



Constitution of Metanoia

Residence

This constitution was revised and has been voted in by the house on the 23rd of August 2022 in authority of the Residence Head, Assistant Residence Head and the Primaria of the 2021/2022 leadership. It was further amended by the 2021/22 leadership body.

Gareth Cornelissen

Residence Head

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PREAMBLE

We, the students at Stellenbosch University and residents of Metanoia conscious of our diverse cultural heritage and the historical context of Stellenbosch University and our country, the Republic of South Africa, unite to build a multicultural and democratic community that is free from discrimination, in conformity with The Constitution of the Republic of South Africa 1996.

We, the residents of Metanoia, recognise the pervasive historical injustices within our society and communities, and therefore strive to promote diversity and equality; strive to employ love and respect, whether it be in conflict or in peace; strive to uphold the underlying spirit of Ubuntu, as a defining value of this community, not merely as a motto; and strive to uphold the Constitution of Metanoia in line with the laws and regulations of Stellenbosch University and the Republic of South Africa.

Subject to the provisions of the Constitution of the Republic of South Africa, the Higher Education Act, the Statute of Stellenbosch University, and the Stellenbosch University Residence Rules, we accept this as our binding Constitution.

The Constitution of South Africa 1996 is the supreme law of the Republic; any law or conduct inconsistent with it is invalid, and the obligations imposed by it must be fulfilled.

CHAPTER 1 – BASIC PROVISIONS

1. DEFINITIONS AND ABBREVIATIONS

- (1) Academic year: The calendar year as set out in the University's yearbook.
- (2) “Accept”, “decide”, or “elect” means a decision taken with a simple majority of votes.
- (3) Calendar days: Includes Saturdays, Sundays, and public holidays.
- (4) CRS: Coordinator of Residence Services.
- (5) Ex officio: From within the previous office.
- (6) Executive Committee (EC): The EC consists of the Residence Head, Assistant Residence Head, Prim, as well as the Vice-Prims.
- (7) Guest: Any person not currently residing in Metanoia.
- (8) Higher Education Act means the Higher Education Act 101 of 1997.
- (9) House Committee (HC): The HC is the primary governing body of the Residence.
- (10) HC room: The designated room of a HC member in each section.
- (11) Motion: A written application by a resident.
- (12) Ordinary majority: The highest number of votes from the total votes cast, including abstained votes. Does not mean the same as 50%+1
- (13) Prim: Reference to the Primarius, Primaria or Primarium.
- (14) Quorum: For quorum to be met, at least two thirds of registered Metanoia residents must cast their vote
- (15) Room points: Points awarded on a basis of participation in Residence activities and academic achievement.
- (16) Servant leadership: A leadership philosophy in which the main goal of the leader is to serve, in this case, the House.
- (17) “Student” means a student registered at the University.
- (18) Student Constitution: The Stellenbosch University Student Constitution as proclaimed by the Student Representative Council
- (19) The Constitution of the Republic of South Africa means The Constitution of the Republic of South Africa, 1996.
- (20) University: Stellenbosch University, unless expressly stated otherwise

(21) Voting right. The right to partake in a vote during a House Meeting and elections.

(22) Working days: Excludes Saturdays, Sundays, and public holidays.

2. INSTITUTIONAL DOCUMENTS AND POLICIES

(1) The decisions and actions of Stellenbosch University are guided by values as well as a vision and mission statement with aims of moving forward together towards SU's future positioning. The values of Stellenbosch University are: Compassion, Equity, Respect, Accountability and Excellence.

(2) The Stellenbosch University Residence Rules is attached as Addendum C. Student Communities are subject to SU residence rules.

(3) Stellenbosch University policies can be found here: [Policies and Regulations \(sun.ac.za\)](http://sun.ac.za)

3. AUTHORITY

a. This Constitution is subject to the Constitution of South Africa, the Higher Education Act, the Statute of Stellenbosch University, the Stellenbosch University Disciplinary Code, and the Stellenbosch University Residence Rules. This Constitution is invalid insofar as it is inconsistent with the aforementioned.

b. This version of Metanoia's Constitution revokes all previous constitutions, including all related rules and regulations that previously applied in Metanoia.

c. Where there is a conflict between provisions, or in absence of a provision, the Stellenbosch University Residence Rules is to be followed.

d. All practices, rules, regulations, and policies of Metanoia are invalid insofar as it violates the policies mentioned in (a) above, the specific provisions within this Constitution and/or the values of Metanoia.

CHAPTER 2: FOUNDATIONS OF METANOIA

4. NAME AND CLUSTER AFFILIATION

Metanoia:

1. Accepts the authority of, and is subject to, the Constitution of South Africa, the Higher Education Act, the Statute of Stellenbosch University, and other University regulations.
2. Metanoia is part of Rubix and accepts the responsibility of being a member of Rubix.

5. PURPOSE

1. Metanoia sees each member of our community as an individual that has something unique to contribute to our student community.
2. Metanoia seeks to provide each member with the opportunity to reach their full potential.
3. Metanoia creates a safe and secure environment where meaningful relationships are formed and where an atmosphere conducive to learning and development of each individual student is catered for through the provision of suitable social and educational programmes and recreational activities. {Speaks to enabling community}
4. Metanoia strives to be a home for all registered residents / community members (PSO)

6. VALUES

The values that Metanoia subscribes to are not listed in any specific hierarchy or order and should be read complementary to one another. Every resident of Metanoia commits themselves to the following values:

- 6.1 Equality. An all-encompassing state whereby all individuals are equal in status, rights, and opportunities; ensuring that all individuals have equal resources and chances to make the most of their lives within our living space.
- 6.2 Integrity. Being honest and true with oneself and others; having and acting with strong moral principles that do not waver when faced with adversity.
- 6.3 Love. The recognition, acceptance and deep admiration of others' lived experiences and identity; and using this intense feeling to both build oneself and others in order to create a more enriching environment for all.
- 6.4 Diversity. Having a range or variety of people, cultures, and religious beliefs reaching down to even opportunities. The celebration and recognition of these spheres of life that make us who we are and unique. The celebration of experiences and differences. Not taking away from someone else's identity because there are differences.

6.5 Respect. Acknowledging and accepting the abilities, qualities, beliefs, or achievements displayed by those within our living space, showing that you recognize their context and perspective, and treating them in a manner that displays a careful cognizance of their feelings.

6.6 Ubuntu. A quality that includes the essential human virtues: compassion and humanity. This word is often translated as "I am because we are". It is the belief in a universal bond that connects all humanity. It is an act of humanity towards others. It is a sense of community. It is a form of humanism to treat others well because they are human.

All the residents of Metanoia follow a communal set of values and strive to live by them.

7. MEMBERSHIP

A person will be deemed to be a member of Metanoia if that person:

- a. Is a registered student at SU and;
- b. is registered as a member of Metanoia on student records or is placed in a residence for a specific academic year.

All House members are subject to the Constitution and values of Metanoia.

8. HOUSE SONG / SYMBOLS / EMBLEM...

8.1 Attached as Addendum A

CHAPTER 3 – RULES AND REGULATIONS OF METANOIA

9. METANOIA LEADERSHIP

9.1 Introduction

Metanoia is run by a management team consisting of Stellenbosch University appointed staff and an elected House Committee who all report to the Director, Centre for Student Communities. The leadership body stands for servant leadership. A leader in Metanoia must:

- 9.1.1 Contribute to a culture of community by holding the needs of others in high regard, whilst encouraging others to do the same, thus showcasing the spirit of Ubuntu,
- 9.1.2 Act with integrity while leading their respective portfolios. This includes acting in a principled manner regardless of difficulty, audience, or any recognition they may receive,
- 9.1.3 Show respect towards others,
- 9.1.4 Treat everyone equally, despite personal preferences, thus creating an environment of equality. Leaders are required to place their natural inclination to favour those closest to them aside,
- 9.1.5 Display love that goes beyond a feeling and to love even when it is difficult to do so. A leader should be willing to put time and effort into the well-being of others, regardless of their performance, thus contributing to an enriched environment for all,
- 9.1.6 Embrace diversity by helping residents to feel welcome in Metanoia, regardless of their identity. A leader should appreciate diverse opinions, allowing different input and should not silence anyone based on their points of view.
- 9.1.7 In addition to servant leadership, the leadership structure should also aim to apply ethical leadership practices within Metanoia Residence. Ethical leadership aims to ensure that the leadership structure is focuses on -
 - 9.1.1.1 Ensuring transparency with the House with regards to matters pertaining to the House.
 - 9.1.1.2 Achieving justice for the residents of Metanoia.
 - 9.1.1.3 Ensuring that each student leader within the community is held accountable for their actions.

9.1.1.4 Ensuring that each student leader is aware of their responsibilities.

9.1.1.5 The leadership body of Metanoia consists of the House Committee, the Mentor body, Newcomers' Committee, Seniors' Committee, the Residence Head, and the Assistant Residence Head.

9.2 THE RESIDENCE HEAD

9.2.1. Refer to the University's Residence Rules Policy. All information and responsibilities outlined in this section apply to the context of Metanoia Residence.

9.3 THE PRIMARIUM

9.3.1 The Prim is responsible for arranging the HC portfolio handover.

9.3.2. Within two weeks of the new HC being elected, a HC portfolio handover session must be organised by the outgoing and incoming Prim.

9.3.2.1. The purpose of the HC Portfolio Handover is to provide the newly elected HC with the compiled full year portfolio reports from their respective predecessors.

9.3.2.2. It is the responsibility of the outgoing and incoming Prim to ensure this Portfolio Handover takes place before the first HC meeting of the fourth term.

9.3.3. Additional duties and responsibilities of the Prim are outlined in the University's Residence Rules.

9.3.4. The newly elected Prim must sign the Code of Conduct for House Committee members, which states that they accept their responsibilities as a House Committee member.

9.3.4.1. It is the responsibility of the Assistant Residence Head to ensure that this document is signed by the newly elected Prim.

9.4 THE VICE-PRIMARI

9.4.1 Refer to the University's Residence Rules.

9.4.2. The newly elected Vice-Primari must sign the Code of Conduct for House Committee members, which states that they accept their responsibilities as a House Committee member.

9.4.3 It is the responsibility of the newly elected Prim to ensure that these documents are signed.

9.5 HOUSE COMMITTEE MEMBERS

9.5.1 Refer to the University's Residence Rules.

9.5.2. Each House Committee member must sign the Code of Conduct for House Committee members, which states that they accept their responsibilities as a House Committee member.

9.5.3. It is the responsibility of the newly elected Prim to ensure that each House Committee member signs this document.

9.6 MENTORS

9.6.1 General

9.6.1.1 Mentors are appointed during the third term of the preceding year by the incoming and outgoing HC of Mentors, Residence Head, Assistance Residence Head, and newly elected Prim.

9.6.1.2. In order for a resident to be considered, a Mentor application form must be completed, which can be obtained from the current HC of Mentors.

9.6.1.3. Mentors are appointed based on their academic achievement, leadership qualities, and behaviour according to the House values.

9.6.1.4. Each Mentor must sign the Code of Conduct for Mentors which states that they accept their responsibilities as a mentor.

9.6.1.4.1. It is the responsibility of the HC of Mentors to ensure that each Mentor signs this document.

9.6.1.5. Mentors are appointed for the term as determined by the CSC. The number of mentors are communicated by CSC to Metanoia at the start of the appointment process.

9.6.1.6. Mentors are held accountable by the HC of Mentors and Head Mentor regarding the fulfilment of their duties.

9.6.1.7. In the event that a Mentor fails to perform their duties or acts contrary to the Mentor Code of Conduct, disciplinary steps will be taken against the Mentor at the discretion of the HC of Mentors, in conjunction with the HC of Discipline.

9.6.1.8. The Head Mentor is appointed after all Mentor positions have been filled. The incoming and outgoing HC of Mentors, the Residence Head, the Assistant Residence Head and the newly elected Prim, will appoint the new Head Mentor from the newly elected Mentor body.

9.6.2 Duties of mentors

9.6.2.1 A mentor will:

9.6.2.1.1 Provide newcomers with relevant information regarding their studies and give general guidance.

9.6.2.1.2. Plan, prepare and participate with newcomers in activities that will familiarize them with their new environment and assist them in navigating their way around the campus.

9.6.2.1.3 Meet with new students weekly - individually and in a group setting in the form of a BeWell session.

9.6.2.1.4 Refer newcomers to the facilities and resources available to them on campus.

9.6.2.1.5 View all personal details of newcomers as confidential.

9.6.2.1.6 Report cases of serious illness, injury, and personal crises of newcomers to the Residence Head and the HC of Mentors.

9.6.2.1.7 Welcome any new resident in their section and inform them about basic operations in Metanoia, regardless of their year of study.

9.6.2.1.8 Follow all the rules and expectations for a mentor as set out by Metanoia and the University.

9.6.2.1.9 Attend the compulsory training sessions provided.

9.7 NEWCOMERS COMMITTEE MEMBERS

9.7.1 The purpose of the Newcomers' Committee is to:

9.7.1.1 act as a communication link between the newcomers and the HC for complaints, suggestions, information etc.

9.7.1.2 organise newcomer events e.g., the Newcomers' dance. be a friendly face and create a safe space for the rest of the newcomers.

9.7.1.3 uphold House values at all costs.

9.7.2 The structure of the committee is up to the discretion of the HC of newcomers but must include a chairperson and vice-chairperson.

9.7.3 The chairperson of this committee has the duty to:

9.7.3.1 delegate work amongst committee members.

9.7.3.2 dispute any arguments between the first years by evaluating the argument and suggesting what the best solution is.

9.7.3.3 act as a "connection" between the House Committee member responsible for committee and the other committee members.

9.7.3.4 be aware if anyone is not fulfilling their duty.

9.7.3.4.1 If a member does not fulfil their duty, the first step is to approach the member with two warnings.

9.7.3.4.2 If the problem persists, the chairperson should consult the HC of the Newcomers Committee.

9.7.4 The vice-chairperson has the duty to

9.7.4.1 support the chairperson in all their duties.

9.7.4.2 take the position of the chairperson if the chairperson is absent.

9.7.4.3 consult the HC of Newcomers if they feel that the chairperson is not fulfilling their duties.

9.7.4.4 ensure that the chairperson is not leading by means of a dictatorship and is listening to others whilst also being fair.

9.7.5 Each member should be committed to the committee and should be willing and responsible to complete the duties assigned to them to their fullest capacity.

9.7.6 Each member of the Newcomers Committee must sign the Code of Conduct for Newcomers' Committee members, which states that they accept their responsibilities as a Newcomers' Committee member.

9.7.6.1 It is the responsibility of the HC of Newcomers to ensure that each member of the Newcomers' Committee signs this document.

9.8. SENIORS' COMMITTEE MEMBERS

9.8.1. The purpose of the Seniors' Committee is to:

9.8.1.1 act as a communication link between the seniors and the HC for complaints, suggestions, information etc.

9.8.1.2 organise seniors' events e.g., the senior dance.

9.8.1.3. be a friendly face and create a safe space for the rest of the seniors.

9.8.1.4 uphold House values at all costs.

9.8.2 The committee consists of 20 members, including one (1) chairperson and one (1) vice-chairperson.

9.8.2.1 Each member of the committee is assigned to a section, as chosen by the HC of Seniors, to provide support and information to all seniors regarding any relevant matters.

9.8.3 The chairperson of this committee has the duty to

9.8.3.1 delegate work amongst committee members.

9.8.3.2 dispute any arguments between the seniors by evaluating the argument and suggesting what the best solution is.

9.8.3.3 act as a "connection" between the House Committee member in charge of the committee and the other committee members. be aware if anyone is not doing their duty.

9.8.3.4 be aware if anyone is not doing their duty.

9.8.3.4.1 If a member does not do their duty the first step is to confront the member with two warnings.

9.8.3.4.2 If the problem persists, the chairperson should consult the relevant HC Member.

9.8.4 The vice-chairperson of this committee has the duty to

9.8.4.1 support the chairperson in all their duties.

9.8.4.2 take the position of the chairperson if the chairperson is absent.

9.8.4.3 consult the relevant HC Member if they feel that the chairperson is not fulfilling their duties correctly.

9.8.5 The genders of the members of the Senior's Committee should be chosen to reflect the genders of the sections in the Residence.

9.8.6 Each member should be committed to the committee and should be willing and responsible to complete the duties assigned to them to their fullest capacity.

9.8.7 Each member of the Seniors' Committee must sign the Code of Conduct for Seniors' Committee members, which states that they accept their responsibilities as a Seniors' Committee member.

9.8.7.1 It is the responsibility of the HC of Seniors to ensure that each member of the Seniors' Committee signs this document.

9.9. THE HC OF FINANCE (FINANCIAL MANAGER/"THE TREASURER")

9.9.1. Refer to the University's Residence Rules.

9.9.2. In addition to their duties as financial manager, the HC of Finance still must uphold the responsibilities of a general House Committee member as set out in the Code of Conduct for House Committee members.

9.10 MINUTE KEEPING

9.10.1 The Minute Keeper must ensure that comprehensive and coherent minutes are taken for every HC Meeting and House Meeting.

9.10.2 The Minute Keeper should make the minutes of the previous HC meeting available to the HC within 48 hours of the next meeting.

9.10.3 All minutes will be made available to the House on the Metanoia website.

9.10.3.1 Minutes of House Meetings must be made available to the House within seven (7) calendar days after the meeting.

9.10.3.2 Minutes of HC meetings must be made available to the House within two (2) calendar days after the meeting.

9.10.4 The duty of minute keeping is allocated to the Prim at the start of their term. They can choose to take minutes themselves or delegate the responsibility to an external Minute Keeper.

9.10.4.1 Should minute keeping be delegated to an external Minute Keeper, the resident should be chosen through a fair and transparent application process, which is up to the discretion of the Prim.

9.10.4.2 The external Minute Keeper will receive financial compensation per set of minutes submitted, at a rate set by the Prim, in conjunction with the Residence Head and the financial manager.

9.11 EXECUTIVE COMMITTEE

9.11.1. The EC has the authority to invite any other person to EC meetings if they deem this necessary.

9.11.2 EC meetings are to be held at least once a week.

9.11.3. In time-sensitive matters, where there is no opportunity to consult the HC, the EC will act on behalf of the HC and inform the HC of decisions made at the next HC meeting.

9.11.4 Decisions made by the EC can be rescinded by a majority vote from the HC.

9.12 PORTFOLIOS

9.12.1 The Prim determines the portfolios of the Vice-Primarii after a discussion between the Prim and Vice-Primarii.

9.12.2. The Prim, in conjunction with the Vice-Primarii, determines the various HC members' portfolios at the beginning of the HC term.

9.12.3. The EC, at their own discretion, can choose to add or remove any portfolios that were present in the previous leadership term.

9.12.4. The portfolios Newcomers and Discipline may not be combined.

9.12.5. The HC of Finance never receives a second portfolio.

9.13 VOTING AND ELECTIONS

VOTING:

9.13.1 Votes are only considered valid if quorum was met when the voting took place.

9.13.2 Each resident of Metanoia only has one vote.

9.13.2.1 If a resident cannot cast their own vote, for whatever reason, a proxy may not vote on their behalf.

9.13.3 Voting can take place either by secret (paper) ballot, or by means of online voting.

9.13.4 Any resident wishing to vote, should present their student card (in the event of a paper ballot) or enter their student number (in the event of an online vote) in order for the Election Committee to determine whether these residents are currently registered residents of Metanoia.

9.13.5 Voting occurs over a period as determined by the Election Committee.

9.13.5.1 The voting period must be clearly communicated to the House.

9.13.5.2 If the required two-thirds of the House do not vote during the allocated period, the Election Committee must provide another voting opportunity or extend the voting period, for a maximum of 3 (three) times.

9.13.5.3 If enough residents still have not voted during the extended voting period, the process will continue with the votes received and it will be deemed a valid election.

9.13.6 In the event that an ordinary majority votes to abstain, the election will be deemed invalid.

9.13.6.1 In the event of an invalid election, the election process will be conducted again.

9.14 ELECTION COMMITTEE

9.14.1 The HC of Voting is responsible for establishing an Election Committee and acts as the chairperson of this committee.

9.14.2 If the HC of Voting decides to run as HC for another term, their position as chairperson of the Election Committee ends. The Election Committee will then choose another chairperson to lead the process. The new chairperson must come from the present committee. The former chairperson will no longer take part in the process.

9.14.3 The Residence Head serves on the Election Committee for consultation and advisory purposes.

9.14.4 The Election Committee must consist of a minimum of five (5) residents, of which two (2) must be HC members. This minimum includes the chairperson and excludes the Residence Head.

9.14.5 The Election Committee is responsible for ensuring that the nomination and election process is transparent, fair and within the framework of the Constitution of Metanoia.

9.14.6 The Election Committee is responsible for facilitating the voting procedure following processes:

9.14.6.1 The election of all members of the leadership body, excluding the Residence Head and Assistant Residence Head;

9.14.6.2 The adoption of a proposed Constitution of Metanoia; and

9.14.6.3 Constitutional amendments.

9.15 ELECTION OF HOUSE COMMITTEE MEMBERS

General

9.15.1 The decisions regarding the nomination period, from the opening date until closing, rests with the Election Committee, but are subject to the following:

9.15.1.1 The period available for the nomination will not be shorter than seven (7) calendar days.

- 9.15.1.2 Each candidate must have at least four (4) seconders. All seconders must be current Metanoia students.
- 9.15.1.3 Nominees may withdraw at any time before the election by providing the Election Committee with a written or digital request for withdrawal.
- 9.15.1.4 The Election Committee has the authority to remove nomination forms if the candidates do not meet the requirements set by the Residence/University. This occurs under the supervision of the Residence Head and the nominee in question must be notified of such occurrence.
- 9.15.1.5 The Metanoia Disciplinary Committee has the authority to remove nomination forms in the event that candidates appear within the disciplinary register subject to the frequency of their appearance, the dishonest nature of any transgressions, and behaviour that severely undermines the house values. This occurs under the supervision of the Residence Head and the nominee in question must be notified of such occurrence.
- 9.15.2 If an insufficient number of residents make themselves available for the first round of nominations, the Election Committee has to re-open the nominations.
- 9.15.2.1 The HC of Voting has the discretion to decide on the specifics of the re-opened nomination period.
- 9.15.2.2 Candidates are regarded as having been successfully elected when they receive the largest number of votes. In the case of the Prim and Vice- Primarii election, the candidate in question must receive 50%+1 vote before they can fulfil the relevant position.
- 9.15.2.3 In the event that there is only one candidate in the Prim or Vice-Primarii elections, that student must still receive a 50%+1 “yes” vote as a vote of confidence to be elected as Prim or Vice-Primarii.
- 9.15.3 The names of the candidates must be made available to the House, on a public platform, at least three (3) working days prior to the caucus.
- 9.15.4 An introduction session (caucus) must be held for the candidates who availed themselves for the positions of Prim, Vice-Primarii and House Committee member.
- 9.15.5 The election of the new HC members must occur as per the election calendar/dates communicated by the CSC.
- 9.15.6 Prim and Vice-Primarii
- 9.15.6.1 The election of the new Prim and Vice-Primarii must take place within the first three (3) weeks of the third term unless prescribed otherwise by the University.
- 9.15.6.2 The Prim and Vice-Primarii elections are a separate process, whereby the Prim election must take place before the Vice-Primarii elections.
- 9.15.6.3 During the Prim election, the Prim candidate must receive 50%+1 vote and is immediately announced as Prim.

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

9.15.6.5 During the Vice-Primarii election, the two candidates who receive the highest votes will be elected as the two Vice-Primarii.

19.15.6.5.1 relies on the condition that at least one of the Vice-Primarii elected identifies as a different gender to that of the Prim.

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

9.15.7 Lack of candidates for the position of Prim or Vice-Prim

9.15.7.1 In the event that there are no applicants for the position of Prim or Vice-Primarii, the rest of the House Committee will be elected as normal, and the vacant executive positions will be filled by members of the newly elected House Committee.

9.15.7.2 In such an instance, additional members will be elected to fill the vacant positions.

9.15.7.3 Willing members of the House Committee will nominate themselves to run for the vacant executive positions. That candidate must achieve an ordinary majority vote (or a vote of confidence in the instance of one candidate availing themselves) to be elected into the vacant executive position they are running for.

9.15.8 Ex officio member responsible for mentors

9.15.8.1 Any current mentor is eligible to stand for election.

9.15.8.2 Nominations need not be made in advance and can be made during the election itself.

9.15.8.3 The HC of Mentors election must occur directly after the Primarii elections but before the election of the new HC at a time and place organised by the Election Committee.

9.15.8.4 The Residence Head and at least one member of the Election Committee must be present to facilitate the process.

9.15.8.5 At least three-quarters (75%) of the mentors must be present for a valid election to occur.

9.15.8.6 The nominee who receives 50%+1 vote is the new HC of Mentors. If no candidate receives the required number of votes in the first round, the two candidates with the highest votes are identified, after which the second round of voting takes place. The candidate who receives the ordinary majority of votes in the second round will be announced as the ex officio member of the HC. The results of this election will be made known to the House on the same evening, if possible.

9.15.8.7 In the event that there is only one candidate, this person must receive a 50%+1 vote as a vote of confidence to be elected.

9.15.8.8 In the event that none of the current mentors make themselves available for the position, or if there is one candidate who does not meet the requirements set out in Section 4.3.4.7, the HC member for mentors will not be chosen from the current group of mentors. In

such an event, the House will elect all 21 HC members and one of the members will receive this portfolio.

9.15.9 Remaining House Committee members

9.15.9.1 Residents may vote for a maximum of ten (10) candidates (regardless of sex or gender). In the event of this number being exceeded, the ballot will be regarded as spoiled.

9.15.9.2 The genders of the members of the House Committee should be elected to reflect the genders of the sections in the Residence.

9.15.9.3 The seventeen (17) candidates with the highest votes, are elected as the HC.

9.16 REPLACEMENTS/RE-ELECTION OF HOUSE COMMITTEE MEMBERS

9.16.1 TERMINATION OF HC MEMBERSHIP

9.16.1 A HC member's term of service ends when:

9.16.1.1 A HC member requests the termination of their term of service in writing;

9.16.1.2 The EC decides to terminate a HC member's term of service;

9.16.1.3 The House votes to terminate a HC member's term of service by means of a motion;

9.16.1.4 A HC member leaves the Residence; or

9.16.1.5 A HC member does not meet the HEMIS requirement.

9.16.2 In the event of Section 9.16.1.1, the HC member who wishes to terminate their term of service should submit a written request to the Residence Head or Assistant Residence Head.

9.16.2.1 The Residence Head and Assistant Residence Head will consider the request and may decide to first convene a meeting with the HC member in question rather than merely accepting the resignation.

9.16.2.2 If the request to terminate the HC member's term of service is accepted, the Residence Head and/or Assistant Residence Head will provide written notice to terminate their term of service.

9.16.3 In the event of Section 9.16.2- check, the EC has the discretion to dismiss a HC member at a formal meeting on the understanding that the HC member in question was given a fair

and reasonable chance to defend themselves. The HC member may employ the assistance of a fellow student for defence if they would prefer to do so.

9.16.3.1 Once a HC member has had the opportunity to defend themselves, the EC must decide (with an ordinary majority vote) whether the HC member should be dismissed.

9.16.3.2 In the event that the EC's vote leads to a tie, the Residence Head has the deciding vote.

9.16.3.3 If the EC decides to dismiss the HC member following an ordinary majority vote, the Residence Head or Assistant Residence Head must inform the HC member of the dismissal formally and in writing.

9.16.4 In the event of Section 9.16.1.3, a resident can bring a motion to the House Committee to vote on the capacity of the HC member in question during the next House Meeting.

9.16.4.1 The EC retains the right not to take the matter to the House if it is of a particularly sensitive or private nature.

9.16.4.2 The EC has the responsibility to consult the individual/s involved and discuss their decision concerning revealing the matter to the house.

9.16.4.3 The EC has the responsibility to inform the house of these sensitive issues if it affects the safety and well-being of members of the house.

9.16.4.4 In the event that the EC decides not to take the matter to the House, they must provide motivation for their decision to the House Committee.

9.16.4.5 In the event that the House Committee disagrees with the decision made by the EC, they retain the right to veto the decision by means of an ordinary majority vote.

9.16.5 In the event that the case concerning the HC member's capacity is taken to the House Meeting, the relevant HC member's term will be ended by a house majority vote of those present.

9.17 PRIMARIUM

9.17.1 In the event that the Primarii's membership is terminated during the HC term, the HC will elect one of the Vice-Primarii to fill this position (with an ordinary majority vote).

9.17.2 In the event that neither of the Vice-Primarii is available, the HC will elect a Primarii from among themselves (with an ordinary majority vote).

9.17.3 The former HC member is obligated to switch rooms with their successor within 48 hours of the termination of membership.

9.17.4 If this process occurs prior to the commencement of the mid-year examinations, the vacant HC position must be filled by the procedure set out in Section 9.19.

9.18 VICE-PRIMARII

9.18.1 In the event that a Vice-Primarii's membership is terminated during the HC term, the HC will elect a new Vice-Primarii from among themselves (with an ordinary majority vote).

9.18.2 The former HC member is obligated to switch rooms with their successor within 48 hours of the termination of membership.

9.18.3 It is up to the discretion of the EC to delegate the responsibilities of the HC member's former portfolios to other HC members.

9.18.4 If this process occurs prior to the commencement of the mid-year examinations, the vacant HC position must be filled by the procedure set out in Section 9.19.

9.19 HOUSE COMMITTEE MEMBERS

9.19.1 If a HC member's position is terminated during the HC member's term of service, the election list of the relevant term will be consulted by the Residence Head(s) in the presence of the HC of Voting.

9.19.1.1 The newly vacant HC position will be offered to the person of the same gender with the next highest number of votes following the vote for the original HC.

9.19.1.2 The person approached in terms of Section 9.19.1.1 is under no obligation to accept the position.

9.19.1.3 If the person specified in Section 9.19.1.1 accepts the position, they take over the relevant section and portfolio that the terminated HC member held.

9.19.1.4 If the person specified in Section 9.19.1.1 does not accept the position, the next person on the list (according to the number of votes received and their gender) is approached.

9.19.2 In the event that no suitable candidate can be found on the above-mentioned voting list, an interim election will be held within the House.

9.19.3 The former HC member is obligated to switch rooms with their successor within 48 hours of the termination of membership.

9.19.4 All the above-mentioned responsibilities rest on the HC of Voting and the Election Committee.

9.19.5 In the event that a HC member's term is ended after the commencement of the mid-year examinations, the position can remain unfilled until the end of the HC's term of service.

9.19.5.1 If the vacant HC position remains unfilled, it is the responsibility of the EC to delegate the responsibilities of the unallocated portfolios to other HC members.

10. RESIDENCE FINANCE

10.1 HOUSE FEES

10.1.1 The amount for the house fees is charged to the students' accounts and paid to the particular residence house fund.

10.1.2 No additional levies over and above the approved house fees may be demanded or expected from first-year students or any other students.

10.2 FUND ADMINISTRATION

10.2.1 The financial manager of a specific residence administers the residence in accordance with the regulations of the Residence Rules, the constitution of the residence, and the instructions of the Finance Division of the University.

10.2.2 Any expenditure considered as unbudgeted or over budget is subject to approval via the approved mechanism for unplanned expenditure within that student community (as mentioned in the duties of the treasurer).

10.3 FINANCIAL MANAGEMENT OF RESIDENCE PORTFOLIOS, PROJECTS, AND EVENTS

10.3.1 All monies received must be paid in against the cost point of the particular house fund. No monies received may be used to pay expenses directly. If this rule is disregarded, disciplinary action may be taken against the financial manager and/or other students or

persons who are party to it. **Please note:** *Any student or person who is party to the infringement may be reported to the SARS and such student or person will be liable for all taxes and fines that may arise from the matter.*

10.3.2 Advances will only be considered by the Finance Division after the submission of a budget setting out the nature and extent of the requirements. Source documents, invoices and/or receipts related to the awarded advance must be submitted to the Finance Division within a reasonable period of time, as agreed, before any further advances or payments will be considered.

11. WELCOMING PRACTICES WITHIN COMMUNITY

11.1 INTRODUCTION

At Stellenbosch University, students are welcomed into any student community (including sport teams) in a manner that is friendly, hospitable and affirms human dignity. These values, which guide all our welcoming processes, are reinforced by our institutional values of respect, excellence, equity, compassion and accountability.

An unacceptable welcoming practice is any attitude, action, rule or practice that is typical of a power hierarchical system and that does not promote a values-driven system. An example of such a practice is where newcomer students are expected to subject themselves to power being exercised, whether or not such action is aligned with the values set out above.

The rule about unacceptable welcoming practices applies throughout the year and includes the behaviour of senior students vis-à-vis newcomers.

11.2.1 All provisions in this section should be interpreted in the view of the University's:

- a) Endeavour to establish values-driven student communities;
- b) Endeavour to do away with any action that organises a student community as a power hierarchy (whether temporary, momentary or for a longer period);
- c) Vision 2040;
- d) Intention and endeavour to be welcoming and inclusive; and
- e) Expectation that students' basic rights should always be respected and not infringed upon.

11.2.2 All students or groups of students are subject to the specific rules that apply to the welcoming of newcomers. The same principles and rules apply equally to the welcoming, integration and orientation of any other student by fellow students at the University.

11.2.3 No student may voluntarily, whether in writing, verbally or through their actions, or in any other way, relinquish any right that applies in terms of these rules or that may be granted in terms of the Bill of Rights as contained in the Constitution of the Republic of South Africa (1996).

11.2.4 No student who participates in organising, executing, or undertaking any activity in which any other student or groups of students are involved, and which is inconsistent with the rules of the University in terms of welcoming, shall be able to rely on the participating parties' voluntary agreement to take part in the activity/activities at their own risk.

11.2.5 Any attitude, action, rule, or practice that affects newcomers, as well as other members of the community, and is inconsistent with a values-driven system (and therefore shows signs of a hierarchical power system) is an unacceptable welcoming practice and is prohibited. This means that practices known as "initiation" or "induction" (or "doop", as it is called in Afrikaans) of newcomer and other students, or any other related activity of belittlement, are strictly prohibited at the University. The prohibition applies to the treatment of newcomers in a residence, PSO, house or cluster, or even a section of a residence, as well as similar activities or practices during the celebration of birthdays, the election of HC members, engagements or in recognition or celebration of any achievement, event, or milestone.

11.2.5.1 Although not closed/exhaustive, the following list contains examples of transgressions that are regarded as inconceivable conduct, practices, attitudes or actions in a values-driven community or team, and are thus strictly prohibited:

a) Any form of physical assault.

b) Any form of physical contact or belittlement, such as sweating sessions, wearing jackets or ties, or being forced to walk backwards.

c) Pulling pillowcases, bags, or something similar over students' heads.

- d) Any form of mud bath or something similar.
- e) Giving or administering alcohol, food, or any other substance, including water.
- f) Applying any substance to students' bodies.
- g) Any form of mental/emotional harm or humiliation, such as wearing absurd clothing, intimidation, abusive remarks or shouting at newcomers or other community members.
- h) Deliberately depriving newcomers of food.
- i) Depriving students of any privileges to which they would normally be entitled, such as using items or facilities such as telephones, cell phones, make-up, laundry machines or time to bathe or shower or use the toilet.
- j) Forbidding newcomers to speak or creating an expectation that newcomers may or should not speak in certain contexts. Also only being allowed to speak to predetermined list of staff or leaders.
- k) Denying newcomers contact with their parents/family members during welcoming.
- l) Forced participation in activities, including group activities.
- m) Any form of personal service to senior students, whether individually or as a group.
- n) Issuing instructions and prescripts to newcomers (such as regarding clothing and having to serve seniors).
- o) Taking any oath of secrecy or giving rise to any understanding in respect of secrecy with regard to welcoming, no matter how indirect this may be. This specifically applies to welcoming or any type of initiation in a more intimate context than the House, such as a team, section floor or any other, similar subdivision.
- p) Providing newcomers with information to memorise, and embarrassing, ridiculing, insulting, or humiliating them when they are "tested" on it (in whatever form).
- q) Giving newcomers tasks to perform in front of others (normally senior student or other student communities) and then ridiculing and/or humiliating them during their attempts to do the task.

- r) Expecting or encouraging newcomers to steal private property for whatever purpose, and particularly as a so-called expression of loyalty towards or as a “customary action”/tradition of the House or a part thereof, or even where such a possibility exists, and newcomers are not actively discouraged from stealing or vandalising property.
- s) Expecting newcomers to stay in the residence over a weekend without expecting the same from other students (seniors).
- t) Senior students under the influence, or apparently or presumably under the influence, of alcohol “looking up” newcomers for conversations or issuing any instructions to newcomers in this state.
- u) Calling newcomers by strange names or humiliating nicknames.
- v) Disturbing students’ sleep between 23:00 and 06:00.
- w) Embarking on any trip or excursion with newcomers during the day or night without it being for an official University event.
- x) The Prim and/or the deputy being absent from campus during the welcoming period without the express permission of the relevant RH or PSO coordinator.

11.2.5.2 Although not closed/exhaustive, the following list contains examples of transgressions that are regarded as unacceptable conduct, practices, attitudes, or actions in a values-driven student community, and are thus strictly prohibited:

- a) Any conduct, action, attitude, or practice in which a newcomer is not regarded as a fully-fledged member of that student community (or subsection thereof) from the moment the newcomer reports to the student community. Examples include the following:
 - i) Expecting newcomers to first climb a mountain on their own before they are regarded as part of the group.
 - ii) Barring newcomers from walking over a particular piece of lawn or using certain staircases, elevators, corridors, entrances or walkways, or something similar for a period and then lifting such ban at a later stage;

- iii) Failure by senior students who are aware of a practice or expectation mentioned in (a) above to immediately rectify it, or report it for rectification;
 - iv) Expecting newcomers to wear the same clothing (house shirt or something similar) for a period after classes have already commenced;
 - v) Denying newcomers the same right to vote as other house members at a house meeting or having their votes count less; or
 - vi) Referring to newcomers as a group and as individuals, not by the newcomer's name or the collective name of the house, but by a name that outsiders may interpret as an abusive or humiliating name, such as "blougat", "saad", "jar", "djar" etc.;
- b) Any conduct, action, attitude or practice that restricts newcomers' freedom of movement as individuals or as part of a group. Examples include the following:
- i) Leading newcomers to believe that they are not allowed to visit certain parts of town or establishments; and
 - ii) Leading newcomers to believe that, for a period, they are not allowed to visit certain places such as clubs or other meeting places, the Neelsie, the Library or the Study Centre, or to remain there for extended periods.
- c) Conducting a house meeting in such a way that hampers newcomers' integration into the University or exploits their lack of knowledge of the environment. Examples include the following:
- i) Having excessively long house meetings (lasting more than 120 minutes).
 - ii) Taking decisions (also in jest) that impose certain duties on newcomers, such as guarding the House at night, where some newcomers may be under the impression that the decisions were meant seriously (particularly considering that not all students are proficient in all languages used at the house meetings).
 - iii) Having mostly newcomers sit on the floor or objects other than chairs, while other students may sit on chairs.

- iv) Making personal remarks about newcomers without decisive intervention by the person presiding over the meeting.
 - v) Seniors tabling false motions aimed at humiliating, misleading, making fun of, ridiculing, or making a laughingstock of newcomers.
- d) Using forms of address such as “lady”, “juffrou”, “meneer” or something similar during the welcoming period, where these could easily be replaced by calling the student (senior or newcomer) by their name, or where there is no expectation that this form of address will be used in that student community for the rest of the year.
- e) Where use as well as enjoyment of certain amenities is restricted in respect of newcomers, but not with regard to other house members. Examples include the following:
- i) Reserving certain bathrooms or sections thereof for seniors only. This includes reserving certain toilets, showers or baths for seniors.
 - ii) Instructing newcomers not to use hot water, or discouraging or structurally discouraging it (by removing the heads of hot water taps)
 - iii) Failure by senior students who are or should be aware of i. and ii. above to rectify them or report them for immediate rectification.
- f) Compulsory study times for newcomers.
- g) Misleading newcomers about matters directly affecting them for the entertainment of seniors, or for what outsiders could interpret as the entertainment of seniors. An example is where newcomers are told that the names of those who need to transfer to another House will be announced shortly in order to increase or test newcomers’ loyalty.
- h) Having newcomers walk in rows of two from one destination to another or lining up (“standing squad”) wherever they need to report upon their arrival or prior to leaving for their next destination.

11.2.5.3 Although not closed/exhaustive, the following list contains examples of conduct, practices, attitudes or actions that are regarded as undesirable in a values-driven student

community or team. (Repeated undesirable conduct, practices, attitudes or actions, or combinations thereof, constitute a transgression):

- a) Making newcomers wear name tags on campus without expecting seniors of the House to do the same.
- b) Campus competitions making demands particularly on newcomers' time, thereby consuming a considerable share of their time (at the expense of their academic work)
- c) Senior students (including HC members) striking a stern attitude under the guise of professionalism, which outsiders may interpret as an unfriendly and unwelcoming attitude towards newcomers.
- d) Wearing HC jackets and/or high-heeled shoes in order to create the impression of a power hierarchy.
- e) Screaming to make themselves heard in a large group.
- f) HC members growing beards for the welcoming period, even though they do not normally wear beards.

11.3 THE WELCOMING OF NEWCOMERS STUDENTS IN THE CONTEXT OF THE HOUSE

11.3.1 Welcoming of newcomers is the responsibility of the ResEd coordinator of the cluster of which the residence or PSO form's part, the management structures of the cluster, the relevant RH, and the HC of the particular House.

11.3.2 On a date in the year preceding the welcoming of newcomer students and as determined by the CSC, the RH, Prim and HC of each House will: (i) have prepared a full welcoming programme agreed upon with the ResEd coordinator and cluster management and signed by the RH, Prim and the HC, and (ii) submit this to the CSC. Please note: An agreed welcoming programme does not imply that all activities mentioned have been approved, but merely that the activities that appear on the programme will form part of the welcoming programme. Approval for an activity becomes effective only after it has been completed in a manner that complies with the spirit of the institutional values regarding welcoming. Therefore, when an agreed-upon activity constitutes an unacceptable welcoming practice in the manner of its execution, SU has not granted final approval for an activity of that

nature. This leaves no room for arguing that the activity forms part of the programme and thus may be executed in a manner that could constitute a power hierarchical practice.

11.3.3 When drafting a welcoming programme, it is important to ensure that the programme welcomes newcomer students in a friendly, hospitable and dignified manner and informs them of the following:

- a) The nature and purpose of the welcoming programme.
- b) The cluster, residence, PSO and university ecosystem.
- c) The supporting infrastructure that promotes academic activities.
- d) Positive and constructive activities, traditions, and customs of the environment consistent with a value-driven system.
- e) Co-curricular engagements and opportunities for developing individualism and independent thought.
- f) The nature and essence of the values, ethos, mission, and objectives of Stellenbosch University.

11.3.4 For the sake of good order in a House, rules and customs must be conveyed clearly, emphasising the official purpose of welcoming, including the ethos and values of the particular House and the University in general.

11.3.5 The welcoming programme activities must be described properly so that someone who reads the programme can form a fair idea of what is envisioned with a specific activity and the purpose thereof. It will be regarded as a transgression to describe an activity in a misleading way, or to conceal the true nature of an activity to such an extent that one can only conclude that the intention was to mislead.

11.3.6 No activities may be conducted outside the town boundaries of Stellenbosch. All requests to conduct activities outside town boundaries during welcoming week shall be considered by the ResEd coordinator on an ad hoc basis. Such requests as part of the welcoming programme must be accompanied by a full motivation and a specific indication of the measures taken to ensure students' safety.

- 11.3.7 Activities on the Tygerberg campus are confined to the boundaries of the Tygerberg campus, except for those events that may also occur in Stellenbosch in accordance with the official Welcoming Programme. All requests from residences and PSOs that wish to conduct activities outside the boundaries of the Tygerberg campus during welcoming week shall be considered by the ResEd coordinator on an ad hoc basis. Such requests must be accompanied by a full motivation and a specific indication of the measures taken to ensure student safety.
- 11.3.8 Activities on the Tygerberg campus are confined to the boundaries of the Tygerberg campus, except for those events that may also occur in Stellenbosch in accordance with the official Welcoming Programme. All requests from residences and PSOs that wish to conduct activities outside the boundaries of the Tygerberg campus during welcoming week shall be considered by the ResEd coordinator on an ad hoc basis. Such requests must be accompanied by a full motivation and a specific indication of the measures taken to ensure student safety.
- 11.3.9 Welcoming activities in Houses may not clash with activities aimed at the academic (faculty programmes) or administrative (e.g., registration) integration and welcoming of newcomers as they appear in the University's Welcoming Programme and may only be planned for the time slots provided for this purpose in the latter programme.
- 11.3.10 Transgressions of the provisions and prescripts in respect to the welcoming of newcomers must be reported immediately to the RH, the ResEd coordinator and, thereafter, to the CSC for further action.

11.4 INTERGRATION INITIATIVES AND OTHER GROUP ACTIVITIES FOR STUDENTS

- 11.4.1 Every community must ensure that all traditions and customs within its environment adhere to these rules.
- 11.4.2 Every community must ensure that all traditions and customs within its environment adhere to these rules.

11.5 EXAMPLES OF TRANGRESSIONS

The following list contains examples of the practical application of the principles described in 11.2.5 above for illustrative purposes. The list draws on the experience on various University campuses.

- a) Senior students contact newcomers any time of the day or night and order them about with various tasks to perform on the seniors' behalf.
- b) Seniors force newcomers to perform various tasks, such as to clean a room or apartment of the senior's friends.
- c) Newcomers are expected to wash a group's dishes/take turns to wash dishes according to a schedule containing only newcomers' names.
- d) Newcomers are expected to go shopping in town for seniors.
- e) Seniors expect newcomers to eat only certain foods for a week (e.g., peanut butter sandwiches).
- f) Seniors expect newcomers to stand in the dark and repeatedly listen to the same music (song).
- g) Seniors disturb newcomers' sleep by waking them periodically, or by instructing them to do menial tasks every now and then, or by ordering them to do physical exercises at night.
- h) Seniors blindfold newcomers, drop them off several kilometres from campus, and then instruct them to find their way back to the residence on their own.
- i) Newcomers are ordered to dress like prostitutes or the homeless and walk around town dressed like that.
- j) Seniors put pressure on newcomers to pretend that they are making out or to simulate sexual acts.
- k) Seniors expect newcomers to do exercises, sometimes to the point of complete exhaustion.
- l) Seniors order newcomers to bring bathing costumes and felt-tipped pens to an event, where they are led to believe that seniors will be circling (marking) their body fat with the pens.
- m) Seniors expect newcomers to live together in a House without being allowed to communicate with the seniors or each other, or to wear multiple layers of additional clothing to class.

- n) Seniors transport newcomers to another institution, where the students at the other campus force them to do exercises.
- o) Newcomers are stripped of their clothes, tied to trees or lampposts with adhesive tape, and then hosed down with a garden hosepipe.
- p) Seniors spill water and beer on a tiled floor and then drag newcomers through the spillage on their knees, calling them human sponges.
- q) Seniors display openly aggressive and disapproving behaviour towards newcomers for no other reason but for being newcomers.
- r) Seniors do not return newcomers' greetings, make it clear that they do not speak with newcomers (or "djarre", as they prefer to call them), or use abusive language or forms of address for newcomers.
- s) The impression is created that certain areas in town and on campus may not be used by newcomers.

12. CODE OF CONDUCT

12.1 ALCOHOL RULES

- 12.1.1 No Student may bring any alcoholic or illegal substance onto any part of Campus without permission to do so.
- 12.1.2 No Student may sell or purchase any alcoholic or illegal substance on any part of Campus, whether possession thereof is legally permitted or not, nor facilitator arrange for such a sale by another person, without permission to do so. In addition, such permitted sale and purchase of intoxicating liquor or narcotic substance must comply with all requirements imposed by the laws of South Africa.
- 12.1.3 No Student may be in possession of an alcoholic or illegal substance on any part of Campus, where such possession is contrary to the laws of South Africa.

12.2 VISITOR RULES

- 12.2.1 Due to safety reasons, no unaccompanied guests are allowed in the Residence. All guests must, therefore, always be accompanied by a resident.

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

12.2.3 All guests must be signed out by, at latest, 23:50. All guests need to leave the Residence by 00:00.

12.2.4 Any former resident of Metanoia who was a resident for a minimum of one semester and then left is regarded as alumni.

12.2.7.1 Alumni are regarded as guests.

12.2.7.2 Alumni may attend ordinary House Meetings if this has been prearranged and approved by the Prim.

12.3 NOISE TIMES

12.3.1 It is the responsibility of residence students and their visitors to act in such a manner to ensure that academic quiet times are respected and that makes it possible for the occupants of a residence to study without disturbance.

12.3.2 Residence students and their visitors should always act in such a manner that no discomfort or disturbance of peace is caused to the occupants of a residence or other residences in its vicinity.

12.3.3 Quiet periods must be maintained at least during the following times, with the option for residences to also determine their own quiet hours per community:

Sunday - Thursday:

08:00 until 12:30, 14:00 until 16:30, 19:00 until 21:00, and

21:30 until 08:00 the following morning.

Friday - Saturday:

08:00 until 12:30, 14:00 until 16:30, and 23:30 until 08:00 the following morning.

12.3.4 A residence may implement more restrictive quiet times during an examination period.

12.3.5 After consultation with the RH, the House Committee may adjust quiet times for specific agreed events.

12.3.6 It is the duty of the House Committee to ensure adherence to quiet times in a residence and to act decisively in the case that there is a deviation from the rules.

12.4 SMOKING

12.4.1 Smoking is prohibited in all student residence buildings; this includes balconies, verandas, covered walkways and parking areas, and links to other buildings.

12.4.2 Smoking is prohibited from within ten metres of any entrance/exit to buildings, air-conditioning intake, or operable windows.

12.2.3 Smoking is also prohibited in any residence-related outdoor area during an organised gathering for the purposes of musical, dance, theatre and drama entertainment, education, sport, any performance or fair, parade, market, event, or social gathering.

12.5. USE OF PUBLIC SPACES WITHIN COMMUNITY

12.5.1 Quads

12.5.2.1 The quads may be booked for functions (as later defined in Section 2.2) between the hours of 18:00 and 22:00.

12.5.2.2 The Quads may only be booked for one function/event/social gathering during the week and one over weekends.

12.5.2.3 Braai facilities must be booked 3 days in advance with the HC of Interior and Venues. No non-halaal foods may be prepared. If the braai facilities were used, they must be cleaned by 12:00 the following day.

12.5.2.4 All bookings must be made through the HC of Interior & Venues seven (7) calendar days before the function.

12.5.2 Social events

12.5.2.1 A section may arrange an intra-section event. If this gathering occurs in the Residence, the HC member of the section in question must obtain permission from the Residence Head seven (7) days prior to the event.

12.5.2.2 It is the relevant HC member's duty to notify all bordering sections of their intention to have a gathering before the section gathering is approved by the Residence Head. The

required notification will also be communicated to the rest of the HC during a HC meeting.

12.5.2.3 If an official social event is held in the quad or any other venue, no guests from outside will be allowed (unless by express permission of the Residence Head in consultation with the Prim)

12.5.3 Discipline at events

12.5.3.1 The person who has organized the section gathering has the responsibility to be on duty, which includes for the duration of the gathering of their section gatherings, and they will also be responsible for maintaining discipline during the gatherings and the clean-up afterwards.

12.5.3.2 Even if the requirements are not met, the person who has organized the event has the responsibility to enforce other requirements if such a need arises.

12.5.3.3 The person who makes the reservation will be held responsible for supervising the event, the cleaning of the quad and, unless a vandal is identified, any damage which might have occurred during the event.

12.5.3.4 The HC or any other authoritative figure retains the right to break up the event should such a gathering become out of control, disturb other residents, or amount to nuisance complaints.

12.5.3.5 If any alcohol is found, the authoritative figure in question retains the right to confiscate the alcohol. The individual who confiscated the alcohol also has the responsibility of reporting such usage.

12.5.3.6 No functions or social events will be allowed from within two (2) weeks before the June and December examinations.

12.6 INDOOR DAMAGES / VANDALISM

12.6.1 Rooms

12.6.1.1 No resident, guest or worker will be allowed to smoke in the building. This includes but is not limited to any rooms, corridors, stairwells.

12.6.1.2 The following room rules also apply.

12.6.1.2.1 No Prestik/stickers on walls and ceiling.

12.6.1.2.2 No hooks/nails/screws on walls and ceiling.

12.6.1.2.3 No Sellotape/double-sided tape or glue on walls and ceiling.

12.6.1.2.4 Nothing may be hung on lights.

12.6.1.2.5 Nothing permanent to be fixed to walls, for example, mirrors/whiteboards, etc.

12.6.2 Section décor

12.6.2.1 Not acceptable décor

12.6.2.1.1 No Prestik, screws, double sided tape, Sellotape, stickers or glue on passage walls or ceilings.

12.6.2.1.2 Material or items that are hung should not affect the visibility of safety signs or fire equipment in passages or sections.

12.6.2.1.3 No lights are to be covered.

12.6.2.1.4 No decoration on the passage floors.

12.6.3 Noncompliance with the décor regulations

12.6.3.1 All decorations must be removed by the previous HC one week before the evacuation date during the November exams.

12.6.3.2 Those who are reasonably expected to know the above rules, such as the HC, Mentor and Seniors Committee member, are responsible for section decorations that do not adhere to the above rules.

12.6.4 Damages

12.6.4.1 Failure to adhere to any Residence rule, including but not limited to Section 3.2, which results in damage caused, excluding wear and tear, will be treated as Residence Maintenance, and charged to the student's account.

12.6.4.2 Any damage done to the Residence will be paid for by the specific section in which the damage was done, unless these residents can identify the guilty person(s), after which the identified person(s) will be held liable for the damages.

12.6.4.3 If the responsible person is not identified, the costs of the aforementioned damage will be split equally between the members of the section and will be charged to their student accounts.

12.6.4.4 If the damage is done to a bathroom where the bathroom in question is shared between two or more sections, the damage will be split equally between the section members unless the guilty person(s) can be identified.

12.6.4.5 The rebuttable presumption is that a student is responsible for their own room and any damage pertaining to such room.

12.6.4.6 Any damage done in a room will be charged to that specific student's student account unless the contrary to the above presumption is proven.

12.6.4.5 It is every resident's duty to report all damage to their room to the CRS at the beginning of the academic year so that this damage is not charged to their student account at the end of the year. However, if the maintenance form is not completed by the resident, the room will be considered as having been in mint condition at the beginning of the academic year and all damage will be charged to the resident's student account.

12.6.5 STOREROOM

12.6.5.1 The storeroom is available for use by a Metanoia Resident under the following conditions:

12.6.5.2 All personal belongings are stored at the Resident's own risk.

12.6.5.3 All belongings should be clearly marked with the Resident's name, surname, student number, room number, and the current year.

12.6.5.4 All fragile belongings should be clearly marked as fragile.

12.6.5.5 No refrigerators may be stored in the section storeroom, but rather in allocated storage rooms.

12.6.5.6 All belongings should be removed from the storeroom within three weeks after the start of each term.

12.6.5.7 The Resident obtains express permission from the HC responsible for that particular section to store their belongings after the three-week period.

13. DISCIPLINARY PROCEDURES

13.1 JURISDICTION

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

13.2 COMPOSITION AND APPOINTMENT OF DISCIPLINARY COMMITTEE

13.2.1 The Disciplinary Committee consists of

13.2.1.1 The HC of Discipline, as chairperson of the committee,

13.2.1.2 The Residence Head or their delegated representative,

13.2.1.3 Any additional members as appointed at the discretion of the chairperson of this committee, with a minimum of 3 additional members.

13.2.1.4 A Vice-Chairperson, as elected from the Disciplinary Committee, by the Disciplinary Committee.

13.3.1 The Prim has the right to attend any disciplinary hearing.

13.3.1.2 The HC of Discipline is responsible for informing the Prim of all disciplinary hearings and its settings.

13.1.4 The secretary must be appointed for the committee from the additional members:

13.1.4.1 The secretary is responsible for taking minutes of each meeting and disciplinary hearing. After each hearing, the minutes must be submitted to the chairperson, Residence Head and Assistant Residence Head within 48 hours of the meeting.

13.1.4.2 The secretary is responsible for keeping a thorough record of the Disciplinary Committee's actions and decisions during their term of service.

13.1.5 Whilst compiling the Disciplinary Committee, the chairperson must consider that Metanoia is a residence that houses a range of individuals with different languages,

cultures, and social habits. Thus, the Committee should consist of a diverse group in order to best represent the residents.

13.1.6 When calculating a quorum for a Disciplinary Committee meeting, the additional members must be present.

13.1.6.1 For any vote to be binding and valid, at least two-thirds of the Disciplinary Committee should be present when the vote is taken.

13.3 PROCEDURE OF COMMITTEE

13.3.1 All disciplinary matters should be brought to the attention of the chairperson of the Disciplinary Committee daily, either personally or via electronic media. Even if a complaint or occurrence is communicated to the aforementioned person orally, it must still be submitted in writing.

13.3.2 Any resident that is witness to disciplinary matters should report this to any member of the House Committee, Mentor, Assistant Resident Head or Residence Head, that they feel comfortable with. Thus, the onus will be on that entity to handle the case with the necessary importance, urgency, and confidentiality and to report it to the HC of Discipline.

13.3.2.1 If the resident on the receiving end of such matters feels comfortable enough to report the instance themselves, they may also approach the HC of Discipline directly.

13.3.3 Comprehensive copies of all complaints, and any other instances that are brought to the attention of the chairperson of the Disciplinary Committee, should be noted and kept in a physical or digital register.

13.3.1 The Executive Committee can make entries to this physical or digital. The register with regards to cases external to the Metanoia Disciplinary Committee, by way of the House Committee member of Discipline.

13.3.4 The Disciplinary Committee convenes at the request of the chairperson. The purpose of these meetings is to discuss instances from the previous week(s) and to jointly decide which cases will be brought before the Office for Student Discipline.

- 13.3.5 All instances which justify a hearing will be heard on a date as determined by the chairperson in conjunction with the Disciplinary Committee.
- 13.3.5.1 Persons appearing before the Disciplinary Committee will be given written notice of the allegation(s) as well as the time and place of the hearing at least five (5) working days prior to the hearing.
- 13.3.5.2 During the hearing, the person brought before the Disciplinary Committee is entitled to representation by a fellow student if the chairperson of the Disciplinary Committee was notified beforehand.
- 13.3.5.3 The student in question is entitled to elect a fellow student to represent them if they are unable to attend the meeting themselves.
- 13.3.5.4 During the hearing, the student's infringement will be read to the student, after which the student will be given the opportunity to respond to the allegations.
- 13.3.5.4 During the hearing, the student will be afforded the opportunity to call witnesses to assist in pleading their case.
- 13.3.6 In the event that a student pleads guilty, the sentencing process can commence.
- 13.3.7 However, if a student denies the allegation(s), and all the necessary facts do not appear in the charge that has been communicated to the student, the Disciplinary Committee retains the right to postpone the case to a later date for further investigation.
- 13.3.8 If the student is found not guilty, the charge will not be taken up on their record.
- 13.3.9 The Disciplinary Committee will communicate the judgment made to the person in question both verbally and in writing.
- 13.3.10 It is important that a distinction is drawn between the following three systems:
- 13.3.10.1 Summary judgment system: If an offender is caught red-handed, then the matter will be dealt with immediately by the Disciplinary Committee. If the latter is not satisfied by the prescribed action, they can appeal to the Disciplinary Committee, which has the discretion to adjust accordingly.

13.3.10.2 Pre-trial system: The procedure for a formal hearing will be followed, as outlined in 6.2.5. On these grounds, the Disciplinary Committee can make a finding. If the accused is not satisfied with the findings, they can appeal to the Residence Disciplinary Committee.

13.3.10.3 Disciplinary Hearing: In the event that a full trial must be arranged, the prosecutor will be appointed to formally lay a charge on behalf of the Residence and the accused will be given a fair chance to plead their case. This process will occur in accordance with the procedure followed by the CDC. Following this, the Disciplinary Committee will make a finding. It is within the discretion of the chairperson to appoint a prosecutor for such events.

13.3.11 The conclusion of all Disciplinary matters must be communicated to the House Committee by the HC of Discipline

13.3.11.1 The HC of Discipline retains the right to withhold the names of individuals involved in discipline matters.

13.4 SANCTIONS

The chairperson's decision in the summary procedure is based on the preliminary record.

13.4.1 The chairperson has the discretion to impose sanctions from among the following:

13.4.2.1 The payment of such amount as constitutes reasonable and adequate compensation for any damage, loss or costs caused by the student.

13.4.2.2 A written warning, including a final warning in the case of a repeated or serious offence.

13.4.2.3 The publication on appropriate notice boards on the Campus of particulars of the offence and penalty, including the name of the student.

13.4.2.4 The imposition of an appropriate restorative, rehabilitative or punitive assignment, including community service, of not more than 50 hours at an appropriate organisation or body.

13.4.2.5 Any combination of the sanctions set out immediately above.

13.4.2 The sanctions shall not be reflected on the student's academic record but shall be recorded on the student record system.

13.4.3 When deciding on the appropriate sanction, the following considerations are relevant and must inform the determination among all other relevant considerations:

13.4.3.1 Proportionality between the misconduct and the sanction imposed;

13.4.3.2 Mitigating circumstances, including that the student has admitted to the conduct;

13.4.3.3 The interest of members of the University Community affected by the misconduct and the University as a whole.

NB provision to include: if any of the provisions in this Constitution is inconsistent with the Residence Rules or Disciplinary Code for Students, the latter will be applicable.

14. ALUMNI RELATIONS

14.1 Alumni Organisations of Residences

14.1.1 The Alumni of a residence may form an organization. Such an organization exists to manage the relationship amongst alumni and as such functions within the guidelines of the Division for Development and Alumni Relations (DAR).

14.1.2 The alumni organization draws up a document outlining its functions and it needs to be agreed with CSC and DAR.

14.1.3 The alumni organization does not take part in the management of the residence and refrains from influencing the current residence management.

14.2 Custodians of Alumni Relationships

14.2.1 DAR communicates with, develops alumni programmes (such as reunions and HC alumni relations) for and manages all personal information of alumni. Student communities must respect the mandate of DAR as the custodian and facilitator of relations between the internal environment and the alumni community.

14.2.2 DAR acts as the central coordinator of alumni activities and ensures support is provided to internal environments.

14.3 Communication with Alumni

14.3.1 The DAR communicates with alumni including, but not limited to, residence and PSO alumni. Any official communication to alumni must flow through the Alumni Office.

14.3.2 Any device, platform, or tool to communicate with alumni must be approved by the Alumni Office before being implemented. Communication with alumni must adhere to the SU Language Policy.

14.3.3 The operating manual provided by the Alumni Office guides communication with alumni.

14.4 Anniversaries and Reunions

14.4.1 The full programme of activities must be submitted to DAR at least six (6) months in advance, for approval by the DAR and the RH, before a residence may finalise any arrangements for a reunion.

14.4.2 Any reunions and alumni activities organised by a residence or PSO need to be approved by the Alumni Relations department and the RH as the representative of the CSC.

14.4.3 Birthday reunions are hosted during Stellenbosch University's Homecoming weekend.

14.4.4 Obtaining approval for the use of the physical residence space for alumni activities by alumni is the responsibility of the RH.

14.4.5 The use of alcohol at reunions must adhere to the alcohol rules of the respective student community.

14.5 HC Alumni Relations

14.5.1 Each student community (PSO and residence) annually elects or appoints an alumni HC member who will act as the primary contact person for that specific community's alumni activities. This HC member facilitates engagement on behalf of the student community and works closely with the Alumni Connector (Alumni Office representative) assigned to the HC for the year.

14.5.2 The HC for alumni acts in the best interests of Stellenbosch University and fosters positive alumni interaction.

14.6 Alumni Data

DAR is the custodian of the personal information of alumni, which is managed according to the Protection of Personal Information Act (POPIA).

It is illegal for any personal information of alumni to be shared with any group/individual that is not authorised by the DAR to have access to that data – any breaches of this are in contravention of POPIA.

14.6.1 Personal information of alumni can only be used as per consent provided by individual alumni.

14.6.2 Any data gathered and stored must be handed over to the Alumni Office for recording.

14.6.3 Alumni data cannot be stored on any personal device, kept on loose pieces of paper, or saved outside the Alumni Office CRM system.

14.6.4 Telethons are facilitated by DAR with the support of the allocated connector.

14.6.5 All finances handled during alumni reunions must adhere to the finance rules, as presented elsewhere in the Residence Rules.

15. GENERAL COMMUNITY PROVISIONS

15.1 MEMBERSHIP AND VOTING RIGHTS

15.1.1 A student becomes a Metanoia resident -

15.1.1.1 If they are registered as a full-time student at the University; and

15.1.1.2 If they are registered as a resident of Metanoia at the Stellenbosch University Office for Student Records or the Office for Student Accommodation; and

15.1.1.3 If they are currently residing in Metanoia; and

15.1.1.4 From the date they move in until the date they move out.

15.1.2 All residents of Metanoia have voting rights.

15.1.3 All residents of Metanoia can propose a motion, as per the procedure explained in Section 17.2.

15.1.4 Those who resided in Metanoia for a minimum of one semester are considered a former resident of Metanoia.

SECTION AND HOUSE MEETINGS

15.2.11 All section and house meetings are compulsory.

15.2.11.1 In the event that a resident cannot attend their section meeting, a justifiable excuse must be submitted to the HC member of that section.

15.2.11.2 Failure to submit an excuse for not attending a section meeting will result in disciplinary action:

15.2.11.2.1 A warning will be given for the first two instances when the student misses their section meeting.

15.2.11.2.2 An apology must be given to the section for the third time the student misses the meeting.

15.2.11.2.3 After the third missed meeting, further punishment will be determined by the Discipline Committee.

15.2.11.3 If a resident cannot attend a House Meeting, a justifiable excuse must be submitted to the HC of Discipline. The acceptance of apologies is at the discretion of the HC of Discipline in consultation with one other EC member.

15.2.11.4 All apologies must be received at a pre-decided date determined by the HC of Discipline before the meeting. No late apologies will be accepted except for extreme circumstances.

15.2.11.5 Failure to submit an excuse for not attending a House Meeting will result in disciplinary action in the form of a reduction of room points together with either:

15.2.11.5.1 A disciplinary discussion for the first missed meeting;

15.2.11.5.2 After the second missed meeting, further punishment will be determined by the Discipline Committee.

DINING HALL

15.2.12 The rules that must be abided by whilst using the Dining Hall are subject to the catering company in charge of the Dining Hall.

16. DISPUTE RESOLUTION

16.1 All disputes applicable to this Constitution will be resolved by the appointed staff member (Residence Head/PSO Coordinator/ResEd Coordinator), Executive Leader of the Community and Constitutional Committee of Metanoia

16.2 The Centre for Student Communities can be approached when a dispute cannot be resolved.

16.3 Any dispute regarding the meaning or interpretation of any clause, section or parts of this constitution, household provisions or the regulations will be referred for decision to the Centre for Student Communities Standing Committee.

17. CONSTITUTIONAL REVIEW AND AMENDMENTS

17.1 CONSTITUTIONAL REVIEW

17.1.1 The review process must be administered by a Constitutional Review Committee, under the leadership of the HC of Discipline.

17.1.2 The review process should look as follows:

17.1.2.1 The review process must start with a consultation of all residents of Metanoia. The process should be announced at a section meeting and should provide an open forum for all residents of Metanoia to provide commentary on the reigning version of the Constitution of Metanoia.

17.1.2.2 Thereafter, the Constitutional Review Committee should follow their own discretion to adapt the reigning version of the Constitution of Metanoia in line with the commentary from the House. The committee can choose to consult additional parties in this process.

17.1.2.3 Once the Constitutional Review Committee has compiled a draft of the proposed Constitution of Metanoia, this document should be sent out to the House at least two weeks prior to a House Meeting to provide for residents of the House to consult it thoroughly.

17.1.2.4 At the House Meeting where the committee intends on voting in the new Constitution of Metanoia, there should be an open discussion during which residents of Metanoia are allowed to inquire about the content of the proposed Constitution of Metanoia.

17.1.3 The proposed Constitution of Metanoia must be voted in through an ordinary majority vote at a House Meeting and/or Electronic Vote or any procedure presented by the HC of Voting in consultation with the Voting Committee.

17.1.3.1 If the open discussion in Section 17.1.2.4 indicates that the residents of Metanoia are not satisfied with the proposed Constitution of Metanoia, it is advisable to enact the proposed Constitution of Metanoia until the review committee has had the opportunity to revise it again.

17.1.4 Under exceptional circumstances, per section 17.1.3, the adoption of a newly proposed Constitution of Metanoia can be done via an online vote, as well.

17.2 CONSTITUTIONAL AMENDMENTS

17.2.1 Amendments to the Constitution of Metanoia must be voted in by means of an ordinary majority vote at a House Meeting via a validly proposed motion.

17.2.1.1 A motion must be presented to the EC at least two weeks prior to a House Meeting.

17.2.1.2 A motion must be signed by the resident initiating the motion and must be seconded by three other residents for it to be valid.

17.2.2 The EC must discuss motions presented during an HC meeting at least one week prior to the House Meeting at which it will potentially be presented.

17.2.2.1 The resident applying for the motion must be part of the HC meeting.

17.2.2.2 If, with an ordinary majority vote, the House Committee votes against the proposed motion, the motion will fail.

17.2.2.3 The House Committee should provide the resident who initiated the motion with a justification for why the motion was turned down.

17.2.2.4 The House Committee's decision to turn down the motion should be explained and made public at the next House Meeting.

17.2.3 Under exceptional circumstances, in consultation with the HC of Voting and the Voting Committee, amendments to the Constitution of Metanoia can be done via an online vote, as well.

Addendum A

HOUSE SONG / SYMBOLS / EMBLEM...

House Song

Behold that mighty splendour shines in excellence

See the blend of students that reside within

Pride in our stride ubuntu moulds us in equality and integrity

Metanoia we fly your name high

Our fortress and refuge

Where we grow in mind and heart

Metanoia forever we will love you and serve you

And honour your name

Aanskou die nuwe rigting wat ons hart inslaan

Trots op ons Huis hier waar die toekoms leef

Hier bou ons voort aan die nuwe dag

Dit is ons droom – mik altyd hoog

Metanoia we fly your name high

Our fortress and refuge

Where we grow in mind and heart

Metanoia forever we will love you and serve you

And honour your name

Sinxib' impumelelo siyakhokhela

Sizoshukumis' iintaba eStellenbosch

Ama phupha ethu ombhathisa

Isibhakabhaka nemibal' emihle

Metanoia we fly your name high

Our fortress and refuge

Where we grow in mind and heart

Metanoia forever we will love you and serve you

And honour your name

8.2 House flag



'Where the future lives'

8.3 History

8.3.1 Founded in 2006, Metanoia is Stellenbosch University's youngest undergraduate residence, home to 501 students from across the country and even the world. Metanoia directly translates to change of heart, change of mind. We pride ourselves in being the largest co-ed residence in the Southern Hemisphere, housing 501 students ALL IN SINGLE ROOMS! We are leading the way through a new chapter in the university's history, driven by our six house values: Integrity, Diversity, Equality, Respect, Love, and Ubuntu. These house values form the pillars of our residence, and we expect our residents to uphold them both within Metanoia and on campus. We pride ourselves on our diversity. We celebrate the differences of people within our res, and endeavour to accept each other for who we are.