



November 25

## **Amendments to the House Committees Constitution**

Executive  
Management  
Committee

<b>DATE OF MEETING</b>	25 November 2020
<b>TIME OF THE MEETING</b>	
<b>VENUE OF MEETING</b>	Via Microsoft Teams
<b>TITLE OF MATTER</b>	Amendments to the House Committees Constitution
<b>AUTHOR</b>	Mr Phumlani Mnyango (Acting HOD Student Housing and Residence Life ) & Dr M.J Nkonoane (Dean of Students)
<b>EXECUTIVE OWNER</b>	Dr T. Pillay (Registrar)

## **BACKGROUND STATEMENT**

The House Committee constitution was last amended in 2012. The administration of house committees requires improvement that is relevant to current developments in student management. With the massive increase of leased residences at DUT, sustaining five (5) House members per residence has become complicated, not only financially but also the difficulties around developmental programmes that are meant for HC members.

The proposed amended constitution provides amongst other things; a revised HC structure for each residence, and it has taken into consideration a number of other factors such as residence capacity, and those residencies that are contracted with the university after the elections.

<b>RESOLUTION/DECISION SOUGHT</b>	Student Services Board to recommend the amendments to the House Committee Constitution for approval by the Executive Management Committee.
<b>MOTIVATION</b>	<ul style="list-style-type: none"><li>• There are valid and sensible reasons which have compelled for the amendment of the house committee constitution. Not only to keep up with the current developments within student housing, but also to reflect that we are within a university of technology and that we are keeping up with changes the university is making in terms of systems and processes.</li><li>• The current incentives as approved for house committees in the Policy on Privileges for the Organs of Student Leadership, due to “five” HC member rule versus the massive increase of leased residencies, resulting in over 400 HC being elected in each year are affecting the budget negatively for the Department of Student Housing and Residence Life, hence these documents are minimising unnecessary risks to the self-sustaining department.</li><li>• Achieving approval will create efficiency, sustainable systems, and a harmonised leadership structure in residences with roles that are clearly defined.</li></ul>

<b>RESOURCE IMPLICATIONS (HR, FINANCIAL, INFRASTRUCTURAL/ FACILITIES ETC.</b>	<p>There will be financial implications, for house committee benefits, that will be budgeted yearly in accordance with the number of house committees and the number of residences per year.</p> <p>The total budget for 2019 for house committee benefits (412 house committee members) was R1,225,000.00, combined for Durban and Midlands campuses. This was calculated on provisions for HC as dictated by the Policy on Privileges for the Organs of Student Leadership.</p> <p>The Midlands campuses had 42 house committee members. The Durban Campus had 360 house committee members.</p>
<b>POLICY/PROCEDURES IMPLICATIONS</b>	<p><i>General Handbook for Students</i> <i>Residence Code of Conduct</i></p>

## CONSULTATIONS UNDERTAKEN

STRUCTURE CONSULTED	DATE SERVED	SUMMARY RECOMMENDATION
Organs of Student Leadership through a Policy conference	20 -23 September 2018	Improve document for the benefit of the affected constituency
Central Housing Committee Executive	05 - 07 April 2019	The document must be forwarded for recommendation to the SSB
House Committees through Central Housing Committee	07 May 2019 and 09 September 2019	The document must be forwarded for recommendation to the SSB.
Central Housing Committee Executive	04 August 2020	Comments and forward to SSB

(HOUSE COMMITTEES CONSTITUTION) ... **POLICY/PROCEDURE**

Document name	House Committees Constitution
Co-ordinating Executive Manager/Document Owner	Registrar
Operational Manager/s	Dean of Students
Contact and telephone number for support	031 373 2495
Status	Pending
Approved by	Executive Management Committee
Date approved	August 2012
Date last amended	August 2012
Title of manager responsible for monitoring policy implementation	Director / Manager Student Housing and Residence Life
Date for next review	May 2024
Related policies	Residence code of conduct

## 1. Background to the Policy

The existing policy is eight years old, and it needs a review owing to significant changes in the context of student accommodation norms and practises within Student Housing and Residence Life Units regionally, nationally and internationally.

In this context, it requires the regulation and administration of house committees to be improved to align with systems and process as part of the vision of the university, and to enhance the quality of life for DUT students living in residences. Roles and responsibilities have been revisited where they are not clearly defined.

## 2. Purpose of the Policy

The house committee constitution is a document that regulates the functioning and governance of house committees and their substructures within the DUT owned residences and leased residences. It should be read in conjunction with a separate document governing the election of house committees referred to as the “Residence Electoral Policy for House Committee Elections”.

This policy will be applicable to House Committees and their substructures in DUT owned and leased residences through the department of Student Housing and Residence Life as well the entire Student Services unit within DUT.

## 3. Acronyms and Definition of Terms

- a. **Annual General Meeting (AGM)** shall mean a meeting with an intention to report on activities and operations of the House Committee and the Central Housing Committee, which shall be held no later than the end of the first week of October each year.
- b. **Central Housing Committee (CHC)** shall mean the governing committee which consists of all Chairpersons of the House Committee and Residence House Representatives.
- c. **Central Housing Executive (CHE)** shall mean the executive of the Central Housing Committee.
- d. **Director / Manager** shall mean an individual tasked with managing and running the Student Housing and Residence Life department appointed by the University.
- e. **Dean of Students** shall mean an individual appointed by the University tasked with heading Student Services.
- f. **Durban Campus** shall mean all residences on the Durban Campus inclusive of all leased Residences.
- g. **DUT** shall mean the Durban University of Technology.
- h. **Executive Management Committee (EMC)** shall mean the body, as defined in the DUT Statute, responsible for management and overall decision making at the University.
- i. **Floor Representative (FR)** a residence student who volunteers through the house

committee and the RA to provide extended support on a particular floor(s) within the residence.

- j. **House Committee (HC) / Residence House Representatives (RHR)** shall mean the governing committee/representatives elected annually by students of that specific residence. House Representatives are for residences with a capacity of less than 100.
- k. **Midlands Campus** shall mean all residences on the Midlands Campus inclusive of all leased Residences.
- l. **Registrar** shall mean a member of the Executive Management tasked with an overall responsibility for Student Services.
- m. **Residence League Committee** shall consist of students elected from the various residence sports sub-committees responsible for managing and promoting the residence league in conjunction with the Department of Sports Administration.
- n. **Residence Advisor (RA)** shall be appointed through Student Housing and Residence Life responsible for mentorship and wellness of students as well as maintaining order within residences with a capacity that is more than 100.
- o. **Residence Life Networks:** Shall mean Student led networks within Student Housing and Residence Life with a purpose of empowering and developing students into response and productive citizens.
- p. **Assistant Residence Advisor (ARA)** shall be appointed through Student Housing and Residence Life responsible for mentorship and wellness of students as well as maintaining order within residences with a capacity of less than 100.
- q. **Residence Coordinator (RC)** shall mean a staff member from Student Housing and Residence Life responsible for managing a cluster of residences.
- r. **Residence Student Assistant (RSA)** shall mean a registered post-graduate student appointed through Student Housing and Residence Life to assist Residence Coordinators.
- s. **Residence** shall mean all DUT owned and all leased buildings for the purpose of housing/accommodating students.
- t. **Student Housing and Residence Life** shall mean the department responsible for living, listening and learning in the DUT owned and leased residences.
- u. **Student Representative Council (SRC)** shall mean the Student Representative Council of the Durban University of Technology.
- v. **Student Services Board (SSB)** shall mean a committee responsible for considering and recommending approval of student services policies within DUT.
- w. **Residence Electoral Committee (REC)** shall mean the committee appointed by Student Housing and Residence Life in terms of the House Committee electoral policy to administer House Committee elections.

## 4. Policy Statement

The residence students of the Durban University of Technology are committed to ensuring that living, listening and learning dominates the residence student community. Furthermore, they affirm their belief in building sustainable student communities of living and learning within their residences.

They pledge their commitment through the delivery of educational programs, leadership development, discipline and order in their living spaces. The house committee commits to embracing the following values:

- Access
- Accountability
- Opportunity
- Respect
- Responsibility

They further commit themselves to the following objectives;

- Promoting the vision and mission of Durban University of Technology
- Upholding equality amongst residence students
- Promoting a culture of non-discrimination in every one of whatsoever nationality, race, gender, disability and religion
- Advancing suitable living conditions for students within residences
- Promote and inculcate the culture of learning and academic excellence
- Articulate the aspirations of residence students within the university governance structures
- In adopting this Constitution for House Committees of the Durban University of Technology, they affirm the principles, values and provisions of the Department of Higher Education and Training Act 101 (101 of 1997) as amended in the Statutes of the Durban University of Technology as well as the SRC Constitution.

## SECTION I

### NAME, LANGUAGE, STATUS, AND APPLICATION

1.1 The official name of the HC shall be “House Committee Constitution for Durban University of Technology”.

1.2 The official text of this Constitution is the English text as recommended by the Student Services Board (SSB).

1.3 The HC can be assigned assets by Student Housing and Residence Life to fulfill their duties but not independently of the University. The HC shall not have the powers to dispose of or alienate any assets, save for the distribution of funds as contemplated in the Constitution.

1.4 This constitution is applicable to all HC and its sub-structures in conjunction with all duly approved university policies within the jurisdiction of student management and governance at Student Housing and Residence Life.

## SECTION 2

### OBJECTIVES OF THE HC

- 2.1 The objectives of the HC are to:
  - 2.1.1 Represent residence students in matters that may affect them through Student Housing and Residence Life established protocol.
  - 2.1.2 Monitor the proper functioning of all house committees in accordance with each house committees plan of action with specific reference to the provisions of the constitution.
  - 2.1.3 To promote student development through the House Committee approved Residence Life Networks.
  - 2.1.4 Foster, promote and protect traditions and the good name of the residences.
  - 2.1.5 Promote and encourage a culture of respect and discipline amongst residence students.
  - 2.1.6 Create a link between the residence students and their surrounding communities.
  - 2.1.7 To advocate that students are provided with conducive, healthy living and learning environment that promotes academic excellence.
  - 2.1.8 Serve as a conduit between residence students, Residence Advisors, Assistant Residence Advisors, Residence Coordinators, and Residence Student Assistants with an intention to elevate matters to Student Housing and Residence Life for action.
  - 2.1.9 Promote the vision and mission of Durban University Technology.

### Objectives of the CHC

- 2.2 The objectives of the CHC are:
  - 2.2.1 To serve as a central voice of all House Committees through all Chairpersons who form part of this committee.
  - 2.2.2 To promote collective decision making on behalf of House Committees.
  - 2.2.3 To ensure that they enforce collaboration on programs among various residences.
  - 2.2.4 To serve as an umbrella body that is involved in the development and consultation of policies that affect House Committees through Student Housing and Residence Life.

### Objectives of the CHE

- 2.3 The objectives of the CHE are:
  - 2.3.1 To serve as an Executive Structure of the CHC.
  - 2.3.2 To coordinate quarterly meetings and programs of the CHC.
  - 2.3.3 To ensure that all the CHE decisions are rectified by the CHC.
  - 2.3.4 To represent house committees through the SRC approved organs of leadership by definition of portfolios as per the SRC constitution.
  - 2.3.5 To function as a regular conduit on behalf of both the HC and CHC between residence leadership structures and Student Housing and Residence Life.

## SECTION 3

### POWERS AND FUNCTIONS OF THE HC, CHC AND CHE

#### 3.1 Powers and functions of the HC

- 3.1.1 The HC shall promote the culture of tolerance and collegiality amongst residence students.
- 3.1.2 The HC shall, together with Student Housing and Residence Life encourage and promote academic, leadership, social, sporting and cultural activities in residences.
- 3.1.3 The HC shall serve as the catalyst, which harnesses residence students and the residence management.<sup>444</sup>
- 3.1.4 The HC shall advance and maintain a suitable, healthy and proper living environment within the residence.
- 3.1.5 The HC shall in conjunction with the Department of Student Housing and Residence Life be



guided by Alumni and Fundraising Unit to raise funds for a specific residence developmental project.

3.1.7 The HC shall uphold democracy, accountability, transparency and efficiency as principles of good governance.

3.1.8 The HC shall co-ordinate student involvement in residences, which seeks to promote social cohesion within the residence community.

### **3.2 Powers and functions of CHC**

3.2.1 The CHC shall be a central point of decision making for matters affecting house committees.

3.2.2 The CHC shall be responsible for communicating decisions to their constituency.

3.2.3 The CHC shall coordinate central programs for residences for both Durban and Midlands Campus.

3.2.4 The CHC has a responsibility to consult the HC for programs that will form part of the plan of action for the academic year.

3.2.5 The CHC shall be responsible for developing a calendar for programs in the specific academic year involving both Durban and Midlands campuses.

3.2.6 The CHC shall not use funds allocated to them separately from the University approved policies, hence all expenditures should be done in conjunction with Student Housing and Residence Life for approval.

3.2.7 The CHC shall assist Residence Advisors with regulating and promoting discipline in their respective residencies

### **3.3 Powers and functions of the CHE**

3.3.1 The CHE shall provide the administrative function to the CHC.

3.3.2 The CHE shall serve as the advocacy for leadership guidance and development.

3.3.3 The CHE shall perform such functions with a spirit of uniting residence students by convening gatherings of the CHC.

3.3.4 The CHE shall give direction to the CHC in relation to the CHC programs for the specific academic year.

## **SECTION 4**

### **COMPOSITION, MEMBERSHIP AND THE SIZE OF THE HC, CHC, AND CHE**

4.1 The HC shall consist of the following elected members and applies to a residence that has a capacity of more than 100 students.

4.1.1 Chairperson

4.1.2 Project Officer

4.1.3 Secretary

4.1.4 The Residence House Representative applies to a residence that has a capacity of 50 or fewer students where there will be one (1) Residence House Representative. In a residence with a capacity above 50 but less than 100 there will be two (2) Residence House Representatives.

4.1.5 Additional members :

4.1.4.1 From the list of elected candidates the HC/RHR may appoint members to chair sub-committees or nominate from residence members to chair such committees but their roles should not clash with role of elected HC.

4.1.4.2 In each residence the HC/RHR may establish sub-committees relevant to their specific need for example, transport, sports, security etc.

4.1.4.3 Floor Representatives may be appointed to assist the HC/RHR.

## **4.2 The CHC shall consist of:**

4.2.1 All Chairpersons of residence house committees and Residence House Representatives. In cases where there are two Residence House Representatives, one with the highest number of votes shall be in CHC.

4.2.2 In a spirit of greater inclusivity the following members who shall be non-voting members must be part of the Central Housing Committee. The chairpersons of all house committee – residence networks as stated below representing both Durban Campuses and Midlands Campuses:

4.2.2.1 *Residence League Committee*

4.2.2.2 *The Green Campus Initiative*

4.2.2.3 *Qhakaza Ladies Network*

4.2.2.4 *Insika Men's Network.*

## **4.3 The CHE shall consist of the following elected members:**

4.3.1 President

4.3.2 Deputy President

4.3.3 Secretary

4.3.4 Deputy Secretary

4.3.5 Project Officer (Durban Campus)

4.3.6 Project Officer (Midlands Campus)

4.3.7 The President and Deputy President shall be elected from either of the campuses.

## **SECTION 5**

### **DUTIES AND FUNCTIONS OF HC, CHC AND CHE OFFICE BEARERS**

5.1 HC and CHC may assign additional duties and functions to any of its office bearers.

5.2 All office bearers shall submit quarterly reports to the Department of Student Housing and Residence Life.

#### **5.3. Duties of the Chairperson**

##### **The Chairperson shall:**

5.3.1 Be the head of the House Committee.

5.3.2 Convene and chair meetings of the house committee and general house meetings.

5.3.3 Lead the delegation in all meetings and structures unless in his/her absence has delegated their responsibility to his/her nominee.

5.3.4 Ensure that the house committee members perform their tasks and duties as per the provisions contained in this constitution.

5.3.5 Be responsible for maintaining the good reputation of the structure and residence community at his or her respective residence.

5.3.6 Together with Secretary is the signatory to official documents.

5.3.7 Ensure that all policies and procedures initiated by the CHC are implemented.

#### **5.4 Duties of the Project Officer**

##### **The Project Officer shall:**

5.4.1 Initiate and organize all sporting, cultural, academic and edutainment activities in the residence.

5.4.2 In conjunction with the Residence League Committee and Residence Advisor or Residence Mentor ensure the participation of their residences in the Residence League.

5.4.3 Ensure the collaboration between the sub-structures, in particular, QLN and IMN in advancing matters relating to gender issues.

5.4.4 In all meetings advocate matters concerning projects for the development of the residence community.

5.4.5 Be responsible for keeping all financial records and financial reports of the committee to be presented to the Residence AGM that must be held before the end of the first week of October.

## **5.5 Duties of the Secretary**

### **The Secretary shall:**

- 5.5.1 Be responsible for the day-to-day administration of the House Committee.
- 5.5.2 Be the chief custodian of all assets and documents of the House Committee.
- 5.5.3 Handle all correspondence of the House Committee.
- 5.5.4 Compile, type and circulate the agenda and minutes of the House Committee.
- 5.5.5 Deal with all constitutional matters affecting the House Committee.
- 5.5.6 Be responsible for the public affairs of the House Committee.
- 5.5.7 Together with the Chairperson be the signatory of all official documents.
- 5.5.8 In conjunction with the Chairperson convene a Residence AGM to be held before the end of the term.

## **5.6 Duties of the Residence House Representative**

### **The Residence House Representative shall:**

- 5.6.1 Be the head of the House Meetings.
- 5.6.2 Convene and chair house meetings.
- 5.6.3 Be the full member of the CHC.
- 5.6.4 Be responsible for the day-to-day administration of the residence.
- 5.6.5 Be the signatory of all official documents.
- 5.6.6 Be responsible for keeping all records and financial reports of the house committee to be presented to the residence AGM that must be held before the end of the first week of October.

## **5.7 Duties of the President of the CHE**

### **The President shall:**

- 5.7.1 Chair all meetings of the CHC. The CHE, in the absence of the President, the Deputy President shall preside. In the absence of the President and the Deputy President, any member of the Executive shall assume the duties of the President for the purpose of continuity.
- 5.7.2 Be an ex-officio member of all residence sub-structures.
- 5.7.3 Be responsible for the overall coordination of the duties and functions of CHC members.
- 5.7.4 Together with the Secretary is an official signatory of the CHC.
- 5.7.5 Be responsible for all the affairs of the CHC, including, but not limited to, liaising with any member of the university community with which the HC has an association.
- 5.7.6 Ensure compliance with the code of conduct by HC members and its sub-structures.
- 5.7.7 Represent the CHC in the Student Parliament and promote engagement with an SRC member responsible for residence affairs
- 5.7.8 Ensure the smooth running of the individual House Committees and act as a medium of communication between House Committees, the SRC and Student Housing and Residence Life Management.

## **5.8 Duties of the Deputy President**

### **The Deputy President shall:**

- 5.8.1 Act in place of the President in his/her absence and as the President in the campus he/she

represents based on-campus meetings or issues.

5.8.2 Support and assist the President in the coordination of the duties and functions of CHC members.

5.8.3 Co-ordinate the affairs and sittings of the CHC Meeting in his/her campus.

5.8.4 Perform any other duties delegated to him/her by the President, as provided in the Constitution.

## **5.9 Duties of the Secretary**

### **The Secretary shall:**

5.9.1 Be the chief operations and administrative officer of the CHC.

5.9.2 Be the chief custodian of all documents of the CHC.

5.9.3 Keep the original signed minutes of all proceedings of meetings of the CHC and ensure that all resolutions are duly recorded in the minutes.

5.9.4 Timeously circulate notices, agendas and minutes of meetings to all CHC members.

5.9.5 Be responsible for the processing of all correspondence of the CHC with persons or bodies outside the CHC and also within the CHC.

5.9.6 Together with the President be an official signatory of the CHC.

5.9.7 Ensure that the minutes, duly signed by the President of CHC meetings, are forwarded to the Office of the Director Student Housing and Residence Life.

5.9.8 Be responsible for the Public Relations of the CHC, ensuring that the CHC cultivates and projects a positive image.

5.9.9 Issue all notices of an AGM/Mass Meeting to the residence student body.

## **5.10 Duties of the Deputy Secretary**

### **The Deputy Secretary shall:**

5.10.1 Deputize the Secretary in his/her absence and act as the Secretary in the campus he/she represents.

5.10.2 Support and assist the Secretary in the administration of the affairs of the CHC.

5.10.3 Perform any other duties assigned to him/her by the Secretary or by the Committee.

5.10.4 Ensure that copies of minutes for meetings, subject to the terms and conditions of the Code of Conduct, are forwarded to the Department of Student Housing and Residence Life.

## **5.11 Duties of the Projects Officers (Durban Campuses/ Midlands Campuses)**

### **The Projects Officer shall:**

5.11.1 Convene and chair meetings related to programs.

5.11.2 Design an action plan for the year for approval by the CHC.

5.11.3 Co-ordinate all projects of the CHC.

5.11.4 Create awareness amongst residence students about CHC projects.

5.11.5 Identify program or developmental projects to be initiated or supported by the CHC.

5.11.6 Submit quarterly reports to the CHC Secretary for submission to the Department of Student Housing and Residence Life at the end of the first week of October.

## **SECTION 6**

### **MEETINGS AND QUORUM**

#### **6.1 Meetings and Quorum of the CHE**

6.1.1 An ordinary meeting of CHE shall be convened at least six (6) times per semester.

6.1.2 The CHE Secretary shall issue an invitation to all members, such invitation shall be communicated at least 5 calendar academic days before the day of the meeting. The invitation shall include, date and venue of the meeting, agenda to be discussed and time of the meeting.

6.1.3 All meetings of the CHE shall be convened during the official academic calendar days and when it is convenient during the academic break or weekends.

6.1.4 The quorum of the CHE meeting shall be 50% +1 of the total members. Should it happen that the quorum is not met within thirty minutes (30) of the time of the meeting, the Chairperson should postpone the meeting and the date of the next meeting should be communicated not later than two (2) days from the date of postponement.

6.1.5 Should the quorum not be met in the reconvened meeting; it should be considered as quorate provided there is at least one member from two (2) different campuses.

6.1.6 The chairperson facilitates arguments which are driven to be framed as decisions and resolutions. Should the members of the meeting be unable to reach a resolution or a decision, the chairperson should facilitate the voting process based on the discussions that were proposed.

6.1.7 All the meetings of the CHE should be recorded and such minutes must be communicated to the Student Housing and Residence Life officials responsible for the CHC.

6.1.8 Any special meeting of the CHE shall be communicated within three (3) days. An invitation should be accompanied by the date, time, venue and agenda of that meeting. There is no quorum required in the special meeting.

## **6.2 CHC meetings**

6.2.1 An ordinary meeting of CHC shall be convened at least once per term quarterly during a semester. At least two meetings should be held in the Durban Campuses and two should be held in Midlands Campuses.

6.2.2 The CHC Secretary shall issue an invitation to all members, such invitation shall be communicated at least 5 calendar academic days before the day of the meeting. The invitation shall include, date and venue of the meeting, agenda to be discussed and time of the meeting.

6.2.3 All meeting of the CHC shall be convened during the official academic calendar days and when it is convenient during the academic break or weekends.

6.2.4 The quorum of the CHC meeting shall be 50% +1 of its total members. Should the quorum not met within thirty minutes (30) of the time of the meeting, the chairperson should postpone the meeting and the date of the next meeting should be communicated not later than 3 days from the date of postponement.

6.2.5 Should the meeting unable to quorate as per 6.2.4, 20 people in the meeting shall constitute the quorum.

6.2.6 The chairperson facilitates arguments which are driven to be framed as decisions and resolutions, should the members of the meeting unable to reach a resolution or a decision, the chairperson should facilitate the voting process based on the discussions that were proposed.

6.2.7 All the meetings of the CHC should be recorded and such minutes be communicated to the Student Housing officials responsible for the CHC.

6.2.8 Any special meeting of the CHC shall be communicated within three (3) days, an invitation should be accompanied by the date, time, venue and agenda of that meeting. There is no quorum required in the special meeting

## **6.3 House committee meetings**

6.3.1 An ordinary meeting of HC shall be convened at least four (4) times on the first semester and two (2) times in the second semester before vacating office. The House Committee shall have a total of six (6) meetings to be recorded with minutes an attendance list of HC membership.

6.3.2 The HC Secretary shall issue an invitation to all members, such invitation shall be communicated at least three (3) calendar academic days before the day of the meeting. The invitation shall include, date and venue of the meeting, agenda to be discussed and time of the meeting.

6.3.3 All meetings of the HC shall be convened during the official academic calendar days.

6.3.4 The quorum of the HC meeting shall be 50% +1 of the total members. Should the quorum not be met within an hour of the time of the meeting, the chairperson should postpone the meeting and the date of the next meeting should be communicated not later than 48 hours from the date of postponement.

6.3.5 The chairperson facilitates arguments which are driven to be framed as decisions and resolutions, should the members of the meeting be unable to reach a resolution or a decision, the chairperson should facilitate the voting process based on the discussions that were proposed.

6.3.6 All the meetings of the HC should be recorded, and such minutes be forwarded to the Student Housing and Residence Life office for record keeping.

## **SECTION 7**

### **TERM OF OFFICE**

7.1 The House Committees term of office shall be in conjunction with the academic calendar which normally runs from January to December each year.

## **SECTION 8**

### **ELIGIBILITY**

8.1 The CHC President and the Secretary may not serve more than one term. Other ordinary members of the HC who eligible to be elected again can serve more than one term.

8.2 No student shall be eligible to stand for election unless he/she obtained a minimum pass of 65 % aggregate for the subject registered for in the previous semester during current academic year. In an event of an annual program, 65% aggregate of the previous year results will be applicable.

8.3 Any student who has been registered for at least one completed semester for a formal program of study recognized by Senate shall be eligible to stand for election, provided he/she complies with 8.2 above.

8.4 A student may only stand for election on the residence in which he/she is currently residing.

8.5 The following shall not be eligible to stand for elections:

8.5.1 A student who has been found guilty of an offence by any of the University's Tribunals.

8.5.2 A student who is on academic probation.

8.5.3 A student who has previously been found guilty of an offence/serious misconduct by any other institution of higher learning.

8.5.4 A student who has been found guilty of a criminal offence without the option of a fine by a court of the Republic of South Africa.

8.6 All bona fide residence students registered for a formal program of study recognized by Senate residing in a specific residence shall be eligible to vote.

## **SECTION 9**

### **FILLING OF VACANCIES**

9.1 In the case of a vacancy in any portfolio within HC, the first runner up from the elections should occupy the seat, this should be applicable as per positions that were contested by the first runner up.

## **SECTION 10**

### **TERMINATION OF INDIVIDUAL MEMBERSHIP OF THE HC AND CHC**

10.1 A member of the HC and CHC ceases to hold office if and when:

10.1.1 he/she ceases to be a registered student of the University for that academic year;

10.1.2 he/she ceases to be a residence student.

- 10.1.3 he/she is found guilty by the court of law for any serious offence
- 10.1.4 he/she tenders his/her resignation.
- 10.1.6 he/she becomes a member of staff or management or a service provider to the University.
- 10.2 A member whose membership has been terminated by the HC may lodge an appeal within seven (7) days to the Manager: Student Housing and Residence Life. The affected member shall continue to be a full member of the HC pending the outcome of the appeal. The decision of the Manager of Student Housing and Residence Life should be final.

## **SECTION 11**

### **DISSOLUTION OF THE HC**

- 11.1 In an event of gross misconduct the HC of the specific residence may be dissolved.
- 11.2 Such dissolution will allow the Department of Student Housing and Residence Life in consultation with the CHE to appoint interim structure until the next election.

## **SECTION 12**

### **HC ELECTIONS**

- 12.1 The Department of Student Housing and Residence Life shall be responsible for organizing the HC elections and providing administrative support to the Residence Electoral Committee in accordance with the Electoral Policy read in conjunction with this constitution.
- 12.2 Elections for the HC shall be held according to the rules, conditions, processes and procedures set out in the "Residence Electoral Policy for House Committee".
- 12.3 The elections shall be held during the third term at a convenient date to be determined by the Residence Electoral Committee.
- 12.4 The HC comes into office effectively at the commencement of the academic period which normally starts in January and ends in December.

## **SECTION 13**

### **PRIVILEGES AND BENEFITS FOR HOUSE COMMITTEES**

- 13.1 The HC/RHR shall enjoy the benefits as set out in the Privileges for the Organs of Student Leadership Policy as determined by Management from time to time.

## **SECTION 14**

### **PERFORMANCE MANAGEMENT**

- 14.1 There shall be a Performance Committee for HC/RHR for the purpose of monitoring academic progress of each member and the performance of the duties at the end of each quarter. The Performance Committee may recommend academic support a member requires and or removal from the position.
- 14.2 The Performance Committee shall consist of the Manager of Student Housing and Residence Life, Senior Residence Life Officer, Residence Life Officer, Residence Advisor/Assistant Residence Advisor, CHC President and staff member from the Centre for Excellence in Learning and Teaching.

## **SECTION 15**

## **CODE OF CONDUCT**

15.1 Members of the HC and its substructures shall at all times strive to conduct themselves and their affairs in a manner worthy of the leadership positions they have been entrusted with. They shall avoid any behavior and conduct which may bring their structures and/or the University into disrepute.

15.2 In conjunction with the Student Code of Conduct as contained in the “General Handbook for Students”, the conduct of the HC and its substructures shall also be regulated by the Residence Code of Conduct.

## **SECTION 16**

### **CONSTITUTIONAL AMENDMENTS**

16.1 The CHC, Residence Students and Student Services Practitioners may propose the constitutional amendments.

16.2 The submission shall be through Student Housing and Residence Life and will be forwarded to the Student Services Board for recommendation and finally to the EMC for approval.

## **SECTION 17**

### **PROMULGATION**

17.1 Once approved by EMC this HC Constitution shall:

17.1.1 Nullify all existing constitutions or similar documents referring to the HC.

17.1.2 Come into immediate effect.