



**UNIVERSITY OF ZULULAND**

**HOUSE COMMITTEE CONSTITUTION**

<b>POLICY NUMBER</b>		<b>POLICY OWNER</b>	STUDENT HOUSING
<b>OVERSEEING COMMITTEE(S)</b>			
<b>APPROVAL DATE</b>		<b>REVISION DATE</b>	

**POLICY STATEMENT**

The primary purpose of this constitution is to provide the basic overview of the functioning and governance of the House Committee and their sub-committees within the University of Zululand owned and outsourced residences. The purpose of this document is to assist House Committee and its sub-committees to perform their duties efficiently and to increase the development of future leaders for each structure. Therefore, this document will provide the guidelines for House Committee and its sub-committees.

**REVISION HISTORY**

<b>CURRENT APPROVAL CYCLE</b>	
POLICY NUMBER	SENATE NUMBER(S)
DATE OF APPROVAL BY THE UNIVERSITY OF ZULULAND	
DATE OF SENATE APPROVAL	
EFFECTIVE DATE FOR IMPLEMENTATION	
NEXT REVISION DATE	

<b>APPROVAL HISTORY</b>			
DATE OF FIRST APPROVAL			
POLICY NUMBER	SENATE NUMBER(S)	SENATE MANCO REVISION DATE	COUNCIL APPROVAL DATE
<b>RELATED POLICIES</b>			
POLICY NUMBER	NAME OF POLICY		

## **Preamble**

The resident students of the University of Zululand are committed to ensure that living, listening and learning dominate the residence student community. Furthermore, we affirm the belief in building sustainable student communities of living and learning within the residences.

we pledge our commitment through the delivery of educational programmes, leadership development, discipline and order in their living spaces. The House Committee commits to embracing the following values:

- Access
- Accountability
- Opportunity
- Respect
- Responsibility

We further commit themselves to the following objectives:

- Promoting a culture of non-discrimination in every one of whatsoever nationality, race, gender, disability and religion;
  - Promoting the vision and mission of University of Zululand;
  - Advancing suitable living conditions for students within the residences;
  - Promote and inculcate the culture of learning and academic excellence; and
- Articulate the aspirations of resident students within the University student governance structures

## **Definition of terms/Acronyms**

**Dean of Students-** shall mean an individual appointed by the University tasked with handling student services;

**Executive Central Committee(ECC)-** means the governing committee consisting of all chairpersons of all the House Committees;

**Head of Student Housing-** shall mean an individual appointed by the University tasked to provide guidance and support to wardens, assistance wardens and Res life office;

**House-** means the collective of all student in a residence;

**House Committee(HC)-** means the governing committee elected annual by students of the specific cluster (East, West, Richards Bay and off camp);

**Residence Advisor (RA)-** shall be appointed through Student Housing and Residence Life responsible for mentorship and wellness of students as well as maintaining order within residences

**Residence electoral committee(REC)-** means the committee appointed by Student Housing and Res Life in terms of the House Committee Electoral policy to administer House Committee elections;

**Residence Life (res life)-** Individuals responsible for ensuring that the residences are established as learning communities and as living centres that promote excellence, inclusion, social cohesion and critical enquiry. The res life is accountable for effective student support, development and learning programmes in the residence. As living spaces, residences as an important conduit through which students are able to safely explore ways of living and knowing, ways of being, and ways of learning. By working collaboratively and in partnership with academic departments, student leaders and other stakeholders, Res life office will ensure that a menu of diverse academic, social, cultural, sport and recreational activities are available to students, thus contributing to an empowering university student experience;

**Resident-** means a student lawfully residing in a University residence;

**Student Represantive Council (SRC)-** means student representative council;

**Year-** means an academic year in accordance with the University calendar;

Where appropriate, all the other terms used in this constitution shall have the same meaning as in the Higher Education Act, 1977 (Act No 101 of 1997) and the statute of University of Zululand. In the event of a dispute as to the meaning or interpretation of any clause, section or word(s) in this constitution, the interpretation of the Constitution Committee of the University shall be binding;

## **1 Objectives of the Executive Central Committee**

2.1 To serve as the executive committee to subcommittees in the residences;

2.2 To serve as a central voice of all subcommittees;

2.3 To ensure collaboration in programmes amongst the residences;

2.4 To serve as an umbrella body that is involved in the development and consultation of policies that affect resident students through the Student Housing;

2.5 To represent resident students and its subcommittees through the SRC approved organs of leadership by definition of the proper functioning of all House committees in accordance with each House Committees plan of action with specific reference to the provisions of the constitution.

## **2. Objectives of the House Committee**

2.1 Represent resident students in matters that affect them through the Student Housing and Residence Life established protocol;

2.2 To promote student development through the House Committee approved Residence Life Networks;

2.3 Foster, promote and protect traditions and the good name of the residences;

2.4 Promote and encourage a culture of respect and discipline amongst resident students;

2.5 To advocate that students are provided with conducive, healthy living and learning environment that promotes academic excellence;

2.7 To serve as a conduit between resident students, Residence Advisors, Wardens and Residence Life Coordinators, with an intent to escalating matters to the Student Housing and Residence Life for action;

2.8 To promote the vision and mission of University of Zululand.

## **3. Composition of The House Committee**

The House Committee shall comprise the following:

3.1 An Executive Committee, consisting of the following office bearers:

3.1.1 Head of Chairpersons

3.1.2 Deputy Head of Chairpersons

3.1.3 Head of Secretaries

3.1.4 Deputy Head of Secretaries

### 3.2 Non- Executive members, who shall occupy the following portfolios

- 3.2.1 Cluster Chairperson
- 3.2.2 Cluster Deputy Chairperson
- 3.2.3 Cluster Secretary
- 3.2.4 Cluster Deputy secretary
- 3.2.5 Project Officer
- 3.2.5 Academic Officer
- 3.2.6 Community engagement Officer
- 3.2.7 Gender and Social Cohesion Officer
- 3.2.8 Safety and Security Officer
- 3.2.9 Sports, Arts and Culture Officer
- 3.2.10 Maintenance officer
- 3.2.11 Green Campus Initiative Officer
- 3.2.12 First Years Officer/Guardian
- 3.2.13 Health and Wellness Officer

The following position shall be elected in terms of the GCI policy and become the Officer in the House Committee. The GCI shall in their special meeting for nomination of Green Campus Initiatives Officer vote for 4 people to take seat in all 4 clusters as Green Campus Initiatives Officer.

- 3.2.14 Green Campus Initiative Officer

## **4. Duties of the ECC and Cluster House Committee**

### **4.1 Duties of The Head of House Committee Head Shall:**

- 4.1.1 Be the leader of the Executive House Committee;
- 4.1.2 Chair all meetings of the ECC. The ECC, in the absence of the Head, the Deputy Head shall preside. In the absence of the Head and the Deputy Head, any member of the Executive shall assume the duties of the Head for the purpose of continuity;
- 4.1.3 Be an ex-officio member of all residence subcommittees;
- 4.1.4 Be responsible for the overall coordination of the duties and functions of ECC

members;

4.1.5 Together with the Secretary is an official signatory of the ECC;

4.1.6 Be responsible for all the affairs of the ECC, including, but not limited to, liaising with any member of the university community with which the HC has an association;

4.1.7 Ensure compliance with the code of conduct by HC members and its subcommittees;

4.1.8 Ensure the smooth running of the individual House Committees and act as a medium of communication between House Committees, the SRC and the Student Housing

#### **4.2. Deputy Head Shall:**

4.2.1 Assume all the duties and responsibilities of the Head in their absence;

4.2.2 Support and assist the President in the coordination of the duties and functions of ECC members;

4.2.3 Co-ordinate the affairs and sittings of the ECC Meeting in their campus;

4.2.4 Perform any other duties delegated to them by the President, as provided in the Constitution;

4.2.5 Act as a chairperson of all House Committee disciplinary committee;

#### **4.3 The Head of Secretaries Shall:**

4.3.1 Be the chief operations and administrative officer of the ECC.

4.3.2 Be the chief custodian of all documents of the ECC.

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

4.3.4 Timeously circulate notices, agendas and minutes of meetings to all ECC members.

4.3.5 Be responsible for the processing of all correspondence of the ECC with persons or bodies outside the ECC and within the ECC.

4.3.6 Together with the President be an official signatory of the ECC.

4.3.7 Ensure that the minutes, duly signed by the Head of ECC meetings, are

forwarded to the Office of the Head Student Housing and Residence Life.

#### **4.4 Duties of the Deputy Head of Secretaries (Richards Bay, East and West residence and Off-Camp)**

- 4.4.1 Convene and chair meetings related to programs;
- 4.4.2 Design an action plan for the year for approval by the Head of Housing;
- 4.4.3 Co-ordinate all projects of the ECC;
- 4.4.4 Create awareness amongst residence students about ECC projects;
- 4.4.5 Identify program or developmental projects to be initiated or supported by the ECC;
- 4.4.6 Submit quarterly reports to the ECC Secretary for submission to the Department of Student Housing and Residence Life at the end of the first week of October;

#### **4.5 The Chairperson Shall:**

- 4.5.1 Be the leader of the Cluster House Committee;
- 4.5.2 Attend house management meetings of the cluster by invitation;
- 4.5.3 Attend quarterly meetings with a cluster warden by invitation;
- 4.5.4 Be the full member of the ECC;
- 4.5.5 Be the signatory of all official documents of the cluster;
- 4.5.6 Provide leadership, monitor and direct house committee activities and delegate duties where necessary.

#### **4.6 The Deputy Chairperson Shall:**

- 4.6.1 Manage the cluster in the absence of the chair;
- 4.6.2 Maintain discipline in the cluster;
- 4.6.3 Ensure that the members adhere to the code of conduct of student housing;
- 4.6.4 Be responsible for maintaining by acting against transgressions of University rules;

#### **4.7 The Secretary**

- 4.7.1 Be the chief operations and administration officer of the cluster.



4.7.2 Be the chief custodian of all assets and documents of the cluster.

4.7.3 Circulate on time, notices, agendas, and minutes to all members of the cluster.

4.7.4 Keep the minutes of all proceedings of the meetings of the cluster and ensure that all resolutions are duly recorded in the minutes.

4.7.5 Provide copies of original meeting minutes, and other documents where/when needed

4.7.6 Undertake auxiliary services assigned to him or her by the Chairperson at all times.

4.7.7 Keeps records of all proceedings of the cluster

4.7.8 Receives all correspondence to the cluster

#### **4.8 The Deputy Secretary**

4.8.1 Shall deputize the secretary

4.8.2 Shall act as the secretary in the absence of the secretary

4.8.3 Support and assist the Secretary in the administration of the affairs of the cluster

4.8.4 Perform any other duties as may be assigned to him/her by the Secretary

#### **4.9 The Project officer**

4.9.1 Convene and chair meetings related to programs;

4.9.2 Design an action plan for the year for approval by the Head of Housing;

4.9.3 Co-ordinate all projects of the cluster;

4.9.4 Create awareness amongst residence students about cluster projects;

4.9.5 Identify program or developmental projects to be initiated or supported by the cluster;

4.9.6 Submit quarterly reports to the cluster Secretary for submission to the Department of Student Housing and Residence Life at the end of the first week of October;

#### **4.10 Academic Officer Shall:**

4.10.1 Encourage high academic performance and identify risk areas. Report such areas to the relevant residence management authority;

4.10.2 Assist in the coordination of the various peer helping and mentoring programs in the residence;

4.10.3 Initiate academic programs within the residence which could improve academic performance e.g. how to study, tutorials etc;

4.10.4 Assist with any ceremonies where academic excellence is acknowledged within the residence;

4.10.5 Represent the residence on any academic forums within the university where required;

4.10.6 Monitor the academic atmosphere in the residence concerning the creation of an environment where learning can be promoted.

**4.11 Community Engagement Officer Shall:**

4.11.1 Do community outreach;

4.11.2 Present a proposal plan of activities.

**4.12 Gender and Social Cohesion Officer Shall:**

4.12.1 Promote gender equity programmes;

4.12.2 Coordinate all transformation-related matters in cooperation with the SRC members for transformation;

4.12.3 Head the residence transformation programmes.

**4.13 Security Officer Shall:**

4.13.1 Attend the meetings of the Protection Services Committee and any other relevant ad hoc meetings by invitation;

4.13.2 Keep Campus Protection authority and Residence Management abreast of all security threats;

4.13.3 Report security issues to the relevant Campus Protection and Residence Management authority;

4.13.4 Remain constantly proactive and vigilant concerning protection issues and make recommendations to the relevant authority on such issues;

4.13.5 Give feedback to students on decisions taken at meetings.

**4.14 Sports, Arts and Culture Officer Shall:**

- 4.14.1 Promote cultural activities within the residences;
- 4.14.2 Promote cultural diversity;
- 4.14.3 Coordinate and monitor all sports activities within the residences;
- 4.14.4 Present a proposal plan of activities;
- 4.14.5 Promote, monitor and develop all sports activities in the residences.
- 4.14.6 Liaise and collaborate with sports union on matters concerning sports in residences

**4.15 Maintenance Officer Shall:**

- 4.15.1 Report all maintenance issues of concern to the relevant residence management authority;
- 4.15.2 Attend all meetings regarding technical and cleaning issues with the relevant authority or any other ad hoc meeting prescribed from time to time;
- 4.15.3 Liaise constantly with the relevant residence authority on technical and cleaning issues;
- 4.15.4 Give feedback regularly to students on maintenance decisions taken at meetings;
- 4.15.5 Give feedback to students regarding faults reported;
- 4.15.6 Give feedback regularly to students on decisions taken at meetings.

**4.16 Green Campus Initiatives Shall:**

- 4.16.1 Shall lead the green initiatives campaigns and talks within the residences
- 4.16.2 Shall develop the programs that encourages green within the institution which shall be in line with cluster POA
- 4.16.3 Shall advise the cluster on green initiatives

**4.17 First Year Guardian Shall:**

4.17.1 Assume responsibility for the drawing up of an orientation program for the approval of residence management, ensuring that the program conforms to the vision and mission of the overall institution and does not include any initiation;

4.17.2 Shall convene a sub-committee which will direct the orientation program;

4.17.3. Represent the resident students at orientation meetings at a residence level as and when required;

4.17.4 Shall monitor the progress of orientation and ensure that the dignity and educational value of the program is never compromised and report any transgression of policy to the relevant Residence Management authority;

4.17.5 Shall compile a report upon the completion of orientation programme, making recommendations and reporting on the effectiveness of the program.

**4.18 Health and wellness Officer Shall:**

4.18.1 Convene and lead student welfare, gender and disability committee meetings;

4.18.2 Facilitate the implementation of the action plan for his/her/ office in line with the ECC plan of action;

4.18.3 Facilitate health and wellness campaigns within the cluster

4.18.4 Organize and facilitate campaigns on student welfare, gender and disability as per the Cluster POA;

4.18.5 Promote welfare of all students in the college and its CLCs

4.18.6 Ensure health and hygiene within residencies

4.18.7 Encourage health behaviour within residence students

**5. Term of Office**

5.1 Each incumbent House Committee Member shall serve a Term of approximately 1 (one) year from the date or commencement of her/his Term (as determined in accordance with the Election clause) until –

5.1.1 the expiry of her/his term of office on the last day preceding the formation of a new house committee following an Election; or

5.1.2 upon the date of earlier termination of her/his membership in accordance with this Constitution.

5.2 Provided the Eligibility Requirements are met and a candidate is elected in accordance with this Constitution, a house committee Member may stand, be re-elected and serve for a total of 2 (two) terms as a house committee Member, unless a candidate for her/his 3<sup>rd</sup> (third) Term is elected head of chairpersons

5.2. A handover period of 7 days must be implemented prior to the commencement of the new HC term.

## **6. Eligibility to Stand for House Committee**

6.1. The ECC Members may not serve more than two terms, whether consecutively or separately;

6.2. No resident student shall be eligible to stand for election unless they have obtained a minimum pass of 70 % for the modules registered in the previous semester during current academic year. In an event of an annual program, 70% modules pass of the previous year results will be applicable;

6.3. Any student that has registered for at least one completed semester for a formal program of study recognised by Senate shall be eligible to stand for election, provided they comply with 7.2 above;

6.4. A resident student may only stand for election on the cluster in which they currently residing and still going to reside.

6.5 They shall satisfy all the requirement as contemplated on residence placement policy

## **7. Not Eligible to Stand for House Committee**

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

7.2. A student who is on an academic probation;

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

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

## **8. Who Shall Be Eligible to Vote**

8.1. All bona fide student registered for a formal qualification of study recognized by Senate residing in a specific residence shall be eligible to vote.

## **9 Termination of Individual Membership of The HC and ECC**

A member of the HC and ECC ceases to hold office if and when;

9.1. Cease to be a registered student of the University of Zululand for that academic year;

9.2. Cease to be a resident student;

9.3. Is found guilty by the court of law for any serious offence;

9.4. Tender a resignation;

9.5. Become a member of staff or management or a service provider to the University.

## **10 Appeal Against Termination of Membership**

10.1 A member whose membership has been terminated by the HC may lodge an appeal within seven (7) days to the Head of Department: Student Housing and Residence Life. The affected member shall continue to be a full member of the HC pending the outcome of the appeal. The decision of the HOD Student Housing and Residence Life should be final.

## **11. Filling of Vacancies**

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

## **12. Dissolution of The HC**

12.1 The House Committee is dissolved through the HC general election, the election of new committee automatically dissolves the outgoing committee.

12.2 In the event where the house committee fails to execute its duties as per this constitution, or their committee has members that do not meet the quorum (less than 7).

The Department of Student Housing and Residence Life in consultation with the ECC shall dissolve them and institute interim arrangements.

12.3 In an event of gross misconduct, the HC of the specific cluster may be dissolved.

### **13. Vote of No Confidence**

13.2. A vote of no confidence can be raised by members of the House committee emanating from the poor performance or conduct by the House Committee or some member(s) of the House Committee at the ordinary or extraordinary meetings;

13.3. The motion must be presented to the House Committee in not less than one (1) weeks before the scheduled meeting;

13.4. An opportunity must be given to the House Committee to address the concerns as outlined in the motion;

13.5. The vote of no confidence must relate to the motion presented.

### **14. HC Elections**

14.1. The Department of Student Housing and Residence Life shall be responsible for organizing the HC elections and providing administrative support to the Electoral Committee in accordance with this constitution read in conjunction with the SRC constitution;

14.2. Elections for the HC shall be held according to the rules, conditions, processes and procedures set out in this constitution for House Committee;

14.3. The elections shall be held during the third term of the University at a convenient date to be determined by the Head: Student Housing / Residence Electoral Committee before the SRC Elections.

#### **14.4. Voter's Qualification**

14.4.1 No person shall be allowed to vote in the election of the HC Elections unless he/she;

14.4.1. (a) Is a student registered at the University reside in the residence owned by the University or on lease by the university.

14.4.1. (b) Is intending to vote in a cluster where she/he resides

#### **14.5 Disqualification to vote**

14.5.1 Any person who has committed a breach of the electoral provisions of this constitution, will be disqualified to vote.

#### **14.6 Presiding Officer**

14.6.1 The electoral committee will conduct the elections using this constitution

14.6.2 The results of the votes shall be released when elections are over.

14.6.3 The CEO shall follow this constitution and ensure that the elections are free, fair and credible.

#### **14.7 Voting**

14.7.1 Voting shall be in person, no voting in proxy or by post or with whatsoever mode of communication

14.7.2 The election committee may require any person to produce the student card

14.7.3 Voting shall be by ballot,

The election committee may adopt such additional voting measures as it deems necessary and appropriate to ensure a free and fair HC Election, including show of hands, voting by electronic means and the electronic counting of ballots, in which case the procedures for a manual voting process as set above will not apply.

#### **14.8 Invalid election**

14.8.1 An election shall be declared invalid if more than 50% + 1 of the electorate take a resolution to that effect; in such a case new elections shall take place on the rearranged day.

#### **14.9 Nomination Procedure Cluster Election**



14.9.1 Through the form obtained from Student Housing, each person intends contesting for HC shall fill in such form and submit it to Student Housing through the Election Committee.

#### **14.10 Nomination Procedure ECC**

14.10.1 Each cluster shall

- a. Nominate two (2) voting delegates
- b. Nominate two (2) contesting delegates

14.10.2 All HC members in the meeting shall sign the resolution form and send it back to Student Housing through Election Committee

14.10.3 Voting delegates will be voting on behalf of the cluster at the ECC Election

#### **14.11 Equal Votes**

14.11.1 In the case where any of the contesting candidates receives equal vote in any portfolio, the toss of the coin shall be used to determine the winner.

#### **14.12 Objection to voting**

14.12.1 Objection to irregularities in the voting or conduct of voting in any election or by-election shall be lodge in writing to the Election Committee.

14.12.2 Any objection for candidates to be voted for must be sent to Student Housing at the open time for objections, which is two days and there after the Student Housing will publicize those candidates a day before the HC Election

#### **15. Privileges and Benefits for House Committees**

15.1. The HC privileges and benefits shall be determined by the Student Housing and Residence life from time –to- time

15.2 The Student Housing and Residence life shall provide leadership development and capacity building programme for it house committee leadership.

#### **16. Code of Conduct**

- 16.1. House Committee members shall attend all residence House Committee meetings;
- 16.2. Should they be unable to attend, a written apology in advance must be submitted to the secretary;
- 16.3. No members of the house shall use offensive or hate language during any residence or house committee meeting;
- 16.4. No resident shall bring the residence into disrepute through their conduct anywhere;
- 16.5. Racial, xenophobic and/or cultural intolerance shall be outlawed;
- 16.6. No resident shall distort policy positions and misrepresent the residents for their personal gain;
- 16.7. No resident shall go against the UNIZULU's alcohol and drug policy;
- 16.8. Any form of harassment will not be tolerated;
- 16.9. No resident may disrespect or offend the dignity of a fellow student, member of staff or member of the public;
- 16.10. No member shall instigate others or vandalize any residence structure;
- 16.11. Any House Committee member, who fails to perform to the required standards, makes themselves liable to suspension and dismissal.
- 16.12 Members of the House Committee are subjected to all residence policies.

## **17. Constitutional Amendments**

- 17.1. The HC, Resident students and Student Services Practitioners may propose the constitutional amendments;
- 17.2. The submission shall be through Student Housing and Residence Life and will be forwarded to the Dean of Students Office for recommendation;
- 17.3. A written submission must be tendered in writing and must be supported by a list of at least 10% resident students, including names, student numbers and signatures;
- 17.4. In the case of conflict arising from the interpretation of issues, the matter shall be referred to the Head: Student Housing and Residence Life.

### 18. Approval

This constitution is to be approved by the Student Services Department in consultation with the SRC, after it has been adopted by the House Committee

#### Motivated by

\_\_\_\_\_  
House Committee Secretary Signature

\_\_\_\_\_  
Date

Initials and Surname\_\_\_\_\_

\_\_\_\_\_  
SRC Secretary Signature

\_\_\_\_\_  
Date

Initials and Surname\_\_\_\_\_

#### Recommended by

\_\_\_\_\_  
Res Life Signature

\_\_\_\_\_  
Date

Initials and Surname\_\_\_\_\_

\_\_\_\_\_  
HOD Student Housing Signature

\_\_\_\_\_  
Date

Initials and Surname\_\_\_\_\_

#### Approved by

\_\_\_\_\_  
Dean of Students Signature

\_\_\_\_\_  
Date

Initials and Surname\_\_\_\_\_

