

CONSTITUTION OF HOUSE EDUCATION

Faculty of Education University of Pretoria

(Date of Constitutional Meeting: 24 October 2022)

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# SECTION 1: BACKGROUND AND RECORDALS

# PREAMBLE

House Education is the University of Pretoria’s Faculty of Education faculty house. House Education aims to represent all students in the faculty of Education by advocating their concerns with the Faculty staff and management; ensure effective communication and transparency between staff and students; and ensure a balanced student life. The faculty house also aims to create a cohesive student culture between students of different social and racial backgrounds as well as between residence and day students. This Constitution is intended to reflect the principles, values and objectives outlined in this Preamble and any amendments to this Constitution must accordingly also reflect such values and principles. Additionally, the purpose of this Constitution is to provide guidelines, processes, and a democratic form of representation of all members of the faculty house.

# VISION

1. To be recognized as one of the best faculty houses within the University of Pretoria, and to be known as a faculty house that strives to serve in the interests of all registered students in the faculty of education.
2. To facilitate the participation and active involvement of all registered students in the faculty of education in house events that seeks to curate a well-rounded university experience for all registered students, from the most junior to the most senior.

# MISSION

1. To empower and act as a catalyst in stimulating the educational environment of all education students, in an attempt for them to realise their full potential.
2. To motivate and inspire student teachers to engage with issues concerning the teaching profession with pride and passion.
3. To strive to inspire and curate events that advocates for the professional development of all pre-service teachers.

# VALUES

1. **Responsible leadership:** Aspiring to lead by example,
2. **Social responsiveness:** To be compassionate and empathetic towards challenges surrounding marginalized groups,
3. **Accountability:** To act in a manner which seek to promote the best interests of the Faculty House, the Faculty of Education and the University of Pretoria,
4. **Focus on human rights and human integrity:** To place an emphasis upon and promote human rights,
5. **To be proactive rather than reactive:** To assist students in addressing challenges that may have a negative impact on their studies.

# GOAL

1. The Executive Committee of House Education strive to act as a mechanism to serve, support and guide students throughout their studies.

# OBJECTIVES

1. The objectives of House Education are:
	1. to provide all registered students in the Faculty of Education with Academic Support, Mentoring Programmes and Study Skills,
	2. To promote sporting engagement and to encourage the participation and involvement of all house members as registered students in the Faculty of Education,
	3. To create an opportunity for students to engage in community projects of educational value,
	4. to provide all house members with the necessary personal and professional wellbeing sessions,
	5. to initiate social events which promote the health and well-being of all education students,
	6. to encourage, advocate for and maintain a working relationship between house members as registered students in the Faculty of Education and personnel and management in the employ of the Faculty of Education,
	7. to promote inclusive transformation towards the University of Pretoria’s vision and mission,
	8. to act as a support structure to the Student Representative Council.

# SECTION 2: INTRODUCTION

1. **This document**
	1. This document shall be known as the constitution of House Education. 1.2.The safekeeping of this document is the responsibility of:
		1. the Chairperson,
		2. the Vice Chairperson: Transformation,
		3. the Student Representative Council (SRC),
		4. the Faculty House Coordinator, and
		5. the Constitutional Tribunal.
	2. if this Constitution is amended in any way, a copy of the amended constitution will be sent to the SRC.
	3. House Education is a student governance structure of the Student Representative Council (SRC) that forms a bridge between the University staff and/or services and the students in the University of Pretoria’s Faculty of Education.

# SECTION 3: DEFINITIONS

1. **Unless otherwise stated, the definitions that will be used in this constitution are:**
	1. ***Academic Year:*** The yearly interim between when academic modules formally begin, and official year-end exam.
	2. ***Constitutional Tribunal:*** Means the Constitutional Tribunal as set out in Chapter 4 of the Constitution for Student Governance (CSG).
	3. ***Faculty House*:** means an official student structure which is organised along faculty lines, to which all registered students, subdivisions and departments in the relevant faculty belong by default.
	4. ***Faculty Sub-house:*** means the official subordinate student structure of a Faculty House, organised to represent the interests of students registered to a particular department in a faculty, to which all registered students belong by default.
	5. ***Executive Committee (EC):*** refers to the executive committee of the House Education Faculty House at the University of Pretoria.
	6. ***Meetings:*** A sitting between the Faculty House Executive Committee and any other individual or group that is scheduled to be present at any of these sittings.
	7. ***Members:*** refers to students who are registered in the Faculty of Education at the University of Pretoria.
	8. ***Ordinary Vote****:* A simple vote between all relevant members present at a sitting regarding any issue discussed that directly concerns and effects either the Executive Committee itself, or any issue or project discussed within the sitting.
	9. ***Quorum:*** the minimum number of EC members which must be present in order to vote on an issue.
	10. ***Simple Majority:*** Means fifty percent (50%) plus one.
	11. ***Special Majority:*** Means two thirds (2/3) of the EC.
	12. ***Special Meeting:*** A specific, non-annual meeting called by all relevant members, as stipulated in the House Education Constitution.
	13. ***Sub-Committee:*** Refers to a sub-committee of House Education.
	14. ***Student:*** Refers to any student registered at the University of Pretoria.
	15. ***Student Body:*** Refers to all registered students under the relevant structure or sub-structure, being either the University of Pretoria, or the Faculty House under which this constitution falls, being the Faculty of Education.
	16. ***Working Days:*** Monday to Friday excluding public holidays.

# SECTION 4: BILL OF STUDENT RIGHTS

# General Provisions

All constitutions, regulations, rules, codes, documents, motions, and decisions adopted by any student body are subject to the Constitution for Student Governance and are invalid in so far, they are inconsistent with it:

* 1. the rights set out in this Section are in accordance with the Constitution of the Republic of South Africa, 1996 and other laws of the Republic, as well as the Higher Education Act 101 of 1997,
	2. the rights as set out in this Section are exercised within the framework of the policies, policy guidelines, rules, and regulations of the University of Pretoria,
	3. all rights in the Bill of Student Rights (Found in the Constitution for Student Governance) are exercised in a manner that allows for the equal enjoyment and exercise of rights by all Students.

# SECTION 5: THE CONSTITUTION FOR STUDENT GOVERNANCE AS THE HIGHEST AUTHORITY

1. Subject to the provisions of the Statute of University of Pretoria in terms of the Higher Education Act 101 of 1997, the Constitution for Student Governance is the highest authority with regard to student affairs and student management at the University of Pretoria,
2. The Constitution for Student Governance at the University of Pretoria is binding on the Student Representative Council, their committees, service providers, sub- councils, student structures and individual students.

# Authority, Jurisdiction and Application

* 1. This Constitution is applicable in respect of all decisions taken with regard to the Faculty House and all actions relative to the implementation of such decisions.
	2. When an infringement of any right entrenched in this Constitution is alleged, any student who is either directly or indirectly affected by such an infringement is entitled to apply to the Constitutional Tribunal for appropriate relief.

# Role of the Faculty House Co-ordinator:

* + 1. The Co-ordinator is an employee in the Department of Student Affairs of the University of Pretoria.
		2. The Co-ordinator is responsible for all the leadership development initiatives, supporting of the Faculty House EC in their respective roles as well as other training that involves the operations of the Faculty House activities.
		3. The Co-ordinator guides and monitors the performance of the Faculty House EC; and in addition, performs a performance evaluation of the EC at least once a year.
		4. The Co-ordinator is responsible for evaluating the performance of the Faculty House and implements interventions where necessary
		5. In the case of conflict between Faculty House members; the Co-ordinator: Faculty House intervenes. Where necessary Head: Student Development can be approached for assistance. The Director: Student Affairs applies the authority as indicated in the Student Governance Constitution.
		6. The Co-ordinator assists in linking the Department of Student Affairs with Faculty House guardian, Faculty House EC, and the Faculty House.
		7. The Co-ordinator acts as an advisor in the Academic Council and Sub – Council meetings.

# Role of the Faculty House Guardian:

* + 1. Ensure the smooth running of the House,
		2. Act as a mentor,
		3. Ensure that discipline is maintained,
		4. Monitor the academic progress of the EC members,
		5. Intervene should dispute(s) arise,
		6. Ensure the financial well-being of the House,
		7. Ensuring that a constitution is in place and that the faculty house executive committee is familiar with the constitution.

# Role of the Executive Committee members:

* + 1. The Faculty House EC is expected to participate in the leadership programme that is set up by the Student Development division of the Department of Student Affairs
		2. A portfolio of evidence will be compiled by the EC member to indicate his/her/their progress in leadership development and academic performance.

# SECTION 6: MEMBERSHIP

# Membership

* 1. Every student registered in the Faculty of Education is by default a member of the Faculty House.
	2. Should a member discontinue their studies and/or gets expelled and ceases to comply with Section 6(1)(a), their membership is automatically terminated.

# Additional/Honorary Membership

* 1. Additional/Honorary members are identified as interested parties who are not registered students in the Faculty of Education, e.g.:
		1. Employees of the University of Pretoria,
		2. Interested parties that are not connected to the University of Pretoria, subject to approval of the University of Pretoria’s Department of Security Services,
		3. Additional/Honorary membership is also free; however, membership holders of this category may be expected to pay the relevant participant events as set by the faculty house for a particular event,
		4. Additional/Honorary members are not eligible for election to the Executive Committee, nor do they have any voting rights,
		5. The Executive Committee reserves the right to refuse membership to an applicant

# The Executive Committee reserves the right to refuse membership to an applicant

* 1. The Faculty House and Executive Committee will not be held liable for the behaviour of individual members.
	2. The opinions and actions of individual members are their own and are not necessarily shared by the Faculty House.
	3. Any member’s membership may be terminated should a member act in such a way that their behavior is detrimental to the reputation and/ or brings the good name of the Faculty House or the University under disrepute.
	4. The Faculty House and Executive Committee will not be liable for any injury, loss or death incurred by any member of the Faculty House or the Executive Committee in the course of any activity associated with the Faculty House, or in travelling to or from such an activity.

# SECTION 7: VOTING RIGHTS

1. All members that meet the requirements of Section 6(1)(a) of this constitution, except those whose voting rights have been limited as a result of disciplinary actions taken by a duly organized organ of the University of Pretoria, have the right to vote on matters of House Education.
2. The Bill of Student Rights must be taken into account at all times.
3. The Chairperson has an ordinary and a casting vote.

# SECTION 8: MEETINGS

# General Meeting

* 1. *Definition*: A siting where members are updated about what has been transpiring in the House, general meetings take place on a regular basis during a fixed time chosen by the majority of Executive Committee members.
		1. At least one (1) General Meeting must be held every term, the Annual General Meeting will be the meeting closest to the election,
		2. General Meetings can be called by the House Guardian, the Chairperson and/or the Vice Chairperson,
		3. Written notice of the meeting must be given at least twenty-four (24) hours before the meeting,
		4. Minutes of all meetings shall be kept,
		5. An attendance register must be taken at every general meeting,
		6. A quorum is defined as half of the members with the right to vote, plus one [51%].
			1. If a quorum cannot be gathered, the Chairperson or the person acting in the place of the Chairperson may postpone the meeting for a period not longer than seven (7) days,
			2. The meeting is then reconvened, and the house members present forms the quorum, regardless of the requirements of s8(1)(1.1)(f)(i) of this constitution.
			3. At the Annual General Meeting, s8(1)(1.1)(f)(i) and s8(1)(1.1)(f)(ii) of this constitution is null and void.
		7. When a member cannot attend a meeting, a written apology is preferred, however, a verbal apology made to a member of the Executive Committee and recorded by him/her/them will be accepted,
		8. Motions must be submitted to the Secretary at least twenty-four (24) hours before the start of the meeting and must be signed by the proposer and seconder.

# Special Meetings

1. *Definition*: Special meetings are sittings that are called as a result of any situation that requires the attention of the entire Executive Committee members prior to the next Executive Committee meeting.
	1. A special meeting may be called by:
		1. The Faculty House Guardian,
		2. The Chairperson,
		3. The Vice Chairperson: Transformation
		4. The Vice Chairperson: Academics
		5. 51% of the Executive Committee through a written request addressed to the Chairperson, the Vice Chairperson: Transformation, the Vice Chairperson: Academics, and the Secretary.
	2. The same procedure as prescribed to General Meetings in Section 8(1)(1.1)(a-h) apply for Special Meetings.
	3. Decisions with any financial implications taken at a Special Meeting must be ratified by the Executive Committee.

# Emergency Meetings

1. The urgency and purpose of Emergency Meetings must be summarized in detail during communication and notice of the meeting.
2. Correspondence and Notices pertaining to Special Meetings must be transmitted to the entire Executive Committee via e-mail, however, each EC member must acknowledge receipt of the correspondence and that they understand the purpose of the meeting.
3. Notice of an emergency must first be communicated to the Faculty House Guardian, the Chairperson, the Vice Chairperson: Transformation, the Vice Chairperson:

Academics, and the Secretary for the approval of the Faculty House Guardian, and/or the Chairperson, and/or any one of the two Vice Chairpersons.

1. An emergency meeting may only be convened by:
	1. The Faculty House Guardian
	2. The Chairperson
	3. The Vice Chairperson: Transformation
	4. The Vice Chairperson: Academics
2. Decisions taken at an emergency meeting must be ratified by the Executive Committee and must be disclosed at the next General Meeting.
3. A quorum consisting of five (5) members, and decisions must be passed with a two- thirds (⅔) majority.

# Constitutional Meetings

1. Proposed amendments to the constitution must be distributed to Executive Committee members at least five days (5-days) before the meeting.
2. Minutes must be kept.
3. A quorum is defined as two-thirds (⅔) of the Executive Committee, however, any changes that were voted in by such a quorum should first be assessed and approved by the Constitutional Tribunal.
4. A two-thirds (⅔) majority vote is needed to amend the constitution of House Education.
5. After the Executive Committee of House Education has adopted the amended constitution, and the Faculty House Coordinator has reviewed and approved the amendments, the amended constitution will be reviewed by the Constitutional Tribunal and approved by the Student Representative Council (SRC).

# Executive Committee Meetings

1. A minimum of one (1) full House Education Executive Committee meeting will be convened once a month for nine (9) months of the academic year.
2. Executive Committee meetings can be convened by:
	1. The Chairperson, or
	2. Any one of the two Vice Chairpersons, in the absence of the Chairperson.
3. The time and date of the next meeting will be fixed at each meeting. If there should be any change, the new meeting time and date must be posted in writing at least 24 hours before the stipulated time on a pre-arranged notice board. In emergencies, Executive Committee members will be informed by way of personal communication.
4. Executive Committee members must notify the Chairperson in writing in advance (at least 24-hour notice) if they cannot attend the meeting. The excuse must be a valid excuse (illness, family emergency, academic responsibilities like tests).
5. A quorum is defined as one half of the Executive Committee plus one.
6. If, for any reason, whatsoever, a quorum as defined in Section 8(5)(e) cannot be gathered, the Chairperson or person acting as Chairperson postpones the meeting for a period no longer than seven days. The meeting is then reconvened and the persons present form the quorum. If an Executive Committee meeting is convened under Section 7(5), the Chairperson does not have a casting vote.
7. Minutes must be kept.
8. An attendance list must be kept.
9. Motions must be submitted in writing to the Secretary at least twenty-four (24) hours before the start of the meeting and must be signed by the proposer and the seconder.

# Meeting Procedures

1. The Chairperson (or any one of the two Vice Chairpersons, in the absence of the Chairperson) will act as the head of the meeting and mediate the discussions.
2. Decisions are made by majority vote, through equal and fair processes.
3. Meetings must adhere to the time intervals allocated to the meeting.
4. During meetings, all Executive Committee members are required to:
	1. turn off their mobile devices, safe for the purposes of accessing electronic documents for the purposes of the meeting,
	2. raise their hands should they wish to express their opinion on any matter,
	3. show mutual respect to one another, by allowing only one member to speak at a time,
	4. act in a professional manner at all times during the course of the meeting, private discussions are prohibited

# SECTION 9: THE EXECUTIVE COMMITTEE

# Composition

* 1. Chairperson
	2. Vice Chairperson & Academic Officer
	3. Vice Chairperson & Transformation Officer
	4. Secretary & Communications Officer
	5. Treasurer & Study Finance Officer
	6. Teaching & Learning Officer
	7. First Year Officer
	8. Student Wellbeing and Internal Culture Officer
	9. Marketing & Social Media Officer
	10. Community Engagement Officer
	11. External Culture Officer
	12. Student Sports Officer
1. Portfolios may be combined or split provided that the offices of Treasurer and Chairperson do not coincide.
2. Combination and/or splitting of portfolios should be done in consultation with the Chairperson, Faculty House Guardian, and the Faculty House Coordinator and voted on by a quorum as defined in s8(5)(e).
3. If a portfolio cannot be filled in a given term of office, a different portfolio may be created if the need arises in a new term.
4. Vacancies on the Executive Committee (except the position of Chairperson) can be filled by appointment by a two-thirds (⅔) majority of the Executive Committee.
5. Vacancies due to resignation between elections must be filled within 30 days through following the election procedure prescribed by this constitution.

# Hierarchy of House Education



# Responsibilities of the Executive Committee

* 1. The Executive Committee is the coordinating and controlling student governance structure of the Faculty of Education, and as such, Executive Committee members must adhere to their prescribed duties at all times, failure to comply with the responsibilities and duties in this constitution, failure to comply with these provisions warrants disciplinary actions.
	2. All Executive Committee members must attend all House Education meetings, failure to do so without a valid written excuse, will lead to disciplinary measures. Missing more than five consecutive meetings even with a valid written excuse may result in the Executive Committee member being asked to step down from his/her/their portfolio; this is subject to investigation and the directives of the Faculty House Coordinator.
	3. The Executive Committee is responsible for regulating internal matters and implementing internal decisions.
	4. Executive Committee members must adhere strictly to the administrative procedures instituted by the Faculty House to assist them.
	5. The Executive Committee must compile and maintain a code of conduct applicable to all Members and take disciplinary measures against members within the limits of the authority of the Executive Committee. It must constitute a disciplinary subcommittee from its own ranks or from selected full members. Disciplined members shall retain the right to appeal to the Constitutional Tribunal.
	6. All Executive Committee members should make use of the planning checklist and Terms of Reference before commencing with projects or events.
	7. Write an Event’s Report after the conclusion of every event to the Chairperson and Vice Chairperson to whom he/she/they report.

# Duties of Officer Bearers

1. The office bearers shall adhere to the below duties as assigned to them in this constitution:

# Chairperson

The Chairperson is responsible for:

* 1. acting as the Head of the Faculty House as appointed by the prescribed election method and is known as the Chairperson of House Education,
	2. acting as a mentor, and providing daily guidance, support, and assistance to the Secretary and Communication Officer,
	3. the strategic management of House Education as a faculty house under the SRC,
	4. fulfilling a management role within the Executive Committee,
	5. the Execution of this Constitution, and for using this Constitution as a guideline for the proper functioning of House Education,
	6. coordinating and supervising the activities of the entire Executive Committee,
	7. compiling the Annual Report, this report must be presented at the Annual General Meeting (AGM) and submitted to the Student Representative Council (SRC) and the Faculty House Coordinator by their respective due dates,
	8. attending faculty meetings on behalf of the Faculty House and report back to the Executive Committee at the next Executive Committee Meeting as prescribed in Section 8(5)(a)-(i) of this constitution,
	9. dealing with disciplinary matters in consultation with a disciplinary subcommittee consisting of the Faculty House Guardian, both Vice Chairpersons, the Faculty House Coordinator and two (2) general house members,
	10. monitoring the academic progress of the entire Executive Committee Members (GPA should be 60% or above),
	11. acting as Chief Electoral Officer for the annual House Education Executive Committee elections, and appointing an election subcommittee from the EC.

# Vice Chairperson & Transformation Officer

The Vice Chairperson & Transformation Officer is responsible for:

* 1. acting as a mentor, and providing daily guidance, support, and assistance to the following Executive Committee members:
		1. The Marketing & Social Media Officer,
		2. The Community Engagement Officer,
		3. The Student Culture Officer, and
		4. The Student Sports Officer.
	2. collecting event reports and monthly progress reports from the Executive Committee members whom he/she/they are assigned to,
	3. ensuring that the Constitutions for the subcommittees established by any of the portfolio holders assigned to him/her/them comply with the House Education Constitution, the Constitution of Student Governance, and the various policies of the University of Pretoria,
	4. supporting the Chairperson in the execution of their tasks,
	5. attending faculty transformation committee meetings on behalf of the members of the Faculty House,
	6. liaising with the SRC Transformation & Student Success Officer, and serve on the SRC Transformation Sub-council as established by the CSG,
	7. recognizing that transformation is a key issue that needs to be addressed by ensuring that equality amongst members of House Education and the Faculty of Education exist in terms of gender, sexuality, religion, conscience, belief, class, or any other basis of discrimination or subjugation,
	8. identifying areas within House Education and the Faculty of Education where transformation is lacking,
	9. acting as a consultative position when House Education plans any events and/or initiatives as to ensure that the initiative/event does not contravene

the transformation agenda of House Education, the Faculty of Education, and the University of Pretoria as a whole.

* 1. attending all transformation events held by any organ of the University of Pretoria, including but not limited to the Transformation Office, the Faculty of Education, the SRC, other faculty houses and structures (including societies), and
	2. coordinating the Transformation Subcommittee.

# Vice Chairperson & Academic Officer

The Vice Chairperson & Academic Officer is responsible for:

* 1. acting as a mentor, and providing daily guidance, support, and assistance to the following Executive Committee members:
		1. The Treasurer & Study Finance Officer,
		2. Teaching & Learning Officer,
		3. The First Year Guardian, and
		4. The Student Wellbeing Officer.
	2. collecting event reports and monthly progress reports from the Executive Committee members whom he/she/they are assigned to,
	3. ensuring that the Constitutions for the subcommittees established by any of the portfolio holders assigned to him/her/them comply with the House Education Constitution, the Constitution of Student Governance, and the various policies of the University of Pretoria,
	4. supporting the Chairperson in the Execution of their tasks,
	5. consulting and partnering with the House Education Teaching & Learning Officer to ensure that the election and training of Class Representatives for each module per semester by coordinating with the office of the Deputy Dean: Teaching and Learning and all the relevant Heads of Departments and Departmental Administrators,
	6. liaising with the academic departments within the Faculty of Education, the SRC Academic Officers, other faculty house academic officers and the Academic Officers for the Groenkloof Residences,
	7. attending and spearheading academic events of House Education in partnership and consultation with the House Education Teaching and Learning Officer,
	8. attending all Teaching & Learning Committee meetings of the Faculty of Education on behalf of House Education and as a representative of the student body,
	9. actively promoting the realization of the University of Pretoria’s vision 2025, and
	10. organize initiatives that would benefit the professional development of all education students.

# Secretary & Communications Officer

The Secretary & Communications Officer is responsible for:

* 1. preparing an Agenda for all Faculty House meetings, and distributing such Agendas to the Executive Committee and/or members of House Education at least twenty-four (24) hours prior to the meeting,
	2. taking minutes at all Faculty House meetings and filing a copy of each set of minutes,
	3. preparing and distributing the minutes of meetings to the Executive Committee members (and Faculty House members, where applicable) at least two (days) prior to the next meeting,
	4. coordinating the administrative work emanating from the various activities of the Faculty House,
	5. assisting the Chief Electoral Officer with the annual House Education Executive Committee election,
	6. assisting with the booking of venues,
	7. coordinating all the House Education correspondences,
	8. ensuring that all administrative tasks are up to date,
	9. drafting of the official House Education documents in consultation and with the support of the Marketing & Social Media Officer,
	10. purchasing of stationary for the House Education constitution.
	11. coordinating the Secretaries Sub-committee consisting of the Secretaries of all the House Education Sub-Committees,

# The Treasurer & Study Finance Officer

The Treasurer and Study Finance Officer is responsible for:

* 1. the collection, management, and use of House Education’s funds,
	2. presenting of House Education’s Annual Financial Report to the Executive Committee and at a General Meeting annually,
	3. advise the Executive Committee on budgetary matters to ensure that they abide by the budget as set for House Education,
	4. setting up the budget of House Education that is approved and signed by the Faculty House Coordinator, the Faculty House Guardian, and the Chairperson,
	5. keeping a record of all income and expenditure of the faculty house,
	6. address and communicate students concern regarding policies related to funding, to the SRC Study Finance Officer,
	7. coordinate House Education fundraising initiatives to sustain the House Education Study Aid Fund,
	8. maintain positive relationships with the Financial Aid Officers at the Groenkloof Campus Customer Service Centre, and attend to student funding queries e.g., NSFAS, FUNZA LUSHAKA, and ETDP SETA etc.,
	9. administer the Study Finance Aid scheme which will assist students with textbooks during the course of the year.

# Teaching and Learning Officer

The Teaching and Learning Officer is responsible for:

* 1. communicating and engaging with Class Representatives, and organizing training for them,
	2. corresponding with Class Representatives to ensure that their academic needs of students in the Faculty of Education are met,
	3. ensure that the needs of Postgraduate and International students are catered for,
	4. liaising with the Postgraduate Office, International Students Division,
	5. actively promoting the realization of the institution’s 2025 research vision,
	6. liaising with Postgraduate representatives from the SRC, other Faculty Houses and residences,
	7. working together with and under the guidance of the Vice Chairperson: Academics of House Education,
	8. coordinating the Teaching & Learning Subcommittee.

# First Year Officer

The First Year Guardian is responsible for:

* 1. ensuring that each new student feels welcome and at home,
	2. assist with arrangements and draw up a sensible welcoming program for first year students,
	3. assist with programs and activities as and when required by the Department of Student Affairs,
	4. liaising with the First Year Guardians of other faculty houses, and the Groenkloof residences,
	5. coordinating guidance to first year students in the Faculty of Education; and
	6. coordinating all liaison with other bodies providing guidance to first year students, such as the organizers of Orientation.
	7. organize events that seeks to build and foster the university experience of first- year students,
	8. organize socials with first years from other faculties.

# Wellbeing and Internal Culture Officer

The Student Wellbeing and Internal Culture Officer is responsible for:

* 1. the promotion of academic wellness initiatives targeted at all students,
	2. liaising with the student advisor, the student wellbeing committee, student health services, student support services, the disability unit, and societies rendering wellbeing services e.g., #SpeakOutUP,
	3. ensuring the wellbeing of Executive Committee members,
	4. promoting personal and professional wellbeing and development amongst all members of House Education,
	5. partnering with the Teaching and Learning Officer to organize initiatives that seek to aid faculty house members to develop their academic skill,
	6. create an environment where Executive Committee members are able to handle internal conflict to ensure that the Executive Committee is running smoothly,
	7. referring house members to the relevant channels of support when they are facing personal problems e.g., the Student Counselling Service etc,
	8. coordinating the student wellbeing subcommittee.

# Marketing & Social Media Officer

The Marketing & Social Media Officer is responsible for:

* 1. establishing and maintaining a communication channel between the Executive Committee and other student governance structures on all of the University of Pretoria’s campuses,
	2. liaise with the Secretary & Communications Officer to send out official House Education communication,
	3. liaise with the media on behalf of the Faculty House, the Executive Committee, and members of the faculty house,
	4. liaising with the DSA and the Faculty of education’s marketing department to ensure that House Education remains up to date,
	5. responsible for liaising with the SRC Marketing representative and marketing, social media, networking, and webmaster officers from other faculty houses and the Groenkloof residences,
	6. coordinating the marketing subcommittee,
	7. design and distribute posters, flyers, articles, newsletters, and emails and the website for any initiatives that other Executive Committee members may have,
	8. coordinating the arrangements for social events,
	9. maintenance of the House Education website and to update it on a regular basis,
	10. organize to get stickers for posters at least one week before the initiative is to commence,
	11. planning, designing, and ordering of merchandise in consultation with the Chairperson or his/her/their delegate.

# Community Engagement Officer

The Community Engagement Officer is responsible for:

* 1. liaising with the SRC RAG representative, the RAG key committee, other faculty house community engagement officer and/or RAG officers, and the RAG representatives of the Groenkloof residences,
	2. organizing and facilitating community outreach initiatives for house education,
	3. work with the office of the Faculty Manager for student nutrition support initiatives,
	4. responsible for identifying house members that require assistance, and report this information to the executive committee and/or faculty management (where applicable),
	5. attend all RAG meetings and provide feedback to the Executive Committee of House Education,
	6. co-ordinate the Community Engagement subcommittee,
	7. planning and executing of key committee events for House Education’s involvement,
	8. liaising the RAG key committee to discuss events and initiatives held internally by the Faculty House in so far as it relates to the RAG key committee’s mandate, e.g., internal outreach/internal food drive,
	9. reporting information about the RAG key committee to the Executive Committee of House Education to inform planning, and to ensure the faculty house’s participation in the events of the key committee.

# External Culture Officer

The Student Culture Officer is responsible for:

* 1. liaising with the Student Culture Key Committee by serving on the key committee’s sub-committee,
	2. reporting information about the Student Culture Key Committee to the Executive Committee of House Education to inform planning, and to ensure the faculty house’s participation in the events of the key committee.
	3. liaising the Student Culture Key Committee to discuss events and initiatives held internally by the Faculty House in so far as it relates to the Student Culture Key Committee’s mandate, e.g., annual faculty festival,
	4. planning and executing of key committee events for House Education’s involvement,
	5. promoting and organizing cultural activities for all house members,
	6. organizing and overseeing all cultural activities of House Education,
	7. ensure that the diversity of all house members is catered for at all times during cultural events and initiatives,
	8. facilitate and organize on behalf of House Education, cultural events and activities as outlined in the Student Culture Key Committee timetable,
	9. arrange activities, initiatives, and assist the DSA management with programs within the faculty house pertaining to student life,
	10. coordinating the Student Culture Subcommittee.

# Sports Officer

The Student Sports Officer is responsible for:

* 1. coordinating the sports subcommittee,
	2. coordinating the arrangements for all sporting events of House Education,
	3. coordinating all sporting codes/clubs in House Education,
	4. encouraging the participation of all members in sporting codes/clubs,
	5. facilitating and advocating for opportunities for sporting and recreational to take place,
	6. ensure that the diversity of house members is catered for in all student sports initiatives and events,
	7. liaising with the SRC Sports representative, and the Student Sports Key Committee by serving on the subcommittee of the Key Committee,
	8. facilitate and organize on behalf of House Education, sporting events and activities as outlined in the Student Sports Key Committee timetable,
	9. arrange activities, initiatives, and assist the DSA management with programs within the faculty house pertaining to student life,
	10. planning and executing of key committee events for House Education’s involvement.

# Extraordinary Portfolios

* 1. Subject to the approval process, a new portfolio may be developed by the Executive Committee for the duration of their term, as the need therefore arise.

# SECTION 10: SUB COMMITTEES

# Guidelines for establishing a Subcommittee:

* 1. Sub-committees may be established by any portfolio holder except that of the Chairperson and Treasurer,
	2. Each portfolio holder will be required to provide a motivation as to how they would utilize their sub-committee effectively to the Chairperson, the two Vice Chairpersons, the Faculty House Guardian, and the Faculty House Co- ordinator,
	3. The Executive Committee will release an application process that is subject to the approval of the Faculty House Coordinator, that stipulates the procedure that house members must follow to apply to serve on the sub-committee. The application should *inter alia* include the following:
		1. Name and Surname
		2. Student Number
		3. Cell phone Number
		4. Email address
		5. Confirmation that they are members of House Education, (study programme),
		6. Option to choose which subcommittees they wish to serve on (maximum of two (2),
		7. Ability to upload a motivational letter to motivate his/her/their reason(s) for wanting to serve on a sub-committee,
		8. A paragraph to note the various eligibility requirements and processes of getting to serve on each subcommittee,
	4. Subcommittees must have a maximum of ten (10) members,
	5. Each Executive Committee member must decide on the process they will undertake to allow house members into their subcommittees; this process

must be fair and just e.g., first-come, first serve or a shortlisting, interviewing, and selection process,

* 1. Each sub-committee must have a Code of Conduct for members to sign before they can officially be recognized as members of the respective sub- committees,
	2. Disciplinary issues within the subcommittee should be escalated through the office of the Vice Chairperson who provides, mentoring, and guidance to the Executive Committee whose subcommittee is affected, after which, the escalation policy of the University of Pretoria and/or House Education shall apply.

# SECTION 11: THE ELECTION OF THE EXECUTIVE COMMITTEE

# Election Procedure

* 1. Subject to the Organized Student Life Policy:
		1. the Director: Department of Student Affairs will give the process, rules, and regulations for any elections.
		2. the maximum number of permitted candidates to take office in House Education is twelve (12),
		3. the number of people who will be elected in an election, subject to Section (1)(a)(ii), should be determined in an election meeting at least 4 weeks prior to the election itself,
	2. The Election Procedure as directed by Section 11(1)(a)(i) should be communicated to members of the Faculty House at least three (3) weeks before the election.

# Open Election

* 1. Members of House Education must be notified of any election procedure at least three (3) weeks beforehand as directed in Section 11(1)(b), an election meeting will take place and should be composed of at least two-thirds (⅔) of the House Education Executive Committee,
		1. if a quorum is not satisfied, the proposed election meeting should be postponed until a quorum is satisfied,
	2. Applications should be submitted to the Executive Committee of House Education,
	3. A candidate must have a minimum 60% or more for the first semester to qualify for membership of the Executive Committee and must not have been found guilty by a disciplinary committee. Proof must accompany the candidate’s application.
	4. any registered undergraduate faculty house member may stand for Executive Committee elections,
	5. the Chairperson candidate must have served a full term in the Executive Committee of House Education; therefore, first-year students are not eligible to run for this portfolio,
	6. the following must appear on the application:
		1. Full name of the applicant,
		2. Signature of the applicant,
		3. The first and second choice portfolio of the applicant.
	7. The DSA will provide directives that stipulates the closing date for Executive Committee election applications.
	8. Campaign videos made by applicants will be submitted to the Chief Electoral Officer and/or the House Education Electoral Committee who will delegate where they will be posted for members of House Education to view candidates,
	9. a PDF document of all the House Education Executive Committee Candidates for the following term that have been verified by the DSA must be posted on ClickUP, this document will include the candidate`s name, picture, and manifesto document.
	10. A link to the social media platforms with all the candidate`s canvas videos will be posted on ClickUP. The instructions regarding the canvas video will be communicated to faculty house members via ClickUP.
	11. The Chief Electoral Officer must make available the candidate lists and the election procedures at least five (5) days before the election meeting.
	12. The Chief Electoral Officer must compile a e-ballot sheet before the election meeting.
	13. Voting will be done on the platform determined by the DSA.
	14. If the Chairperson is one of the nominees/candidates running for elections, the Executive Committee must appoint a person who is not an applicant to fulfil the duties of the Chief Electoral Officer,
	15. The counting of the votes must take place under the supervision of existing Executive Committee members who have not applied together with a credible independent observer (i.e., Constitutional Tribunal Judge),
	16. The result of the election will be made public after the votes have been released by the DSA,
	17. The twelve (12) candidates with the highest number of votes are elected,
	18. The allocation of portfolios is entrusted on the incoming Chairperson after Consultation with the Faculty House Coordinator,
	19. Campaign posters can be made and distributed by the House Education Executive Committee candidates, however, the existing executive committee will not support or endorse any of the applicants,
	20. All members of House Education as described in Section 6(1)(a) of this constitution are eligible voters of the House Education Executive Committee (including the chairperson) elections,

# Post-Election Procedure

* 1. The incoming Executive Committee members are informed of the results,
	2. Each incoming Executive Committee member is given a copy of the Constitution to read,
	3. The incoming and outgoing Executive Committee members are then invited to a ceremony where the outgoing Executive Committee hands over office to the incoming Executive Committee. Before or during the ceremony, each incoming Executive Committee member must sign a document confirming that they accept the office and has read the Constitution and that they will abide by it,
	4. This is followed by a transitional period of one-month where the outgoing and the incoming Executive Committee co-operate so that the incoming Executive Committee members can clarify any portfolio related issues that they require information on, the outgoing Executive Committee may consult the Department of Student Affairs (Faculty House Coordinator) on portfolio- related issues.

# Annulment of an Election

Should members feel that their rights, university policy and/or any regulations have been violated in the administering of the election process, the Co-ordinator: Faculty Houses in the Department of Student Affairs must be notified, after which (if necessary) the Director: Department of Student Affairs will be made aware of the transgression and will make a ruling thereof.

# SECTION 12: EVACUATION, DISSOLUTION, RESIGNATION OR DISMISSAL OF THE EXECUTIVE COMMITTEE

# General

* 1. When a post has to be evacuated, this has to be done within one (1) week, and the former incumbent must provide all necessary documentation and relevant information to the new incumbent. If the former incumbent does not do so, he or she may be required to face disciplinary actions,
	2. If an Executive Committee member resigns or is dismissed, the Chairperson and Vice Chairpersons in consultation with the Coordinator: Faculty Houses of the Department of Student Affairs will employ one of two methods:
		1. the election list of the most recent election will be used to replace the Executive Committee member with the next candidate with the highest number of votes; or
		2. the portfolio will be absorbed by an incumbent Executive Committee member,
	3. If the Chairperson resigns or is dismissed, the Vice Chairperson with the distinct constitutional duties takes over; or
	4. The Executive Committee should hold a Special Meeting to vote between the two Vice Chairpersons,
	5. The Executive Committee will be dissolved if it resigns, or if undue circumstances cause its incapability during its term of office,
	6. The Executive Committee may be dismissed at a General Meeting, at such a meeting, the Chairperson does not have a casting vote. Causes for dismissal are the following:
		1. financial irregularities,
		2. illegal/unlawful; actions,
		3. Violation/Contravention(s) of the House Education Constitution,
		4. Dereliction of duty.

# Resignation or Dismissal of the Chairperson

1. The Chairperson may be dismissed by the Department of Student Affairs after an investigation of whatever transgression was undertaken and the relevant escalation policy was properly followed,
2. If the Chairperson resigns or is dismissed, Section 12 (A)(c)-(d) will then come into effect.

# SECTION 13: DISCIPLINARY PROCEDURE

Should an Executive Committee member be in contravention of the House Education Constitution, the following steps should be taken:

# Structure of the Disciplinary Procedure

* 1. The procedure of dismissal is drafted on the assumption that the executive committee will apply progressive discipline on the understanding that discipline should be corrective rather than punitive, this implies that the Coordinator: Faculty Houses on behalf of the executive committee should endeavor to first correct executive members’ behavior, such as by issuing:
		1. *Verbal warnings:* for minor transgressions such a missing deadline, creating conflict within the committee, unethical behavior,
		2. *Written warnings:* for consistent misconduct such as receiving more than one verbal warning,
		3. *Final warnings:* for persistent misconduct such as receiving three (3) written warnings.

# Dismissal

* 1. A dismissal for reasons of misconduct to be fair, the dismissal must be:
		1. *Substantively fair:* there must be a valid reason for the termination of the removal of the individual in question from his/her responsibilities, the facts of each case will determine whether or not the dismissal is fair and whether or not dismissal is the appropriate sanction; and
		2. *Procedurally fair*: the dismissal must be affected in a procedurally fair manner,
		3. The executive committee must ensure that dismissals for misconduct are for a valid reason after fair procedure has been followed. The Executive Committee member has the full right to consult the Student Tribunal during this process,
		4. Three written warnings constitute grounds for a dismissal,
		5. It should be noted that dismissals should only be considered as a last resort.

# Service of Notices to the Procedure

* 1. All written notices must be properly served on the individual concerned (written warning, final written warning, notice to attend a disciplinary procedure). It is recommended that the member of the executive committee who is served with a notice should be asked to sign acceptance of receipt of the notice. However, if the individual refuses to sign when served with a notice, the Vice Chairperson(s) should record this fact on the notice and state the time, date, and place where the notice was handed to the individual concerned.

# Disciplinary Records

* 1. It is important that a good record of the disciplinary record is kept. The individual responsible for updating and maintaining the disciplinary records is the Vice Chairperson. The disciplinary records will specify the nature of any disciplinary transgression/s, the actions taken by the Chairperson or Guardian/s and the reason/s for such action/s. For this reason, the disciplinary procedure requires the Vice Chairperson to file copies of any written warning and final written warning.

# Disciplinary Records

* 1. When deciding whether or not to impose the penalty of dismissal, the Coordinator: Faculty Houses must consider:
		1. The gravity of the misconduct
		2. The individual’s circumstances, previous disciplinary record and personal circumstances
		3. The nature of the work; and the circumstances of the infringement itself It is imperative that the Guardian & Chairperson on behalf of the executive committee applies the penalty of dismissal consistently with the way in which it has been applied to the same and other members in the past.

# Disciplinary Records

* 1. Individuals have the right to appeal to the disciplinary meeting during the meeting itself, in writing three days after a letter for a disciplinary hearing has been given.
	2. Appeals must be noted in writing not more than two days after the decision has taken five (5) vote agreements.

# Incapacity procedure for poor performance

* 1. The incapacity procedure for poor performance is concerned on the discretion of the Vice Chairperson in consultation with the Chairperson and Guardian. It is not a procedural function that is necessary to have taken place before an individual is dismissed. The incapacity procedure can also be initiated after a written warning is given.
	2. This procedure applies to all members of the Executive Committee. It distinguishes between individuals who can reasonably be expected to bring their performance up to standard (cases of poor performance) and individuals who are not able to do so, due to ill health or injury.
	3. The procedure only applies to individuals who can reasonably be expected to bring their performance up to standard. The procedure does not apply if it is

alleged that the individual has breached a constitutional rule which regulates conduct, in which case the disciplinary procedure will apply.

# Objectives of the Incapacity Procedure

The objectives of this procedure are to:

* 1. Assist members of the executive committee to overcome poor performance and to perform to the standard expected of them.
	2. Promote efficient and effective performance by executive members.
	3. Enable members of the executive committee to function efficiently and effectively; and assist the Chairperson and Vice Chairperson to apply corrective action where appropriate.
	4. It is the responsibility of the Vice Chairperson(s) in consultation with the Chairperson to decide when it is necessary to apply this procedure.

# Procedure for members of the executive committee in respect of Poor Performance

If the Chairperson and Vice-Chairperson(s) are of the view that an EC member, is not performing in accordance with their duties, the Vice-Chairperson in consultation with the Chairperson must:

* 1. Give written reasons why it is necessary to initiate this procedure; and meet with the said individual so as to: explain the requirements and nature of the individuals duties to which he/she was assigned.
	2. To Indicate reasons for perceived poor performance; and gain feedback from the individual in question as to why performance as decreased.
	3. If the individual agrees he/she has not performed in accordance with the requirements of his/her duties, give reasons.
	4. After hearing the individual’s standpoint, the Chairperson and Vice Chairperson must, if necessary, develop and initiate a formal programme of activities and functions to reach the required standard of performance.
	5. Such a programme must assess, the time that it would take for the said individual to overcome the poor work performance; on the basis of the assessment, establishing realistic time frames within which the Vice Chairperson in consultation with the Chairperson will expect the said individual to have met the required performance standards.
	6. If necessary, identify and provide appropriate training for the said individual to reach the required standard of performance.
	7. Establish ways to address any factors that affect the individual’s performance
	8. that lie beyond the control of the said individual.
	9. If the poor performance of the individual is not remedied within the time frames established by the programme, the Vice-Chairperson in consultation with the Chairperson must, give the said individual a written report on the outcome of the procedure.
	10. The Vice-Chairperson should keep a record of all training sessions.
	11. After consulting with the said individual, the Vice-Chairperson in consultation with the Chairperson must consider whether to continue to give the individual the appropriate guidance, instruction and training and establish a further, appropriate period for the individual to meet the required standard of performance.
	12. If the performance of the individual is still lacking, the normal disciplinary procedures will follow.

# SECTION 14: FUNDS

1. Funds shall be administered by the Treasurer in conjunction with the Executive Committee, as required by the “Organised Student Life Policy”.
2. Funds are only allocated for a specific event or project if at least one (1) EC is involved in the specific project.
3. Funds shall be designated by the Treasurer and approved by the Chairperson.
4. Funds shall be made available if the budget is approved by the Coordinator: Faculty Houses in the Department of Student Affairs.

# SECTION 15: AMENDMENTS

1. In order for an amendment of this Constitution to be effective and implemented, the following principles must be adhered to:
	1. An amendment can only be suggested by a House Education EC member, the Constitutional Tribunal, the SRC or the DSA.
	2. The proposed amendment must meet the requirements specified by Section 8(4) of this Constitution.
	3. All proposed amendments must be in writing.
	4. All proposed amendments must be signed by the SRC or the DSA and Chairperson of House Education. Once amended, there must be full compliance with section 39(4) of the Constitution for Student Governance before the amendments are of force.

This Constitution was approved and accepted by members of the House Education Executive Committee at a constitutional meeting held on:  **24 October 2022.**

Chairperson:

Name & Surname: **Mr. Thabang Phiri** Date:  **October 2022**

Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Surname: **Ms. Nthabiseng Kgwele** Date:  **October 2022**

Signed by the Faculty House Coordinator: Date:

Signed by the Constitutional Tribunal: Date:

Signed and approved by the SRC: Date:

# Annexure A: House Education EC Code of Conduct

1. House Education EC members must in all their endeavors demonstrate pride in House Education and must venture to preserve and uphold its good name and reputation.
2. EC members must always wear their full faculty uniform when representing House Education and must be mindful that their conduct while in House Education uniform will be judged as the conduct of House Education and not just their own.
3. House Education EC uniform may not be worn in any other way or with any other additions besides the discussed clothing.
4. EC Members may not smoke while dressed in the House Education faculties. Members may only smoke once they have removed their blazers and moved away from the general crowd.
5. The consumption of alcohol while dressed in the House Education EC uniform will only be permitted if it is in reasonable quantities and in a respectful manner at recognized functions or events.
6. EC Members are expected to respect the chain of command not only of House Education but also of Student Governance and University Management.
7. EC Members are expected to attend all meetings, events and participate in projects as far as possible.
8. EC Members are expected to arrive on time and stay for the full duration of all meetings, events and projects as far as possible.
9. EC Members are expected to be honest in all their communications and conduct.
10. EC Members are expected to zealously fulfil their duties as set out in the House Education constitution and as stipulated in the Plan of Action.
11. EC Members are encouraged to lend their support and resources to other members for the greater purpose of success within House Education.
12. EC Members are encouraged to ask for help if they need it.
13. EC Members must respect other members by being considerate of their feelings, opinions, and time.
14. Dogma, personal and political agendas are unacceptable.
15. Discrimination and character assassination will not be tolerated.
16. Digital communication should be kept to relevant information and spam as well as unnecessary messages should be avoided.
17. EC Members must respect House Education meetings and communications and should not use it to cause disruptions.
18. Disagreements should be settled calmly and in person as opposed to electronically.
19. EC Members are encouraged to raise any concerns, preferably in writing, to the Chairperson as opposed to enticing disruption with such concerns.
20. EC Members are reminded that they are accountable to House Education and its student body and should therefore execute all their tasks and ensure that their conduct is in alignment with the needs of the parties involved.