**St Mary Hall Constitution**

**Version 01.2020**

**ST MARY HALL**

**Constitution**

Subject always to the authority of the Council of the University and the powers of the Senate to superintend and regulate the administration of the residence and the discipline of the students, the following Constitution has been duly approved for the administration of ST MARY HALL.

**PREAMBLE**

We, the staff and students of St. Mary Hall, in celebrating the diversity of our student body, strive to create a Hall of Excellence. Students are given every opportunity to reach their academic potential within the supportive structures of fellowship and community, whilst growing as individuals by participating in extracurricular activities. Through communal projects and activities, students succeed in creating a strong sense of sisterhood within the Hall. We live by the following values: Ubuntu (philosophy of togetherness), a holistic lifestyle while being true to one’s self, excellence and transparency and accountability.

**NAME**

The name of the Hall is “St Mary Hall”. The Hall consists of four houses, namely John Kotze House and Annexe, Olive Schreiner House, Phelps House and Lillian Britten House and Annexe.

**1. MEMBERSHIP OF THE HALL**

Members of the Hall shall be :

* 1. The Hall Warden, the House Wardens
	2. The Sub-Wardens of the Hall

1.3 All students residing in the constituent houses and annexes of the Hall.

1.4 All Fellows of the Hall

**2. HALL WARDEN**

The Hall Warden is appointed by the Council of the University to be responsible to Senate and Council for the management and administration of the Hall as described in the Job Profile for Hall Wardens and subject to the provisions of this Constitution, as well as for carrying out any other duties as may be required from time to time by the Director of Students, Senate or Council.

**3. HOUSE WARDENS**

House Wardens are appointed by Council of the University to be responsible to Senate and Council for the Management and Administration of her House, as described in the Job Profile for House Wardens and subject to the provisions of this Constitution, as well as for carrying out any other duties as may be required from time to time by the Hall Warden, Director of Students, Senate or Council

**4. SUBWARDENS**

The Sub-wardens are appointed by the Council of the University and shall be responsible to their House Wardens for fulfilling the duties described in the Job Profile for Sub-Wardens and subject to the provisions of this Constitution, as well as for functions and duties as required of them by their House Wardens.

**5. HALL COMMITTEE**

5.1 Composition: The Hall Committee shall comprise of:

5.1.1 The Hall Warden, who shall ex-officio be Chairperson of the Hall Committee

5.1.2 The House Wardens

5.1.3 The Sub-Wardens in the Hall

5.1.4 The Hall Senior Student

5.1.5 The Head Student of each House

5.1.6 The Fellows of the Hall

5.1.7 The SRC Hall Representative

5.1.8 Any co-opted members

5.2 The Hall Committee shall meet as often as it considers it necessary, but not less than four times per annum.

* 1. The Hall Warden may, at her discretion, on twenty four hours’ notice, call a special meeting of the Hall Committee to deal with a specific issue or issues; and must do so if 25% of the members of Hall Committee request such a meeting in writing.
	2. The **quorum** for any Hall Committee meeting shall be at least 66% of the members of the Committee provided that at least one representative each from each house is present with the exemption of co-opted members.

5.5 The Hall Warden, or the Hall Senior Student in consultation with the Hall Warden, may call a meeting of the Hall; and the Hall Warden must do so if the Hall Committee so resolves or if 25% of the members of the Hall request such a meeting in writing.

5.6 The procedures governing Hall Committee meetings are set out in Annexure A.

**6. POWERS AND DUTIES OF THE HALL COMMITTEE**

 Subject to the provisions of the Constitution, the Hall Warden is the final decision making authority in all matters pertaining to the Hall.

6.1 To formulate rules and regulations governing the life of the student members of the Hall.

6.2 To advise the Hall Warden on issues relating to the administration, management and general policies of the Hall. The Hall Warden is obliged to consider such advice, but retains the discretion to accept or reject such advice. The Hall Warden may not unreasonably refuse to follow the Hall Committee’s advice. In the event of the Hall Warden refusing to accept the Hall Committee’s advice, she must provide full reasons to the Committee for the decision at the next scheduled Hall Committee meeting, or at a special meeting called for that purpose. If dissatisfied with such reasons, the Hall Committee may request the Director of Student Affairs to intercede in the matter.

6.3 Where necessary to exercise disciplinary powers as set out and detailed in the relevant clauses of the Student Disciplinary Code.

6.4 To nominate Fellows of the Hall, subject to confirmation by the University Senate.

**7.       FELLOWS OF THE HALL**

7.1 After considering representation from the Hall Committee, Senate shall appoint up to four Hall Fellows, each to hold office for a one year probationary period and thereafter re-appointed for five years, or until such time as they resign in writing or cease to comply with the conditions of eligibility. The Hall Committee may also recommend the appointment of Honorary Fellows.

7.2 The Fellows of the Hall shall be a member of the University Council, academic staff or senior administrative staff elected by the Hall Committee, but should not be a member of Senior Management.

7.3 Hall Fellows shall be eligible for re-appointment.

7.4 Hall Fellows are full members of the Hall whose responsibilities are to act as advisors and mentors to Wardens, committees and members of the Hall.

7.5 After serving the Hall for two consecutive five year periods, a Hall Fellow could be appointed as an Honorary Fellow at the discretion of the Hall Warden and Hall Committee in recognition of long and distinguished service to the Hall.

7.6 The Hall Fellows should, where possible, champion the Hall’s needs to the relevant University authorities.

7.7 The Hall Fellows should be invited to actively participate in all Hall activities.

7.8 The Hall Fellows should enjoy limited dining rights as a member of the Hall for the duration of his/her office.

**8.       HALL SENIOR STUDENT**

**8.1. ELIGIBILITY**

Any studentwho has been resident in the Hall for at least two full terms, who is currently resident in the Hall and who has contributed meaningfully to the quality of student life in St Mary Hall and who in the 12 months preceding the closing date for nominations:

8.1.1. has not been found guilty of a University disciplinary offence by any disciplinary authority in the University and sentenced, whether suspended in part or in whole,  to a fine in excess of 25% of the Hall Warden’s maximum fine jurisdiction at the time the fine was imposed; or

8.1.2 has not been sentenced to any form of exclusion; or

8.1.3 has not been sentenced to compulsory service of 20 hours or more and

8.1.4 has not failed more than two half credits or the equivalent in the preceding June examinations;

shall be eligible to be nominated or elected to fill the post of Hall Senior Student for the following calendar year.

**8.2** The Hall Senior Student shall act in liaison with the Hall Warden, the Hall Committee and students of the Hall.

**8.3** The Hall Senior Student shall hold office for one full academic year and shall remain in office for as long as she is resident in the Hall, and normally for as long as she retains her eligibility for the position. The Hall Senior Student shall be eligible for re-election.

**8.4** The Hall Senior Student shall ex-officio be a full member of the Hall Committee and the House Committee of her House and shall have observer status on all other House Committees in the Hall.

**8.5** The Hall Senior Student may not hold another office (e.g. Sub-Warden, House Senior Student or House Committee Member) during her tenure.

**8.6** The procedures governing the election of Hall Senior Student are set out in Annexure B.

**8.7** Should a student be elected Hall Senior Student, but subsequently not meet the eligibility requirements, she shall normally be deemed ineligible to take up the position. The candidate who secured the next highest number of votes at the elections, who is still willing to serve and who fulfils the criteria shall normally be deemed to be elected and shall fill the vacancy.

**8.8** The Hall Senior Student may reside in the House of her choice.

**9 HOUSE HEAD STUDENT**

**9.1 ELIGIBILITY**

Any studentwho is currently resident in the House and has been resident in a House for at least two full terms and has contributed meaningfully to the quality of student life in her house; and who in the 12 months preceding the closing date for nominations:

9.1.1 has not been found guilty of a University disciplinary offence by any disciplinary authority in the University and sentenced, whether suspended in part or in whole,  to a fine in excess of 25% of the Hall Warden’s maximum fine jurisdiction at the time the fine was imposed; or who

9.1.2 has not been sentenced to any form of exclusion; or

9.1.3 has not been sentenced to compulsory service of 20 hours or more and

9.1.4 has not failed more than two half credits or the equivalent in the preceding June examinations;

shall be eligible to be nominated or elected to fill the post of a House Head Student.

Should a student be elected House Head Student, but subsequently no longer meet the eligibility requirements, she shall normally be deemed ineligible to take up the position. The candidate who secured the next highest number of votes at the elections, who is still willing to serve and who fulfils the criteria shall normally be deemed to be elected and shall fill the vacancy.

**9.2** The House Head Student shall act in liaison with the Hall and House Wardens, the Hall and House Committees and students of the House and encourage participation by House members in House, Hall and University functions.

**9.3** The House Head Student shall hold office for one full academic year and shall remain in office for only as long as she is resident in the House and retains her eligibility. The House Head Student shall be eligible for re-election.

**9.4** The House Head Student may not hold another office (eg Sub-Warden, Hall Senior Student or House Committee member) during her tenure.

**9.5** The procedures governing the election of the House Head Student are set out in Annexure B.

**9.6 S**hould a student be elected Head Student of a House but subsequently be unable to take up the position the candidate who secured the next highest number of votes at the elections and who is still willing to serve and fulfils the criteria shall normally be deemed to be elected and shall fill the vacancy. Should the candidate with the next highest number of votes not be available to take up the position, a Head Student could be elected from the eligible members of the House Committee.

**10        HOUSE COMMITTEES**

**10.1 ELIGIBILITY**

Any studentwho has been resident in a House for at least two full academic terms; and who in the current academic year:

10.1.1 has not been found guilty of a University disciplinary offence by any disciplinary authority in the University and sentenced, whether suspended in part or in whole,  to a fine in excess of 25% of the Hall Warden’s maximum fine jurisdiction at the time the fine was imposed; or

10.1.2 has not been sentenced to any form of exclusion; or

10.1.3 has not been sentenced to compulsory service of 20 hours or more and

10.1.4 has not failed more than two half credits or the equivalent in the preceding June examinations;

shall be eligible to be nominated or elected to fill the post of a House Committee Member. Members of the House Committee shall be eligible for re-election.

10.1.5 Where a student does not meet the eligibility requirements due to a disciplinary offence, she has the right to appeal for leniency through her House Warden to the Hall Warden.

**10.2** A House Committee shall comprise :

10.2.1 The House Warden, who shall be ex-officio Chairperson of the House Committee.

10.2.2 The Sub-Wardens of the House

10.2.3 The Head Student of the House

10.2.4 The Hall Senior Student, if resident in the House

10.2.5 The Hall SRC Representative, if resident in the House

10.2.5 Six other members of the house in elected portfolios.

10.2.6 Any other co-opted members.

10.3 House Committee members shall hold office for one full academic year and shall remain in office for only as long as they are resident in the House and retain their eligibility.

10.3.1 A member of the House Committee may be discharged of her duties if she is reasonably believed to bring the House in disrepute.

10.3.2 The House Committee member who is reasonably believed to bring her residence into disrepute shall be entitled to a hearing consisting of the Hall Warden, House Warden a Sub-Warden, the Hall Senior Student and the House Head Student.

10.4 The Hall Warden, Hall Senior Student and Hall SRC Representative may attend House Committee meetings as observers with speaking rights.

10.5 The House Committee shall meet as often as it considers necessary, but not less than four (4) times per year.

10.6 The House Warden may at her discretion call a special meeting of the House Committee to deal with a specific issue or issues, and must do so at the request of the Hall Warden or if 25% of the members of the House Committee requests such a meeting in writing.

10.7 The quorum for any House Committee meeting shall be at least 66% of the members of the Committee.

10.8 Either the House Warden, or the House Head Student in consultation with the Warden, may call a meeting of the House and the House Warden must do so if the House Committee or 25% of the residents of the residents of the House requests such a meeting.

10.9 The procedures governing House Committee meetings are set out in Annexure B.

10.10 House Committee members returning early for the Orientation week and House Committee training will be expected to reside and sleep in residence from their return for the Orientation Week training period and up until the date that returning students are allowed back in residence.

10.11 House Committee members are expected to attend mid-year House Committee refresher training.

**11        POWERS AND DUTIES OF A HOUSE COMMITTEE**

11.1 Subject to the provisions of this Constitution and the powers of the Hall Warden, the House Warden is the final decision-making authority in all matters pertaining to a House.

11.2 The Hall Warden and House Warden may delegate authority to the House Committee to act in certain matters.

11.3  Subject topoint11.1, a House Committee :

11.3.1 Has the power to decide issues relating to its own operation and activities.

11.3.2 Shall share with the House Warden responsibility for the general welfare of the members of the House.

11.3.3 Shall assist in maintaining a high standard of discipline and good order among members of the House by leading by example.

11.3.4 May act as intermediary between the student members of the House, on the one hand and the Hall Warden and/or House Warden, on the other.

11.3.5 Shall be responsible for arranging all social and other events for students in the House, subject to any University or Hall Rules pertaining to such events.

11.4 The House Committee may advise the House Warden, the Hall Warden and the Hall Committee on issues relating to the administration, management and general policies of the House and Hall. The House Warden, Hall Warden and Hall Committee are obliged to consider such advice, but retain the discretion to accept or reject such advice.

11.5 The House Committee of each House shall perform such duties as are delegated to them by the Hall Warden and/or House Warden and as specified in the Code of Conduct for House Committee Members, as copy of which shall be available prior to House Committee elections and which shall be given to any newly elected House Committee Members.

**12 RULES AND REGULATIONS**

12.1 The Hall Committee shall normally have the power to make rules and regulations governing the life of student members of the Hall.

12.2 In the event of an emergency arising, or where it is not possible to convene a meeting of the Hall Committee to consider formulating a rule that is necessary for dealing with an emergency situation, the Hall Warden may, in consultation with the other House Wardens, formulate rules and regulations to deal with that situation. Thereafter the Hall Warden shall account to the Hall Committee at the next scheduled Hall Committee meeting, or at a special meeting called for that purpose. The Hall Committee shall then review the rule or rules that the Hall Warden, in consultation with the other House Wardens, formulated.

12.3 In the event of an emergency arising, or where it is not possible to convene a meeting of the House Committee to consider formulating a rule that is necessary for dealing with an emergency situation, the House Warden, wherever possible in consultation with the Hall Warden, may formulate rules and regulations to deal with that situation.

12.4 The Hall Warden, Hall Senior Student and the Hall SRC representative, may attend House meetings as observers with speaking rights.

**13 CODE OF CONDUCT**

13.1 In the spirit of participative governance, members of the Hall are committed to the Constitution of the Republic of South Africa.

13.2 All members of the Hall should act in a responsible manner and will behave with dignity and self-control. Members should avoid personal attacks, treat each other with respect and should allow others to air their views without interruption.

13.3 All meetings will be conducted in good faith and members will strive to develop a common understanding and consensus. Inputs must be constructive and solution-orientated.

**14 THE HALL SRC REPRESENTATIVE**

14.1 ELECTION The election of the Hall SRC Representative shall take place in accordance with the procedures laid down in the SRC Constitution.

14.2 FUNCTIONS

14.2.1 The Hall SRC Representative shall be a member of the Hall Committee and shall liaise between the members of the Hall and the Hall Committee, and the SRC. She shall serve *ex officio* as a member of her House Committee

14.2.2 The Hall SRC Representative may, in consultation with the Hall Warden, call a meeting of the combined House Committees of the Houses of the Hall. The quorum of such a meeting of the combined House Committees shall be 66.6%.

14.2.3 With the approval of the Hall Warden, the Hall SRC Representative may at any time call a General Meeting of students of the Hall. The quorum at a General Hall Meeting shall be 66.6% of those members of the Hall who are eligible to vote.

**15 AMENDMENTS TO THE CONSTITUTION**

15.1 The Hall Committee may recommend to the Senate and the Council, through the Board of Residences, any amendments to this Constitution.

15.2 If the Senate or the Council is of the opinion that the repeal or alteration or any of the provisions of this Constitution is necessary, the Senate may, after giving the Hall Committee an opportunity to express its views, repeal or alter any such provision or provisions.

**ANNEXURE A**

**The following procedures shall govern all meetings in the Hall:**

**Quorum**

A1 All votes should be taken while meetings are quorate.

**Subcommittees**

A2 The Hall Committee or a House Committee may appoint sub-committees to deal with specific issues. Normally these should consist of members of the Hall or House. While in existence, sub-committees, via their Chairpersons, must report back to the Hall or House Committee at its meetings.

**Decision making**

A3 Whenever possible, issues shall be debated until general consensus is reached.

A4 Where consensus cannot be reached and it is necessary to resolve an issue, a formal decision shall be taken, by simple majority, with each member present at the meeting having one vote.

A5 The Chairperson shall have all the functions and powers normally associated with that position.

A6 The Chairperson has both ordinary vote and in the event of a tie, a casting vote.

A7 In the event of the Chairperson being unable, for whatever reason, to chair the meeting, the members present at the meeting must choose someone from their number to act as Chairperson for that meeting.

A8 The Chairperson elected shall have the same functions and powers normally associated with the position.

**ANNEXURE B: ELECTION PROCEDURES**

**Hall Senior Student and House Head Student Elections**

B1 The Hall Senior and House Head Students shall normally constitute the Scrutineering Committee for elections in the Hall. The Hall Senior Student shall ex officio be Chief Scrutineer. Should any of them, for whatever reason, be unable to act as Scrutineer, the remaining members of the Scrutineering Committee shall, in consultation with the Hall Warden, appoint suitable replacements.

B2 The House Head Student shall normally be the Chief Scrutineer for elections in the House and shall have the power to appoint additional Scrutineers to assist her if necessary. Should the House Head Student, for whatever reason, be unable to act as Scrutineer, the House Warden shall, in consultation with the Hall Warden, appoint a suitable replacement, who shall have the power to appoint additional Scrutineers to assist her if necessary.

B3 Normally within 48 hours of the Sub-Warden appointments having been finalised, and normally before the fourth term of each academic year, the Chief Scrutineer, in consultation with the Hall Warden, shall call for nominations for Hall Senior Student for the following academic year.

B4 The appropriate Chief Scrutineers, in consultation with the relevant House Wardens, shall normally call for nominations for House Head Students for the following academic year within 48 hours of the election of the Hall Senior Student being finalised.

B5 For both Hall Senior Student and House Head Student a call for nominations shall specify a day and time at which nominations will close, and the manner in which nominations should be made. The period for nomination shall be kept open for at least 48 hours after nominations are first called. After which the names of the candidates, proposers and seconders shall be made available for 24 hours in all residences (for Hall Senior Student) and in the respective residences (for House Head Student).

B6 After the closing of nominations a grazzle will be held, at which time all nominees would be given an opportunity to share their vision for the position and to which all eligible students would be invited. Voting will commence immediately after the grazzle.

B7 Voting will be strictly by secret ballot.

B8 For the Hall Senior Student elections, ballot boxes will be available immediately after the grazzle, and in the Dining Hall during meal-times, for the 24 hours following the grazzle. A 66.6% poll should be achieved. If a 66.6% poll has not been achieved at the end of the 24 hour period, voting should continue for a further 12 hours after which time voting will cease even if the required percentage has not been reached.

B9 For the House Head Student elections, ballot boxes will be available in the House immediately after the grazzle and under the supervision of the Sub-Warden on duty, for the 24 hours following the grazzle, until a 66.6% poll has been achieved. If a 66.6% poll has not been achieved at the end of the 24 hour period, voting should continue for a further 12 hours after which time voting will cease even if the required percentage has not been reached.

B10 If only one nomination is received for the position, the students in the Hall or House are nevertheless required to vote. For the candidate to be elected a 50% vote in her favour, from those eligible to vote, is required. If this is not obtained, nominations should again be called for.

B11 Only students who have resided in the House in which they are resident for two full academic terms and who are currently resident in the House may nominate or second candidates for election.

B12 All nominations must be made in writing and must be signed by both the proposer and seconder, and should be accepted in writing by the candidate.

B13 The Scrutineers, together with the Hall Warden, in the case of the Hall Senior Student; and the House Warden, in the case of the House Head Student; shall draw up a list of voters and if necessary shall specify the times and places at which voting may take place.

B14 No campaigning is permitted in the vicinity of the voting area once the grazzle is over.

B15 Campaigning should be conducted in a respectful manner, allowing for free and fair elections.

B16 Nomination lists shall accompany the ballot boxes.

B17 The candidate who obtains the majority of votes shall be declared elected. In the event of a tie, a by-election shall be held between the top two candidates. In the event of a further tie, the election shall be determined by the toss of a coin.

B18 Any candidate who wishes to contest the results of an election, must to so in writing to the Chief Scrutineer within twenty-four hours of the result being released.

**House Committee Elections**

C1 The House Warden shall call for nominations for the House Committee at a House Meeting. These nominations, which should include the name of the proposer and seconder and accepted by the nominee, should be handed to the House Head Student or a Sub-Warden within 48 hours of the House Meeting. Accepted nominations must be accompanied by a letter of motivation.

C2 The names of proposed candidates will be screened by the House Warden and Sub-Wardens to ensure that these candidates are eligible

C3 The proposed candidates’ names will be handed to the current portfolio representatives for comment.

C4 The existing House Committee will meet and discuss nominations.

C5 The letters of motivation of the eligible and suitable nominees will be placed on a House Noticeboard for 24 hours.

C5 Thereafter a grazzle will be held at which time the suitable candidates will be given an opportunity to share their vision for the portfolio with the house. Following which a vote by secret ballot will be held.

C6 Ballot boxes will be available in the House immediately after the grazzle and under the supervision of the Sub-Warden on duty, for the 24 hours following the grazzle, until a 66.6% poll has been achieved. If a 66.6% poll has not been achieved at the end of the 24 hour period, voting should continue for a further 12 hours after which time voting will cease even if the required percentage has not been reached.

C7 If only one nomination is received for the position, the students in the Hall or House are nevertheless required to vote. For the candidate to be elected a 50% vote in her favour, from those eligible to vote, is required. If this is not obtained, nominations should again be called for.

C8 The new House Committee will be announced in a suitable manner thereafter.

C9 Should a position on House Comm not be filled or should one fall vacant during the year, the House Comm may in the first instance choose to co-opt an eligible student or if no suitable candidates are available an election may be held for the vacant position from eligible students in the residence.