else (resident or non-resident) to sit in on the panel. This person(s) may however only serve as an advisory, objective function and will not have a vote.
148. The interview must be conducted in a manner deemed to be appropriate by the House Committee and the Polling Committee and must promote the objectives of the panel-initiative.
149. The objectives of such a panel-based procedure include: to promote the election process as a more informal, inclusive and relaxed process with the purpose to encourage more residents to stand for leadership positions.
150. After the panel has interviewed all the nominated House Committee candidates, each member of the panel will vote for their top 8 (eight) candidates. Every panel member's vote will count a specific percentage: this percentage will be higher than

the percentage that a regular house members' vote, cast during the caucus, will count, but will also not be high enough to deem the process unfair. This percentage may be determined annually to reflect the values and needs of the residence.

151. The panel members will not be allowed to cast their vote during the subsequent caucus, except in the case where they did not have the chance to cast their vote during the panel interviews.
152. The ratio and percentages used must be transparent and flexible at all time, in order to reflect the values of Lydia.

HK Caucus

153. A caucus (presentation meeting) of the candidates is arranged in order for the Residence to have an opportunity to put questions to the candidates and hear their policy declarations.
154. The caucus normally takes place under the chair of the Primaria, unless she is a nominated candidate. If, however, she so prefers and in consultation with the House Committee she may designate the responsibility to a current House Committee member to act as. Chairperson and in such a case, she herself can also take part in the question sessions.
 - a. All candidates must be granted the same amount of time allowed to deliver their policy statement and to answer questions from the Residence.
 - b. The Chairperson and Residence Head of the caucus has the discretion to refuse an unreasonable or irrelevant question to a candidate. The candidate can still answer if she so wishes.
 - c. Residents can put anonymous questions for candidates to the Chairperson before the caucus. The Chairperson will then put a selection of these questions to the candidates during the caucus if she finds the question relevant.
155. The Chairperson introduces the candidates to the Residence. At least three (3) specified questions that are set by the outgoing/current House Committee members are asked to all candidates. After that, the candidate is given the opportunity to make her policy statement within a set time. Thereafter the Residence has the opportunity to ask questions within the time limits set for each candidate (and in line with the available time set aside for the caucus).
156. The House Committee caucus is compulsory for all residents. Those who cannot be present should make their excuses to the Vice-Primaria at least three (3) days in advance.

157. A resident who cannot attend the elections must make an early arrangement with the Chairperson of the Polling Committee, so that such a resident can vote before the election.
158. An alternative formal launch of the candidates, specifically for the newcomers, must be initiated before the election by the House Committee.
159. Before the House Committee caucus, all candidates must attend a meeting during which the current Primaria reads the rules, responsibilities and obligations of the House Committee, so that the candidates are aware of their responsibilities before they stand for the Committee. They will also be required to sign a prescribed form provided by the Centre for Student Communities before the election starts.
160. In the event that only one (1) candidate stands for Primaria and Vice Primaria or only 8 (eight) candidates are nominated and stand for the position of House Committee, the house should be informed about this situation in section meeting and applications should be opened for an additional 48 (forty eight) hours. Read together with section 140 above.
161. Each resident's vote, excluding the panel who already voted, will count an equal percentage.
162. Each resident's vote will however count a lower percentage than that of the panel.

Election of the Primaria and the Vice Primaria

163. The election of the Primaria and Vice Primaria is only conducted through a caucus.
164. The Primaria and Vice-Primaria caucus will be held on the same evening, in that order, and will be a separate evening from the House Committee Caucus.
165. If voting results in a tie, a re-election of the relevant candidates must take place as soon as possible and at a time and venue determined by the Polling Committee.
166. If only one (1) person is nominated for a particular position, the Residence will have a simple "yes" or "no" vote. The votes of all qualifying voters will carry equal weight. If the candidate receives more "yes" than "no" votes, she will be appointed in the position. If not, the application process will be reopened. A caucus will be held with all of the candidates that make themselves available (including the original applicant if she is still willing to stand).
167. If two (2) candidates are nominated for a particular position, the candidate that receives a majority (50% + 1) of the votes will be appointed to the position.
168. If three (3) or more of the candidates make themselves available for the position and none of the candidates receive 60% of the votes in the first round of voting, the candidates that received the least amount of votes in the first round will fall

out so that the top two (2) candidates will remain for the voting in round two (2). When one (1) candidate of the remaining two receives the majority (50% + 1) of the votes in the second round, she will be appointed to the position.

169. The election process stipulated in sections 161-168 applies *mutatis mutandis* for the election of the Vice Primaria, but in two different elections.
170. The candidate for Primaria that is unsuccessful retains the right to also stand for the position of the Vice Primaria and/or a House Committee member. A Vice Primaria that is unsuccessful retains the right to stand for the position of a House Committee member.
171. The Primaria and Vice Primaria automatically form part of the House Committee.

Election of the seven (8) remaining members of the House Committee

172. All candidates for election for the specific position(s) will appear on a ballot. Every resident must vote for a number of candidates according to the number of vacancies. Ballots with more votes than the number of vacancies will be considered to be spoiled.
173. If eighteen (18) or more candidates are nominated and stand for House Committee, a by-election must be held during which the candidates will be reduced to twelve (12). From that twelve (12) remaining candidates, eight (8) candidates, excluding the Primaria and the Vice Primaria, will be elected to serve as the House Committee.
174. Vacancies will be filled according to the number of votes that each candidate received, until all positions are filled. If voting results in a tie, another vote will take place between the particular candidates as soon as possible on a time and place determined by the Polling Committee.

Announcement

175. If no valid complaint in regards to procedural matters is raised within to the outgoing Primaria or the outgoing House Committee member that is appointed as Chairperson by the outgoing Primaria within twenty-four (24) hours after the election is finalised and the candidates are announced, the election will be deemed valid.
176. The announcement of the new House Committee will take place as soon as possible after the election. The list with the number of votes, will not be published but will be kept by the Resident Head for consultation.

Objections and withdrawals

177. Candidates retain the right to withdraw their candidacy up until the official announcement; thereafter they will have to resign formally if they wish to withdraw. In such case a vacancy arises.
178. If a candidate withdraws after voting has begun, the votes for that person will not be counted. After a candidate has informed the Chairperson of the Polling Committee that she withdraws, she cannot revoke that decision.

Chapter 4: Disciplinary procedures

This provisions must be read in conjunction with section 20 and section 32 of the Student Disciplinary Code that deals with House Disciplinary matters and Residence Disciplinary matters. If this chapter is in conflict with the Student Disciplinary Code of the SU (the Code), the Code will take preference.

House Disciplinary Committee

179. The House Disciplinary Committee serves as disciplinary body for the Residence and is responsible to ensure that the Residence complies with the relevant residential rules as dictated by SU, the rules as determined by the Residence and as set out in the Lydia's Constitution.
180. The House Disciplinary Committee may:
 - a. Only take action against residents of Lydia;
 - b. Only investigate complaints that fall within their jurisdiction;
 - c. Investigate any complaints with the exceptions of:
 - i. An action that relates to the violation of or failure to adhere to SU ban on initiation practices, since this is seen to be ;
 - ii. An action that deviates from or failure to adhere to an approved Welcoming Programme; or
 - iii. An infringement that is deemed by the Residence Head to be of such a serious nature that it should be referred to the Head: Student Discipline.
 - d. Report incidents involving alcohol to the Head: Student Discipline;
 - e. With regards to a decision made in terms of section 180 (a)-(d), the Residence Head will be allowed to consider any relevant information. This includes, but is not limited to, whether the said student was involved in the alleged incident, and whether dishonesty or vandalism was committed.
181. The House Disciplinary Committee holds the right to refuse to mitigate a dispute and instead refer the case to the Residence Disciplinary Committee or the Head: Student Discipline.
182. The Disciplinary Committee consists of:
 - a. The Residence Head;
 - b. The Primaria;
 - c. The Vice Primaria;

- d. The Secretary of the House Committee that acts as Secretary;
 - e. At least one (1) member of the House Committee; and
 - f. Two (2) additional members of the Residence as selected by the House Committee and that preferably has knowledge of the law.
183. Additional to the six (6) members mentioned in the Disciplinary Committee, the Secretary of the House Committee shall also serve as the Secretary for the Disciplinary Committee. Her duties are as follows:
- a. Recording of the minutes of all House Disciplinary Committee meetings;
 - b. Recording of hearings and reasons for the verdict in the house disciplinary electronic record, along with a summary of how the verdict had been reached;
 - c. Sending timely notifications of House Disciplinary Committee meetings to members of the Residence whose presence is required;
 - d. The safekeeping of all correspondence that relate to the disciplinary hearing and providing it to the Residence Head at end or the Secretary's term; and
 - e. The completion of all case reports that are required by and need to be delivered to the Head: Student Discipline.
184. The Secretary does have the right to vote on any House Disciplinary Committee issues. She is also allowed to talk during disciplinary hearings and provide information ascertained from documents in her possession.
185. The Chairperson of the Disciplinary Committee is the Resident Head or the nominee of the Resident Head as stipulated in Section 20.6 of the Code and will be sole convener of the House Disciplinary Committee.
186. In the case where a member of the House Disciplinary Committee has been accused of committing an indiscretion, only the remaining members will serve as the House Disciplinary Committee with regards to the accused member's disciplinary case.
187. In the case where a member of the House Disciplinary Committee has been involved with an incident or delivered the accused herself, she will not be involved in the hearing of the case in question.
188. House Disciplinary actions consist of the following:
- a. The levying of fines;
 - b. Community Service;
 - c. The suspension of certain privileges of the Lydianer as resident;

- d. The inclusion of the Head: Student Discipline; and
 - e. A recommendation to SU authorities that:
 - i. The individual should be suspended from the Residence immediately; and
 - ii. Request that readmission to the Residence in them following year should not be allowed.
189. Verdicts, along with proper documentation regarding how the verdict has been reached, should be recorded in a disciplinary record by the Residence Head and authorised with his/her signature. The verdict may be communicated to the Residence.

House Disciplinary procedures

190. The House disciplinary procedures are not dealt as a punishment. The objective is to restore the relationship between the accused and the rest of the Residence. For this reason all disciplinary actions shall be executed in line with the spirit of Ethos of Lydia Ladies' Residence.
191. The House Committee is responsible to uphold discipline in the Residence in line with SU rules, policies, Codes and regulations as well as the Ethos of the Residence. To ensure this responsibility is carried out fair, as well as to ensure accountability, a House Disciplinary Committee shall be appointed.

Before the disciplinary inquiry

192. Any resident may request any member of the House Disciplinary Committee to investigate an infringement.
193. The Chairperson of the Disciplinary Committee may, at any time, refuse to further investigate an accusation, unless:
- a. The accuser is prepared to testify in front of the House Disciplinary Committee; or
 - b. The accuser submits a statement in writing to the Chairperson of the Disciplinary Committee, containing in detail all information relevant to the accusation as well as the signature of the accuser.
194. All complaints should be heard by the House Disciplinary Committee within fifteen (15) University working days or a longer time period should there be good reasons for extending the time, after the complaint has been communicated to a relevant party.
195. A written notice of the house disciplinary inquiry has to:

- a. Be delivered by e-mail to the alleged accused resident within five (5) days before the start of the inquiry. and the alleged accused resident will further be informed via cell phone (a call or WhatsApp messenger) y; and
- b. Contain the following information:
 - i. The complete complaint;
 - ii. The time and place of the inquiry; and
 - iii. The right of the alleged accused as well as the accuser to enjoy the assistance of a fellow current Lydianer. No student representation from outside of Lydia or council will be allowed at a House Disciplinary Committee inquiry.

During the House disciplinary hearing

- 196. If the student, after she received the notice, fails to attend the hearing without providing the Chairperson of the House Disciplinary Committee with a valid reason as to why the alleged accused would not be able to attend the hearing, the hearing may proceed in the absence of the accused.
- 197. The alleged accused must be wholly informed regarding the case against her. She must be provided the opportunity to present her side of her case and call on relevant witnesses.
- 198. A member of the Residence who is to be addressed by the House Disciplinary Committee has a right to assistance from a fellow current Lydianer who does not serve on the House Disciplinary Committee.
- 199. The guilt of the accused must be proven on a balance of probabilities. The burden of proof falls on the evidence leader.
- 200. The House Disciplinary committee must:
 - a. Conduct the hearing *in camera* [not open to public or the Residence]; and
 - b. The House Disciplinary committee shall gather *in camera* to reach a decision. If the committee cannot come to agreement, a vote shall be held. The outcome has to be accepted by a majority vote. If the committee comprises an even number of members and the vote is 50/50, the Chairperson of the Committee will cast a deciding vote.
- 201. If the accused pleads guilty the Committee shall promptly move on to the sentencing procedures.
- 202. If the accused is found guilty, she must be provided the opportunity to plead extenuating circumstances, after which the sentencing process shall begin.

203. The House Disciplinary Committee must keep all information concerning any and all meetings strictly confidential, except official reports.

After the house disciplinary inquiry

204. The findings of the house disciplinary committee as well as the decided outcome must be authorised in writing as soon as possible. This outcome will then be handed or emailed to the student as soon as possible. The outcome has to communicate that the student may request a report with the reasons for the outcome sections 205. The outcome letter must also inform the guilty student of her right to appeal the sentence in terms of sections 224.

205. Reporting of the process:

- a. The Chairperson of the Committee must, if request by the student in terms of section 204, compile a report containing the following information as soon as possible:
 - i. Details of the complaint;
 - ii. The plead of the accused;
 - iii. Material evidence provided;
 - iv. Any extenuating or aggravating circumstances;
 - v. The outcome; and
 - vi. The sentence along with reasons for the levying of the sentence.
- b. The outcome has to be sent to the Director :Centre for Student Community and Head: Student Discipline as soon as possible; and
- c. The accused should be revered to this document specifically the disciplinary process in order to know her rights as well as the course of the procedure.

Sanctions

206. The House Disciplinary Committee has the right to deliver to the guilty party one or more of the following sanctions:

- a. A fine, the amount of which may not exceed the maximum amount as specified by SU;
- b. A final written warning;
- c. Delivery of a formal written apology to an affected party;
- d. The reimbursement of any damages, loss or debt caused by the guilty party;
- e. Sanctioning the accused to perform a reasonable penitence task, such as door duty;

- f. Relieving the guilty party of any position of leadership held in the Residence by the student; and
 - g. The suspension or temporary suspension of any benefits that the Lydiaer is privileged to in Lydia.
- 207. The House Disciplinary Committee may postpone sentencing for a period of time or suspend the sentence completely, subject to any terms or conditions as determined by the Committee.
- 208. The House Disciplinary Committee has to postpone the effective date that the sentence will be executed pending the outcome of revision and the discretion of the committee.
- 209. Any fine levied in terms of the decision of the committee shall be paid into the House Cost Point.

Immediate disciplinary action by the House Committee

- 210. If the accused admits guilt to a member of the House Committee, that member has the right to immediately sentence the transgressor in accordance with the penalty provisions and the decision of the committee.
- 211. Above mentioned immediate action may only be taken with regards to an infringement that falls within the capacity of the House Disciplinary Committee in terms of this chapter.
- 212. One or more of the following sanctions may be dealt:
 - a. A fine, the amount of which may not exceed the maximum amount as determined by SU or community service;
 - b. A written warning or suspended fine; and
 - c. Sentencing the accused to perform a reasonable penitence task, such as door duty or community service.
- 213. The involved member of the House Committee must inform the student that the matter will be referred to the House Disciplinary Committee if the fine is not paid in time or the punishment is not accepted as reasonable by the guilty party.
- 214. The written fine must communicate the following information:
 - a. The student's name;
 - b. The student's room number;
 - c. The nature of the infringement;
 - d. The date the infringement was committed;

- e. The amount of the fine or the details of the penitence task;
 - f. The date the fine needs to be paid or the penitence task needs to be completed; and
 - g. The name, surname and signature of the involved House Committee member.
215. The House Committee member that sentenced the guilty party must record the details of the infringement in the appropriate e-mail to the Primaria and Resident Head as soon as possible.
216. If a fine is not paid in the allotted time [ten (10) University days], except where a different allotted time is allocated on the fine or where special arrangements have been made, the matter will be referred to the House Disciplinary Committee. It is the responsibility of the Secretary to refer the matter to the House Disciplinary Committee. If the fine is paid or the community service is completed in the allotted time, the matter will be regarded as closed and no further inquiries shall take place.
217. Record must be kept by the Secretary of the House Disciplinary Committee of all fines levied (including suspended fines).
218. The Secretary of the House Disciplinary Committee should, from time to time, compose a list of all members of the Residence with more than three (3) fines against their name. The list must be handed to the Chairperson of the Disciplinary Committee who must review the list and consider possible further disciplinary steps.

Review or referral to an investigation officer

219. At receipt of a report from the committee the Head: Student Discipline will review the matters as set out in the report.
220. In his/her capacity as reviewer of the disciplinary report the Head: Student Discipline can decide to:
- a. Further investigate the case, either by himself/herself or someone commissioned by him/her to do so;
 - b. Request a supplementary report from the House Disciplinary Committee;
 - c. Refer the case back to the House Disciplinary Committee to re-open the case for investigation or to call upon a new inquiry;
 - d. Reconsider a guilty verdict or sentence; and
 - e. Where necessary and still taking into account section as noted above, can dictate the procedures needed to be followed by the House Disciplinary

Committee with regards to a reinvestigation, retrial or reconsideration by the Committee. The Head Student Discipline can also:

- i. Ratify any outcome or sanction dealt by the House Disciplinary Committee; or
 - ii. Modify or annul any outcome or sanction dealt by the House Disciplinary Committee.
221. The Head: Student Discipline has to inform the House Disciplinary Committee of the result of his/her revised outcome. If the revised outcome concerns the rights of the individual, with the exception of the individual's right to appeal in terms of sections 224-225, the House Disciplinary Committee must provide the individual with a copy of the revised outcome as soon as possible.
222. If the Head: Student Discipline determines that the House Disciplinary Committee has operated out of line with its given authority in terms of sections above, the matter must be referred to an investigating officer considering possible action taken by the Central Disciplinary Committee.
223. The report as stated above, a copy of the revised outcome in terms of sections above as well as the result of any appeal in terms of sections of this Constitution must be kept record of in the office of the Director: Student Communities.

Right to appeal

224. A student who, after the procedure as set out in the above section has been completed, wants to appeal against an outcome or sanction, must within fourteen (14) normal days after the receipt of a copy of the result of the revision, give notice of appeal to the Head: Student Discipline (studentdiscipline@sun.ac.za)
225. The process to follow is set out in the Student Disciplinary Code section 20.16

Chapter 5: House rules

Subcommittees

226. Portfolio committees:

- a. For every portfolio that a member of the House Committee heads, she may appoint a subcommittee if it is required;
- b. The involved House Committee member serves as head of the subcommittee and must report to the Primaria as well as the Residence Head on a regular basis. The report must include discussion of the progress of the portfolio;
- c. The House Committee member still carries complete responsibility for the portfolio. If the subcommittee does not perform to the required standard, the

House Committee member will still be held responsible and accountable for the portfolio;

d. Election of committees:

- i. Committees are elected by the House Committee members according to their portfolios;
- ii. Committees are elected through application forms provided by the House Committee members;
- iii. All elections must be open to applications for at least a period of seventy-two (72) hours. This ensures enough time is allowed for application; and
- iv. The House Committee member can independently decide what the necessary requirements should be to qualify for the committee. The House Committee member makes use of her discretion to decide who gets elected.

- e. The duties of the committee are determined by the House Committee member serving as head of the specific committee; and
- f. Roompoints will not be awarded to committee members who fail to perform their specified duties.

227. General Provisions:

- a. The Primaria is *ipso facto* member of all committees and subcommittees and can, where she determines it as necessary, delegate this right to the Vice Primaria;

- b. If the Primaria is of the opinion that certain subcommittees are not performing their duties as required, she has the authority to delegate these duties to another subcommittee or member of the Residence; and
- c. Participation and cooperation is expected of all committee members for the duration of their year long term. If a member of a committee does not perform her duties as required, the Primaria as well as the House Committee member responsible for the committee has the authority to dismiss the member in question. The member in question's participation in other committees will be reevaluated and she could be dismissed or stay a member as the Primaria and House Committee sees fit.

Choice of rooms

- 228. The House Committee member responsible for the Room Allocations Portfolio handles room allocations.
- 229. The Primaria is responsible for allocating newcomers to roommates, in rooms and sections.
- 230. The Primaria can choose if she is to reside in the prim flat above the front porch of the Residence, in the flat in Garden Villa or in a single room of her choice:
 - a. If the Primaria chooses the flat above the foyer she may also decide who will take the second and third bedroom in the flat irrespective of that Lydianers room points; and
 - b. The Vice Primaria can select one of the remaining aforementioned rooms after the Primaria has selected a room.
- 231. Rooms are allocated based on the roompoints the resident has acquired during the year. The roompoint system must be updated and reviewed annually by the House Committee under the leadership of the responsible House Committee member and the Primaria.
- 232. The point allocation is based on a system that takes into account academic achievement, participation in the Residence as well as on campus, for sports and cultural participation and achievement as well as leadership positions.
- 233. If a single room becomes vacant during the year, the next eligible person on the list will have the option to move into the room.

Policy on religion

- 234. The House committee member responsible for the specific non-compulsory Residence functions, such as the House Dance, may choose to open the function with a moment of silence for people with different religions to give thanks.

235. House meetings may be opened with a moment of silence.

Times of silence

236. It is not allowed to play piano during quiet time.

237. The washing machines and tumble-driers are not to be used after 23:30 in the evening.

238. During exams and test times quiet times shall be kept at all times.

239. These times of silence shall be enforced inside each section by the residents.

Dining hall

240. Residents are permitted to enjoy breakfast in sleepwear and slippers.

241. Residents are only allowed to enjoy the coffee, tea and salad if they have booked for the specific meal.

242. No cutlery and/or crockery may be removed from the dining hall.

243. Individuals are not allowed to enter the kitchen area without permission.

General arrangements

244. No residents, with the exception of House Committee members, are permitted to use the intercom during duty times.

245. "Allcalls" must be limited.

246. If a resident wishes to hang her own curtains, she must deliver her room's curtains to the Residence Services Officer. Only curtains with a cream or white lining are permitted.

247. Walls, windowsills and ceilings are not allowed to be painted without the permission of the Primaria and Residence Head.

248. Nails are not allowed to be inserted into the walls.

249. Water and other fluids are not to be thrown out of windows.

250. Residents must evacuate their rooms at the end of each semester:

- a. The University, House Committee and Residence Head accepts no responsibility for any property that is left or stored in the Residence – the storerooms or elsewhere – during any of the four (4) official holiday periods of the year. Storerooms are used at own risk.

251. All items left in the storerooms in the Residence are done so at the risk of the relevant resident.
252. No pets are allowed in the residence. If the House Committee becomes aware of such an infringement, the resident shall be requested to get rid of said pet. If the resident does not comply, the House Committee shall have no other choice but to confiscate the pet. Only small fish are allowed in rooms, and only on condition that the resident's roommate agrees on keeping fish.
253. No individual who is not a resident is permitted to overnight at the Residence without the permission of the Primaria or relevant section House Committee member(s).
254. The oven, stove and microwave are not to be used unattended by visitors under any circumstances. After use, these appliances have to be cleaned.
255. Dishes are not to be left in the basin under any circumstances. Dishes that have been left in the basin for more than two (2) days will be removed.
256. The basins assigned for washing either laundry or dishes, as per section, may only be used for these activities. These basins are not to be used for personal hygiene.
257. Clothes are not allowed to be left in the washing machine or tumble-drier after use. If the next house member in line to use the washing machine or tumble- drier has to remove the clothes of another, she must put it in a bundle on the counter or, in the case where it has been tumble-dried, move it aside neatly. Washing machines are used at own risk.
258. Under no circumstances should another student's wet clothes be removed from the machines except if the machine has already finished its cycle.
259. Residents must rinse and wash the bath properly after use.
260. Residents have the right to make use of the braai facilities in the quad over weekends, including Fridays, if they booked it with the Primaria or Vice Primaria. However, use after the last noise time has ended is prohibited.
261. Tanning shirtless (or naked) in the quad is not allowed.
262. All bicycles must be stored in the bicycle rack. Bicycles are not allowed to be kept in the foyer, stairwells or hallways.
263. Scooters and motorbikes must be parked in front of the Residence in a neat line.
264. Residents are not allowed to leave their student cards at the front door or grant access to a stranger. Residents must meet their guests at the front door and personally escort them wherever they go. This arrangement is also applicable to male visitors during visiting hours. Residents who break this rule will be subject to a disciplinary case as well as a fine.

265. Male visitors are not allowed to make use of any other bathrooms than those in the foyer.
266. Previous residents who no longer reside in the Residence must remove all of their belongings from the premises. If belongings are not removed as required by this section, the House Committee retains the right to confiscate the items and remove and sell it.
267. Any notice that is placed on the glass doors must be of great importance and has to be preapproved by the Primaria.
268. Section meetings are compulsory and shall be held as decided by the House Committee. These meetings are important as announcements and decisions are made that affects the members of each section directly.
269. Male visitors are allowed to visit residents in their rooms only on Fridays between 19:00 and 23:15, and Saturdays and Sundays between 13:00 and 23:15 if they signed in. These are the only times male visitors are allowed in Residence rooms. No visitors will be allowed in rooms during functions.
270. No smoking is allowed anywhere inside the Residence building.

Alcohol policy

271. Lydia hereby accepts to allow alcohol on the Residence premises as of 27 February 2001. Lydia accepts to adhere to the following alcohol policy:
 - a. There is no limit placed on the type of alcohol that is allowed in rooms;
 - b. It is expected that alcohol shall be used responsibly;
 - c. Emphasis shall be placed on quiet times and noise – specifically with regards to alcohol use;
 - d. The sale of alcohol during Residence functions or from rooms is strictly prohibited;
 - e. The alcohol policy shall be discussed at the first House meeting of each year and voted in accordingly;
 - f. Any damage caused or vandalism that is alcoholically induced shall be treated as an external disciplinary case to be referred to Head: Student Discipline for a recommendation; and
 - g. The rights of residents are more important than the privilege of alcohol use. It is, however, expected of residents to be reasonable as well as to voice any disturbance suffered from the activities of another resident.
272. Rooms:

- a. Noise in rooms - induced by alcohol:
 - i. First transgression: Warning is issued by House Committee member and possible fine is discussed;
 - ii. Second transgression: An appropriate sanction will be communicated
 - iii. Third transgression: Internal disciplinary case;
- b. All fines shall be charged to the room where the transgression took place; and
- c. The use of alcohol must be the cause of the noise or disturbance to be deemed to be a transgression. This implies that students must to be caught red handed.

273. Hallways and balconies:

- a. No alcohol is allowed in the hallways or on the balconies, except with permission from the Residence Head; and
- b. No alcohol-related sectional functions are allowed in the hallway without permission of the Residence Head.

274. Quad and living room:

- a. All functions in the coffee room, LydiARGA (only for studying, unless used together with the dining hall), quad or archive may only be held during weekends on Friday and Saturday evenings – unless other arrangements are preapproved by the House Committee and/or Residence Head;
- b. Use of the above mentioned facilities are only for special occasions and has to be arranged with the Primaria. Alcohol is only allowed in the coffee room in the case of special occasions with the permission of the Residence Head;
- c. Events are subject to visitors' hours and must end by 23:15; and
- d. No events shall be held during exams, test weeks or in the two (2) weeks leading up to either of these.

275. Internal activities:

- a. Only Lydianers are allowed to attend these; and
- b. Functions are only to be held on Fridays and Saturdays. All functions must end at 22:00 – unless otherwise approved by the Head of Residence.

276. Private Lydia activities where visitors are involved:

- a. These activities are only allowed in exceptional circumstances;

- b. Groups smaller than ten (10) people are allowed to ask the Primaria for permission up and until the morning of the day of the event. They have to inform the House Committee member on duty of the event; and
- c. Groups larger than ten (10), (maximum of 15), have to inform the Primaria of their intentions a week before the event. The House Committee will approve or refuse the event using their discretion.

277. Violations:

- a. In the case of an infringement during any functions mentioned in sections 274-276, all Lydianers who were involved in the function shall be subject to the imposed punishment;
- b. First violation: Warning; and
- c. Second violation: Privilege to attend or organize functions will be retracted. The function will immediately end.

278. Functions and events:

- a. Committees are only allowed to provide alcohol in line with SU policy;
- b. Alcohol quota per person shall be in line with SU alcohol policy;
- c. No hard liquor according to SU policy shall be served at functions and no alcohol shall be sold by the Residence;
- d. Alcohol may be enjoyed in the Residence rooms, but no alcohol shall be brought down from the rooms to a function. No alcohol shall be brought onto the premises by visitors;
- e. Violation:
 - i. First infringement: Warning and removal of alcohol; and
 - ii. Second infringement: Fine will be levied and visitor shall be asked to leave the premises.

279. Visitors in general:

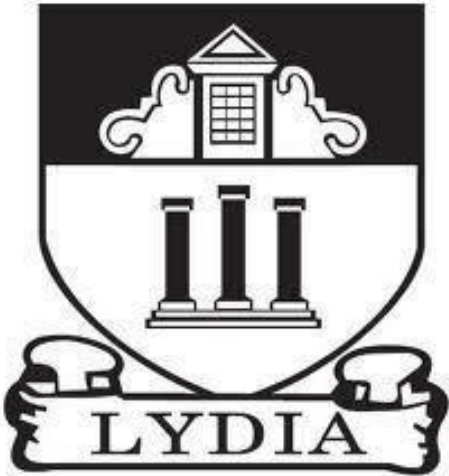
- a. No alcohol shall be brought onto the premises by visitors; and
- b. Use of alcohol during visiting hours (as for during other times) is limited to Residence rooms and preapproved areas. No alcohol is allowed on the balconies or in the hallways, except with permission from the Residence Head.

280. Fines:

In the above mentioned case, the door monitor must call the House Committee member who is on duty at the time. Any incidents of infringements due to alcohol abuse will be reported to Head: Student Discipline.

Schedule 1: Residence emblem

The official emblem of the Residence is only available in line art. No adjustments may be made to this emblem. The proportions as printed here (7:6,29) must be respected at all times. Electronic versions of this emblem is available from the Secretary.



Schedule 2: Residence logo and slogan

The logo is used for less formal opportunities and publications. No adjustments may be made to the logo. The proportions as printed here (5:5) must be respected at all times. Electronic versions of this logo is available from the Secretary. The frangipani flower has been accepted as the official flower of the Residence relating to the tree in the quad.



Schedule 3: House Song

The virtues that are contained in the House Song, are executed in practice.

Nasi isazulu se-Oak Town yethu endala
Apho kukho ulwazi nobuhlobo
Nantsi iNdlu esekelwe kubulumko nothando
YiLydia edala ukuzingca kuthi.

And if the other ask of thee
What may the difference in us be,
It's Lydia, it's Lydia
Where virtue's required

En sou die ander vra dan
Wat is dit wat jul anders maak
Dis Lydia, dis Lydia wat edelheid vra

Schedule 4: Traditions

Newcomers' traditions and practices

1. Events:
 - a. The main goal of these traditions are to create a feeling of unity within the newcomer group;
 - b. Certain traditions cultivates reverence for the uniqueness of the Residence as well as respect for each other;
 - c. No tradition is intended to infringe on the human rights of an individual. Participation is completely voluntary; and
 - d. All events and traditions shall be introduced and executed by the House Committee and only the House Committee.
2. Frog playmate:
 - a. Tradition: During the welcoming week the newcomers create and take care of a toy frog. It is only carried out while the House Committee and the newcomers are alone in the coffee room. Each newcomer will then have the opportunity to explain why her frog is designed the way it is by referencing her own personal development;
 - b. Purpose: To give each newcomer the opportunity to reflect on who they were before the Welcoming Programme and on their growth during the week;
 - c. Value added: It lessens the sense of unfamiliarity between the individuals in the group; and
 - d. Process: The newcomers will construct a frog using paper, fabric and anything else that they find appropriate. They keep the frog with them while they congregate with the House Committee in the coffee room.
3. Welcoming greeting:
 - a. Tradition: Every newcomer group composes a song that is unique to their group;
 - b. Purpose: It serves to bind the year group as a unit as well as encouraging participation and creativity;
 - c. Value added: It binds the newcomers as a unit. It is a generally an enjoyable activity; and

- d. Process: The group works together to compose a song. They sing their song during the Welcoming Programme during meetings with other residences, for example.
4. Lydia wave:
- a. Tradition: This sign is used during the Welcoming Programme;
 - b. Purpose: It instils a sense of pride in the newcomers for being a Lydianer and resident of the only Residence who utilizes this wave;
 - c. Value added: It helps the newcomers bond and makes them feel special; and
 - d. Process: During their introduction to the House Committee, a member of the House Committee will teach them the Lydia Wave.
5. Newcomers' culture evening with Majuba Men's Residence:
- a. Tradition: a culture evening with the men from Majuba where newcomers from Majuba and Lydia can perform and share their talents;
 - b. Purpose: an interaction between the newcomers of Lydia and Majuba where they can get to know each other and have the confidence to perform in a group;
 - c. Value added: The event encourages a sense of friendship, care and comfort between the Lydia newcomers and a men's residence in our Cluster; and
 - d. Process: The cultural evening can take place at Majuba or Lydia, depending on the particular Welcoming Coordinators' decision. Newcomers will be asked who is willing to act at the cultural evening and so they will perform on the night. For a little spirit-building, there is often a House Committee member who will also perform an item on the evening.
6. House Committee members mimic:
- a. Tradition: One morning when the Welcoming Programme has come to an end, the newcomers mimic the behaviour and trademark characteristics of the individual House Committee members;
 - b. Purpose: To have an enjoyable time with the newcomers where they have the opportunity to display their potential to the House Committee as well as each other;
 - c. Value: To further enhance and depict the feeling of equality and unity between the newcomers and the House Committee. It also serves as a humorous social between the House Committee and the newcomers;

- d. Process: During the Welcoming Programme all of the newcomers and House Committee members will congregate. Each section will have the opportunity to mimic the trademark characteristics of the eleven (11) members of the House Committee as they experienced it during the first week.