

QUALITY MANAGEMENT SYSTEM

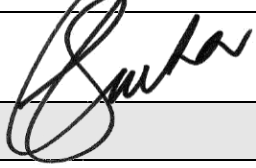
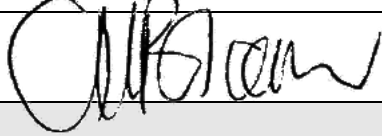
E.08

TITLE: **POLICY: HOUSE COMMITTEES**

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Date: 11 December 2025	Date: 11 December 2025
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Signatures	
Revision Record	

			Date
Previous Version Nr.	0	Last Review	23 April 2010
New Nr.	1	Approved for issue	22 August 2022
New Nr.	2	Approved for issue	11 December 2025

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1. THE HOUSE COMMITTEE

1.1 Objectives of the House Committee

- 1.1.1 The objective of the House Committee (HC) is to create a forum where elected student leaders can talk about general matters affecting the learning experience, the students' experience of student housing and campus culture in general. A further objective is to create an institutional route along which student leaders can interact with the management of the College on these matters.
- 1.1.2 The HC of a specific residence or Private Student Organisation (PSO) represents the interests of the students of that residence and brings the needs and suggestions of the residence to the Resident Head.

1.2 Composition of the House Committee

- 1.2.1 The on-campus student housing of Hugenote Kollege involves residences built on two sites, namely the Cummings Campus and the Friedenheim Campus.
- 1.2.2 In addition to the on-campus student housing, students in private accommodation will be accommodated in Private Student Organisation, Flippie van Dyk.
- 1.2.3 Each campus forms a house committee consisting of representatives of on-campus residence. Representation of the various residences will be determined by a formula on the size of the residences. The following formula is used:

Residences with less than 15 beds	1 person
Residences between 16 and 40 beds	2 persons
Residences between 41 and 70 beds	4 persons
Residences between 71 and 110 beds	6 persons
Residences with more than 111 beds	8 persons

- 1.2.2 In addition to the above allocation, the HC will have an elected Primaria or Primarius, acting as the head of the HC, as well as additional members to whom the following portfolios will be allocated: Treasurer, Secretary, Sport, Social, Spiritual Development Actions, and 1st year Liaison / Additional Member. If no student is elected from a Diploma or Certificate qualification that currently reside

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in the residence, one (1) additional person will be appointed as their representative.

- 1.2.3 The Primaria / Primarius will represent the students of that residential campus or PSO in the SRC.

1.3 Criteria for the House Committee

- 1.3.1 The Primaria / Primarius should preferably already have served on the House Committee for a term or part of a term.
- 1.3.2 Any student who was given a prison sentence for any crime without the choice of a fine in the Republic of South Africa or elsewhere during the previous five years, or was expelled by the Disciplinary Committee of the College for a determined or undetermined period, may not be nominated unless the sentence has been set aside by the above-mentioned or unless amnesty or complete exemption was granted to the person in question.
- 1.3.3 Any student who was found guilty of misconduct in terms of the disciplinary code resulting in at least a written warning, cannot be considered for nomination.
- 1.3.4 A nominee must meet the following academic requirements:
- 1.3.4.1 May not repeat the previous academic year – he/she must have passed the previous academic year.
- 1.3.4.2 He/she may not repeat more than one (1) module. In cases where he/she does repeat more than one module, motivation must be provided by the relevant Resident Head, why nomination should be allowed.
- 1.3.4.3 Potential candidates who do not meet the above-mentioned requirements can apply to the Resident Head in writing for consideration on the grounds of a well-motivated application.

1.4 Election and By-election of the House Committee

The election (or by-election should a vacancy arise), will take place per the specified procedures. The HC is elected by the residents of the residence concerned during a general election.

1.5 Appointment of the House Committee

- 1.5.1 The term of HC members ends after a negotiated transition period (if possible)

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after the official election of the next HC and will be determined by the academic calendar of the College.

- 1.5.2 Each HC Member must sign an agreement at the start of his/her term in acceptance of his/her duties and that he/she will obey the residence and College rules. Should a HC Member for whatsoever reason not sign the agreement, his/her term will be ended and removed from the House Committee. The agreement does however not imply an employment relationship between the College and the House Committee member.
- 1.5.3 At the end of his/her term, a House Committee Member must submit a report of all portfolio activities throughout the year. All portfolio reports, as well as financial reports, must be submitted to the Resident Head. The finances, and bookkeeping thereof, will be checked monthly by the Resident Head and audited annually by the Finance Department of the College.

1.6 General Termination of Membership of the House Committee

- 1.6.1 Membership terminates officially when handing over to the new House Committee occurs, after the negotiated transition period.
- 1.6.2 When the student leaves the residence or terminates studies.
- 1.6.3 A written resignation is handed to the HC:
 - 1.6.3.1 HC members must give thirty days' notice;
 - 1.6.3.2 No resignation will be accepted before there has been a comprehensive report about the HC member's performance and the status of projects. It remains the prerogative of the Resident Head, to hold the HC member accountable for all HC duties until the report has been received.
 - 1.6.3.3 On the last day of service, the HC member is obliged to return or refund the following to the Resident Head (if applicable):
 - Residence HC wear;
 - Badge;
 - Sponsored clothing;
 - Any costs or losses incurred as a result of the HC member's resignation and/or termination.
 - 1.6.3.4 In the event that a function or event occurs within two weeks after the 30-day notice period, which was the primary responsibility of the HC member, the member must continue to execute all HC related activities relevant to the function. It remains the prerogative of the Resident Head to hold a HC member responsible

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for the completion of tasks / events / projects without additional remuneration if these activities were not completed due to poor performance and not within the period before resignation.

- 1.6.4 The HC member fails to attend two (2) HC meetings without apology.
- 1.6.5 If the Primaria / Primarius vacates his/her portfolio for any of the above reasons, the Treasurer automatically becomes the Primaria / Primarius. The new Treasurer is filled through an election.
- 1.6.6 If a motion of no confidence in the HC is proposed and it is accepted with a majority of two-thirds of the house during a house meeting, the HC must resign immediately and an election committee must be composed to arrange the election of a new HC.
- 1.6.7 If a motion of no confidence in a HC member is proposed, it must be accepted by a two-thirds majority of votes at a house meeting. The HC member must resign immediately.
- 1.6.8 If a motion of no confidence in a specific HC member is proposed by another HC member, it must be approved by a two-thirds vote of the Primaria / Primarius and remaining HC members.
- 1.6.9 Termination can be with mutual consent between the member of the HC and the Resident Head.
- 1.6.10 Termination of membership with thirty days' notice can be issued by the Manager: Operations.

1.7 Termination of HC Membership due to Misconduct

The College reserves the right to terminate the HC membership with immediate effect, in writing, should a HC member:

- 1.7.1 Receive a prison sentence without the option of a fine for any crime committed in the Republic of South Africa; or
- 1.7.2 Be found guilty by a disciplinary committee appointed by the College; or
- 1.7.3 Be found guilty of three (3) or more minor offenses in accordance with the Disciplinary Code.

1.8 Functions of the HC

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The primary function of the HC is to liaise between the Resident Head and the members of the residence or PSO regarding its efficient management. Specific tasks allocated to portfolios may be negotiated between the Resident Head and the HC and changed from time to time.

1.9 Duties

The following duties are what the Hugenote Kollege expects of the HC to assist the Resident Head in the execution of his/her tasks. Additional tasks of, for instance, social interest to the residence, may be added annually by the respective HCs themselves. HC may, however, not be prevented from performing the following tasks because of social engagements:

- a) Attends training sessions, as organized;
- b) Adheres to all rules as indicated by the Residence and the College, as well as decisions of the HC and House meetings, and ensures that fellow students adhere to these rules;
- c) At all times liaises with the Primaria / Primarius and Resident Head;
- d) Manages his/her portfolio to the best of his/her abilities and fulfils all duties allocated to him/her, and obeys all rules;
- e) Deals with administrative duties associated with his/her allocated portfolio;
- f) Compiles a budget for the portfolio allocated to him/her on the start of service;
- g) Immediately hands over money collected to the Treasurer for safekeeping;
- h) Reports any complaints, damages and repairs to the relevant persons;
- i) Handles public relations via the Primaria / Primarius and HC;
- j) Report illnesses or hospitalisation to the Primaria / Primarius and Resident Head;
- k) Submits files to the Primaria / Primarius on request;
- l) Regards information as confidential and maintains confidentiality between HC members and the Resident Head;
- m) Executes all orders as indicated in the minutes of HC meetings;
- n) Plans all activities, including the welcoming programme for new students, as a team; Coordinates activities as allocated to portfolios, e.g., handing out letters, putting up posters and cleaning after a function / event;
- o) Shows respect to all residents and HC members in public and at meetings;
- p) Does not undermine authority;
- q) Creates a safe academic environment on campus and in residences to provide opportunity for all students to achieve optimally;
- r) Keep record of points earned (should a points system be implemented) in all sections and communicate it to the relevant HC member;
- s) Remains loyal to his/her fellow HC members;
- t) Puts duty as an HC member first in the making of decisions.
- u) Maintains confidentiality at all time;



- v) In the case of on-campus accommodation:
- Be the last person to leave the residence before the vacation and be the first to be back at the end of a vacation;
 - Last HC member on duty before holidays are to hand in keys to the Resident Head before departing
- w) Submits an annual report at the end of his/her term.

1.9.1 If the HC member does not fulfil his/her duties, the Resident Head can act against such a member according to the disciplinary procedure.

1.9.2 The retiring HC compiles an annual report of their activities and makes suggestions to the incoming HC during the transition period.

1.9.3 No outstanding debts may be carried over from one HC to the next.

1.10 Duties Specific to Portfolios

1.10.1 Primaria / Primarius

- Signs a House Committee Agreement;
- Manages student affairs in the residence and forms the link between the House and the Resident Head;
- Acts as Chairperson of the House Committee and represents the Campus on the SRC;
- In cooperation with the Resident Head ensure that HC members carry out their duties and are available after hours and on weekends as per the service schedule / duty roster;
- Coordinates and monitors the activities of the HC;
- Ensure that complete and proper minutes are taken at HC and House meetings;
- Coordinates public relations with the Resident Head during student events;
- Plans a budget for the house chest together with the treasurer and controls all incomes and expenditures;
- Ensure that information is communicated to the House by means of announcements, WhatsApp, notice boards, etc.
- Compiles a monthly report and ensures that all reports are submitted to the Manager: Operations by the due date and termination of term;
- Arranges the election of new HC members in conjunction with the Resident Head and Manager: Operations;
- Is responsible for the composition and sending out of welcoming letters to first year students;
- Submits the annual planning of all functions and activities to the Resident Head;
- Discusses the relevant rules and regulations with the first year's students as soon as possible after registration;

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- Arranges that the HC receives the first year's students at the College during registration and ensure that the first years become involved in the Orientation and Welcoming Programmes of the College;
- Refer any serious transgressions of students who do not react to disciplinary actions to the Resident Head;
- Organises a farewell function for HC members who complete their term;
- Act as new student/first-year mentor for allocated students;
- Submits an annual report at the handing-over meeting;
- Compiles the service schedule of the HC members and is responsible for recording any changes and exchanges;
- Ensure that the HC, house members and Resident Head is in possession of the service schedule;
- Arranges evacuation exercises in the case of on-campus accommodation:
 - Communicates the date of the evacuation exercise well in advance;
 - Arranges for air horns used during evacuation exercise;
 - If not in possession, arranges for the necessary keys;
 - Arranges attendance register of all house members;
 - Informs security that an evacuation exercise will take place;
 - Collects signing out register on evacuation to confirm that the residence is empty;
 - Gives the attendance register to the Resident Head and reports all absences and/or irregularities.
- Performs any other reasonable duties that may be communicated by Resident Head.

1.10.2 Secretary

- Signs HC agreement;
- Act as new student/first-year mentor for allocated students;
- Acts as the secretary at house and HC meetings by compiling the agenda and taking minutes and distributing the draft within 2 (two) days of the meeting;
- Responsible for distributing notes, posters, etc. as requested and removing them when it is no longer valid, but retaining them for future reference and record purposes;
- Responsible for distributing any post to students;
- Compiles the birthday list of all HC members and distributes it to the HC;
- Responsible for arranging for the printing of copies of forms, such as the washing machine booking form, signing out register, etc.
- Booking of venues for meetings and readying it if necessary;
- Ensure that all notice boards are neat and up to date;
- Ensure that attendance registers are available at house and HC meetings;
- Ensures that emergency numbers are available in all sections;
- Creates WhatsApp group for the house, ensures that everyone is included, including the Resident Head and ensures the distribution of all relevant information;

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- Executes evacuation exercises in collaboration with other HC members;
- Submits an annual report at the handing-over meeting;
- Performs any other reasonable duties that may be communicated by the Resident Head.

1.10.3 Treasurer

- Signs HC agreement and administers all funds and transactions of the residence in conjunction with the Resident Head;
- Responsible for the marketing of the HC;
- Responsible for all branded material and clothing in accordance with the year theme of the residence, including submission to the Resident Head for approval;
- Compiles an annual budget on commencement of his/her term and handles the budget of all portfolios;
- Coordinates fundraising activities and campaigns;
- Is responsible for issuing receipts for and safeguarding all money collected on behalf of the HC;
- Is responsible for monthly reporting to the HC and Resident Head;
- Keeps record of all financial transactions;
- Ensures that all proof of expenditure and purchases are received from HC members;
- Acts in charge of the petty cash float at functions;
- Reports on the state of finance to the house at house meetings;
- Ensures that his/her room remains locked at all times, since money is kept in Treasurer's room;
- Hands in cash box at Resident Head before leaving on holidays;
- Act as new student/first-year mentor for allocated students;
- Executes evacuation exercises in collaboration with other HC members;
- Coordinates residence parking by:
 - Allocating spaces for students in possession of vehicles;
 - Communicating rules related to residence parking to all relevant students; and
 - Remaining responsible for vehicle parking.
- Communicates rules relating to parking to the relevant students.
- Submits an annual report at the handing-over meeting;
- Performs any other reasonable duties that may be communicated by Resident Head.

1.10.4 Social

- Signs HC agreement;
- Communicates information relating to social interaction received from the SRC;
- Acts as media officer according to the social media and communications policies of Hugenote Kollege;
- Coordinates arrangements relating to social activities in the residence;
- Liaises with HC of other residences to arrange social interaction;
- Acts as coordinator for large social events, such as dances, yearend functions, etc.

- Acts as new student/first-year mentor for allocated students;
- Executes evacuation exercises in collaboration with other HC members;
- Submits an annual report at the handing-over meeting;
- Performs any other reasonable duties that may be communicated by Resident Head.

1.10.5 SDA – Spiritual Development Actions

- Signs HC agreement and liaises with SDA members of other residences to arrange joint meetings;
- Communicates information received relating to SDA activities received from relevant SRC;
- Arranges and coordinates a variety of spiritual activities, such as prayer circles, exam prayer hours, coffee meetings, etc.
- Arranges, coordinates, heads and/or attend spiritual meetings in accordance with the spiritual needs of the diverse student community;
- Acts as new student/first-year mentor for allocated students;
- Executes evacuation exercises in collaboration with other HC members;
- Submits an annual report at the handing-over meeting;
- Performs any other reasonable duties that may be communicated by Resident Head.

1.10.6 Sport

- Signs HC agreement and liaises with Sport members of other residences to arrange joint meetings;
- Coordinates arrangements relating to Sport activities in the residence;
- Communicates information received relating to Sport activities received from relevant SRC member;
- Liaises with HC of other residences to arrange Sport interaction;
- Acts as coordinator for large Sport events;
- Ensures that a first aid person is present at all sport events;
- Ensures that the first aid box is stocked for use at sport events;
- Acts as new student/first-year mentor for allocated students;
- Executes evacuation exercises in collaboration with other HC members;
- Submits an annual report at the handing-over meeting;
- Performs any other reasonable duties that may be communicated by Resident Head or Supervisor: Student Support.

1.10.7 1st Year liaison / Additional members

- Signs HC agreement;
- Collects points for participation, etc. received at functions, keep record and provide it to the Resident Head;



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- Acts as support to all HC members;
- Compiles the first years' service schedule;
- Acts as new student/first-year mentor for allocated students;
- Executes evacuation exercises in collaboration with other HC members;
- Submits an annual report at the handing-over meeting;
- Performs any other reasonable duties that may be communicated by Resident Head.

1.11 House Functions and Activities

A year plan of all house functions and activities must be made available to the Resident Head by the HC at the beginning of the term.

1.12 HC Meetings

- 1.12.1 Notice of HC meetings must be given to the HC members at least two (2) days before the time.
- 1.12.2 Formal HC meetings must be held at least every two (2) weeks and before each House meeting.
- 1.12.3 The secretary draws up an agenda for the meeting and keeps the minutes of the meeting which are approved during the following meeting.
- 1.12.4 The Resident Head has a seat in the HC meetings.

1.13 Annual General Meeting

- 1.13.1 An Annual General Meeting (AGM) for all the students per residence is held at least one week before the election of the new HC.
- 1.13.2 At the AGM the following reports are submitted for approval by the House: Primaria / Primarius' report, report of the Secretary, and report of the Treasurer.

1.14 Privileges

Seeing that the HC members help the Resident Head in managing the house, they receive privileges from the College, which are approved by the Manager: Operations.

1.15 Reports

After the AGM all documents and reports of the HC are handed to the Resident Head.