



Stellenbosch

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AFDELING STUDENTESAKE



IRENE
STELLENBOSCH
— EST. 1963 —

THE CONSTITUTION OF IRENE RESIDENCE

STELLENBOSCH UNIVERSITY

Reviewed 2024



IRENE
STELLENBOSCH
— EST. 1963 —
STELLENBOSCH

forward together
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saam vorentoe

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PREAMBLE



We, the students at Stellenbosch University and residents of Irene Residence, conscious of our diverse cultural heritage and the historical context of Stellenbosch University and our country, unite to build a multicultural and democratic community that is free from discrimination.

Subject to the provisions of the Constitution of the Republic of South Africa, 1996 (“South African Constitution”), the Higher Education Act, the Statute of Stellenbosch University, and the Stellenbosch University Residence Rules, we accept this as our binding Constitution.

The South African Constitution 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. The South African Constitution is attached as Addendum A.



IRENE
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— EST. 1963 —

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) “CSC” means Commuter Student Community.
- (3) “CSLL” means Centre for Student Life and Learning.
- (4) “Executive Committee” means the Executive Committee of the Residence House Committee in terms of (Residence Constitution Clause on the Exec Committee)
- (5) “House” refers to Irene Residence.
- (6) “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.
- (7) “House Discussion” refers to the constituted meeting for residents.
- (8) “Ordinary majority” refers to 50% + 1 of the eligible votes.
- (9) “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.
- (10) “Prim Committee” or “PC” refers to the committee of Primarii on campus as defined in the Prim Committee Constitution.
- (11) “Quorum” is the minimum number of members that must be present or must participate to make the proceedings valid. Quorum in Irene is two-thirds of the House (214 members).
- (12) “Residence” refers to Irene Residence.
- (13) “Resident/Irener” refers to a resident of Irene Residence, registered at Stellenbosch University.
- (14) “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.
- (15) “Restorative conversation” is a safe space being held by the Prim, VP or HC that allows the parties involved to resolve the conflict through the mediation of the chair.
- (16) “Room Shooting” is the event where Ireners will choose their rooms based on the amount of roompoints they have accumulated.
- (17) “Roompoints” are a system used to ensure fairness when Ireners get to choose a room.
- (18) “Semester” refers to the duration of the academic year consisting of 2 terms, i.e. half the year.
- (19) “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.
- (20) “Simple Majority” refers to the option that had the most votes out of all the options.
- (21) “Student” means a student registered at the University.
- (22) “SU” means Stellenbosch University

- (23) The “South African Constitution” means The Constitution of the Republic of South Africa, 1996.
- (24) The Higher Education Act means the Higher Education Act 101 of 1997.
- (25) “Term” when used in reference to leadership eligibility means a quarter of an academic year.
- (26) “University authorities” means any employee, or structure consisting of, University employees including Faculties, the Rectorate, and the University’s Council.
- (27) “University day” means a weekday (Monday to Friday) during the academic year which is not a public holiday.
- (28) “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: <https://www.sun.ac.za/english/policy>

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.
- (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 insofar as it violates the policies mentioned in (a) above, the specific provisions within this Constitution and/or the values of Irene.

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.

6 Name and Cluster affiliation

- (1) Irene is part of the Wimbledon Cluster and accepts the responsibility of being a member of this Cluster. Through the cluster, we can work closely in collaboration with other residences and CSC's in the cluster.
- (2) The communities within the Wimbledon Cluster include Irene, Aristeia, Eendrag, Helshoogte, Sonop and Vesta.
- (3) The Cluster plays a significant role in the support of new students on campus and allows for greater integration between residence students and commuter students.
- (4) 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.
- (5) Irene commits to assisting Wimbledon achieve its goals and further expand within the university sphere.

7 Purpose

- (1) Irene sees each member of our community as an individual that has something unique to contribute to our student community.
- (2) Irene seeks to provide each member with the opportunity to reach their full potential.
- (3) 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.
- (4) 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 endeavors, 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) Values Driven Management

- (a) Values Driven Management is management based on a mindset that views the values of an organization as the ultimate guiding force.
- (b) The principle of values driven management must be applied within all management structures of this residence. This applies to both positional and non-positional leadership structures.
- (c) All residents are kept accountable by the values.

(3) Reviewing of Values

- (a) The values are reintroduced annually during the welcoming period through the Primaria's Values Talk to get the newcomers to take ownership of the values.
- (b) If there is a recommendation for possible 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.

(4) Values Driven Discipline

- (a) Irene's Values Driven Management follows a system whereby discretions are dealt with through restorative conversations and is not without consequences for transgressions.
- (b) These restorative conversations are held by either the HC or Prim with a member of the House if a certain value has been violated.
- (c) A form must be filled in by the Irener after such a conversation has been held to confirm that the matter has been addressed. This form is attached as Addendum K.

9 Membership

- (1) 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 resident of Irene on student records.
- (2) All House members are subject to the Constitution and values of Irene.

10 House pledge

- (1) 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.
- (2) The Pledge is recited by the House at the beginning of every House Discussion.
- (3) 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. "

CHAPTER 2– COMMUNITY LEADERSHIP

11 Irene Management

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

12 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 practically possible to call the entire House Committee together.

13 The Composition of the House Committee

- (1) The House Committee consists of the Primaria, Vice-Primaria and 12 other elected members as determined by the University.
- (2) These House Committee members are elected through the process as described in Section 14 of this Constitution.
- (3) The House Committee assists the Resident Head in building and sustaining a holistic, valuesdriven and inclusive community.
- (4) The House Committee serves the house by leading and representing its residents.
- (5) The fixed portfolios of the House committee are the Primaria, Vice-Primaria, Financial Manager, Administrative Officer, Wellness, and Vision 2040 portfolios.
- (6) Portfolios are assigned to the 12 House Committee members by the Primaria and VicePrimaria at the beginning of the leadership term in co-operation with the Resident Head.
- (7) Should the need for a Strategic Advisor arise, it can be discussed with the Resident Head and CSLL.
 - (a) The choice to have a Strategic Advisor is up to the discretion of the Primaria and Resident Head based on the needs of Irene for that specific leadership year.
 - (b) The Primaria, Vice-Primaria and Resident Head will select the Strategic Advisor based on applications received if it is decided to have one.

14 Election of House Committee

- (1) The election of the House Committee, including the Primaria and Vice-Primaria, is conducted by the Election Committee in accordance with the timeline set out by CSLL and determined by the outgoing Primaria and Resident Head.
- (2) Composition of the Election Committee
 - (a) The Election Committee is a 7-member team comprised of the Resident Head, the outgoing Primaria and Vice-Primaria, two other outgoing House Committee members, the outgoing Head Mentor and one other mentor.
 - (b) No members of the Election Committee may be running for a position in the House Committee.
 - (c) The outgoing Primaria will act as election convenor, unless standing again. If Primaria wishes to stand for re-election the Vice-Primaria will act as election convenor and another HC member will be selected to fill the empty space. In the event that both the Prim and VP wish to stand again, an HC member will stand as election convenor and two other HC members will be added to fill the spaces of the Prims on the committee.

- (d) In the event that spaces on the Election Committee need to be filled due to members of the outgoing HC standing for re-election and no other HC members are available, mentors will be selected to take the open places of the HC on the committee.
- (3) Role and responsibilities of the Election Committee
- (a) Ensure a fair and reasonable election in line with University and Irene regulations.
 - (b) Establish election period and timeline, including application period and voting periods.
 - (c) Create and send out application forms.
 - (d) Remove application forms if the candidates do not meet the requirements set by the Residence/University.
 - (e) Re-open applications if an insufficient number of applications is received.
 - (f) Manage and set up questions for caucus proceedings. (g) Manage voting process and calculate vote totals.
- (4) Eligibility of candidates:
- (a) Must have been a registered student at Stellenbosch University for more than three semesters.
 - (b) Must have been in Irene for at least two terms.
 - (c) Must have the required leadership HEMIS set by the University.
- (5) Nominations and Applications for House Committee
- (a) The decisions regarding the application 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) Applicants may withdraw at any time before the caucus proceedings by providing the Election Committee with a written or digital request for withdrawal.
 - (b) The Election Committee has the authority to remove application 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. The minimum number of applicants for the election to go forward must be the number of positions available + 1.
- (6) 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) The aim of the caucus is to have 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 will be held in front of the whole house where set questions are asked, and the house is given the opportunity to present questions to the candidates.
 - (i) Each candidate will be asked at least 1 question based on their application, at least 1 question set by the Election Committee and at least 1 question posed by the House.
 - (d) The Prim and Vice-Prim caucus is a separate process to the HC caucus. The Prim and VP caucus must be held before the HC caucus.
 - (e) The HC caucus will only occur after the Prim and Vice-Prim have been elected, unless in extraordinary circumstances such as in section 13(9)(b) of this Constitution.
- (7) 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
 - (e) Voting occurs over a period as determined by the Election Committee. The voting period may not be less than 24 hours for Prim/VP voting and 36 hours for HC voting.
 - (f) Prim and Vice-Prim candidates must receive an ordinary majority of 50% + 1 of the votes cast in order to be elected to the position.
 - (g) HC candidates are regarded as having been successfully elected when they receive the largest number of votes, in this way the 12 candidates with the most votes will be elected by simple majority.
 - (h) The successful candidates must be made public to the House within 24 hours of voting closing.
- (8) 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) In the event that 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) In the event that 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 a simple majority is the new Prim or Vice-Prim.
- (f) In the event that HC candidates receive the same number of votes in a way that 12 candidates cannot be chosen, the Election Committee may open a second round of voting for those candidates on the lower half of the voting scale.
 - (i) An example of this would be if the candidate with the 12th and 13th most votes have the same number of votes. In which case, those candidates and those with less votes than them will be involved in the second round of voting.

(9) Election in times of extraordinary circumstances

- (a) In the event that 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) In the event that there are no applicants for the position of Prim or Vice-Prim the rest of the House Committee will be elected as normal, but with 14 members being elected as opposed to 12.
- (c) In such an instance, the additional HC members will be elected to fill the vacant executive 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 amongst the HC team (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. This process will be conducted in the same manner as set out in section 15 (3)-(4) of this constitution.
- (d) In a case where there is a 50/50 split in votes, a revote will be called. If the 50/50 situation still persists:
 - (i) The Primaria has to revoke their vote, if already elected.
 - (ii) The Resident Head can be called to make the deciding vote.

15 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 of no confidence described in section 30 (3) of this Constitution.
 - (iii) An HC member leaves the Residence; or
 - (iv) An HC member does not meet the HEMIS requirement.
- (b) In the event that an HC member's term of service has ended before the normal period, 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 15(2)(a)(i) above, 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 first convene a meeting with the HC member in question before accepting the resignation.
 - (ii) When 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 15(2)(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 in accordance with section 30 of this constitution.

(3) Vacancy in the office of the Prim

- (a) In the event that 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 (ordinary majority of HC).
 - (i) If the Vice Prim takes up the position of Prim, the position of Vice Prim will become vacant and must be filled by the procedure in Section 15(4) of this Constitution.
 - (ii) 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 15(5) of this Constitution.
- (b) In the event that the Vice-Prim is not available, refuses the offer or is not elected by means of a vote of confidence by the HC, the HC will elect a Prim from among themselves.
 - (i) Members of HC Team willing to fulfill the position of Prim must avail themselves to the team and will be elected by a vote of confidence (ordinary majority).

- (ii) In the event that more than 1 member of the team avails themselves, a mini election with a caucus and voting will be held amongst the HC Team and the new Prim will be elected by a simple majority vote.
 - (c) The former Prim is obligated to switch rooms with their successor within 72 hours of the termination of membership.
- (4) Vacancy in the office of the Vice-Prim
 - (a) In the event that 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.
 - (b) Members of HC Team willing to fulfill the position of Vice Prim must avail themselves to the team and will be elected by a vote of confidence (ordinary majority).
 - (c) In the event that more than 1 member of the team avails themselves, a mini election with a caucus and voting will be held amongst the HC Team and the new Vice Prim will be elected by a simple majority vote.
 - (d) The former VP is obligated to switch rooms with their successor within 72 hours of the termination of membership.
 - (e) 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 15(5) in this Constitution.
- (5) Vacancy in position of House Committee members
 - (a) 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.
 - (i) 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.
 - (ii) The person approached is under no obligation to accept the position.
 - (iii) 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.
 - (iv) If the person does not accept the position, the next person on the list (according to the number of votes received) is approached.
 - (b) In the event that no suitable candidate can be found on the above-mentioned voting list, the following procedure must be followed:
 - (i) The vacant HC position may be offered to the Head Mentor.
 - (ii) If the Head Mentor declines, the vacant HC position may be offered to the Deputy Head Mentor.
 - (iii) If both the Head Mentor and Deputy Head Mentor decline the position/ are

not suitable then the offer will be opened to the House.

- (iv) Members of the house wanting to apply will have to fill out a form of questions sent out by the Primaria. The answers to this form will be made public to the House.
 - 1. Based on these forms the House will take a vote. The candidate with the simple majority will be voted into the vacant HC position.
 - 2. Quorum must be met in order for vote to be valid.
- (c) The former HC member is obligated to switch rooms with their successor within 48 hours of the termination of membership.
 - (i) This is to ensure that the newly elected HC lives in the section they now oversee.
 - (ii) This can be bypassed in extreme circumstances by discretion of the Prim and the newly elected HC member.
- (d) In the event that 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 at the discretion of the Resident Head in collaboration with the Prim and VP.
- (e) 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.
 - (i) The section of the unfilled HC will be divided into the closest 2 sections to monitor.

16 The Composition of the Mentor team

- (1) The Mentor Team is selected by the process set out in section 17 of this Constitution after the House Committee has been elected.
- (2) The Mentor team is led by the Head Mentor who oversees and supervises the Mentor team through collaboration with Resident Head.
- (3) A Deputy Head Mentor/s must be appointed alongside the Head Mentor.
- (4) As determined by the CSLL, the final number of mentors is subject to the number of newcomers.
- (5) Role of Head Mentor
 - (a) Oversees and supervises the mentors.
 - (b) Responsible for all administration that is required.
 - (c) Facilitates relationship between mentors and HC and 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.

(6) Role of Mentors

- (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 its implementation.

17 Appointment of Mentors

(1) Eligibility of candidates

- (a) Is a registered student at Stellenbosch University.
- (b) Must be a registered resident in Irene.
- (c) Must have completed at least 2 terms at SU.
- (d) Must meet the residence HEMIS requirements.

(2) Process for Appointment

- (a) The process for the appointment of mentors will begin after the newly elected HC have been announced in order to allow for those who were not elected to apply for a mentor position.
- (b) 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, outgoing Primaria, newly elected Primaria and the outgoing Head Mentor. The RH has the discretion to involve the outgoing and/or incoming Wellness HC.
 - (iii) The Head Mentor is selected by this panel, as well as the Deputy Head Mentor(s).
 - (iv) The panel has the discretion to bring in external parties to sit on the panel to avoid bias and bring a different perspective.

(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 incoming Head Mentor and, Deputy(s) if applicable and the incoming Primaria. The RH has the discretion to involve the outgoing and/or incoming Wellness HC.

- (iii) The panel has the discretion to bring in external parties to sit on the panel to avoid bias and bring a different perspective.
- (iv) The panel selects the top candidates, keeping different diversity factors in mind as set out in the mentor's guideline.

18 Other positional leadership

(1) Committee Managers

- (a) The House Committee members can decide to open applications for managers for the committees that fall under their portfolios which any Irener can then apply for.
- (b) The HC then assists and provides guidance to the committee managers.
- (c) The HC also have to be present and assist in any crisis situation.
- (d) The training of each committee manager is the responsibility of the HC who appoints them.
- (e) To apply for the position of Committee Manager, the Ireners must fill in an application form from the relevant HC member.
- (f) The position is then allocated with the HC's discretion based on the candidate's experience, motivation and potential for growth.
- (g) The process of allocation of manager positions, as well as the number of manager positions, are up to the discretion of the HC overseeing that particular portfolio committee.
- (h) Committee Managers will also receive more roompoints based on their managerial position on the committee.

(2) Section Champions

- (a) Each section HC has the opportunity to create section champions that allow members of their section to take on a leadership role on a smaller scale within the section and promote involvement in the section.
- (b) The section champions may include, but not limited to:
 - i. Bathroom champion,
 - ii. Kitchen Champion,
 - iii. Welcoming champion, iv. Birthday Champion.

CHAPTER 3- COMMUNITY RULES AND REGULATIONS

19 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 with a written request detailing the reasoning behind wanting to introduce this initiative into Irene.

- (2) The Prim, alongside the Resident Head, has the discretion to consider the application and either accept or deny the request.
- (3) If denied, the Prim must supply the Irener with valid reasons as to why the initiative was denied.
- (4) If accepted, the initiative will be assigned to an HC member who will provide the Irener with guidance and assistance in the execution of the initiative.

20 Selling and Advertising in Irene

- (1) Ireners are allowed to sell products within the Residence so long as they are not prohibited items and do not go against the values and constitution of Irene.
- (2) Prohibited items would include alcohol, cigarettes/vapes and anything associated therewith, weapons of any kind or any object deemed prohibited by the Primaria and/or the Resident Head.
- (3) Ireners are free to advertise their business on section and year group chats.
- (4) All advertisements put up in Irene must be approved and signed by the Prim prior to them being put up.

21 Residence Finances

(1) House Fees

- (a) The price of the House Fees is determined by the University and not by the individual residences.
- (b) The amount for the house fees is charged to the students' accounts and paid to the particular residence house fund.
- (c) 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 Financial Manager of a specific residence administers the residence funds.
- (b) Refer to the duties of the Financial Manager 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 approval mechanism for unplanned expenditure within that student community
 - (i) If the budget for a specific portfolio is higher than the previous years then valid reasons must be provided to the Financial Manager for the increase.
 - (ii) If an unplanned expense is occurred, it must be approved by the Financial Manager.
 - (iii) If the expense is of an amount deemed above the authority of the Financial Manager, it may be referred to the Resident Head for approval.

- (d) Financial Management of Residence Portfolios, Projects and Events
 - (i) The Financial Manager must monitor the amounts spent by the HCs on their respective portfolios.
 - (ii) The Financial Manager also has the authority to inform an HC that their budget is not reasonable in collaboration with the Resident Head.
- (e) All monies received must be paid in against the cost point of the particular house fund.
 - (i) If this rule is disregarded, disciplinary action may be taken against the treasurer and/or other students or persons who are party to it.
 - (ii) 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.
 - (i) 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.
- (g) No person may request the payment of monies in their own name into their own bank account when dealing with procurements.

22 Welcoming practices within community

Refer to Stellenbosch University Residence Rules.

23 Code of Conduct

(1) Alcohol rules

Refer to Addendum F: Irene Residence Alcohol Policy (2)

Visitor rules

Refer to Addendum E: Irene Residence Visitors Policy

(3) Quiet times

- (a) Standard quiet times are from 23:00-07:00 every day.
- (b) The quiet times can be edited annually according to a majority HC vote.
- (c) Exam quiet times are implemented two weeks prior to the A2 exams.
- (d) Exam quiet times are from 21:00-07:00 everyday starting 2 weeks before the A2 period and ending on the last day of the A3 period.

(4) Burning of items/ 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 within the spaces of Irene is strictly forbidden.

- (b) The use of e-cigarettes/vapes 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 is also strictly forbidden.
 - (c) No burning of candles or incense within Irene spaces is allowed either.
 - (d) There may be no smoking within 20 meters of the boundaries of Irene, this includes outside areas inside of the boundaries of Irene such as the balconies, roof or quad. (e) Refer to Stellenbosch University Residence Rules for further clarification.
- (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.
 - (c) Spaces within Irene may be booked out for events and meetings by internal or external bodies if done through the correct booking channels and if in line with the Irene Constitution.
- (6) Indoor damages / vandalism
- (a) Vandalism is not tolerated in Irene.
 - (b) Any acts of vandalism or damage should be reported to the HC/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.
 - (d) Any damage caused may be charged to the student account of the student responsible.

24 Disciplinary procedures

Refer to Addendum G: Irene Disciplinary Policy

25 Alumni relations

- (1) Alumni relations will be handled by the Alumni office and liaised by the Alumni HC.
- (2) Alumni events are organized by the Alumni HC and the Alumni office.

CHAPTER 4- GENERAL COMMUNITY PROVISIONS

26 House Committee Meetings

- (1) House Committee meetings must take place at least once every academic week of the year. The Prim has the discretion to cancel or move meetings.
- (2) The purpose of the meetings is to discuss matters that affect the house as well as campus.
- (3) Any Irener may submit matters which they would want discussed at the House Committee Meeting:

- (a) House Committee Meeting agenda points need to be sent to the Primaria the night before the meeting.
- (b) Any Irener can submit points for the meeting to their section HC.

27 House Discussions

- (1) House Discussions are open to anyone who wishes to attend, however, only Ireners are eligible to vote in the proceedings.
 - (a) All Ireners have an equal vote in any proceedings or motions posed during a House Discussion.
- (2) Attendance of House Discussions is compulsory to all Ireners.
 - (a) Excuses must be sent to the Prim email supplied to Ireners if they are unable to attend.
 - (b) The validity of excuses is up to the discretion of the Prim.
 - (c) Not attending House Discussion without prior communication of a valid reason to the Primaria will result in a loss of 20 room points.
- (3) There must be at least four House Discussions during the operational year with at least one per academic term.
- (4) The Discussion will be chaired by the Prim, and in the Prim's absence, by the Vice-Prim.
- (5) The date of the House Discussions will be decided by the Administrative Officer, with assistance from the Prim and Vice-Prim where needed and announced to the House at least three (3) university days prior.
 - (a) This notification of the House Discussion must include time, venue and planned agenda points.
- (6) The aim of the House Discussion is to keep Ireners informed with regards to matters concerning the house or campus.
 - (a) It is in terms of transparency and integrity that the HC keep the house informed and is open to questions.
 - (b) 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.
- (7) The minutes of the House Discussion must be sent to the house within 72 hours after the House Discussion has taken place.
- (8) Extraordinary House Discussions
 - (a) Extraordinary House Discussions can be scheduled at the discretion of the Primaria and Resident Head.
 - (b) These are usually held when an urgent matter needs to be addressed with the House or a policy needs to be voted in.

28 Section Meetings

- (1) Each Section HC hosts a compulsory section meeting at least once a term for section bonding and relaying of important house updates.
 - (a) Excuses must be sent to the section HC if attendance is not possible.
 - (b) Disciplinary measures for non-attendance is up to the discretion of the respective section HC.
- (2) The purpose of section meetings is to ensure community building within the house.
- (3) Ireners may pose questions or complaints they want discussed in the next HC meeting in section meetings.
- (4) The date and agenda of section bonding is determined by the Community Building HC.

29 House Forums

- (1) Every Irener is required to be on a minimum of 3 Irene associated groups, namely Updates, Year and Section Group. It is the responsibility of each Irener to ensure that they are on these groups.
- (2) Updates Group
 - (a) All residents of Irene are required to be on an Irene Updates Group where important information and notifications will be shared with the House.
 - (b) The Updates Group is administered by the House Committee
- (3) Year Group Forums
 - (a) Each year group has HC admin that monitors the content and discussions in the year groups.
 - (b) The HC are allocated in pairs to be the administrators of certain year groups by the Prim.
 - (c) The Welcoming Leaders are the administrators of the newcomer group.
- (4) Section Groups
 - (a) Each section HC is responsible for the creation and administration of their section group.

30 Motion of No Confidence for Leadership

- (1) Motion of No Confidence against one or more House Committee members
 - (a) An Irener has the ability to bring forward a motion of no confidence against a member of the HC 48 hours before a House Discussion.
 - (b) The Irener must write up the reasoning behind the motion, get it signed by 32 Ireners who agree with the Motion and present it to the Primaria, who will take the matter to the Executive Committee.
 - (i) The Executive Committee retains the right not to disclose 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) In the event that the EC decides not to reveal the matter to the House, they must provide motivation for their decision to the House Committee.
 - (v) 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 of the HC team (excluding the EC members and the HC being voted on).
 - (vi) The Prim and Resident Head hold discretion for final decision after deliberation.
- (c) The motion is then put before the House at the next House Discussion.
- (d) The HC will be removed from their position if an ordinary majority of the House vote in favor of the Motion. Quorum must be met in order for the vote to be valid. (e) Such a voting procedure requires arrangement and oversight by the Primaria.
- (2) Motions of No Confidence against the Vice-Primaria
- (a) The same procedure will be followed in section 30 (1) above, however, the VP will not sit on the Executive Committee for the process.
- (3) Motion of No Confidence against the Primaria
- (a) The same procedure will be followed as in section 30(1) above, however the motion will be handed to the Vice-Primaria instead of the Prim and the Prim will not sit on the Executive Committee for the process.
- (4) In the event that a Motion of No Confidence is being held against the Prim and VP at the same time, the matter will be handled by the Resident Head.

31 Allocation of Rooms and Parking

- (1) The Vice-Primaria must administer and facilitate the process of allocation in collaboration with the Resident Head.
- (2) Rooms and parking are allocated according to room points.
- (3) Room Allocation
 - (a) House Committee Members will shoot for a room in designated sections far in advance to the event where room shooting of the house commences.
 - (b) Room shooting occurs in the 4th term.
 - (c) Irener's will be able to pick a room of their choice depending on the amount of room points they have accumulated over the year spent. The Irener with the highest roompoints will have the opportunity to shoot for a room first.

- (d) The first 71 Ireners, with the highest room points, who have stipulated in the roompoints application that they would like a single room, will partake in single room shooting.
- (e) Seniors, including the newcomers of that year, may choose who they would like to room with, should they shoot for a double room.
- (f) Newcomers entering Irene cannot shoot for a room and will be assigned both a room and a roommate, as they have not formally been accepted into SU.

(4) Parking allocation

- (a) Application for parking is done through a University application process.
- (b) Once applications close a list of those who applied for parking will be sent to the VP who will then arrange the list according to room points.
- (c) House Committee members applying for parking will be allowed to select their spots first before the rest of the House in parking shooting, with the Prim and VP going first and the rest of the HC in order of room points. This is because it is required of them to use their cars in the line of their duty.
- (d) Parking shooting will occur in the order of highest room points from the previous year.
- (e) If there are newcomers or late placements that have applied for parking it is up to the discretion of the VP to determine how to select parking allocation based on the system the University is using at the time.
 - (i) This is usually only applicable if there are not enough parking spots for the amount of people that applied.
 - (ii) The VP could request information from the University as to who applied for parking first amongst the newcomers/late placements.
 - (iii) The VP could also decide to have the newcomers/late placements fill out a letter of motivation to determine who will receive parking or not.
- (5) The Vice-Prim, with assistance from the Resident Head, has the ability to revoke an Ireners parking rights if they have committed multiple grievances against the parking rules set by the VP.
- (6) Any disputes or grievances with respect to the allocation of rooms and parking must be referred to the VP/Prim or the Resident Head.
- (7) The Prim, in consultation with the Resident Head, will determine the appropriate solution to any dispute or grievance raised.

32 Roompoints

- (1) Roompoints are points earned throughout the year for an Irener's participation in Irene Residence and Campus activities or SU Sport.
- (2) Residence participation that will earn an Irener roompoints include but are not limited to, being a member of a residence committee, being a manager of a residence committee,

attending house discussions, attending functions hosted by the residence where no attendance fee was involved.

- (3) An Irener will accumulate roompoints starting from the 4th term of the previous year up until and including the 3rd term of the present year.
- (4) Towards the end of the third term, the members of the House planning to remain for the following year must complete a roompoints form wherein they indicate their involvement in various things to calculate their participation roompoints.
 - (a) In the event where an Irener has been dishonest about any type of participation, 10 roompoints will be deducted per lie.
- (5) Roompoints are calculated using the points accumulated through participation, seniority within the residence and academic average.
 - (a) The academic averages are not accessible by anyone, except the Vice Primaria and the Residence Head, and will thus remain confidential.

33 Dispute Resolution regarding the Constitution

- (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 CSLL.

34 Amendment and review of the Constitution

- (1) Every newly elected House Committee team must review the Constitution at the beginning of their leadership term.
- (2) The Primaria will chair the Constitution Review committee.
- (3) The HC must present the reviewed Constitution to the House at the beginning of the new academic year for it to be voted in and to allow for the House to put forth any motions to amend.
- (4) After being signed off by the Primaria and the Resident Head, the amended constitution must be sent to the house three days prior to a House Discussion.
 - (a) It is within this period that members of the House may bring forward a motion to amend the Constitution through the process described in section 34 (5) below.
- (5) Motions for amendment of Constitution
 - (a) Amendments to this constitution can only be made if:
 - (i) The proposed amendment is brought to the Primaria at least 48 hours before a House Discussion.
 - (ii) The proposed amendment must be supported by at least 32 signatures of residents.

- (b) The Primaria, alongside the rest of the HC, will consider the suggested amendment and make the necessary adjustments to the Constitution before the House Discussion.
 - (i) The Primaria may, with written agreement of the Resident Head, reject the constitutional amendment motion if they deem it to be in contradiction to the values of the residence.
 - (ii) The Primaria must provide notice to the author of the motion that their motion has been disregarded.
- (c) The Constitution will then be voted in by the House by an ordinary majority at the next House Discussion. Quorum must be present for the vote to be valid.



IRENE
STELLENBOSCH
— EST. 1963 —

ADDENDA

Addendum A: The Constitution of the Republic of South Africa

- <https://www.justice.gov.za/legislation/constitution/saconstitution-web-eng.pdf>

Addendum B: Stellenbosch University Vision Framework

- https://www.sun.ac.za/english/Documents/Strategic_docs/2018/Vision-2040-Strategic-Framework-2019-2024.pdf

Addendum C: Stellenbosch University Residence Rules

- <https://www.sun.ac.za/english/maties/Documents/Residence%20Rules.pdf>

Addendum D: Statute of Stellenbosch University

- <https://www.sun.ac.za/english/management/statute>





Irene Visitor's Policy

1 Definitions

- (1) "CSLL" refers to the University of Stellenbosch's Centre for Student Life and Learning.
- (2) "CSLL representative" may refer to the residence head, CSC coordinator, or senior member of the Centre for Student Life and Learning.
- (3) "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.
- (4) "Female" refers to a person whose sex is indicated as female on their government-issued identification documentation.
- (5) "Host" refers to the Irener who is receiving a visitor and has signed for the responsibility of the visitor.
- (6) "Irener" refers to a present resident of Irene Residence.
- (7) "Male" refers to a person whose sex is indicated as male on their government-issued identification documentation.
- (8) "Newcomer Door duty" refers to the system where Newcomers are expected to sit in venues close to the exit and entrance points of the residence during visiting hours, to monitor those that enter the residence by signing them in and acquiring the necessary identification. Every Irener goes through this system when they start their first year in Irene.
- (9) "Paid Door duty" refers to the system where Ireners are paid to sit in venues close to the exit and entrance points of the residence from 22:00 to 05:00 the next morning to monitor the safety of the house.

- (10) "Policy committee" refers to a team of Ireners determined at the discretion of the Primaria to review and update policies with the consent of the Residence Head.
- (11) "Residence space" refers to the physical space occupied by the residents of the community and can include both indoor and outdoor spaces.
- (12) "Single room" refers to a standard single bedroom as indicated by the building blueprints of the residence.
- (13) "Term" means a quarter of an academic year.
- (14) "Venue" refers to a specific room or space in the residence space and can include both indoor and outdoor venues.
- (15) "Visitor" refers to a non-resident of Irene 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. This includes Irene's cleaning and kitchen staff members.

2 Residence spaces

(1) Residence spaces include:

(a) Bedrooms (single and double rooms) (b) Communal Indoor Areas include:

- (i) Dining hall
- (ii) Small recreational hall
- (iii) Big recreational hall
- (iv) Foyer
- (v) IRGA, the computer room
- (vi) Study rooms
- (vii) Front door monitor room
- (viii) Back door monitor room
- (ix) Laundry room
- (x) Bicycle shed

(xi) Section lounge and kitchenette areas (c) Outdoor areas, which include:

- (i) Quad
- (ii) Rooftop terrace
- (iii) Balconies

(d) Bathrooms, which include:

- (i) Ground floor guest bathrooms
- (ii) Section bathrooms
- (iii) Ground floor bathrooms

3 Mutability

- (1) All regulations in this document are subject to the latest Residence Rules as set out by CSLL.
- (2) Amendments to this policy may be made:
 - (a) At the request of the CSLL representative;
 - (b) By the House Committee (HC) during their term;
 - (c) Following the amendment guidelines as set out by the CSLL or the amendment guidelines to constitutional addendums of the residence.
- (3) All amendments to this policy must be shared with the community.
- (4) Restrictions to this policy:
 - (a) May be made at the request of the CSLL representative;
 - (b) May be made if decided by the Primaria or Vice-Primaria in consultation with the Residence Head;
 - (c) May be made during academic quiet times, such as official university examination periods;
 - (d) Will be communicated to the house through the relevant communication channels.

4 Failure to comply

- (1) All Irene residents are expected to uphold every section of this policy as well as the values of Irene.
- (2) It is the Irener's responsibility to stay informed about the latest policy amendments and adhere to them, once they have been communicated to them by the Primaria or Vice Primaria.
- (3) Failure to comply with any section of this policy will result in disciplinary action as per Irene's Disciplinary Policy and Irene Constitution
- (4) Non-compliance with this policy may result in the:
 - (a) Removal of the visitor from Residence spaces.
 - (b) Temporary or permanent cancellation of visiting hours for the house.
- (5) Temporary or permanent Ban of Visitors:
 - (a) Bans will be determined and approved by Irene's Disciplinary Committee and/or HC.
 - (b) Ireners may submit Ban Appeals to the HC for review. The Ban Appeal should then be discussed by the HC in their next meeting.
 - (c) In the HC meeting, a decision should be made. The decision should be communicated to the Irener that submitted the Ban Appeal within 42 Hours after the decision was made.
- (6) The Newcomers who have failed to find a proxy for their door duty slot will have their Visitor's privileges revoked for a period determined by the Primaria.

5 Visiting Procedure

(1) Visiting hours

- (a) Visiting hours on the ground floor will be from Monday to Sunday between the hours of 10h00-23h00.
- (b) Bedroom visitations will be allowed for all female visitors from Monday to Sunday between the hours of 10h00-23h00.
- (c) Male Visiting hours (bedroom visitations and any upstairs visits from males) will be on Fridays between 18h00-23h00 and on Saturdays and Sundays from 10h00-23h00.

(2) Visitor Limitation

- (a) For room visitations each Irener is only allowed 1 visitor at a time.
 - (i) Subject to the maximum number of 2 visitors allowed, meaning 1 per roommate in a double room.
- (b) Group visitations can only be made for ground-floor communal spaces. (i) Consent for Group visitations should be acquired at least 24 hours before the visit, from the Primaria.
- (c) Male visitors are only permitted the use the ground floor guest bathrooms next to the dining hall.

(3) Visitor Approval

- (a) Visitors will be approved if they:
 - (i) Aren't banned from visiting the residential space
 - (ii) Are not exhibiting disruptive behaviour
 - (iii) Have not been found guilty of behavioural misconduct in a legal or university capacity.

(4) Bedroom visits

- (a) Bedroom visits may occur if the following procedure is met:
 - (i) If the host has a roommate, approval must be given by said roommate with every visit.
 - (ii) 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) Sleepovers

- (a) According to the CSLL residence rules effective from 01 January 2023, sleepovers in SU student accommodation are not permitted.

6 Male visiting hours

- (1) Due to male visiting hours on weekends, the host will be responsible for assuring their visitor is signed in from 10:00.

- (2) If the host fails to immediately sign their visitor in with the door duty monitor the visit will be terminated, and the visitor will be asked to leave the residence.
- (3) Responsibilities of the host include:
 - (a) Obtaining the necessary consent from their roommate in the case of a bedroom visit;
 - (b) Receiving visitors at the front door and following the check-in/ check-out procedure;
 - (c) Ensuring that the visit is limited to the booked venue;
 - (d) Not leaving their visitor unattended, even if they are in a public space;
 - (e) Ensuring that they accompany the visitor throughout the visit;
 - (f) Ensuring that their visitor is checked out by the end of visiting hours.
 - (g) Ireners are responsible for their visitors' behaviour.

7 Newcomer Door Duty

- (1) Newcomers are required to sit door duty on a rotational basis on weekends during Male visiting hours.
- (2) The aim of Newcomer's door duty is to create a safe space for newcomers to exercise the values of the house, as well as responsibility which encourages personal growth. Additionally, the newcomer's contribution to the safety of the house creates a feeling of belonging and community. Lastly, it allows the rest of the house to appreciate the role newcomers play in the overall functioning of the house, thus bridging any gap between newcomers and seniors.
- (3) The procedure of all visitors as follows:
 - (a) Newcomers will be informed of their Door duty slot by the Welcoming and Newcomer HC members.
 - (b) Newcomers must be on time for their door duty shift.
 - (c) During their Door duty slot, the Newcomer will be responsible for the check-in and check-out procedure of male guests.
 - (d) It is the responsibility of the Newcomer to find another newcomer to swap door duty slots with and inform the HC on duty, in the case that they are not available for their slot.
- (4) The HC on Duty will sign in these Newcomers to ensure that they are at their post.
 - (a) 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

- (1) Check-in procedure:
 - (a) Check-ins can only occur at the front door of Irene.

- (b) In the case of Male visiting hours, check-ins will be monitored by either a paid door duty monitor or a Newcomer on Newcomer door duty.
 - (c) In the case of regular visiting hours, it is the responsibility of the host to ensure that the check-in procedures are met.
- (2) Hosts are expected to meet their visitors at the front door and ensure that they are checked in.
- (3) The visitor must complete the check-in/check-out form, which includes:
- (a) Their full name;
 - (b) Their Stellenbosch University student number or ID number;
 - (c) Contact details;
 - (d) The date and time of the visit;
 - (e) The host's student number;
 - (f) Check-in and Check out time
 - (g) Signed confirmation from the host that all of the information provided in the booking form is correct and that they consent to host the visitor; (h) Signature of the front door duty monitor; (i) Signature of the HC on duty.
- (4) In the case of male visiting hours, visitors will be required to leave their student card, ID, or driver's license with the door monitors for the duration of the visit.
- (a) It is the responsibility of the host to ensure that all these procedures are met and that their guest is signed in.
- (5) Check-out procedure:
- (a) Check-outs must occur by the end of the specified visiting hours.
 - (b) The host will be required to sign the check-in/check-out form before the visitor leaves the residence space.
 - (c) When leaving Irene, the door duty monitor will return the student card or ID of the male visitor.

9 Venue Booking procedure

- (1) Bookings will take place via a link that will be shared.
- (a) Ireners will be able to book any time before their intended visit.
 - (b) Ireners will be required to show the booking confirmation before the visitor will be allowed into the residence space.
 - (c) The booking will be made concerning a specific venue.

Addendum F: Irene Alcohol Policy 2024



Irene Residence Alcohol Policy

Preamble

Irene Residence recognizes the traumatic effect of binge-drinking and an irresponsible drinking culture that seems to be 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. Through this document we aim 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.

1 Definition

- (1) "Bedroom" includes single and double rooms in the residence.
- (2) "Binge Drinking" refers to more than 5 units of alcohol in a 2-hour period for males and more than 4 units of alcohol in a 2-hour period for females.

A unit of alcohol is a simple way of estimating the amount of pure alcohol in a drink and stands around 10ml or 8g of pure alcohol:

Standard glass of wine: 2.1 units (1 unit: ±90ml white wine, 75ml red wine)

“Draught glass” of low strength beer: 2 units
“Draught glass” of high strength beer: 3 units
Beer: 1.5 - 1.7 units (340ml)
Cider: 1.5 - 2 units (340ml)
Single spirit/hard liquor with mix: 1 unit

- (3) “Communal Spaces” refers to a shared area within the residence.
- (4) “CSLL” refers to Centre for Student Living and Learning
- (5) “Drinking Culture” refers to the set of traditions and social behaviours that surround the consumption of alcohol recreationally.
- (6) “Drinking Games” are any social activities that centre or involve drinking or getting drunk, and may promote drinking more than the recommended amount according to the units mentioned in above.
- (7) “Event” refers to bigger functions planned by an Irener in an official capacity to serve as a gathering for a group of Ireners and/or visitors. Examples include Housewarming, Irene Dances etc.
- (8) “Extreme Transgressions” refer to any actions that disrupt or alarms other Ireners and/or visitors or poses a liability or causes harm to Ireners and/or visitors or Irene.
- (9) “Group” refers to six (6) or more Ireners and/or visitors.
- (10) “Hard Liquor” refers to distilled beverages with an alcohol content of 35% or higher. Examples include brandy, whiskey, vodka, and tequila.
- (11) “Tranquillity Area” refers to an area set up at an event where residents can relax and socialise. Alcohol consumption won’t be allowed within these areas. This area will have water available and places to sit which will be located away from the busyness of the event.
- (12) “Residence” / “House” refers to Irene Residence.
- (13) “Responsible use of alcohol” refers to the consumption of alcohol where the Blood Alcohol Content stays at 0.08% or below. This is 5 units of alcohol in a 4-hour period for males and 4 units of alcohol in a 4-hour period for females.
- (14) “Simple Majority” refers to the option that had the most votes out of all the options.
- (15) “The University” refers to Stellenbosch University.

2 Amendments

- (1) Amendments to these rules may be made:
 - (a) At the behest of the CSLL representative and Resident Head.
 - (b) By the House Committee once approval has been obtained from the CSLL representative.

3 Operation of the policy

- (1) The Irene Alcohol Policy:

- (a) Will come into operation after it has been approved by the Resident Head, the CSLL representative and subsequently by a simple majority of the Residence during a House Discussion.
- (b) Will apply to all Irene members and visitors. Ireners will be held liable for their visitors' behaviour.
- (c) Will not come into effect before the second week of the undergraduate year of classes.
- (d) Will be reviewed annually by the House Committee.
- (e) Will be active until two (2) weeks before every examination period, as determined by the university.

(2) The CSLL shall in extraordinary circumstances be allowed to suspend this policy.

4 Default rules

(1) If the above provision in Section 3 is not given effect to, the following rules apply: (a) No alcohol may be stored or consumed in the residence.

(b) No containers that are recognizable as alcoholic beverages may be displayed in the residence.

(c) Any of the above-mentioned actions will lead to the confiscation of the alcohol and leave the resident subject to the relevant internal procedures of the residence.

(2) If the provisions in Section 3 are complied with, the Irene-specific Alcohol rules will apply. 5 Irene-specific alcohol rules

(1) If a group and/or individual wants to consume alcohol, consent must be obtained from the respective House Committee Member referred to in this policy below.

(2) Alcohol may only be consumed in the following communal spaces in the residence:

(a) Consent needs be obtained from either the Primaria or Vice Primaria for the use of: (i)

The Quad

(ii) The Dining Hall (only for the use of Irene functions with the consent of the Resident Head)

(iii) The Old Rec Hall

(iv) The New Rec Hall

(b) Consent needs be obtained from either the Pegasus or Draco House Committee Member for use of:

(i) The Rooftop

(c) Consent needs be obtained from the Lyra House Committee Member for the use of: (i)

The Lyra Balcony

(3) Application for consent for a group:

(a) Consent must be obtained by the individual by submitting Annexure A to the respective House Committee Member by 10:00 A.M. the day prior to the date being applied for.

- (b) Consent has only been granted upon receiving the approval and signature from a House Committee Member.
- (4) Application for consent for an individual:
- (a) Consent must be obtained by individuals by sending a message to the respective House Committee Member, informing them of their alcohol use, before consuming alcohol on the specified date.
- (b) Consent has only been granted upon receiving a message of approval from the respective House Committee Member.
- (5) Restrictions relating to spaces:
- (a) No loud music may be played when consuming alcohol in the communal spaces mentioned in Section 5(2) of this Alcohol Policy and the same rules for games and activities for functions are applicable (section 5(7)).
- (b) Under no circumstances may alcohol be consumed in residents' bedrooms.
- (i) Alcohol may be stored in bedrooms, out of sight.
- (c) Under no circumstances may containers that are recognizable as alcoholic beverages be displayed in the residence.
- (d) Alcohol may not be consumed in:
- (i) Section areas,
- (ii) Bedrooms,
- (iii) Any other space not mentioned in this policy.
- (6) Restrictions relating to times:
- (a) Alcohol may be consumed in communal spaces of the residence:
- (i) No earlier than 10:00 and no later than 23:00. Thus, no alcohol consumption will be allowed between 23:00 and 10:00.
- (ii) For special functions, the Resident Head may apply for an exception to section 5(6)(a)(i).
- (b) No alcohol may be used during examination times, including 2 weeks leading up to the examination period.
- (c) Alcohol may be used during recess, but only if a House Committee Member is on duty.
- (7) Alcohol restrictions for events and functions:
- (a) No alcohol-related games will be permitted at functions or events either within Irene or at external venues.
- (b) Any activity that may encourage binge drinking, 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.
- (i) These activities include, but are not limited to, drinking games, funnelling and 'shot gunning'.

- (c) No alcohol may be sold at functions or events in Irene without a certified liquor license. This includes serving of alcohol included in the price of the ticket for the function/event.
- (d) The responsible use of alcohol may be permitted during events hosted by and in Irene.
- (e) 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.
- (f) For events hosted by Irene at external and internal venues:
 - (i) Alcohol will be limited to the amount stipulated in the Annexure B Alcohol Application Form for events.
 - (ii) The committee planning the function must complete an Alcohol Application Form in accordance with Annexure B, as well as an Alcohol Calculation Form in accordance with Annexure C, and these forms must be:
 1. signed by the House Committee Member responsible for the committee and
 2. submitted to and approved by the Residence Head, Primaria and Vice Primaria seven (7) days prior to the event. Failure to do so may result in the alcohol application form not being approved.
 - (iii) “Tranquillity Area”: Area away from where alcohol is served and where only water is available. Will be set aside at every event.
 - (iv) Two (2) Ireners must be appointed to act as alcohol monitors at the function. Their responsibilities include, but are not limited to:
 1. Monitoring the entrance of an event to ensure that prohibited alcohol is not brought into the event.
 2. Monitor the cash bar to oversee consumption of alcohol.
 3. Being mindful of the Tranquillity Area and the attendees in that space.
 4. Working with the Safety House Committee member/Vice Primaria as safety officers that attendees in need can use as a point of contact.

6 Education on safe drinking and substance use

- (1) During Welcoming Week, a session on Safe Drinking must be presented to the Newcomers.
- (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.
- (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.
- (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.

(5) An annual Let's Talk session will also take place outside of the Welcoming period to also educate and encourage seniors regarding the above-mentioned points.

7 Transgressions of this policy

- (1) The following behaviours will, along with the other provisions of the policy, be considered as transgressions of the policy and are therefore not to be tolerated:
 - (a) Extreme and disturbing noise as a result of alcohol consumption,
 - (b) Any conduct or behaviour related to alcohol consumption that threatens the safety and well-being of the individual that has consumed alcohol or others around them.
 - (c) Alcohol consumption that disrupts the academic atmosphere within the residence. (d) Drinking behaviour that alarms others due to irresponsible alcohol consumption.
- (2) Any alcohol consumed outside the designated spaces or not in line with the provisions of this policy may be confiscated and discarded of.
- (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 Primaria, Vice Primaria and Resident Head.
- (4) Extreme transgressions by an individual or group may lead to the suspension of alcohol for that individual or for the entire residence.

**ANNEXTURE A
REQUEST FOR ALCOHOL CONSUMPTION IN IRENE**

Ireners are to obtain consent from the respective House Committee Member, as stipulated in Section 5(2) of Irene's Alcohol Policy, before the consumption of alcohol will be permitted.

The completed Annexure A document is to be emailed to the HC member for approval **by 10:00 A.M. the day prior to the date being applied for**. Failure to meet this timeline will result in the request being declined.

Annexure A is to be signed by the Irener and will be sent back to the Irener with the HC's signature upon approval.

Name of Irener: _____ **Student**
number: _____ **Date requested for**
drinking: _____
Time requested for drinking: _____

Venue requested for drinking: _____

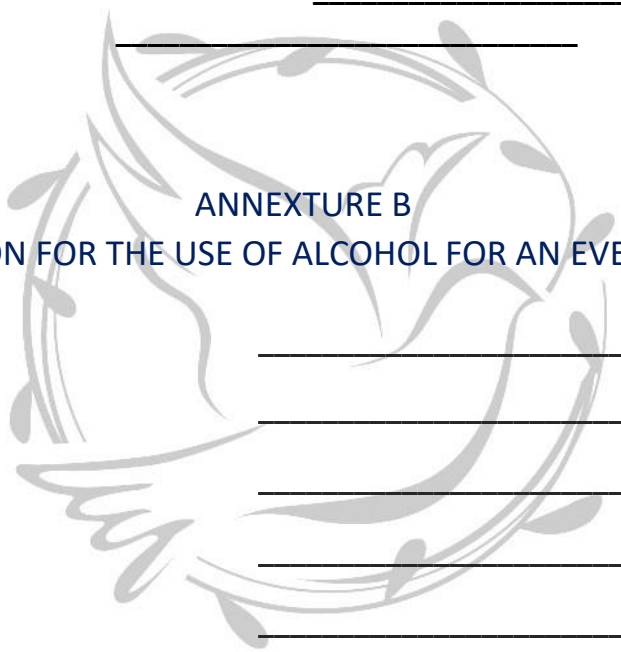
Will the Irener be accompanied by a visitor: _____

If "YES", provide the name of the visitor: _____

Name of HC member: _____

Irener's Signature: _____

HC's Signature of approval: _____ Date: _____



ANNEXTURE B
APPLICATION FOR THE USE OF ALCOHOL FOR AN EVENTS

Name of Applicant: _____

Contact Details: _____

Name and date of event: _____

Time duration of event: _____

Attending the event: _____

HC Member: _____

Residence Head: _____

Beverage Terms are as follows:

Drinks contain the following number of units:

- Single serving of hard liquor (25ml of for example gin): 1 Unit
- A beer/cider (440ml): 2 Units
- A glass of wine (175ml): 2 Units

The above is in line with the units used in South Africa.

Assumptions:

- The alcohol limit for men is 5 units in 4 hours.
- The alcohol limit for women is 4 units in 4 hours.
- 25% of people attending will not be drinking alcoholic beverages.

Amount of alcohol allowed at an event:

Annexure B is to be presented along with Annexure C: *Calculation Of Alcohol Units Allowed.*

Approval:

Resident Head: _____

Primaria: _____

Vice Primaria: _____

Date: _____

ANNEXTURE C

CALCULATION OF ALCOHOL UNITS ALLOWED AT EVENTS

Annexure C is to be submitting along with Annexure B upon obtaining consent for alcohol to be served at any Irene event, hosted in or outside of Irene.

If wine will be served:

A glass of wine (175ml): 2 Units

Number of persons expected	
Non-drinkers (25%)	
Number of alcohol users	
Number of men drinking	
Number of women drinking	
Duration of event	
Number of tables	
Number of persons per table	
Number of wine bottles per table	
Total number of wine bottles provided	
Total amount of wine provided	mL
Amount of wine per person	mL
Amount of units in 175 mL wine	2 Units

Units provided:	-
Total amount of units	Units
Total units allowed:	-
Men (5 x number of men)	Units
Women (4 x number of women)	Units
TOTAL	Units

If hard liquor will be served (For example gin):

Single serving of hard liquor (25ml of for example gin): 1 Unit

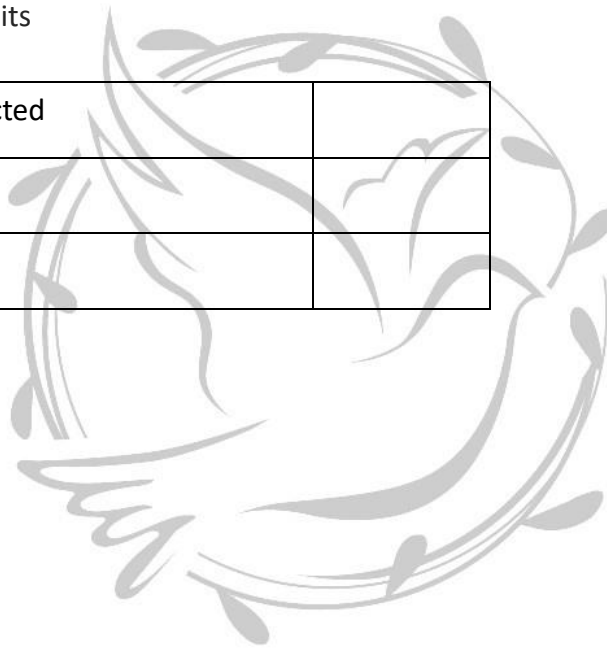
Number of persons expected	
Non-drinkers (25%)	
Number of alcohol users	
Number of men drinking	
Number of women drinking	
Duration of event	
Number of tables	
Number of persons per table	
Number of hard liquor servings per table	
Total number of hard liquor servings provided	
Total amount of hard liquor provided	mL
Amount of hard liquor per person	mL
Amount of units in 25 mL hard liquor	1 Unit
Units provided:	-
Total amount of units	Units

Total units allowed:	-
Men (5 x number of men)	Units
Women (4 x number of women)	Units
TOTAL	Units

If beer/ciders (440ml) are served:

A beer/cider (440ml): 2 Units

Number of persons expected	
Non-drinkers (25%)	
Number of alcohol users	



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Number of men drinking	
Number of women drinking	
Duration of event	
Number of tables	
Number of persons per table	
Number of beers/ciders per table	
Total number of beers/ciders provided	
Total amount of beer/ciders provided	mL
Amount of beer/ciders per person	mL
Amount of units in 440 mL beer/ciders	2 Unit
Units provided:	-
Total amount of units	Units
Total units allowed:	-
Men (5 x number of men)	Units
Women (4 x number of women)	Units
TOTAL	Units

Ireners can use the above tables to calculate precise amounts of alcohol that will be provided. Approval will be obtained under the condition that the amount of served units adheres to the accepted amounts stipulated in Addendum A.

Name of Applicant: _____

Contact Details: _____

Name and date of event: _____

Time duration of event: _____

Attending the event: _____

HC Member: _____

Residence Head: _____





Irene Residence Disciplinary Policy

Preamble

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 Definitions

- (1) "Executive Committee" refers to the team of the Resident Head, Primaria and Vice-Primaria.
- (2) "DC" refers to the Disciplinary Committee that adjudicates Disciplinary Hearings.
- (3) "Misconduct" refers to conduct that is unacceptable and in violation with the values of Irene.
- (4) "Restorative conversation" is a safe space being held by Prim, Vp or HC that allows the parties involved to resolve the conflict through the mediation of the chair.
- (5) "Values" refers to the Irene values of humility, Ubuntu, respect, integrity and empathy.

- (6) “Values-driven management” is management based on a mindset that views the values of an organization as the ultimate guiding force.

2 Purpose of the Disciplinary process in Irene

- (1) The point of departure for disciplinary procedures, within Irene, is values-driven management and restorative justice, with an emphasis on restorative conversations.
- (2) 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.

3 Process before Disciplinary Hearing

- (1) Before a matter is taken to the Disciplinary Committee, a restorative conversation must be held.
 - (a) A Restorative Conversation (RC) is a safe space being held by Prim, Vice-Prim or HC that allows the parties involved to resolve the conflict through the mediation of the chair.
 - (b) This allows the situation to be handled in a non-argumentative manner and allows the House values to govern the discussion and outcome.
 - (c) Each party involved is given the opportunity to express their side.
- (2) After RC, the form attached as Addendum K needs to be filled in by the parties involved as proof that the RC was held.
- (3) If the issue persists after the RC, the matter is sent to the Disciplinary Committee for a Disciplinary Hearing.

4 Sanctions handed down in RC

- (1) 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.
- (2) The list below is not exhaustive and merely serves as a guideline
 - (a) Should it be necessary, the sanctions may be deviated from if suitable within the circumstances.
- (3) 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.
- (4) Possible sanctions linked to specific transgressions include, but are not limited to:

Transgression	Possible sanction
---------------	-------------------

Bringing a visitor into the residence without following the procedure in accordance with Irene's Visitor's Policy	A number of door duty shifts alongside the door monitor on duty, based on the severity of the misconduct.
	A period of time 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. A number of door duty 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.
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.

5 Matters that go to the DC

- (1) If an Irener has harmed themselves or others.
- (2) If multiple complaints have been launched regarding an issue or a specific Irener.
- (3) If the issue persists after a restorative conversation.
- (4) Matters of discrimination or hate speech.
- (5) Matters of sexual harassment.

6 The duties and responsibilities of the (DC)

- (1) To act in the interest of the Ireners and staff in accordance with the Irene Constitution.
- (2) To be present at disciplinary hearings.
- (3) To facilitate discussions with an intention to understand and rehabilitate.
- (4) To promote social responsibility and the values of Irene Residence.
- (5) To ensure disciplinary hearings are fair and restorative.

7 Composition of the Disciplinary Committee

- (1) The Disciplinary Committee (hereafter DC) serves as the internal disciplinary committee of Irene and consists of the following individuals:
 - (a) The Residence Head, who serves as the Chairperson of the Committee unless otherwise delegated to another member;

- (b) The Primaria;
- (c) The Vice-Primaria; and
- (d) Two additional members of the House Committee, appointed by the standing members of the committee for that specific case.

(2) In instances where one of the members of the DC are themselves required to appear before the DC or are deemed to carry a conflict of interest, the other members of the DC must designate a House Committee Member to perform the duties of such a member of the DC for the duration of the disciplinary session.

8 Conflict of interest

- (1) All parties are expected to clearly indicate any conflict of interest with regards to the case laid before them.
- (2) The Chairperson also has the authority to request that a member remove themselves from a specific case if conflicts of interest are a possibility.
- (3) Executive Committee members may also remove themselves from a specific case on well-motivated moral grounds. A House Committee member will be appointed to perform their duties.

9 Jurisdiction

- (1) The DC 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 CSLL.
- (2) The DC 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.
- (3) The DC acts as arbiter in the case of any difference over the interpretation of the Constitution, regulations and Code of Conduct.
- (4) The DC 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.

10 Investigative Procedure

- (1) Any alleged misconduct must be reported to the Residence Head, Primaria or Vice-Primaria immediately, whereafter the internal procedure is followed.
- (2) The Residence Head, Primaria, and Vice-Primaria are to conduct an initial investigation to determine the facts of the alleged misconduct.
- (3) During this investigation, a disciplinary discussion is held in private 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.

- (4) 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:
 - (a) A written account (e-mail or paper) must be delivered to the Chairperson who must thus know who the person is.
- (5) Witnesses who were involved in the case may be requested by both the accused party as well as the Executive Committee.
- (6) The accused must be fully informed as to the complaint against them.
- (7) If deemed appropriate, the information is then submitted to CSLL by the Residence Head to determine the further procedures to follow.

11 Internal Procedure

- (1) 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.
- (2) If the student fails to attend the disciplinary hearing without informing the Chairperson beforehand, the hearing will proceed in their absence.
 - (a) 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.
- (3) 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.
- (4) Guilt will be determined based on the verdict of the majority of the DC and must be proven beyond reasonable doubt.
- (5) The consequence supported by the majority of the Committee will be the consequence imposed.
 - (a) In the case of a deadlock, the Chairperson will settle the matter.
- (6) The DC may decide to refer the matter to either the Residence Disciplinary Committee or the Central Disciplinary Committee (CDC).
- (7) The results of the disciplinary case must be published to the House if the matter affected the wellbeing of the House and submitted to CSLL to be kept on record.
 - (a) If the results of the matter are published to the House, it is up to the discretion of the Prim in collaboration with the Resident Head to decide in how much detail to relay the facts and decision.
- (8) Students may appeal any decision of the DC by following the appropriate procedure as set out in the SU Disciplinary Code for Students.

12 After the procedure

- (1) All results and statements must be properly recorded, and evidence thereof must be kept with the Primaria and Residence Head.

Possible verdicts of a Disciplinary Hearing

- (1) If DC rules against an Irener, the possible verdicts include:
 - (a) Referral of Irener to the Resident Head.
 - (b) Referral of Irener to CDC.
 - (c) Suspension or possible removal of the Ireners' policy rights including visitors and alcohol privileges.

DISCIPLINARY CLAUSE:

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



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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 (ειρήνη).

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 and Vice-Prim, 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 section 13(5) of the Constitution which are to be there in every House Committee team.

Administrative Officer

- (a) Takes minutes during the HC Meeting and sends it to the HC once the meeting is done.
- (b) Sets date and sends out notice of House Discussion.
- (c) Sets the agenda for House Discussions and is responsible for compiling the slide show of the discussion.
- (d) Takes minutes for House Discussions and distributes them to the House.
- (e) Has the duty of Communications to the house on behalf of the Primaria.
- (f) Is responsible for creating the monthly calendar for the House.
- (g) Oversees the Career Committee.
- (h) Sets up the HC on Duty schedule.
- (i) Administers the notice boards at the front and back doors of Irene.

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.
- (e) Responsible for the management and upkeep of the Irene Archive.

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 special events.
- (e) Responsible for discussions regarding healthy eating habits and visits/talks from the dietitian of the food provider.

Community Building

- (a) Responsible for socials within the house.
- (b) Is in charge of the CU-Comm/ the Spirit committee that brings cheer to the house.
- (c) Is in charge of the section meetings.
- (d) Focuses on creating relationships through section bondings 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, etc.
- (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.

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.

Critical Engagement (Vision 2040 portfolio)

- (a) Responsible for the development of critical thinkers in Irene.
- (b) Encourage discussion on various 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 CSL.
- (h) Is responsible for facilitating Let's Talk sessions during the welcoming period.
- (i) Manages the sub-committee for debating in Irene.

Culture

- (a) Responsible for application process and allocation of Culture leaders for Palesa and Culture committee heads, etc.
- (b) Responsible for adhering to University rules with regards to entry fees, etc.
- (c) Organizing of Culture evenings.

- (d) Ensure that all Ireners are culturally enriched.
- (e) Responsible for critical thinking sessions around Cultural initiatives.
- (f) Manages and oversees the movement committee.

Celebration of Various Cultures

- (a) Responsible for application process and allocation of Culture leaders for Sêr (SU acapella) (b) Responsible for allocation of 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.
- (g) Responsible for critical thinking sessions around Cultural initiatives.

Events

- (a) Responsible for events such as House Funds dance, Mid-Year Dance and House Dance.
- (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.

Financial Manager

- (a) Responsible for overseeing the initial portfolio budgets set by the respective portfolio HCs.
- (b) Makes payments on behalf of the Residence at least once a week.
- (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.

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 Womxn and Queer Empowerment portfolio.

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.
- (c) Responsible for administering the Venue Booking System for the residence.
- (d) Responsible for the storage rooms and locker allocation in Irene.

Leadership and Personal Development

- (a) This portfolio is a designated Primaria portfolio.
- (b) Responsible for leadership training in Irene.
- (c) Creates a space of development in leadership.
- (d) Hosts events aimed at increasing leadership skills and tools.
- (e) Develop various forms of leadership by providing opportunities or relaying leadership skills.
- (f) Aim to provoke minds and to foster deep personal growth.

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 (Head of Maintenance).
- (d) Link between house and cleaning staff.

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 is a reflection of Irene Values and the people inside it.
- (d) Monitors interactions on media.
- (e) Photographs and documents all Irene events and activities.

Merchandise

- (a) Works closely with Maties Shop or any accredited supplier of the university.
- (b) Works with Financial Manager.
- (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.

Parking and Room Allocations

- (a) This portfolio is a designated Vice-Primaria portfolio.
- (b) Responsible for room points list.
- (c) Responsible for Parking allocation according to section 31 under Parking and Room Allocation.

Social Impact

- (a) Manages the Irene4Irene fund.
- (b) Looks into internal and external social impact projects.
- (c) Promotes Ubuntu in Irene.
- (d) Facilitates and manages the Pad Drive alongside Women Empowerment.

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.

Sponsors

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

Sport

- (a) Responsible for application and allocation of sport reps.
- (b) Ensure that Irene adheres to the rules of University with regard to entry fees and penalties.
- (c) Should market all sports events on Campus.
- (d) Responsible for critical thinking around physical wellness and cluster sport initiatives.
- (e) Manages the annual Irene v Sonop Derby in collaboration with the Sonop HC.

Sustainability

- (a) Responsible for educating Ireners about living sustainably.
- (b) Make sure that Irene practices have a minimal negative impact on the environment.
- (c) Create awareness and projects for likeminded people to engage.
- (d) Do community outreach.

- (e) Promote opportunities on campus as well as outside of campus which lead to further development of interested individuals.
- (f) Responsible for Irene's Earth Week celebrations.

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.

Welcoming

- (a) Creates a welcoming programme for new Ireners.
- (b) Has to 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.

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) Responsible for inviting different lecturers and speakers to Irene for enrichment.
- (f) Advocates and creates awareness for the spheres of wellness and living a balanced life.
- (g) Is the liaison between the HC and the Mentor team through communication with the Head Mentor.

Womxn Empowerment (Vision 2040 portfolio).

- (a) Has to think critically around different views of feminism and what that means to each Irener.
- (b) Creates programs and initiatives such as the pad drive, self-defense classes, GBV talks, etc.

- (c) Facilitates and manages the Pad Drive alongside Social Impact.
- (d) Works closely with the SRC WAQE.

Addendum J: Roles and Responsibilities of Community Leadership

The Resident Head

- (1) The Resident Head is a permanent staff member of Stellenbosch University and is appointed by the Director of CSLL.
- (2) Their key responsibilities and duties include:
 - (a) to serve as the custodian of this Constitution.
 - (b) to serve as contact person between the University, the Centre for Student Structures and Communities and the House.
 - (c) to help integrate students' academic and living environments.
 - (d) to establish values-driven management among the leadership of the house.
 - (e) to promote a healthy, welcoming and inclusive community life in the house.
 - (f) to develop leadership, support house leaders and provide them with guidance and mentorship.
 - (g) to be available for interaction and consultation with students.
 - (h) to enhance the cluster initiative in both the house and the cluster.
 - (i) to assist in challenging and crisis situations.
 - (j) having final say in all room placements of new students; and (k) to participate in continuous training for resident heads.
- (3) The Resident Head performs these duties with the continued assistance and support of the House Committee, Mentors and Ireners.

Primaria

- (1) 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.
- (2) Is executive student officer in the residence.
 - (a) is responsible for the management of the students in Irene in terms of the Rules for Students and general Council policy and the Irene Constitution.
- (3) Must, in cooperation with the RH, ensure that the HC members carry out their duties and that a sufficient number of 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.

- (4) 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.
- (5) 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.
- (6) Coordinates public relations with other residences and the Students' Representative Council (SRC), and during other student events.
- (7) Ensures that all official University information is communicated to the House by means of official announcements during House Discussions, on notice boards, etc.
- (8) 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.
- (9) 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.
- (10) Assists RH with all room placements of new students as well as seniors in the residence.
- (11) Remains responsible for the execution of duties until the end of the third term.
- (12) In cooperation with the RH, ultimately is co-responsible and co-accountable for the implementation and management of the SU Alcohol Policy, as applicable to their residence.
- (13) Must act transparently to all students and be held accountable to the PC and the SRC.
- (14) Has supervision over all House Committee portfolios and leadership structures as a form of accountability to ensure all leadership structures are working cohesively.
- (15) Oversees the Leadership and Personal Development portfolio.

Vice-Primaria

- (1) Support the Primaria in the execution of their duties and responsibilities. The Vice-Primaria serves in an advisory capacity to the Primaria.
- (2) 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.
- (3) Is part of the HC, Disciplinary committee and represents the House on the Student Safety Committee.
- (4) Is personally liable for ensuring that the University's Risk Management policy is applied strictly and that safety measures are enforced.
- (5) 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.
- (6) Should have a fully stocked medical kit in their room at all times.
- (7) Is responsible for coordinating a minimum of at least one evacuation exercise once every term, depending on the circumstances within the residence.

- (8) Is responsible for all Door Monitors.
 - (a) They serve as the main contact person in case of an emergency for all Door Monitors.
 - (b) They also handles all administration with regard to Door Monitors as determined by the University.
- (9) 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.
- (10) Ensures that the residence is equipped with electronic access doors and that specific responsibilities are allocated to ensure that the access doors are in operation at all times, especially during times of power outages.
- (11) Remains responsible for the execution of duties until the end of the third term.
- (12) Hosts a safety meeting with the House once a semester and the submission of these minutes needs to go to the University and Campus Security.

Vision 2040 House Committee Members

- (1) Includes Critical Engagement, Women Empowerment and Gender and Sexuality Alliance that are aimed at creating Transformation.
- (2) Serves as liaison between the House and the Transformation Office.
- (3) Must create space for learning, unlearning and relearning in Irene.
- (4) Leads the house towards achieving the Vision 2040 of Stellenbosch University.
- (5) Must complete leadership training provided by either Transformation Office or CSLL.
- (6) Serves as advisor in Disciplinary Procedures involving discrimination or prejudice.
 - (a) A suggested allocation would be the Critical Engagement HC for racial, cultural or religious issues, the Women Empowerment HC for matters of GBV or sexual harassment and the Gender and Sexuality Alliance HC for matters relating to sexual orientation or identity.

Financial Manager

- (1) Trains the HC with regards to all financial policies of the University.
- (2) Must attend formal financial training hosted by the University.
- (3) Must act in a financially transparent and sustainable manner.
- (4) Is the custodian of the budget.
- (5) Is responsible for recording all transactions that happen within or on behalf of Irene in the budget spreadsheet.
- (6) Has to 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.
- (7) Report back to the House Committee at least once a term on the state of the house finances.

- (8) Has to provide guidance to all Ireners who are in a position of handling money during their term. This includes committee members or portfolio heads.
- (9) The Financial Manager is the link between Irene and the financial department.

General House Committee Member

- (1) Is responsible for creating a welcoming atmosphere in the residence throughout the year with special attention to the welcoming of new students.
- (2) Is responsible for community building in the sections to encourage/stimulate a studentfriendly listening, learning and living environment to promote student success.
- (3) Is responsible for an academic atmosphere in their section which is conducive to the academic objectives of the University of Stellenbosch.
- (4) 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.
- (5) Serves as a link between a section allocated to them and the Prim as well as the RH.
- (6) Manages portfolios as allocated by the Prim.
- (7) Deals with administrative duties as determined by the University.
- (8) At the start of a period of service, compiles a budget for the portfolios allocated to them for submission to the HC.
- (9) At the end of the term of office, compiles a report on the functioning of each portfolio for submission to the Prim.
- (10) Immediately hands over any money that has been collected to the Treasurer for safekeeping and depositing.
- (11) Reports any complaints, damages and repairs to the Maintenance body.
- (12) Handles public relations with regard to a specific section/group via liaison with the Prim and HC.
- (13) Immediately reports illness or hospitalization of students to the VP, Prim and RH.
- (14) 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:
 - (a) At least two HC members must be present in the residence after hours.
 - (b) At least two 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.
- (15) Performs service as HC member until the end of the third term.
- (16) 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.

(17) In cooperation with the RH, Prim and Vice Prim, ultimately is co-responsible and



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coaccountable for ensuring the implementation and management of the SU Alcohol Policy and Visitors Policy as applicable to Irene.

Addendum K: Confirmation of a Value Based Conversation

Confirmation of a Values Based Conversation

The purpose of this document is to act as a guide for a restorative conversation to repair broken relationships that has occurred due to the breach of the values of Irene, namely Integrity, Empathy, Humility, Respect and Ubuntu. This is in line with the Disciplinary Policy of Irene and will be implemented to encourage positive thinking patterns amongst Ireners.

Please describe the transgression from your point of view:

Why was this transgression committed?

What values of Irene (*Integrity, Empathy, Humility, Respect and Ubuntu*) were breached by the transgression?

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.....

What preventative measures can be implemented from the Irener, as well as the residence's side, to discourage the situation from arising once again?

.....
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.....
.....

What are the identified possible opportunities for growth that can arise from this situation?

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.....
.....

I,..... (Irener), confirm that..... (Section HC) had a restorative conversation regarding with me. This conversation took place on..... 2021 at.....h....

By signing this document, I confirm that:

- I understand how my actions have affected the Irene Community
- I understand that my actions were inconsistent with the Irene values of Respect, Integrity, Humility, Ubuntu and Empathy

Name of Irener:.....
Student Number:.....
Date Signed:.....
Signature:.....

Name of Section HC:.....
Student Number:.....
Date Signed:.....
Signature:.....


Name of Witness:.....

Student Number:.....


Date Signed:.....

Signature:.....

Approval



Resident Head



Primaria





Vice Primaria

Ratified by the House on the 11 day of April at 19:00.

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