

The House Constitution Of Tuks Bophelong

Preambles

We, the residents of Tuks Bophelong, acknowledge the Historical context within South Africa and we resolve to unite and promote a non-racist, non-sexist, non-xenophobic and non-classist environment that is conducive for learning.

We therefore determine the House Committee of Tuks Bophelong as the primary management body on all issues of the residence whose role shall be to:

Promote the vision and mission of TuksRes and The University of Pretoria;

Affirm and promote the right of residence to knowledge and academic excellence;

Promote and protect the principles entrenched in the Bill of Rights of the constitution of the Republic of South Africa;

Affirm Chapter 2 of the Constitution of the Republic of South Africa, the principles, values and provisions of the Higher Education Act 101 of 1997, as amended, and the Statute of the University of Pretoria.

Uphold the residence values of:

- ❖ Respect*
- ❖ Unity*
- ❖ Integrity*
- ❖ Excellence*
- ❖ Compassion*
- ❖ Honesty*

Table of Contents

CHAPTER 1 Introduction	4
Section 1.1 Definitions	4
Sub Committee any structural committee lead by HCM to brain storm ideas and Assist the HC to fulfill its duties	4
Section 1.2 Status.....	4
Section 1.3 Name	4
Section 1.4 Colors and Symbols	5
Section 1.5 Structures of house governance	5
Chapter 2 MANAGEMENT TEAM	5
Section 2.1 Management officers.....	5
Chapter 3 The House Committee	6
Section 3.1 Authority of the House Committee	6
Section 3.2 Composition of the HC/HK.....	6
Section 3.3 Composition, Functions and Responsibilities of the Supervisory Committee.....	6
Section 3.4 Functions, powers and duties of the management officers.....	7
Section 3.5 Portfolios	8
Section 3.6 Termination of membership	8
Section 3.7 HC/HK Term of office	9
Section 3.8 Meetings of the HC/HK	9
Chapter 4 Responsibilities and Duties	9
Section 4.1 Chairperson	9
Section 4.2 Vice Chairperson	10
Section 4.3 Secretary	10
Section 4.4 Treasurer	11
Section 4.5 Recommended portfolios	11
Chapter 5 CODE OF CONDUCT.....	14
Chapter 6 DISCIPLINARY MEASURES.....	15
Chapter 7 ANNUAL GENERAL UNITY ASSEMBLY.....	15
Chapter 8 AMENDMENTS TO THE CONSTITUTION.....	16

Chapter 9 Rules of the House 16

Chapter 1 INTRODUCTION

Section 1.1 Definitions

“Act” means the Higher Education Act, Act No. 101 of 1997 as amended.

“Statute” means the Institutional Statute of the University promulgated under the Act.

“Residence House Committee” refers to the committee responsible for the management of the residence as per Res Guide.

“University” means the University of Pretoria.

“Absolute majority” means a majority of the total membership.

“Simple majority” means a majority of the members present and voting.

“Student” means a person registered as a student of the University.

“Election Regulations” are the Election Regulation set out in the schedule to this

Sub Committee any structural committee lead by HCM to brain storm ideas and Assist the HC to fulfill its duties

Section 1.2 Status

1.2.1. This Constitution is called the “The House Constitution of Tuks Bophelong”.

1.2.2. All constitutions, regulations, rules, codes, documents, motions and decisions adopted by any body are subject to this Constitution and are invalid in as far as they are inconsistent with it.

1.2.3. Subject to the provisions of the Act, the Statute and the authority of Tuks Res, this Constitution shall bind the House Committee members, sub-committee and all the residents of Tuks Bophelong.

1.2.4. This Constitution will take effect on a date determined by resolution of the House Committee.

Section 1.3 Name

The name of the main governing body of the residence shall be the House Committee of Tuks Bophelong, hereinafter referred to as the HC/HK.

Section 1.4 Colors and Symbols

The colors of the House Shall be

1.4.1 Turquoise

1.4.2 Charcoal Grey

1.4.3 White

The emblem shall be a majestic Pegasus rearing with it's wings wide open surrounded by a charcoal grey laurel wreath.

Section 1.5 Structures of house governance

There shall be four structures of residence Governance:

1.5.1 The Management Team

1.5.2 The House Committee

1.5.3 The Supervisory Committee

1.5.4 The Unity assembly

Chapter 2 MANAGEMENT TEAM

Section 2.1 Management officers

The residences will be run by a management team consisting of

2.1.1 Appointed staff members by the university,

(i) The head of residence and

(ii) Residence coordinator

2.1.2 The elected House Committee of Tuks Bophelong.

Chapter 3 THE HOUSE COMMITTEE

Section 3.1 Authority of the House Committee

The HC/HK is the highest decision-making body in the residence, subject to the powers of the Unity Assembly highlighted in chapter 7, representing residence in terms of the provisions of the Act, TuksRes and the Statute.

Section 3.2 Composition of the HC/HK

3.2.1 The number of House Committee members shall be determined by the Director of Student Housing using the TuksRes guide and house committee to house member ratio.

3.2.2 The house committee is elected annually as per the TukRes guidelines.

3.2.3 Within the house committee there shall be a supervisory committee.

3.2.4 The chairperson is to determine portfolios from amongst their elected ranks

3.2.5 House committees are to meet at least twice a month and more if necessary. Minutes of all house committee meetings must be kept, filed and copies thereof circulated to all residence management staff.

3.2.6 House committees may appoint sub-committees in order to assist with the execution of their duties.

Section 3.3 Composition, Functions and Responsibilities of the Supervisory Committee

3.3.1 The supervisory committee shall consist of:

- I. The chairperson

II. The two vice chairpersons

3.3.2 The functions and responsibilities of the supervisory committee shall be:

3.3.2.1 To overlook the portfolios within the HC/HK, assigned by the chairperson and the head of residence.

3.3.2.2 To monitor and evaluate the progress of the assigned portfolios.

3.3.2.3 To report the progress of the portfolios to the head of residence and the chairperson.

3.3.2.4 The treasurer shall only be overlooked, monitored and evaluated by the chairperson and the head of residence.

Section 3.4 Functions, powers and duties of the management officers

Subject to the provisions of this Constitution, the HC/HK shall be empowered to:

3.4.1 represent Tuks Bophelong residents in general, and in particular to TuksRes, the University Council, the SRC, Institutional Forums, and other bodies and officers of the University;

3.4.2 manage funds and assets in the interests of residents of Tuks Bophelong in the manner prescribed in the Standing Rules of this Constitution and by Tuks Res, as may be allocated to it from time to time by the University and SRC, or as may be received from any other source(s);

3.4.3 extend recognition to or withdraw recognition from any student society or organization in a manner prescribed in the Standing Rules of this Constitution;

3.4.4 convene and conduct meetings of the Unity Assembly;

3.4.5 survey the resident's opinions;

3.4.6 affiliate to bodies and organizations outside the University that are in line with our values and those of the University and represent students in such structures;

3.4.7 manage the use of premises set aside by the University for promoting students' activities;

3.4.8 House committee members are expected to enforce the rules of the residence, which are subject to those of the university

3.4.9 House Committees are to act as residence management where necessary as set out in section 3.5

Section 3.5 Portfolios

House Committee Portfolios shall include the following but not limited to:

3.5.1 Maintenance

3.5.3 Social

3.5.4 Sport and culture

3.5.5 Security

3.5.6 First year guardian and

3.5.7 Academics

3.5.8 Treasurer

3.5.9 Secretary

3.5.10 Traditions, Values and Wellbeing

Section 3.6 Termination of membership

A member of the HC/HK ceases to hold office if and when:

3.6.1 he/she ceases to be a student of the University;

3.6.2 he/she ceases to be a resident of Tuks Bophelong

3.6.3 he/she tenders his/her resignation in writing and such resignation is accepted by the HC/HK; or

3.6.4 he/she has had two motions of censure passed on him/her during a single term of office by the HC/HK on one or more of the following grounds:

a) Failure to attend two consecutive meetings of the HC/HK without an acceptable written apology;

b) failure, without an excuse acceptable to the HC/HK, to carry out duties entrusted to him/her by the HC/HK;

- c) failure to submit quarterly and final reports acceptable to the HC/HK;
- d) Bringing the name of the HC/HK into disrepute by being found guilty of a serious offence in the University disciplinary structures

Section 3.7 HC/HK Term of office

3.7.1 The HC/HK holds office from 1st September after the HC/HK elections until 31st August in the following year.

3.7.2 A handover period of 7 days must be implemented prior to the commencement of the new HC/HK term.

Section 3.8 Meetings of the HC/HK

3.8.1 The HC/HK must meet from time to time in the manner prescribed in TuksRes guide.

3.8.2 The quorum for an HC/HK meeting is 50% + 1 of the members holding office at the time.

3.8.3 Unexcused failure to be punctual for a meeting will result in a penalty agreed upon by the HC/HK.

Chapter 4 RESPONSIBILITIES AND DUTIES

Section 4.1 Chairperson

4.1.1 Shall be the head student of the residence

4.1.2 Shall be the chief spokesperson and representative of the house committee.

4.1.3 Shall protect and promote the good image of the house committee at all times.

4.1.4 Shall preside over house committee meetings.

4.1.5 Shall provide leadership, monitor and direct house committee activities and delegate duties where necessary.

4.1.6 Shall represent the house committee on the Residence Sub Council.

4.1.7 Shall represent and promote communication between residence management, the residents and other student governance structures.

Section 4.2 Vice Chairperson

4.2.1 Represent the Chairperson in his/her absence.

4.2.2 Perform tasks assigned to him/her by the House Committee Chairperson.

4.2.3 Oversee the following Wellbeing portfolios:

- Wellbeing
- Social
- Cultural
- Sport
- Rag

4.2.4 Act as Chairperson when the Chairperson is not available.

4.2.5 Assist with ideas and implementation of activities and programmes within the residence.

4.2.6 Assist with any other duties assigned by the Residence Management from time to time.

Section 4.3 Secretary

4.3.1 Shall be the chief administrative officer of the house committee.

4.3.2 Shall keep records and maintain archives of the house committee.

4.3.3 Shall maintain and forward regular correspondence to relevant addressee.

4.3.4 Shall, in consultation with the chairperson distribute notices, agendas and minutes of house committee meetings.

4.3.5 Shall keep proper minutes of all meetings.

4.3.6 Shall be responsible for house committee inventory.

4.3.7 Shall ensure that relevant copies of agendas and minutes are forwarded to the relevant residence management and Director of Student Housing.

Section 4.4 Treasurer

4.4.1 Shall be responsible for all house funds.

4.4.2 Shall budget for all residence activities at the commencement of their term of office.

4.4.3 Shall ensure that all monies collected are accounted for and paid into the relevant account.

4.4.4 Shall coordinate all fundraising programs of the house committee.

4.4.5 Shall keep proper record and report by means of a public statement once a semester the residents. Copies thereof to be circulated to residence management

Section 4.5 Recommended portfolios

It is recommended that the portfolios of maintenance, Sports and culture, academic, security and first year guardian be implemented by discretion by the head of residence and chairperson.

4.5.1 Maintenance

4.5.1.1 Shall report all maintenance issues of concern to the relevant residence management authority.

4.5.1.2 Shall attend all meetings regarding technical and cleaning issues with the relevant authority or any other ad hoc meeting prescribed from time to time;

4.5.1.3 Shall liaise constantly with the relevant residence authority on technical and cleaning issues.

4.5.1.4 Shall give feedback regularly to students on maintenance decisions taken at meetings.

4.5.1.5 Shall give feedback to students regarding faults reported.

4.5.1.6 Shall attend meetings of the catering committee or any other ad hoc meeting called upon to attend.

4.5.1.7 Shall liaise constantly with the TuksRes food on catering issues and submit minutes in prescribed format to residence management.

4.5.1.8 Shall give feedback regularly to students on decisions taken at meetings.

4.5.1.9 Shall keep residence management informed of all problems, complaints and action taken on a regular basis

4.5.1.10 Shall form a subcommittee where necessary.

4.5.2 Security

4.5.2.1 Shall attend the meetings of the Protection Services Committee and any other relevant ad hoc meetings called upon to attend.

4.5.2.2 Shall keep Campus Protection authority and Residence Management abreast of all security threats.

4.5.2.3 Shall report security issues to the relevant Campus Protection and Residence Management authority.

4.5.2.4 Shall remain constantly proactive and vigilant concerning protection issues and make recommendations to the relevant authority on such issues.

4.5.2.5 Shall give feedback to students on decisions taken at meetings.

4.5.3 First Year guardian

4.5.3.1 Shall assume responsibility for the drawing up of an orientation program for the approval of residence management, ensuring that the program conforms to the vision and mission of the overall institution and does not include any initiation.

4.5.3.2 Shall convene a sub-committee which will direct the orientation program.

4.5.3.3 Shall represent the residence at all orientation meetings across the university when required.

4.5.3.4 Shall monitor the progress of orientation and ensure that the dignity and educational value of the program is never compromised and report any transgression of policy to the relevant Residence Management authority.

4.5.3.5 Shall compile a report upon the completion of orientation programme, making recommendations and reporting on the effectiveness of the program

4.5.3.6 If need be shall be responsible for first year room allocations

4.5.4 Academics

4.5.4.1 Shall encourage high academic performance and identify risk areas. Report such areas to the relevant residence management authority.

4.5.4.2 Shall assist in the coordination of the various peer helping and mentoring programs in the residence.

4.5.4.3 Shall initiate academic programs within the residence which could improve academic performance e.g. how to study, tutorials etc.

4.5.4.4 Shall assist with any ceremonies where academic excellence is acknowledged within the residence.

4.5.4.5 Shall represent the residence on any academic forums within the university where required.

4.5.4.6 Shall monitor the academic atmosphere in the residence concerning the creation of an environment where learning can be promoted.

4.5.5 Community outreach

4.5.6 RAG

4.5.6.1 Rag liaison and related activities.

4.5.6.2 Organising all the RAG functions during the first term.

4.5.6.3 Overseeing the sub-committee and its functioning.

4.5.6.4 Attend all relevant RAG meetings and give feedback to Residence Management.

4.5.6.5 Arrange activities and assist Residence Management with programmes within the residence and on campus regarding student life.

4.5.6.6 Organize all RAG and other community development activities of the residence.

4.5.6.7 Assist with other duties assigned by the Residence Management from time to time.

4.5.7 Green Initiatives

4.5.8 Social affairs

4.5.8.1 Coordinating the tasks of the Social Committee.

4.5.8.2 Facilitating communication between the house and the Social Committee.

4.5.8.2 Together with the Social Committee, organizing functions of the house.

4.5.9 Culture

4.5.9.1 Promoting cultural activities within the residence.

4.5.9.2 Organizing/overseeing the cultural activities

4.5.9.3 Organize all activities as outline on the student culture (STUKU) timetable.

4.5.9.4 Organize cultural activities for students in the residence.

4.5.9.4 Assist with any other duties assigned by the Residence Management from time to time.

4.5.10 Clothing

Chapter 5 CODE OF CONDUCT

- 5.1. House committee members shall attend all residence and house committee meetings.
- 5.2. Should they be unable to attend, a written apology in advance must be submitted to the secretary.
- 5.3. No members of the house shall use offensive or hate language during any residence or house committee meeting.
- 5.4. No resident shall bring the residence into disrepute through his/her conduct anywhere.
- 5.5. Racial, xenophobic and/or cultural intolerance shall be outlawed.
- 5.6. No resident shall distort policy positions and misrepresent the residents for his/her personal gain.
- 5.7. No resident shall go against the TuksRes alcohol and drug policy.
- 5.8. Any form of harassment will not be tolerated.
- 5.9. No resident may disrespect or offend the dignity of a fellow student, member of staff or member of the public.
- 5.10. No member shall vandalize any residence structures.

- 5.11. Any House Committee member, who fails to perform to the required standards, makes themselves liable to suspension and/or withdrawal of privileges and/or stipend and/or dismissal.

Chapter 6 DISCIPLINARY MEASURES

5.1. As per the Tuks Res guide the university central disciplinary and residence disciplinary code stipulate the necessary requirements.

5.2. In addition, house committee members are subject to the house committee disciplinary code.

5.3. The House Committee shall vote upon whether to charge a member or not and proceed with the disciplinary protocol.

Chapter 7 ANNUAL GENERAL UNITY ASSEMBLY

7.1. An annual general meeting in residence shall be convened for all registered students in that residence. It shall meet annually to approve;

- 7.1.1. the minutes of the previous AGUM
- 7.1.2. to adopt constitutional amendments
- 7.1.3. and to discuss any other relevant matters.

7.2. The house committee shall convene and plan for all the activities of the AGM which shall be chaired by the Chairperson.

7.3. The secretary shall issue a notice and agenda of the meeting 14 days before such a meeting.

7.4. The secretary shall prepare an annual report and make it available for perusal 7 days before the meeting by placing it on relevant notice boards, website and social media.

7.5. The treasurer shall prepare a financial report and make it available 7 days before such a meeting.

7.6. 50% plus 1 registered resident student shall constitute a quorum. Should there be no quorum the meeting shall be adjourned for 7 days after which the students attending shall be deemed to constitute a quorum.

7.7. The AGUM should take place prior to the annual Residence House Committee elections in the 3rd term.

Chapter 8 AMENDMENTS TO THE CONSTITUTION

8.1. Proposal for amendments to the constitution shall be made at the AGUM

8.2. A written submission must be tendered in writing and must be supported by a list of at least 50 registered residents including names, student numbers and signatures.

8.3. The detail of such submissions must be spelt out with a motivation and the exact wording of the proposal.

8.4. The proposed amendments must be submitted via the secretary to the House Committee who in turn shall submit the amendments to Director: Student Housing.

8.5. In the case of conflict arising from the interpretation of issues, the matter shall be referred to the head of residence.

12.6. All proposed changes to the constitution shall be ratified by the House Committee.

Chapter 9 RULES OF THE HOUSE

9.1. Tuks Bophelong will adopt all rules stipulated in the TuksRes guide with the following house specific rules:

9.1.1. Visiting hours of any gender

In the residence, visitation shall:

(I) not limiting visitation to communal areas

(ii) not discriminating by gender for the application of the rules.

(iii) application of the Tuks Res Guide recommended visiting hours, that is from 07h00 to 00h00.

(iv) Failure to adhere to this will result in immediate application of Tuks Res recommended action for high level transgressions.

9.1.2. Quiet times are from **21h00** onwards from Sunday to Thursday.