

Rhodes University

Desmond Tutu Hall



Constitution

Hall Rules

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1 CONSTITUTION OF THE DESMOND TUTU HALL

Subject always to the authority of the Council of the University and the power of the Senate to superintend and regulate the administration of the residences and discipline of the students, the following constitution has been duly approved for the administration of DESMOND TUTU HALL.

1 NAME

The name of the Hall shall be Desmond Tutu hall and it shall consist of 4 houses: Amina Cachalia, Cullen Bowles, Ellen Kuzwayo and Margaret Smith;

2 DEFINITIONS

- 2.1 "Student of senior standing" shall mean a student member of the Hall who has been a student at Rhodes University for at least one academic year.
- 2.2 "The Council" shall mean the Council of Rhodes University.
- 2.3 "The Senate" shall mean the Senate of Rhodes University.
- 2.4 "Recuse" shall mean to disqualify or seek to disqualify from participation in a decision on grounds such as prejudice or bias, conflict of interest, relation to a party, attorney or witness, or for any other reason.

3 MEMBERSHIP OF THE HALL

The members of the Hall shall be:

- 3.1 the Hall Fellows, provision for whose office is made in Article 8 below;
- 3.2 the Hall Warden, Hall Administrator, House Wardens and Sub-Wardens;
- 3.3 all students residing in the Hall.

4 THE HALL COMMITTEE

The following persons shall be members of the Hall Committee:

- 4.1 the Hall Warden - Chairperson ex officio;
- 4.2 the Head Student of the Hall – Vice Chairperson ex officio;
- 4.3 the Fellows of the Hall;
- 4.4 the House Wardens or Assistant House Wardens;
- 4.5 the Head Student of each of the constituent houses;
- 4.6 the Sub-Wardens of the Houses;
- 4.7 the Hall Administrator

5 DUTIES AND RESPONSIBILITIES OF THE HALL COMMITTEE

The Hall Committee shall operate as an advisory committee to 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, and 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, s/he must provide full reasons to the Committee for his/her decision at the next scheduled Hall Committee meeting, or at a special meeting called for that purpose. If the Hall Committee is dissatisfied with the reasons provided, the matter may be referred to the Division of Student Affairs by the Hall Committee. Furthermore:

- 5.1 the University disciplinary authorities have the right to refer a disciplinary matter to the Hall Disciplinary Committee in terms of the Student Disciplinary Code; and
- 5.2 the Hall Warden may delegate authority to the Hall Committee to act in certain matters.

6 MEETINGS OF THE HALL COMMITTEE

- 6.1 Special meetings of the Hall Committee may be called at the discretion of either the Hall Warden or the Hall Head Student on 48 hours notice. A special meeting of the Hall Committee must also be called if 25% of the members of the Hall Committee request such a meeting in writing.
- 6.2 Meetings will normally be held once in each term.

7 QUORUM

A quorum of the Hall Committee shall be two-thirds (66%) of the members of the Hall Committee, provided that one representative from each house is present.

8 THE FELLOWS

- 8.1 There shall be four Hall Fellows who shall be appointed by the Senate of the University who shall be nominated by the Hall Committee. They shall serve for a period of five years and shall enjoy full voting rights on all matters concerning the Hall and shall be eligible for re-appointment.

8.2 FUNCTIONS AND PRIVILEGES OF THE FELLOWS

It is expected that Hall Fellows:

- a) Serve as role models for the personal and academic growth and integration of the student members of the Hall;
- b) act as advisors and mentors to the members of the Hall;
- c) act as external advisors to the Hall Warden;
- d) where possible, champion the Hall's needs to the relevant University authorities;
- e) be invited to actively participate in Hall academic, cultural and social activities;
- f) enjoy limited dining rights as a member of the Hall for the duration of his/her office;
- g) serve as members of the Hall Committee;
- h) enjoy full voting rights on matters concerning the Hall.

9 WARDENS

9.1 THE HALL WARDEN

The Hall Warden shall be 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 for the carrying out of any other duties as may be required from time to time by the Division of Student Affairs, Senate or Council.

9.2 THE HOUSE WARDEN

In all further clauses of this constitution use of the term "House Warden" shall include reference to an Assistant House Warden.

- 9.2.1 The House Warden shall be responsible to the Hall Warden, for the management and administration of his/her House as described in the Job Profile for House Wardens and for carrying out any other duties as may be required of him/her from time to time by the Hall Warden, Senate or Council.
- 9.2.2 The House Warden shall have the power to delegate to his/her Sub-Wardens or members of the House Committee such of their powers as are required to be exercised from time to time by the Sub-Wardens or House Committee members after consultation with the Hall Warden.

9.3 THE SUB-WARDENS

- 9.3.1 The Sub-Wardens shall be the House Warden's deputies and shall exercise and be responsible to the Hall Warden and the House Warden for fulfilling the duties described in the Job Profile for Sub-Wardens as well as functions and duties as may from time to time be delegated to them by the House Warden in terms of clause 9.2.2 above.
- 9.3.2 Sub-Wardens shall serve as members of their respective House Committees.

10 ESTABLISHING RULES AND REGULATIONS

- 10.1 The Hall Warden shall have the responsibility to make rules and regulations governing the life of student members of the Hall to meet the aims and objectives of the vision and mission of the residential system as well as the preamble of the Hall. Such rules shall be made in consultation with the Hall Committee. Should the circumstances be such that rules need to be promulgated suddenly, the Hall Warden shall account to the Hall Committee at the next scheduled Hall Committee meeting, or at a special meeting called for this purpose. The Hall Committee shall then review the rule(s) promulgated by the Hall Warden.
- 10.2 The House Warden, in consultation with the Hall Warden, shall have the responsibility to make rules and regulations governing the life of student members of the House to meet the aims and objectives of the vision and mission of the residential system as well as the preamble of the Hall. Such rules shall be made in consultation with the Hall and the House Committees. Should the circumstances be such that rules need to be promulgated suddenly, the House Warden shall account to the House Committee at the next scheduled House Committee meeting, or at a special meeting called for this purpose. The House Committee shall then review the rule(s) promulgated by the House Warden.

If the Hall Committee, the Senate or the Council is of the opinion that the repeal or alteration of any of the rules made in terms of 10.1 or 10.2 above is necessary, they may, after giving the Hall or House Warden an opportunity to state his/her views, repeal or alter such rules.

Any rules or regulations made in terms of 10.1 or 10.2 above shall be published on the Hall's notice boards and in the Hall Rules booklet, copies of which shall be provided to all members of the Hall at the beginning of the following academic year.

11 THE HEAD STUDENT OF THE HALL

11.1 ELIGIBILITY

Any student

- a) who has been resident in the Hall for at least one semester;
- b) who is of reasonably academic standing, having not failed more than half of his/her credits in the year preceding application;
- c) who 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,
 - c.i) to a fine in excess of 25% of the Hall Warden's maximum fine jurisdiction at the time the fine was imposed; or
 - c.ii) to any form of exclusion; or
 - c.iii) to compulsory service of 20 hours or more

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

11.2 The Hall Head Student may not hold another office (e.g., Sub-Warden, SRC Representative, House Committee member) during his/her tenure.

11.3 Should a student be elected Hall Head Student, but subsequently fail more than two full credits or four half credits or the equivalent in the November examinations, he/she shall be deemed ineligible 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 shall automatically be deemed to be elected and shall fill the vacancy.

11.4 ELECTION OF THE HEAD STUDENT OF THE HALL

In the third term of each year the Head Student of the Hall shall be elected for the following year in the following manner.

11.4.1 Nominations, which must be supported by two seconders, shall be handed in writing to the Hall Administrator who shall act as a scrutineer. The Hall Warden shall also be a scrutineer. Nominations shall remain open for 24 hours after which the names of the candidates shall be made public.

11.4.2 Attached to the nomination form must be a written motivation from the candidate stating why he/she wants to be Hall Head Student and what he/she proposes to do for the Hall during his/her term of office.

11.4.3 Nominations lists, together with the names of the proposers and seconders, shall be posted in each House and shall accompany the box provided for the election by ballot, which shall take place within seven days of the closing of nominations. The ballot box shall be placed in the Dining Hall throughout the duration of three consecutive meals with a scrutineer in attendance.

11.4.4 For the election to be valid there must be at least a 60% poll. Should a 60% poll not be achieved, ballots shall remain open for the next two consecutive meals after which the votes then cast shall constitute a valid poll.

11.4.5 To be declared elected, a candidate must obtain more than 50% of the votes cast. Should this percentage not be obtained by one of the candidates, a further poll shall be held as soon as possible, in which only the 2 candidates who secured the largest

number of votes shall be eligible for election. Should more than two candidates receive the same number of votes all those receiving equal votes in the category qualifying for the further poll will be eligible for election. The candidate who receives the highest number of votes in the further poll shall be declared elected. If, during the further poll, the candidates obtain an equal number of votes, the previous Hall Head Student shall convene and chair an Electoral College of the House Head Students. The Electoral College, which may elect to interview the candidates, shall then vote. The Chair shall have a deliberative and a casting vote.

- 11.4.6 During the regular election of the Hall Head Student there shall also be an election for a Reserve Hall Head Student. Should the Head Student in the beginning of the year not return to the residence in the Hall to take up his/her term of office of, or elect to take up another office (e.g. Sub-Warden or SRC member) the Reserve Hall Head Student will fill this position. In the interim the reserve candidate shall be free to apply for other offices in house committees. Should the Head Student of the Hall resign from his office during any other time of the year another election shall be held in accordance with this section.
- 11.4.7 Any student of the Hall shall be eligible to vote or to nominate provided that he/she has been in residence in one of the constituent Houses of the Hall for at least two terms, or he/she has been resident in one of the constituent Houses of the Hall for at least one term and a resident student of the University for at least one full academic year.
- 11.4.8 In the case where only one candidate is nominated, nominations shall be reopened for a further 24 hours. Should there still only be one candidate, it will be announced to the Hall that such candidate shall be elected by default unless a further nomination is received during a further 24 hour period. Should no further nomination be received, such candidate shall be deemed to have been elected by default. Should any other candidates be nominated during this extended period, the election process shall commence in accordance with 11.4.3 to 11.4.7 above.

11.5 FUNCTIONS OF THE HEAD STUDENT OF THE HALL

- 11.5.1 The Head Student shall be a member of the Hall Committee and ex officio Vice Chair of the Hall Committee and shall liaise between the Hall Committee and students of the Hall. He/she shall serve ex officio as a member of his/her House Committee and is entitled to attend, as an observer, the House Committee meetings of the Houses in which he/she is not resident at his/her discretion or by invitation of the House Committee concerned.
- 11.5.2 The Head Student may, after consultation with the Hall Warden call a meeting of the combined House Committees of the Houses of the Hall. At least half of the constituent members of the combined House Committees shall constitute a quorum.
- 11.5.3 After consultation with the Hall Warden, the Head Student may at any time call a General Meeting of students of the Hall. The quorum at a General Hall Meeting shall be half of those members of the Hall who are eligible to vote.
- 11.5.4 The Hall Head Student will be the voice of the students of Desmond Tutu Hall to any committee of the university, including the SRC, but he/she shall not form part of the SRC.

12 THE HEAD STUDENT OF THE HOUSE/RESIDENCE

12.1 ELIGIBILITY

Any student

- 12.1.1 who has been resident in a House for at least two terms;
- 12.1.2 who is of reasonable academic standing, having not failed more than half of his/her credits in the year preceding application
- 12.1.3 who has participated significantly in residence life (the exact extent of this participation may be determined by each house);
- 12.1.4 who 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,
 - a) to a fine in excess of 25% of the Hall Warden's maximum fine jurisdiction at the time the fine was imposed; or
 - b) to any form of exclusion; or
 - c) to compulsory service of 20 hours or more

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

12.2 The House Head Student may not hold the office of Subwarden or SRC representative concurrently with his/her tenure as Head Student;

12.3 Should a student be elected as House Head Student, but subsequently fail more than half of his/her credits in the November examinations, he/she shall be deemed ineligible 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 shall automatically be deemed to be elected and shall fill the vacancy.

12.4 ELECTION OF THE HEAD STUDENT OF EACH HOUSE

- 12.4.1 Following upon the election of the Head Student of the Hall in the third term of each year, members of each of the Houses shall elect the Head Student from among the members of their respective Houses to serve for the following year, provided that the Head Student of the Hall shall not be eligible for election as Head Student of a House.
- 12.4.2 Nominations for Head Student must be made at a compulsory meeting of the House, with a further 24 hours being allowed for nominations by those parties unable to attend the meeting. Students may nominate themselves or accept nomination by another student.
- 12.4.3 The Head Student must be elected by a two thirds majority of the residence by secret ballot. No votes can be changed once cast.
- 12.4.4 The nature of the voting procedure will be left to each House, but must take place over the course of no more than two weeks.
- 12.4.5 During the regular election of the House Head Student there shall also be an election for a Reserve House Head Student. Should the House Head Student in the beginning of the year not return to the residence in the Hall to take up his/her term of office of, or elect to take up another office (e.g. Sub-Warden or SRC Member) the Reserve House Head Student will fill this position. In the interim the reserve candidate shall be free to apply for other office in house committees.

12.5 FUNCTIONS OF THE HEAD STUDENT OF EACH HOUSE

The Head Student of each House shall perform the following functions:

- 12.5.1 liaise between the House and Hall Committee;
- 12.5.2 encourage participation by members of the House, in House, Hall and University functions;
- 12.5.3 call House meetings when necessary after consultation with the House Warden;
- 12.5.4 ensure that a copy of the minutes of such Committee meetings is made available promptly to members of the House Committee by the Secretary and
- 12.5.5 ensure that the members of the House Committee fulfil their duties.

13 THE HALL SRC REPRESENTATIVE

13.1 ELECTION OF THE HALL SRC REPRESENTATIVE

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

13.2 FUNCTIONS OF THE HALL SRC REPRESENTATIVE

- 13.2.1 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/he shall serve ex officio as a member of her House Committee, and is may attend, as an observer, the House Committee meetings of the Houses in which she/he is not resident at her/his discretion or by invitation of the House Committee concerned.
- 13.2.2 The Hall SRC Representative may, with the concurrence of the Hall Warden, call a meeting of the combined House Committees of the Houses of the Hall. At least half of the constituent members of the combined House Committees shall constitute a quorum.
- 13.2.3 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 two-thirds of those members of the Hall who are eligible to vote.

14 HOUSE COMMITTEES

14.1 MEMBERS OF THE HOUSE COMMITTEE

- 14.1.1 There shall be a House Committee for each house comprising of the following members:
- a) the House Warden (ex officio) - Chairperson
 - b) the Sub-Warden/s and
 - c) the Senior Student of the House (ex officio Vice Chair) and a recommended minimum of five additional selected members.

14.2 MEETINGS OF THE HOUSE COMMITTEE

- 14.2.1 The House Committees shall meet either informally or formally.
- 14.2.2 Informal meetings, being meetings at which the House Warden is not present, may be called, conducted and chaired by the House Head Student giving at least 48 hours' notice to Members.
- 14.2.3 Formal meetings, being meetings called conducted and chaired by the House Warden, may be called at the instance of the House Warden giving at least 48 hours' notice to Members
- 14.2.4 SRC members who are also members of the residence will not form part of the House Committee and as such will not necessarily be invited to attend such meetings.

14.3 ELIGIBILITY TO BE A SELECTED HOUSE COMMITTEE MEMBER

(hereinafter referred to simply as "House Committee Members" unless otherwise specified)

Any student

- 14.3.1 who has been resident in the House for at least two terms;
- 14.3.2 who is of reasonable academic standing, having not failed more than half of his/her credits in the year preceding application;
- 14.3.3 who has participated in some way in the residence or university in the portfolio for

which he/she is applying (the exact extent of this involvement may be determined by each House);

- 14.3.4 who 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,
- a) to a fine in excess of 25% of the Hall Warden's maximum fine jurisdiction at the time the fine was imposed; or
 - b) to any form of exclusion; or
 - c) to compulsory service of 20 hours or more

shall be eligible to be selected to serve on the House Committee for the following calendar year. These criteria may be departed from in exceptional circumstances.

14.4 A House Committee Member may not hold another office (e.g., Sub-Warden, SRC Representative) during his/her tenure.

14.5 Should a student be elected to the House Committee, but subsequently fail more than half of his/her credits in the November examinations, he/she shall be deemed ineligible 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 shall automatically be deemed to be elected and shall fill the vacancy.

14.6 SELECTION OF THE HOUSE COMMITTEE

14.6.1 The selection of the House Committee shall be held after election of the House Head Student and the selection of the Sub-Wardens have taken place, but must be completed before the end of undergraduate lectures in the fourth term.

14.6.2 House Committee members, apart from the Head Student, will be selected on application by a committee comprising the following members of the house:

- a) The previous and newly selected Sub-Wardens;
- b) The previous and newly selected Head Students;
- c) Four residence representatives, the composition of which shall be determined proportionally year on year based on the composition of the residence in terms of academic year (for example, where the residence comprises around 50% first years, 25% second years and 25% third years and fourth years, the committee shall comprise 2 first years, one second year and one representative between the third and fourth years students).
- d) The inclusion of the House Warden in the panel is optional and will be left to the discretion of the remainder of the panel.

14.7 DUTIES AND RESPONSIBILITIES OF THE HOUSE COMMITTEE

- 14.7.1 The House Committee shall assist the House Warden in exercising responsibility for the general welfare of the members of the House and shall maintain a high standard of good order and discipline among the resident students.
- 14.7.2 Subject to the provisions of the University's "Rules for Social Functions" the House Committee shall be responsible to the Hall and House Warden for the proper conduct of all social events and any other events or meetings organised by it, seeking the co-operation of the Warden when necessary.
- 14.7.3 Its members shall carry out duties at social events in the House as established by the Hall and House Warden.
- 14.7.4 The House Treasurer shall provide the Hall Warden with a statement of income and expenditure (certified by the House Warden of the House) at the end of each term.
- 14.7.5 The House Secretary shall be responsible for the taking of minutes at all meetings of the House Committee, distributing such minutes to the House Committee members and providing the House Warden with a complete copy of such minutes by the end of each term.

14.8 PROCEDURE FOR DISMISSAL OF A HOUSE COMMITTEE MEMBER

When a House Committee Member is not performing adequately, and a verbal warning has not solved the problem, the process for dismissal of a House Committee Member shall be as follows:

- 14.8.1 Two House Committee Members (Sub-Wardens included) may submit a report to this effect to the House Warden of the residence.
 - 14.8.2 Based on the report, the Warden may invite the House Committee Member for a formal hearing where the allegations made by the writers of the report may be put to the House Committee Member by the Warden, and the House Committee Member may be allowed a chance to respond to the allegations.
 - 14.8.3 The accused House Committee Member may bring another person into the hearing for support as a silent observer.
 - 14.8.4 The remainder of the House Committee, including Subwardens shall be invited to attend the hearing in the capacity of jury to the proceedings.
 - 14.8.5 After the hearing, the jury in 13.8.4 above may vote as to whether the accused House Committee Member shall be dismissed or be allowed to stay on. The House Warden shall have the deciding vote.
- 14.9 In the case of the House Head Student, the procedure for dismissal shall be the same as that described in 13.8 above, except that the Head Student can only be dismissed by a 2/3 majority of the panel.

14.10 PROCEDURE FOR RESIGNATION OF A HOUSE COMMITTEE MEMBER

14.10.1 House Committee Members must give notice in writing to his/her House Warden in the event that he/she wishes to resign in his/her position, stating reasons for the resignation.

14.10.2 The House Warden has the discretion to accept or reject such resignation, or require such Member to stay on for a period of up to 2 weeks in order for there to be enough time to arrange for a replacement Member.

14.11 REWARDS FOR HOUSE COMMITTEE MEMBERS

14.11.1 Where a House Committee Member has performed well or satisfactorily in his/her duties, this performance may be recognised by the issuing of a certificate to this effect by the House or Hall.

14.11.2 House Committee Members will be eligible for these awards where they have served the House for any portion of the year, but will forfeit the right to an award where he/she has resigned or been dismissed.

14.11.3 These awards will be dealt with more specifically in a separate Awards Policy document drafted by the Hall Committee.

15 PROCEDURAL RULES FOR COMMITTEES

15.1 HALL COMMITTEE AND HOUSE COMMITTEES

15.1.1 With the consent of the Hall Warden, the Hall Committee may delegate any of its functions to specified Sub- or Ad Hoc Committees.

15.1.2 With the consent of the House Warden, the House Committee may delegate any of its functions to specified Sub- or Ad Hoc Committees.

15.2 CHAIRPERSON - CASTING VOTE

The Chairperson of any Committee, Sub-Committee or Ad Hoc Committee shall have a deliberative and, if necessary, a casting vote.

16 DISCIPLINE

16.1 Discipline in the Hall or any of the constituent Houses shall be administered in accordance with the provisions of the Student Disciplinary Code and the rules of the Hall and its constituent Houses.

16.2 HALL DISCIPLINARY COMMITTEE

16.2.1 In the event of a Hall Disciplinary Committee being required to exercise the disciplinary powers it shall consist of the persons set out in the Student Disciplinary Code.

16.2.2 The Hall Disciplinary Committee shall reach its decisions and penalty by a majority vote. In the event of an equality of votes the Chairperson shall exercise a casting vote in addition to his/her ordinary vote.

16.2.3 The Hall Disciplinary Committee may only deal with the offences set out in the Student Disciplinary Code and may impose the penalties set out in the Student

Disciplinary Code.

16.2.4 When the charge levelled against a student appearing before the Hall Disciplinary Committee is brought by a member of the Disciplinary Committee such member must recuse himself/herself and be replaced by a Head Student of another house who is not already sitting.

16.3 HOUSE DISCIPLINARY COMMITTEE

16.3.1 In the event of a House Disciplinary Committee being required to exercise disciplinary powers it shall consist of the persons set out in the Student Disciplinary Code.

16.3.2 The House Disciplinary Committee shall reach its decisions upon the verdict and penalty by a majority vote. In the event of an equality of votes the Chairperson shall exercise a casting vote in addition to his/her ordinary vote.

16.3.3 The House Disciplinary Committee may only deal with the offences set out in the Student Disciplinary Code and may impose the penalties set out in the Student Disciplinary Code.

16.3.4 When the charge levelled against a student appearing before the House Disciplinary Committee is brought by a member of the Disciplinary Committee such member must recuse himself/herself and be replaced by a Head Student of another house who is not already sitting.

16.4 REVIEW BY THE HALL WARDEN

- 16.4.1 Any student aggrieved by the decision or penalty imposed by a House Warden, a House Disciplinary Committee or any member of the House exercising delegated disciplinary powers shall have the right to take the matter on review before the Hall Warden on the grounds set out in the Student Disciplinary Code.
- 16.4.2 Any student wishing to exercise the right of review set out in 16.4.1 above shall within 48 hours of the imposition of the penalty advise the Hall Warden in writing of the reasons for requesting a review.
- 16.4.3 If it should come to the attention of the Hall Warden that the decision of a House Warden, a House Disciplinary Committee or any member of the House exercising disciplinary powers may be incorrect or has led to the imposition of a penalty which in his/her view may be unjust because it is either too harsh or too lenient, he/she shall be entitled to review the decision or penalty in question.
- 16.4.4 Where a review in terms of either Clause 16.4.1 or 16.4.3 above is instituted, the Hall Warden shall call for a written report from the disciplinary authority concerned in which the facts found proved and the reasons for penalty shall be stated. This report must be submitted to the Hall Warden within 48 hours of the date of the request.
- 16.4.5 The student concerned in any review shall have the right to be present and to be heard prior to any decision being made by the Hall Warden.
- 16.4.6 The Hall Warden shall have the powers on review set out in the Student Disciplinary Code.
- 16.4.7 Any student aggrieved by the Hall Warden's decision on review shall have the right of review set out in 15.5 below.

16.5 RIGHT OF REVIEW TO PROCTOR OR DISCIPLINARY BOARD

Any student aggrieved by the decision or penalty imposed by the Hall Warden or the Hall Disciplinary Committee may exercise his/her right of review in terms of the Student Disciplinary Code.

17 AMENDMENTS TO THE HALL CONSTITUTION

- 17.1 The Hall Committee may recommend to Senate and Council through the Board of Residences any amendments to the Hall Constitution.
- 17.2 Such amendments must receive two thirds majority support at the Hall Committee before such recommendation can be put forward to Senate.
- 17.3 The Hall Constitution and any rules made in terms of Article 10 above shall always be within the declared policy of the Senate or the Council.
- 17.4 If the Senate is of the opinion that the repeal or alteration of any of the provisions of the Hall Constitution is necessary, the Senate may after giving the Hall Warden and one other elected representative of the Hall Committee the opportunity to express their views, alter such provisions which shall be brought to the attention of Council.
- 17.5 Departures from this constitution may be made from time to time for the purpose of

assessing potential amendments to the constitution. These trials must be for a limited time, must receive two third majority approval of the Hall Committee, and must be properly monitored and controlled by the Hall Warden.

2 DESMOND TUTU HALL RULES

The purpose of this section is twofold:

To provide general information about Desmond Tutu Hall and its residences, and;

To set out the rules applicable to Desmond Tutu Hall (known as the Desmond Tutu Hall rules).

NB

All students residing in Desmond Tutu Hall and their guests are required to conform to the rules of Rhodes University as published in the Student Disciplinary Code (SDC), in the University Calendar, and the Desmond Tutu Hall Rules.

Some of these rules are **ADDITIONAL** to those set out in the Student Disciplinary Code.

A breach of any of these rules will be regarded as a disciplinary offence which may result in a disciplinary penalty being imposed.

These rules are applicable to all residences in the hall.

1 ABSENCE FROM RESIDENCE

If a student is to be absent from his or her house overnight or longer they are required to sign out in the book at the entrance door. (Note: this rule has been made in the interest of the student's safety and the safety of others, in the event of an emergency situation such as a fire. It will also be of assistance in the event of urgent messages from relatives' e.g. serious illness at home).

2 ALCOHOL

Possession and consumption of liquor/alcohol

2.1 No student may possess or consume any liquor other than beer, wine or sherry whilst on the premises of Desmond Tutu Hall i.e. the residences, dining halls, the grounds and environs thereof. No spirits e.g. whisky, brandy, gin etc. are allowed. No ready-mixed spirit coolers unless the alcohol volume is less than 8%.

Beer and wine, in moderate quantities only, may be consumed only in:

- Student rooms; or
- One Common Room in each house.

2.2 Beer and wine may only be consumed in the House Common Room (one) at the following times:

Weekdays	17h00 (5.00pm) until 22h30 (10.30pm)
Saturdays	12h30 (12.30pm) until 14h00 (2.00 pm) and 17h00 (5.00pm) until 23h30 (11.30 pm)

2.3 For the sake of clarity

2.3.1 This means that no liquor may be consumed in the dining halls (including the balconies, toilets, passages, bathrooms and entrance foyers of the houses, the grounds and environs of the Hall and Houses).

2.3.2 Students may not carry open bottles or glasses of beer or wine in the areas mentioned above in (2.1).

2.4 House Wardens may at their discretion further limit the times and places during which and in which beer and wine may be consumed in their residences.

2.5 No liquor of any sort may be sold, bartered or exchanged at any time. This is a contravention of the liquor act. Thus no beer clubs are permitted. Those students operating the kiosk in each residence may not buy liquor on behalf of other students in residence.

2.6 The holding of "down downs", "boat races", "funnelling" or other drinking competitions is prohibited.

2.7 No "parties" may be held in private rooms or the common rooms without the House Warden's authority. The presence of three people in one room with loud noise, music and alcohol will be construed as being a party.

2.8 Any departure from these instructions may only take place with the express authority of the House Warden in writing.

2.9 No alcoholic liquor shall be taken into or consumed in a House, the Hall or Hall premises otherwise than in accordance with the rules issued by the Hall Warden.

2.10 Under no circumstances may any liquor be given to any University employee for any

reason at any time.

NOTE: Heavy sentences may be imposed for a breach of this rule.

2.11 Drunk and disorderly conduct, including but not limited to vomiting or urinating in public, will not be tolerated and is subject to disciplinary action.

3 AMENITIES

Each residence has its own:

- television set (with M-Net and DSTV)
- DVD player
- washing machines
- tumble dryers
- microwave oven
- fridge

These amenities constitute University property and are protected as such (see section 11, “Damage and Loss of University Property”).

4 ARRIVAL AND DEPARTURE

Every student must:

- 4.1 Report to his/her Warden/Sub-warden and sign the arrival and departure register at the beginning of each term and also when leaving the Hall for vacations.
- 4.2 return his/her room keys to the sub-wardens before he/she leaves for the July and December vacations or any other vacation where their residence is being used for a conference etc.

5 BOX ROOMS

- 5.1 The keys should be handled only by the warden or sub warden of the respective residences.
- 5.2 One of the abovementioned persons should always be in attendance whenever the box rooms are opened.
- 5.3 A list, provided by the Hall Administrator, should be put behind each box room door. This is to be filled in by any student who wishes to place items in the box room and countersigned by the warden or sub warden in attendance. The student signs so that he can certify he/she has placed the items in the box room and the person on duty signs so that a record of who was on duty exists and that person verifies that particular items were placed in the box room.
- 5.4 No items should be put into the box room unless they are boxed, sealed and labelled by the student (e.g. Box 1, Student Name and Student Number).
- 5.5 If the student rooms are to be packed up (at the end of a term or end of the year) the student should reserve a time on a list on the warden or sub warden's door for his/her room to be checked. The warden or sub warden on duty that particular day should set aside time to check rooms and boxes into box rooms (say 6:30pm-7:30pm). Ideally this should be at the same time. However the residence should have the discretion to change this to suit their needs. The boxes should be placed into the box room and the warden or sub warden and student will both sign the list on the back of the box room door.
- 5.6 At the beginning of the term a time should be set aside on two or three consecutive days

for the box rooms to be opened (say 6pm - 7pm) where the warden or sub warden are in attendance. The students will then sign their boxes out of the box room on the list countersigned by the warden or sub warden. The box rooms should then be locked for the term and the keys given to the warden or sub warden for safekeeping for the rest of the term. Naturally if a student arrives later than the above dates arrangements must be made with the warden or sub warden to open the box room at a later stage.

- 5.7 All property left in the box rooms or the cupboards in certain houses must be removed by the end of the first term. If such property is still in the box room at the beginning of the second term it will be removed and sold. The proceeds of each sale must be supported by a receipt issued to the buyer. All proceeds received from such sale must be paid into the House account and properly accounted for.

6 CAMPUS PROTECTION STAFF

No student shall interfere with or obstruct a Campus Protection Officer or Guard in the execution of his duties.

7 CASUAL LABOUR

- 7.1 Casual labour may not be employed on the Hall premises (e.g. for washing cars).
7.2 The employment of the University's staff to perform casual labour for students is prohibited.

8 CHANGE OF ADDRESS

Change of address and/or telephone numbers of parents or next of kin and other changes of particulars must be reported to the House Warden and the Registrar within 72 hours of their occurrence. The change of address can be made on ROSS at <https://ross.ru.ac.za/>.

9 COMPLAINTS REGARDING FOOD AND SERVICE

- 9.1 If you have any complaints regarding food these must be directed to your house Food Representative who will take the matter up with the catering staff.
9.2 Complaints directed to a House Food Representative must be brought to the attention of the Hall Warden, in writing, as soon as possible.

10 COOKING

The cooking of meals or the making of snacks (using electrical appliances) in residence is not permitted. (This is a serious fire hazard. Heavy penalties may result in a breach of this rule). Food and drink may, however, be warmed in the microwave ovens in each residence.

11 DAMAGE AND LOSS OF UNIVERSITY PROPERTY

- 11.1 In the case of damage to, or loss of, University property the student or students responsible, if known, will be required to bear the cost and if not known, such cost will be charged either against a particular group of students or against the general fund of the body of students, i.e. House Funds.
11.2 If any room or its contents (walls, doors, windows, floor, furniture, fittings, etc.) is damaged in any way, the student occupant will be liable for the cost of repairs.
11.3 Room Statements must be completed immediately when a student arrives in residence and must be handed to a sub-warden within half an hour of receipt. Failure to do so will result in the student concerned being held responsible for damage to and/or loss of

property subsequently found.

- 11.4 **NOTE:** Special care must be exercised to avoid damaging carpets by flooding. In particular, taps must not be left on when the water supply is turned off. If you are not sure whether the tap is turned off take the plug out of the basin.
- 11.5 Any deficiencies or damage which may occur in a student's room while he/she is in occupation, and for which he/she is not responsible, shall be reported in writing to the House Warden by the student within 24 hours of its occurrence.
- 11.6 If the report mentioned above is not made it will be irrefutably presumed that the deficiencies or damage are the responsibility of the occupant of the room, who will be required to bear the cost thereof.
- 11.7 No student shall willfully or negligently damage any property in Desmond Tutu Hall belonging to either, the University, a member of staff or another student.
- 11.8 Damage done to any property of the University must be reported in writing to the House Warden by the person or persons responsible.
- 11.9 **NOTE:** A student who damages property whilst under the influence of alcohol/liquor or drugs will be severely dealt with.

12 DINING HALL

12.1 All meals are served on a cafeteria basis.

12.2 The procedure to be adopted is as follows:

- Place your fingerprint in the meal access system at the entrance.
- collect your chip
- Pass through the servery area, collecting your full meal in exchange for your chip. Once you have passed through, you may NOT re-enter to fetch any other food.

12.3 No student may enter the kitchen without the permission of a caterer or a warden, except an elected house Food Representative

12.4 Meal Times

Breakfast:	Monday to Friday	7.00 am - 8.15 am
	Saturdays & Sundays	8.00 am - 9.15 am
Lunch:	Monday to Friday	12.00 pm - 2.00 pm
	Saturdays & Sundays	12.00 pm - 1:30 pm
Supper:	Monday to Friday	5.00 pm - 6.30 pm
	Saturdays & Sundays	5.00 pm – 6.30pm

On public holidays, the meal times are the same as weekend times. During exams the meal times might be changed.

12.5 **NB:** You may enter the dining hall between any of the above times but you are requested to vacate the dining hall at latest 10 minutes after closing time, to allow the staff to clean up and go home.

12.6 Meal Booking System

12.6.1 Meals will be supplied on the basis of a computerised meal booking system. Alternate menus are available to students who book the alternatives in advance e.g. fast foods, salad platters, etc. See <https://ross.ru.ac.za/> and click on Meal Bookings.

12.6.2 You are not allowed in the dining hall if you have not booked a meal.

12.7 Food Limitations

- At breakfast, you may have one glass of juice.
- You are only permitted to take four slices of bread.
- You are only permitted two servings of fruit at lunch and dinner. A glass of juice is considered one serving of fruit. You may take one glass of juice and one fruit, two juices, or two fruits.
- When salads are available at a meal, you may serve yourself, but you must please be reasonable with your servings. The piling up' of salads on your plate is not permitted.

12.8 Removing food from the Dining Hall.

12.8.1 Meals may not be served in student bedrooms without the express permission from a Warden in writing and this will only be granted to severely sick or injured students in residence, on a temporary basis. This authority must be presented to the caterer on duty when collecting a student's meal (note, as is mentioned elsewhere in this document a sick student may only remain in residence for 24 hours before being admitted either to the Health Care Centre or the hospital).

12.8.2 No food may be taken out of the dining hall except a student's own portion of fruit of the day. No bread may be removed from the dining hall except two slices of bread at the supper meal from the four slices of bread allowed for supper.

12.8.3 You may not share your meal with anyone that does not have a meal booked. Should you not have booked an extra meal you are not entitled to any of the salad, juice or bread.

12.8.4 No persons other than bona fide residents of Desmond Tutu Hall or their guests, for whom a meal has been booked (this refers to both residents and guests) are permitted in the dining halls at meal times without the authority of the Hall Warden (i.e. if you have not booked a meal you are not allowed in the dining hall).

12.9 Wastage

Take only what you can and intend eating - do not waste food.

12.10 Seconds

- Seconds will be served provided there is food left over and once everybody has been served. Please note that seconds is a privilege and is not specially catered for. Seconds will not be served at breakfast, but only at lunch and supper.
- Seconds are served strictly at the meal closing time.

12.11 Vegetarian and Special Diets

12.11.1 All students who require vegetarian meals, Halaal meals, or special diets are required to register for these at registration.

12.11.2 Special requests and extra privileges (i.e. diets, packed meals, medical, etc.) will not be granted unless prior arrangements are made with the Manager, Catering Services.

12.12 Removal of crockery and cutlery

No crockery or cutlery is to be removed from the dining hall. If plates, cups, cutlery etc. belonging to the University are found in passages and/or common rooms of residences, and cannot be traced to individual students, the Hall funds will be charged a levy of R10 per item.

12.13 The throwing of food, fruit, tea, coffee, milk, juice, water or any other solid or liquid at other persons or onto the floors and/or tables is prohibited.

12.14 Dress

The following is not allowed in the dining hall:

- No bathing costumes or sarongs may be worn
- No pyjamas/night shirts or bedroom slippers may be worn
- Foot wear must be worn at all meals.
- You are encouraged to remove your hat/beanie in the dining hall.

12.15 No smoking is permitted in the dining hall or on its balconies.

13 DISCIPLINE

All students are required to conform to the rules of the University as published in the Student Disciplinary Code (published in the University Calendar).

13.1 Aiding and Abetting

It is an offence for students to aid and abet other students to break the rules of the Hall or the University.

13.2 General Conduct

13.2.1 No student of Desmond Tutu Hall may engage in any form of conduct that may reasonably be regarded as unbecoming of a student of the Hall or the University, be it on or off the University Campus.

13.2.2 Ignorance of the rules is NO excuse.

13.3 Compulsory Service

13.3.1 Penalties may be imposed by the Hall or House Wardens, Assistant Wardens, Sub-Wardens and the Disciplinary Committees of the Hall or House. The maximum penalties that may be imposed are:

- A Hall Warden or Hall Disciplinary Panel may impose the following sanctions:
 - a) Exclusion from the Hall.
 - b) A fine not exceeding 10% of the Bachelor of Arts fee.
 - c) Compulsory service up to 75 (seventy five) hours.
 - d) Exclusion from participation in any Hall or House activity for a maximum of 1 (one) term.
 - e) Exclusion from any post or office in the Hall, except that of Sub-Warden.

- f) Suspension of all or part of any of the above sanctions for a period of up to 5 (five) years.
 - g) Payment of compensation to make good any loss, damage or expense caused to the University or to any other person as a result of the offence; and
 - h) An academic essay.
- A House Warden or Assistant Warden may impose the following sanctions:
 - a) A fine not exceeding 5% of the Bachelor of Arts fee.
 - b) Compulsory service up to 50 (fifty) hours.
 - c) Suspension of all or part of any of the above sanctions for a period of up to 1 (one) year subject to a specified condition; and
 - d) An academic essay.

13.3.2 Plea of Drunkenness

You are reminded that in terms of the student disciplinary code, drunkenness is an aggravating and not a mitigating circumstance. You are also reminded that drunk and disorderly conduct will not be tolerated.

13.3.3 Rights

Before any disciplinary action is taken against you, you have the right:

- to be given the particulars of the alleged disciplinary offence;
- to two days' notice of the disciplinary hearing (only if you are denying the charge);
- to put forward your side of the story to the Warden, Sub-Warden; etc.
- to have a friend with you at the hearing.

13.3.4 Review

If you consider that:

- the penalty imposed on you is so excessive as to be unjust;
- the facts found proved do not constitute an offence; or
- that you have been prejudiced by not being afforded your rights in (17.3) above (and other similar complaints)
- you may have the matter reviewed by the University review committee.

13.3.5 It is a serious disciplinary offence to give false or incorrect information when a student is asked by a senior member of the University staff including a Campus Protection Officer/Guard to supply his/her name and/or place of residence to such person.

14 DOCUMENTATION

With the exception of Room Statements, which must be handed in immediately, all students are required to complete and hand to their Warden or sub-wardens within 24 hours of arrival the documentation required each term e.g. emergency details, personal records etc.

15 DRESS

15.1 Students' dress should be appropriate to the place and the occasion.

15.2 Dress appropriately when seeing Wardens and other staff in their offices.

15.3 Pyjamas, dressing gowns etc., are not acceptable in the foyer or in front of the building.

15.4 In case of any dispute regarding what is inappropriate, the decision of the Hall Warden will be final.

16 ELECTRICAL APPLIANCES

- 16.1 Students' attention is drawn to the university's rules regarding the use of electricity.
- 16.2 Students are reminded that no irons may be used in student bedrooms and that immersion heaters, private fridges, dry-vacs and all forms of cooking appliances are forbidden. Heavy penalties are imposed for breaches of these rules as they constitute a serious fire risk.
- 16.3 Fridges may be kept if authorised by the Division of Student Affairs on receipt of a doctor's certificate.
- 16.4 Kettles must be used on a tray so as to catch any water which may boil over.
- 16.5 Lights and plugs must be switched off when a room is vacated or when the student goes to sleep. Note: failure to switch off a heater is a serious disciplinary offence - heavy penalties will be imposed should they not be switched off.
- 16.6 Students may not use or possess electrical appliances in section b above in residence or other building in the hall, other than those supplied by the university, without the house warden's permission.
- 16.7 Heaters must be turned off when a student is out of his/her room or when asleep. (Severe penalties will be imposed for a breach of this rule because of the fire risk).
- 16.8 No person may interfere with the lights, plugs, lighting systems, or heating systems.

17 END OF TERM

(Second & Fourth terms only, or short vacations if residence is being used)

- 17.1 Before your leave, you together with a Sub-Warden will check your room. Anything found missing or damaged will be charged to your account.
- 17.2 Your room should be locked and all room keys are to be handed in when you leave. Any missing keys are to be reported to the sub-warden.
- 17.3 If you are leaving the residence for good:
 - 17.3.1 Anything left behind and not fetched by you by the end of graduation or the beginning of second term will be disposed of. Make sure you remove all your belongings from the box rooms when you finally pack up or when you collect your belongings.
 - 17.3.2 Please remember that it is your responsibility to make arrangements to have your belongings fetched.
 - 17.3.3 **NB:** Once the residences are closed you will have to arrange with your Warden to unlock the residence and box rooms for you, should you find this necessary. This is subject to the availability of your warden.
- 17.4 If you are returning next year:
 - 17.4.1 You may leave your trunks, boxes, etc. in the box rooms at your own risk. No luggage or boxes etc. are to be left on the landings or in passages. Please ask for and look at the rules pertaining to the use of box rooms.
 - 17.4.2 Please securely seal boxes, trunks, etc. And label your belongings clearly.

18 FIRE ALARMS/FIRE DRILLS

18.1 You must exit the building immediately when the fire alarm is set off.

18.2 Fire escapes and fire exits must be kept clear at all times.

19 FIREARMS

Firearms may not be kept in residences. They should be given, with a copy of the firearm licence, to the Campus Protection Unit for safe storage.

20 FIRE FIGHTING EQUIPMENT

No student may interfere with or use the fire alarm or fire fighting equipment in the residence or dining halls or the grounds of the houses and hall i.e. fire hydrants (very severe penalties will be imposed for a breach of this rule).

21 FIREWORKS

No fireworks or other explosive materials are to be kept on or set off on the premises of Desmond Tutu Hall.

22 FORMAL DINNERS

22.1 A welcome dinner is held in the first term and a leaver's dinner is held in the fourth term of each year. Guests are invited at the invitation of the Hall Warden to sit at the high table.

22.2 As these meals are served at the tables, all students are required to be seated in the dining hall at the start of the meal at 6.30pm.

22.3 Dress at these dinners is formal. Men are to wear suits or jackets and ties or traditional dress while women are to wear skirts and blouses or dresses or formal trouser suits. Jeans may not be worn. Jackets may not be removed until permission is granted.

22.4 A student who arrives late for the welcome or leavers Dinner or wishes to leave such meal early, is expected to excuse himself/herself from the High Table. Students may not arrive more than five minutes late for these meals. A student may not leave the welcome or leavers dinner before the members of the High Table leave.

22.5 Students may not invite their own guests.

23 FRONT DOOR OF RESIDENCE

23.1 The residence front door must be kept closed and locked at all times.

23.2 All students must ensure that when they leave and enter residence that the front door is securely closed.

23.3 All students should be registered with the fingerprint system

23.4 If you have a problem gaining entry please see the Hall Administrator during office hours. Her office is on the ground floor on the Kimberley East side).

23.5 If a door sticks, or if there has been an error with the doors, (after hours) inform the warden or sub-warden. The matter, in any event, must be reported to the warden first thing next morning.

23.6 No student may leave the front door open for others to enter. (NB this will be regarded as a serious disciplinary offence as it endangers the safety of all members of the residence).

24 FUNCTIONS AND EXCURSIONS

- 24.1 Parties, functions and excursions may NOT be held in the Hall or House or elsewhere without the House Warden's permission (if in the House) or Hall Warden's permission (if a Hall event).
- 24.2 The rules for Social Functions are set out in a separate document entitled "Rules for social functions in halls of residence" published by the University. These will apply to Desmond Tutu Hall. The House Entertainment Representatives will have a copy.

25 FURNITURE AND OTHER UNIVERSITY PROPERTY

No furniture or property of any sort belonging to the University may be removed from any room or building including Common Rooms at any time without the consent of the Housekeeper, the Hall or House Warden.

26 HALL ADDRESS

The Hall's address is:

(Your Name & Surname)
(Name of House)
Desmond Tutu Hall
Private Bag X1042
GRAHAMSTOWN
6140

Please ensure the name of your House is clearly stated on all correspondence sent to you.

27 HOUSEKEEPING SERVICES

- 27.1 All students are required to clean their own rooms. Cleaning equipment is available in each residence. Untidy or dirty rooms will not be tolerated.
- 27.2 Students are responsible for making their own beds. Clean bed linen may be obtained in exchange for dirty linen once a week during the times set out in section 31, 'Linen.'
- 27.3 Vacuum cleaners may not be stored in student's rooms.
- 27.4 Students are responsible for cleaning their dishes in the kitchen and for cleaning the fridges.

28 HOUSE MEETINGS

- 28.1 The attendance of house meetings is compulsory, unless otherwise specified.
- 28.2 If you are unable to attend the house meeting, apologies are to be sent in writing (e-mail/hand-written) to the head student 24 hours prior to the meeting.

29 HOUSE RULES

Each house may also have its own internal rules. Please ensure that you know them.

All students' residence must take responsibility for the cleanliness of their residence. If there is a mess by the door, foyer, common room's and/or ground floor, it is not only the responsibility of the occupants on that floor to clean up, anyone who sees it should take initiative to keep our residences clean.

30 ILLNESS OR INJURY

- 30.1 Illness or injury must be reported at once to the House Warden or Sub-Warden.
- 30.2 In the event of a student being admitted to hospital or the Health Care Centre the House Warden must be informed immediately.
- 30.3 A daily clinic is held at the Rhodes University Health Care Centre. Details of clinic times are displayed on notice boards.
- 30.4 No ill student may stay in residence for longer than 24 hours without seeing the Health Care Centre sister.

31 INITIATION AND INTIMIDATION

The harassment and intimidation of a student on the grounds of participation or non-participation in activities, or on gender, racial, religious or political grounds will not be tolerated. Initiation of students is strictly prohibited. It may result in permanent expulsion. (See disciplinary code)

32 LAUNDRY

- 32.1 All residences have their own washing machines and tumble driers. Students are required to do their own personal laundry. Each house has its own rules for the use of the laundry room. You will be required to supply your own soap etc.
- 32.2 Students are forbidden to do laundry for friends in digs or elsewhere.
- 32.3 No clothing or any items of laundry may be hung out of windows.

33 LINEN

Clean linen may be collected in exchange for dirty linen from the Housekeeper once a week. Times will be published on the notice board.

34 LOSS AND THEFT OF PRIVATE PROPERTY

- 34.1 The University accepts no responsibility for the loss or theft of student's private property. Students are therefore advised to keep their rooms locked at all times.
- 34.2 It is strongly advised that all your possessions, including clothing, be marked. It is difficult to trace an owner if articles are not marked.
- 34.3 Students are also advised to check that their property is covered by their parents or personal insurance while at university.
- 34.4 All property left in box rooms is left there entirely at the students own risk. The University will not accept responsibility for any losses. (See separate rules for use of box rooms)

35 MAINTENANCE

- 35.1 Please report any repairs that need to be carried out either in the requisition folder. This must be done as soon as possible.
- 35.2 IT related problems (network point, printer, etc.) must be directed to your ResNet representative.

36 MATTRESSES AND BEDDING

- 36.1 Mattresses and/or bedding are not permitted to be on the floor.
- 36.2 Bedding (sheets, blankets, duvets etc.) must be used for their normal purpose and may

not be used to cover trunks, tables or used as curtains, decorations or room dividers.

- 36.3 All bedding not being used should be placed in a large plastic bag in the top of the student's cupboard. Plastic bags may be obtained from housekeeping.
- 36.4 If any linen etc. is locked away and not visible to the housekeeper at stocktaking time, it will be presumed that the linen etc. is missing and you will be charged for these items.

37 MOTOR VEHICLES

A student possessing a motor vehicle or motorcycle which is to be kept at Desmond Tutu Hall must produce proof of its registration with the University authorities to his/her House Warden within seven days of his/her acquiring possession of it.

38 NOISE

- 38.1 Reasonable quietness must be observed in the Houses and Hall and within the precincts of the Houses and Hall at all times.
- 38.2 Silence must be strictly maintained at the following daily times:
- 08h00 to 12h30 (8am - 12.30pm)
 - 14h00 to 17h00 (2pm - 5pm)
 - 19h00 to 06h30 (7pm - 6.30am)

NB: These times may change during examinations.

- 38.3 **NOTE:** If musical instruments (including radios, TV's etc.) are played in breach of rules 38.1 and 38.1, they may, in addition to any other penalty which may be imposed, be confiscated.
- 38.4 The occupant of each bedroom shall be responsible for the quietness and behaviour of all persons in his/her bedroom.

39 NOTICE BOARDS / COMMUNICATION

- 39.1 **ENSURE YOU READ** the notice boards in the Dining Hall and Residences, emails and RUconnected regularly as this is our main means of keeping you informed.
- 39.2 Notices, posters, advertisements etc., may only be placed on Notice Boards if they have the name of the issuer and date of expiry; non-compliance with this requirement will result in removal and destruction of the offending matter. Please ensure they are removed on the expiry date.
- 39.3 Notices and posters placed anywhere other than on Notice Boards will be removed and destroyed e.g. glass doors, walls etc.

40 ORGANISATION OF THE HALL

- 40.1 The Hall Warden is the chief executive, administrative and disciplinary officer of the Hall. The Hall Committee, which comprises some members of the House Committees and Fellows acts as an advisory committee to the Hall Warden.
- 40.2 Each House Warden is responsible to the Hall Warden for the welfare and discipline of students in his/her house and for the maintenance of the fabric of his/her house and its moveable assets.
- 40.3 The House Committee is selected by the students at the end of each year, in accordance with the Hall Constitution. The members of the House Committee act as an advisory

committee to the House Warden.

41 PERSONAL SECURITY

Students are warned of the dangers of lonely places, especially after dark. Security Guard escorts are available on request from the Campus Protection Unit (CPU).

42 PETS

42.1 No pets may be kept in residence.

42.2 Students may not feed or bring animals into the dining hall or a House.

43 POST (MAIL)

43.1 All Desmond Tutu Hall's mail is delivered to the Hall Administrator by the mail room. This mail is then sorted by the Hall Administrator into the various residences, which is collected and distributed by your sub-wardens. Please advise your correspondents at all times to use Private Bag X 1042 as well as the name of your House.

43.2 Post will be placed on the House post boards after lunch from Monday to Fridays.

43.3 No persons, other than the Sub-Wardens, may collect post from the mail boxes in the dining hall.

44 POSTERS

Posters, pictures etc., may be affixed to cupboards, doors, and noticeboards. No prestik may be used. Should the walls be marked or punctured, the student concerned will be held responsible for the cost of repainting.

45 PRESTIK

Prestik may not be used to affix posters/pictures etc. to the walls.

46 PRIVACY

46.1 All students are entitled to the privacy of their rooms.

46.2 No student may enter another student's room without the latter's permission.

46.3 No student may tamper with another student's property or post.

46.4 Members of the Housekeeping staff, the Hall Warden, House Warden and Sub-Wardens may however have to enter rooms in the course of their duties, i.e. checking on assets or for prohibited fire risk items e.g. snackwiches, etc.

46.5 Students are advised to keep their rooms locked at all times.

47 RECYCLING

Recycling in the residence is strongly encouraged. All paper, plastic, and metal should be placed in the recycling bins. Glass cannot be placed in the green bins.

48 ROOM KEYS

48.1 No student may give or lend or otherwise dispose of his room key to any other person under any circumstances.

48.2 No student may borrow or acquire in any other way a room key from any other student.

48.3 A breach of these rules will lead to serious consequences.

48.4 Excessive key requests made between midnight and 7:00 AM is a punishable offense.

49 ROOM SWOPPING / MOVING INTO AN EMPTY ROOM

49.1 No student is allowed to swop rooms or move into an empty room without the expressed permission of the Warden.

49.2 Once permission has been granted, a sub-warden needs to check the room using the room and linen statement form, which must be signed and handed to the housekeeper, to ensure that the room is cleaned immediately.

49.3 The sub-wardens must make sure that the student fills in a new room statement form for the new room they have moved into, in case requisitions need to be sent in.

50 SERVICE FACILITIES

No student is allowed to enter the Service facilities. This includes, but is not limited to: - the boiler room, the linen room, the chemical store and the IT room.

51 SMOKING

No smoking is permitted in the dining hall, its foyers and balconies.

No smoking is permitted in any part of a residence (including students' rooms) or dining hall. This includes within 15 meters from the building's main entrance and within 5 meters from the building itself.

52 SQUATTING IN RESIDENCES

52.1 The sub-letting or use of residence rooms without permission is strictly forbidden. Any student found contravening this instruction may be excluded from residence.

52.2 Aiding and abetting squatting of any nature may also result in exclusion from residence. This includes the use of amenities such as showers and baths.

52.3 Guests will only be permitted to stay in residence overnight on the following conditions:

52.4 Permission is sought from the Hall and House Warden, in writing.

52.5 The student must submit an application at Res Ops for the overnight guest at least 48 hours in advance. The cost of such accommodation will be debited to the host/hostesses account, provided that account is in credit.

52.6 The use of University property in unoccupied rooms for any reason without permission will result in disciplinary action being taken.

52.7 Under no circumstances may empty rooms be entered or used without the permission of the House Warden.

53 TELEPHONES

No student may interfere in any way with the normal functioning of the telephones in the residence.

54 TIDINESS

54.1 Students are to ensure their rooms are kept in a reasonable state of tidiness.

54.2 Bedrooms, common rooms, corridors, bathrooms and toilets must be kept tidy.

54.3 Waste must not be thrown out of windows.

54.4 All fire escapes and fire exits must be kept clear at all times.

55 TRAFFIC AND PARKING

- 55.1 All traffic signs, directions and directional arrows on campus must be complied with.
- 55.2 Any traffic signs (or other similar signs e.g. estate agents nameplates) found in residence will result in disciplinary action.
- 55.3 No vehicles may be parked in any place other than designated parking areas.
- 55.4 Traffic or parking violations are subject to disciplinary action.
- 55.5 Reckless, negligent or dangerous driving or driving whilst under the influence of alcohol/drugs in the Desmond Tutu Hall area is prohibited.

56 VISITING

56.1 Section 4.15a of the Student Disciplinary Code reads as follows:

There will be no visitors to any residence between 24h00(midnight) and 07h30 without the express permission of the Warden. Students must take responsibility for their guests conduct and escort them at all times.

- 56.2 "In effect this means that no visitor may be in a residence unless the hall rules allow this and further only during such times as the hall rule provides but these may not exceed the times or places set out above.
- 56.3 Students are allowed visitors in their residences (this includes bedrooms, common rooms, foyers, balconies and TV rooms) each day of the week.
- 56.4 The duration of these visits will be from 07h30 to 24h00 each day. Note that each house may restrict these times by a referendum early in the first term.
- 56.5 Being in the foyer of a residence during restricted hours is a breach of the rule.
- 56.6 Any member of Amina Cachalia House, Ellen Kuzwayo House and Margaret Smith House, who is hosting visitors in the residence, as well as the visitors themselves, shall sign their names and student numbers, if applicable, in the book in the foyer on arrival and departure.
- 56.7 All visitors are subject to the rules of the Hall.
- 56.8 Failure to comply with the silence rules whilst visitors are present will result in the visiting privileges of the host concerned being withdrawn.
- 56.9 Failure to observe the visiting rules is regarded as a serious offence by the University.
- 56.10 The Hall Warden retains the right to suspend visiting privileges for a period, either for individuals or for an entire residence in the event of any breach of the rules and conditions.
- 56.11 No guest shall be accommodated in a residence overnight without the student's successful submission on an application at Res Ops at least 48 hours in advance and with the Hall and House Warden's authority, in writing.

57 WATER OUTAGES

During water outages the following measures are placed to meet the immediate needs of all students:

- Catering will provide 1 litre of drinking water per student, every lunch and supper during meal times.
- The laundry rooms and ablutions will be locked. Only the ablution on the ground floor will be left open.

- Water is provided to all residences, in the form of water bins, placed in the ablutions of the ground floor to ensure the flushing of toilets.
- It is the responsibility of the student to flush their toilet with a bucket of water after usage.
- Housekeeping will distribute wet wipes at all residences for bathrooms.
- The Division of Student Affairs will pair up Residences who have water with effected residences to allow students to do their laundry and take showers.
- The Grounds and Gardens division with the Municipal Fire Brigade will try and re-fill all tanks on campus on a daily basis.
- Students are requested to check their emails, residence and hall social media platforms, and noticeboards regularly for updates.
- All students are urged to be meticulous regarding issues of hygiene.

Additional rules

Additional rules may be made from time to time. These will be posted on the notice boards in each house and on the Hall Notice Boards. It is the duty of all students to familiarize themselves with all rules applicable to Desmond Tutu Hall.

3 DESMOND TUTU HALL STAFF INFORMATION

- Hall Warden: Mrs Clarris Magadza (c.magadza@ru.ac.za)
Tel No: 046 603 7467
- Hall Administrator: Mrs Cindy Jeggels (c.jeggels@ru.ac.za)
Tel No: 046 603 7452
Office situated in the Desmond Tutu Dining hall next to the stairs and toilets
Office hours: 8am - 3:30pm
- Housekeeper: Ms Siphokazi Ngesi (s.ngesi@ru.ac.za)
Tel No: 046 603 7470
Speed dial: 5260

Houses:

Amina Cachalia House (Founded in 2011)

Warden: Ms Masi Buso
Email: m.buso@ru.ac.za
Tel No: 046 603 7468

Cullen Bowles House

Warden: Mr Kanyiso Ntikinca
Email: k.ntikinca@ru.ac.za
Tel No: 046 603 8038

Ellen Kuzwayo House (Founded in 2011)

Warden: Mrs Clarris Magadza
Email: c.magadza@ru.ac.za
Tel No: 046 603 7467

Margaret Smith House (Founded 2008)

Warden: Mrs Lerato Baloyi-Mokwena

Email: l.baloyimokwena@ru.ac.za

Tel No: 046 603 8336