

The Constitution of Monica Ladies Residence



(Amended on 04 January 2017)

Table of contents

1. Chapter 1 (a 1)	Interpretation of the legislation
2. Chapter 2 (aa 2-6)	Founding principles
3. Chapter 3 (aa 7-14)	House committee
4. Chapter 4 (aa 15-16)	Disciplinary Committee and hearings
5. Chapter 5 (a 17)	Mentors
6. Chapter 6 (a 18)	Resident head
7. Chapter 7 (aa 19-22)	House meetings and Section meetings
8. Chapter 8 (a 23)	House functions
9. Chapter 9 (a 24-28)	Room allocation
10. Chapter 10 (a 29-30)	House rules
11. Chapter 11 (a 31-32)	Amendments
12. Addendums	

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CHAPTER 1 INTERPRETATION OF THE LEGISLATION (a 1)

1. Definitions

In this legislation, unless otherwise indicated by the context, the following means –

(1) **“First years”** – a person who is in her first year of studying after school at Stellenbosch University, or is classified as a first year by the University of Stellenbosch;

*scratch

(2) **“House”** – Monica Ladies residence and the residents;

(3) **“Year”** – academic year;

(4) **“Monicaner”** – a person who was placed in Monica by the University of Stellenbosch;

(5) **“Newcomer”** – a person who has completed **or is busy (add)** with at least one year of studying, as accredited by the University of Stellenbosch, and is in their first year of residency in Monica;

(6) **“Old-Monicaner”** – a person who lived in Monica for at least one semester;

(7) **“Section”** – a passage in Monica of which there are eight and each one is managed by a House committee member;

(8) **“Senior”** – all residents, excluding first years;

(9) **“Circus”** – the election session during which the House Committee is elected;

(10) **“Welcoming”** – voluntary opportunity for newcomers during which they are welcomed to Monica and exposed to Monica’s traditions, values and seniors as described by this legislation;

(11) **“Legislation”** – the Constitution of Monica Ladies Residence.

CHAPTER 2 FOUNDING PRINCIPLES (aa 2-6)

2. Name and Symbols

(1) The name of the residence is Monica.

(2) Monica’s official symbol is acorn leaves, as featured on the official residence symbol, as well as a halo;

(3) Monica Ladies Residence is not a juristic person and thus has no accompanying obligations or benefits.

3. Authority

(1) Subject to the authority of Student Affairs, and the Manager: Student housing, management rests with the Residence Head and House committee.

4. Jurisdiction

- (1) When lodgings for a specific year is awarded to a female student by the University of Stellenbosch, she accepts it and moves in to a room in Monica, it will be considered as an acceptance of this Constitution, prescribed residence rules, as well as the Orientation Manual, Duty Act and Articles of Admission.
5. Residents who do not make satisfactory progress with their studies or are guilty of misconduct, will only be placed into a university residence again by the Council of the University of Stellenbosch.

6. Membership

- (1) All registered female students from the University of Stellenbosch who were placed in Monica by Student housing are members of the residence.

7. Finances

- (1) House money
 - (a) All residents pay house money on a yearly basis as prescribed in the domestic rules;
 - (b) The house money is levied directly on the student's account.
- (2) Auditing
 - (a) The books are audited by the University of Stellenbosch.
- (3) Financial report
 - (a) The treasurer will write a full report about the financial year and make it available to the house at the usual house meeting in the fourth term.

CHAPTER 3

House committee (aa 7-14)

8. Composition

- (1) The house committee consists of nine members, namely a primaria, an under-primaria and seven additional members.

9. Nominations

- (1) A Voting committee ("stembuskomitee"), which will consist of the leaving primaria who will serve as chairman, two leaving house committee members, one of which will serve as secretary, as well as two leaving seniors and the Residence Head, will in consultation with the house committee establish the dates of nominations and voting opportunities. One of the house committee members should preferably be the under-primaria. There may be no family members of one of the nominated candidates on the voting committee. In such an event the house committee member or senior must be replaced with another house committee member or senior.

- (2) The ~~voting committee~~ **add: primaria** asks for nominations for the house committee by placing a proper notice on the notice board. A person is only eligible for election if she was a resident for a minimum of one semester.
- (3) Nominations take place in writing and contains the full name, student number field of study and year of study of the nominee, as well as the full name, signature and motivation of one mover and the full name, signature and motivations of at least three seconded. The nominee must also bring her signature on the form as prove that she makes herself available for election.
- (4) Nominations are handed in to the Primaria and after the Residence Head undersigns the declaration by the nominees it is sent to Student Affairs for final approval.
- (5) Nominations close seven days before the election and the approved nominees' names must be announced by means of a notice at least 36 hours before the election.
- (6) Nominees are allowed to launch their own marketing campaign during which they make the House aware of and convince them of their mission. No outside institutions may be involved, e.g. churches, family, friends and associations. Marketing in the form of posters in the residence is allowed
- (7) In the event of more than 25 nominees an interim election must be held to lessen the number of nominees to less than twenty.
- (8) The minimum number of nominees must correspond with the amount of house committee members that must be elected. In the event of less nominees than vacancies on the house committee, the nominees must be regarded as elected and an election must be held to fill the remaining vacancies.

10. The House committee circus

- (1) Every resident who nominates herself to be elected as a house committee member must deliver a speech at the circus, during which she explains why she considers herself as suitable to serve on the house committee and what she intends to do if she is elected.
- (2) After the speech there should be an opportunity for the voting committee to ask the candidate predetermined questions related to the residence or campus issues. Each candidate must be asked the same number of questions, excluding the primaria and vice-primaria.
- (3) After the voting committee has asked their questions the rest of the house must be given the opportunity to ask the candidate questions which is directly related to her policy statement and speech. During the questions the chairperson of the voting committee has the discretion to overrule any questions that is, according to her, undesirable. The duration of the speeches must be strictly regulated by the chairperson and secretary. **Add: The residence head also has the power to interrupt questions if it is seen as personal attacks.**

11. Election

(1) The election of the new house committee must be completed one week before the end of the third term.

(2) Voting rights

Voting right is determined as follows –

- (a) First year's votes count as one point;
- (b) Senior's votes count as one point;
- (c) House committee's votes count as one point;
- (d) The primaria and Resident Head's votes count as one point each.

(3) Election rules

The following rules must be brought under the attention of the House by the voting committee –

- (a) A ballot with containing any uncertainty or changes will be rejected;
- (b) if a person wishes to make any changes to her ballot she must ask for a blank voting ballot and submit the spoiled ballot to the polling committee;
- (c) every voter must vote for a minimum of one candidate and up to the maximum number of vacancies;
- (d) ballot papers must be drawn up in the order of the nominees as provided for in a draw;
- (e) votes must be counted twice;

(4) Election of the Primaria

- (a) Nominations for the Primaria must be completed in the same way as for members of the House committee as indicated in article 7(1);
- (b) In the event of more than two nominated candidates an election must be held to lessen the number of candidates to two;
- (c) The Primaria must be elected by an absolute majority, i.e. half of the total votes plus one or more;
- (d) In the event of a deadlock a new vote must be held.

(e) Add: Any senior Monicaner is eligible to stand for the position of Primaria

(5) Election of the under-primaria

- (a) The procedure for the election of the Primaria is followed;
- (b) In the event of more than two nominated candidates an interim election must be held to lessen the number of candidates to two, except if one of the candidates has acquired half of the votes plus one or more.

(6) Election of the other house committee members

- (a) Election takes place by way of secret ballot and/or electronic voting procedure. A voting ballot is corrupted if a voter has voted for more candidates than the number of vacancies on the house committee or has not chosen to vote for anyone;
- (b) If there is a tie in the voting a time and place for a new election, as determined by the voting committee, must be agreed upon as soon as possible by the candidates;
- (c) For a valid vote emergence must be 75% of the residents, excluding corrupt ballots;
- (d) Objections to any elected member of the house committee or the election as such must be in writing, with reasons, and may be lodged within 24 hours of the election to the serving Primaria. If the Primaria of the voting committee finds the objection to be valid, she will as soon as possible give notice to the House of a special house meeting where there will be decided if a new election must be written out, or not;
- (e) The results of the election must be made public as soon as possible after the election, in no particular order, without making the number of votes public;
- (f) If there are vacancies an interim election must be held to fill the vacancies and the procedures as described in Chapter 3 of this legislation must be followed;
- (g) If a house committee member is absent for a period as a result of academic or personal reasons, temporary members can be appointed as needed by the Resident Head and house committee.

12. Term of employment and allocation of house committee portfolios

- (1) The term of employment of the house committee extends from the beginning of the fourth term of the election year until the end of the third term of the following year.
- (2) The primaria allocates the different portfolios to the house committee members. A recommendation is that each house committee member indicates her interests and preferences through an application letter to the primaria.
- (3) House committee portfolios must be reviewed yearly to ensure that the portfolios are relevant and needed in the operation of Monica.

13. Powers and Duties of the Primaria

In addition to the powers and duties imposed on her by the Rules of the Board of the University of Stellenbosch, the primaria's powers and duties will also involve the following –

- (1) The primaria's actions should always promote the interests of the House as a whole.

- (2) She will act as chairperson at house committee and house meetings. If the primaria is absent the under-primaria will take over her role.
- (3) The primaria will have the casting vote at house meetings as well as house committee meetings.
- (4) The primaria is responsible for room allocations.
- (5) The primaria will see that the different house committees perform their duties as wished and will investigate complaints hereof.
- (6) The primaria is responsible for offering support to the house in strengthening the House's mission for the year. Eternal values are linked to this since it should be in compliance with the House's character.
- 10) The primaria is responsible for authorising all documents sent out by house committee members. She may not close any contracts with external institutions on behalf of the House.

14. The Powers and Duties of the House Committee

Apart from the powers and duties set out by the Regulations of the Council of Stellenbosch University, the house committee also has the following duties and powers -

- (1) The house committee with the residents of the House must see that the House keeps by the provisions of the values. If a resident transgress a residence rule or ignore parts of the Legislation, the house committee will act as follow –
 - (a) A fine determined by the House and the type of offence will be imposed upon the offender;
 - (b) Fines must be paid with the house committee member of fines or the treasurer;
 - (c) If the involved person refuses to pay, the case can be taken care of by the department of Student Affairs via the Residence Head;
 - (d) Serious offences can be sorted through disciplinary hearings. These offences are specified in the fines list;
 - (e) If the offender does not give hearing, the disciplinary hearing can be handled by the department of Student Affairs;
 - (f) All unpaid fines will lead to an internal disciplinary hearing after the duration of one term;
 - (g) If a specific fine is awarded to the same student for the third time, an internal disciplinary hearing will follow;

- (h) General complaints are handled by the house committee.
- (2) Every house committee member must manage the committees within her portfolios efficiently.
 - (3) At the end of the house committee's term every member must write a report about her portfolios. Two copies of the report must be handed in, one at the primaria and another at the Residence Head.
 - (4) Add: The primaria has the option to request half year reports to monitor the house committee's progress.
 - (5) Each house committee member must be responsible for her committees' operations.
 - (6) Each house committee member must do house committee duty as determined by the house committee and the Residence Head.
 - (7) Each house committee member is responsible for the administration of the section she stays in and must facilitate the necessary conversations during section meetings in her section and also ensure that the section is up to date with matters.

15. House committee meetings

- (1) A house committee meeting must be held a minimum of once per week, on a Monday evening before section meetings.
- (2) The Residence Head must be informed of all meetings and attend it if she wants to.
- (3) The primaria acts as chairperson at every meeting.
- (4) The primaria and/or Residence Head can call extra ordinary house committee meetings if they feel it is necessary.
- (5) The chairperson has a normal – as well as a casting vote.
- (6) The secretary keeps record of each meeting.

CHAPTER 4

DISCIPLINARY COMMITTEE (aa 15-16)

16. Disciplinary Committee

- (1) The residence's Disciplinary Committee is bound by section 2(3) of the Students Regulations.
- (2) The committee consists of the Residence Head, the primaria, the vice-primaria and two additional members.

- (3) The two additional members are selected out of the House in a normal house meeting. It must preferably be a third year – or older student or who studies in a law direction.

17. Disciplinary hearings

- (1) Fines must be paid within two weeks of imposition with the treasurer.
- (2) A written report of the hearing must be handed in by the Residence Head and the department of Student Affairs for ratification.

CHAPTER 5

MENTORS (a 17)

18. Mentors

- (1) House committee members cannot be mentors as well.
- (2) The selected mentors must act according to the provisions provided by the University's Administration.
- (3) The mentors report to the head mentor and the Residence Head.

CHAPTER 6

RESIDENCE HEAD (a 18)

19. Residence Head

The Stellenbosch University names a Residence Head through whom the house committee is accountable to the university authorities and who together with the house committee is responsible for the enforcement of the rules entrenched in the Legislation and in the Regulations of the Board of Stellenbosch University.

CHAPTER 7

HOUSE MEETINGS AND SECTION MEETINGS (aa 19-22)

20. House meetings

- (1) There will be a minimum of one house meeting per term. The meeting will be as soon as possible on a date and time determined by the house committee.
- (2) The House Committee Member of Media and Marketing must put up a written notice of the meeting with the theme of the meeting at least one week before the house meeting.
- (3) The secretary must place the record of the previous house meeting on the notice board two days before the next house meeting.
- (4) Motions must be handed in by the primaria 24 hours before the house meeting.

21. Special house meetings

- (1) A special house meeting is held –
 - (a) when the house committee sees it necessary or
 - (b) on a written request from at least one third of the residents.

- (2) It must be held on a time determined by the house committee or by one third of the residents and when the majority of the house can attend it.
- (3) A special house meeting can only consist of the matter the meeting is called for as well.
- (4) A special house meeting can be declared a normal house meeting by a two-third majority vote.
- (5) Notice of the special house meeting with specification of the subservient matter must be given at least 24 hours before the start of the meeting.

22. General Provisions in connection with House meetings

- (1) Attendance of the House meeting is compulsory for all residents.
- (2) Academic excuses must be handed in at the primaria **or relevant section HK (add)** 24 hours before the meeting. Other excuses will be considered by the primaria.
- (3) Absence without the permission of the primaria or **relevant section HK (add)** is punishable with a fine.
- (4) The quorum on special house meetings as well as normal house meetings is one half of the total residents.

23. Section meetings

- (1) Section meetings **delete: take place at least once per month,** take place as the house committee determines.
- (2) Attendance is compulsory.
- (3) Valid excuses can be handed in by the involved section's house committee member 24 hours before the meeting.
- (4) Fines will be charged for those absent without an excuse.

CHAPTER 8

HOUSE FUNCTIONS (a 23)

24. House functions

There will be at least two house functions per anum. The house committee and their involved committees organize these functions.

CHAPTER 9

ROOM ALLOCATIONS (a 24-28)

25. Room allocations

- (1) Room allocation is done on the following credit base –
 - (a) 33% academic performance; Monicaners are placed in groups based on their subject credits. The person with the highest total of the sum of credits multiplied by academic marks for every subject in every group gets 33%.

The rest of the Monicaners in the group gets a percentage calculated by dividing their totals by the Monicaner with the highest total. (add)

(b) 33% seniority; 1st year gets 11, 2nd year- 22, 3rd year- 33.

(c) 33% participation in residence- and campus activities;

(d) 1% bonus each resident.

(e) 1% equals 1 room point (add)

- (2) A room point list must be filled in by each resident who intends to stay in Monica the subsequent year.
- (3) The lists will be assessed by the primaria, vice primaria, house committee member of roompoints and the room point committee.
- (4) A list with each resident's name must be put up a week before the allocation of rooms. The list is arranged according to the total roompoints of each resident.
- (5) In the week before the allocation of rooms the residents can enquire how their total roompoints were earned.

26. Room allocations for House Committee Members

- (1) The primaria stays in the room allocated for the primaria.
- (2) The allocation of rooms to house committee members takes place before the allocation of rooms to other residents. The allocation of rooms to house committee members also takes place according to the credit base system as mentioned above. The vice primaria has first choice of a room before the other house committee members.
- (3) A house committee member is entitled to a double room where she can stay without a roommate.
- (4) Only one house committee member stays in each section.

27. Single rooms

- (1) There are fourteen single rooms in Monica.
- (2) The day on which rooms are allocated the person with the most roompoints are called in and asked whether she wants a single- or double room.
- (3) She can choose any double room where she and her roommate will stay in the next year, if she prefers a double room. She can choose any single room that is open, if she prefers a single room.
- (4) If more than one person has the same amount of roompoints, a raffle system will determine who has preference in the allocations of rooms.
- (5) The above mentioned system is repeated until all the single rooms are occupied.

(6) The cost of a single room is more than that of a double room. (add)

28. Double rooms

- (1) A person who qualifies for a double room must give the name of her prospective roommate to the primaria on the day of room allocations. If she does not have a prospective roommate, the primaria is allowed to assign her any roommate.
- (2) Prospective roommates' roompoints is not calculated together.

29. Ground floor rooms

- (1) The allocation of the three rooms on the ground floor is done exclusively by the Residence Head at the start of the first term.
- (2) Students with disabilities get preference when allocating these rooms.

CHAPTER 10

HOUSE RULES (aa 29-30)

30. House rules

The Residence Rules, as stated in Chapter 3 of the Regulations of Stellenbosch University, as well as any other residence rules, must be put up in each section. All newcomers must be informed of these rules in the welcoming period.

CHAPTER 11

AMENDMENTS (aa 31-32)

31. Amendments

- (1) Constitutional amendments and additions can take place in a normal house meeting as well as in a special house meeting, if the necessary notices were given of such a meeting. Amendments and additions can only take place –
 - (a) by way of a motion; and
 - (b) with the approval of two-thirds of the residents.

(2) All constitutional amendments must be ratified by Stellenbosch University.
(not necessary – delete)

(3) Amendments concerning Residence Provisions must take place at a normal house meeting with a majority vote.
(we only have the constitution – delete)

32. General

- (1) The provisions of this Legislation tie each resident of Monica.
- (2) This Legislation repeals all other constitutions of Monica.
- (3) The current primaria together with the primaria of the previous year is responsible for amendments to the Legislation and that the Legislation is up to date.
- (4) Any constitutional changes must be put up on the notice board the next day and must be verbally communicated to all the residents at the next house meeting.

(delete: is a copy outside prim room so can just go and look at it there and not necessary to verbally communicate since everyone voted on the change)

LAST AMENDED AND APPROVED AT THE SPECIAL HOUSE MEETING HELD ON 4 OCTOBER 2016.

Translated by: Kirsten van Zyl and Joy Louw – January 2017

Anine Louw

Marianne de Villiers

Primaria 2016/2017

Residence Head

Draft

Addendum 1

House Committee Portfolios

House committee portfolios are revised every year and the description thereof are updated by the newly elected Primaria

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Addendum 2

House committee duty

1 During the week

- (1) House committee members follow a duty roster that is worked out by the delete: vice-primaria. (add:secretary)
- (2) During the week, the house committee member on duty is not permitted to leave Stellenbosch between 06:00 and 18:30.
- (3) The house committee member on duty must be in residence from 18:30 on the relevant day of duty until 06:00 the following morning. The house committee member may not be further than the parking lot of the residence.
- (4) The house committee member on duty must make sure that the first year on evening duty is there at 18:30. Should the first year on evening duty not be in the "dienshok" at 18:30, the house committee member on duty must choose between the following options:
 - a. Wait 10 minutes to make sure the first year still does not show
 - b. Make an "ALL CALL" to alert the first year that she is on duty
 - c. Should the first year still not show, make another "ALL CALL" to find a first year that would be willing to do duty for compensation (fine money from first years who failed to show up for evening duty).
- (5) If the House committee member is not physically inside her room, she must write a note to put on her door to indicate where she is in the residence.
- (6) Should the House committee member on duty leave the residence urgently, it is her responsibility to ensure that another House committee member is on duty. (delete).
- (7) The house committee member must just ensure that she can be reached when needed. (add)
- (8) The House committee member on duty must ensure that all applicable doors are closed at 23:00.
- (9) The door guard must be signed in and the blue container must be given to him. The House committee member on duty must ensure that the blue container contains everything that the door guard will need during his shift. It must thus be ensured that the coffee, sugar, milk and tea containers are full enough and that the cup and teaspoons are clean.
- (10) The House committee member who is on duty on a Sunday must put the door guard's radio on the charger so that it is loaded for the week.
- (11) The House committee member on duty must ensure that all male visitors leave the residence at 23:30 on Saturday and Sunday evenings. During the weekdays, the House committee member on duty must make sure that no male visitors visit the living room after the door guard has arrived. (delete).
- (12) The House committee member on duty must make sure that there is enough paper in Monarga's printer and also alert the Media and Marketing House committee member when there is less than one box of paper in the printer's cupboard.

- (13) As soon as it is noted that the door guard's card is gone, the safety and security House committee member must be alerted immediately. It can thus be determined after which door guard's service the card was lost.
- (14) The House committee member on duty must put the following day's value and the relevant question on the sliding door.
- (15) The House committee member on duty must ensure that the By-door is closed with a lock. (delete)
- (16) *Swipe doorguard out at 06:00. Unlock balcony and laundry room gates and doors. Put out sign in books. Fill printer with paper.*
- (17) *Swipe doorguard in at 21:00 and fill box with coffee, tea, sugar etc. Assure all men have left upstairs and take in upstairs book.*
- (18) *Lock all balcony and laundry room doors at 23:00 and take in the downstairs book. Assure all men are out downstairs.*
- (19) *If on duty be 20min from Monica (add).*

2 Weekend duty (includes Friday)

- (1) During Saturdays and Sundays, the House committee member on duty must be in the residence.
- (2) At 18:30 the House committee member on duty must sign in the early door guard. At 23:00 she must sign in the night shift door guard and also ensure that all necessary doors are locked.
- (3) At 23:30 the House committee member on duty must ensure that all men have left the residence. (delete).
- (4) During weekends there is always a second House committee member on shadow duty. The House committee member on shadow duty may not be further than 20 minutes away from the residence (delete). The House committee member on duty on Saturday must be on shadow duty on Sunday, while the House committee member on duty on Sunday must be on shadow duty on Saturday.
- (5) The primaria and vice-primaria, apart from the other House committee members, must also, in turn, be on duty on a weekend.
- (6) The House committee member on duty must unlock all applicable doors by 08:00 on Saturday and Sunday mornings as well as on holidays.
- (7) The House committee member on duty must be in the residence for the entire duration of the day. Otherwise she must not be further than 5 minutes away from the residence.
- (8) If the House committee member on duty leaves the residence, she must leave a note on her door informing residents that she is not further than 5 minutes away from the residence. The note must also give her cellphone number so that she can be immediately contacted if necessary.
- (9) However, the House committee member on duty may not be away from the residence for more than three hours. (delete)
- (10) The House committee member who is on duty on Sunday must put the details of the House committee members on the whiteboard. She must also ensure that the values for Monday to Friday are on the white board.(delete).

- (11) *Swipe doorguard out at 06:00. Unlock balcony and laundry room gates and doors. Put out sign in books. Fill printer with paper.*
- (12) *Swipe doorguard in at 23:00 and fill box with coffee, tea, sugar etc. Assure all men have left upstairs and take in upstairs book.*
- (13) *Lock all balcony and laundry room doors at 23:00 and take in the downstairs book. Assure all men are out downstairs.*
- (14) *If on duty be 20min from Monica (add)*

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Addendum 3

Maintenance of rooms

1 Rooms

- (1) Each resident is personally responsible for keeping the room she occupies and the furniture therein in good condition.
- (2) Should the furniture be damaged, it will be the responsibility of the occupant, unless the occupant can point out the guilty party. In cases where the guilty parties are not residents of Monica, the occupant of the room will be held responsible for the damages.
- (3) Any repairs that need to be done must be submitted to the Maintenance House committee member or maintenance officer.
- (4) Residents must use the maintenance ~~board (delete)~~, add: book at the maintenance officer's office to report problems.
- (5) Artworks may not be fixed to the walls with glue, nails and/or adhesive tape. It may only be placed on the wooden fixtures against the walls.
- (6) No furniture may be moved within Monica without permission of the Resident Head or primaria. This includes the moving of furniture during House functions and outside the residence.

Addendum 4

Quiet times

1 Noise times

- (1) Monday to Thursday –
 - (a) 12:30 – 14:00; and
 - (b) 16:30 – 19:030; and
 - (c) 21:00 – 21:30
- (2) Fridays –
 - (a) 12:30 – 14:00; and
 - (b) 16:00 – 23:30
- (3) Saturdays and Sundays –
 - (a) 08:00 – 13:30; and
 - (b) 15:30 – 23:30

2 Quiet times

- (1) Except for noise times, silence must be maintained in the residence for the promotion of student academics.
- (2) On Sundays, a calm atmosphere must be maintained in the residence.

Annexure 5 (delete)

First year duties

1 First year duties

- (1) All duties must be performed punctually. A first year who fails to do duty and does not organise a substitute to be on duty, will be fined.
- (2) The duties that first years must do include –
 - (a) Mail
 - (b) Newspaper
 - (c) Telephone
 - (d) Front door
- (3) The execution of the above duties must be checked by the vice-primaria.

Addendum 6

Parking

1 Parking rules

- (1) No vehicle may be parked in front of the poles at the entrance of Monica.
- (2) Visitors may only park at designated places. Visitors who park on residents' parking spaces will be reported at the USBD by the House committee member on duty.
- (3) Motorcycles may not be parked on "Take your Time".
- (4) In the first term of each year, specific parking spaces must be allocated to residents with cars.
- (5) These allocations are made according to room points. House committee members are given preference.

Addendum 7

Washrooms and kitchens

1 Rules regarding clothes and cutlery

- (1) Clothing and eating utensils may not be left in the washrooms or kitchens for an indefinite period. Clothing and eating utensils that are left in the washrooms and kitchens for more than two weeks will be taken by the maintenance House committee member for a period of two weeks after which the owner can repurchase it. The amount to be paid must be determined by the House committee each year and announced to the house on the relevant House committee's first House meeting.
- (2) If the clothing and/or cutlery is not claimed after two weeks, the House committee may sell it for the benefit of the House fund.
- (3) The maintenance House committee member must notify the House when clothing will be made available to buy.

2 Kitchens

- (1) Kitchens must be left tidy and clean after each use.
- (2) No electrical equipment belonging to Monica may be removed from the kitchen.
- (3) Disregard of the above rules may result in, according to the opinion of the House committee, the kitchen being locked for a certain period.
- (4) Cutlery may not be left in the kitchen for an indefinite period. Cutlery that is left in the kitchens for more than two weeks will be taken by the maintenance House committee member for a period of two weeks after which the owner can repurchase it. The amount to be paid must be determined by the House committee each year and announced to the house on the relevant House committee's first House meeting.
- (5) If the cutlery is not claimed after two weeks, the House committee may sell it for the benefit of the House fund.
- (6) The maintenance House committee member must notify the House when cutlery will be made available to buy.

Addendum 8

FIREPLACE

1 Rules

- (1) The fireplace in The By may be used only for residence- and special occasions. Permission is required from the Residence Head.
- (2) The fireplace must be cleaned by the user before 08:00 the following morning.
- (3) The fire must be extinguished properly.
- (4) Failure to comply with abovementioned rules constitutes a safety risk. Such failure will lead to the issuing of a fine of R500.

Addendum 8 (delete)

TELEVISION

1 The television in The By

- (1) The majority residents in the room determine which channel is watched.
- (2) The television is to be switched off by the last person leaving The By.
- (3) Failure to comply with abovementioned rules leads to the use of unnecessary electricity. Such failure will lead to the issuing of a fine of R50.

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Addendum 10

FURNITURE AND VENUES

1 Rules

- (1) The repair and/or replacement costs of any damage, theft, vandalism or destruction of the residence or any of the residence contents or the surrounding premises, will be paid for by the person responsible for the damage, theft, vandalism or destruction.
- (2) Any damage, theft, vandalism or destruction must be reported to the house committee member on duty as well as the Residence Head. No repairs may be undertaken by the responsible persons or group of persons themselves.
- (3) In the case of any residence equipment being found out of order, it must be reported to the Maintenance **Board** **add:book** immediately.
- (4) No furniture or any other equipment may be removed from any venue without the consent of the Residence Head.
- (5) All venues must be left in the same, neat condition.

2 The dining hall

- (1) Nobody may enter the service area or kitchen without permission from the kitchen staff.
- (2) No cutlery may be removed from the dining hall.
- (3) The dining hall may be used by residents as a study venue.

3 Monica SS

- (1) Smoking in the Monica SS is prohibited.
- (2) The Monica SS may be used only for studying purposes unless otherwise determined by the Residence Head.

4 Monarga

- (1) Smoking in Monarga is prohibited.
- (2) The computers in Monarga may be used only for academic purposes unless otherwise determined by the Residence Head.
- (3) **Eating is not allowed in Monarga. (add)**

5 Lounge

- (1) Smoking in the lounge is prohibited.
- (2) The lounge may be used only for social purposes unless otherwise determined by the Residence Head.
- (3) The lounge must not be used as a studying venue.

6 Storerooms

- (1) All items that are stored must be properly packaged.
- (2) The name of the owner must be clearly indicated on the outside of the item(s).
- (3) At the beginning of each year the store rooms are cleaned. All rubbish, items without an owner's name and items that are not packaged properly will be removed.
- (4) Monicans must be warned in due advance that they must evacuate their stored items so that the store room can be cleaned. Items that are not removed, must be removed or sold. The prices of items must be made known to the residence by the house committee.
- (5) Any property of persons that moved out of Monica longer than a year ago, must be removed or sold. The prices of items must be made known to the residence by the house committee.
- (6) All items are stored in the store rooms at the owner's own risk.
- (7) No perishable items may be stored in the store rooms.

Addendum 11

RISK MANAGEMENT

1 Electrical equipment

- (1) No open flame or open element equipment may be used without the permission of the Residence Head.
- (2) No extension cords or multiplugs may be used, unless the SABS standard appears on them.
- (3) No microwave ovens, frying pans or televisions are allowed in the residence rooms.

2 Fire drills

- (1) A fire drill must be arranged every semester by the house committee member in charge of Safety and Security.
- (2) Participation in the fire drills is compulsory.
- (3) After activating the fire alarm, the fire drill shall be announced over the intercom.
- (4) The standard evacuation procedure entails that the residents –
 - (a) Stay calm;
 - (b) Close all windows and switch off all wall plugs;
 - (c) Put on shoes and take blankets, car keys and identification documents;
 - (d) Attach visible object(s) to the doorknob to indicate that the room had been evacuated;
 - (e) Close the room door;
 - (f) Evacuate as fast as possible through the predetermined routes;
 - (g) Gather according to sections in the parking terrain behind the Lombardi building.
- (5) In case of the fire alarm being activated and no announcements following, the fire glass close to the emergency doors must be shattered to make evacuation possible.
- (6) Ignoring the fire alarm will lead to a disciplinary hearing (add).

Addendum 12

VISITORS

1 Rules concerning female visitors

- (1) Visitors are subject to Monica's rules and code of conduct as soon as they enter the premises.
- (2) All visitors must leave Monica's premises by 24:00 unless such persons or group of persons gained permission from the Residence Head or house committee member to stay after this time.
- (3) Visiting ladies may sleep over in the residence with the permission of the Primaria. This may be done provided the relevant resident's roommate gives consent to the sleepover. Visitors may sleep over in the residence for a maximum of two nights. No visitors are allowed to sleep over during exam times.

2 Rules concerning male visitors

- (1) Male visitors may gain entry to the ground floor every day between 06:00 and 23:00. After 23:00 no male visitor may be in the residence anymore.
- (2) On Friday, Saturday and Sunday nights, male visitors may enter residents' rooms between 14:00 and 23:00. At 23:00 all male visitors must exit the residence. The house committee member on duty must make an announcement over the intercom at 23:00 to remind male visitors that they must leave.

On weeknights, male visitors may enter residents' rooms between 14:00 and 21:00. At 21:00 all male visitors must leave the first and second floor. The house committee member on duty must make an announcement over the intercom at 21:00 to remind all male visitors that they must leave or go downstairs.
- (3) Before male visitors may enter the residence, they must sign in at the visitors' book:
 - (a) In front of the automated door for all floors;
 - (b) again, in front of the Maintenance Head's door for the first and second floors.
- (4) From the week prior to examinations start, no male visitors are allowed upstairs in the residents' rooms.

(5) No male visitors may sleep over in Monica.

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Addendum 13

NOTICES

1 Rules

- (1) Only notices undersigned by a house committee member, with an expiry date on, may be made on the notice boards.
- (2) No additions, changes or remarks may be made by any person other than a house committee member (in which case she must sign it).
- (3) Notices that do not comply with the abovementioned prerequisites or whose expiry dates have been reached, may be removed. A fine of R1 per poster may be charged for every poster that does not comply with the requirements.

Addendum 14 (delete)

NEWSPAPERS

1 Rules

- (1) Ordering of newspapers is arranged by the house committee in consultation with the House.
- (2) Newspapers may not be removed from the table at the main stairs in front of the dining hall before 24:00 on the day of publication.
- (3) First years are responsible for placing the newspaper on the table every weekday morning.
- (4) The newspaper may not be damaged.

Addendum 15:

WINDOWS

1. The breaking of windows

'n Person who breaks a window is, without exception, responsible for all repair costs.

Addendum 16:

SPORT REPRESENTATIVES

1. Appointment and duties of sport representatives

1.1. Every sport must have one sport representative that is appointed by the House Committee Member of sport **or voted for by the members. (add)**

1.2. The representatives are responsible to enter their teams into the various leagues.

1.3. The representatives must arrange players for the various matches/games.

1.4. The representatives must hand in a list of players that did not attend the matches to the sport HK. These players will receive fines.

Addendum 17:

COMPUTERS AND PRINTERS

1. House Committee computer and printer (delete)

1.1. The House Committee may use the House Committee computer for work **relevant to their portfolios.**

1.2. **The printing of any private material is not allowed**

2. Computer room

2.1. Monica's computer room is known as Monarga.

2.2. The House Committee Member of Media and Marketing is responsible to appoint one or more computer representatives who will be responsible for the effective functioning of Monarga.

2.3. When the printer has run out of paper, it must be reported to the computer representatives or the House Committee Member who must replace it.

2.4. Any complaints with regards to computers or printers must be reported to the computer representatives who, in return, must report it to IT.

2.5. People who need the computers for academic purposes have preference over people using it for personal reasons.

Addendum 18:

TUCK SHOP AND VENDING MACHINE

1. Tuck shop

- 1.1. The tuck shop is issued annually by the treasurer on tender for a minimum amount of R1000.
- 1.2. Money is payable after three quarters of the term.
- 1.3. Prospective owners must each make an offer to the treasurer **by preparing a business plan (add)**, after which she will accept the best offer and will award the tuck shop.
- 1.4. The newly appointed owner must sign a contract with the treasurer in which she promises to pay the full tender amount.
- 1.5. The tender amount may not be less than R1000.

2. Vending machine: (delete)

- 2.1. The vending machine is the property of an external institution. All product are provided by them and all profits are taken by the institution.
- 2.2. Any resident who damages the vending machine will be held responsible for the repair costs.
- 2.3. All purchases made by residents are at their own risk.
- 2.4. The treasurer is responsible to report any complaints and requests regarding the vending machine to the external institution.

Addendum 19:

FINES:

<u>Fine Description</u>	<u>Amount Payable</u>
<u>General Rules</u>	
Activating fire alarm	R500*
Sport fines	R50 – R300*
Parking	R50**
Noise	R50
Throwing items out of windows	R30
Use of intercom without permission (either from a HK member or the Snoepie Tannie)	R50
Smoking in a “No Smoking” area	R100
Washing clothes past washing room times (i.e. a new load after 22:30)	R20
Offensive language use or any form of immorality on Monica grounds as well as attack of dignity.	R50
<u>Failing to attend the following without a valid excuse (all excuses handed in by 20:00 the previous day)</u>	
House Meeting	R100
Combined section meeting	R50
Section Meeting (Individual section)	R20
Committee Meeting	R20
Not attending sport/culture practise	R20
Not attending a sport tournament (If you	R50

confirmed that you will play)	
<u>Section Kitchens</u>	
Leaving kitchen dirty (includes leaving dirty appliances in kitchen)	R50
Leaving clean dishes in the kitchen for longer than 24 hours - HK will confiscate dishes. To get it back you must pay per item (should you not collect within 30 days, it will be auctioned off)	R20 a piece
Leaving dirty dishes in the kitchen for more than 24 hours – will be disposed of in the bin	-
<u>Visitors</u>	
Sleeping over of a non-Monicaner without a completed sleep over form (that was handed in on time)	R100
Unaccompanied visitors	R350
Not signing men in/out (within the visiting hours)	R100
Male visitors outside visiting hours (reasonable behaviour which poses no threat to fellow Monicaners)	R350
Consuming alcohol while men are visiting	R100
<u>Fine Description</u>	<u>Amount Payable</u>
<u>Alcohol and Vandalism</u>	
Consuming alcohol (Within prohibited areas)	R100
Drunken vomiting (and clean up).	R200
Vandalism	R150
<u>Disciplinary Hearings</u>	
Receiving the same fine for a third time	-
Ignoring the fire alarm (Fire Drill)	-
Setting off the fire alarm	-
Drunk and disorderly behaviour	-
Male visitors outside visiting hours (unreasonable behaviour which poses a threat to fellow Monicaners)	-
Failing to pay fines within 30 days of issue	-
Intimidating behaviour, physical violence or any form of sexual harassment or any related crimes	-
Behaviour that puts your safety in danger or the safety of anyone else	-
Any other behaviour that would put Monica in a bad light	-

Drunk and disorderly behaviour	-

Addendum 20:

SMOKING POLICY:

1. Smoking policy

- 1.1. Considering the following, Monica's Smoking Policy is subject to the Smoking Policy of Stellenbosch University and the National Smoking Act.
- 1.2. It is forbidden to smoke anywhere in res. It is forbidden to smoke on any balcony in Monica. Smoking within 15 meter of the building is not allowed.
- 1.3. Under no circumstances is smoking allowed in rooms or bathrooms.
- 1.4. No cigarette stubs may be left on the path in front of Monica, in the gardens, parking area or at "Take your Time". The designated drum must be used for this purpose. Persons responsible for the above will be fined.
- 1.5. The smoking policy has been designed to ensure that courtesy, consideration and respect for the residence and each other will be enjoyed at all times.

Addendum 21:

BACCHUS POLICY

1. Monica ladies are characterised by the five values they live – unity, humility, integrity, passion and respect. Consequently, it is important for Monica ladies that drinking will only be allowed as it is within the rules of the residence.
2. Binge drinking is an increasing problem on campus and therefore since 2009 Monica's Bacchus policy contains regulations about it. The idea of including a "Binge Drinking" policy as part of our Bacchus policy is to ensure awareness of the problem with Monica ladies. In this way we can make a significant contribution to reducing this problem on campus.
3. The following provisions regarding alcohol use in the residence were determined by Monica's Disciplinary Committee, in consultation with the University's Alcohol Policy:

General

1. Alcohol may only be used in bedrooms – nowhere else. Alcohol may be used in certain areas with the consent of the residence head. Permission will only be given if a written request is submitted by a member of the house committee.
2. Alcohol may be used in bedrooms at any time except at times when men are allowed in the rooms.
3. The majority in a particular room, hallway, section or floor of the residence may decide to declare that area alcohol free. However, it must first be discussed with the house committee member of the relevant section. If roommates have different opinions about drinking in their room, it is assumed

that both will be conciliatory and they will come to a conclusion. Otherwise, the case may be arbitrated through an internal disciplinary hearing.

4. Alcohol use in the residence is considered a privilege. The use of this privilege is at your own risk and the house committee and residence head accept no responsibility for any injuries or deaths resulting from drinking.
5. Violation of any of the above measures will result in an immediate internal disciplinary hearing with the possibility of an external disciplinary hearing, as well as a fine of R150 (may be increased) and cover any repair and cleaning costs after, depending on the severity of the offense.
6. Any fine may be replaced by a disciplinary hearing. The decision is subject to the discretion of the house committee and the residence head, depending on the severity of the violation.
7. Monica's Bacchus Policy aims to prevent the following:
 - a. Loud commotions
 - b. Vandalism
 - c. Vomiting on Monica property
 - d. Violating human dignity
 - e. Actions that endanger the safety and well-being of the affected and/or any other individual
 - f. Intimidating behaviour, physical violence and any form of sexual harassment or related crimes.

Events

1. Alcoholic beverages can be used for student functions in a residence, namely house dances, first year's, second year's and senior's dances, and other special events as approved by the residence head.
2. Permission to use alcohol at any function in the residence must be granted by the residence head together with the house committee.
3. Alcoholic beverages may be served or used only in the residence in consultation and with the consent of the residence head.
4. No alcoholic beverages may be sold during any residence function.
5. If a function is held on premises other than University property by a residence and application for a temporary liquor license is made, it must be done with the recommendation of the Chief Director: Student Affairs. The application form is available at the Division: Legal Services of the University, and application must be done at least 3 (three) weeks prior to the function.
6. No alcoholic beverages may be made available or sold to any person under the age of 18 years.
7. Beverage for a residence function must be checked by the home committee with the residence head's knowledge.

Binge drinking policy

The US Responsible Drinking Policy regards binge drinking as when men drink five or more glasses of alcoholic beverages in five hours, and as when women drink four or more glasses of alcoholic beverages in five hours.

1. Alcohol monitors

The US has monitors who will move between people during the evening to ensure that alcohol is used responsibly. A report will then be submitted by the Monitor to Student Affairs.

2. Breaks during liquor sales

Beverage sales will not take place throughout the evening. There will be breaks during which no liquor will be sold. This will prevent "Binge Drinking" to a large extent.

3. Cash bar

The cash bar will only sell alcohol until 23:30 during the function. It is also not allowed for the party goers to bring their own alcohol to the function. The cash bar will also sell alcohol-free drinks.

4. Advertising and awareness

Advertising material will be placed throughout the residence that encourages responsible drinking. There will also be posters in the residence that emphasize the dangers of alcohol abuse. During the first house meeting there will be a presentation that informs residents more about what "Binge Drinking" and its dangers are.

5. Provision for those who do not use alcohol

There will be enough soft drinks available during the evening of the function to cater for the needs of non-alcoholic students.

6. Food available on the evening of the event

A meal and dessert are served during a function and consequently the party goers does not take alcohol on an empty stomach.