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IRENE
STELLENBOSCH
— EST. 1963 —

THE CONSTITUTION OF IRENE RESIDENCE

STELLENBOSCH UNIVERSITY

Reviewed 2023



IRENE
STELLENBOSCH
— EST. 1963 —

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PREAMBLE

(Adopted from the SU Student Constitution)

We, the students at Stellenbosch University and residents of Irene 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.

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. This Constitution is attached as Addendum A.

CHAPTER 1 – FOUNDING PROVISIONS

1 Definitions

In this Constitution, unless the context indicates otherwise –

- (1) “Accept”, “decide”, or “elect” means a decision taken with a simple majority of votes.
- (2) “Executive Committee” means the Executive Committee of the Residence House Committee in terms of (Residence Constitution Clause on the Exec Committee)
- (3) “House” refers to Irene Residence.
- (4) “House Committee” or “HC” refers to the democratically elected students who form part of the management team and work in conjunction with the Resident Head.
- (5) “House Discussion” refers to the constituted meeting for residents.
- (6) “Positional Student Leader” means a student elected or appointed to the following structures: structures established by this constitution, faculty committees, house committees, society executive committees, cluster convenors.
- (7) “Prim Committee” or “PC” refers to the committee of Primaria on campus as defined in the Prim Committee Constitution.
- (8) “PSO” means a Private Student Organization.
- (9) “Residence” refers to Irene Residence.
- (10) “Resident/Irener” refers to a resident of Irene Residence, registered at Stellenbosch University.
- (11) “Resident Head” or “RH” refers to a university appointed staff member who is responsible for the management of the residence in conjunction with the House committee.
- (12) “Senior Residence” means a Senior Residence as contemplated in the Policy for Placement in Residences of the University and the management guidelines for the placement policy.
- (13) “Student” means a student registered at the University.
- (14) “SU” means Stellenbosch University
- (15) The Constitution of the Republic of South Africa means The Constitution of the Republic of South Africa, 1996.
- (16) The Higher Education Act means the Higher Education Act 101 of 1997.
- (17) “term” when used in reference to leadership eligibility means a quarter of an academic year.
- (18) “University authorities” means any employee, or structure consisting of, University employees including Faculties, the Rectorate, and the University’s Council.
- (19) “University day” means a weekday (Monday to Friday) during the academic year which is not a public holiday.

(20) “University” means Stellenbosch University.

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 are 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

- (1) 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 as far as it is inconsistent with the aforementioned.
- (2) This version of Irene Constitution revokes all previous constitutions, including all related rules and regulations that previously applied in Irene.
- (3) Where there is a conflict between provisions, or in absence of a provision, the Stellenbosch University Residence Rules is to be followed.
- (4) All practices, rules, regulations, and policies of Irene are invalid as far as it violates the policies mentioned in (a) above, the specific provisions within this Constitution and/or the values of Irene.

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4 General

Irene Residence is a residence of Stellenbosch University, which primarily provides accommodation for 321 undergraduate students at Stellenbosch University. In the University's attempt to nurture graduate attributes within their student body, the residence has become one of the main environments where co-curricular activity takes place, which enhances the university experiences and cultivates more global citizens. Irene Residence therefore exists to maximize the opportunity for these graduate attributes to develop in an inclusive environment.

5 Name and Symbol of Residence

The residence was named and opened in 1963 with its first group of students. Irene was named after the Greek Goddess of Peace, Eirene. She was considered as the personification of peace, cooperation, and reconciliation, as well as the season of Spring. The Residence thus uses a dove as a logo which is one of the symbols of peace. The logo of the residence was reviewed in 2022 through a committee made of Irene residents. Every element of the amended logo is described in Addendum H.

The concept of peace is incorporated in Irene's different sections and living areas. Each section has a woman, who is a Nobel Peace Prize Laureate, as their mascot. Their face and a quote of theirs is visible in each section. Through this, we hope to further the concept of peace which is so essential to a thriving society. The Noble Peace Prize is also the highest achievement for peace and thus we encourage Ireners to continuously strive for the highest accolades in their fields and passions.

6 Name and cluster affiliation

Wimbledon Cluster

- a) Irene 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.
- b) Irene is part of Wimbledon Cluster and accepts the responsibility of being a member of Wimbledon Cluster. Through the cluster, we can work closely in collaboration with other residences and CSO's in the cluster. The communities within the Wimbledon Cluster also include Aristeia, Eendrag, Helshoogte, Sonop and Vesta.
- c) The Cluster plays a significant role in the integration and support of new students on campus, particularly through the creation of mentor groups for students. Furthermore, the cluster allows for greater integration between residence students, day students and private accommodation

students. The Cluster is the creation of a living, out-of-class experience that employs the natural tendency of people to initiate opportunities to learn together spontaneously, and to sustain the practice if they live in close contact with each other. Irene commits to assisting Wimbledon achieve its goals and further expand within the university sphere.

7 Purpose

- a) Irene sees each member of our community as an individual that has something unique to contribute to our student community.
- b) Irene seeks to provide each member with the opportunity to reach their full potential.
- c) Irene 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. Through this Irene intends to be an enabling community.
- d) Irene strives to be a home for all registered residents / community members.

8 Values

(1) Description of Irene's Values

Irene prides itself on its values, which are:

- a. Integrity - To be truthful in academic endeavours, to assume responsibility for one's actions and to comply with the rules of Stellenbosch University. It is being honest and demonstrating good character when it comes to personal and academic matters.
- b. Respect - Treating fellow Irene residents, staff, and property with consideration and courtesy. It means valuing the diversity of backgrounds, beliefs, and opinions among residents and promoting an atmosphere where everyone feels safe, heard, and valued.
- c. Empathy - Can be demonstrated by being attentive and supportive towards the challenges and struggles that fellow Ireners may face. It means offering a helping hand, being a good listener, and showing compassion towards others' concerns, whether they are academic, personal, or emotional.
- d. Humility - An openness to learning from others, recognizing that everyone has unique talents, experiences, and perspectives to contribute. It means avoiding arrogance or a

sense of entitlement, and instead, fostering an environment of collaboration, mutual learning, and growth.

- e. Ubuntu - Embraced by recognizing that the well-being and success of each resident are intertwined with the well-being and success of the entire community. It means supporting and uplifting each other, sharing resources, and fostering a sense of community and solidarity among residents. This word is often translated as "I am because we are". It is the belief in a universal bond that connects all humanity.

(2) Value Driven Management

Value driven management is the form of management whereby the decision-makers of the house formulate their decisions to maximize the value of the house to its residents. This is done by measuring all decisions, practices, and norms against the values of the residence, which is collectively chosen by the residents of the house. This serves as a mechanism of co-accountability and aims to break down any hierarchical structure which may exist.

The principle of value driven management must be applied within all management structures of this residence. This applies to both positional and non-positional leadership structures. All residents are kept accountable by the values.

(3) Reviewing of Values

The values are revisited annually during the welcoming period to get the newcomers to take ownership of the values and every year by the newly elected House Committee to measure the relevance it has to the residents. If there is a recommendation for change in the values, the House Committee ensures that the house is fully consulted during such a review. This change in values must be voted for in a House discussion prior to its officiality.

9 Membership

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

- a) Is a registered student at SU.
- b) Is registered as a member of Irene 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 Irene.

10 House pledge

The Irene pledge aims to foster a healthy and diverse community in which each person actively listens, learns, respects one another as well as cooperates with the aim of creating a transformed environment.

The Irene Pledge:

" I, as an Irener, pledge to be a part of a community that listens to and learns from each other.

I pledge to hold myself and others accountable for the environment we create.

I will embrace the diversity of our community. I pledge to respect my fellow Ireners.

I, as an Irener, recognize that I am part of something bigger than myself. "



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CHAPTER 3 – RULES AND REGULATIONS OF THE COMMUNITY

11 Community Leadership

Irene is run by a management team consisting of Stellenbosch University appointed staff and elected House Committee members who all report to the Director, Centre for Student Communities. The Community leadership consists of the Resident Head, Primaria, Vice Primaria, House Committee, Head Mentor, Mentor Team and Portfolio Managers and their committees.

The Executive Committee

1. The Executive Committee consists of:
 - a. The Resident Head
 - b. The Primaria
 - c. The Vice-Primaria
2. This body serves:
 - a. to speed up decision making during crises, and
 - b. to make important decisions on behalf of the House Committee when it is not possible to call the entire House Committee together.

The Composition of the House Committee

The House Committee consists of the Primaria, Vice-Primaria and a minimum of 12 other members as determined by the University. These House Committee members are elected through the process as described in Chapter 9.2 The House Committee assist the Resident Head in building and sustaining a holistic, value-driven, and inclusive community. The House Committee serve the house by leading and representing its residents. The fixed portfolios of the House committee are the Primaria, Vice Primaria, Financial Manager, Wellness, and Vision 2040 portfolios. Portfolios to the 12 House Committee members can be assigned by the Primaria at the beginning of the leadership term in cooperation with the Resident Head. Should the need for a Strategic Advisor arise, it can be discussed with the Resident Head and CSC.

Term of Office of the House Committee

- (1) Term of office of the HC
 - a. The operational duties of the leadership start at the beginning of the fourth term in the

- year of their election and continue until the end of the third academic term the next year.
- b. It is the responsibility of the outgoing leadership to facilitate the handover to the new leadership during the third term.
 - c. The outgoing leadership should still be available for assistance during the fourth term should it be required by the new leadership.

(2) Termination of Office

- a. An HC member's term of service ends when:
 - i. An HC member requests the termination of their term of service in writing.
 - ii. The House votes to terminate a HC member's term of service by means of a motion.
 - iii. An HC member leaves the Residence; or
 - iv. An HC member does not meet the HEMIS requirement.
- b. If an HC member's office term of service has ended, this HC is required to facilitate handover to their successor where relevant and must still complete and file their term reports with the Prim.
- c. In the event of section 12(10)(a)(i), the HC member who wishes to terminate their term of service should submit a written request to the Residence Head or Prim.
 - i. The Residence Head and Prim will consider the request and may decide to first convene a meeting with the HC member in question rather than merely accepting the resignation.
 - ii. If the request to terminate the HC member's term of service is accepted, the Residence Head and/or Prim will provide written notice to terminate their term of service.
- d. In the event of section 12(10)(a)(ii), a resident can bring a motion to the Executive Committee to vote on the capacity of the HC member in question during the next House Meeting.
 - i. The Executive Committee retains the right not to take the matter to the House if it is of a particularly sensitive or private nature.
 - ii. The EC has the responsibility to consult the individual/s involved and discuss their decision concerning revealing the matter to the house. iii. 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.
 - iv. If the EC decides not to take the matter to the House, they must provide motivation for their decision to the House Committee.

- v. The EC has the responsibility the matter to the House, they must provide motivation for their decision to the House Committee.
 - vi. If 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.
- e. If 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.
- f. Vacancy in the office of the Prim
- i. If the Prim's membership is terminated during the HC term, a vacancy arises in the Prim's office, and the HC will elect the Vice-Prim to fill this position (with a vote of confidence).
 - ii. If the Vice-Prim is not available or is not elected by means of a vote of confidence by the HC, the HC will elect a Prim from among themselves (with an ordinary majority vote).
 - iii. The former HC member is obligated to switch rooms with their successor within 72 hours of the termination of membership.
 - iv. 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 10- Dismal of an HC member.
- g. Vacancy in the office of the Vice-Prim
- i. If a Vice-Prim's membership is terminated during the HC term, a vacancy in the office of the Vice-Prim arises and the HC will elect a new Vice-Prim from among themselves (with an ordinary majority vote).
 - ii. The former HC member is obligated to switch rooms with their successor within 72 hours of the termination of membership.
 - iii. 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 g). vii.
- h. Vacancy in position of House Committee members
- i. 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 in the presence of the Prim.
 - ii. The newly vacant HC position will be offered to the person with the next highest number of votes following the vote for the original HC.
 - iii. The person approached is under no obligation to accept the position.

- iv. If the person accepts the position, they immediately become a House Committee member with the full duties and responsibilities associated with the position, including the relevant section and portfolio that the terminated HC member held.
- v. If the person does not accept the position,
- vi. The next person on the list (according to the number of votes received) is approached.
- vii. If no suitable candidate can be found on the above-mentioned voting list, an interim election will be held within the House.
- viii. The former HC member is obligated to switch rooms with their successor within 48 hours of the termination of membership.
- ix. If a HC member's term is terminated after the commencement of the mid-year examinations, the position can remain unfilled until the end of the HC's term of service.
- x. 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.

The Composition of the Mentor team

(1) The Mentor team is led by the Head Mentor who oversees and supervises the Mentor team through collaboration with Resident Head. A Deputy Head Mentor/s can be appointed should the need arise. As determined by the CSC, the final number of mentors is subject to the number of newcomers.

(2) Head Mentor

- a. Oversees and supervises the mentors.
- b. Responsible for all administration that is required.
- c. Facilitates relationship between mentors and HC, mentors, and mentees.
- d. First handler of complaints from mentees regarding mentors
- e. Provides and facilitates training of BeWell system (presentation) to mentors.
- f. Represents the Mentor team at the Head Mentor Forums
- g. Responsible for leadership development of the mentors
- h. Continuously seeks to improve the mentorship system within Irene to increase student success with the first years.

(3) Mentor

- a. Facilitates the transition of newcomers from high school to university.
- b. Ensure that new residents are presented with an extensive support system to help balance personal, social, and academic goals.

- c. Ensures that mentees/newcomers are comfortable in the residence and ensures integration with seniors.
- d. Provides emotional support to the newcomers.
- e. Creates an atmosphere of welcoming and approachability.
- f. Understands Stellenbosch University's Mentor Program and the implementation thereof.

Other positional leadership

(1) Portfolio Managers

The House Committee act as thought leaders in the residence. Thus, when it comes to different events and initiatives, any Irener may apply to be a Portfolio Manager. The HC then assist and provide guidance to the portfolio managers. The HC also must be present and assist in any crisis. The training of each portfolio manager is the responsibility of the HC who appoints them.

To apply for the position of Portfolio Manager, the Ireners must fill in an application form from the relevant HC member. The position is then allocated with the HC's discretion based on the candidate's experience, motivation, and potential for growth.

12 Election of House Committee

- (1) The election of the House Committee is conducted by the Election Committee in accordance with the timeline set out by the Centre for Student Communities and determined by the outgoing Primaria and Resident Head.
- (2) Composition of the Election Committee:
 - a. The Election Committee is comprised of the Resident Head, the outgoing Primaria (unless the student wishes to stand again in which case a House Committee member takes their place), two other House Committee members not standing for the House Committee position again as well as a Mentor who is also not standing for a House Committee position. The outgoing Primaria will act as election convenor.
- (3) Eligibility of candidates:
 - a. Must have been a registered student at Stellenbosch University for more than three terms.
 - b. Must have the required HEMIS.
- (4) Nominations and Applications for House Committee

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

- (1) The period available for the nomination will not be shorter than seven (7) calendar days.
 - (2) Nominees may withdraw at any time before the election by providing the Election Committee with a written or digital request for withdrawal.
- b. 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.
 - c. If an insufficient number of residents make themselves available for the first round of nominations, the Election Committee has to re-open the nominations.
- (5) Caucus proceedings
- a. The names of the candidates must be made available to the House, on a public platform, at least three days prior to the caucus.
 - b. Critical discussions surrounding campus issues to immerse the prospective leaders in the topics that they will be dealing with during their term.
 - c. A caucus in front of the whole house where set questions are asked, and the house is given the opportunity to present questions to the candidates.
 - d. The Prim and Vice-Prim elections are a separate process, whereby the Prim election must take place before the Vice-Prim elections.
 - e. HC candidates are regarded as having been successfully elected when they receive the largest number of votes. In the case of the Prim and Vice-Prim election, the candidate in question must receive 50%+1 vote before they can fulfil the relevant position.
 - f. The results of the election are made public on the night of the election, if possible.
- (6) Voting Procedures
- a. Votes are only considered valid if quorum was met when the voting took place. For quorum to be met, at least two thirds of registered Irene residents must cast their vote.
 - b. Each resident of Irene only has one vote.
 - c. If a resident cannot cast their own vote, for whatever reason, they are not permitted to nominate a proxy.
 - d. The means of voting will take place as determined by the Election Committee

a.

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

(7) Procedure for re-election

- a. 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 as seen necessary.
- b. 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.
- c. If an ordinary majority votes to abstain, the election will be deemed invalid.
- d. In the event of an invalid election, the election process will be conducted again.
- e. If none of the candidates in the Prim or Vice-Prim elections receive 50%+1 vote, the 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 or Vice-Prim.

(8) Election in times of extraordinary circumstances

- a. If there is only one candidate in the Prim or Vice-Prim elections, that student must still receive a 50%+1 affirmative vote as a vote of confidence to be elected as Prim or Vice-Prim.
- b. If there are no applicants for the position of Prim or Vice-Primaria, the rest of the House Committee will be elected as normal (including the number of vacant executive positions), and the vacant executive positions will be filled by members of the newly elected House Committee.
- c. In such an instance, additional members will be elected to fill the vacant positions. 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 to the vacant executive position they are running for.

- d. In a case where there is a 50/50 split in votes, a revote will be called. If the 50/50 situation persists:
 - i. The Primaria must revoke their vote.
 - ii. The Resident Head can be called to make the deciding vote.

13 Appointment of Mentors

(1) Eligibility of candidates

Is a registered student at Stellenbosch University and must have completed at least 2 terms.

- b. Must meet the residence HEMIS requirements.

(2) Process for Appointment

a. Head mentor:

- i. The Head Mentor is appointed based on an interview process that is conducted by a panel.
- ii. The panel consists of the Resident Head, who compiles the panel in conjunction with the outgoing Head Mentor on account of the availability of the former leadership structures with applicable portfolios, e.g., outgoing Primaria, Wellness HC, Head Mentor.
- iii. The Head Mentor is selected by the panel.

c. Mentors:

- i. Mentors are appointed based on an interview process that is conducted by a panel.
- ii. The panel consists of the Resident Head, the outgoing Head Mentor, and the newly appointed Head Mentor and at least one new HC or outgoing HC member.
- iii. The panel selects the top candidates, keeping different diversity factors in mind as set out in the mentor's guideline.

14 Creation of other Community Committees

- (1) Any Irener is entitled to start and run an initiative or event in Irene by applying to the Prim. After consultation with the Prim and the Resident Head, the Irener can go ahead and run the initiative if they receive approval. They will then report to an assigned HC member who will provide guidance and assistance should it be needed.

a.

15 Residence Finances

(1) House Fees

- a. The amount for the house fees is charged to the students' accounts and paid to the residence house fund.
- b. No additional levies over and above the approved house fees may be demanded or expected from first-year students or any other students.

(2) Funds Administration



a.

The treasurer of a specific residence administers the residence funds.

- b. Refer to the duties of the treasurer in accordance with the regulations of the Residence Rules, the constitution of the residence, and the instructions of the Finance Division of the University.
- c. 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).
- d. Financial Management of Residence Portfolios, Projects, and Events
- e. All monies received must be paid in against the cost point of the house fund.
- i. No monies received may be used to pay expenses directly.
 - ii. If this rule is disregarded, disciplinary action may be taken against the treasurer 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 SARS and such student or person will be liable for all taxes and fines that may arise from the matter.
- f. 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, as agreed, before any further advances or payments will be considered.
- g. No person may request the payment of monies in their own name into their own bank account.

16 Welcoming practices within community

Refer to Stellenbosch University Residence Rules.

17 Code of Conduct

(1) ALCOHOL RULES

a.

Refer to Addendum F: Irene Residence Alcohol Policy

(2) VISITOR RULES

Refer to Addendum E: Irene Residence Visitors Policy

(3) QUIET TIMES

Quiet time occurs two weeks prior to exams.

b. The quiet times are from 21:00 or can be edited annually according to a majority HC vote.

(4) SMOKING

a. Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product, including marijuana, intended for inhalation, in any manner or in any form.

b. "Smoking" also includes the use of an e-cigarette which creates a vapour, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in these rules. Refer to Stellenbosch University Residence Rules.

(5) USE OF PUBLIC SPACES WITHIN COMMUNITY

a. Irene spaces are for the use and benefit of the entire community.

b. Irene has an open dining hall that is used by non-Ireners.

(6) INDOOR DAMAGES / VANDALISM

a. Vandalism is not tolerated in Irene.

b. Any acts of vandalism or damage should be reported to the Prim and/or the Resident Head.

c. Reported acts of vandalism will be investigated and may be referred to the Disciplinary Committee for a conversation.

18 Disciplinary procedures

Refer to Addendum G: Irene Disciplinary Policy

19 Alumni relations

Alumni relations will be handled by the Alumni office and liaised by the Alumni HC. Alumni events are organized by the Alumni HC and the Alumni office.

20 General community provisions

(1) House Committee Meetings

- a. House Committee meetings must take place at least once every academic week of the year. The purpose of the meetings is to discuss matters that affect the house as well as campus.
- b. Any Irener may submit matters which they would want discussed at the House Committee Meeting:
 - i. House Committee Meeting agenda points need to be sent to the Administration HC the night before the meeting.
 - ii. Any Irener can submit points for the meeting to their section HC.

(2) House Discussions

- a. House Discussions are open to anyone who wishes to attend, however, only Ireners are eligible to vote in the proceedings.
- b. There must be at least four House Discussions during the operational year with at least one per academic term.
- c. All Ireners have an equal vote in any proceedings or motions.
- d. The Discussion will be chaired by the Prim, and in the Prim's absence, by the Vice Prim.

(3) Extraordinary House Meetings

- a. Extraordinary House Discussions can be scheduled at the discretion of the Primaria and Resident Head.
- b. The aim of the House Discussion is to keep Ireners informed with regards to matters concerning the house or campus.
- c. It is in terms of transparency and integrity that the HC keep the house informed and is open to questions.
- d. Should any Irener wish to speak during the House Discussion, they must inform the Primaria at least 48 hours in advance or bring a motion.

(4) Section Meetings

a.

- a. Each Section HC hosts a compulsory section meeting at least once a term for section bonding and relaying of important house updates.
- b. The purpose of section meetings is to ensure community building within the house.
- c. Ireners may pose questions or complaints they want discussed in the next HC meeting in section meetings.

(5) House Forums

- a. There are section groups and House Update forums in which the House Committee must create and maintain. This is used to spread information across the house.
- b. Year Group Forums
 - i. Each year group has an HC admin that monitors the content and discussions in the year groups.



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21 Motions

(6) Motions for amendment of Constitution

- a. Amendments to this constitution can only be made if:
 - i. The proposed amendment is brought before the house during a scheduled or extraordinary House Discussion as a motion.
 - ii. The proposed amendment must be supported by at least 32 signatures of residents.
 - iii. such a motion is passed at the House Discussion with a two-thirds majority of the house; and
 - iv. the amendment is approved by the Prim Committee task team for Constitutions.

(7) Motions not relating to amendment of Constitution.

- a. A motion must be brought to the Primaria at least 48 hours prior to a scheduled House Discussion
- b. The motion must be in writing and supported by at least 32 signatures from Ireners.
- c. If necessary, the Primaria or Resident Head could request more information from the person bringing the motion to facilitate the discussion and understanding of the motion.
- d. The Primaria may, with written agreement of the Resident Head, disregard any general or constitutional amendment motion if they deem it to be in contradiction to the values of the residence.
 - i. The Primaria must provide notice to the author of the motion that their motion has been disregarded.
 - ii. Challenging this decision must be done through the Cluster Convenors or, in the alternative, the Prim Committee, who may determine the resolution of the matter.
- e. The person bringing the motion will present the motion to the house, with assistance from the Primaria.
- f. The floor will be opened to three rounds of questions with a maximum of four questions for each round and answered by the person who brought the motion.
- g. After the questions, the Primaria will conduct the voting process.
- h. The vote will be valid if there is at least 50% of the house present.
- i. Every person in the house has one equal vote.
- j. The motion will be passed if at least 50%+1 of the Ireners present at the House Discussion vote in favour of passing the motion.

- k. House Committee members will assist in counting the votes.
- l. If the motion is passed, the Primaria is responsible for monitoring the implementation of the consequences of the motion.

(8) Motion of No Confidence

- a. Such motions are of effect once:
 - i. A motion against one or more, or the entire House Committee, is approved by means of a vote by paper ballot by an extraordinary two-thirds majority of the total voting body of the residents at a normal or extraordinary House Meeting.
 - ii. Such a voting procedure requires arrangement and oversight by the Primaria.
 - iii. If the Primaria is involved as a subject of such a motion, a Vice-Primaria or alternatively, the Resident Head, shall chair the motion proceedings until the vote.
 - iv. The House Committee member or members in respect of whom the motion is brought must immediately resign upon approval of the motion.
 - v. It is handed in to the Primaria at least 48 hours before a House Meeting, or other meeting convened for the purpose, and if such a motion is against the Primaria, it is handed in to the Resident Head and Vice-Primaria.
 - vi. If a motion is tabled against the entire House Committee, it must be subdivided into parts explaining how each House Committee member relates to the reasoning behind the motion.

(9) Allocation of Rooms and Parking

- a. Rooms and parking are allocated according to room points.
- b. The House Committee member responsible for parking and room points must administer and facilitate the process of allocation.
- c. Any disputes or grievances with respect to the allocation of rooms and parking must be referred to the Prim or the Resident Head.
- d. The Prim, in consultation with the Resident Head, will determine the appropriate solution to any dispute or grievance raised.
- e. Room points can be obtained through being part of committees or through involvement in residence or campus activities. A room points list will be sent through where Ireners can indicate their levels of involvement.

22 Dispute Resolution

- (1) All disputes applicable to this Constitution will be resolved by the Residence Head and the Primaria.
- (2) The Student Court can be approached when a dispute cannot be resolved.
- (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.

23 Amendment and review of the Constitution

- (1) The amendment and review of the constitution must first be announced at a house discussion.
- (2) A Constitution review forum will be formed.
- (3) The Primaria will chair the Constitution Review committee.
- (4) The Constitution review forum must consist of HC representatives, a Mentor representative, a senior representative and a first-year representative.
- (5) After being signed off by the Primaria, the amended constitution must be sent to the house three days prior to a house discussion.
- (6) The new constitution must receive 50%+1 of the votes at a house discussion where quorum is 50% of the house being present.
- (7) The amended constitution can then be sent to the Prim Committee for ratification.

ADDENDA

Addendum A: The Constitution of the Republic of South Africa

- [SAConstitution-web-eng.pdf \(justice.gov.za\)](#)

Addendum B: Stellenbosch University Vision Framework

- [Vision-2040-Strategic-Framework-2019-2024.pdf \(sun.ac.za\)](#)

Addendum C: Stellenbosch University Residence Rules

- [Residence Rules.pdf \(sun.ac.za\)](#)

Addendum D: Statute of Stellenbosch University

- <https://www.sun.ac.za/english/management/statute>
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IRENE
STELLENBOSCH
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Addendum E: Irene Visitors Policy 2023



**IRENE RESIDENCE
VISITORS POLICY**

IRENE
STELLENBOSCH
— EST. 1963 —

I. Definitions

- I.1. “CSC” refers to the University of Stellenbosch’s Centre for Student Communities.
- I.2. “CSC representative” may refer to the residence head, PSO coordinator or senior member of the CSC.
- I.3. “Residence space” refers to the physical space occupied by the residents of the community and can include both indoor and outdoor spaces.
- I.4. “Irener” refers to a present resident of Irene residence.
- I.5. “Visitor” refers to a non-resident who has entered or wishes to enter the residence space and does not have student card access but has been granted entry by way of the procedures set out in this policy. This excludes people who work in the residence space.
- I.6. “Host” refers to the Irener who is receiving a visitor and has signed for the responsibility of the visitor.
- I.7. “Venue” refers to a specific room or space in the residence space and can include both indoor and outdoor venues.
- I.8. “Double room” refers to a standard double bedroom as indicated by the building blueprints of the residence. An alternative way to determine a double room, is if two built-in cupboards are present or if the room has the same dimensions as a standard double room.
- I.9. “Single room” refers to a standard single bedroom as indicated by the building blueprints of the residence.
- I.10. “Female” refers to the sex indicated on your government-issued identification documentation.
- I.11. “Male” refers to the sex indicated on your government-issued identification documentation.
- I.12. “Newcomer Door duty” refers to the system where Newcomers are expected to sit in the door duty box during visiting hours to ensure that visitors are signed in. Every Irener goes through this system when they start their first year in Irene. The motive behind it is that the newcomer’s contribution to the safety of the house contributes to creating a feeling of belonging for them. The system allows newcomers to feel some sense of responsibility-that two and a half hours can contribute to something bigger than themselves. Simultaneously, it allows seniors to also appreciate the role newcomers play in the overall functioning of Irene, thus bridging any newcomer/senior gap.

2. Residence spaces

- 2.1. Irene has the following residence space:
 - 2.1.1. 75 Victoria Street, Stellenbosch, Western Cape, 7600, “Irene Residence”
- 2.2. Areas within the residence spaces will be categorised as:
 - 2.2.1. Bedrooms (single and double)

- 2.2.2. Communal Areas (dining hall, small recreational hall, big recreational hall, foyer, computer room, study rooms, front door monitor room, back door monitor room, laundry room, bicycle shed, section kitchenette areas)
- 2.2.3. Outdoor areas (quad, front lawn, rooftop terrace, balcony)
- 2.2.4. Bathrooms (ground floor guest bathrooms, section bathrooms, ground floor bathrooms)

3. Mutability

- 3.1. All regulations in this document are subject to the latest university guidelines as set out by CSC.
- 3.2. Amendments to this policy may be made –
 - 3.2.1. At the request of the CSC representative.
 - 3.2.2. By the House Committee (HC) with the assistance of Irene’s policy committee.
 - 3.2.3. Following the amendment guidelines as set out by the CSC or the amendment guidelines to constitutional addendums of the residence.
- 3.3. All amendments to this policy must be shared with the community.
- 3.4. Restrictions to this policy -
 - 3.4.1. May be made at the request of the CSC representative.
 - 3.4.2. May be made if decided by the Primaria or Vice-Primaria in consultation with the Residence Head.
 - 3.4.3. May be made during academic quiet times, such as official university examination periods.
 - 3.4.4. Do not require an amendment to this policy to take place.
 - 3.4.5. Will be communicated to the house through the relevant communication channels.

4. Failure to comply.

- 4.1. All Irene residents are expected to uphold every section of this policy as well as the values of Irene.
- 4.2. It is the Irener’s responsibility to stay informed about the latest policy amendments and adhere to them.
- 4.3. Failure to comply with any section of this policy may result in disciplinary action in accordance with Irene’s Disciplinary Policy and Constitution.
- 4.4. Non-compliance with this policy may result in the:
 - 4.4.1. Removal of the visitor from the Residence space.
 - 4.4.2. Temporary or permanent cancellation of visiting hours.
 - 4.4.3. Temporary or permanent Ban of Visitors:
 - 4.4.1.1. Bans will be determined and approved by Irene’s Disciplinary Committee (Primaria, Vice Primaria, RH) and/or HC.
 - 4.4.1.2. Ireners may submit Ban Appeals to the HC for review.

5. Visiting Procedure
- 5.1. Visiting hours
- 5.1.1. Visiting hours on the ground floor for all will be from Monday to Sunday between the hours of 10h00-23h00
- 5.1.2. Bedroom visitations will be allowed for all female visitors Monday to Sunday between the hours of 10h00-23h00.
- 6.1.3. Male Visiting hours (bedroom visitations and any upstairs visits from males) will be on Fridays between 18h00-23h00 and Saturday and Sunday from 10h00-23h00
- 5.2. Visitor Limitation
- 5.2.1. Each Irener is only allowed one (1) visitor per visitation.
- 5.2.1.1 Subject to the maximum number of 2 visitors allowed per double room.
- 5.2.2. Male visitors are only permitted the use of the ground floor guest bathrooms next to the dining hall.
- 5.3. Visitor Approval
- 5.3.1. Visitors will be approved if they –
- 5.3.1.1. Are not banned from visiting the residential space.
- 5.3.1.2. Are not exhibiting disruptive behaviour; and
- 5.3.1.3. Have not been found guilty of behavioural misconduct in a legal or university capacity.
- 5.4. Bedroom visits
- 5.4.1. Bedroom visits may occur if the following procedure is met:
- 5.4.1.1. If the host has a roommate, the express (written) approval by way of a Microsoft form must be given by said roommate.
- 5.4.1.2. In the case of a male visitor, the host must first communicate with the section that they are bringing a male to a specific floor by messaging “man in” on the section WhatsApp group, as well as communicate to the group when the male has left the floor by messaging “man out” after the visit has occurred.
- 5.5. Sleepovers
- 5.5.1. According to the CSC residence rules effective from 01 January 2023, sleepovers in SU student accommodation is not permitted.
- 6.6. Male visiting hours
- 6.6.1. Due to the nature of male visiting hours on weekends, the host will be responsible for assuring that their visitor is signed in once the door duty shift starts in the evenings.

- 6.6.1.1. Once the door duty shift starts, the host and visitor will immediately have to sign in once again with the door duty monitor at the front door.
- 6.6.1.2. If the host fails to immediately sign their visitor in with the door duty monitor at the start of the door duty shift, the visit will be terminated, and the visitor will be asked to leave the residence.

6.8. Responsibilities of the host include -

- 6.8.1. Obtaining the necessary consent from their roommate in the case of a bedroom visit.
- 6.8.2. Receiving visitors at the front door and following the check-in/ check-out procedure.
- 6.8.3. Ensuring that the visit is limited to the booked venue.
- 6.8.4. Not leaving their visitor unattended, even if they are in a public space.
- 6.8.5. Ensuring that they accompany the visitor throughout the duration of the visit.
- 6.8.6. Ensuring that their visitor is checked-out by the end of visiting hours.

7. Newcomer Door Duty

- 7.1. Newcomers are required to sit door duty on a rotational basis on weekends during Male visiting hours.
- 7.2. The procedure is as follows:
 - 7.2.1. Newcomers will be informed of their Door duty slot by the Welcoming and Newcomer HC members.
 - 7.2.2. During their Door duty slot, the Newcomer will be responsible for the check-in and check-out procedure of male guests.
 - 7.2.3. It is the responsibility of the Newcomer to be on time and find a suitable replacement if they are not available for their slot.
 - 7.2.4. The HC on Duty will sign in these Newcomers to ensure that they are at their post.
 - 7.2.5. If a Newcomer does not show up for their allocated door duty slot, and an adequate replacement cannot be found, visiting hours for the day will be cancelled.

8. Check-in and check-out procedure

- 8.1. Check-in procedure:
 - 8.1.1. Check-ins can only occur at the front door of Irene.
 - 8.1.2. In the case of Male visiting hours, check-ins will be monitored by either a paid door duty monitor or Newcomer door duty.

- 8.1.3. In the case of regular visiting hours, it is the responsibility of the host to ensure that the check-in procedures are met.
- 8.1.4. Hosts are expected to meet their visitors at the front door and ensure that they are checked in.

8.1.5. The following must be presented:

- 8.1.5.1. A form of identification

8.1.6. The visitor must complete the check-in/check-out form, which includes -

- 8.1.6.1. Their full name.
- 8.1.6.2. Their Stellenbosch University student number or ID number.
- 8.1.6.3. Contact details.
- 8.1.6.4. The date and time of the visit.
- 8.1.6.5. The host's student number.
- 8.1.6.6. Signed confirmation from the host that all the information provided in the booking form is correct and that they consent to host the visitor.
- 8.1.6.7. Signature of the front door duty monitor.

8.1.7. In the case of male visiting hours, visitor will be required to leave their student card, ID, or driver's license with the door monitors for the duration of the visit.

8.1.8. It is the responsibility of the host to ensure that all these procedures are met and that their guest is signed in.

8.2. Check-out procedure:

- 8.2.1. Check-outs must occur by the end of the specified visiting hours.
- 8.2.2. The host will be required to sign the check-in/check-out form before the visitor leaves the residence space.
- 8.2.3. When leaving Irene, the door duty monitor will return the student card or ID of the visitor.

9. Booking procedure

9.1. Bookings will take place via a link that will be shared.

- 9.1.1. Ireners will be able to book any time before their intended visit.
- 9.1.2. Ireners will be required to show the booking confirmation before the visitor will be allowed into the residence space.
- 9.1.3. The booking will be made with regards to a specific venue



IRENE RESIDENCE ALCOHOL POLICY

IRENE

STELLENBOSCH

I. Preamble

The Irene House Committee recognises the traumatic effects of binge-drinking and an irresponsible drinking culture that are present on Stellenbosch campus. We therefore commit ourselves to cultivating a residence space where Ireners are encouraged to take ownership of their drinking habits in a safe and responsible manner, by giving effect to our values of integrity, respect, ubuntu, humility and empathy. Therefore, the goal of this document is to normalise healthy drinking habits throughout the residence space by encouraging safe drinking practices and preventing binge drinking at the residence and Irene events.

Further objectives include:

- To mitigate and prevent a binge drinking culture.

- To promote a positive drinking culture and responsibility in the consumption of alcoholic products.
- To educate residents on the importance of responsible drinking.
- To promote safe and responsible use of alcohol.

2. Definitions

- 2.1. “*Bedroom*” includes single and double rooms.
- 2.2. “*Binge drinking*” refers to more than five units of alcohol in a 4-hour period for males and more than 4 units of alcohol in a 4-hour period for females.
- 2.3. “*Drinking Culture*” refers to the set of traditions and social behaviours that surround the consumption of alcohol recreationally.
- 2.4. “*Drinking games*” are any social activity in which the main objective of the game is to get drunk or drink more alcohol than recommended.
- 2.5. “*Event*” refers to bigger functions planned by an Irener in an official capacity to serve as a gathering for other Ireners, such as Housewarming, any of the dances or Irene Week.
- 2.6. “*Hard Liquor*” refers to distilled beverages with an alcohol content of 35% or higher. Examples include brandy, whiskey, vodka, and tequila.
- 2.7. “*Recovery Area*” refers to an area in which people who are intoxicated may go to rest and be taken care of. This area will have water available and places to sit which will be located away from the busyness of the event.
- 2.8. “*Responsible use of alcohol*” refers to the consumption of alcohol where the Blood Alcohol Content stays at 0.08% or below.

3. Amendments

- 3.1. Amendments to these rules may be made:
 - 3.1.1. At the behest of the CSC representative.
 - 3.1.2. By the House Committee once approval has been obtained from the CSC representative.

4. Operation of the policy

- 4.1. The Irene Alcohol policy:
 - 4.1.1. Will come into operation after it has been approved by the Resident Head, the CSC representative and subsequently by a simple majority of the Residence during a House Meeting.
 - 4.1.2. Will apply to all Irene members and visitors.
 - 4.1.3. Will not come into effect before the second week of the undergraduate year of classes.
 - 4.1.4. Will be reviewed by the House Committee once a year,

- 4.1.5. Will be in force until 2 weeks before every examination period, as determined by the university.
- 4.1.6. The CSC shall in extraordinary circumstances be allowed to suspend this policy.

5. Default rules

- 5.1. If the above provision in section 4 is not given effect to, the following rules apply:
- 5.1.1. No alcohol may be stored, consumed, or displayed in containers that are recognisable as alcoholic beverages in the residence.
- 5.1.2. Any such actions will lead to the confiscation of the alcohol and leave the resident subject to the relevant internal procedures of the residence.
- 5.2. If the provisions in section 4 are complied with, the Irene-specific Alcohol rules will apply.

6. Irene-Specific Alcohol Rules

- 6.1. Alcohol may only be consumed in the following public spaces in the residence:
- 6.1.1. After consent has been obtained by either the Vice Primaria or Primaria:
- The quad
 - The dining hall
 - The Old Rec Hall
 - The New Rec Hall
- 6.1.2. After consent has been obtained by either the Pegasus or Draco House Committee Member:
- The rooftop
- 6.1.3. After consent has been obtained by the Lyra House Committee Member:
- The Lyra balcony
- 6.1.4. Application for consent:
- 6.1.4.1 Consent is to be obtained by submitting Addendum C to the respective House Committee member by 10:00 A.M. the day prior to the date being applied for.
- 6.1.4.2 Consent has only been granted upon receiving the approval and signature from a House Committee member.
- 6.2. Restrictions relating to spaces:
- 6.2.1. Under no circumstances may alcohol be consumed in residents' bedrooms.
- 6.2.1.1. Alcohol may be stored in bedrooms, out of sight.
- 6.2.2. Alcohol may not be consumed:
- 6.2.2.1. In section areas,
- 6.2.2.2. Any other space not mentioned in this policy.
- 6.3. Restrictions relating to times:

6.3.1. Alcohol may be consumed in the public spaces of the residence:

6.3.1.1. No earlier than 10:00 and no later than 23:00. Thus, no alcohol consumption will be allowed between 23:00 and 10:00.

6.3.1.2. For special functions, the Resident Head may apply for an exception to the rule 6.3.1.1.

6.3.2. No alcohol may be used during examination times, including 2 weeks leading up to the examination period.

6.4. Events and functions

6.4.1. No alcohol-related games will be permitted at functions or events either within Irene or at external venues.

6.4.2. Any activity that has intoxication as its main goal, requires alcohol consumption to participate or results in the swift and/or high-volume consumption of alcohol is prohibited in the residence.

6.4.2.1. These activities include, but are not limited to, drinking games, funnelling and 'shot gunning'.

6.4.3. No alcohol may be sold by Irene at functions or events in Irene without a certified liquor license.

6.4.4. The responsible use of alcohol may be permitted during events hosted by and in Irene.

6.4.5. At all events organised by Irene, provision will be made for non-alcoholic drinks and sufficient food to empower Ireners to exercise responsible drinking habits.

6.4.6. For events hosted outside of the residence:

6.4.6.1. Alcohol will be limited to the amount stipulated in the Addendum An Alcohol Application Form for events.

6.4.6.2. The committee planning the function must complete an Alcohol Application Form in accordance with Addendum A, as well as an Alcohol Calculation Form in accordance with Addendum B, and these forms must be:

6.4.6.2.1. signed by the HC responsible for the committee and

6.4.6.2.2. submitted to and approved by the Residence Head and Primaria seven (7) days prior to the event. Failure to do so may result in the alcohol application form not being approved.

6.4.6.3. A "recovery area" will be set aside at every function where intoxicated attendee can go to recover.

6.4.6.4. Two (2) Ireners must be appointed to act as alcohol monitors at the function. Their responsibilities include, but are not limited to:

6.4.6.4.1. Monitor the entrance of an event to ensure that prohibited alcohol is not brought into the event.

- 6.4.6.4.2. Be mindful of the recovery area and the attendees in that space.
- 6.4.6.4.3. Act as a safety officer that attendees in need can use as a point of contact.

7. Education on Safe Drinking and Substance Use

- 7.1. During Welcoming Week, a session on Safe Drinking must be presented to the Newcomers.
- 7.2. The session should be an introductory conversation on the topic in which “Safe Drinking”, “Binge Drinking” and “Substance Abuse” are discussed with the Newcomers.
- 7.3. The discussion should also emphasize the importance of knowing one’s limit. If possible, peer pressure and the bystander effect with regards to the drinking culture in Stellenbosch must also be addressed to bring awareness to subtle behaviours that enable the drinking culture.
- 7.4. This discussion may also include which steps to take in caring for intoxicated friends, such as providing them with enough water, sleeping on their side, etc.
- 7.5. An annual Res-Ed session will also take place outside of the Welcoming Period to also educate and encourage seniors regarding the above-mentioned points.

8. Transgressions of this policy

- 8.1. The following behaviours will, along with the other provisions of the policy, be considered as transgressions of the policy and therefore not be tolerated:
 - 8.1.1. Extreme and disturbing noise because of alcohol consumption,
 - 8.1.2. Any conduct or behaviour related to alcohol consumption that threatens the safety or well-being of an individual,
 - 8.1.3. The consumption of alcohol may not disturb the academic atmosphere within the residence.
 - 8.1.4. A student’s drinking behaviour should not alarm Ireners due to irresponsible alcohol consumption.
- 8.2. Any alcohol consumed outside of the designated spaces or not in line with the provisions of this policy may be confiscated and discarded of.
- 8.3. Transgressors of this policy will be dealt with in terms of the values and internal disciplinary procedures of the residence, and face consequences at the discretion of the Disciplinary Committee.
- 8.4. Extreme transgressions may lead to the suspension of alcohol within the entire residence.

Addendum G: Irene Disciplinary Policy



Irene Residence Disciplinary Policy

The Irene Residence Disciplinary Policy is subject to the Irene Residence Constitution, Residence Rules, the Disciplinary Code for students at Stellenbosch University and Student Constitution of Stellenbosch University, The Statute of Stellenbosch University, and the Constitution of the Republic of South Africa 1996

The Disciplinary Policy functions to outline disciplinary measures underpinned by the values of Ubuntu, Integrity, Respect, Empathy and Humility of Irene Residence. Any actions undertaken by a resident of Irene that is inconsistent with the residence values are subject to the provisions outlined in this policy. Structures indicated are established to protect Ireners and advance social responsibility.

1. Purpose of the Disciplinary process in Irene
 - a. The point of departure for disciplinary procedures, within Irene, is value-driven management and restorative justice, with an emphasis on restorative conversations.
 - b. The purpose of disciplinary procedures within Irene is to facilitate a process whereby members who did not act in accordance with our values can be brought back to good standing with the rest of the house.
2. The duties and responsibilities of the (HDC)
 - a. To act in the interest of the Ireners and staff in accordance with the Irene Constitution.
 - b. To be present at disciplinary hearings.
 - c. To facilitate discussions with an intention to understand and rehabilitate.
 - d. To promote social responsibility and the values of Irene Residence.
 - e. To ensure disciplinary hearings are fair and restorative.
3. Composition of the Disciplinary Committee:

- a. The Disciplinary Committee (hereafter DC) serves as the internal disciplinary committee of Irene and consists of the following individuals:
 1. The Residence Head, who serves as the Chairperson of the Committee unless otherwise delegated to another member.
 2. The Primaria.
 3. The Vice-Primaria; and
 4. Two additional members of the House who serve on an *ad hoc* basis, appointed by the standing members of the committee.
 - b. In instances where one of the members of the Disciplinary Committee are themselves required to appear before the Disciplinary Committee or are deemed to carry a conflict of interest, the other members of the Disciplinary Committee must designate a House Committee Member to perform the duties of such a member of the Disciplinary Committee for the duration of the disciplinary session.
4. Conflict of interest
- a. All parties are expected to clearly indicate any conflict of interest with regards to the case laid before them.
 - b. The Chairperson also has the authority to request that a member remove themselves from a specific case if conflicts of interest are a possibility.
 - c. Executive Committee members may also remove themselves from a specific case on well-motivated moral grounds.
5. Jurisdiction
- a. The Committee may deliberate on any matter referred to them by a member of the House Committee, any member of the house or by anonymous complaint to a House Committee member or Mentor, unless deemed appropriate by the Resident Head to be referred to the CSC.
 - b. The Disciplinary Committee has the right to refuse to consider any case, with good reason, and to refer it to the relevant University structure. The committee should however try to resolve the issue internally first if the matter falls within their jurisdiction.
 - c. The Committee acts as arbiter in the case of any difference over the interpretation of the Constitution, regulations, and Code of Conduct.
 - d. Has no competence to try misconduct which according to the Resident Head, after consultation with them, must be referred to the University's Central Disciplinary Committee, or any other authority named in the SU Code of Student Discipline.
6. Investigative Procedure
- a. Any alleged misconduct must be reported to the Residence Head, Primaria or Vice Primaria immediately, whereafter the internal procedure is followed:

- b. The Residence Head, Primaria, and Vice-Primaria are to conduct an initial investigation to determine the facts of the alleged misconduct.
- c. During this investigation, a disciplinary discussion is held *in camera* with all individuals involved in the alleged misconduct, i.e., both the alleged perpetrator(s) and alleged victim(s) (if applicable), or in a manner that is determined by the Committee, based on the sensitivity of the situation.
- d. Any person who lodged a complaint has the right to request to be anonymous and this right must be respected. The following must then be done:
 - I. A written account (e-mail or paper) must be delivered to the Chairperson who must thus know who the person is.
- e. Witnesses who were involved in the case may be requested by both the accused party as well as the Executive Committee.
- f. The accused must be fully informed as to the complaint against them.
- g. The accused member has the right to request assistance from another House Member in preparation of their case.
- h. If deemed appropriate, the information is then submitted to CSC by the Residence Head to determine the further procedures to follow.

7. Internal Procedure

- a. The DC must convene and hold a disciplinary meeting to discuss the allegations, consider the evidence and facts of the matter, and to decide on an appropriate sanction if appropriate.
- b. If the student fails to attend the disciplinary hearing without informing the Chairperson beforehand, the hearing will proceed in their absence.
 - I. If the accused member can provide a reasonable explanation for their absence, a disciplinary hearing will take place to grant the member an opportunity to plead their case.
- c. The accused must be given a fair chance to test the merits of the complaint against them, to present their own case and to make use of witnesses to support their case.
- d. Guilt will be determined based on the verdict of the majority of the Disciplinary Committee and must be proven beyond reasonable doubt. The consequence supported by most of the Committee will be the consequence imposed.
 - I. In the case of a deadlock, the Chairperson will settle the matter.
- e. The DC may decide to refer the matter to either the Residence Disciplinary Committee or the Central Disciplinary Committee.
- f. The results of the disciplinary case must be published to the House and submitted to CSC to be kept on record.
- g. Students may appeal any decision of the HDC by following the appropriate procedure as set out in the SU Disciplinary Code for Students.

8. After the procedure

- a. All results and statements must be properly recorded, and evidence thereof must be kept with the Primaria.
- b. All results are to remain confidential.

9. Sanctions

- a. The following sanctions are examples of consequences that could be imposed if an Irener is found guilty of misconduct or is found to have infringed upon a house value.
- b. The list below is not exhaustive and merely serves as a guideline for the Disciplinary Committee. Should the Committee deem it necessary, the sanctions may be deviated from if suitable within the circumstances.
- c. Sanctions should, as far as possible, be linked to the original misconduct or value infringement and should be awarded in the spirit of restorative justice and an opportunity for growth.
- d. Sanctions linked to specific transgressions include, but are not limited to:

Transgression	Sanction
Bringing a visitor into the residence without following the procedure in accordance with Irene's Visitor's Policy	Several door duty shifts alongside the door monitor on duty, based on the severity of the misconduct. A period where the Irener will not be able to bring visitors into Irene, based on the severity of the misconduct.
Consumption of Alcohol within the residence space without following the procedure in accordance with approved alcohol rules	A future ban on alcohol consumption within the residence spaces, based on the severity of the misconduct. Several door duties shifts alongside the door monitor on duty, based on the severity of the misconduct. A presentation to the House or section on the dangers of alcohol consumption, based on the severity of the misconduct.
Repeated transgressions after written warnings	Several door duty shifts alongside the door monitor on duty, based on the severity of the misconduct. A sanction of community service, such as gardening in Irene's Quad or volunteering to help at a community event as part of a committee.
Interfering with duties of the House Committee or neglect of duties within a Committee in Irene.	A forfeiture or diminution of the room points normally awarded for the participation in such a committee or participation with such an event.

DISCIPLINARY CLAUSE:

Any disciplinary actions carried out in accordance with this policy and the Irene Constitution must be in collaboration with the Resident Head.



IRENE

STELLENBOSCH

— EST. 1963 —

Addendum H: Irene's Logo Facelift

IRENE'S LOGO FACELIFT:



1

The Dove:

This is the main focal point of the logo.

The dove is the symbol of peace and links to the word "Irene" which is the Greek word for peace (εἰρήνη).

2

The Olive Wreath:

The green olive wreath starts in the dove's beak and continues to form a circle. This represents life and continual growth.

3

The Blue Lines:

The dark blue lines form a united circle around the dove to represent unity and community. The varying thickness of the blue lines symbolizes the unique life-journey that each Irener is on. Despite the fact that each Irener is on their own journey of growth, all Ireners are moving in the same direction as a unified House.

4

The Blue Circle:

Firstly, the blue circle background symbolizes the nest (home) of the Dove. This represents the House where Ireners are encouraged to hone their skills, as well as where they feel safe and accepted, as well as develop into engaged citizens. Secondly, it represents the globe, and the future communities that Ireners will find themselves in and where they will be able to contribute and make a difference.

5

The Text:

The text creates a sense of continuity from previous Irene logos to this one. This symbolises the development that has occurred in Irene over the years and creates the platform for future growth.

6

The Colour Palette:

These blues and a grey were chosen to link past and present Ireners. The idea of blue represent a calm and peaceful atmosphere. The green links the logo to the theme of renewal, growth and development.

Addendum I: House Committee Portfolio's

The newly elected House Committee can apply for portfolios at the beginning of their term. The Primaria, in collaboration with the Resident Head, may assign portfolios to House Committee members according to their discretion. They may add, remove, or make changes to portfolios in this addendum except for the fixed portfolio's written in Chapter 3 which are to be there in every House Committee team according to this constitution.

Maintenance and services

- a. Works closely with university staff and facilities management.
- b. Responsible for reporting maintenance issues from the house
- c. Attends termly maintenance meetings with the KDK.
- d. Link between house and cleaning staff

Parking and Room Allocations

- a. Responsible for room points list.
- b. Responsible for Parking allocation according to section 40 under Parking and Room Allocation

Interior and Facilities

- a. Responsible for the upkeeping of the residence facilities.
- b. Responsible for any suggestions to improve the use of spaces in the residence.

Technical

- a. Responsible for ordering papers for printer
- b. Ensure the printer has Ink and paper.
- c. Sorts out everything technology related.
- d. Responsible for projectors, speakers, mics, all technical equipment
- e. Sets up technical equipment for events.

Social Impact

- a. Manages the Irene4Irene fund.
- b. Looks into internal and external social impact projects.
- c. Promotes Ubuntu in Irene

Sponsors

- a. Focuses on getting Sponsorships for the House to work with
- b. This is for events such as vensters or community building events.
- c. Sponsors must align with the Values of the house.

Women Empowerment (Vision 2040 portfolio)

- a. Responsible for creating a plan for women empowerment in Irene.
- b. Must think critically around different views of feminism and what that means to each Irener.
- c. Responsible for organising women empowerment activities during the welcoming program.
- d. Creates programs and initiatives such as the pad drive and Women Empowerment week.
- e. Works closely with the SRC Committee for Women Empowerment.

Critical Engagement (Vision 2040 portfolio)

- a. Responsible for the development of critical thinkers in Irene.
- b. Encourage discussion on diverse topics and getting Ireners to voice opinions and respect others' opinions in a civilized manner.
- c. Responsible for creating transformative engagements and conversations.
- d. Responsible for developing socially conscious thinkers and challenging subconscious biases.
- e. Invite critical thinkers and thought leaders to share their knowledge with Irene.
- f. Liaises with transformation office.
- g. Goes through all training provided by transformation office or Centre of Student Communities

Gender and Sexuality Alliance (Vision 2040 portfolio)

- a. Responsible for creating awareness about various sexuality and gender identities.
- b. Creates a safe space in Irene for people of all sexual orientations.
- c. Progressing Irene beyond a space of prejudice
- d. Creates conversations and events around allyship.
- e. Works with SRC Women and Queer Empowerment portfolio

Leadership and Personal Development

- a. Responsible for leadership training in Irene
- b. Creates a space of development in leadership.
- c. Hosts events aimed at increasing leadership skills and tools.
- d. Promotes the Centre For student leadership events and summit.

Events

- a. Responsible for events such as House Funds dance, House Dance, Seniors, and Newcomers dances
- b. Ensures that they choose the most financially inclusive options for events.
- c. Gets approval from Financial Manager and Resident Head
- d. Is responsible for setting dates of events and that it is communicated to rest of the HC.
- e. Ensures that Irene events are in accordance with the Alcohol Culture Commitment as adopted by the PC and Irene's Alcohol Policy.

Media and Marketing

- a. In charge of all Irene social media, websites, and branding
- b. Responsible for the content that gets posted on Irene social media.
- c. Ensures that the social media content reflects Irene Values and the people inside it.
- d. Monitors interactions on media
- e. Photographs and documents all Irene events and activities.

Connect (Vensters)

- a. Works with the Connect Committee of the University
- b. Develops relationships with connect partners that have the house's values at heart.
- c. Organizes the connect production that occurs every welcoming period.

Culture

- a. Responsible for application process and allocation of Culture leaders for Sêr (SU acapella), toneelfees, and Culture committee heads, etc.
- b. Responsible for allocation of Debate team, acapella captains and Celebration of Various Cultures manager
- c. Responsible for adhering to university rules with regards to entry fees, etc.

- d. Organizing of Culture evenings.
- e. . Ensure that all Ireners are culturally enriched.
- f. . Responsible for critical thinking sessions around Cultural initiatives.
- g. . Serves on the Cluster Culture committee.

Sport

- a. Responsible for application and allocation of sport reps.
- b. Ensure that Irene adheres to the rules of university about entry fees and penalties.
- c. Should market all sports events on Campus.
- d. Responsible for critical thinking around physical wellness and cluster sport initiatives.

Community Building

- a. Responsible for socials within the house
- b. Oversees the CU-Comm/ the Spirit committee that brings cheer to the house.
- c. Oversees the section meetings.
- d. Focuses on creating relationships through section bonding and socials.

Community building Events.

- a. Responsible for the organization of big Community building events such as Big Sib Lil Sib event, Irene Week and Stay-in Weekend.’
- b. Creating opportunities where Ireners get to spend time with each other to build relationships.
- c. Creating interaction points for social cohesion that does not exclude people.

Sustainability

- a. Responsible for educating Ireners about living sustainably.
- b. Make sure that Irene practices have a minimal impact on the environment.
- c. Create awareness and projects for likeminded people to engage.
- d. Do community outreach with regards to green.
- e. Promote opportunities on campus as well as outside of campus which lead to further development of interested individuals.
- f. Monitors the house’s water and electricity usage.

Merchandise

- a. Works closely with Maties Shop or any accredited supplier of the university.
- b. Works with Financial Manager to ensure all transactions are towards the house.
- c. Designs merchandise for Welcoming and for the house
- d. Responsible for distribution process to deliver the orders to the right people.
- e. Is responsible for HC clothing during welcoming period.
- f. Is responsible for HC blazers.

Alumni

- a. Works with Alumni Office
- b. Organises Alumni events.
- c. Responsible for communication with Alumni and making them feel part of Irene.
- d. Responsible for the Integration of current Ireners and Alumni

Welcoming

- a. Creates a welcoming programme for new Ireners.
- b. Must attend compulsory welcoming training hosted by the university.

- c. Along with the rest of the HC, responsible for critical thinking around creating a welcoming and inclusive atmosphere in the residence.
- d. Responsible for welcoming new Ireners if there are any during the year.
- e. Acts as Welcoming Leader for new Ireners during the Welcoming program.
- f. Ensure that the booklet for new Ireners is sent out in time with all the information they need.
- g. Serves on the Welcoming Committee of the cluster.

Spirituality

- a. Responsible for Spiritual wellness of Ireners.
- b. Ensure that every Irener feels free to express their religion/faith.
- c. . Responsible for critical thinking around the spirituality in Irene as well as the cluster.
- d. . Serves on the Spiritual Committee of the cluster.

Catering

- a. Conveys all complaints/requests to food provider.
- b. Send out menus to all communities who use Irene's meal facilities.
- c. Attends meetings with food provider and all relevant stakeholders.
- d. Ensures that all HC members and portfolio managers with food related portfolios know the operating procedures for extraordinary events.
- e. Responsible for discussions regarding healthy eating habits and visits/talks from the dietitian of the food provider.

Wellness

- a. Develop the Wellness portfolio so that it may serve as a practical aid to the Wellness program followed by 1st years in their mentorship program.
- b. Academics and BeWell Program will fall under the Wellness portfolio.
- c. Activities based on wellness pillars should be developed and encourage Ireners to take part in such activities.
- d. Develop projects that support the aims of wellness, such as the Care Committee initiative.
- e. Serves on the Wellness Committee of the cluster.
- f. Responsible for inviting different lecturers and speakers to Irene for enrichment.
- g. Advocates and creates awareness for the spheres of wellness and living a balanced life.

Administrative Officer

- a. . Responsible for setting up the agenda before every HC meeting and sending it out to the HC.
- b. Takes minutes during the HC Meeting and sends it to the HC once the meeting is done.
- c. Sets the agenda for House Discussions and is responsible for compiling the slide show of the discussion.
- d. Takes minutes for House Discussions
- e. Has the duty of Communications to the house on behalf of the Primaria

Financial Manager

- a. Responsible for drafting of initial budget.
- b. Makes payments on a weekly basis.
- c. Responsible to ensure that all members of the house follow University procedures when dealing with Irene money.
- d. Responsible for facilitating reimbursements.
- e. Works closely with university staff.

Addendum J: Roles and Responsibilities of Community Leadership

The Roles and Responsibilities of the House Leadership

1. The Resident Head

- a. The Resident Head is a permanent staff member of Stellenbosch University and is appointed by the Director of the Centre for Student Structures and Communities.
- b. Their key responsibilities and duties include:
 - i. to serve as the custodian of this Constitution.
 - ii. to serve as contact person between the University, the Centre for Student Structures and Communities and the house.
 - iii. to help integrate students' academic and living environments.
 - iv. to establish value-driven management among the leadership of the house.
 - v. to promote a healthy, welcoming, and inclusive community life in the house.
 - vi. to develop leadership, support house leaders and provide them with guidance and mentorship.
 - vii. to be available for interaction and consultation with students.
 - viii. to enhance the cluster initiative in both the house and the cluster.
 - ix. to assist in challenging and crisis situations.
 - x. having final say in all room placements of new students; and
 - xi. to participate in continuous training for resident and visiting heads.

The Resident Head performs these duties with the continued assistance and support of the House Committee, Mentors and Ireners

1. Primaria

- a. Manages student affairs in the residence and serves as coordinating link between the House and the RH and services that are provided for the students.

- b. Is executive student officer in the residence, is responsible for the management of the students in a specific residence in terms of the Rules for Students and general Council policy and sections of the residence's constitution or rules.
- c. Must, in cooperation with the RH, ensure that the HC members carry out their duties and that enough HC members are available after hours and on weekends for general supervision and other services, as prescribed by the RH, Prim, general residence rules and/or the residence's constitution.
- d. Is chairperson of the HC and the House Discussion; is a member of the residence's Disciplinary Committee and represents the House on the Prim Committee.
- e. Must ensure that complete and proper minutes are taken at House Committee and House Discussions or can assign this duty to the administrative officer of the House committee.
- f. Coordinates public relations with other residences and the Students' Representative Council (SRC), and during other student events.
- g. Ensures that all official University information is communicated to the House by means of official announcements during House Discussions, on notice boards, etc.
- h. Together with the House Committee is responsible for the formulation and execution of the welcoming programme for new students at the start of the year.
- i. At the end of the term of office compiles an annual report and accepts responsibility for ensuring the compilation of a financial report by the treasurer. The reports are submitted to the House during a House Discussion and presented to the RH.
- j. Assists RH with all room placements of new students as well as seniors in the residence.
- k. Remains responsible for the execution of duties until the end of the third term.
- l. In cooperation with the RH, is co-responsible and co-accountable for the implementation and management of the SU Alcohol Policy, as applicable to their residence.
- m. Must act transparently to all students and be held accountable to the PC and the SRC
- n. Has supervision over all House Committee portfolios and leadership structures as a form of accountability to ensure all leadership structures are working cohesively.

2. Vice-Primaria

- a. Support the Primaria in the execution of their duties and responsibilities. The Vice Primaria serves in an advisory capacity to the Primaria.
- b. If for any reason the Primaria is no longer able to perform the duties and responsibilities assigned to them, the Vice-Primaria will stand in as Acting Primaria.

- c. Is part of the HC, Disciplinary committee and represents the House on the Student Safety Committee.
- d. Is personally liable for ensuring that the University's Risk Management policy is applied strictly and that safety measures are enforced.
- e. Is responsible for updating the Residence's Emergency plan, which is approved by Campus Security, each year and to implement the rules and regulations set out by the Emergency plan.
- f. Should have a fully always stocked medical kit in her room.
- g. Is responsible for coordinating a minimum of at least one evacuation exercise once every six months as required by the University.
- h. Is responsible for all Door Monitors. She serves as the main contact person in case of an emergency for all Door Monitors. She also handles all administration about Door Monitors as determined by the University.
- i. Is personally responsible for the general safety of the residence as well as the safety of all students during events or gatherings hosted by the residence.
- j. Ensures that the residence is equipped with electronic access doors and that specific responsibilities are allocated to ensure that the access doors are always in operation, especially during times of power outages.
- k. Remains responsible for the execution of duties until the end of the third term.
- l. Hosts a safety meeting once a semester and the submission of these minutes needs to go to the University and Campus Security.

3. Vision 2040 House Committee Member

- a. Includes portfolios such as Critical Engagement or Women Empowerment that are aimed at creating Transformation.
- b. Serves as liaison between the house and the Transformation Office
- c. Must create space for learning, unlearning, and relearning in Irene.
- d. Leads the house towards achieving the Vision 2040 of Stellenbosch University
- e. Must complete leadership training provided by either Transformation Office or CSC
- f. Serves as advisor in Disciplinary Procedures involving discrimination or prejudice.

4. Financial Manager

- a. Trains the HC with regards to all financial policies of the University.
- b. Must attend formal financial training hosted by the University.
- c. Must act in a financially transparent and sustainable manner.
- d. Works closely with the Resident Head and the Primaria to draw up a budget for the house and each component of spending.
- e. Is the custodian of the budget.
- f. Is responsible for recording all transactions that happen within or on behalf of Irene in the budget spreadsheet.
- g. Must keep a strict record of whether the house is complying with the budget and notify the Resident Head and Primaria should this not be the case.
- h. Report back to the House Committee at least once a term on the state of the house finances.
- i. Must provide guidance to all Ireners who are in a position of handling money during their term. This includes committee members or portfolio heads.
- j. The Financial Manager is the link between Irene and the financial department.

5. General House Committee Member

- a. Is responsible for creating a welcoming atmosphere in the residence throughout the year with special attention to the welcoming of new students.
- b. Is responsible for community building in the sections to encourage/stimulate a student friendly listening, learning, and living environment to promote student success.
- c. Is responsible for an academic atmosphere in their section which is conducive to the academic objectives of the University of Stellenbosch.
- d. carries out tasks and duties in accordance with the residence rules, constitution or rules of the residence, as well as decisions of the House meeting and the HC.
- e. serves as a link between a section allocated to them and the Prim as well as the RH.
- f. manages portfolios as allocated by the Prim.
- g. deals with administrative duties as determined by the University.
- h. at the start of a period of service, compiles a budget for the portfolios allocated to him/her for submission to the HC.
- i. at the end of the term of office, compiles a report on the functioning of each portfolio for submission to the Prim.

- j. immediately hands over any money that has been collected to the Treasurer for safekeeping and depositing.
- k. reports any complaints, damages, and repairs to the Maintenance body.
- l. handles public relations regarding a specific section/group via liaison with the Prim and HC.
- m. immediately reports illness or hospitalization of students to the VP, Prim, and RH.
- n. is available for their duty including after hours and on weekends for general supervision and other services as prescribed by the RH, Prim, general residence rules and/or the constitution:
 - i. At least one-third of the HC members must be present in the residence after hours.
 - ii. At least a third of the HC members must be present until the very last day of the first opportunity exams during the May/June examinations as well as the November/December examinations.
- o. performs service as HC member until the end of the third term.
- p. is personally responsible for ensuring that the University's Risk Management policy is applied strictly and that safety measures are enforced in that section of the residence that has been identified as his/her sphere of responsibility.
- q. in cooperation with the RH, Prim, and Vice Prim, is co-responsible and co accountable for ensuring the implementation and management of the SU Alcohol Policy and Visitors Policy as applicable to Irene.

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