

LILIAN NGOYI HALL



CONSTITUTION

&

RULES BOOK

2018

Emergency Contact Details

POSITION	NAME	WORK	HOME	CELL	EMAIL
Hall & Joe Slovo Warden	Mr Mbulelo Ntlabati		046 603 7065	083 402 3296	M.Ntlabati@ru.ac.za
Centenary Warden	Mathias Chirombo	-	046 603 8833	074 320 9377	M.Chirombo@ru.ac.za
Ruth First Warden	Christelle Hutchinson	-	046 603 8720	082 777 1394	C.Hutchinson@ru.ac.za
Victoria Mxenge Warden	Meesbah Jiwaji	-	046 603 8697	073 104 4485	M.Jiwaji@ru.ac.za
Hall Administrator	Althea Clark	046 603 8692	-	073 786 9113	A.Clark@ru.ac.za

In the event of an emergency, please contact one of the below:

Emergency Service Contact Details

SERVICE	NUMBER
Lilian Ngoyi Hall Housekeeper	(046) 603-8710
Nelson Mandela Hall Kitchen	(046) 603-8716
Campus Protection Unit (CPU)	(046) 603-8146 or 603-8147 or (046) 603 8999
Counselling Centre	(046) 603-7070 or 082 803 0177
Electrical Services / Emergency electrical maintenance	(046) 603-8034 After hours, phone CPU.
Engineering / Emergency maintenance problems	(046) 603-8236 After hours, phone CPU.
Fire Brigade, Grahamstown	(046) 603-5298 or 622-4444
Call CPU first, they will call the Police.	
Police	(046) 603-9111 or 10111
Call CPU first, they will call the Police.	
Sanatorium	(046) 603-8523 or 082 801 1409 (after hours emergency)
Settler's Hospital	(046) 622-2215
Student Bureau	(046) 603-8276

Contents

Emergency Contact Details.....	i
Emergency Service Contact Details	i
WELCOME TO LILIAN NGOYI HALL.....	4
INFORMATION.....	4
Lilian Ngoyi	5
Centenary	6
Joe Slovo	6
Ruth First	8
Victoria Mxenge.....	9
CONSTITUTION OF LILIAN NGOYI HALL	10
1. NAME	10
2. DEFINITIONS	10
3. MEMBERSHIP OF LILIAN NGOYI HALL.....	10
4. THE HALL COMMITTEE	11
5. DUTIES AND RESPONSIBILITIES OF THE HALL COMMITTEE.....	11
6. MEETINGS OF THE HALL COMMITTEE	11
7. QUORUM	11
8. THE FELLOWS.....	11
9. WARDENS	12
10. ESTABLISHING RULES AND REGULATIONS	13
11. THE SENIOR STUDENT OF THE HALL.....	13
12. THE HALL SRC REPRESENTATIVE.....	15
13. THE HOUSE SENIOR STUDENT/HEAD OF HOUSE.....	16
14. MEMBERS OF THE HOUSE COMMITTEE	18
15. PROCEDURAL RULES FOR COMMITTEES	20
16. DISCIPLINE	20
17. AMENDMENTS TO THE HALL CONSTITUTION	22
RULES OF LILIAN NGOYI HALL.....	23
1. ABSENCE FROM RESIDENCE	23
2. ALCOHOL	23
3. AMENITIES	24
4. ARRIVAL AND DEPARTURE	24
5. BOX ROOMS.....	24
6. CAMPUS PROTECTION STAFF	25
7. CASUAL LABOUR.....	25

8.	CHANGE OF ADDRESS.....	25
9.	COMPLAINTS REGARDING FOOD AND SERVICE	25
10.	COOKING.....	25
11.	DAMAGE AND LOSS OF UNIVERSITY PROPERTY	25
12.	DINING HALL (MEALS)	26
13.	DISCIPLINE	28
14.	DRESS.....	29
15.	ELECTRICAL APPLIANCES	29
16.	END OF TERM	30
17.	FINGER PRINT ACCESS SYSTEM - FRONT DOOR.....	30
18.	FIREARMS	31
19.	FIRE DRILLS AND FIGHTING EQUIPMENT	31
20.	FIREWORKS.....	31
21.	FORMAL DINNERS.....	31
22.	FUNCTIONS AND EXCURSIONS	31
23.	FURNITURE AND OTHER UNIVERSITY PROPERTY	31
24.	GUESTS	32
25.	HALL ADDRESS	32
26.	HOUSEKEEPING SERVICES.....	32
27.	HOUSE RULES.....	32
28.	HOUSE MEETINGS.....	32
29.	ILLNESS OR INJURY	32
30.	INITIATION AND INTIMIDATION	33
31.	LAUNDRY	33
32.	LOSS AND THEFT OF PRIVATE PROPERTY	33
33.	MAINTENANCE	33
34.	MASTER-KEY	33
35.	MATTRESSES AND BEDDING.....	33
36.	MOTOR VEHICLES	33
37.	NOTICE BOARDS	34
38.	ORGANISATION OF THE HALL	34
39.	PERSONAL SECURITY	34
40.	PETS	34
41.	POST (MAIL) & SENDING PACKAGES	34
42.	POSTERS.....	35
43.	PRIVACY	35

44.	ROOM KEYS.....	35
45.	SILENCE HOURS	35
46.	SMOKING	36
47.	SQUATTING IN RESIDENCES.....	36
48.	TELEPHONES.....	36
49.	TIDINESS.....	36
50.	TRAFFIC.....	36
51.	VISITING	37
	DISCIPLINARY DOCUMENTATION	37
	Appendix A:	37
	Appendix B:.....	39
	OPERATING PROCEDURES FOR ALL RESIDENCES	42
	PROTOCOL FOR PURCHASING RESIDENCE APPAREL.....	42
	RESIDENCE POLICIES AND PROCEDURES.....	43
	CENTENARY HOUSE	43
	1. ROOM ALLOCATION POLICY	43
	JOE SLOVO HOUSE.....	44
	2. ROOM ALLOCATION POLICY	44
	RUTH FIRST HOUSE.....	45
	3. ROOM ALLOCATION POLICY	45
	VICTORIA MXENGE HOUSE.....	46
	4. ROOM ALLOCATION POLICY	46

WELCOME TO LILIAN NGOYI HALL

A very warm welcome to Lilian Ngoyi Hall. To those of you who are returning, welcome back. A special word of welcome to our new students. We look forward to getting to know you and helping you integrate into the life of Rhodes University and Lilian Ngoyi Hall.

Lilian Ngoyi Hall is a relatively new Hall on campus and was constituted in 2009. As a result of the construction and subsequent occupation of Joe Slovo House the residences comprising Nelson Mandela Hall were separated into two Halls, namely Nelson Mandela and Lilian Ngoyi Halls. Being a new Hall, we are making use of the unique opportunity to develop our own ethos, atmosphere and traditions.

This Hall will operate on two fundamental rules:

- respect yourself;
- and respect others.

All of the rules contained in this booklet can be traced back to these basic principles, principles based on the South African Constitution.

INFORMATION

The residences in Lilian Ngoyi Hall are named after people or events that have impacted upon either the life of the university or the history of South Africa. The following information briefly details the name of the hall or residence, or person after whom the residence is named.

Lilian Ngoyi



Lilian Masediba Ngoyi was born in Pretoria on 25th September 1911 to a Bapedi family of six children. She initially did teacher training at the Kilnerton Training Institution. When her father could no longer afford the fees, she began training as a nurse at City Deep mine hospital. Ultimately, she took employment in a garment factory between 1945 and 1956, where she joined and became active in the Garment Workers Union, under the leadership of Solly Sachs. In an effort to draw the attention of the apartheid regime to the unacceptable living conditions of workers, in 1952, she joined the ANC during the Defiance Campaign. She was arrested in the whites-only section of a Johannesburg post office while composing a telegram to then-Prime Minister DF Malan, which read:

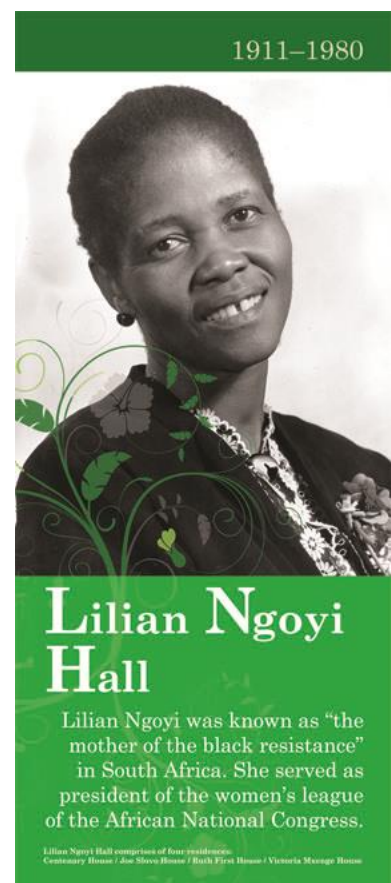
Dr Malan will you please withdraw your bills. South Africa has been a peaceful country. If not, remember what happened to Hitler in Germany and Mussolini in Italy.

Within a year of joining the ANC she was elected president of the ANC Women's League; when the Federation of South African Women was founded in 1954, she became one of its vice-presidents, and was elected president in 1956. Also in 1954, she became treasurer of the South African Non-European Council of Trade Unions. A gifted public speaker, she travelled to Europe as a delegate to a Women's International Democratic Federation conference in 1955, touring Russia, China and other Eastern Bloc countries. On her return, she became a member of the Transvaal ANC executive. She became the first ever woman elected to the ANC national executive in 1956. Her strength of leadership in these posts stemmed from her simple, straight-forward approach not bogged down with theory, dynamic personality, and an acute political understanding based on harsh experience and observation.

On the 9th of August 1956, Lilian Ngoyi, alongside Rahima Moosa, Helen Joseph and Sophie Williams and 20 000 women, marched on the Union Buildings in Pretoria, bearing petitions to Prime Minister JG Strijdom against new laws requiring women to carry passes. This day, one of the largest political protests ever held in South Africa, is today celebrated as National Women's Day.

Arrested in December 1956, Lilian Ngoyi stood trial until 1961 for high treason alongside 156 other leading anti-apartheid figures. While out on bail awaiting trial, Lilian Ngoyi was imprisoned for five months during the State of Emergency declared after the Sharpeville Massacre in 1960. She spent most of this time in solitary confinement. After her acquittal in 1961, she enjoyed a brief period of relative freedom before being issued with banning orders in October 1962. These orders confined her to Orlando Township in Johannesburg and prohibited her from attending any gatherings. Arrested under the 90-Day Detention Act in the mid-1960s, Lilian Ngoyi spent a further 71 days in solitary confinement.

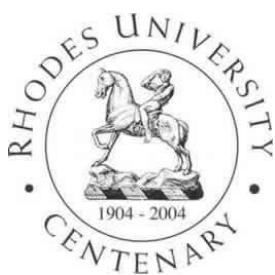
Her banning orders lapsed in 1972, but were renewed in 1975.



Lilian Ngoyi was banned for a total of 18 years, during which time she was all but confined to a small house, forbidden to move outside the boundaries of one small area and attend gatherings of any kind. Although battling to make a living from taking in sewing, she remained fearless and defiant, refusing to give up hope: "My spirits have not been dampened. I am looking forward to the day when my children will share in the wealth of our lovely South Africa." Although the victim of both gender and racial discrimination, Lilian Ngoyi demonstrated that these restrictions could be transcended and that women's rights and issues were central to the liberation struggle.

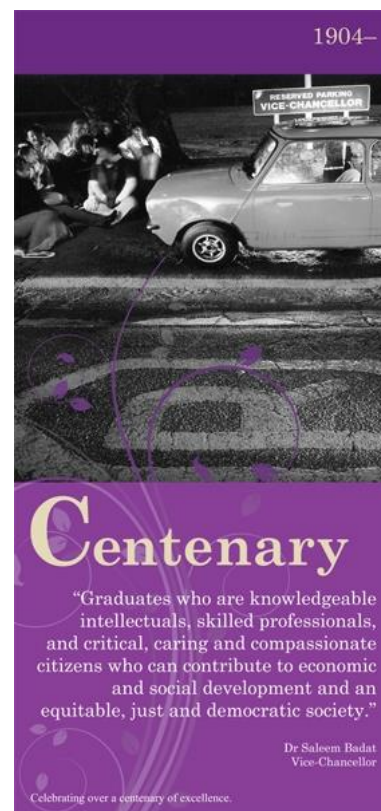
Lilian Masediba Ngoyi, affectionately known as Ma Ngoyi, died in Orlando of heart problems on the 13th of March 1980.

Centenary



Centenary House was opened in 2004, the Rhodes centennial year. The residence was named to mark that auspicious occasion in the life of the university. Rhodes University has shaped both the Eastern Cape and many of the men and women who have played a role in the development of South Africa. It was felt that naming the residence 'Centenary' honoured that legacy.

Centenary House is an environment for high-spirited, ingenious, quick witted and judicious people who aim to strive academically, in the community and on the sports fields. Centenary House has established a reputation for hard work and having fun. Regular community engagement activities, social functions, invited guest's speakers and residence activities ensure that Centenary House is a fantastic place to live at Rhodes University.



Joe Slovo

Born Yossel Mashel Slovo to Jewish parents in Lithuania on 23rd May 1926, Joe Slovo came to South Africa in 1934 at the age of eight when his family emigrated to escape the anti-Semitism then rampant in Europe. They settled in Johannesburg, where his father worked as a van driver.

A keen athlete and debater whose favourite school subject was history, Slovo was greatly influenced by John O'Meara, a militant Irish teacher at Observatory Junior High School. After leaving school in 1941, Slovo worked as a dispatch clerk at South African Druggists, and became a shop-steward for National Union of Distributive Workers. In 1942, he joined the South African Communist Party, having decided to dedicate himself to gaining power for the people and removing the oppressive apartheid regime then ruling South Africa.



Inspired by Russian heroism in the Second World War, Slovo enlisted and fought for the Allies, later becoming active in the Springbok Legion. On returning from the war, he completed a BA LLB at the University of the Witwatersrand. He married **Ruth First**, anti-apartheid activist,

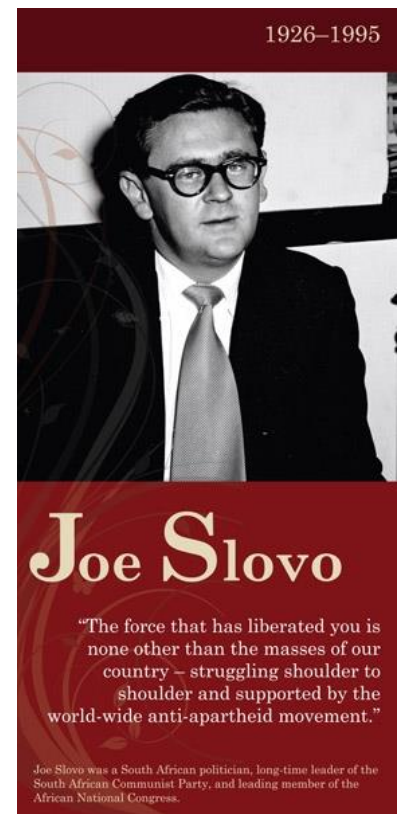
journalist, and daughter of SACP founding member Julius First, in 1949; they had three daughters Shawn, Gillian and Robyn. Politically active while still a student, Slovo was involved in the civil disobedience campaigns of the 1950s, becoming a founding member of the Congress of Democrats in 1953. Banned as a communist in 1954 (alongside Ruth First) under the Suppression of Communism Act of 1954, Slovo could not attend the drawing-up of the Freedom Charter by the Congress Alliance; instead, he watched the proceedings with binoculars from a nearby rooftop.

Arrested and detained for two months during the Treason Trial of 1956, Slovo was arrested and detained a second time during the State of Emergency that followed the Sharpeville Massacre in 1960. In 1961 he emerged as a leader of Umkhonto weSizwe, the military wing of the African National Congress. Slovo was forced into exile in 1963, first to the United Kingdom, where he completed an LLM at the London School of Economics. Ruth First joined him in exile after her own detention later in 1963. While in exile he continued his work for the SACP and ANC, moving to Mozambique in 1977 in order to establish an operational centre for the ANC. Two years after the death of Ruth First in 1982, South Africa and Mozambique signed the Nkomati Accord and Slovo was forced to leave Mozambique.

Slovo was an MK chief-of-staff, as well as a member of the SACP's central committee. Furthermore he served on the ANC's revolutionary council from 1969 to 1983. In 1986, he became general secretary of the SACP, the pressure of which duties led him to relinquish his MK post, although he retained his place on the ANC's national executive and revolutionary council.

In 1989 the SACP adopted policies of negotiations and compromise to replace those of armed struggle they had adopted in 1962. The party thus committed itself to a multi-party post-apartheid democracy. Following the unbanning of the SACP and ANC in February 1990, Joe Slovo returned to South Africa to participate in "talks about talks" between the failing NP government and the ANC. Re-elected as SACP secretary general and to the ANC national executive committee in 1991, Slovo participated in the Convention for a Democratic South Africa and served in the working group concerned with constitutional principles and process. Following the first democratic elections in 1994, Slovo served as Minister of Housing and was concerned with the delivery of housing and services to the people by of the Rural Development Program.

Dogged by ill-health from the early 1990s, Joe Slovo died on the 5th of January 1995.



Ruth First



The daughter of Jewish Latvian parents fleeing anti-Semitic pogroms in Eastern Europe, Heloise Ruth First was born in Johannesburg on the 4th of May 1925. Her father Julius was one of the founding members of the South African Communist Party. Restless and strong-willed, from an early age Ruth First struggled to bring about a greater equality in the world in which all people were equal.

After matriculating from Jeppe High School for Girls, Ruth First attended the University of the Witwatersrand from 1942 to 1946. Her fellow students included Nelson Mandela, Joe Slovo, JN Singh and Ismail Meer. She graduated with a BA (Social Studies) with firsts in anthropology, sociology, economic history and native administration and went on to work, briefly, for the Johannesburg City Council. Leaving the Council because she could not countenance its actions, she became Johannesburg editor of *The Guardian*, a left-wing daily newspaper. As a journalist she specialised in exposé reporting; her pieces on slave-like conditions on Bethal potato farms, migrant labour, bus boycotts and the women's anti-pass campaign are classics of 1950s social and labour reporting. She also did support work for the 1946 mineworkers strike, the Indian Passive Resistance Campaign of 1950, and protests surrounding the banning of communism under the 1950 Suppression of Communism Act. She was active in the development of the underground SACP and of closer links between the ANC and SACP.

In 1949 she married fellow communist and anti-apartheid activist **Joe Slovo**; their home became an important site of political debates and gatherings during the 1950s. In 1953, First helped found the Congress of Democrats and took over as the editor of *Fighting Talk*, a journal supporting the Congress Alliance. Along with Slovo, she served on the drafting committee of the Freedom Charter but could not attend the Congress of the People because of her banning order. She was among the 156 anti-apartheid activists tried for treason in 1956; all 156 were acquitted four years later.

Ruth First fled to Swaziland following the declaration of a State of Emergency following the 1960 Sharpeville Massacre, but returned to Johannesburg six months later to become editor of *New Age*. Detained in 1963 following the arrests of Nelson Mandela, Walter Sisulu and Govan Mbeki, First was placed in solitary confinement for 117 days. On her release, she and her three daughters left South Africa to join Joe Slovo, already in exile, in Britain. Her account of her period in detention was published as *117 Days*, also made into a movie.

In Britain during the 1960s and 1970s, First was active in anti-apartheid politics in support of the ANC and SACP. During this time she published several books now considered landmarks of Marxist academic debate, including *The Barrel of a Gun: The Politics of Coups d'Etat in Africa* (1970), *Libya: the Elusive Revolution* (1974), and *The Mozambican Miner: A Study in the Export of Labour* (1977), also editing Mandela's *No Easy Walk to Freedom* (1967), Govan Mbeki's *The Peasant's Revolt* (1967) and Oginga Odinga's *Not Yet Uhuru*. During this time she also lectured on the sociology of underdevelopment at Durham University.



Relocating with Joe Slovo to Mozambique in 1977, Ruth First took up the post of research director at the Centre for African Studies at Eduardo Mondlane University in Maputo, beginning research on the lives of migrant labourers. This work was published, posthumously, as *Black Gold: the Mozambican Miner*.

Ruth First was killed by a letter bomb originating from South African military services in 1982.

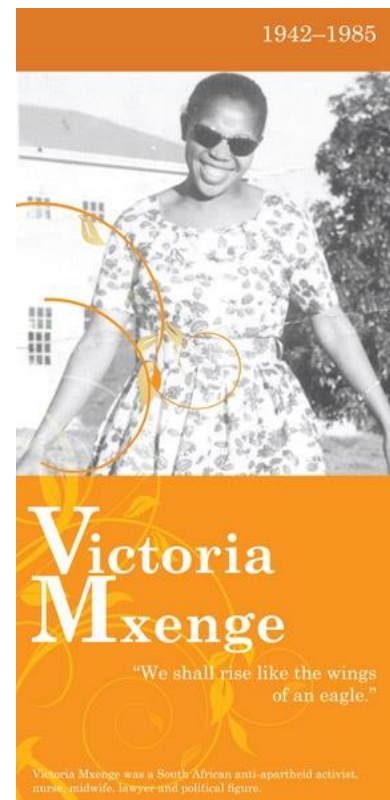
Victoria Mxenge

Victoria Mxenge was born on 1st January 1942 in King William's Town, Eastern Cape. She trained as a nurse and midwife and worked in Umlazi Clinic near Durban. She then changed to law, and was eventually admitted as an attorney in 1981 after serving articles in her husband's (Griffiths) legal firm. After her husband's banning, detention and subsequent murder, Victoria continued with the legal practice. The death of her husband made her active in United Democratic Front (UDF) structures, becoming one of the more prominent members of the Natal Organisation of Women (NOW). She spent many years fighting for the rights of people, representing youth and students who were detained by the security police and who were treated badly in detention. She was also part of the team that defended the United Democratic Front and the Natal Indian Congress during the treason trial in the Pietermaritzburg



Supreme Court.

In 1985 she was brutally murdered before the trial and did not live to see the fruits of her efforts in putting evidence together in preparation of the defence. Her death sent shock waves through the community and led to much criticism of the apartheid system. The international community, including the Reagan administration condemned the incident. Her funeral was attended by about 10 000 people, showing the prominent position she played in her community. Nelson Mandela and Oliver Tambo sent letters of condolence. In 1987 a Durban magistrate refused to open a formal inquest into her death, claiming that she died from head injuries and had been murdered by persons unknown. Although her killers were heard by the amnesty committee of the Truth and Reconciliation Commission (TRC), the Mxenge family still feels that justice was not done.



CONSTITUTION OF LILIAN NGOYI 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 LILIAN NGOYI HALL.

PREAMBLE

We, the students and staff of Lilian Ngoyi Hall, inspired by the values personified by Ma Ngoyi, acknowledge the challenges facing us as a diverse academic community.

Living and learning together, we will strive to create an environment that promotes the realisation of each individual's full potential by valuing comradeship, perseverance, leadership and academic excellence through service above material gain and personal reward and by recognising the fundamental equality and dignity of all our residents.

Founded on the principles of strength (amandla), love (uthando) and courage (ubugorha), we pledge to infuse a spirit of engagement, responsibility and service in our community.

Working together, motivated by the sacrifices made by Lilian Ngoyi, Victoria Mxenge, Ruth First & Joe Slovo and inspired by the Freedom Charter's declaration that "South Africa belongs to all who live in it", we will strive to build a truly African home for all in our Hall.

1. NAME

The name of the Hall shall be "Lilian Ngoyi Hall" and it shall consist of four houses: Centenary; Joe Slovo; Ruth First and Victoria Mxenge.

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.
- 2.5. Mutatis mutandis refers to the necessary changes having been made; having substituted new terms; with respective differences taken into consideration.
- 2.6. Head of House shall mean senior student of the respective house.

3. MEMBERSHIP OF LILIAN NGOYI HALL

The members of Lilian Ngoyi Hall shall be:

- 3.1. the Hall Fellows, provision for whose office is made in Section 8 below;
- 3.2. the Hall Warden and House 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 of Lilian Ngoyi Hall - Chairperson ex officio;
- 4.2. the Senior Student of Lilian Ngoyi Hall – Vice Chairperson;
- 4.3. the Fellows of Lilian Ngoyi Hall;
- 4.4. the House Wardens of each of the constituent houses;
- 4.5. the Senior Student/Head of House of each of the constituent houses;
- 4.6. the Sub-Wardens of each of the constituent houses;
- 4.7. the SRC Representative of Lilian Ngoyi Hall.
- 4.8. a Community Engagement and an Environment Representative.

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 Dean of Students 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 or its nominee 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 Senior 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. The Hall Fellows shall be appointed by the Senate of the University and 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. ASSOCIATE FELLOWS

The Associate Fellows who shall be non-voting members of the Hall, shall be nominated by the Hall Warden after consultation with Hall Committee from the ranks of the Academic and Senior Administrative Staff of the University so that, as far as possible, they are drawn from a number of Faculties of the University; or from amongst the upstanding members of the Grahamstown Community. Associate Fellows shall hold office for a period of five years and be eligible for re-appointment for a further five year period thereafter.

8.3. HONORARY LIFE FELLOWS

When a Fellow or an Associate Fellow has rendered long and distinguished service to the Hall or University it shall be competent for the Hall Warden, after consultation with Hall Committee, to appoint him/her to an Honorary Life Fellowship.

8.4. 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 Dean of Students, Senate or Council.

9.2. THE 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/Dean of Students, 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

10.1.1. 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.

10.1.2. 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.

10.1.3. 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 10.1.1. or 10.1.2. above is necessary, they may, after giving the Hall or House Warden an opportunity to state his/her views, repeal or alter such rules.

10.1.4. Any rules or regulations made in terms of 10.1.1. or 10.1.2. above shall be published on the Hall's notice boards and in the Hall Rules and Information booklet, electronic copies of which shall be provided to all members of the Hall at the beginning of the following academic year.

11. THE SENIOR STUDENT OF THE HALL

11.1. ELIGIBILITY

Any student

11.1.1. who has been resident in the Hall for at least one year; and

11.1.2. who has not failed more than two half credits or the equivalent in the preceding June examinations. Under exceptional circumstances, the candidate may appeal to the Hall warden prior to the holding of elections.

11.1.3. 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:

11.1.3.1 to a fine in excess of 25% of the Hall Warden's maximum fine jurisdiction at the time the fine was imposed; or

11.1.3.2 to any form of exclusion; or

11.1.3.3 to compulsory service of 20 hours or more.

shall be eligible to be nominated or elected to fill the post of Hall Senior Student for the following calendar year, except in such case where:

11.1.4. the fine referred to in 11.1.3.1. above is 40% or more of the Hall Warden's maximum fine jurisdiction at the time the fine was imposed or,

11.1.4.1 the compulsory service referred to in above is 30 hours or more, the student shall not be eligible to be nominated or elected to fill the post of Hall Senior Student for the following three calendar years.

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

11.3. Should a student be elected Hall Senior 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, satisfies the criteria in section 11.1 and who is still willing to serve shall automatically be deemed to be elected and shall fill the vacancy.

11.4. ELECTION OF THE SENIOR STUDENT OF THE HALL

In the fourth term of each year the Senior 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. 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 Senior Student and what he/she proposes to do for the Hall during his/her term of office.

11.4.3.

11.4.3.1. Should only one nomination be made, then the nomination shall be announced to the Hall via email. The residents of Lilian Ngoyi Hall shall be granted 48 hours to object to the nomination. The objection must be made in writing to the current Hall Senior Student. If no objections are received then the candidate shall be declared elected. If any objections are received, then a further 24 hours will be granted for further nominations. If no further nominations are received then the candidate shall be declared elected. If further nominations are received then the election of the Lilian Ngoyi Hall Senior Student will proceed as detailed below.

11.4.3.2. Should more than one nomination be made, then the 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 66.6% poll. Should a 66.6% 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 will be passed receiving the majority 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 Hall Senior Student shall convene and chair an Electoral College of the House Senior Students, with the Hall SRC representative in attendance as an observer. 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.

11.4.6.1. If during the academic year in which the Senior Student holds office the Senior Student decides to resign, and or elects to not return to a residence in the Hall for his/her term of office, or elects to take up another office (e.g. Sub-Warden or SRC member). A new election shall be conducted in accordance with the provisions of this clause.

11.4.6.2. Should the Senior Student resign, or choose not to return to residence in the Hall for his/her term of office, or elect to take up another office (e.g. Sub- Warden or SRC member) during the December vacation, the position shall be filled by offering the position to the candidate who attained the second most number of ballots cast during the election. If this candidate does not accept the offer, an offer will be made to the person who received the next highest number of ballots in the election. Should neither of these candidates accept the offer a new election shall be conducted in accordance with the provisions of this clause during the two weeks of the first term.

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.

11.5. FUNCTIONS OF THE SENIOR STUDENT OF THE HALL

11.5.1. The Senior 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 Senior 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 Senior Student 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.

12. THE HALL SRC REPRESENTATIVE

12.1. 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.

12.2. FUNCTIONS OF THE HALL SRC REPRESENTATIVE

- 12.2.1.** 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. 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.
- 12.2.2.** 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.
- 12.2.3.** 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.

13. THE HOUSE SENIOR STUDENT/HEAD OF HOUSE

13.1. ELIGIBILITY

Any student

- 13.1.1.** who has been resident in a House for at least two terms; and
- 13.1.2.** who has not failed more than two half credits or the equivalent in the preceding June examinations. Under exceptional circumstances, the candidate may appeal to the House Warden prior to the holding of elections.
- 13.1.3.** 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:
- 13.1.3.1.** to a fine in excess of 25% of the Hall Warden's maximum fine jurisdiction at the time the fine was imposed; or
- 13.1.3.2.** to any form of exclusion; or
- 13.1.3.3.** to compulsory service of 20 hours or more
- 13.1.4.** shall be eligible to be nominated or elected to fill the post of House Senior Student for the following calendar year, save in such case where:
- 13.1.4.1.** the fine referred to in 13.1.3.1 above is 40% or more of the Hall Warden's maximum fine jurisdiction at the time the fine was imposed or
- 13.1.4.2.** the compulsory service referred to in 13.1.3.3 above is 30 hours or more,
- the student; shall not be eligible to be nominated or elected to fill the post of House Senior Student for the following three calendar years.
- 13.2.** The House Senior Student may not hold another office (e.g., Sub-Warden, Hall SRC Representative) during his/her tenure.
- 13.3.** Should a student be elected as House Senior 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 election, meets the criteria stipulated in section 13.1 and who is still willing to serve shall automatically be deemed to be elected and shall fill the vacancy.

13.4. ELECTION OF THE SENIOR STUDENT OF EACH HOUSE

13.4.1. Following upon the election of the Senior Student of the Hall in the fourth term of each year, members of Centenary, Joe Slovo, Ruth First and Victoria Houses shall elect the Senior Student of their House from among the members of their respective Houses to serve for the following year, provided that the Senior Student of the Hall shall not be eligible for election as Senior Student of a House.

13.4.2. The elections of the Senior Students shall, mutatis mutandis, be conducted in accordance with the procedure laid down for the election of the Senior Student of the Hall in Article above. A separate ballot box shall be prepared for each House and be made available for voting with a scrutineer in attendance until all available members have voted.

13.4.2.1. If during the academic year in which the Senior Student holds office and decides to resign, and or elects to take up another office (e.g. Sub-Warden or SRC member), a new election shall be conducted in accordance with the procedure laid down for the election of the Senior Student of the Hall.

13.4.2.2. Should the Senior Student resign, or choose not to return to the relevant residence in the Hall for his/her term of office, or elect to take up another office (e.g. Sub-Warden or SRC member) during the December vacation, the position shall be filled by offering the position to the candidate who attained the second most number of ballots cast during the election. If this candidate does not accept the offer, an offer will be made to the person who received the next highest number of ballots in the election. Should neither of these candidates accept the offer the incoming house committee shall elect a Senior Student from among themselves. This election shall occur at a meeting of this committee convened at the beginning of the academic year.

13.5. FUNCTIONS OF THE SENIOR STUDENT OF EACH HOUSE

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

13.5.1. liaise between the House and Hall Committee;

13.5.2. encourage participation by members of the House, in House, Hall and University functions;

13.5.3. call House meetings when necessary after consultation with the House Warden;

13.5.4. ensure that a copy of the minutes of such Committee meetings is made available promptly to members of the House Committee by the House Secretary and

13.5.5. ensure that the members of the House Committee fulfil their duties.

13.6. THE HALL COMMUNITY ENGAGEMENT AND ENVIRONMENTAL REPRESENTATIVE

The House Community Engagement and Environmental Representatives shall elect, from amongst themselves, a representative to serve on the Hall Committee. These representatives shall liaise between the House Community Engagement and Environmental Representatives and the Hall Committee. They will be tasked with the management of the Hall Community Engagement and Environmental initiatives.

14. MEMBERS OF THE HOUSE COMMITTEE

14.1. ELIGIBILITY

Any student

14.1.1. who has been resident in a House for at least one term; and

14.1.2. who has not failed more than 50% of their credits for which they were registered in June examinations. Under exceptional circumstances, the candidate may appeal to the House Warden prior to the holding of elections.

14.1.3. 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:

14.1.3.1. to a fine in excess of 25% of the Hall Warden's maximum fine jurisdiction at the time the fine was imposed; or

14.1.3.2. to any form of exclusion; or

14.1.3.3. to compulsory service of 20 hours or more

shall not be eligible to be nominated or elected to serve on the House Committee for the following calendar year, save in such case where:

- the fine referred to in 14.1.3.1 above is 40% or more of the Hall Warden's maximum fine jurisdiction at the time the fine was imposed or
- the compulsory service referred to in 14.1.3.3 above is 30 hours or more, the student shall be eligible to be nominated or elected to serve on the House Committee for the following three calendar years.

14.2. A House Committee Member may hold another office (e.g., in a sports club or society) during his/her tenure.

14.3. Should a student be elected to the House Committee, 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, who meets the criteria stipulated in section 14.1 above and who is still willing to serve shall automatically be deemed to be elected and shall fill the vacancy.

14.4. SELECTION OF THE HOUSE COMMITTEE

14.4.1. There shall be a House Committee for each house comprising of the following members:

14.4.1.1. the House Warden (ex officio) - Chairperson

14.4.1.2. the Sub-Warden/s and

14.4.1.3. the Senior Student of the House (Vice Chair) and a minimum of five additional elected members (see section 14.6)

14.4.2. Any student who has been resident in the House for at least one term shall be eligible to nominate a candidate.

14.4.3. The selection of the House Committee must be completed before the end of undergraduate lectures in the fourth term.

In order to ensure the appointment of the best-qualified and suitable (best-fit) candidate a selection panel should be constituted by the incoming House Senior Student within one week of their election, to select the candidate for each portfolio. The selection panel should be made up as follows:

- Incoming House Senior Student (Chair);
- House Warden (ex officio);
- Sub-Wardens for the following year;
- One alumni member preferably who resided in the residence for 3 or more years;
- One 1st year representative;
- One 2nd year representative;
- One 3rd year representative.

The three residence representatives should be elected at the first house meeting of the 4th term.

The selection committee should meet no later than the 3rd Friday of the 4th term. Should a selection committee decide, by 2/3rds majority, to interview candidates for either all or a particular portfolio they may do so. The appointments shall be announced by the following Monday. Candidates may request an explanation of why they were not successful from the Chair of the Selection panel.

Candidates for the House Committee must:

- a. meet the requirements detailed in 14.1
- b. submit a letter of motivation explaining to the selection panel:
 - i). why they are the best person for the position/portfolio
 - ii). detailing their plan for the portfolio that they are applying for, for the upcoming year

14.4.4. The selection committee shall also select an alternate member for each portfolio. Should the selected candidate resign, or not return to the relevant residence in the Hall for his/her term of office, or elect to take up another office (e.g. Sub-Warden or SRC member or Senior Student), the position shall be filled by offering the position to the alternate candidate. If the alternate candidate is not returning to residence or does not accept the offer, then the Senior Student in consultation with the Warden shall select an appropriate candidate from the remaining alternate candidates.

14.5. DUTIES AND RESPONSIBILITIES OF THE HOUSE COMMITTEE

14.5.1. 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.

14.5.2. 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.

14.5.3. Its members shall carry out duties at social events in the House as established by the Hall and House Warden.

14.5.4. 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.

14.6. REQUIREMENTS FOR THE HOUSE COMMITTEE

14.6.1. Students will be required to attend the pre-orientation week and mid-year refresher training. Failure to attend these training workshops will lead to the dismissal of the relevant representative.

14.7. COMPOSITION OF THE HOUSE COMMITTEE

14.7.1. A House Committee shall, at a minimum, comprise the following portfolios:

- Senior Student/Head of House
- Academic Representative
- Mentoring Representative
- Environmental Representative
- Community Engagement Representative
- Sports Representative
- Food Representative
- Entertainment Representative
- Secretary
- Treasurer
- ResNet Representative

14.7.2. The composition of the House Committee shall be decided, by a 2/3rds majority based on a show of hands, at a House meeting in accordance with the guidelines of the Dean of Students.

14.7.3. This decision shall be made before nominations for the in-coming Senior Student/Head of House are called for.

14.7.4. If by 2/3rds majority a House decides to elect a first year representative they may do so.

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 PANEL

16.2.1. In the event of a Hall Disciplinary Panel 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 Panel 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 Panel 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 Panel is brought by a member of the Disciplinary Panel such member must recuse himself/herself and be replaced in accordance with the Student Disciplinary Code.

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.

16.4. HOUSE DISCIPLINARY COMMITTEE

16.4.1. 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.

16.4.2. 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.

16.4.3. 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.

16.4.4. 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 student of senior standing who is not already sitting.

16.5. REVIEW BY THE HALL WARDEN

16.5.1. 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.

16.5.2. Any student wishing to exercise the right of review set out above shall, within 48 hours of the imposition of the penalty, advise the Hall Warden in writing of the reasons for requesting a review.

16.5.3. 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.

16.5.4. Where a review in terms of either Clause 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.

16.5.5. 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.

16.5.6. The Hall Warden shall have the powers on review set out in the Student Disciplinary Code.

16.5.7. Any student aggrieved by the Hall Warden's decision on review shall have the right of review set out below.

16.6. 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. The Hall Constitution and any rules made in terms of the paragraph above shall always be within the declared policy of the Senate or the Council.

17.3. 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.

RULES OF LILIAN NGOYI HALL

All students are required to conform to the rules of the University as published in the Student Disciplinary Code, in the university calendar, and the Lilian Ngoyi 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.

1. ABSENCE FROM RESIDENCE

If a student is to be absent from Grahamstown or from his/her residence overnight or longer he/she is required complete the relevant sign out book and to notify the Warden of his/her house of her whereabouts. Note that 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 relative's 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 Lilian Ngoyi Hall i.e. the residences, dining hall, the grounds and environs thereof. No spirits e.g. whisky, brandy, gin etc. are allowed.

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

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

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

Weekdays 17h00(5.00pm) until 21h30 (09.30pm)

Saturdays 12h30 (12.30pm) until 14h00 (2.00 pm)
 17h00 (5.00pm) until 23h30 (11.30 pm)

2.1.2. For the sake of clarity this means that no liquor may be consumed in the dining hall (including the balconies, toilets, passages, bathrooms and entrance foyers of the houses, the grounds and environs of the Hall and Houses).

- Students may not carry open bottles or glasses of beer or wine in the areas mentioned above in 2.1

2.1.3. 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.

2.2. No liquor of any sort may be sold, bartered or exchanged at anytime. This is a contravention of the Liquor Act. Those students operating the kiosk in each residence may not buy liquor on behalf of other students in residence.

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

- 2.4.** No "parties" may be held in private rooms or the common rooms without the Hall Warden's authority. The presence of three or more people in one room with loud noise, music and/or alcohol will be construed as being a party.
- 2.5.** Any departure from these instructions may only take place with the express authority of the Hall Warden in writing.
 - 2.5.1.** 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.
 - 2.5.2.** 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.

3. AMENITIES

Each house has its own television set, video recorder and DSTV.

4. ARRIVAL AND DEPARTURE

- 4.1.** Every student must report to the House Warden or Sub-Warden on duty within 24 hours of arrival at the beginning of each term. Students are required to sign the arrivals list and collect the key to their room. All students are required to complete and hand to the Warden or Sub-Warden on duty within 24 hours of arrival the documentation required for each term, for example room statements, emergency and personal details etc.
- 4.2.** Every student must sign the departure list, submit their room statement and have it checked by the Warden or Sub-Warden on duty and return his/her room keys to the Warden or Sub-Warden on duty before s/he leaves for the vacation. Rooms must be left in a clean and neat state. Any missing keys and outstanding maintenance must be reported to the Warden.
- 4.3.** Applications for early return or late departure shall be submitted in accordance with the policy as found on the Dean of Students website.

5. BOX ROOMS

- 5.1.** The Warden in consultation with the students of the residence should make a decision as to whether they are going to have temporary box rooms or not.
- 5.2.** Keys to the box rooms should be handled only by the Warden or Sub-Warden of the respective residences.
- 5.3.** One of the abovementioned persons should be in attendance whenever the box rooms are opened.
- 5.4.** 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 s/he can certify s/he 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.
- 5.5.** No items should be put into the box room unless they are sealed and labelled by the student.
- 5.6.** 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 box room door for his/her belongings to be stored in the box room and for their 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 6:00pm-7:00pm). 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.

- 5.7.** 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.
- 5.8.** 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 auctioned. 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 Hall 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.

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 at a termly meeting with the catering staff. Compliments and complaints may also be submitted via the meals co-ordinator whose email address is meals@ru.ac.za
- 9.2.** Complaints directed to a House Food Representative must be brought to the attention of the Hall Administrator, in writing, as soon as possible.

10. COOKING

The cooking of meals or the making of snacks (using electrical appliances) in bedrooms is not permitted. This is a serious fire hazard. Heavy penalties may result from a breach of this rule. Light snacks, food and drink may however be prepared in the kitchenettes, using the microwave oven.

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 within 24 hours of arrival in residence and must be handed to the Warden or Sub-Warden on duty. Failure to do so will result in the student concerned being held responsible for damage to and/or loss of property subsequently found.

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.

- 11.4. 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.
- 11.5. 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.
- 11.6. No student shall wilfully or negligently damage any property in Lilian Ngoyi Hall belonging to the University, a member of staff or another student.
- 11.7. Damage done to any property of the University must be reported in writing to the House Warden by the person or persons responsible.

Note: A student who damages property whilst under the influence of alcohol/liquor or drugs will be severely dealt with.

- 11.8. Movable assets belonging to the University and/or residence may not be moved from their allocated rooms without the prior authority of the Warden. All such assets must be returned to their original location after use or at the end of each term.

12. DINING HALL (MEALS)

- 12.1. All meals are served on a cafeteria basis.

- 12.2. The procedure to be adopted is as follows:

- present your finger print access on the machine in the servery, and then
- pass through the servery area, collecting your full meal from the Caterer on duty.

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	07h00 – 08h15
Saturday & Sundays & Public Holidays	08h00 – 09h15

Lunch:

Monday to Friday	12h00 – 13h50
Saturday & Sundays & Public Holidays	12h00 – 13h30

Dinner:

Monday to Sundays & Public Holidays	17h00 – 18h30
-------------------------------------	---------------

Exams Breakfast:

Monday to Saturday	07h00 – 08h15
Sunday	08h00 – 09h15

All other exam meal times unchanged.

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.

12.5. Meal Booking System

Meals will be supplied on the basis of a computerised meal booking system. Please ask your Sub-Warden or senior student to explain how it works.

Please note that:

- you may not share your meal with someone else;
- if you have not booked a meal you will not be allowed to take or share a meal under any circumstances;
- if you have not booked a meal you are not entitled to eat/drink anything from the Dining Hall. i.e. salads, bread, tea, etc;
- Students may invite guests into the Dining Hall if they have booked a meal using the Meal Booking System. No food or drink may be eaten or taken by visitors unless their host has booked a meal for them.

12.6. Alternate menus are available to students who book the alternatives in advance e.g. fast foods, Health platters, etc. At breakfast, you may have one glass of juice.

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.

12.7. Removing food from the Dining Hall.

12.7.1. Meals may not be served in student bedrooms without the express permission of the Warden in writing. In other words sick or injured students in residence may only have their meals in the residence if the Warden has authorised this in writing. 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 Sanatorium or the hospital).

12.7.2. No food may be taken out of the dining hall except a student's portion of fruit and or bread.

12.8. '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 only available to students who have booked and taken a meal.

Seconds are served strictly 5 minutes before the meals closing time. This may alter during the year.

12.9. Vegetarian and Special Diets

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

12.9.2. 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 (Mrs Jay Pillay), whose offices are in the Catering Headquarters building.

12.10. Wastage

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

12.11. 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 House funds will be charged a levy of R10 per item.

12.12. 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.

12.13. No smoking is permitted in the dining hall.

12.14. Dress in the dining hall must be objectively decent. No bathing costumes may be worn.

13. DISCIPLINE

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

13.2. 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.

13.3. General Conduct

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

13.4. Ignorance of the rules is NO excuse.

13.5. Penalties

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:

13.5.1. Hall Warden or Hall Disciplinary Committee = 10% of the BA fee per offence; exclusion from residence in the hall, compulsory service.

13.5.2. House Wardens and House Disciplinary Committee = 7 ½% of the BA fee per offence, compulsory service community service.

13.5.3. Sub-Wardens - 50% of the House Wardens maximum.

13.6. 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.

13.7. Rights

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

- 13.7.1.** to be given the particulars of the alleged disciplinary offence;
- 13.7.2.** to two days notice of the disciplinary hearing (only if you are denying the charge);
- 13.7.3.** to elect to be tried by a Hall or House Disciplinary Committee (see Student Disciplinary Code);
- 13.7.4.** to put forward your side of the story to the Warden, Sub-Warden; etc.
- 13.7.5.** to have a friend with you at the hearing.

13.8. Review

If you consider that:

- 13.8.1.** the penalty imposed on you is so excessive as to be unjust;
- 13.8.2.** the facts found proved do not constitute an offence; or
- 13.8.3.** that you have been prejudiced by not being afforded your rights in (13.7) above (and other similar complaints)

you may have the matter reviewed by the Hall Warden and, thereafter, if you so wish by a Proctor. Speak to your Warden, Sub-Warden or Senior Student immediately if you wish to take a matter on review.

- 13.9.** 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.

See Appendix: A - Admission of guilt penalties for residence students in terms of Rule 9 of the Student Disciplinary Code: 2015

See Appendix B - Procedure in hearings before lower disciplinary authorities.

14. DRESS

- 14.1.** Should be appropriate to the place and the occasion.
- 14.2.** Dress appropriately when seeing Wardens and other staff in their offices.

15. ELECTRICAL APPLIANCES

- 15.1.** Students' attention is drawn to the University's rules regarding the use of electricity.
- 15.2.** Students are reminded that no irons may be used in student bedrooms and that immersion heaters, private fridges and all forms of cooking appliances are forbidden. Heavy penalties are imposed for breaches of these rules as they constitute a serious fire risk.
- 15.3.** Kettles must be used on a tray so as to catch any water which may boil over.
- 15.4.** 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.
- 15.5.** Students may not use or possess electrical appliances in residence or other

building in the Hall other than those supplied by the University without the Hall and House Warden's permission.

15.6. 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).

15.7. No person may interfere with the lights, plugs, lighting systems, or heating systems.

16. END OF TERM

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

16.1. Your room will be checked by a Sub-Warden before you leave. Anything found missing or damaged will be charged to your account.

16.2. All room keys are to be handed in when you leave, any missing keys are to be reported to the Warden

If you are leaving the residence for good:

16.3. Anything left behind and not fetched by you before the start of the following academic year 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.

16.4. Please remember that it is your responsibility to make arrangements to have your belongings fetched.

If you are returning next year:

16.5. You may leave your trunks, boxes, etc in the box rooms or storage cupboards (if available) 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.

16.6. Please securely seal boxes, trunks, etc. and label your belongings clearly.

17. FINGER PRINT ACCESS SYSTEM - FRONT DOOR

All students are entitled finger print access to open the front door of their own residence.

17.1. If a door sticks, or if there has been an error with the locks or finger access system, arouse the Warden or sub-Warden. The matter, in any event, must be reported to the Warden first thing next morning.

17.2. 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).

17.3. No student may interfere with the finger print access system. Severe penalties will be imposed for a breach of this rule.

17.4. The residence front door must be kept locked at all times.

17.5. All students must ensure that when they enter or leave the residence, the door closes and locks behind them.

17.6. It is regarded as a serious disciplinary offence not to ensure that the door is locked on arrival and departure.

18. 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.

19. FIRE DRILLS AND FIGHTING EQUIPMENT

Fire drills are held four times a year. Additional fire drills will be held should the evacuation procedure not be completed satisfactorily. Students are required to vacate the residence in a quick and calm manner and meet at the muster area.

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. Very severe penalties will be imposed for a breach of this rule.

Every possible precaution should be taken to avoid a potential fire. In particular, ensure that heaters are switched off while unattended or while you are sleeping, extinguish cigarettes properly and ensure that all electrical appliances are safe and correctly connected.

No candles are permitted in residences.

Incense may not be burned in residences without the prior permission of the Warden. Where permission has been obtained such practise must be done, using adequate safety precautions, with due consideration of the other students in the residence.

20. FIREWORKS

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

21. FORMAL DINNERS

21.1. A welcome and a leavers dinner is held during the year. Guests are invited at the invitation of the Hall Committee.

21.2. 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.

21.3. Dress at these dinners is formal. Men should wear suits or jackets and ties or traditional dress while women should wear skirts and blouses or dresses or formal trouser suits. Jeans should not be worn.

21.4. Students may not invite their own guests.

22. FUNCTIONS AND EXCURSIONS

22.1. Parties, functions and excursions may not be held in the Hall or House or elsewhere without the Hall Warden's permission.

22.2. 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 Lilian Ngoyi Hall. The House Entertainment Representatives will have a copy.

23. 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.

24. GUESTS

- 24.1.** No persons other than bona fide residents of Lilian Ngoyi 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).
- 24.2.** No guests shall be accommodated in a residence overnight without the Hall and House Warden's authority, in writing. Please contact the Hall Administrator for the relevant application form.
- 24.3.** Students are responsible for the behaviour (including noise) of their visitors in the residences and rooms and precincts of the house.
- 24.4.** Outsiders may not use the residence facilities unless personally accompanied by their host at all times (including residence Common Rooms etc.) Lending your door key to a non-member of the residence is not permitted.

25. HALL ADDRESS

The Hall's address is:
Lilian Ngoyi Hall
(Name of Residence)
Private Bag X1040
GRAHAMSTOWN
6140

Please ensure the name of your residence is clearly stated on all correspondence sent to you. Kindly refer to Number 42. relating to post (mail) when arranging mail to be sent to you.

26. HOUSEKEEPING SERVICES

- 26.1.** All students are required to clean their own rooms. Cleaning equipment is available in each residence. Untidy or dirty rooms will not be tolerated.
- 26.2.** 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 sections 2 and 3.

27. HOUSE RULES

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

28. HOUSE MEETINGS

Attendance at House Meetings is compulsory unless prior permission is obtained from the House Warden before the meeting.

29. ILLNESS OR INJURY

- 29.1.** Illness or injury must be reported at once to the House Warden or Sub-Warden.
- 29.2.** In the event of a student being admitted to hospital or the Sanatorium the House Warden must be informed immediately.
- 29.3.** A daily clinic is held at the Rhodes University Sanatorium. Details of clinic times are displayed on notice boards.
- 29.4.** No ill student may stay in residence for longer than 24 hours without seeing the Sanatorium sister.
- 29.5.** In cases of illness or injury the student concerned may ask the House Warden's permission to have meals in residence for no longer than 24 hours.

30. 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).

31. LAUNDRY

31.1. 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.

31.2. Students are forbidden to do laundry for friends in digs or elsewhere.

31.3. No clothing or any items of laundry may be hung out of windows.

32. LOSS AND THEFT OF PRIVATE PROPERTY

32.1. 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.

32.2. Students are also advised to check that their property is covered by their parents or personal insurance while at university.

32.3. 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)

33. MAINTENANCE

Please report any repairs that need to be carried out either in the maintenance book (if available) or to a Sub-Warden, your House Warden or to the Housekeepers. This must be done as soon as possible.

34. MASTER-KEY

A Warden or Sub-Warden must accompany students who require the use of a master key in order to enter his or her room. Excessive requests for use of the Master-key between 00h00 and 07h00 will result in disciplinary action.

35. MATTRESSES AND BEDDING

35.1. Mattresses and/or bedding are not permitted to be on the floor.

Bed boards are available from the Senior Housekeeper.

35.2. 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.

All bedding not being used should be placed in a large plastic bag on top of the student's cupboard or stored by special arrangement with the Warden. Plastic bags may be obtained from the Senior Housekeeper.

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.

36. MOTOR VEHICLES

36.1. A student possessing a motor vehicle or motorcycle, which is to be kept at Lilian Ngoyi 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.

36.2. In addition such vehicles (including motorcycles) must be registered with the House Warden by completing the form provided for this purpose, within seven (7) days of acquiring possession or use of the vehicle.

37. NOTICE BOARDS

37.1. Ensure you read the notice boards in the Hall and Residences regularly as this is our main means of keeping you informed.

37.2. 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.

37.3. Notices and posters placed anywhere other than on Notice Boards will be removed and destroyed e.g. glass doors, walls etc.

38. ORGANISATION OF THE HALL

38.1. 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.

38.2. Each House Warden 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.

38.3. The House Committee is elected by the students either at the end of each year or early in the first term, in accordance with the Hall Constitution. The members of the House Committee act as an advisory committee to the House Warden.

39. PERSONAL SECURITY

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

40. PETS

40.1. No pets may be kept in residence.

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

41. POST (MAIL) & SENDING PACKAGES

All Lilian Ngoyi Hall's mail is delivered to Lilian Ngoyi Hall 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 the following address:

Student Name
Lilian Ngoyi Hall
(Name of Residence)
Private Bag X1040
GRAHAMSTOWN
6140

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

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

No persons, other than the Sub-Wardens, may collect post from the Hall Office. No student may tamper with another student's post.

In order to send a package via courier kindly use the following address:

Student Name
Student Residence
Nelson Mandela Dining Hall
c/o The Hall Administrator
Prince Alfred Street
Grahamstown
Tel: 046 603 8692

Please ensure you state the name of the residence as well as the students name on the package to ensure it reaches the correct person.

42. POSTERS

Posters, pictures etc, may be affixed to the walls of student rooms. Should the walls be marked or damaged, the student concerned will be held responsible for the cost of the repair. Picture hooks (including the self-adhesive variety), nails, screws, etc. may not be used.

43. PRIVACY

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

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

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

43.4. 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.

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

44. ROOM KEYS

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

44.2. No student may borrow or acquire in any other way a room key of any other student.

A breach of these rules will lead to serious consequences.

45. SILENCE HOURS

45.1. Reasonable quietness must be observed in the Houses and Hall and within the precincts of the Houses and Hall at all times.

45.2. Silence must be strictly maintained at the following daily times:

08h00 to 12h30 (8am - 12.30pm)

14h00 to 17h00 (2pm – 5.00pm)

20h00 to 06h30 (8pm - 6.30am)

NB: These times may change during examinations.

Note: If musical instruments (including radios, TV's etc.) are played in breach of rules 46.1 and 46.2 above, they may, in addition to any other penalty which may be imposed, be confiscated.

45.3. The occupant of each bedroom shall be responsible for the quietness and behaviour of all persons in his/her bedroom.

46. SMOKING

46.1. No smoking is permitted in the Dining Hall or its foyer.

46.2. No smoking is permitted in any part of a residence. Note that this includes students' bedrooms.

47. SQUATTING IN RESIDENCES

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

47.2. 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.

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

- Permission is sought from the Hall and House Warden, in writing; (an official form is available from the Hall Administrator).
- The cost of such accommodation will be paid to the Residence Operations Division (situated on the 1st floor of the Biko Student Union Building), and your receipt presented to the Hall Administrator. The Housekeeper will supply a mattress and bedding.

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

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

48. TELEPHONES

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

49. TIDINESS

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

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

49.2. Cigarette ends and other waste must not be thrown out of windows.

50. TRAFFIC

50.1. All traffic signs, directions and directional arrows in the Lilian Ngoyi Hall area must be complied with.

50.2. No vehicles may be parked in any place other than designated parking areas.

50.3. Reckless, negligent or dangerous driving or driving whilst under the influence of alcohol/liquor/drugs in the Lilian Ngoyi Hall area is prohibited.

Any traffic signs (or other similar signs e.g. doctors nameplates) found in residence will result in disciplinary action.

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 familiarise themselves with all rules applicable to Lilian Ngoyi Hall.

51. VISITING

- 51.1. A student may receive visitors in a University student residence (this includes bedrooms, common rooms, foyers, balconies and TV rooms) each day of the week;
- 51.2. No visitors are permitted in a University student residence between 24h00 (midnight) and 07h30 daily, without the express permission of the warden. Each house may restrict these times by a referendum.
- 51.3. Any member of the residence who is hosting visitors will sign their name, their visitor's names and time of arrival and departure in the Visitor's Book.
- 51.4. A visitor is to be escorted at all times by their host/hostess.
- 51.5. Students are wholly responsible for the conduct of their guests for the duration of their visitation in the Residence
- 51.6. The number of people is limited to three per room (the host/hostess and two visitors), to control noise.
- 51.7. It is an offence to aid and abet another student to break any rule.
- 51.8. Failure to comply with the House Rules or the Student Disciplinary Code whilst visitors are present may result in the visiting privileges of the host/hostess concerned being withdrawn.

DISCIPLINARY DOCUMENTATION

Appendix A:

Admission of guilt penalties in terms of Rule 9 of the Student Disciplinary Code

PREAMBLE

1. These penalties **MAY NOT** be **REDUCED OR INCREASED** without a disciplinary hearing being held. The object of this procedure is to do away with disciplinary hearings in certain limited cases.
2. These penalties may only be imposed upon a student where s/he admits guilt. If the student does not admit guilt then a disciplinary hearing **MUST** be held.
3. The disciplinary authority does not have to utilise the admission of guilt procedure and may decide to hold a hearing.
4. This schedule does not create offences: it only relates to penalties for existing offences.
5. A R25 fine equates to 1 hour of compulsory service. Monetary fines should be imposed only in exceptional circumstances.

OFFENCE	COMPUSORY SERVICE
---------	-------------------

		2015
1	Needlessly pushing a panic button	40 hours
2	Parking on the wrong side of the road (facing oncoming traffic)	40 hours
3	Streaking/indecent exposure	25 hours
4	Vomiting in public while under the influence of alcohol	20 hours
5	Urinating in public	20 hours
6	Using loud, abusive or offensive language in public	20 hours
7	Holding a "boot party" on campus and causing noise and disturbance	20 hours
8	Not registering a motor vehicle with the University	20 hours
9	Disregarding a stop sign	20 hours
10	First-time visiting offence (receiving a visitor/visiting a residence other than one's own outside visiting hours)	15 hours
11	Driving a vehicle on the pavement	12 hours
12	Smoking in a prohibited area	12 hours
13	Parking in areas reserved for University staff	12 hours
14	Parking on a red line	12 hours
15	Driving on the wrong side of the road	12 hours
16	Parking on a yellow line / loading zone or lawn	6 hours
17	Failure to sign a guest in or out	6 hours
18	Failure to evacuate a residence in a fire drill	6 hours
19	Leaving a heater on in a residence room during a period of absence	6 hours
20	Failure to do a scheduled duty	4 hours
21	Failure to sign out for weekend/overnight/end of term	4 hours
22	Not wearing footwear in dining hall	4 hours
23	Prestik on walls	4 hours
24	Any minor noise offence	4 hours
25	General littering within the precincts of the Hall	4 hours
26	Non attendance at Hall/House meetings	3 hours
27	Removal of food from dining hall (other than permitted) without permission	2 hours
28	Taking more than the allotted fruit or juice portion from the servery	2 hours
29	Boiling a kettle without a tray	2 hours
30	Not handing in forms/keys	2 hours
31	Excessive use of the master key between 00h00 and 07h00	2 hours
32	Contravention of minor House Rule	Up to 6 hours

Appendix B:

Procedure in Hearings before lower disciplinary authorities as extracted from the Student Disciplinary Code.

10. PROCEDURE IN HEARINGS BEFORE LOWER DISCIPLINARY AUTHORITIES

(a) Where a Warden is satisfied that a student has committed a disciplinary offence and the Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel has jurisdiction, s/he should draw up a notice setting out the disciplinary offence/s allegedly committed, the date, time and place of the offence/s, the person against whom the offence/s was/were allegedly committed (if any), the property in respect of which the offence/s were committed (if any), and any other relevant details sufficient to inform the accused student of the charge/s she/he has to meet. The notice must also set out the date, time, and place of the hearing.

(b) The notice must be served on the student in person.

(c) The notice must be served on the accused at least three days before the date of the hearing.

(d) The Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel may postpone the hearing if a valid reason is given.

(e) When all the parties are assembled the Hall/House Warden, Oppidan Warden or Chair of the Hall Disciplinary Panel shall read the charge/s to the accused student. The accused student will be required to answer the charge/s (i.e. plead to the charge/s). S/he may:

(i) Deny that s/he committed the offence – plead “not guilty”. Should the student plead “not guilty” it is at this point that a separation of power must be implemented.

(ii) Admit that s/he committed the offence – plead “guilty”.

(f) Where a student pleads guilty, the Hall/House Warden, Oppidan Warden or Chair of the Hall Disciplinary Panel shall question the student to ensure that the student’s plea includes all the relevant facts of the offence.

(g) If the Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel is satisfied that the student’s answer to the charge is a genuine and complete admission of the charge with no defence – pleads guilty – the student may be found guilty of the charge without any evidence being heard.

(h) Where a student denies the charge or pleads not guilty the Hall/House Warden, Oppidan Warden or Chair of the Hall Disciplinary Panel may question the student to ascertain which of the allegations in the charge/s are in dispute. The student must, however, be informed that s/he is not obliged to answer any of the questions posed to him/her. Where a student elects to answer questions and admits any of the allegations in the charge/s, they will be regarded as proved.

(i) Where a student denies the charge – pleads not guilty – the Presenter shall lead oral evidence in support of the charge.

(j) Witnesses appearing before a Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel will be required to affirm that the evidence they will give will be truthful.

(k) An accused student or his/her representative will have the right to cross-examine any witnesses called by the Presenter. Thereafter such witnesses may be re-examined by the Presenter. Each witness will be examined, cross-examined, or re-examined (as the case may be) by only one person at a time – though not necessarily the same person for different witnesses.

(l) An accused student shall have the right to remain silent or to give evidence on affirmation, provided that the student shall not be compelled to give evidence. Where the student is assisted / represented his/her advisor may lead the evidence on behalf of the accused. She/he may then be cross-examined by the Presenter. After cross-examination, re-examination may follow.

(m) An accused student will have the right to call witnesses. Should the accused elect to give evidence his/her evidence must be heard before that of his/her witnesses.

(n) The Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel may ask questions of any witness, including the accused student, at any time whilst they are giving evidence.

(o) After all the evidence has been led or presented, the Presenter and the accused student or his/her advisor shall have the right to make a final statement should they so wish.

(p) Thereafter the Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel shall deliver a decision as to whether the accused student is found either guilty or not guilty of the charge/s.

(q) Where a student is found guilty of a disciplinary offence/s, both the Presenter and the student or his/her advisor may present argument in aggravation or mitigation of sanction.

(r) Thereafter the Presenter and the student or his/her advisor may address the Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel on what the sanction should be.

(s) The Hall/House Warden or Hall Disciplinary Panel will give a decision setting out the reasons for sanction and the sanction imposed.

(t) A Hall Warden or Hall Disciplinary Panel may impose the following sanctions:

(i) Exclusion from the Hall.

(ii) A fine not exceeding 10% of the Bachelor of Arts fee.

(iii) Compulsory service up to 75 (seventy five) hours.

(iv) Exclusion from participation in any Hall or House activity for a maximum of 1 (one) term.

(v) Exclusion from any post or office in the Hall, except that of Sub-Warden.

(vi) Suspension of all or part of any of the above sanctions for a period of up to 5 (five) years.

(vii) 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

(viii) An academic essay.

(u) An Oppidan Warden may impose the following sanctions:

(i) A fine not exceeding 10% of the Bachelor of Arts fee.

(ii) Compulsory service up to 75 (seventy five) hours.

(iii) Exclusion from any post or office in the Hall, except that of Sub-Warden.

(vi) Suspension of all or part of any of the above sanctions for a period of up to 5 (five) years.

(vii) 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

(viii) An academic essay.

10.2 In assessing the sanction to be imposed on a student who has been found guilty of a disciplinary offence, the Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel hearing the matter shall regard the fact that the student was under the influence of alcohol/liquor/drugs at the time the offence was committed as an aggravating factor. As far as common law crimes are concerned, the provisions of Section 2 of the Criminal Law Amendment Act 1 of 1988 shall apply.

10.3 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.

10.4 The Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel must inform the student that they have the right to take the matter on review.

10.5 If a student who has been directed to appear before a Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel fails to appear at the place and on the date and at the time specified in the notice, or fails to remain in attendance, or to attend any adjourned proceedings, the Presenter shall make all reasonable attempts to locate the student. If the Hall/House Warden is satisfied that all reasonable attempts have been made to contact the accused the hearing shall proceed in his/her absence.

10.6 If, during the course of a hearing before a Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel it comes to the knowledge of a Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel that a student appearing at such hearing may have committed any disciplinary offence/s other than, or in addition to, those with which she/he has been charged, the Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel may charge the student concerned with such supplementary disciplinary offence and, provided that the provisions of this Code in relation to particulars and time to prepare are satisfied, the enquiry may then proceed, the evidence led to that stage retaining its full force and effect.

10.7 The Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel shall have the right to direct that any student attends and gives evidence and remains in attendance until excused from a disciplinary hearing.

10.8 If a student appearing at a hearing before a Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel conducts him/herself in a manner which makes the continuance of the proceedings in his/her presence impossible or impractical, the Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel may, after warning the student of the consequences of such conduct, direct that s/he be removed. On such occasions, the proceedings will continue in his/her absence.

10.9 Where a student has been sanctioned in terms of this Code, the sanction shall come into effect immediately regardless of whether the student intends to take the matter on review, unless the Vice-Chancellor, on written application by the student, decides that there is good cause to suspend the

implementation of the sanction pending the outcome of a review. The written application by the student shall set out fully all relevant facts and submissions that he or she wishes the Vice-Chancellor to consider in arriving at a decision in this regard.

OPERATING PROCEDURES FOR ALL RESIDENCES

The following rules apply to every residence within our hall.

PROTOCOL FOR PURCHASING RESIDENCE APPAREL

The Hall Senior Student shall be responsible for the design, collection of all monies from relevant staff and students, placement of the order and distribution of all hall apparel. The Senior Student/Head of House shall be responsible for the design, collection of all monies from relevant staff and students, placement of the order and distribution of all residence apparel.

The design of the apparel should have the approval of all relevant students and should be in line with Rhodes Universities institutional communication and marketing strategy. Designs should be presented to and discussed with the relevant student body: the house committee in the case of house committee apparel and the students residing in the relevant house in the case of house apparel etc. In the case where there is more than one design, the design that has the strongest support shall be chosen. This decision should be based on a show of hands at a suitable student meeting. The final design must be approved by the relevant House or Hall Warden who shall be responsible for ensuring that the apparel meets the relevant Rhodes University policies.

The Senior Student/Head of House is required to have samples in all relevant sizes available for students to try before orders are placed or any money is collected. The Senior Student takes no responsibility if student order the wrong size clothing. The date by which all relevant students must make payment for the apparel to the Senior Student must be reasonable and agreed upon by the relevant student body. Every student who makes payment to the Senior Student/Head of House must be issued with a receipt from the duplicate receipt book. Orders may only be placed with the suppliers once all students have paid the full purchase price, including VAT, to the Senior Student. Under no circumstances will house funds or tuck-shop funds be used as a loan to any students to purchase residence apparel. Loans can be negotiated with the House or Hall Warden concerned.

A printed spread sheet that clearly indicates the details of the student's order including any additional wording, for example name or, where appropriate, residence portfolio or position, that has been countersigned by the relevant student must be submitted along with the final design to the relevant Hall or House Warden.

As an example consider the following:

Name	Portfolio	Size	Paid Yes/No	Wording to go on shirt.	Student Signature
Jeremy Baxter	Hall Warden	M	YES	Jem – Hall Warden	
Larissa Klazinga	House Warden	M	YES	Lari – House Warden	

This form must be submitted to the Hall Administrator.

The Senior Student is to take the money, the order and quotation, the signed student information form and a confirmation of approval by the Hall/House Warden (either a printed letter or an email will suffice) to the Hall Administrator. The Hall Administrator will be responsible for processing payment to the supplier. It is suggested that Senior Students make use of the Printing Unit and their associate suppliers for all apparel. Should the Senior Student decide not to make use of this facility, they need to discuss this with their House Warden.

It is expected that Senior Students complete the process for house committee apparel used during orientation week, that is the design, collection of the relevant student information, ordering, collection of funds, issuing receipts and submission of the relevant information and documentation (as stipulated above) to the Hall Administrator, before they depart for the December vacation. Students appointed to House Committees that do not return to Rhodes University to fulfil their duties will have their House Committee Shirt posted to them at the Halls expense.

RESIDENCE POLICIES AND PROCEDURES

CENTENARY HOUSE

In addition to the policies and procedures below, all rules and information in the GENERAL section of this booklet also apply.

1. ROOM ALLOCATION POLICY

The aim of this document is to clarify the procedures regarding the allocation of rooms to students in Centenary House.

At the end of the fourth term a form must be placed on the front door. This should be done after the house committee for the following year has been elected. This form must allow students to indicate their preference of room for the following year that is each student must be provided an opportunity to rank three room choices.

During the Lilian Ngoyi Hall leadership training weekend, before the Centenary House Committee return for the House Committee leadership training, the Centenary House Sub-Wardens and Head of House/Senior Student must meet to make the final room allocation based on the preferences expressed by students on the aforementioned form.

Initially room allocations will be made according to each student's first preference. Any student who wishes to remain in the same room as the previous year shall remain in their room.

Where more than one student requests the same room allocation will be made in the following order of preference:

- Repeat Sub-Wardens;
- Sub-Wardens;
- Head of House/Senior Student;
- Repeat House Committee member;
- House Committee member.

If this does not result in an allocation being made, the following factors should then be considered in order of preference:

- Number of years spent in Centenary House;
- Disciplinary record;
- Academic record.

Those charged with the allocation of rooms must be mindful of the diversity of the students living in the residence, ensuring that there is an even distribution of the demographics. The final room allocations must be approved by the Warden of Centenary House.

JOE SLOVO HOUSE

In addition to the policies and procedures below, all rules and information in the GENERAL section of this booklet also apply.

2. ROOM ALLOCATION POLICY

In the Fourth Term, a list with all the rooms to be allocated for the next year is made public to the residence. This is the information that is referred to below. Each student is allowed to select up to 4 choices of preferred room. Indicating a preference DOES NOT automatically mean that the student will receive any of their indicated preferences.

The following is the priority in which rooms are allocated.

1. A student indicates that they wish to keep their current room. This student will only be moved if deemed to have a disruptive nature and adversely affecting the Residence.
2. There are 2 pre-set rooms. 87 and 105 which are reserved for the Senior Student and Senior Sub-warden respectively.
3. The Sub-wardens are distributed evenly as possible between the six floors. The second floor is normally left for the Warden to monitor.
4. House Committee members are then as evenly as possible distributed across the six floors as per their selections.
5. Based on the following criteria, the Sub-wardens attempt to place individuals in the rooms they have requested:
 - a. Academic results (Post-Grad descending to 1st years)
 - b. Quality of involvement in the residence.
 - c. These criteria are tempered by the need for equitable demographic distribution as required by the University.
6. If a student is not allocated to any of their indicated choices, or they have not filled in the form, they are placed in a pool of students to be allocated.
 - a. These students are then distributed across the remaining rooms according to the demographic distribution that is required by the University.
 - b. If the distribution allows it, and the room is empty, the student may be returned to their original room.
7. The remaining rooms are allocated to the new students coming in based on the demographic distribution required by Rhodes University and the Sub-Wardens ability to adhere to it.

RUTH FIRST HOUSE

In addition to the policies and procedures below, all rules and information in the GENERAL section of this booklet also apply.

3. ROOM ALLOCATION POLICY

The aim of this document is to clarify the procedures regarding the allocation of rooms to students in Ruth First House.

The principles governing room allocation are three-fold:

- Most importantly, the integration of the residence, ensuring that each corridor is representative, in terms of race, nationality, year of student and faculty.
- Secondly, service to the residence and seniority, ensuring that students that have been in the residence longest and have served on House Comm. in previous years are recognised for their contribution to the residence
- Thirdly, recognition of academic performance and participation in residence life, rewarding students who represent the maxim 'where leaders learn'

At the end of the fourth term a form must be placed on the front door. This should be done after the house committee for the following year has been elected. This form must allow students to indicate their preference of room for the following year. The form will enable each student to select three room choices and rank them in order of preference.

During the Lilian Ngoyi Hall leadership training weekend, before the Ruth First House Committee return for the House Committee leadership training, the Ruth First House Sub-Wardens and Senior Student must meet to make the final room allocation based on the preferences expressed by students on the aforementioned form.

Initially room allocations will be made according to the three principles outlined above and will, where possible attempt to give each returning student their first preference.

Where more than one student requests the same room, allocation will be made in the following order of preference:

1. Repeat Sub-Wardens;
2. Sub-Wardens;
3. Senior Student;
4. Repeat House Committee member;
5. House Committee member.

If this does not result in an allocation being made, the following factors will then be considered:

- Number of years spent in Ruth First House;
- Disciplinary record;
- Academic record
- Participation in residence activities.

The final room allocations must be approved by the Warden of Ruth First House.

VICTORIA MXENGE HOUSE

In addition to the policies and procedures below, all rules and information in the GENERAL section of this booklet also apply.

4. ROOM ALLOCATION POLICY

This document outlines the policy and procedure for room allocations in Victoria Mxenge House.

- 1) A room preference form is placed in the foyer towards the end of fourth term for returning students to complete for the following year.
- 2) Students may select their own room, or alternatively give up to three ranked preferences.
- 3) Room allocation is done in two stages:
 - a) Returning sub wardens and house committee members' rooms are allocated by the warden once their MIP's are cleared and before they arrive for training.
 - b) Sub wardens do the remaining room allocations during the course of the pre-term training week (cleared MIP's only).
- 4) The room are allocated without regard to age or seniority as follows:
 - a) Firstly, all returning students requesting their own rooms are allocated those rooms.
 - b) Then other returning students are allocated rooms as far as possible on their first preference.
 - i) Where more than one person has requested the same room, res participation is taking into consideration.
 - ii) This is done by referring the Star Chart from the previous year which indicates participation in sport (including supporting), community engagement, environmental events and other res and hall events.
 - c) Where not possible to allocate first preference, second and third preferences are used.
 - d) First years are allocated randomly, working roughly alphabetically.
- 5) The following exceptions and / or considerations exist:
 - a) Sub wardens are never allowed to be on the same corridor. The warden will allocate rooms on different corridors if their chosen rooms do not achieve this.
 - b) It is preferable that House Committee members are spread over the four corridors this is achieved by juggling with their preference lists.
 - c) It is important when making room allocations that diversity and demographics are taken into account. It must be ensured that there is an even distribution of students of different races/background/culture and between returning/new students.
 - d) En-block friend groups are discouraged.
 - e) The final room allocations are approved by the Warden of Victoria Mxenge House.