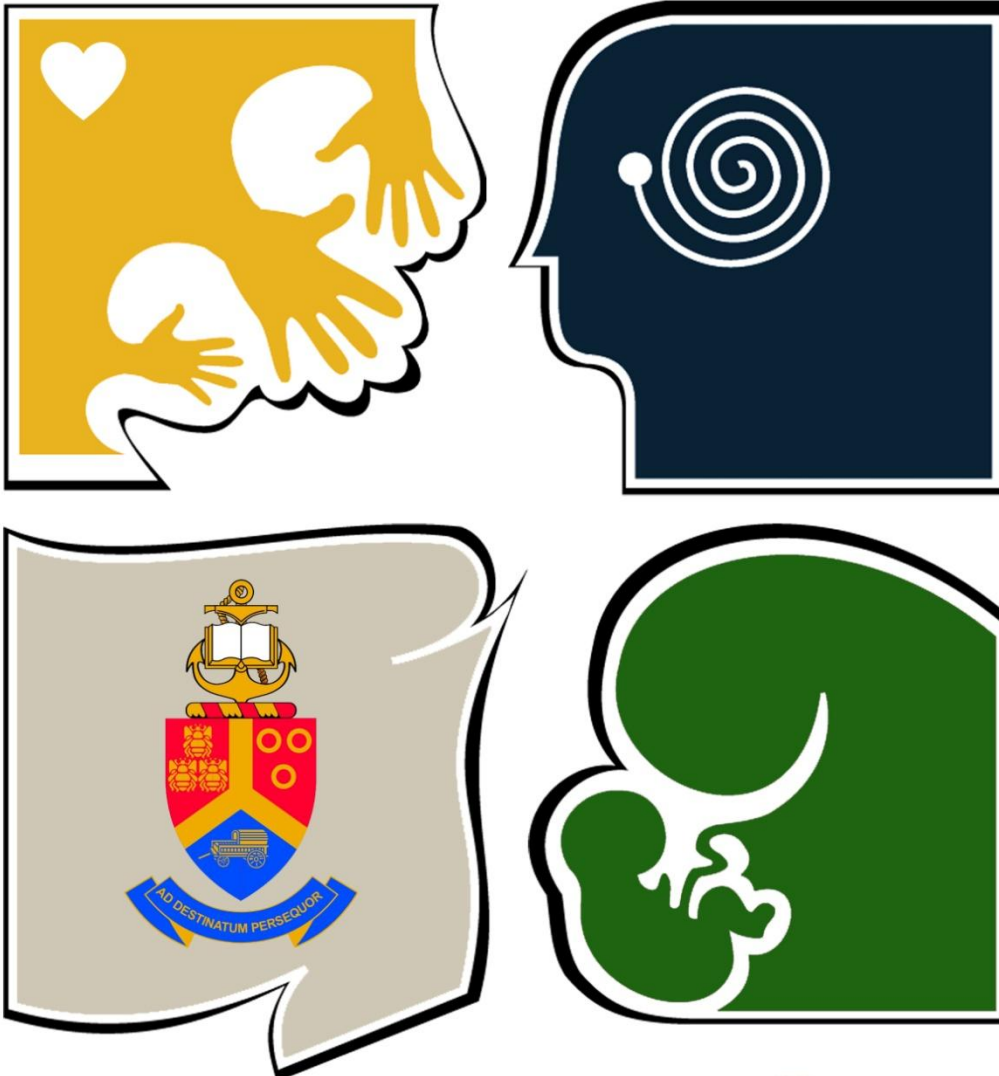


# HOUSE | BCur | HUIS



**House BCur**  
**Department of Nursing Science**

House BCur Constitution  
2012

FACULTY OF HEALTH CARE SCIENCES

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## 1. INTRODUCTION

- 1.1 This document is known as the “House BCur Constitution”.
- 1.2 This document must be kept safe in the following places:
  - 1.2.1 Chairperson
  - 1.2.2 House Guardian
  - 1.2.3 Head of Department
  - 1.2.4 The USR member for Constitutions.
- 1.3 If any changes are made to the constitution, it can only be enforced once approved and signed by the SRC & approved by the Student Assembly.

## 2. DEFINITIONS

- 2.1 The following words have the appointed meanings in this constitution:
  - 2.1.1 “**EC**” refers to the Executive Committee of Health House, of the University of Pretoria.
  - 2.1.2 “**HK**” refers to the House Committee of House BCur, University of Pretoria.
  - 2.1.3 “**Right to vote**” implies that a student has the right to vote if they are a bona fide student at the University of Pretoria and is a member of House Bcur.
  - 2.1.4 “**Simple majority**” refers to 50% plus one of the persons entitled vote on a particular matter.
  - 2.1.5 “**SSR**” refers to the Central Student Body of the University of Pretoria.
  - 2.1.6 “**Student**” implies someone who is successfully registered as a student at the University of Pretoria.
  - 2.1.7 “**The election committee**” refers to the Lecturer’s of the Nursing Department and the House Committee members (not nominated for Chairperson).
  - 2.1.8 “**UP**” refers to the University of Pretoria.
  - 2.1.9 “**SRC**” refers to the Executive Student Body of the University of Pretoria.

## 3. HOUSE NAME

- 3.1 The name of this house is House BCur.

## 4. MEMBERSHIP

- 4.1 Membership is granted if one:
  - 4.1.1 is a registered student at the University of Pretoria;
  - 4.1.2 is a registered BCur (nursing science) student and
  - 4.1.3 is able to fulfil all financial obligations as determined by the HK.

If a member cancels their studies, their House Membership is automatically terminated.

## 5. AIMS OF THE EXTERNAL HOUSE

- 5.1 Primary Aims:
  - 5.1.1 To provide and effective structure that will meet the needs of BCur students.
  - 5.1.2 To serve as a channel of communication between BCur students and lecturers.
  - 5.1.3 To facilitate internal as well as inter-departmental socialisation.
  - 5.1.4 To organise academic events that will promote the professional image of nursing.
- 5.2 Secondary Aims:
  - 5.2.1 To encourage student participation to maintain the highest standard of training.
  - 5.2.2 To inform the public of Nursing as a profession and to improve the image of the profession.
- 5.3 Mission:
  - 5.3.1 Provide a channel of communication and voice for the BCur students to the Health Sciences Faculty, Department of Nursing Science and the SRC.

- 5.3.2 Improve communication between different year groups and the Nursing Science Department.
- 5.3.3 Arrange special sport, social and cultural activities/events for all BCur students.
- 5.3.4 Improve and maintain the highest professional and academic standards amongst all BCur students.

## 6. VOTING RIGHTS AND ELECTIONS

- 6.1 A student may vote if they are under no disciplinary actions of the UP, SRC or the EC and their right to vote has not been suspended by one of these bodies.
- 6.2 In this constitution voting right is regarded as complete voting right, unless otherwise stated.
- 6.3 Article 1: Equality (Charter of Student Rights) states that all students are regarded with equal status and no student may enjoy special privileges or be subject to discrimination on the basis of year of study.
- 6.4 Article 9: Voting rights (Charter of Student Rights) must be taken into account that every student has the right to vote for student structures.
- 6.5 Voting of Chairperson and Vice Chairperson: any person standing for Chairperson or Vice Chairperson has to be part of the previous years' HK. The Election Committee will vote for the Chairperson as well as for the Vice Chairperson. If none of the members of the HK want to stand for Chairperson or Vice Chairperson, the Chairperson will be elected by the students in the general HK elections as the person with the most votes (chairperson) and second most votes (vice chair person).
- 6.6 Voting of HK: Any student currently studying BCur and complying with point 6.1 can be nominated to become part of the HK. A student has to be nominated by three fellow BCur students that also comply with point 6.1. This student then has to fill in the *House Committee Nomination Form* at least one week before the election date. At the elections, the nominees will be presented to the rest of the BCur students who can then vote. The HK Guardian, the Chairperson of the current year and of the next year together with the SRC member will count the votes. The results are announced to the students no later than one week after the election date.

## 7. MEETINGS

### 7.1 General House Meetings:

- 7.1.1 At least two general meetings must be held per quarter between all HK members.
- 7.1.2 Details regarding the meeting (date, time and place) must be communicated to all HK members 5 days prior to the meeting.
- 7.1.3 The quorum for a general meeting is two thirds(66%) of the HK members.
- 7.1.4 All matters must be accurately minutes by the Secretary.
- 7.1.5 An attendance list of all meetings must be kept as well as a circulating class list.
- 7.1.6 Written apologies for non-attendance of a meeting must be kept.
- 7.1.7 Motions must be handed to the chairperson in writing at least 24 hours before the commencement of a meeting and must be signed by the proposer.
- 7.1.8 Attendance of meetings is compulsory. Thus apologies for absence from a general meeting must be given in writing to the House Chairperson 72 hours prior to the meeting.
- 7.1.9 The guardian should always be invited to attend meetings. If necessary an SRC member might also be invited.

### 7.2 Special Meetings:

- 7.2.1 The following people can call special house meetings, provided at least 6 hours notice is given:

- House Chairperson
- House Guardian

The person must also be supported by 2 other members of House BCur. Procedures applicable in general meetings will also be applicable during special meetings.

### 7.3 Constitutional Meetings:

- 7.3.1 A quorum must be present (as discussed in 7.1.3).
- 7.3.2 To amend the constitution, a supportive two-third majority of the members must be present.

## 8. HOUSE COMMITTEE

### 8.1 The House Committee Consists of the Following Members:

- 8.1.1 Chairperson
- 8.1.2 Vice Chairperson
- 8.1.3 Secretary
- 8.1.4 Treasurer
- 8.1.5 First Year Guardian
- 8.1.6 House Representative for Academics
- 8.1.7 House Representative for Social
- 8.1.8 House Representative for Sport
- 8.1.9 House Representative for Clothing
- 8.1.10 House Representative for Publications

8.2 The HK members are limited to a maximum of 10 members.

8.3 The HK duties strive towards reaching BCur objectives as determined by the Constitution.

8.4 The HK must meet to discuss issues regarding House BCur and take necessary steps when needed.

8.5 The HK is jointly and individually accountable towards organization numbers.

## 9. DUTIES OF THE INDIVIDUAL HOUSE COMMITTEE MEMBERS

### 9.1 The House Committee:

- 9.1.1 The HK must co-operate with other student organizations of UP in a positive and sincere manner.
- 9.1.2 The HK must oversee and take responsibility for all gatherings, functions and any other affair regarding House BCur.
- 9.1.3 The HK is jointly and individually accountable for House BCur.
- 9.1.4 The HK must, if needed, meet to discuss issues regarding the Student Body and take action when necessary.
- 9.1.5 House BCur functions as an automatic unit and accepts responsibility for its own actions.

### 9.2 Chairperson:

- 9.2.1 Must be a registered member of the South African Nursing Council (SANC).
- 9.2.2 Calls all house and HK meetings and acts as Chairperson with a deciding vote.
- 9.2.3 Appoints different portfolios to the chosen committee members.
- 9.2.4 Attend meeting where House BCur must be represented.
- 9.2.5 Act as a channel of communication between BCur students and lecturers, where necessary.
- 9.2.6 Must have a sound working relationship with the Head of Department of Nursing Science, the HK and members of House BCur.
- 9.2.7 Must co-ordinate all House BCur activities.
- 9.2.8 Empowers members through guidance, direction and advice.
- 9.2.9 Must open all house meetings with the Nurses Prayer and silence.
- 9.2.10 Is always aware of all projects being planned by HK members.
- 9.2.11 Motivates house members to become involved in all House BCur activities.
- 9.2.12 Is always informed of all developments regarding Prinshof Campus, especially those regarding the Health House and in particular House BCur. The Chairperson must communicate developments to the rest of the house members.
- 9.2.13 Carries responsibility general efficiency and organised functioning of the HK.

- 9.2.14 HK members may address complaints regarding other HK members to the Chairperson, who must mediate and conclude a solution to the problem.
- 9.2.15 At the end of their term, the Chairperson hands in a report to the SRC member responsible for External Houses.
- 9.2.16 Maintenance of the portfolio archives, including all reports and goals.
- 9.2.17 Approval of all funds before it is used for any house projects.

### 9.3 Vice Chairperson:

- 9.3.1 Assists the chairperson in execution of responsibilities and is directly responsible to the chairperson.
- 9.3.2 Acts as chairperson if the chairperson is absent, or if assigned by the chairperson, with full responsibility and authority of the chairperson.
- 9.3.3 Can be assigned additional portfolios, as appointed by the chairperson, so long as the vice chairperson is willing and committed to do it.
- 9.3.4 Must have a good relationship with house and aim to achieve a general state of wellbeing of house members.
- 9.3.5 Ensure students' rights are respected.
- 9.3.6 Report problems experienced by the students concerning safety, facilities, standards of lecturers and lectures etc.
- 9.3.7 Know how BCur students are doing and or progressing so as to ensure their state of well-being is maintained.
- 9.3.8 Report any problems experienced or HK members who neglecting their duties.
- 9.3.9 Any other duty assigned by Chairperson, Department of Nursing Science or the HK.
- 9.3.10 Assist the HK members with their tasks or responsibility, where necessary.
- 9.3.11 Ensure optimal communication between the HK members is established and maintained.
- 9.3.12 Encourage bonding and social time between HK members through activities like a fun day or social event.
- 9.3.13 HK members may address complaints regarding the Chairperson or other HK members to the Vice Chairperson.

### 9.4 Secretary:

- 9.4.1 Keep minutes of HK and house meetings.
- 9.4.2 Responsible for all typing and filing of House BCur documents.
- 9.4.3 Ensure notices and information is relayed to all house members on a regular basis.
- 9.4.4 Responsible for notice boards, posters and publication of House BCur.
- 9.4.5 Must handle and co-ordinate the Houses calendar for the year.
- 9.4.6 Report any problems or inconsistencies.
- 9.4.7 Ensure that all documentation is up to date and that there is enough.
- 9.4.8 Any other duty assigned by the Chairperson, Department of Nursing Science or HK member.

### 9.5 Treasurer:

- 9.5.1 Is in charge of fund-raising and accounting records.
- 9.5.2 Is responsible for preparing, drafting and finalising a budget for House BCur. (Each portfolio must hand in its own budget to the treasurer before the final budget for the House can be compiled).
- 9.5.3 Is responsible to get cheques for House Bcur at UP Counter when necessary.
- 9.5.4 Must maintain a reliable accounting system for House BCur – monthly reports must be presented to the committee members.
- 9.5.5 The House account must have a credit balance when handed over to the new HK.
- 9.5.6 All financial requisitions to be submitted with necessary motivation and signature of approval to the Chairperson.
- 9.5.7 Any other duty assigned by the Chairperson, Department of Nursing Science or HK member.
- 9.5.8 Financial reports must be sent to sponsors.

9.5.9 Year reports must be updated and maintained.

#### 9.6 First Year Guardian

- 9.6.1 Responsible for the drafting and issuing of the first year booklet to all prospecting first year students
- 9.6.2 Assist in the organising the welcoming of the first years, including welcoming day and orientation.
- 9.6.3 Organise the First year camp, which is intended to encourage first year students to get to know each other and the HK, as well as to easily adjust into the University lifestyle.
- 9.6.4 Motivate first year BCur students to participate in internal and external functions.
- 9.6.5 Handles all complaints and problems regarding the first years, with the help of the class representative and first year guardian lecturer.
- 9.6.6 Responsible for the first years throughout the entire year.
- 9.6.7 Implement mentorship programs for 1<sup>st</sup> years.
- 9.6.8 Any other duty assigned by the Chairperson, Department of Nursing Science or HK.
- 9.6.9 Yearly reports must be maintained and updated appropriately.
- 9.6.10 Do clinical accompaniment on the first years' first day of work in the Steve Biko Academic Hospital, to assist them wherever possible.
- 9.6.11 Be available for consultation by a first year BCur, if requested.

#### 9.7 House Representative for Academics:

- 9.7.1 Handle communication between lecturers and students with regard to academic matters that were not able to be solved by class representative.
- 9.7.2 Assist the first year guardians (HK member and lecturer) with academic issues that are experienced by first years.
- 9.7.3 Facilitate student inter-action between tutors, class representatives, lecturers and the Nursing Science department.
- 9.7.4 Represent and advocate for Bcur students in matters that are associated with or affecting their academics.

#### 9.8 House Representative for Social:

- 9.8.1 Keep House BCur members informed at all times on all social events, as organized by the HK and the EC.
- 9.8.2 Organize social events for House Bcur, including the following:
  - Social week for 1<sup>st</sup> year group during Orientation;
  - House day event;
  - Social gatherings for all Bcur year groups;
  - Formal house dine (end year function);
  - 2nd year name badge ceremony (on Nursing Day – 12 May) and
  - Social camps and/or fun days;
- 9.8.3 Maintain and update yearly reports regarding the social events and gatherings of House BCur.

#### 9.9 House Representative for Sport:

- 9.9.1 The member must always be informed of all sport events applicable to House BCur.
- 9.9.2 Must attend all sport meetings held at Hatfield campus.
- 9.9.3 The member should decide, according to popularity and need, which sports House BCur will compete in, in the hostels' league.
- 9.9.4 Encourage house members to actively participate in the different sports that House BCur is involved with.
- 9.9.5 Any other duty decided on by Chairperson and Department of Nursing Science or HK member.
- 9.9.6 Yearly reports must be maintained and updated.

#### 9.10 House Representative for Clothing:

- 9.10.1 This member is responsible for organizing BCur clothing (t-shirts for all year groups and the Nursing Science Department, formal hospital wear, winter jackets and accessories – depending on the demand and need).
- 9.10.2 Design, order and manage BCur clothing in such a way that the student represented in BCur wear (formal or casual) will be a true reflection of House BCur.
- 9.10.3 Design, order and assist all BCur students with their uniforms.
- 9.10.4 Organize HK clothing
- 9.10.5 All clothing suggested by any HK member or BCur student must be approved by the clothing HK and Chairperson.
- 9.10.6 Any other clothing duty assigned by the Chairperson, the Department of Nursing Science or HK member.
- 9.10.7 Yearly records and reports must be updated and maintained.

#### 9.11 House Representative for Residences:

- 9.11.1 Serve as a channel of communication between UP residence residing students and the Department of Nursing Science.
- 9.11.2 Relay any concerns raised to the Nursing Science department and take steps of action, if necessary.

### 10. RESIGNATION OF THE HOUSE COMMITTEE

- 10.1 If the Chairperson accepts the resignation, it is then presented to the rest of the HK, the house guardian and then to the rest of House BCur, including the staff members of the Nursing Science Department.
- 10.2 If the Chairperson should resign within the first half term, a new Chairperson must be elected according to election procedures. If the Chairperson resigns in the second half of the term, the Vice Chairperson acts as Chairperson for the rest of the term.
- 10.3 Should the HK member decide to resign, they must hand in a written resignation to the Chairperson. The letter must contain reasons for resignation.
- 10.4 If HK member resigns in the first half of term, the next candidate on the election list must be contacted. If this candidate does not wish to serve on the HK any longer, a re-election must be arranged according to the election procedures. If the HK member resigns in the second half of term, the portfolio must be divided between the remaining HK members.

### 11. HOUSE GUARDIAN

#### 11.1 Election of House Guardian:

- 11.1.1 House guardian must be nominated by the HK. If the relevant person approves the nomination, voting takes place a general meeting
- 11.1.2 A two third (66%) majority votes are deciding.

#### 11.2 Responsibilities:

- 11.2.1 Acts as advisor in HK meetings regarding student matters.
- 11.2.2 The House guardian must receive minutes of all HK meetings.
- 11.2.3 The House guardian must attend at least one HK meeting during the year.
- 11.2.4 The House guardian must attend all house meetings. In case they cannot attend, a written apology must be handed in to the secretary or an oral excuse must be made to the Chairperson.
- 11.2.5 The House guardian must be available to handle all personal complaints of the house members.
- 11.2.6 Serve as a channel of communication between the HK and the staff of the Nursing Science Department, regarding student relevant information.



### 11.3 Ending of House Guardians' Term:

- 11.3.1 Will be discussed at a general HK meeting. Voting will take place through a closed ballot.
- 11.3.2 If the house guardian is willing to extend their term, it must be discussed with the HK members and voting must take place.
- 11.3.3 A two third (66%) majority votes are deciding.

### 11.4 Resignation as House Guardian:

- 11.4.1 A written resignation must be handed in to the Chairperson. After which it will be presented to the HK and then to the rest of House BCur, including staff members of the Nursing Science Department.

## 12. CONSTITUTIONAL CHANGING

- 12.1 Notification of constitutional changes can be made at a general house meeting. In certain cases a special or emergency meeting may be called to relay the change in constitution to the rest of the house members.
- 12.2 The Chairperson, Vice Chairperson and HK members must together revise the constitution annually.
- 12.3 The SRC can also change the constitution.
- 12.4 Any changes made to the constitution must be ratified by the SRC.

## 13. TERMINATION

- 13.1 House BCur can be terminated with a two third (66%) majority at any general meeting.
- 13.2 The SRC can terminate the House, but only with proper reason or cause.

## 14. MEMBERSHIP FEES

- 14.1 No fixed amount is payable and this may be determined by each HK member individually.

## 15. DISCIPLINARY ACTION AGAINST COMMITTEE MEMBERS

- 15.1 Will be taken in case of the following:
  - Resignation as member without acceptable reasons, within the first two weeks following the election.
  - Any unacceptable behaviour, or behaviour that reflects poorly on House BCur, the Department of Nursing Science, the Health House (EC), UP or Nursing as a profession.
  - Neglecting HK duties, by a HK member.If found guilty, or resigns, one will be expelled from the HK. They will not be allowed to stand for the election in future years.