



STELLENBOSCH UNIVERSITY

Nerina Residence

Constitution

2021 Reviewed

This is the revised version of the 2018 Constitution

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CHAPTER 1: FUNDAMENTAL PROVISIONS

1. Definitions

In this constitution unless it is stated otherwise:

University

Stellenbosch University

House

Nerina Residence of Stellenbosch University

A Nerina

To be seen as a resident of Nerina Residence a person must:

- (a) be a registered full-time student at the University
- (b) be registered as a resident of Nerina Residence (student housing)
- (c) currently be living in Nerina Residence

House Meeting

A formal meeting where all the residents are instructed to be present.

Nerina Community Council

A democratically elected student body that is responsible for the management of the residence as determined by the University.

Leadership circle

The part of the NCC that together, as a team, must ensure that the house is managed in such a way that it is in line with the vision and values of the University and the house. They focus on the execution of the vision through certain portfolios and external involvement on campus and critical discussions with house members.

Newcomer

A newcomer is a registered student in their first year of residence at Nerina. A newcomer may

be in their first year of study at the university or may be in a later year of study but new to the residence itself.

Section

A section refers to one of the thirteen sub sections of the house in which a Nerina lives.

Senior

A senior is a resident of Nerina who is not in their first year of study at the university nor in their first year of residence in Nerina Residence.

Student regulations

The official set of regulations regarding registered students which is approved by the University and published in Part 1 of the Yearbook of the University of Stellenbosch.

University day

A University Day is any weekday during the University year. Weekends, public holidays and any other holiday confirmed by the University, will not be seen as university days.

University year

A University year begins from the first day on which classes start in the calendar year and ends on the last day of the second opportunity exams of the second semester. This period includes all holidays, recesses, weekends and public holidays.

2. Authority of the Constitution

1. All actions, behaviours, decisions, elections, motions, rules, regulations and provisions in Nerina Residence are subject to this document and are invalid insofar that they are in conflict with this constitution. All assignments, requirements, responsibilities, rules and regulations in this Constitution must be met by those living or working in Nerina.

2. This Constitution

- a. Is under the authority of the Student Regulations of the University of Stellenbosch, the Student Union Constitution and the Constitution of the Republic of South Africa of 1996 and all other law determined by the government of the country.
- b. Although Nerina is autonomous, it remains a subdivision of the University and it is therefore not regarded as a legal person by this Constitution.
- c. This Constitution terminates and replaces any previous constitutions, rules and regulations that were applicable to Nerina.
- d. A new Constitution must be voted in by 66% of the residents.
- e. All Annexures can be voted in by the NCC with a 2/3rds majority vote

3. Symbols

1. Only the symbols in this section serve as the official symbols and/or badges of the residence. Nerina and subsequently the University keeps copyrights of this symbols and no unauthorised use will be tolerated.
2. Permission for deviation from the approved format of official symbols and/or badges must be given by the NCC and Resident Head.
3. The name of this house was given by the board of the University of Stellenbosch in 1968 as Nerina.
4. The House song in Addendum E is the official song of this residence and it can be used at any residence function or activity.
5. Nerina associates with the colour navy blue to ensure continuity as far as possible.
6. Nerina's official badge is the Nerina Crest as can be seen in Addendum F
7. The Nerina bicycle is the official Nerina symbol.
8. The official navy and white-hemmed Nerina house shirt and can be seen in schedule addendum E, will be received by every new Nerina resident at the start of their residence in

Nerina from 2021 onwards, and will also be available for purchase. This is however subject to change depending on the discretion of NCC structure of the year.

CHAPTER 2: BILL OF RIGHTS FOR NERINAS

4. Application

1. The rights in this Bill of Rights bind all Nerinas to the house and the University, and it is the responsibility of all Nerinas to respect, protect and promote these rights.
2. The student bodies in Chapter 3 of this Constitution must ensure that reasonable steps are taken to protect and promote these rights including, where necessary, connection with University officials.

5. Equality

1. All people in Nerina shall be regarded and treated as equals, and each provision in this constitution must be applied to ensure that this equality is respected.
2. No student in Nerina may be subjected to unfair discrimination that would result in inequality.
3. Nerina recognises that equity is crucial to the achievement of equality and will apply this concept in circumstances where it has been deemed appropriate to do so by the NCC.
4. Nerina supports gender equality. As such, Nerina adopts a zero-tolerance approach to gender-based violence and discrimination and must act accordingly to ensure that this approach is protected in Nerina and that victims of gender-based violence or discrimination are given appropriate protection and support from residence support bodies.
5. Nerina supports equality of sexual orientation. As such, no one may be unfairly discriminated against on the basis of their sexual orientation, and Nerina regulations will be determined in accordance with this equality.
6. The above provisions must be promoted in accordance with the provisions of equality in the Constitution of the Republic of South Africa, 1996.

6. Human dignity

1. Every student has inherent human dignity and the right that their human dignity must be respected and protected in accordance with the Constitution of the Republic of South Africa, 1996.

7. Freedom of religion, beliefs and opinion

1. Every student has the right to freedom of religion, beliefs and opinion.

2. These religions, beliefs and opinions must be expressed with respect by those who hold them and must be treated with respect by those who do not hold them.

3. However, no expressed religion, belief or opinion may be tolerated that violates the rights to equality, human dignity or Nerina values (see below) enshrined in this constitution.

8. Nerina's values

1. Nerina's core values are Ubuntu, Respect, Integrity and Potential Development.

CHAPTER 3: THE EXECUTIVE AUTHORITY OF THE RESIDENCE

9. The Resident Head

1. The Resident Head is responsible towards the student dean for the overall management of the residence.
2. The Resident Head serves as the connection between the University, especially the Centrum for Student communities, and the NCC. In this capacity, they apply the university's rules and regulations where and when necessary.
3. All residence leadership structures are under the authority of the Resident Head. Authority rests on them to decide how the residence's traditions reconcile with the University.
4. At NCC meetings and all decision-making processes they take an advisory role. To facilitate these processes, they attend NCC meetings and House meetings.
5. The Resident Head is the holder of the residence's Liquor licence and they have discretion over the approval of functions and the administration of the licence.
6. The Resident Head has the authority to accept or refuse any function at Nerina. In the case of a refusal, the NCC has the capacity to enquire reasons for the refusal.
7. Non-compliance with the Resident Head's instructions leaves Nerina's subject to disciplinary action from the University's disciplinary systems.

10. Executive leader

1. The Executive leader serves as the strategic and visionary leader of the residence to ensure that the functioning of the residence is in line with the University and the residence's vision and values.
2. The Executive leader is responsible for all student affairs in Nerina and serves as the co-ordinating link between the house and the Resident Head.
3. The Executive leader (including the rest of the NCC) is a University official, in service to both the Residence and the University.
4. The Executive leader is an ex officio part of:
 - a. the NCC
 - b. the Disciplinary committee
 - c. the Prim committee
5. The Executive leader is head of the NCC and –
 - a. Coordinates the work of the NCC's leadership circle and house management in accordance with the resident head
 - b. Is responsible for the awarding and execution of portfolios in accordance with the vice executive leaders
 - c. Handles the delegation of tasks as well as the overall management of the NCC, but
 - d. They may only make strategic decisions after consolidation with the NCC
 - e. And in exceptional circumstances she may make urgent decisions after consolidation with the vice executive leaders
 - f. Is responsible for the daily management of the residence and the overseeing of operational functioning in accordance with the vice executive leader of the house management circle
 - g. They are responsible for holding the NCC accountable to any disciplinary recommendations/action given by the disciplinary committee,
 - h. Takes responsibility for the residence's finances along with the NCC member

responsible for finance and Resident Head

- i. Therefore, they can approve a spending amount that is in accordance with the maximum amounts specified in Residence Financial Practices.

6. The Executive leader is either the Chair or Vice-Chair of the Disciplinary Committee.

7. The Executive leader serves as a representative of the house on the Prim Committee and where they are not able to attend, they must appoint a representative with a proxy.

8. The Executive leader is also responsible for:

- a. the representation of Nerina's interests at all University structures and forums;
and
- b. to execute the University's policies in Nerina; and
- c. to regulate the residence's daily management

9. A member of the house is appointed as Executive leader according to the election procedures stipulated in this constitution.

11. Vice Executive leaders

1. The vice executive leaders play a supporting role with the Executive leader to lead the residence and to ensure that the functioning of the residence is in accordance with the University's vision and values.

2. The vice executive leaders serve as leader and coordinator of each of their circles, namely; the house management circle or the leadership, whichever one they are responsible for.

3. The vice executive leaders (as with the rest of the NCC) are University officials and are employed to the service of the residence and the University.

4. The vice executive leaders are ex officio members of:

- a. The NCC;
- b. One of which is responsible for:
 - i. The disciplinary committee
 - ii. The voting convener or on the Election Committee
 - iii. Security and risk management

5. A vice executive leader is responsible for:

- a. Representing Nerina's interest at University structures and forums
- b. To execute University policy within Nerina
- c. To manage the residence's daily functioning
- d. To oversee their representative circle's portfolios and the delegation of duties
- e. To execute duties assigned to them at the start of their term by the Executive leader and the Resident head

6. A member of the house is appointed as vice executive leader according to the election procedures stipulated in this constitution.

12. Nerina Community Council (NCC)

1. Nerina's Community Council is elected for a term of 1 year. This election is regulated by the Election procedures in this constitution.
2. The NCC consists of 12 members, including the Executive and two vice executive leaders.
3. All members of the NCC are University officials and responsible for the execution of all policies implemented by the University.
4. The NCC will meet at least once a week during the academic term until the start of the exam. All members must attend the meetings.
5. Excuses for the absence of meetings must be given to the Executive leader 24 hours before the meeting for consideration.
6. The NCC is responsible for:
 - a. The determination of the strategic direction of the residence; and
 - b. To execute the vision and values of the residence and University
 - c. Keeping up to date with the various avenues available on campus and the surrounding areas that deal with and treat an individual's wellbeing and together with the mentors, ensuring that this information is readily and easily available to the house. This includes, but is not limited to institutions that deal with and treat cases of gender-based violence;
 - d. To handle the administration of the residence; and
 - e. To ensure good discipline in the interest of the residence according to disciplinary procedures with the acknowledgement that this includes taking accountability for their own misconduct; and
 - f. To enhance unity and residence participation in activities and traditions recognized and allowed for by the University of Stellenbosch whilst discouraging residents' participation in activities that are against Nerina values and that perpetuate traditions that are controversial in nature; and

- g. To complete all tasks necessary for the effective functioning of the residence
- h. To execute all fair tasks and requests from the house, as well as actively working to build relationships with all Nerinas in order to investigate the reason behind the minority's vote during elections on certain house matters to ensure that Nerina strives to be more inclusive towards people of colour, queer, differently abled individuals and other minority groups in our house; and
- i. To facilitate workshops during NCC meetings or among fellow Nerinas on topics such as intersectional feminism and rape-culture if they should find that the Universities coverage of such topics are insufficient.
- j. To administer house meetings
- k. To use house meetings or house forum to provide for other opportunities for the house to convene, to facilitate conversations that pertain to the wellbeing of the residents of Nerina as well as the wellbeing of the environment that Nerina creates for its residents, based on the Nerina values;
- l. To critically evaluate behaviour and actions that could potentially be complicit in perpetuating rape culture or any other unjust behaviour.
- m. To accept joint responsibility for Nerina's building and surrounding area
- n. To protect Nerina's legacy and history; and
- o. To comply with all requirements and terms of this constitution.

13. Withdrawal of the Executive leader, vice Executive leader or NCC member.

1. If the Executive leader had to step down for *inter alia* the following reasons:

- a. Unable to fulfil their duties due to incapacity or illness.
- b. Expulsion or suspension due to misconduct
- c. Not meeting the minimum HEMIS requirements; or
- d. Voluntarily but with a justifiable reason (e.g. discontinuation)

1.1 Then the candidate with the second highest votes during the Executive leader election shall become the new Executive leader. However, if there was only one candidate during elections or the second candidate is not willing to fulfil the position then there must new caucus and re-election and vote. Any current or former NCC member can stand for election. If an election is impossible then the NCC along with the Resident Head must vote for a new Executive leader, up to the discretion of the current exec and NCC but proper protocol must be followed

2. If one of the vice Executive leaders had to step down for *inter alia* the following reasons:

- a. Unable to fulfil her duties due to incapacity or illness;
- b. Expulsion or suspension due to misconduct;
- c. Not meeting the minimum HEMIS requirements; or
- d. Voluntarily but with a justifiable reason

2.1 Then the candidate with the third highest votes during the vice Executive leader election shall become the new vice Executive leader. However, if there is no other candidate or no other candidate willing to fulfil the position then there must be a revote. Any current or former NCC member can stand to for election. If an election is impossible then the NCC along with the Resident Head must vote for a new vice Executive leader.

3. If an NCC had to step down for *inter alia* the following reasons:

- a. Unable to fulfil her duties due to incapacity or illness;
- b. Expulsion or suspension due to misconduct;
- c. Not meeting the minimum HEMIS requirements; or
- d. Voluntarily but with a justified reason.

3.1 Then the candidate ranked the 10th highest will then replace the former member. If the 10th member is unable or unwilling, then the candidate with the 11th highest votes will replace the former member.

14. Mentors

1. Election procedures:

- a. Mentors are appointed the preceding year by the Resident Head and head mentor in accordance with the Director of Student affairs and no NCC members may be appointed as a mentor.
- b. A selection panel must be created consisting of the new Head Mentor, Outgoing Head Mentor, one Executive member, an outgoing mentor and a non-Nerina that is affiliated with Stellenbosch University.
- c. A mentor should preferably be an undergraduate student.
- d. The mentors are appointed on the grounds of academic achievements, leadership abilities, the ability to work with people and abidance to the house rules and values. Therefore, a mentor applicant will be subjected to HEMIS check before appointment.
- e. Additionally, any person who wants to stand for mentor will be subject to an eligibility evaluation conducted by the residence head, the head mentor and the executive leader of the house.
- f. Each mentor must sign a form that they accept their duties as a mentor.
- g. Mentors are responsible to the resident head and head mentor for the execution of their duties.
- h. Mentors will be responsible for the wellbeing of their group of first year students.
- i. The aim of the mentors is to see to the social adaptation of first year students at the University. Further, the mentors have an important role to play during the welcoming period.

2. The primary function of the mentors is to:

- a. Give information through to the first years during welcoming week; and
- b. To serve as a communication channel between the first years and the NCC or University
- c. To observe any problems with the welcoming programme and to address these situations and to follow up on how the concerns they have raised are dealt with; and
- d. To give advice to the first years regarding their social and academic adaption in Nerina and at the University;

- e. To show the first years to relevant institutions where they need specific help;
- f. Keeping up to date with the various avenues available on campus and the surrounding areas that deal with and treat an individual's wellbeing and, together with the NCC, ensuring that this information is readily and easily available to the house. This includes, but is not limited to institutions that deal with and treat cases of gender-based violence; mental health issues and abuse
- g. To be present at activities organised under the direction of the NCC for the facilitation of conversations meant to improve or maintain the wellbeing of the residents of Nerina.

15. Management positions

*This section will be dealt with in more depth in addendum

1. Managers are independent individuals from the house who nominate themselves and make themselves legible to take leadership and control of a specific project in the house during the University year.
2. Managers are chosen during the fourth term for the upcoming year.
3. Managers may only plan activities and events that are recognised and allowed for by the University of Stellenbosch and that are aligned with Nerina's house values.
4. They are responsible towards a specific NCC member.
5. They must sign a commitment form after being chosen as a project manager to acknowledge their duties and responsibilities.
6. Section representatives are independent individuals from the house who nominate themselves and make themselves legible to take leadership of a specific section in Nerina for the University year.

Chapter 4: ELECTION PROCEDURES

The following elections take place annually:

- a. Executive leader
- b. Vice executive leaders
- c. NCC
- d. Newcomers Committee

All elections must be free, transparent and fair.

General election procedures:

Election procedures are regulated by the vice executive leader who serves as the election convenor.

Quorum of two thirds (66%) of all house members must participate in the election for the election to be valid. In exceptional circumstances a quorum of 75% is needed, these circumstances include the elections of:

- a. The executive leader

16. Voting committee

1. To ensure a fair election process, elections are convened by an independent election committee.

2. The committee consists of:

- a. The Election convenor;
- b. Two NCC members; and
- c. Minimum of two and a maximum of four senior house members

3. The election committee, excluding the election convenor, are chosen by the convenor and the executive leader.
4. If a member of the election committee partakes in the election, she may not form part of the election committee for that election.
5. Members of the election committee may not nominate candidates for an election.
6. The election committee is responsible for:
 - a. the administration of the election and nomination process; and
 - b. to always act according to this constitution or any annexures voted in by the NCC in certain circumstances; and
 - c. to inform the house about all aspects of the election process;
 - d. to ensure that all candidates are treated equal and fair;
 - e. to count the votes and to announce the results as soon as possible;
 - f. to always stay impartial and fair.
7. The election committee has the authority to enforce order during an election and to make rulings on:
 - a. The legitimacy of ballots;
 - b. improper voting mechanisms;
 - c. to enforce re-election; and
 - d. to decide on specific dates for an election in accordance with the NCC.

17. Nominations

1. Nomination forms must be made available to candidates at least two weeks before the election.
2. If there are not enough applications within the fixed period, the nomination process can be extended for a period determined by the election committee.
3. Nomination forms must be made visible to the house 48 hours before the election and it must contain the following information:
 - a. The name and student number of the nominee;
 - b. The name and student number of the mover;
 - c. The signature of the nominee;
 - d. The signature of the mover;
 - e. The name and signatures of:
 - i. Two seconders for a NCC nomination
 - ii. Four seconders for an Executive leader nomination
 - f. The position or positions that the nominee is standing for; and
 - g. A shortened CV and policy statement of the candidate.
4. Only house members with voting rights may propose or second a candidate.
5. All nominated candidates' signed nomination form confirms that they:
 - a. are willing to accept the nomination, and;
 - b. if they are chosen for the position for which they have stood, they will do all their duties whole heartedly and understands their role and responsibilities.

18. Eligibility

1. Any house member of Nerina that wants to make themselves eligible for a position in Nerina must meet the following requirements:

- a. They must be a member of the house; and
- b. They must meet the University's requirements for re-admission to the residence (HEMIS- requirements).

2. Any house member of Nerina that wants to make themselves eligible for the position of NCC must meet the following requirements:

- a. they must be a member of the house; and
- b. they must have at least lived in Nerina for at least three (3) semesters;
- c. They must meet the University's requirements for re-admission to the residence (HEMIS- requirements);
- d. A member can only stand for a maximum of 2 terms on the NCC
- e. the eligibility of any Nerina and the above-mentioned requirements are subject to the discretion of the resident head; executive leader and election convenor in consultation with each other.

3. If all the requirements are met and the candidate hands in a valid nomination form, they will be eligible for the election.

19. Caucuses

1. A caucus is held to introduce a candidate and their policy to the house to enable the house to make an informed and transparent decision in a democratic election.
2. All candidates participating in the caucus must be treated equally and fairly.
3. The caucus is organised by the election convenor.
4. The caucus is facilitated by an objective and independent facilitator and who is not a Nerina alumnus or has stayed in Nerina within the last four years or apart of the NCC.
5. Candidates are given the opportunity to give their policy declarations and all candidates get an equal opportunity to respond to a set of questions that are given to them.
6. Questions may be set before the caucus and questions are allowed from the house during the caucus.
7. All candidates must receive an equal amount of time to respond to questions that are raised from the house.
8. Unfair questions may be called out of order by the facilitator or the election convenor in consultation with the NCC.
9. The election convenor must give notice of the election's time and date at least two weeks before the election takes place.

20. Voting

1. After the caucus (if applicable) voting will take place at an appointed time as determined by the election convenor in consultation with the NCC.
2. Voting will commence as soon as possible after the caucus.
3. All house members are eligible and may vote in an election.
4. All legible members' votes count one in a general election.
5. The election committee must keep a record of which house members voted in the election and which did not.
6. Each person must vote for themselves, and no one is able to vote on behalf of another person without their permission and a valid reason approved by the election convenor.
7. Voting can either take place electronically or by hand.
8. If voting takes place electronically, the election committee must go over the results to ensure that the results agree with the results of the website used for the voting.
9. If ballots are used, the votes must be counted as soon as possible behind locked doors. The ballots must be kept in a safe place until a period for complaints have lapsed (48 hours). Before the results are announced at least three of the election committee members must double check the results.
10. At least one of the election committee members must be present during the checking of the results to serve as witness.
11. For the election to be valid -
 - a. there must be compliance with the quorum requirements and the voting ballot must stay open for at least one (1) hour after the caucus; but

- b. if an election does not receive quorum after one (1) hour, the house must be informed. In that case the ballot must stay open for at least another hour or up until quorum for that specific position is reached. If there is still non-compliance two (2) hours, the election committee and the residence head will decide on further procedures.

22. Election of the executive and vice executive leaders

1. The election of the executive and vice executive leaders takes place according to the general election procedures in this constitution except where exceptions apply.
2. The election of the executive and vice executive leaders takes place in two separate elections.
3. Written nominations for the office of executive leader, signed by the candidate, a mover and four seconders with a recent photo and a shortened policy must be given to the election convenor on the day that is decided upon by the election convenor.
4. Only students who have already served on the NCC are eligible for the positions of executive and vice executive leader.
5. If there are not enough nominations for this position, the nominations will be opened to persons that has served on the mentor teams (senior, wellness & academic) and any project manager positions.
6. If there are still not enough nominations, the election will proceed according to the election procedures of any position in the house. See section 20.
7. Every nominated candidate must sign a declaration by the resident head with the effect:
 - a. That they are willing to accept the nomination;
 - b. That, if they are elected, they understand their role and responsibilities and will strive to look after the interest of the house in accordance with the constitutional and household provision;
 - c. That they will uphold the University's rules in the residence;
 - d. And that they will accept their duties as determined by the Board and in accordance with provisions imposed by the Board.
8. The vice executive leaders are elected after the election of the executive leader.

9. Two vice executive leaders are elected annually on one evening, but with two separate elections.
10. There will be two separate ballot sheets for the two the separate vice-executive leader portfolio.
11. The vice executive leader's nominations must comply with the requirements of the executive leader.
12. All requirements including the approval of the nomination of the executive apply to the election of the vice executive leaders.
13. The nominees must sign the same declaration as the executive leader at the resident head.
14. All candidates on the election list appear on the ballot. Each house member will have the opportunity to vote for one candidate as the executive leader and two candidates for the vice executive leaders of their choice.
15. When a candidate receives a majority vote of (50%+1) they are elected.
16. If no candidate receives a majority (50%+1) of the votes, an in-between election will be called. For this election the candidate with the fewest votes will be eliminated. This process is repeated until one candidate receives a majority of the votes or is the only candidate remaining.
17. Candidates with the highest number of votes has to have a difference of more than 1 vote.
18. If only there is only one nomination for a position of executive leader the house will vote YES or NO. If a candidate receives more YES votes than No, she will be appointed.
19. An executive leader candidate that is unsuccessful attains the right to stand for the position of vice executive leader or NCC. A vice executive leader that is unsuccessful attains the right to stand for NCC.
20. The executive leader and vice executive leaders are automatically part of the NCC.

23. Election of the Head Mentor and Treasurer

1. The election of the Head Mentor and Treasurer takes place according to election procedures stipulated in this constitution except where exceptions apply.
2. They will be elected separately from the NCC but will automatically form part of the NCC.
3. There will be two separate ballot sheets for the position of Head Mentor and Treasurer.

24. Election of the NCC

1. The election of the NCC takes place according to election procedures stipulated in this constitution except where exceptions apply.
2. All legible candidates on the election list will appear on the ballot.
3. There will be a general election where 7 candidates will be voted for. The elected 7 will serve as the NCC.
4. Positions are filled by the number of votes received until the positions are filled. The person that does not make the top 7 candidates with the highest number of votes has to have a difference of more than 1 vote between them and the top 7 candidates.
5. If the number of nominations is equal to or less than the number of positions the election of the NCC must -
 - a. Be reopened for nominations for two (2) days by the election convenor; and
 - b. Nominations will be extended to first year Nerina residents
 - c. This process will continue until there are enough candidates standing

25. Announcement

1. The results of the elections must be announced within 24–48 hour period after the ballot has been closed. The election committee dissolves after the NCC has been announced and the newly elected vice executive leader becomes the new election convenor.
2. The participation rate may be made available after the election on request.

26. Objections and withdrawals

1. Any objections to the procedures of the election or the validity of the results will be heard by a special sitting of the disciplinary committee and the resident head within 48 hours of the announcement.
2. Candidates maintain the right to withdraw their candidacy up until the announcement. If a candidate wants to withdraw after the announcement she will have to resign. In this circumstance a new position is opened.
3. If a candidate withdraws after the voting has taken place, the votes for that candidate will not be counted. After the candidate has informed the election convenor of her withdrawal her decision cannot be changed.

27. Exceptional circumstances

1. According to this Constitution an exceptional circumstance is defined as a circumstance where the normal form of voting cannot occur, and thus certain alternations must be made. This clause was made considering the Covid-19 pandemic of 2020.

Example:

- a. Online voting and virtual caucuses must occur due to lockdown restrictions which has resulted in not every resident being able to be present in the residence at the same time.

2. In these circumstances there may be adjustments to the normal voting procedure. These adjustments are to the discretion of the election committee with approval of the Resident Head and Executive committee.

List of examples (please note this list is not exhaustive):

- a. Quorum can be adjusted
- b. Voting style can be adjusted
- c. Caucus style amended
- d. Extend voting time
- e. Announcement may be extended

Chapter 5: DISCIPLINARY PROCEDURES

The disciplinary procedures are not aimed at punishment, but rather to strive to recover the relationship between the house member and the accused. For this reason, all disciplinary actions are taken in accordance with the spirit and scope of Nerina's values.

The responsibility of the general management of the house rests on the appointed NCC member of discipline. She, as supported by the rest of the NCC, is responsible to see to it that the discipline in the house is according to, and in accordance with, the University's rules and the values of the house. To ensure that this role is met with responsibility and accountability, a Disciplinary committee is appointed.

It must be noted that there are two types of disciplinary procedures namely a disciplinary discussion and a disciplinary hearing. Disciplinary discussions is an informal disciplinary setting and the convening of a disciplinary discussion does not appear on the accused transcript. Disciplinary discussions are for minor offences. It is at the discretion of the disciplinary committee and the Resident Head if an offence should go to a disciplinary discussion or disciplinary hearing

28. Jurisdiction of the Disciplinary committee

1. The disciplinary committee may only act against a resident of Nerina Residence in the case where her actions conflict with the values and rules of the residence.
2. In cases where jurisdiction is questioned, the chairperson must approach the Resident head to establish whether the case can proceed or if it must be referred to another body.
3. The disciplinary committee must refer a case to the Central Disciplinary Committee (CDC) if it is:
 - a. an act or omission that can be an infringement on the University's prohibition of initiation or a deviation of the approved welcoming program;
 - b. an infringement that is too serious according to the resident head;
 - c. any conduct of vandalism, property damage or the misuse of property that is against the Occupational health and safety act, for example, the unauthorized

use of fire windows and fire alarms and the wrongful use of fire hoses and extinguishers, arson or any other related activity, or vandalism against University property;

- d. any conduct with a criminal nature under the criminal law of the country,
 - e. vandalism or property damage that exceed the values as determined by Student affairs.
4. The disciplinary committee maintain the right to refuse to decide upon any case and they can refer it to the Department of Student discipline for a verdict.
 5. The Resident Head can refer a case to Internal Cluster Disciplinary Committee (ICDC) or CDC without going to the disciplinary committee first.
 6. The disciplinary committees' term ends with the calendar year.

29. Status and compilation of the Disciplinary committee

1. The disciplinary committee is an independent body that can act on its own accord however still act in line with Nerina values and rules.
2. The following persons are part of the disciplinary committee:
 - a. The executive leader or vice-executive leader as the chairperson
 - b. The NCC responsible for discipline or executive leader as vice chairperson
 - c. Any other NCC member (chosen by the NCC in charge of discipline in consultation with the executive committee)
 - d. 3 other house members (chosen by the NCC in charge of discipline in consultation with the executive committee)
 - e. The resident head as a non-voting member
 - f. The secretary as a non-voting member
3. The committee is compiled by the chairperson and the NCC responsible for discipline. They appoint the four other members on the grounds of their own discretion.
4. The minimum sitting of the disciplinary committee should be:
 - a. the chairperson (or vice chairperson); and
 - b. the secretary (or someone nominated by her); and
 - c. any other two members
5. If quorum cannot be reached within 10 days, the remaining members can appoint acting members in accordance with the resident head.
6. If a conflict of interest arises, the chairperson, or any other member, has the right to be asked to be withdrawn from the case. If the chairperson withdraws, the vice chairperson will act as chairperson in the case. Committee members may withdraw from a case if they have conflicting interests or moral concerns.

7. If a member of the committee has a case against her, she must withdraw until the case has been decided.

30. Procedures

Before the disciplinary hearing

1. The NCC or any member of the house may lay a complaint at the Disciplinary committee via emailing the chairperson or vice chairperson with their complaint
2. A house member that wants a complaint to be investigated by the disciplinary committee must give/send via email a written complaint to the chairperson or vice chairperson.
3. If the complainant is not prepared to appear before the committee, she must sign a declaration before the complaint will be investigated further.
4. Before the chairperson can decide if the case will appear before the disciplinary committee, she must in accordance with the Resident Head and disciplinary committee to be sure that it falls within the jurisdiction of the committee. The chairperson always acts as the convenor of the disciplinary committee.
5. When a meeting is held to investigate a complaint, the accused student must be informed 48 hours prior to the meeting to give the accused time to prepare her case before the meeting. The accused must only be informed 24 hours before a disciplinary discussion (the differences will be elaborated below), however written notice is still required but it is not necessary to prepare a case.
6. All complaints must be heard as soon as possible after a case is made.
7. The written notice must contain the following:
 - a. The whole charge against the accused in terms of Nerina's constitution and rules and or the University's Student regulations; and
 - b. The place and time of the hearing
 - c. The right to assistance not necessary for a disciplinary discussion; and
 - d. In the case of an unpaid fine, the accused can pay the fine before the hearing and then no hearing will proceed.

8. The notice must be given by hand. If she cannot be reached, she can be informed via email or telephone.
9. The accused can make a written excuse in the case that she cannot attend the time the committee has set for the hearing.
10. Such an excuse must reach the chairperson 24 hours before the hearing and 12 hours prior in the case of a disciplinary discussion.
11. The chairperson can use her own discretions or the assistance of the Resident Head to decide if the excuse is valid or not. If it was not valid excuse this could result in a harsher punishment or a fine.
12. If the accused does not pitch up for the hearing without an excuse, it can lead to a harder punishment and the hearing will be moved to a later date.

During the Disciplinary hearing

1. The disciplinary hearing takes place in private (in person or electronically)
2. The accused student must be treated according to Nerina's values during the trial and with the necessary respect. The accused must treat the committee with equal respect.
3. The accused must be fully informed about the case against her. If necessary, the committee can use witnesses to shine light on aspects of the case. Witnesses are not necessary for a disciplinary discussion.
4. The accused must be given an opportunity to test the case and give her side of the facts as well as the opportunity to call her own witnesses.
5. Any house member that is the complainant can enjoy assistance from another house member.

6. Fault must be proven beyond reasonable doubt. The onus rests on the complainant.
7. If the accused admits guilt, the disciplinary committee can proceed to punishment without further any hearing of the case.
8. If the disciplinary committee cannot come to a unified decision on the case, the decision of the majority is final. If there is a tie or suspension of votes the chairperson has the final vote.
9. Voting takes place openly.
10. After the committee's decision is announced to the student, she may have the opportunity to ask for mitigation.
11. The verdict of the committee must be to the benefit of the residence and, therefore, the chairperson has the discretion to decide if the outcome will be made known. If there is a decision to make it known, the announcement must be the true version of events.
12. Disciplinary committee members must keep the content of a sitting confidential unless it is announced.

After the disciplinary hearing

1. The accused has the right to appeal against her guilty verdict or her punishment to the Central Disciplinary committee or the student dean. However, this is not necessary in the case of a disciplinary discussion.
2. The findings of the disciplinary committee and the punishment must be made known and confirmed to the accused within 7 days of the hearing. She must be informed of her right to appeal.
3. A student that wants to appeal must inform the CDC within 10 days. The notice

must give the grounds of appeal and, if the student does not launch her appeal within the given period, her right to appeal will lapse.

31. Punishment

1. The disciplinary committee able to give the following punishments:
 - a. community service;
 - b. a fine that does not exceed the amount determined by the University board;a final written warning;
 - c. to give another person or body a written excuse;
 - d. to pay an amount that will be sufficient for the damage, loss of costs that was caused by the student;
 - e. the imposition of a criminal case;
 - f. the deprivation of a leadership position in the house;
 - g. the suspension of privileges that a student as a member of Nerina may enjoy, but not including suspension or expulsion from the residence.

The punishment determined by the disciplinary committee must be written up and given to the accused after the hearing and always as verbally informed after the hearing.

2. The disciplinary committee can suspend or review a punishment.

32. Disciplinary action by the NCC

1. The NCC responsible for discipline has the task of issuing fines to any house member that infringe on the rules of Nerina that is less serious and does not go straight to a disciplinary hearing.
2. The written fine must contain:
 - a. the students name;
 - b. the student's student number;
 - c. the nature of the transgression;
 - d. the date of the transgression;
 - e. the amount of the fine or details of the case; and
 - f. the latest possible date to pay the fine; and the
 - g. signature of the NCC member.
3. If a fine is not paid within two days, unless otherwise indicated, the transgressor gets her first warning. If the same person gets another fine and she does not pay it within two days a third transgression will lead to a direct disciplinary hearing. If she does however pay her fine within two days, the case is seen as completed and no hearing will take place.
4. The NCC of discipline must keep a record of all fines (and suspended fines).
5. See Addendum C.

CHAPTER 6: FINANCES

1. The house's finances must always be used for the benefit of the house and its residents.
2. Money in the house fund must be used for the funding of general residence activities as determined by the yearly budget and other specific purposes approved by the resident head and NCC.
3. All financial arrangements of the residence are subject to the Residence Financial Practices and provisions published by the department of finances.
4. The executive leader is ultimately responsible for the residence's finances while the financial manager is responsible to see to it that the finances are administered correctly.
5. All funds received by the residence must be administered by the University's financial system. No separate bank accounts, deposits or loans may be operated.
6. Any income that is received by the residence including living fees that are charged by the University is deposited into the house fund.
7. No speculative transactions or investments of any kind may be incurred with residence income.
8. There must be a distinguish between discretionary optional funds (house funds and funds being raised for MGD) that is administered by the NCC
9. The financial manager must, at the start of her term, in accordance with the executive leader, compile a budget for the house fund. This budget must be made available to the house.
10. Before the setting of the budget, each NCC member must give in a detailed

portfolio budget that will be approved by the executive leader, vice executive leaders and financial manager.

11. Any spending that is not budgeted for must be approved by the Executive Leader and Residence Head in accordance with the financial manager.
12. No spending of money may occur without the consent of the financial manager, Executive Leader and Resident Head.

CHAPTER 7: MEETINGS

1. The following a list of official meetings of the residence:
 - a. House meetings
 - b. Emergency meetings
 - c. Section meetings and joint section meetings
 - d. NCC meetings
 - i. Committee meetings
 - ii. Executive committee meetings

2. The purpose of these meetings is to ensure the effective flow of communication using the relevant channels and to ensure unity is built within the residence.

33. House meetings and House forum

1. House forum is an event where all the residents of Nerina gather with the aim of discussing possible matters or issues, to entertain motions, to give suggestions and to keep the NCC accountable for their actions.
2. House meetings constitutes the legislative authority in Nerina and in these meetings, voting can take place to determine whether new rules or amendments to this constitution, which are suggested by the NCC as discussed in house forum(s) and NCC meetings, should be implemented. Voting can take place in various forms determined beforehand by the NCC.
3. a normal house meeting -
 - a. takes place quarterly; and
 - b. will be attended by all Nerina Residents until the end of the meeting
 - c. If any special circumstances occur and a resident is unable to attend the meeting they must submit a written excuse to the Executive Leader at least 24 hours before the meeting. If they fail to do so or they do not attend the meeting without an excuse it may lead to a fine.
4. an unusual house meeting –
 - a. occurs when the NCC calls one; or
 - b. three days after substantial number of house members launch a written request to the Executive Leader, where the issues in the request will be discussed, and
 - c. and it will be advertised at least one day before the meeting
 - d. it will have the same quorum requirements as a normal house meeting
 - e. it must be attended by as many Nerina residents as possible. The Executive Leader will indicate whether excuses are necessary. Because of the short notice, no fines will be given for non-attendance.
5. A house meeting (normal or unusual) will only be properly constituted if at least two thirds of Nerina Residents are present. This minimum serves as quorum for these meetings.

6. If quorum is not reached within a half an hour of the scheduled meeting, the meeting will be adjourned, and a new meeting will be held within 5 university days.
7. If a second meeting does not have quorum then a new quorum will be reached after an hour with 50% of voting members of the house.
8. The Executive Leader serves as chairperson of the house meeting and they have the responsibility to lead the meeting, ensure the agenda is adhered to and that the meeting occurs within a reasonable timeframe.
9. NCC member of communication has the responsibility to keep record of the proceedings and attendees.
10. The NCC member of communications will serve as Secretary of the house meeting and she will keep record of the meeting.
11. During the meeting the Chairperson can give members of the house an opportunity to address the house which is their discretion. All house members have the right to partake in discussions, but the chairperson can use their discretions to ensure that there is a balanced and respectable discussion.
12. During the normal house meeting the Chairperson can get decisions from the house through
 - a. Non-binding polls or need assessments that serve as suggestions to the NCC;
 - b. Binding polls;
 - c. Binding formal motions that were given by an NCC member or a house member;
 - d. Decisions and motions voted in at house meeting are binding insofar as it does not conflict with this constitution or the University rules, policies or legislation.
13. To ensure a valid decision, the following rules apply to suggestions and motions:
 - a. All members' votes are equally weighed;

- b. To decide or to carry a motion a vote of 50% plus one is required for quorum
- c. Only the votes taken during the meeting or specified voting time indicated and by the people present at the meeting count;
- d. A Nerina resident has the right to destroy their vote but only before submitting or to abstain from voting;
- e. The Chairperson will decide if voting will occur by hand or with ballots.

14. Only the following will be valid excuse for meetings – including section meetings:

- a. a test or exam during the meeting, or the next day;
- b. illness
- c. absence out of Stellenbosch; or
- d. any other reason that is an acceptable reason under the discretions of the Executive Leader or section NCC member.

34. Minutes

1. Minutes must be kept at all house meetings, NCC meetings and house forums.
2. The NCC member of communications is responsible for the keeping of minutes and should also keep minutes for house forums and motions.
3. The NCC member of communication must keep minutes of the NCC meeting and they must make it available within 48 hours after the meeting.
4. Minutes must be taken of all decisions, motions and anything binding.
5. All NCC meetings are open to the house. If a non NCC member attends the meeting they is only, for practical reasons, allowed to observe unless they have joined the meeting to raise a specific issue.

ADDENDUMS

Addendum A:

Project Managers

1. Project managers are independent individuals in the house who nominate themselves and make themselves eligible to take leadership of a specific project in the house during the university year. or if there are not enough applicants for the position Resident Head
2. Project managers are chosen in the fourth term for the upcoming year.
3. Project managers are chosen by making themselves eligible through application forms, where after the NCC compares the application with the necessary attributes needed for the position where after a competent person is appointed. Further interviews with various candidates and the NCC are in charge of that project along with the vice-executive leader obtaining the portfolio of project managers possible to ensure an appropriate appointment.
4. There will be minimum requirements set in the report by the previous project manager in cooperation with the previous and current NCC member.
5. A project managers' duties are determined by the NCC.
6. Project managers are always accountable to the NCC and the specific NCC member who is responsible for them.
7. The relationship between the NCC and the project manager is of such a nature that the project manager is responsible for all the organising and coordinating of a project and must always report to the NCC about the happenings. The NCC stays overall responsible.

8. In the case that a project manager resigns, the original application procedure will follow for the appointment of a new project manager, unless the NCC uses their discretion to appoint another member of the house for the nature of necessity and the sensitivity of the case.
9. In the case that a project manager is dismissed, the original application procedure will follow for the appointment of a new project manager, unless the NCC uses their discretion to appoint another member of the house for the nature of necessity and sensitivity of the case.
10. Dismissal can take place where the project manager is found to be incompetent to manage the project, act in an undesirable and indecent manner or act regularly against instruction from the NCC and contrary to the NCC.
11. The following list is not an exhaustive list of the project managers:
 - Academic Head Mentor (Senior and Junior)
 - Brutus
 - Culture
 - Entrepreneurship
 - Garden Party
 - Green Committee
 - House Dance
 - Huisfondsdans/ House Fund Dance
 - Hype Squad
 - Maintenance
 - Merchandise
 - Molassesêr
 - Photography
 - Reunion (when applicable)
 - Room points/ shooting

- Senorina
- Social Impact
- Social Media
- Sport
- Technical
- Toneelfees
- Website
- Wellness

12. Under the sport project manager there are various sport representatives that are subject to the same appointment procedures, duties and responsibilities as the project managers regarding the specific sport for which they are responsible.

13. The sport representative is accountable to the sport project manager and then the NCC.

14. The following is not an exhaustive list of the current sport representatives:

- a. Netball
- b. Athletics and Cross Country
- c. Swimming
- d. Squash
- e. Table Tennis
- f. Tennis
- g. Soccer
- h. Hockey
- i. Chess

15. The project manager must, at the end of the relevant term, as project manager, draft a complete report about the term. This is to provide the following project

manager with guidelines. The report must then be handed to the Executive Leader.

Addendum B:

Additional Committees

The committees that will be listed below are a list of committees created before and in 2020 by the various NCC structures. However, the list below is not an extensive list of the various committees' roles and responsibilities. Only elected committees and mentorship programmes feature in the Constitution. The roles and responsibilities of the various other committees in the residence can be found in a separate document. These committees were created to address the needs of the house, some committees are not always implemented as it is not effective or cater for the needs of the house. The reinstatement or removal of these committees is at the discretion of the NCC of that year.

The committees consist of but not limited to:

1. Section representatives
2. Seniors Committee
3. First Years Committee
4. Senior Mentors

Section Representatives

*This committee may not be necessary or relevant due the institution of a sub-division of the maintenance committee and senior mentorship programme in 2020. However, the reinstatement of this committee is at the discretion of the current NCC

1. Section Representatives are independent individuals, meaning that they do not form part of the NCC, in the house who nominate themselves and make themselves eligible to take leadership of a specific section in the house.
2. There are 12 Section Representatives, one for each section. The Section Representative is required to be already a part of the section they are wanting to represent before election. Are Section Representatives required to live in the section which they represent? If not, how can it be ensured that they will truly represent the interests of the members of that section if they themselves have not experienced living in that section?
3. Section Representatives are appointed in the fourth term for the upcoming year.
4. The Section Representative can be nominated by a member of the section or nominate themselves in an informal election within a section meeting and the appropriate candidate will be voted in by the section.
5. A report compiled by the previous Section Representative contains certain minimum requirements that the new Section Representative is required to meet. These requirements need to be approved by the previous and current NCC member assigned the portfolio of Section representatives.”
6. A Section Representative’s duty is determined by the NCC.

7. Section Representatives are at all times accountable to the NCC and the specific NCC member who is responsible for them. How will it be determined which NCC member is responsible for which Section Representative? Will it perhaps be that the Section NCC of a specific section will oversee the Section Representative of that specific section?
8. In the case that a Section Representative resigns, the original application procedure will follow for the appointment of a new section representative, unless the NCC uses their discretion to appoint a member of the house in the case of necessary or sensitive matter.
9. In the case that a Section Representative is dismissed, the original application procedure will follow for the appointment of a new section representative, unless the NCC uses their discretion to appoint a member of the house for the nature of necessity and the sensitivity of the case. See comments made on the previous paragraph.
10. Dismissal can take place should the Section Representative be found to be incompetent to manage the project, act in an undesirable and indecent manner or act regularly against instruction from the NCC and contrary to the NCC.
11. The Section Representative must at the end of their relevant term, as a representative draft a complete report about their term. This is to provide the following project manager with guidelines on the role and responsibilities. The section representatives' term ends at the end with the academic calendar. The report must be submitted to the Executive Leader of the house.

Senior committee

*This committee may not be necessary due to the institution of the Senior mentorship programme and Hype Squad committee (see committees document) in 2020. However, the reinstatement of this committee is at the discretion of the current NCC.

1. The senior committee is an independent committee that is combined of a group of senior students that serve as representatives of the seniors in the house.
2. The senior's committee's duties are determined by the NCC, but the committee is at means to instigate their own initiatives.
3. This committee always stays responsible towards the NCC and the specific NCC member to which it is assigned
4. The senior committee is responsible for:
 - a) The stall at Venters in welcoming
 - b) The organising of senior activities
 - c) The communication channel between the seniors and the NCC and the house
5. This committee is chosen for the proceeding term by the house and their term runs together with the NCC's term.
6. A specific NCC member is the link between the NCC and the senior committee to ensure that there is sufficient corporation between the seniors committee and the NCC.
7. The committee is responsible for the delegation of responsibilities for each member of the committee.
8. There must be a portfolio for the chairman, vice chairman, secretary and financial manager in the committee.

9. The seniors committee must meet at least once a term. At this meeting the committee must discuss expectations, activities and responsibilities for that specific term. Minutes must be taken at this meeting and made available to the house.

10. The chairman of the committee must give a final report at the end of their term as committee. This will serve as a guideline to the preceding committee and it must be given to the Executive leader.

First Years/ Newcomers Committee

1. The First Years Committee is an independent committee, thus not part of the NCC, that consists of a group of first year students in Nerina.
2. The First Years Committee are elected during the first term of the year.
3. This committee is chosen by the first years in Nerina from their own year group.
4. The First Years Committee's duties are determined by the NCC.
5. The First Years Committee is responsible towards a specific NCC member.
6. The chair and vice chair of the First Years Committee are chosen during the first term by the committee themselves. The NCC member responsible for the committee acts as convenor for this election.
7. The committee is responsible for the delegation of responsibilities for each member of the committee.
8. There must be a portfolio for the chairman, vice chairman, secretary and financial manager in the committee.
9. The First Years Committee must meet at least once a term. At this meeting the committee must discuss expectations, activities and responsibilities for that specific term. Minutes must be taken at this meeting and made available to the house.
10. The chairman of the committee must give a final report at the end of their term as committee. This will serve as a guideline to the preceding committee and it must be given to the Executive leader.

Senior Mentors

Every section in Nerina is represented, by having one member on the committee. The committee members are, first and foremost, there to support and aid the seniors in the section. They are there to make the seniors feel valued and cared for.

The responsibilities of the committee members are (in no particular order of importance) to:

1. Leave welcoming gifts or letters in the seniors' rooms after a holiday or recess.
2. Build a relationship with each of the seniors and talk to each senior once every three weeks, send pop up messages of encouragement and to support them when they are going through a tough time.
3. Attend biweekly/triweekly meetings in the argief to discuss the issues and wellbeing of the seniors in Nerina and what we can do about it.
4. Set up a space in the section where everyone in the section can put up important events, like tests, so that the members of the section can encourage, support and wish each other good luck.
5. Organise a time and venue (for example: dining hall, rec hall, quad, front grass) to have a section/senior dinner once a term, possibly before section meeting. Everyone is responsible for their own food, but community is built when you eat together and share a meal.
6. Attend Nerina events and, remind and encourage seniors to do the same.
7. Find the birthdays of everyone in the section and to send a message on the section group, so that the whole section knows and can congratulate them.
8. Give a tour of Nerina to any new senior (or first year in the second semester) that is placed in Nerina, and act like a mentor. Introduce her to everyone in the section, individually.

9. Help with the admin regarding Nerina Amiga.
10. Organise (a) section weekend(s).
11. Organise internationals.
12. Attend one NCC meeting per term.
13. Undergo crisis management training.
14. Activate cards for storage rooms
15. Stay updated about what's going on in Nerina, so that you can answer all of the questions presented by the seniors.

Addendum C:

Residence Rules and Fine System

Nerina's Fine system

The fine system in Nerina will change the system of money fines into a system of money fines and/or community service.

It is very important to note that Nerina does not associate community service with a way of punishing Nerinas. Our aim is rather to use the means of community service to restore the balance in the community that was disturbed by disobeying and disrespecting the rules of Nerina.

The reasons for the change are:

1. The misconduct in Nerina is not extremely serious in nature and, therefore, this system will strive to restore balance and restorative justice instead of punishment.
2. People that have financial difficulties in paying fines will now be able to do community service for their wrongdoings.
3. People that have no financial difficulty will learn that money will not always be able to restore what you did wrong.

The system will be divided into two main categories:

1. Serious cases which will lead to a direct disciplinary hearing or disciplinary discussion to the discretion of the disciplinary committee.
2. Less serious cases which will lead to either a monetary fine or a written warning.

In the case of less serious cases, it will work as following:

The wrongdoer will receive a fine after her misconduct, and then she has 48 hours to pay the fine. If she pays the fine the misconduct is written off. If she neglects to pay the fine after 48 hours have lapsed she will receive a warning against her name. If she commits a wrongful act again she will receive an immediate fine. If the fine is paid, it will be written off, but the first warning against her name stands. If she neglects to pay the fine, she will receive a second written warning. Any misconduct after two warnings will lead to a direct formal disciplinary discussion or hearing, subject to the discretion of the disciplinary committee, where she will be

liable for all her previous misconducts. A record will be kept of all warnings, fines, community service, disciplinary discussions and disciplinary hearings.

General fine list:

RULE	DISCIPLINARY ACTION
Smoking anywhere in Nerina.	Disciplinary Hearing
All visitors (male or female) who are in Nerina outside of the visiting hours	Disciplinary Discussion / Disciplinary Hearing
All visitors (male or female) not signed in or signed out and/or visitors who leave res after visiting hours	Warning/ R100 Fine / Disciplinary Discussion / Disciplinary Hearing
Male or female visitors of a Nerina who walk unaccompanied around Nerina.	Disciplinary Discussion
Committees who don't clean up after a function.	Disciplinary Discussion
Female visitor in Nerina after 02:00 and no permission for a sleepover was given.	R20 Fine / Disciplinary Discussion
Messing in the communal parts of Nerina without cleaning it up. This includes bathrooms.	R20 Fine / Disciplinary Discussion
Missing section meeting without prior excuse that is approved by the section NCC member.	R20 Fine
Not having a doorboard or doorboard not having all the necessary information.	R20 Fine
Throwing water or any other object out of windows.	R20 Fine
Washing put up in sections or quad.	R20 Fine
Any object (for example bicycles) that is not part of section decorations, left in hallways.	R20 Fine
Failure to evacuate during a fire drill.	R20 Fine
Parking on someone else's parking or in the road.	R20 Fine

(This also counts when the car is a visitor of a Nerina).	
Having dining hall, archive, recreational hall or sitting room furniture in room.	R20 Fine
Noise during quiet hours.	Warning / R10 Fine
Removing dining hall plates or cutlery from the dining hall	R10 Fine
Unauthorised use of the all-call machine	R10 Fine

NCC Fines:

The NCC can be fined at any stage for deviating from their responsibilities to the discretion of the chair and vice-chair of the disciplinary committee.

Addendum D:

Communication Policy

This document will serve as a guide regarding Nerina communication to ensure clarity on the appropriate channels to communicate information to Nerina residents. Communication has been divided into three categories that are relevant to Nerina based on past information distributed within the residence.

Whatsapp Groups:

Messages must be already composed and ready to be forwarded in the correct format. The format should be as follows:

- Greeting (optional)
- Content of message
- Sign off with name of the person sending out the message or the committee with a contact number for any queries

Please note that you will be referred to this document if your message does not follow the above format.

- Messages will be responded to within 12-24 hours, depending on the magnitude of messages being sent out.
- With regards to emergency messages, please call to indicate that the message is an emergency if you do not receive a response within an appropriate timeframe. In case of an emergency, please contact NCC in charge of communication, the Executive leader. All emergency messages regarding safety at Nerina may be sent straight to the vice executive leader in charge of safety.

Main groups (Newcomers & Seniors):

The following may only be sent on the main groups:

- Emergency messages
- Messages from our Maintenance Manager regarding maintenance
- Messages from Bidvest cleaning services or the current service provider
- Messages from CSG or the current service provider regarding food
- Messages regarding upcoming Nerina events
- Messages to communicate changes in times, venues or dates
- Messages regarding Rubix cluster events
- Email summaries
- Messages regarding campus events, where appropriate
- Messages regarding lost items, where appropriate

Section groups

The following messages may be sent on section groups:

- Any section related content and queries
- Any advertisements
- Any events

Emails

Emails will be sent out on the day designated date made by the current NCC in charge of communication. All Nerinas should be on the mailing list. Content will not be repeated on Whatsapp groups.

All committee applications only be sent via email. A message may be sent out on the main Whatsapp groups on the day that the applications close.

Advertisements

All advertisements may only be put up on the notice board opposite the washing room or any place the NCC deem appropriate. If advertisements are put up on any other notice boards, in the bathrooms or on any Nerina residence walls will be taken down.

All advertisements must be signed off by an NCC member to ensure that they are appropriate.

Emergency Communication

Emergency Communication is defined as the conveyance of information in writing or other appropriate medium to the house and/or related parties regarding any serious, unexpected or dangerous situation in Nerina or regarding a Nerina(s) that requires or required immediate action.

In the case of any emergency in Nerina or regarding a Nerina(s) that requires or required immediate action the following persons are authorised to communicate with the house and/or related parties regarding the conveyance of appropriate and necessary information:

- Residence Head
- Executive Leader
- Vice-Executive Leader(s)

Emergency information will be conveyed at the earliest of the situation being reported to appropriate parties and brought under control or as the situation prescribes if the emergency warrants that the house be informed immediately.

Emergency information will be shared with the house at the discretion of the executive team as well as the Resident Head in specific accordance to University policy, rules, regulations and South African legislature. Consequently, certain situations, facts, names etc. may be deemed not appropriate to be disclosed to the house with reference to the aforementioned resources. Disclosure is dependent on the nature of the situation or incidence.

Emergency situations where discretion may be used for information not to be communicated to the house at the earliest opportunity can include but are not limited to:

- Sexual assault/abuse
- Suicide/attempted suicide
- Break-in
- Mental health issue
- Health crisis
- Homicide/death
- Severe injury

- Hostage situation

The following procedure will be followed with regards to the appropriate communication of any emergency situations:

1. The incident/situation is reported to any member of the executive team/Resident Head
2. Party whom was informed, to immediately inform the executive team and Resident Head
3. If necessary, report the incident/situation to related/appropriate parties e.g. Campus Security, CSC, SAPS, ambulance etc.
4. Discuss and enquire about necessary discretion to communicate facts with relevant parties.
5. Draft preliminary Whatsapp message to Nerina groups with broad outline of situation/appropriate information.
6. The NCC will be informed appropriately of the incident at the following NCC meeting.
7. Executive Leader or Resident Head to construct a detailed e-mail to the house and/or related parties within 5 working days since date of incident/situation, outlining and explaining necessary and appropriate details of the matter as well as the way forward if necessary.
8. Updates can thereafter be sent via Whatsapp or e-mail dependent on the nature of the situation.

The understanding and co-operation of the house is paramount when dealing with any emergency and the successful handling of the crisis.

Addendum E:

Symbols:

There is distinction between the Nerina emblem (Nerina Crest), the logo (the Nerina Name) and the Nerina symbol (the Nerina Bike).

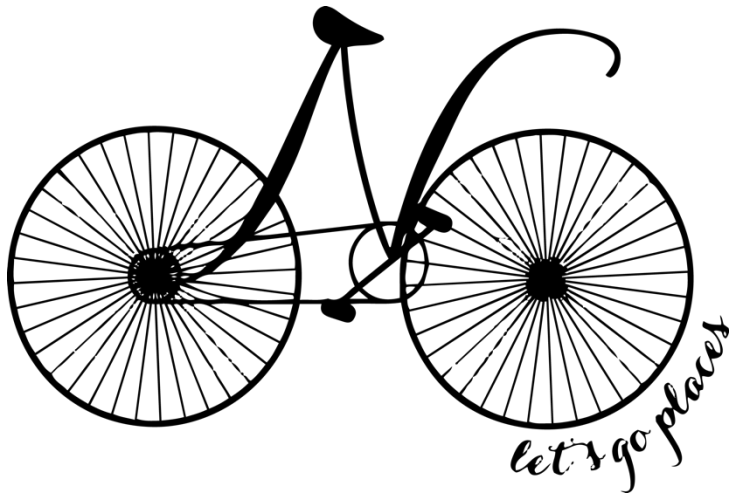
Nerina Crest



Nerina Logo

NERINA

Nerina Bike



Addendum F:

Standardised merchandise

Nerina House Shirt



Nerina Supporters Jersey

FRONT



BACK



Nerina Visor

