

THE CONSTITUTION OF HEALTH HOUSE

Within the Faculty of Health Sciences
of the University of Pretoria



As amended by:
Constitutional First Amendment of 2023

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PREAMBLE

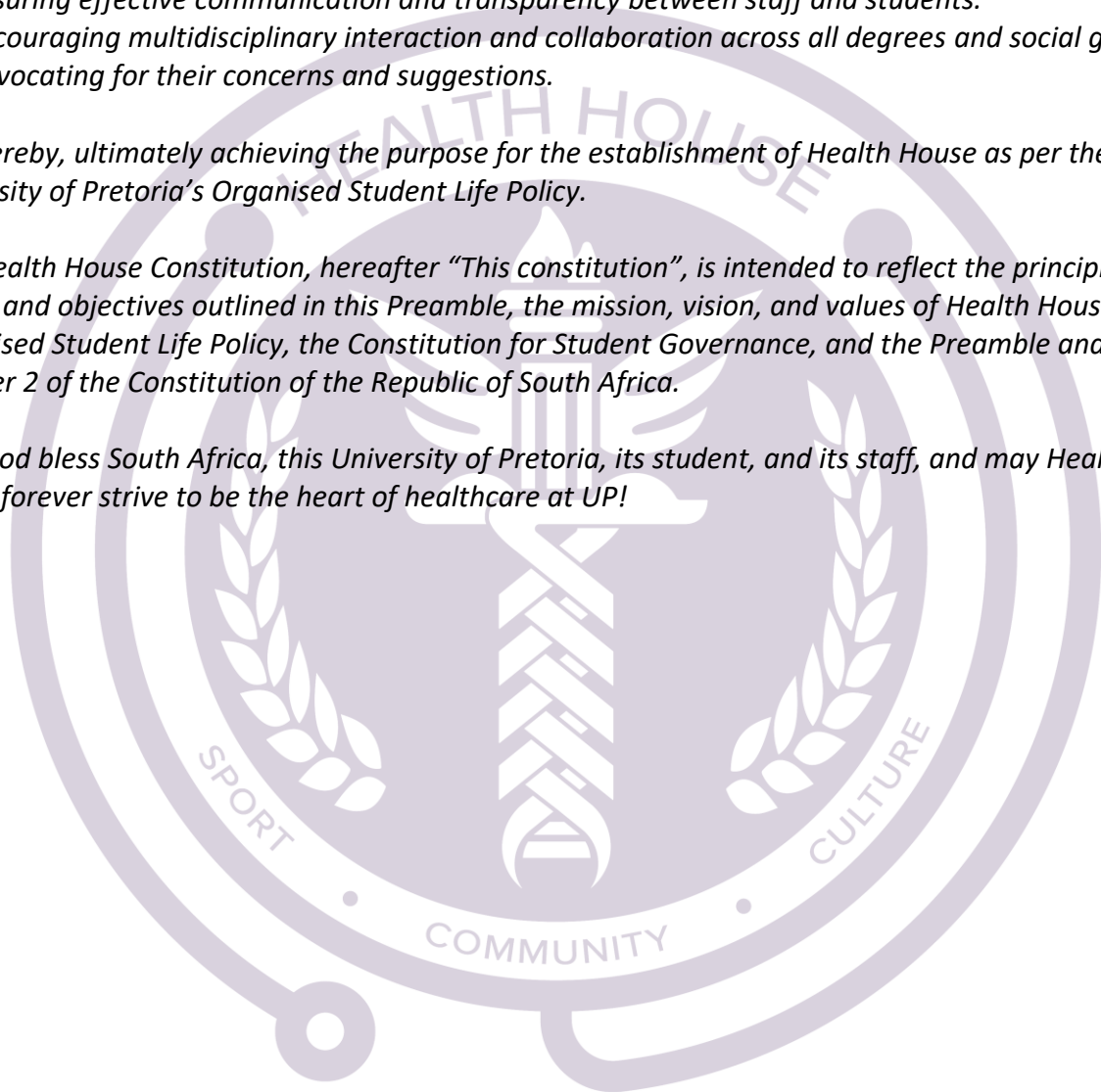
We, the executive committee of Health House within the University of Pretoria's Faculty of Health Sciences, aim to represent all students in our faculty by:

- *Creating a cohesive and vibrant student culture.*
- *Providing a platform for the development of balanced student life experiences.*
- *Ensuring effective communication and transparency between staff and students.*
- *Encouraging multidisciplinary interaction and collaboration across all degrees and social groups.*
- *Advocating for their concerns and suggestions.*

And hereby, ultimately achieving the purpose for the establishment of Health House as per the University of Pretoria's Organised Student Life Policy.

This Health House Constitution, hereafter "This constitution", is intended to reflect the principles, values and objectives outlined in this Preamble, the mission, vision, and values of Health House, the Organised Student Life Policy, the Constitution for Student Governance, and the Preamble and Chapter 2 of the Constitution of the Republic of South Africa.

May God bless South Africa, this University of Pretoria, its student, and its staff, and may Health House forever strive to be the heart of healthcare at UP!



CHAPTER 1

FOUNDING PROVISIONS

1. Definitions

This constitution affirms the definitions as set out in Chapter 1 of the University of Pretoria Constitution for Student Governance 2013, as adopted, and amended. For additional clarity and terms specific to this structure, the following definitions are provided:

- (1) **Constitution for Student Governance (CSG):** The University of Pretoria's policy document that underpins the principles and practices of all student governance structures. This document is publicly available.
- (2) **UP Code of Conduct:** The Disciplinary Code for Students as contained in the General Regulations and Rules of the University of Pretoria and includes the Code of Conduct signed by students in their contract with the University. These documents are publicly available.
- (3) **Deanery:** The office of the Dean of the Faculty of Health Sciences and its members, including, but not limited to the Deputy Deans and Secretariats .
- (4) **DSA:** The Department of Student Affairs of the University of Pretoria.
- (5) **Coordinator: Faculty Houses:** The Department of Student Affairs staff member tasked with overseeing all Faculty Houses.
- (6) **Coordinator: Faculty Sub-Houses:** The Department of Student Affairs staff member tasked with overseeing all Faculty Sub-Houses.
- (7) **EC:** The acronym for Executive Committee.
- (8) **Faculty House:** An official student structure that is organised along faculty lines, to which all registered students, subdivisions, and departments in the relevant faculty belong by default.
- (9) **Faculty House Guardian:** A permanent full-time member of staff in the Faculty of Health Sciences who is appointed by the Department of Student Affairs on a temporary part-time basis for a period of three years, in accordance with the relevant job description, criteria, and process approved by the Executive of the University to offer support and guidance to the Faculty House and to facilitate its governance and functioning.
- (10) **Faculty Sub-House:** The official subordinate student structure of a Faculty House, organised to represent the interests of students registered in a particular department in a faculty, to which all registered students belong by default.
- (11) **Health House (HH):** The faculty house for the Faculty of Health Sciences.
- (12) **Health Sciences Student Body (HSSB):** A collective term for all students duly registered at the Faculty of Health Sciences.
- (13) **HH Election Representative:** A member of the outgoing Health House executive Committee responsible for administering the elections for the incoming committee. Such an individual must be independent and may not themselves be running for a second term.
- (14) **Organised Student Life Policy (OSL):** The publicly available policy dictating the proper functioning of all Organised Student Life Structures at the University of Pretoria.
- (15) **Plan of Action (POA):** An organised programme that contains the goals, events, projects, and activities that a particular portfolio strives to undertake within their elective term.

- (16) **Quorum:** The minimum number of members of a committee that must be present at any of its meetings to make the proceedings of that meeting valid.
- (17) **Simple Majority:** Fifty percent (50%) plus one.
- (18) **Special Majority:** At least two thirds (2/3) of the votes cast.
- (19) **Student Representative Council (SRC):** The Student Representative Council as constituted in terms of Chapter 3 of the Constitution for Student Governance.
- (20) **Student Governance Structure:** An umbrella term referring to any or all of the following: Day Houses, TuksRes Residences, SRC Societies, SRC Sub-Councils, SRC Service Providers, Faculty Sub-Houses, Class Representatives, and any other structure or position deemed by the Department of Student Affairs to fit the definition.
- (21) **Sub-council Structure:** Any of the sub-councils contained in Chapter 5 of the Constitution for Student Governance.
- (22) **Clubfunds (formerly "Toonbank"):** the office within the University of Pretoria where the money and budgets of student governance structures are administrated.

2. Status of the Constitution

- (1) This Constitution shall be called "The Constitution of Health House".
- (2) This Constitution binds all Sub-Houses within the Faculty of Health Sciences, therefore, all constitutions, regulations, rules, codes, documents, motions, similar provisions or instruments, decisions or action adopted or taken by any Sub-House structure are subject to this Constitution and are invalid to the extent of any inconsistency with it.
- (3) This Constitution is subordinate and subject to:
 - (a) The Constitution of the Republic of South Africa, 1996, as amended.
 - (b) The Higher Education Act 101 of 1997 and any other applicable legislation or laws of the Republic, as amended.
 - (c) The Statute of the University of Pretoria, as amended.
 - (d) The Institutional Rules of the University of Pretoria as contemplated in the Higher Education Act and the Statute of the University of Pretoria, as amended.
 - (e) The University of Pretoria Constitution for Student Governance, as amended.
 - (f) The Organised Student Life Policy of the University of Pretoria, as amended.
- (4) In the event of a conflict between this Constitution and the Constitution for Student Governance or the Organised Student Life Policy, the provision of the latter two documents overrides the said provision of this Constitution.
- (5) This Constitution replaces all other previous constitutions of Health House at the University of Pretoria in their entirety.
- (6) This Constitution, as amended, will take effect on a date determined by resolution of the Student Representative Council.

3. Amendment of the Constitution

- (1) This Constitution may only be amended with permission from the Coordinator: Faculty Houses and a special majority vote of Health House.
- (2) All amendments will be reviewed by the Constitutional Tribunal and ultimately approved by the Student Representative Council and will only take effect in the subsequent term or as determined by the Student Representative Council.
- (3) The exact procedure for constitutional amendment will be communicated by the Coordinator: Faculty Houses upon request.

- (4) Annexures attached to this constitution are operational documents that do not form part of the official constitution. Amendments to these documents are only subject to approval by the Coordinator: Faculty Houses, taking effect as indicated by them, provided all constitutional requirements relating to such an amendment is met.

4. Mission, Vision, and Values

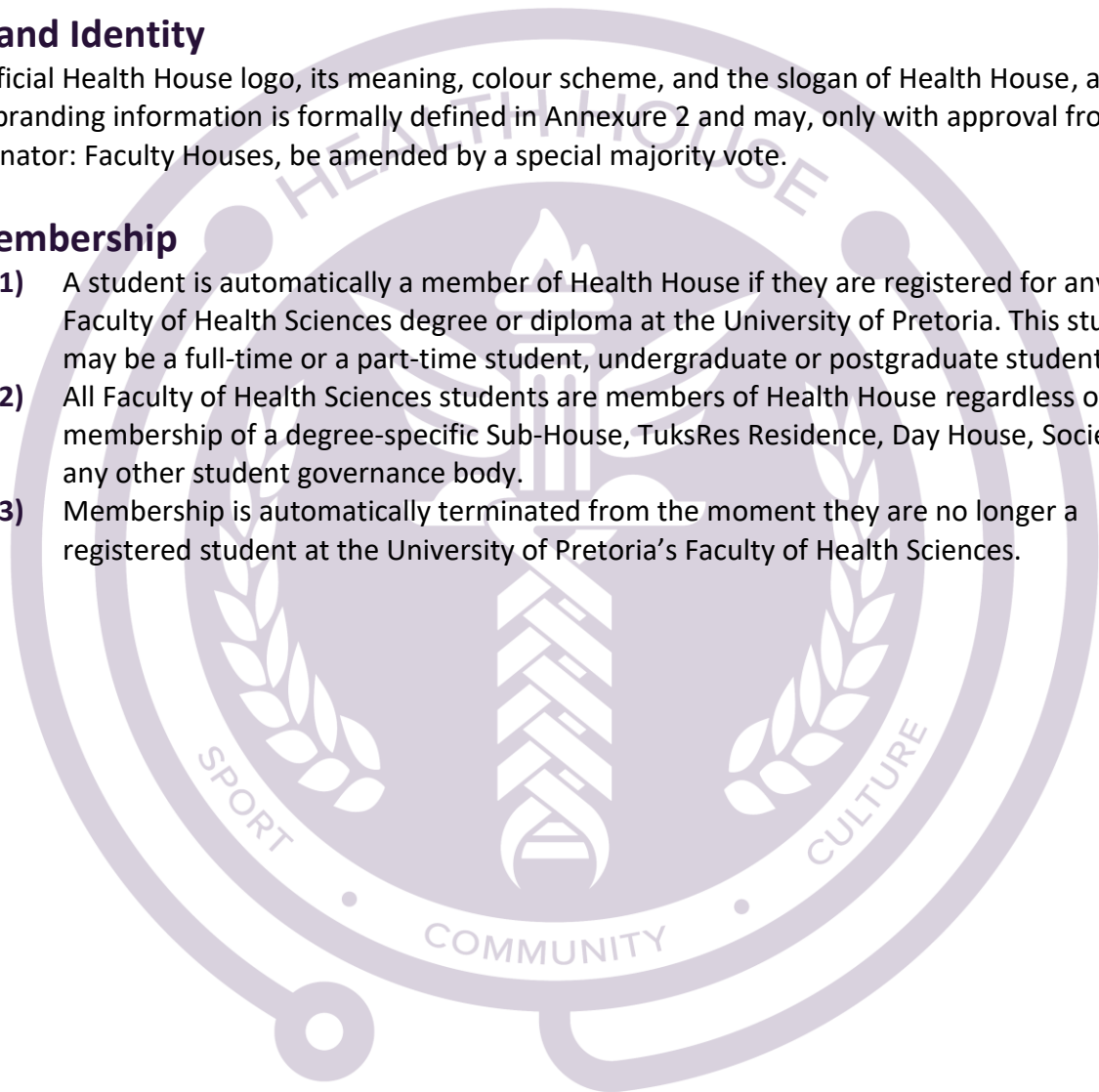
The mission, vision, and values of Health House are formally defined in Annexure 1 and may only with approval from the Coordinator: Faculty Houses be amended by a special majority vote.

5. Brand Identity

The official Health House logo, its meaning, colour scheme, and the slogan of Health House, and other branding information is formally defined in Annexure 2 and may, only with approval from the Coordinator: Faculty Houses, be amended by a special majority vote.

6. Membership

- (1) A student is automatically a member of Health House if they are registered for any Faculty of Health Sciences degree or diploma at the University of Pretoria. This student may be a full-time or a part-time student, undergraduate or postgraduate student.
- (2) All Faculty of Health Sciences students are members of Health House regardless of their membership of a degree-specific Sub-House, TuksRes Residence, Day House, Society, or any other student governance body.
- (3) Membership is automatically terminated from the moment they are no longer a registered student at the University of Pretoria's Faculty of Health Sciences.



CHAPTER 2

THE EXECUTIVE COMMITTEE

7. Composition

- (1) The composition of Health House must first and foremost fully adhere to the guidelines as set out in the Organised Student Life Policy, which may be amended from time to time.
- (2) Unless otherwise provided, Health House consists of a minimum number of five and a maximum number of 12 elected executive committee members.
- (3) The eligibility requirements and election procedures for the executive committee members are outlined in Chapter 4 of this constitution.

8. Portfolios

- (1) Each elected executive committee member may be assigned one or more portfolios by the elected Chairperson in consultation with the previous Chairperson, the Faculty House Guardian, and the Coordinator: Faculty Houses.
- (2) Compulsory portfolios stipulated by the Organised Student Life Policy:
 - (a) Chairperson
 - (b) Vice Chairperson (minimum one)
 - (c) Secretary
 - (d) Treasurer
 - (e) Academic Officer
- (3) Additional Portfolios as defined by the DSA and Health House:
 - (a) Sub-House Liaison
 - (b) Transformation Officer
 - (c) Marketing Officer
 - (d) External Culture Officer
 - (e) Internal Culture Officer
 - (f) Community Engagement Officer
 - (g) Sport Officer
 - (h) Social Officer
- (4) An extraordinary portfolio may be created and assigned from time to time by Health House in consultation with the Chairperson and Faculty House Guardian and will require approval from the Coordinator: Faculty Houses.
- (5) The Chairperson may assign, remove, or rearrange individual portfolio responsibilities of executive committee members if it is in the best interests of the committee's performance and does not create any conflict of interest via overlapping duties. Such changes may only happen after a consultative process involving the Faculty House Guardian and subsequent approval by the Coordinator: Faculty Houses.
- (6) The Vice Chairperson, Secretary, and Treasurer portfolios may not be assigned in any combination with each other.
- (7) Health House affirms the practicality of having two Vice Chairpersons.

9. General Roles and Responsibilities of the Executive Committee

The following are general roles and responsibilities that apply to all executive committee members regardless of their assigned portfolio(s):

- (1) Fulfil all requests made by the DSA, the Faculty House Guardian, and the Chairperson.
- (2) Maintain an academic GPA of at least 60%.
- (3) Maintain a balanced student life and look after their mental wellbeing without neglecting any Health House duties.
- (4) Always exhibit proper and professional conduct in line with the University, the DSA, and Health House's Code of Conduct as per Chapter 6 of this constitution.
- (5) Attendance of all workshops, trainings, camps, events, and meetings held by the DSA or Health House. Proper excuse protocol should be followed if attendance is not possible.
- (6) Create, maintain, and monitor a Plan of Action and a budget document for their respective portfolio(s).
- (7) Serve a respective number of office hours per week in the Health House office to which all members of Health House should have access to.
- (8) EC members may be required to serve on various Faculty Committees and SRC Sub-Councils in accordance with the portfolio they hold.
- (9) Consult timeously with the relevant EC member responsible for venue bookings (usually the Secretary) if such a service is required.
- (10) Consult timeously with the Treasurer if portfolio-related transactions are needed.
- (11) Submit an internal report after each completed event, or a shortened version of the report if the event was cancelled.
- (12) Submit information relating to the half-year report as requested by the Chairperson.
- (13) Submit information relating to the year-end report as requested by the Chairperson.
- (14) Create and maintain a handover document to be passed on to their successors.
- (15) Submit information relating to the DSA Awards Application as requested by the Chairperson.
- (16) Avail themselves to be contacted by their successors for at least the first 2 months of their successors' term.

10. Term of Office

The term of office for the executive committee members of Health House shall, as defined in the Organised Student Life Policy, be from 1 September to 31 August of the following year. Members will also be required to assist during the handover period from 1 September to 31 October within the term of their successors.

CHAPTER 3

PORTFOLIO-SPECIFIC ROLES AND RESPONSIBILITIES

11. Chairperson

- (1) Role of the Chairperson:
 - (a) Represent the entire Health House EC as the spokesperson.
 - (b) Oversee all activities of the Executive Committee.
 - (c) Ensure discipline within the structure.
 - (d) Maintain a good working relationship with the DSA.
 - (e) Maintain productive stakeholder relations with the Faculty, the SRC, Class Representatives, Sub-Houses, and others.
 - (f) Ensure that the structure is in alignment with UP Policies, the OSL, and CSG.
 - (g) Facilitate the smooth running and legitimacy of elections.
- (2) Responsibilities of the Chairperson:
 - (a) Facilitate the creation of the term goals, objectives, and vision.
 - (b) Chair all Health House meetings as presiding officer.
 - (c) Attend mandatory meetings including, but not limited to:
 - (i) Weekly meetings with the Faculty House Guardian.
 - (ii) Bi-Weekly Teaching and Learning meetings with the Faculty.
 - (iii) Bi-Weekly Faculty House Chairperson meetings.
 - (iv) Monthly Academic Sub-Council meetings.
 - (v) Quarterly SRC Student Forums.
 - (vi) Any other meetings as required by the DSA.
 - (d) Attend to requests and submissions stipulated by the Coordinator: Faculty Houses including but not limited to:
 - (i) Chairperson & EC camps.
 - (ii) EC Contracts & Contact Details & Demographic Form.
 - (iii) Consolidated & Chronological POA's and Master Budget.
 - (iv) Half-Yearly Reports.
 - (v) Year-end Reports.
 - (vi) DSA Awards Application.
 - (e) Review, amend or revise the Health House constitution as needed.
 - (f) Review, amend or create operational protocols or procedures for the internal functioning of Health House.
 - (g) Chair the Health House Chairperson Portfolio Sub-Committee in line with Section 51 of this constitution.

12. Vice Chairperson

- (1) Role of the Vice Chairperson:
 - (a) Supervise all activities of the Executive Committee
 - (b) Stand in on behalf of the Chairperson in their absence.
 - (c) Perform tasks assigned to them by the Chairperson.
 - (d) In consultation with the Chairperson, ensure that the Executive Committee adheres to the Health House Code of Conduct.
 - (e) Be accountable and transparent with the Executive Committee members.

- (2) Responsibilities of the Vice Chairperson:
- (a) Host team building activities to strengthen Executive Committee relationships.
 - (b) Support the Executive Committee in carrying out their responsibilities.
 - (c) Following up on tasks that have been assigned to the individual portfolio holder.
 - (d) Manage a minimum of 3 other executive committee members and their portfolios as allocated by the Chairperson.
 - (e) Attend all faculty related events when invitations are sent out.
 - (f) Keep track of any breaches of the Health House Code of Conduct, serve as the appropriate contact person for the reporting of these breaches, and keep track of any writing warnings issued under section 38.

13. Secretary

- (1) Role of the Secretary:
- (a) Ensuring adequate and appropriate communication within the Executive Committee.
 - (b) Is responsible for organising refreshments for meetings as they are requested.
 - (c) Is responsible for ensuring that the Health House Office provided is always clean and usable.
 - (d) Is responsible for the safe-keeping and recording of all the minutes and other documents of Health House within the Health House google drive.
 - (e) Should maintain a close working relationship with the Sub House Secretary portfolio holders.
- (2) Responsibilities of the Secretary:
- (a) To ensure full compliance with Chapter 8 of this constitution.
 - (b) Receives all apologies from members excusing themselves from meetings or events and brings these apologies to the Chairperson's attention.
 - (c) May be asked to organising refreshments for in person meetings.
 - (d) Send reminders of Health House events/ deadlines on the various communication platforms as requested.
 - (e) Ensure that the Health House Office gets cleaned once a week.
 - (f) Ensure that the Health House Office is stocked with adequate office supplies.
 - (g) Ensure that the Health House Google Drive Folders are always up to date.
 - (h) Manages campus venue bookings for Health House events.
 - (i) Chair the Health House Secretary Portfolio Sub-Committee in line with Section 51 of this constitution.

14. Treasurer

- (1) Role of the Treasurer:
- (a) Keeps proper record of funds received and spent.
 - (b) Monitoring all Health House funds and transactions.
 - (c) Compiling the financial reports of the structure in accordance with the DSA policies.
 - (d) Report to the Chairperson, the EC, and the Treasurers of the Sub-Houses with regards to any financial events of note.
 - (e) Report any discrepancies or misuse of funds to the relevant authorities.
 - (f) Facilitate and manage opportunities for sponsorships.
 - (g) Assist Sub-Houses with any financial issues they encounter.

- (2) Responsibilities of the Treasurer:
- (a) Compile the Health House Master Budget.
 - (b) Process expense claim at Clubfunds on behalf of the structure.
 - (c) Assist EC members with supplier relations and requesting invoices.
 - (d) Compile monthly financial reports submitted by the 7th of the following month.
 - (e) Compile half-yearly and year-end budget actuals.
 - (f) Create and update a UP vendor list.
 - (g) Create and update a bursary and sponsorship list.
 - (h) Hold at least 2 events aimed at increasing financial literacy of the student body.
 - (i) Approves Sub-House transactions in accordance with the relevant Health House policies.
 - (j) Chair the Health House Treasurer Portfolio Sub-Committee in line with Section 51 of this constitution.

15. Academic Officer

- (1) Role of the Academic Officer:
- (a) Seeks to obtain feedback from faculty students regarding academic-related issues experienced.
 - (b) Receives and facilitates the handling of all academic complaints.
 - (c) Assist in rolling out the various mentorship programs within each degree.
 - (d) Supervises all Academics and Class Representative portfolio holders in the Sub-Houses.
 - (e) Liaises with Class Representatives and Academic Officers of the Sub Houses and brings any matters arising therefrom to the attention of the EC, Faculty staff and/or SRC where applicable.
 - (f) Responsible for the smooth running of the Class Representatives elections in collaboration with the Academic Officers of the Sub-Houses.
 - (g) Oversees the training of class representatives and ensures that they understand their roles.
 - (h) Should maintain a close working relationship with the Class Representatives and Sub House Academic Officers.
- (2) Responsibilities of the Academic Officer:
- (a) Forward and share marketing material with the student body by sending it to the Official Health House Class Representatives WhatsApp group.
 - (b) Check-in with the Class Representatives on a bi-weekly basis to hear if there are any academic-related matters arising and offer guidance where needed.
 - (c) Provide the SRC Academic Sub-Council with student inquiry reports if requested.
 - (d) Together with the Health House Academic Officer Portfolio Sub-Committee, encourage undergraduate research across the entire faculty under the management and guidance of the Deputy Dean of Research and Postgraduate Studies as the Tuks Undergraduate Research Forum (TURF) initiative.
 - (e) Chair the Health House Academic Officer Portfolio Sub-Committee in line with Section 51 of this constitution.

16. Sub-House Liaison

- (1) Role of the Sub-House Liaison:
 - (a) To represent all Sub-Houses in communications with the faculty.
 - (b) To promote equality, fairness, and collaboration between all Sub-Houses.
 - (c) First contact regarding Faculty House matters by the sub-house members
 - (d) Ensure that the Sub-Houses and its ECs are equipped to fulfil their function.
- (2) Responsibilities of the Sub-House Liaison:
 - (a) Booking campus venues on behalf of the Sub-Houses for their on-campus events.
 - (b) To sort out issues within the Sub-Houses regarding policies and internal Sub-House issues.
 - (c) Ensure the successful registration of Sub-Houses in accordance with Section 48 of this constitution.
 - (d) Ensure the successful election of Sub-House ECs in accordance with Section 50 of this constitution.
 - (e) Set and administer the criteria for recognition of leadership and provide Sub-House members with certificates of recognition of leadership as per Section 54 of this constitution.
 - (f) Train the incoming Sub-House ECs in accordance with Section 52 of this constitution.
 - (g) Keep Sub-House accountable to the Sub-House Code of Conduct and EC Agreements as per Section 55 & 56.
 - (h) Have at least 2 social event during the term to facilitate Sub-Houses cohesion.
 - (i) Chair the Health House Vice Chairperson Portfolio Sub-Committee in line with Section 51 of this constitution.

17. Transformation Officer

- (1) Role of the Transformation Officer:
 - (a) To promote an inclusive and diverse cultural within Health House, the Sub-Houses, and the Health Sciences student body at large via the transformation agenda.
 - (b) To ensure that Health House adheres to its values and principles and that of UP.
 - (c) To represent Health House at the SRC Transformation Sub-Council and various transformation stakeholder events and meetings.
- (2) Responsibilities of the Transformation Officer:
 - (a) Organise, host, and coordinate programs/events for emotional, mental, physical, social, and spiritual support across the Health Sciences student body.
 - (b) Ensure that all Health House events and traditions are in line with the value system of both Health House and the University of Pretoria.
 - (c) Attend SRC Transformation Sub-Council meetings and SRC Transformation Key Focus Area Events, making sure to represent the interest of all Health Sciences students.
 - (d) Meet frequently with the faculty transformation committee to discuss inclusive student needs and to facilitate coordination between faculty transformation events and the Health House transformation agenda.

- (e) Maintain relations and collaborate with structures such as: JustleadersUP, SpeakOutUp, UpandOut, the CSA&G at UP, SWC & its branches, the Student Counselling Unit, etc.
- (f) Explore entrepreneurship as a means to transformation in collaboration with the UP Career Services office.
- (g) Chair the Health House Transformation Portfolio Sub-Committee in line with Section 51 of this constitution.

18. Marketing Officer

- (1) Role of the Marketing Officer:
 - (a) To establish, maintain, and grow the brand identity of Health House.
 - (b) To attempt to monetize the Health House brand via merchandising.
 - (c) To grow the in-person and digital marketing presence of Health House.
 - (d) To market Health House related activities with the intent to increase student participation.
- (2) Responsibilities of the Marketing Officer:
 - (a) Assist with the setup and branding of the Health House stall during the Orientation Week exhibition.
 - (b) Organising the Health House EC professional photoshoot as soon as the EC clothing is received. These photos are subsequently distributed on all Health House's media platforms.
 - (c) Maintain all branded equipment such as the gazebo, banners, camp chairs, etc.
 - (d) Campaign to and engage first year students to get them to follow our accounts.
 - (e) Manage all aspects relating to Health House merchandising endeavours.
 - (f) Manage and grow all Health House social media accounts as outlined in the Marketing Officer Guidelines. Accounts include Instagram, LinkedIn, etc.
 - (g) Maintain the Health House Clickup module, using it to market events as needed.
 - (h) Maintain the Health House website, using it to market events as needed.
 - (i) Assist Health House EC members in promoting their events by creating posters, videos, a campaigning plan, and any other material as needed and as requested.
 - (j) Upon request, attend events and take videos and pictures to post on social media.
 - (k) Chair the Health House Marketing Portfolio Sub-Committee in line with Section 51 of this constitution.

19. External Culture Officer

- (1) Role of the External Culture Officer:
 - (a) To Represent Health House at external culture events hosted by STUKU.
- (2) Responsibilities of the External Culture Officer:
 - (a) Attend all STUKU Sub-Council meetings.
 - (b) Coordinate, manage, and ensure the participation of Health House and its student cohort in the following STUKU events:
 - (i) 1nSync
 - (ii) Step It Up
 - (iii) Sing It Acapella
 - (c) Chair the Health House External Culture Portfolio Sub-Committee in line with Section 51 of this constitution.

- (d) Chair the Health House First Year Guardian Portfolio Sub-Committee in line with Section 51 of this constitution.

20. Internal Culture Officer

- (1) Role of the Internal Culture Officer:
 - (a) To represent Health House at internal culture events hosted by STUKU.
 - (b) To promote and facilitate student cultural events and activities within the Faculty of Health Sciences.
 - (c) To organise and maintain the Archives Cabinet in the Health House office.
- (2) Responsibilities of the Internal Culture Officer:
 - (a) Coordinate, manage, and ensure the participation of Health House and its student cohort in the following STUKU events:
 - (i) Debating
 - (ii) Nothing But Vernac & Expression
 - (iii) Optional: Assist the External Culture Officer with Sing It Acapella.
 - (b) Host at least 1 internal culture event in collaboration with a UP society or organisation that promotes cultural or language education.
 - (c) Chair the Health House Internal Culture Portfolio Sub-Committee in line with Section 51 of this constitution.

21. Community Engagement Officer

- (1) Role of the Community Engagement Officer:
 - (a) Organise community engagement projects.
 - (b) Liaise with UP RAG and give feedback to the structure.
- (2) Responsibilities of the Community Engagement Officer:
 - (a) Collaborate with RAG partner for RAG of Hope Day.
 - (b) Attend all UP RAG Sub-Council meetings whenever and wherever they are held.
 - (c) Arrange long-term and short-term external (with RAG partner) and internal (only Health House) Thuso projects throughout the term as indicated by UP RAG.
 - (d) Organise outreach project(s) during Nelson Mandela Week which is commemorated during the time frame provided by UP RAG.
 - (e) Collaborate with societies that are involved in Community Engagement if possible.
 - (f) Host at least 1 international public health online event In collaboration with the Deputy Dean of Stakeholder Relations.
 - (g) Chair the Health House Community Engagement Portfolio Sub-Committee in line with Section 51 of this constitution.

22. Sport Officer

- (1) Role of the Sports Officer:
 - (a) Encourage student participation sport activities/events.
 - (b) Promote opportunities available in TuksSport.
 - (c) Participate in DSA events that involve sports.
 - (d) Participate in the Student Sport Committee (SSC) events.
 - (e) Coordinate all sport related activities happening within the student body.

- (2) Responsibilities of the Sport Officer:
- (a) Ensure participation of students in the UPLYMPICS.
 - (b) Hosting trials for fair and equal selection of players.
 - (c) Choose at least 3 sports from the available list of sports provided by the SRC Student Sport Sub-Council for Health House to participate in during the year.
 - (d) Assembles various teams for these sports that the structure has chosen to participate in.
 - (e) Hold training sessions well in advance before the commencing of sport leagues.
 - (f) Ensure sport equipment and facilities are available at all times.
 - (g) Chair the Health House Sport Portfolio Sub-Committee in line with Section 51 of this constitution.

23. Social Officer

- (1) Role of the Social Officer:
- (a) To host and manage social events that promote collaboration between faculty structures/students/lecturers.
 - (b) To collaborate with other structures and societies to bring about fun and inclusive social events.
 - (c) To include and encourage all students in the Health Science structure to participate in social events.
 - (d) To build industry connections via a Health House EC Alumni program.
- (2) Responsibilities of the Social Officer:
- (a) Host a social main event.
 - (b) Host a fund-raising event.
 - (c) Establish relations with all relevant campus societies and attempt to have at least 1 collaborative event with each.
 - (d) Manage and coordinate an alumni system for ex-Health House EC members.
 - (e) Chair the Health House Social Portfolio Sub-Committee in line with Section 51 of this constitution.

CHAPTER 4

ELECTION OF THE EXECUTIVE COMMITTEE

24. Election Timeline and Procedure

The Health House executive committee elections will take place as per the timeline and procedures stipulated by the Department of Student Affairs in accordance with the OSL. Intended deviations from this timeline or procedures needs to be communicated in advance to the Department of Student Affairs and will subsequently require their approval.

25. Eligibility

To be eligible to serve and be nominated to the Health House Executive Committee, a person must:

- (1) Be a registered students within the UP Faculty of Health Sciences.
- (2) Have a 60% GPA for the semester preceding the election and maintain it as such.
- (3) Submit all additional information requested by the HH Election Representative.
- (4) Participate in all campaigning and election interview activities unless a valid excuse is submitted in advance to the HH Election Representative within the required format.
- (5) Fulfil all additional requirement prescribed by the DSA or contained within the OSL.

26. Nomination

- (1) All registered students within the Faculty of Health Sciences who meet the eligibility requirements stated in Section 25 must be encouraged to nominate themselves to run for the Health House EC during the nomination period prescribed by the DSA.
- (2) Nominees are required to sign and submit an independence declaration indicating that should they be voted in as a Health House EC member, they may not serve on any other EC or Student Governance Structure as defined in Section 1 of this constitution.
- (3) Nominees will subsequently be approved by the DSA to start with their campaigning, after which they will be known as candidates.
- (4) Should a nominee already be serving in a capacity as indicated in (2), they are required to resign immediately upon successful election to Health House should they wish to continue holding the position on its EC. Noncompliance will be dealt with in accordance with the disciplinary procedure as set out in Chapter 6 of this constitution.

27. Campaigning

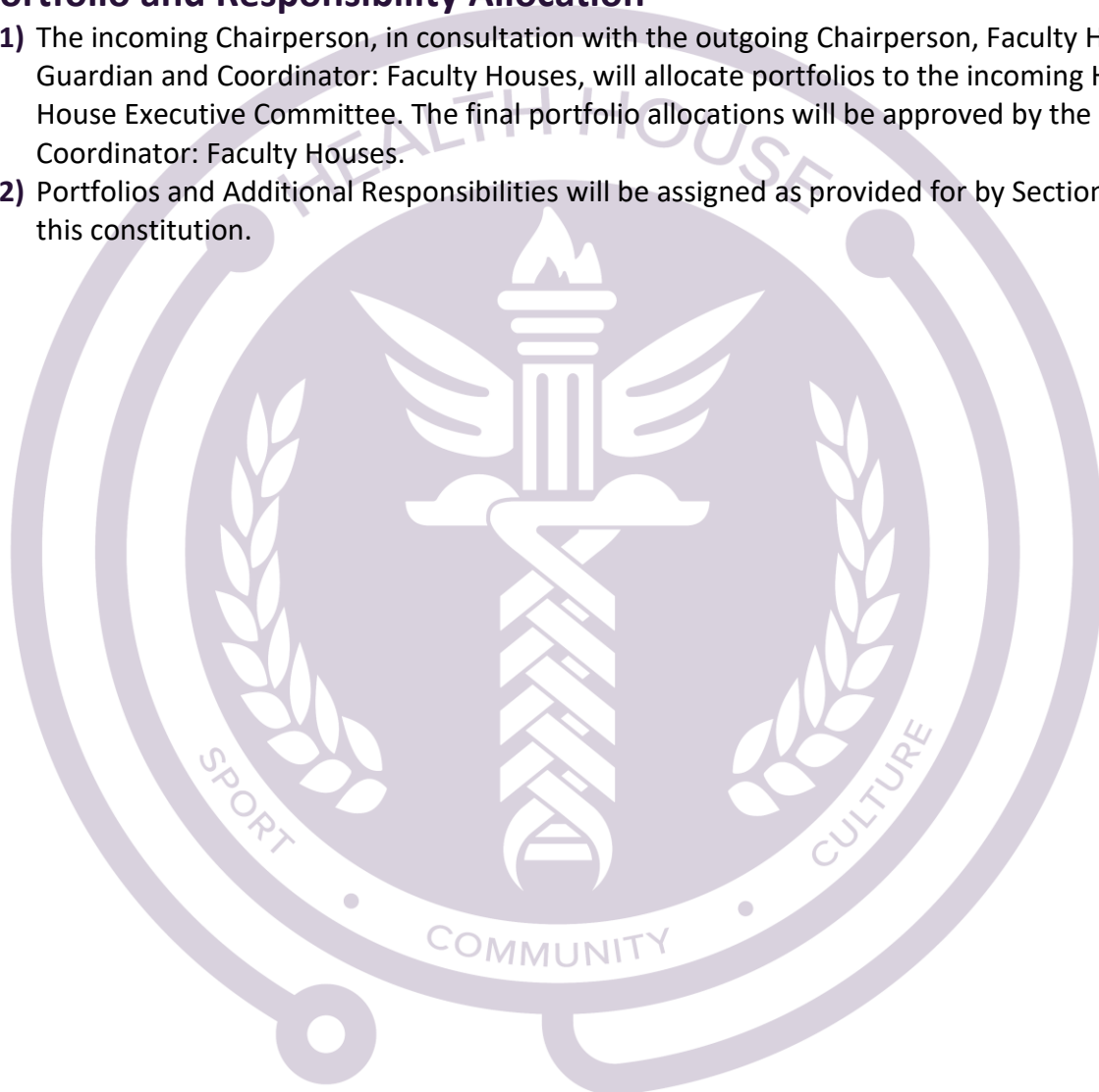
- (1) All candidates approved by the DSA to run should campaign during the stipulated period and adhere to the rules as stipulated by the DSA.
- (2) During campaigning, an interview process will take place as prescribed by the election plan of the HH Election Representative. This interview will be done with the purpose of exploring candidates' aspirations as a leader, explore portfolio preferences, and encourage goal setting and introspection, which will help them effectively market themselves during the campaigning process.
- (3) The outgoing Health House EC should ensure that all members of the Health Sciences student body can access manifestos and campaign material of candidates running in the elections on their respective platforms to promote equal opportunity for all candidates.

28. Voting

- (1) The Health House Executive Committee must be democratically elected.
- (2) Voting will occur via e-ballot in the manner stipulated by the DSA.
- (3) The outgoing Health House EC should ensure that all members of the Health Sciences student body have access to the ballot to vote during the period stipulated by the DSA.
- (4) The (minimum 5 and maximum 12) members with the highest votes will become the incoming Health House Executive Committee.

29. Portfolio and Responsibility Allocation

- (1) The incoming Chairperson, in consultation with the outgoing Chairperson, Faculty House Guardian and Coordinator: Faculty Houses, will allocate portfolios to the incoming Health House Executive Committee. The final portfolio allocations will be approved by the Coordinator: Faculty Houses.
- (2) Portfolios and Additional Responsibilities will be assigned as provided for by Section 8 of this constitution.



CHAPTER 5

THE SRC ACADEMICS EX-OFFICIO

30. The Academic Ex-officio Portfolio

- (1) Mandated by the Constitution of Student Governance (CSG), there are two Academic Ex-Officio portfolios. These portfolios form part of the Student Representative Council (SRC) in the Academics portfolios and are elected from duly elected Chairpersons of the Academic Sub-Council, a Sub-Council consisting of the Chairpersons of the 9 Faculty Houses.
- (2) The aim of this portfolio is to form the liaison between the SRC and the Faculty Houses. The portfolio also aims to assist the Coordinator: Faculty Houses in organizing the Faculty Houses and representing their challenges to the Department of Student Affairs and the SRC.
- (3) This section aims to delineate the election, authority, and position of these portfolios within the Faculty Houses. Where this section provides duties or mandates to the positions, they are intended to be seen as supplementary to the duties given to the Ex-officio portfolios by the CSG.

31. Eligibility for Academic Ex-officio

To be eligible for this position a student must:

- (1) Fulfil the full requirements as prescribed by the Policy on Organized Student Life (OSL) and the CSG to be eligible as member of the SRC.
- (2) Have been elected to the position of Chairperson in one of the 9 Faculty Houses duly, in accordance with the procedures announced by the Director Student Affairs and in line with the requirement of the individual Faculty House Constrictions

32. Elections for Academic Ex-officio

- (1) The Academic Ex-Officio portfolio is elected from the 9 Chairpersons of the Faculty Houses. Elections are done in the method prescribed by the Coordinator: Faculty Houses on a date as provided by the Head: Student Governance.
- (2) Election of the Academic Ex-Officio needs to take place before the public announcement of any Faculty Houses Executive Committees. The Coordinator: Faculty Houses, in association with the current Chairperson and the Guardian will inform the successful candidate of their election, after which the Coordinator: Faculty Houses will constitute the election procedures of the Ex-Officio portfolios. After election of these portfolios, succession procedures for the effected Faculty Houses will be invoked and then only can announcement of Executive Committees take place.
- (3) Election of the Academic Ex-Officio portfolios are done by simple majority vote of a candidate that nominated themselves during the election meeting.
- (4) On election the Academic Ex-Officio will, with immediate effect vacate their positions as Chairpersons of the Faculty Houses, they were elected from to become an independent member of the Academic Sub-Council, to fairly represent all Faculty Houses. Such a member remains bound to the rules and regulations prescribed in the Constitution of the Faculty House they were originally elected from.

33. Duties of the Academic Ex-officio

The Academic Ex-Officio portfolios are obliged to fulfill their role as SRC member as prescribed by the CSG. Supplementary to that position they must fulfill the following duties:

- (1) Serve as the Chairpersons for the Academic Sub-Council
- (2) Convene Academic Sub-Council meetings regularly.
- (3) Represent all Faculty Houses duly, fairly and without bias on the SRC and other platforms related to their positions.
- (4) Assist the Coordinator: Faculty Houses in supporting Faculty House Chairpersons in the fulfillment of their duties and responsibilities.
- (5) Support the Coordinator: Faculty Houses in the expansion and development of all faculty Houses.

34. Jurisdiction of the Academic Ex-officio

As an Ex-Officio member of the SRC, Academic Ex-Officio portfolios are bound to a dual jurisdiction. They are bound to the jurisdiction of any SRC member as prescribed by the CSG. They are further bound by the jurisdiction of the Department Student Affairs in the same capacity as the Chairperson of any Faculty House. The Ex-officio members remain bound to the jurisdiction of the Faculty House Constitution they were elected from in as far as it does not contravene their position as member of the SRC.

35. Benefits of the Academic Ex-officio

- (1) As member of the SRC the Academic Ex-Officio member enjoys full benefits related to this position. The Academic Ex-Officio will forfeit all benefits in terms of the Faculty House they were originally elected from. They will have no right to uniform, merchandise, stipends and any other benefits related to a member of the Faculty House Executive Committees.
- (2) The Academic Ex-Officio member retains their status as a member of the Faculty House related to the Faculty in which they are registered. This allows them the same rights and privileges as a normal general member.

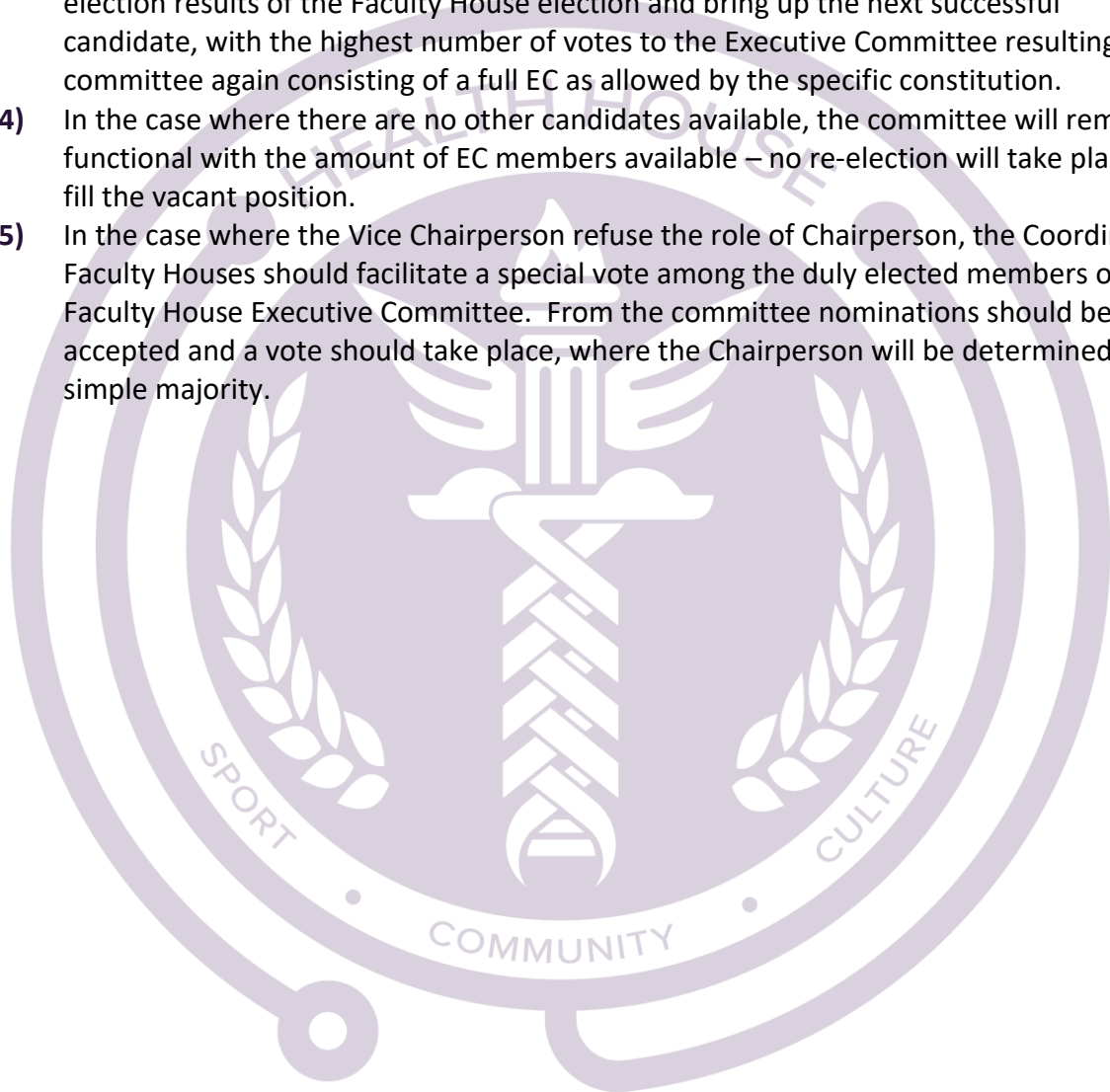
35. Resignation of the Academic Ex-officio

Resigning from the position of Ex-Officio will adhere to the resignation procedures prescribed in the CSG. The position as Ex-officio is bound to the position as member of the Academic Sub-Council. These positions are thus inseparable, and a student will not be able to retain one without the other. Therefore, resignation from either position will lead to automatic resignation from the other.

36. Succession Procedure of the Academic Ex-officio

On acceptance of the position of Academic Ex-officio member of the SRC a Faculty House Chairperson will vacate their position as Chairperson with immediate effect. As soon as this happens the Coordinator: Faculty Houses have to assist the faculty Houses from which the Academic Ex-officio members were elected to succeed the position of Chairperson following the below procedure:

- (1) The Coordinator: Faculty Houses will need to refer to the Chairperson's election results of the Faculty House elections and identify the student with the highest amount of votes following the original candidate. This student will then be considered the duly elected Chairperson and will succeed the position in its full capacity as allowed by Policy and Constitutions.
- (2) In the case where there was only one candidate running for the position of Chairperson on the Chairperson's ballot and therefore no alternative as described above available, the Vice Chairperson will succeed to the role of Chairperson.
- (3) In this case the Coordinator: Faculty Houses will refer to the Executive Committee election results of the Faculty House election and bring up the next successful candidate, with the highest number of votes to the Executive Committee resulting in a committee again consisting of a full EC as allowed by the specific constitution.
- (4) In the case where there are no other candidates available, the committee will remain functional with the amount of EC members available – no re-election will take place to fill the vacant position.
- (5) In the case where the Vice Chairperson refuse the role of Chairperson, the Coordinator: Faculty Houses should facilitate a special vote among the duly elected members of the Faculty House Executive Committee. From the committee nominations should be accepted and a vote should take place, where the Chairperson will be determined by simple majority.



CHAPTER 6

DISCIPLINE AND CODE OF CONDUCT

37. Conflict Resolution

- (1) Conflict resolution should always first be attempted before proceeding to disciplinary action.
- (2) Conflict resolution is reserved for interpersonal conflict between Health House EC members or Health House Code of Conduct breaches indicated as minor. Conflict resolution does not include serious accusations or major offenses, which should follow the disciplinary process in Section 38 instead.
- (3) The recommendations for attempting conflict resolution are as follows:
 - (a) The prosecuting member and the accused should attempt to have a one on one meeting to discuss the conflict and attempt to come to a resolution. The Chairperson and Vice Chairperson (for record keeping) should be informed in writing of such a meeting taking place.
 - (b) If the meeting contemplated in (a) is not possible, or the accused does not comply, a similar meeting, but with the Chairperson or Vice Chairperson(s) as mediator(s), may be called.
 - (c) If the meeting contemplated in (b) failed, or the accused is the Chairperson, a meeting with the Faculty House Guardian as mediator may be held.
- (4) The Chairperson in consultation with the Faculty House Guardian has the right to escalate a conflict resolution situation to a disciplinary hearing.

38. Disciplinary Procedure

- (1) Disciplinary hearings are to take place when a major Health House Code of Conduct item or any University or DSA Code of Conduct item is breached.
- (2) Disciplinary hearings may also take place at the discretion of the Chairperson in consultation with the Faculty House Guardian and as per Section 37(4).
- (3) The Coordinator: Faculty Houses should be informed in writing of the intention to have such a hearing and will prescribe the manner in which it should be conducted and whether a written warning should be issued or not.
- (4) A Health House EC member will be terminated (fired or asked to resign) from their position immediately upon receiving their 3rd (third) written warning.

39. Health House Code of Conduct

The Health House code of conduct is formally defined in Annexure 3 and may only with approval from the Coordinator: Faculty Houses be amended by a special majority vote.

CHAPTER 7

VACANCIES

40. Termination of Executive Committee Membership

A member of the Health Houses EC ceases to be such when:

- (1) They cease to fulfil the eligibility requirements as set out in Section 25.
- (2) They resign out of their own accord as stipulated in Section 41.
- (3) They are fired/ asked to resign by the Department of Student Affairs following disciplinary action as indicated in Section 38.
- (4) Their term expires in line with section 10.

41. Resignation

- (1) A Health House EC member may resign at any time during their term following the correct procedure as stipulated by the DSA.
- (2) Intent to resign should be submitted in writing to the Coordinator: Faculty Houses.
- (3) A resignation will only be effective if accepted by the Coordinator: Faculty Houses.
- (4) After acceptance of their resignation, the EC member may still be expected to complete outstanding reports and training to assist their successors.
- (5) A mandatory resignation period of one calendar month will have to be completed after resignation.
- (6) On resignation, the EC member forfeits all rights in terms of acknowledgement of their term. No certificate of acknowledgement will be issued, nor may a term in student leadership be claimed.
- (7) Resignation before 6 months completion of their term or after disciplinary action, will also entail a forfeit of such an EC member's stipend.

42. Filling of Vacancies

- (1) Vacancies resulting from any of the reasons stipulated in Section 40(1)-(3) may only be filled in the manner prescribed by the Coordinator: Faculty Houses in line with the OSL.
- (2) For the duration of the vacancy filling procedure, or if filling a vacant position is not possible, the Chairperson may resign the terminated member's portfolio to the other remaining executive members in line with Section 8 of this constitution after a consultative process involving the Faculty House Guardian and approval from the Coordinator: Faculty Houses.

CHAPTER 8

MEETINGS

43. Meeting Frequency and Presiding Officer

- (1) The Health House EC is required to have a minimum of 2 meetings a month (hereafter “regular” meetings), except in the case of December/ January holidays. Weekly meetings are advised as far as possible.
- (2) Other than the regular meetings as prescribed in (1), any EC member may call a special meeting given proper notice as prescribed in Section 44 and a quorum as per Section 46 can be met.
- (3) An emergency meeting may be called by the Chairperson at any time provided the notice in Section 44 and quorum as per Section 46 can be met.
- (4) Only the Chairperson or a Vice Chairperson appointed by the Chairperson may preside over a meeting as the presiding officer.

44. Notice and Agenda

- (1) For a regular or special meeting contemplated in Section 43(1) & (2), a notice of the meeting date and time needs to be sent at least 48 hours before the meeting and an agenda should be sent out by the Secretary no later than 24 hours before the meeting.
- (2) For an emergency meeting, as set out in Section 43(3), a minimum notice of 6 hours before the intended meeting is needed. No agenda is needed for such a meeting.

45. Meeting Excuses

- (1) All excuses for not being able to attend any meeting contemplated in Section 36 needs to be submitted in writing, no later than 12 hours before the meeting, to the secretary using the prescribed excuse form document.
- (2) In the case of an emergency meeting, excuses can be sent via text message before the meeting to the Presiding Officer or Secretary, followed by a formal excuse, sent no later than 12 hours after the meeting, using the prescribed excuse form document.

46. Quorum

A quorum will be deemed met if at least 2/3 of the Health House EC members show up at the meeting. A meeting may not proceed if the quorum is not met, or the Chairperson or Vice Chairperson is not present as presiding officer.

47. Minutes of Meetings

- (1) The Secretary is chiefly responsible for taking minutes during the meeting in the manner prescribed in their portfolio guidelines.
- (2) If the Secretary is not present to take minutes, the presiding officer of the meeting may nominate any other member present to fulfil this function.
- (3) The minutes of a meeting needs to be sent out to the Health House EC in the prescribed format no later than 48 hours after a meeting has ended. The Secretary remains chiefly responsible for the minutes regardless they were not present as per (2).

CHAPTER 9

SUB-HOUSES

48. Registration of Sub-Houses

- (1) The Health House Chairperson, Health House Sub-House Liaison, and the Sub-House Chairpersons are all jointly responsible for facilitating the successful registration of the Sub-Houses.
- (2) The criteria for registration/ re-registration are provided for by OSL and may be amended by the DSA from time to time.

49. Status and Jurisdiction of Sub-Houses

- (1) A Sub-House, as per the OSL, is subject to Health House as well as all bodies that Health House is subject to as per Section 2.
- (2) A Sub-House may only freely operate as high as the level of the head of their department, after which they will require permission from the Health House Sub-House Liaison and Health House Academics Officer to approach the Head of School and permission from the Chairperson of Health House to approach the Deanery.
- (3) A Sub-House may not engage with faculty management or administrative staff without permission from the Health House Sub-House Liaison in consultation with the Health House Chairperson.
- (4) A Sub-House may liaise and coordinate with the Class Representatives within their academic program via their Academic Officer but may only do so subject to the Academic Officer of Health House who holds ultimate authority over Class Representative matters.

50. Sub-House Executive Committee Elections

Sub-House Executive Committee elections will take place in the manner and time prescribed by Health House in consultation with the Coordinator: Faculty Sub-Houses and must align to the Organised Student Life Policy. The official term of all Sub-Houses will be from the 1st of August to the 31st of July the following year. Additional election requirements or procedures are provided for in the individual Sub-House constitutions. Should these requirements or procedures conflict will the Health House or Coordinator: Faculty Sub-Houses' prescribed timeline and procedures, it shall be rendered invalid and void.

51. Health House Portfolio Sub-Committees

- (1) A Health House (HH) Portfolio Sub-Committee is composed of members from each Sub-House who have the same portfolio as a respective Health House EC member.
- (2) The exceptions to (1) are the HH Vice Chairperson Sub-Committee that will be chaired by the HH Sub-House Liaison and the HH First Year Guardian Sub-Committee that will be chaired by the HH External Culture Officer unless otherwise indicated by the Health House Chairperson in assigning responsibilities as per Section 8 of this constitution.
- (3) The Health House EC member of a Portfolio Sub-Committee will serve as Chairperson of their Sub-Committee and is subsequently responsible for training, communication, and execution of all Sub-Committee tasks.

- (4) A HH Portfolio Sub-Committee shall advise and assist the Health House EC member in carrying out their duties and responsibilities related to their portfolio.
- (5) A HH Portfolio Sub-Committee shall also coordinate and collaborate with other Portfolio Sub-Committees and relevant stakeholders on matters of common interest and concern.
- (6) Each HH Portfolio Sub-Committee will elect among itself a Secretary to take notes of its meetings and a Committee Champion (CC) who will serve as the right hand of the Health House EC member.

52. Sub-House Training

Sub-House training will take place in the month of August and is mandatory for all Sub-Houses to attend. This training will be hosted by the outgoing Health House and Sub-House EC's. Additional general training will be provided by the Department of Student Affairs or SRC Academic Representatives in line with the Organised Student Life Policy.

53. Sub-House Events and Transactions

- (1) All Sub-House events/projects/activities and financial transactions needs to be approved by Health House in line with its policy on such matters.
- (2) As per the OSL, Sub-Houses do not have the inherent right to book campus venues on their own, and all campus venue bookings thus needs to be done via Health House with approval of the event and transactions related to the event being approved by the relevant parties as prescribed by the relevant policy.

54. Sub-House Recognition of Leadership

- (1) Sub-House EC members may receive recognition of leadership certificates at the end of their term, provided that the criteria for such a certificate as set by the Health House Sub-House Liaison, approved by the Coordinator: Sub-Houses, is met.
- (2) The Organised Student Life policy does not provide for leadership recognition of Sub-Houses, and therefore such recognition and certifications are issued at the discretion of the Health House EC in consultation with the Coordinator: Faculty Sub-Houses.

55. Sub-House Conflict Resolution & Disciplinary Action

- (1) All Sub-House EC members are bound by the signed Sub-House Code of Conduct and EC Agreements administrated by the Sub-House Liaison in consultation with the Health House Chairperson and the Coordinator: Faculty Sub-Houses.
- (2) Sub-Houses are urged to follow the same conflict management principles as per Section 37 of the Health House constitution, involving instead their own Chairperson, the Sub-House Liaison, and the Sub-House Guardian where applicable.
- (3) Any intended disciplinary action against a Sub-House EC member needs to be communicated to Health House first who will seek advice from the Coordinator: Faculty Sub-Houses on further steps to be taken in line with Section 38 of the Health House constitution.
- (4) Any complaint against a Health House EC member needs to be reported in writing with evidence to the Health House Chairperson. If the accused is the Health House Chairperson, the complaint may be directed to the Vice Chairperson of Health House. If neither of these are possible, the complaint should be directed to the Faculty House Guardian after notifying the accused member that such a step will be taken.

56. Sub-House Code of Conduct

The Sub-House Code of Conduct is formally defined in Annexure 4 by Health House in consultation with the Coordinator: Faculty Sub-Houses and the Sub-House Chairpersons and may only be amended by a special majority vote of both Health House and the Sub-House EC members at large, after which it needs to be approved by the Coordinator Sub-Houses.



ANNEXURE 1

MISSION, VISION, AND VALUES

A. OUR MISSION

To provide a platform for students to participate in extra-curricular or co-curricular student life activities and experiences as well as to encourage student development within the faculty of Health Sciences whilst also serving as the connection between faculty management and administration, class representatives, the SRC, Sub-Houses and the general student communities that fall within the faculty.

B. OUR VISION

We envision a student culture within the faculty of Health Sciences that is vibrant in its extra-curricular participation, that upholds the highest level of transparency between staff and students and where multidisciplinary integration is put into practice to ensure a united and ever transforming platform for student development.

C. OUR VALUES

The official Values of Health House shall be the following:

- (I) **Transparency** - Health House values doing things in the open as opposed to in secret. This entails adherence to the principles of:
 - (a) Integrity, which is being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles.
 - (b) Accountability, which is the assurance that an individual member or organisation will be evaluated on their performance or behaviour related to something for which they have received responsibility.

- (II) **Transformation** - Health House values the realignment of the university's structures, culture, and business models to create a student experience that results in dramatic and equitable increases in outcomes and educational value. This entails adherence to the principles of:
 - (a) Social Justice, which is the process of ensuring that individuals fulfil their societal roles and receive their due from society in the form of equitable distribution of wealth, opportunities, and privileges.
 - (b) Responsible Citizenship, which is being a change agent that knows the importance of the role they play in developing their communities, country, and the world.
 - (c) Community Service, which is providing unpaid and work to underprivileged or lacking communities or causes to the benefit and betterment of these communities and causes.
 - (d) Entrepreneurship, which is the process of creating something new and valuable to society via organisation, innovation, and risk taking with the available resources.

- (III) **Integration** - Health House values the bringing together of smaller components or groups of people into a single system that functions as one, while retaining the diversity of its individual parts or persons. This entails adherence to the principles of:
- (a) Fairness, which is the Impartial and just treatment of others and behaviour that is without favouritism or discrimination.
 - (b) Diversity, which is the recognition of human differences and perspectives.
 - (c) Inclusivity, which is providing equal access to opportunities and resources for people who would have been otherwise excluded or marginalized due to their diversity.



ANNEXURE 2

BRAND IDENTITY

A. The Health House Logo

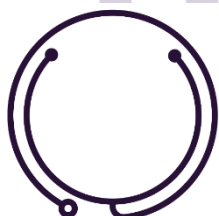
- (I) The officially recognised logo of Health House shall be the following image and its variations:



- (II) Accordingly, the official colours of Health House will be purple and white. The exact shade of purple being the following hex decimal number: **#271137**

B. Meaning of the Logo

The meaning of the various element of the logo is as follows:



- (I) The stethoscope, first invented in 1816, has become a staple of all health professions. It represents the pursuit of medical advancement that binds all health care services together as well as Health House's commitment to innovation.



- (II) The caduceus, also known as the staff of Hermes, is the most recognised symbol for both modern medicine and its ancient Greek origins. In ancient times, healing was considered a holistic experience, one which now in modern times had been divided up between many different allied health services. This symbol represents Health House's commitment to creating a holistic healthcare learning environment where all branches of health care are integrated.



- (III) The wreaths surrounding the caduceus represents victory and wellness, emphasizing Health House's vision to support students with not only their academics, but also their mental and spiritual needs to achieve true wellness. The wreaths also symbolized herbs used in traditional medicine, giving patronage to the medicinal beginning of health care across the world.



(IV) The pillar represents stability and support, especially in the context of the academic pursuits of students in the health care sciences. It symbolises Health House’s mission to support and enable the continued development and advancement of healthcare academic knowledge and practices through extra-curricular and co-curricular activities.



(V) The wings represent freedom, adaptability, and the transcending of boundaries and limitations. It symbolizes Health House’s commitment to enacting change beyond the boundaries of current paradigms, allowing students the freedom to soar to new heights of ethical and professional behaviour becoming #LifeChangers.



(VI) The flame symbolizes truth, light, and illumination. It represents the importance of shining a light on issues and practices within the university and the healthcare system to bring about greater understanding and accountability. The flame also symbolizes the burning passion and dedication of Health House to seek out and reveal this truth.



(VII) The words “Sport”, “Community”, and “Culture” represents the student life aspect of Health House. Alongside its values of transparency, integration, and transformation, Health House seeks to create a student movement were engaging in sports activities, the community, and cultural diversity is emphasized as crucial to the formation of a well-rounded and competent future health care practitioner.

C. The Slogan

The official slogan of Health House will be: *“Health House, the Heart of Healthcare!”*

ANNEXURE 3

HEALTH HOUSE CODE OF CONDUCT

A. Regarding the Health House Brand

- (I) Tarnishing the brand of Health House, the Faculty or the University will not be tolerated. Such behaviour will be considered a major offense.
- (II) Health House EC members must in all their endeavours demonstrate pride in Health House and must venture to preserve its good name and respect.
- (III) EC members must always wear their full uniform when representing Health House and must be mindful that their conduct while in HH uniform will be judged as the conduct of HH and not just their own.
- (IV) Health House EC uniform may not be worn in any other way or with any other additions besides the discussed clothing.
- (V) EC Members may not smoke while dressed in the Health House uniform. Members may only smoke once they have removed their blazers and moved away from the general crowd.
- (VI) The consumption of alcohol while dressed in the Health House EC uniform will only be permitted if it is in reasonable quantities and in a respectful manner at recognised functions or events.

B. Regarding Communication

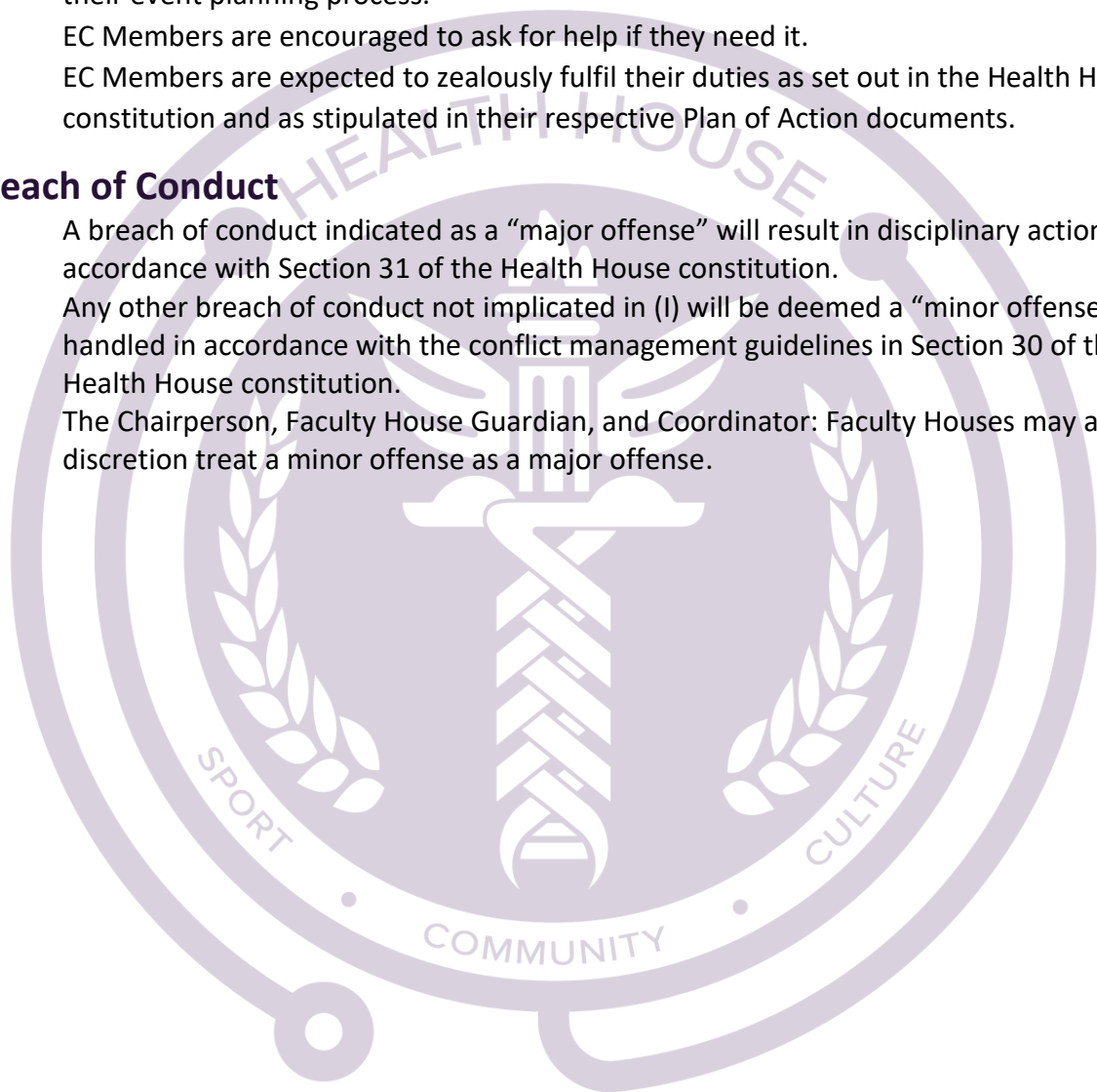
- (I) All public communication or announcements, regardless of platform, need to be approved by the Chairperson or EC designated by the Chairperson before it is sent out.
- (II) EC Members are expected to respect the chain of command not only of Health House but also of Student Governance and University Management.
- (III) EC Members are encouraged to lend their support and resources to other members for the greater purpose of success within Health House.
- (IV) EC Members must respect other members by being considerate of their feelings, opinions, and time.
- (V) Discrimination and character defamation will not be tolerated.
- (VI) Digital communication should be kept to relevant information and spam as well as unnecessary messages should be avoided.
- (VII) EC Members are encouraged to raise any concerns, preferably in writing, to the Chairperson as opposed to enticing disruption within the executive committee.
- (VIII) EC Members are reminded that they are accountable to Health House 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.

C. Regarding Meetings and Events

- (I) EC Members must respect Health House meetings and communications and should not use it to cause disruptions.
- (II) EC Members are expected to attend all meetings, events and participate in projects as far as possible.
- (III) EC Members are expected to arrive on time and stay for the full duration of all meetings, events, and projects as far as possible.
- (IV) EC members are highly encouraged to provide weekly updates to the EC at large during their event planning process.
- (V) EC Members are encouraged to ask for help if they need it.
- (VI) EC Members are expected to zealously fulfil their duties as set out in the Health House constitution and as stipulated in their respective Plan of Action documents.

D. Breach of Conduct

- (I) A breach of conduct indicated as a “major offense” will result in disciplinary action in accordance with Section 31 of the Health House constitution.
- (II) Any other breach of conduct not implicated in (I) will be deemed a “minor offense” and handled in accordance with the conflict management guidelines in Section 30 of the Health House constitution.
- (III) The Chairperson, Faculty House Guardian, and Coordinator: Faculty Houses may at their discretion treat a minor offense as a major offense.



ANNEXURE 4

SUB-HOUSE CODE OF CONDUCT

A. To be defined at a later stage in accordance with Section 3(4).

(I) To be defined at a later stage in accordance with Section 3(4).

