

Rhodes University

Hilltop Hall Constitution

2021

Contents

| | | |
|----|--|----|
| 1 | NAME | 2 |
| 2 | DEFINITIONS | 2 |
| 3 | MEMBERSHIP OF THE HALL..... | 2 |
| 4 | THE HALL COMMITTEE | 2 |
| 5 | DUTIES AND RESPONSIBILITIES OF THE HALL COMMITTEE..... | 3 |
| 6 | MEETINGS OF THE HALL COMMITTEE..... | 3 |
| 7 | QUORUM | 3 |
| 8 | THE FELLOWS | 3 |
| 9 | WARDENS | 4 |
| 10 | ESTABLISHING RULES AND REGULATIONS..... | 4 |
| 11 | THE HEAD STUDENT OF THE HALL..... | 5 |
| 12 | THE HEAD STUDENT OF THE HOUSE/RESIDENCE | 7 |
| 13 | THE HALL SRC REPRESENTATIVE | 8 |
| 14 | HOUSE COMMITTEES | 9 |
| 15 | PROCEDURAL RULES FOR COMMITTEES | 12 |
| 16 | DISCIPLINE..... | 12 |
| 17 | AMENDMENTS TO THE HALL CONSTITUTION | 13 |

1 NAME

The name of the hall shall be Hilltop Hall¹ and it shall consist of four houses: Calata, Hilltop 7, Hilltop 8 and Sisulu.

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

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
- 4.5 the Head Student of each of the constituent houses;
- 4.6 the Sub-Wardens of the Houses;
- 4.7 the Hall Administrator;
- 4.8 the SRC Representative of the Hall

¹ The name of Hilltop Hall, Hilltop House 7 and Hilltop House 8 shall be updated in this constitution once the naming processes have been completed.

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 Meetings will normally be held once in each term.
- 6.2 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.

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 Hall Fellows 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;

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 WARDENS

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 two terms;
- 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,
 - to a fine in excess of 25% of the Hall Warden's maximum fine jurisdiction at the time the fine was imposed; or
 - to any form of exclusion from the hall and/or University
 - to compulsory service of 20 hours or more

shall be eligible to be nominated and 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.

Should there only be one nomination, this will be extended for a further 24 hours and if no objections are received, will be appointed by default.

- 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 published using the appropriate means 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 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.

11.5 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 Hilltop 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 as prescribed in the year for the specific degree.

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.

12.1.5 If a student fails to meet the eligibility criteria, the student can write a motivation stating reasons why they should be elected. The Hall Warden will consider and decide based on this motivation.

12.2 The House Head Student may not hold the office of Sub warden 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 or 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 may attend, as an observer,

all House Committee meetings of all the Houses 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 House Head 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 at least once a week.

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 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 fails more than half of his/her credits in the November examinations, he/she shall be deemed ineligible to take up the position.

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) At least 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 year students). The way the representatives are selected will be decided on at the house meeting prior the selection.
 - d) The House Warden may serve in an advisory role or as fully fledged member in the panel. This 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 protocols and procedures 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 REQUIREMENTS FOR THE HOUSE COMMITTEE

- 14.8.1. Students will be required to attend all training scheduled. Failure to attend these training workshops may lead to the dismissal of the relevant representative.

14.9 PROCEDURE FOR NON-PERFORMING HOUSE COMMITTEE MEMBERS

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:

- 14.9.1 Any two members of the house (Sub-Wardens included) may submit a report to this effect to the House Warden of the residence.
- 14.9.2 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.
- 14.9.3 The accused House Committee Member may bring another person into the hearing for support as a silent observer.
- 14.9.4 The remainder of the House Committee, including Subwardens shall be invited to attend the hearing in the capacity of jury to the proceedings.
- 14.9.5 After the hearing, the jury in 14.9.4 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.

14.9.6 In the case of the House Head Student, the procedure for dismissal shall be the same as that described in 14.9 above, except that the Head Student can only be dismissed by a 2/3 majority of the panel.

14.11 PROCEDURE FOR RESIGNATION OF A HOUSE COMMITTEE MEMBER

14.11.1 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.

14.11.2 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.

14.12 REWARDS FOR HOUSE COMMITTEE MEMBERS

14.12.1 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.

14.12.2 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.

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. Any student aggrieved by the decision or penalty imposed by a House Warden, the Hall Warden or the Hall Disciplinary Panel may exercise his/her right of review in terms of the Student Disciplinary Code. As per the Student Disciplinary Code, grounds for review and the review process will be clearly explained when notification of sanction are served.

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.