

Constitution of Allan Webb Hall

ALLAN WEBB HALL

CONSTITUTION

2023



Mother Cecile Memorial Hall

Imprimatur: Allan Webb Hall Committee

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Amended in 1992, 2003, 2006, 2007, and 2022 by the Allan Webb Hall Committee

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PREAMBLE TO THE ALLAN WEBB HALL CONSTITUTION

We, the students and staff of Allan Webb Hall, acknowledge the challenges facing us as a diverse community with varying backgrounds, cultures and histories.

Working together, we will strive to build a community of fellowship and equality which perseveres to create a residential environment based on the principles enshrined in the Bill of Rights of the South African Constitution.

Founded on the values of self-discipline, humility, loyalty, respect and courtesy, we wish to encourage a spirit of volunteerism within our student body.

We believe these qualities are essential in future leaders of our country, facing the challenges present in a constantly evolving South African society. By striving to live up to the challenges of our evolving democracy we fulfil the Rhodes maxim “Where leaders learn”.

CONSTITUTION OF ALLAN WEBB HALL

Subject always to the authority of the Council of the University and the power of the Senate to superintend and regulate the administration of the residences and discipline of the students, the following constitution has been duly approved for the administration of Allan Webb Hall.

1. NAME

The name of the Hall shall be “Allan Webb Hall” and it shall consist of five houses, namely, Canterbury, Canterbury Annexe, Salisbury, Truro and Winchester.

2. DEFINITIONS

- 2.1. “Student of senior standing” shall mean a student member of the Hall who has been a student at Rhodes University for at least one academic year.
- 2.2. “The Council” shall mean the Council of Rhodes University.
- 2.3. “The Senate” shall mean the Senate of Rhodes University.

3. MEMBERSHIP OF THE HALL

The members of the Hall shall be:

- 3.1. The Hall Fellows, Associate Fellows and Honorary Life Fellows, provision for whose offices is made in Article 8 below;
- 3.2. The Hall Warden, House Wardens and Sub-Wardens;
- 3.3. All students residing in the Hall.

4. THE HALL COMMITTEE

The following persons shall be members of the Hall Committee:

- 4.1. The Hall Warden (Chairperson *ex officio*);
- 4.2. The Senior Student of the Hall;
- 4.3. The Fellows of the Hall;
- 4.4. The Associate Fellows and Honorary Life Fellows of the Hall;
- 4.5. The House Wardens;
- 4.6. The Senior Student of each of the constituent houses;
- 4.7. The Sub-Wardens of the Houses;
- 4.8. The SRC Representative of the Hall.
- 4.9. Any other person co-opted by a two-thirds majority vote of the Hall Committee
- 4.10. The Hall Administrator (*non-voting member*)

5. DUTIES AND POWERS OF THE HALL COMMITTEE

The Hall Committee shall operate as an advisory committee to the Hall Warden such that:

- 5.1. The Hall Disciplinary Committee members are selected from the members of the Hall Committee; and
- 5.2. The Hall Warden may delegate authority to the Hall Committee to act in certain matters.

6. MEETINGS OF THE HALL COMMITTEE

- 6.1. Meetings of the Hall Committee may be called at the Hall Warden's discretion
- 6.2. Meetings will normally be held once in each term.
- 6.3. A special meeting may be called at any time by the Hall Warden on twenty-four hours' notice.

7. QUORUM

- 7.1. A quorum of the Hall Committee shall be two-thirds (66.6%) of the members of the Hall Committee, provided that one student representative from each house is present.

8. FELLOWS

- 8.1. A Hall Fellow, from time to time after consulting the Hall Committee, may be requested to occupy the Hall Warden role for a pre-determined period, if and when the need arises.
- 8.2. **HALL FELLOWS.** One of the Hall Fellows shall be appointed by the Senate of the University and the other shall be appointed by the Hall Warden after consultation with the Hall Committee. They shall both serve for a period of five years and shall enjoy full voting rights on all matters concerning the Hall and shall be eligible for reappointment.
- 8.3. **ASSOCIATE FELLOWS.** The Associate Fellows, who shall be non-voting members of the Hall, shall be nominated by the Hall Warden after consultation with Hall Committee from the ranks of the Academic and Senior Administrative Staff of the University so that, as far as possible, they are drawn from a number of Faculties of the University; or from amongst the upstanding members of the Grahamstown Community. Associate Fellows shall hold office for a period of five years and be eligible for reappointment for a further five year period thereafter.
- 8.4. **HONORARY LIFE FELLOWS.** When a Fellow or an Associate Fellow has rendered long and distinguished service to the Hall and University, the Hall Warden may, after consultation with the Hall Committee, appoint him/her to an Honorary Life Fellowship, depending on having been Fellow or Associate Fellow for a period of time.
- 8.5. **ROLES AND RESPONSIBILITIES OF FELLOWS.** It is expected that Hall Fellows, Associate Fellows and Honorary Life Fellows serve as role

models for the personal and academic growth and integration of the student members of the Hall; act as advisors and mentors to members of the Hall; act as external consultants to the Hall Warden, House Wardens and students of the Hall; where possible, champion the Hall's needs to the relevant University authorities; and be invited to actively participate in Hall academic, cultural and social activities.

- 8.6. **PRIVILEGES OF THE FELLOWS.** Hall Fellows, Associate Fellows and Honorary Life Fellows, in order to get to know the students and be known to them, shall enjoy the privileges of dining in the hall and may participate in all social or cultural events of the life of the hall.

9. WARDENS

- 9.1. **HALL WARDEN.** The Hall Warden shall be appointed by the Council of the University to be the Chief Executive and Administrative Officer of the Hall. The Hall Warden shall be responsible to Senate and Council for the management of the Hall, the social and academic welfare of all students in the Hall, the expenditure of all funds in the Hall (including all Hall and House grants, in consultation with the Hall Committee) and, subject to the provisions of the Student Disciplinary Code, for the discipline of all students in the Hall, and for carrying out of any other duties as may be required from time to time.

- 9.2. **HOUSE WARDENS.** In all further clauses of this constitution use of the term "House Warden" shall include reference to an Assistant House Warden who is placed in overall charge of a House.

- 9.2.1. House Wardens shall be appointed by the University to be the Chief Executive and Administrative Officers of their Houses.
- 9.2.2. House Wardens shall be responsible to the Hall Warden, for the management of their House, for the social and academic welfare of all the students in their House and, subject to the provisions of the Student Disciplinary Code, for the discipline of all students in their House and for carrying out any other duties as may be required of him/her from time to time by the Hall Warden, Senate or Council.
- 9.2.3. House Wardens shall have the power to delegate to their sub-wardens or members of the House Committee such of their powers as are

required to be exercised from time to time by the sub-wardens or House Committee members.

9.3. **SUB-WARDENS.** Sub-wardens may be appointed for any House by Council. The sub-wardens shall be the House Warden's deputies and shall exercise and be responsible to the Hall Warden and the House Warden for such functions as may from time to time be delegated to them by the House Warden in terms of clause 9.2.3 above.

9.3.1. Sub-wardens shall serve as members of their respective House Committees.

10. POWERS TO MAKE RULES AND REGULATIONS

10.1. The Hall Warden in consultation with the Hall Committee shall have the power to make rules and regulations governing the life of student members of the hall.

10.2. The House Warden, in consultation with the Hall Warden, shall have the power to make rules and regulations governing the life of student members of the House. Wherever possible this will be after consultation with the House Committee.

10.3. The Senate or the Council may repeal or alter any of the rules made in terms of 10.2 or 10.1 above.

10.4. Any rules or regulations made in terms of 10.1 or 10.2 above shall be published on the Hall's website and in the *Allan Webb Hall General Rules and Information* booklet, copies of which shall be available to members of the Hall via RUConnected.

11. ELIGIBILITY OF THE SENIOR STUDENT OF THE HALL

11.1. Any student

11.1.1. who has not resided in the Hall for at least four academic terms at the time they assume the role; or

11.1.2. who has been found guilty of a University disciplinary offence by any disciplinary authority in the University and sentenced, whether suspended in part or in whole,

11.1.2.1. to a fine or equivalent community service in excess of 30% of the Hall Warden's maximum fine jurisdiction at the time the fine was imposed; or

11.1.2.2. to any form of exclusion

shall not be eligible to be nominated or elected to fill the post of Hall Senior Student for the following calendar year, save in such case where the fine referred to in 11.1.2.1 above is 50% or more of the Hall Warden's maximum fine or equivalent community service jurisdiction at the time the fine was imposed; in this case, the student shall not be eligible to be nominated or elected to fill the post of Hall Senior Student for the following three calendar years.

- 11.2. A student may not simultaneously hold the post of Senior Student and sub-warden. Should a student also wish to apply for the post of sub-warden, and he/she is subsequently successful in his/her application, he/she will have to choose which of the posts to dedicate their time towards.

12. ELECTION OF THE SENIOR STUDENT OF THE HALL

- 12.1. In the fourth term of each year the Senior Student of the Hall shall be elected for the following year in the following manner.
- 12.2. The outgoing Hall Senior Student will act as the Election Officer for the new Hall Senior Student, or, should the Hall Senior Student be running for re-election, a House Senior Student shall be appointed by the Hall Warden. The Election Officer will be assisted by all the House Senior Students in the Hall who will act as scrutineers. The Hall Administrator will provide administrative support.
- 12.3. Nominations, which must be supported by two seconders, shall be handed in writing to the Senior Student of each House who shall act as a scrutineer. Nominations shall remain open for 24 hours after which the names of the candidates shall be made public.
- 12.4. Attached to the nomination form must be a written motivation from the candidate stating why he/she wants to be Hall Senior Student and what he/she proposes to do for the Hall during his/her term of office.
- 12.5. Nomination lists, together with the names of the proposers and seconders, shall be posted in each House and shall accompany the box provided for the election by ballot which shall take place within seven days of the closing of nominations. The ballot box shall be placed in the Hall Dining Hall for the duration of three consecutive meals with a scrutineer in attendance.

- 12.6. 12.5. For the election to be valid there must be at least a 66.6% poll. Should a 2/3 poll not be achieved, ballots shall remain open for the next two consecutive meals after which the votes then cast shall constitute a valid poll.
- 12.7. Should the Hall Senior Student elect to withdraw from the position, not return to residence in the Hall for his/her term of office, or elect to take up another office (e.g. sub-warden or SRC member), the runner-up should be nominated to the position. If the Hall Senior Student-elect was the only candidate, there shall be a new election conducted in accordance with the provisions of this clause.
- 12.8. Personal canvassing for election, by or on behalf of a candidate is limited to A4 posters featuring the candidate's name and photograph. Posters may not refer to present or past Hall Senior Students and may not make reference to other candidates.
- 12.9. Any member of the Hall shall be eligible to vote or to nominate provided that he/she has been in residence in one of the constituent Houses of the Hall for at least two terms.
- 12.10. The Hall Warden shall observe the process and ensure the election is free and fair.

13. FUNCTIONS OF THE SENIOR STUDENT OF THE HALL

- 13.1. The Senior Student shall be a member of the Hall Committee and shall liaise between the Hall Committee and students of the Hall. He/she shall serve *ex officio* as a member of his/her House Committee and is entitled to attend, as an observer, the House Committee meetings of the Houses in which he/she is not resident at his/her discretion or by invitation of the House Committee concerned.
- 13.2. The Senior Student may, after consultation with the Hall Warden, call a meeting of the combined House Committees of the Houses of the Hall. At least half of the constituent members of the combined House Committees shall constitute a quorum.
- 13.3. After consultation with the Hall Warden the Senior Student may at any time call a General Meeting of students of the Hall.

14. ELECTION OF THE HALL SRC REPRESENTATIVE

- 14.1. The election of the Hall SRC Representative shall take place in accordance with the procedures laid down in the SRC Constitution.

15. FUNCTIONS OF THE HALL SRC REPRESENTATIVE

- 15.1. The Hall SRC Representative shall be a member of the Hall Committee and shall liaise between the members of the Hall and the Hall Committee, and the SRC. He/she shall serve *ex officio* as a member of his/her House Committee, and is entitled to attend, as an observer, the House Committee meetings of the Houses in which he/she is not resident at his/her discretion or by invitation of the House Committee concerned.
- 15.2. The Hall SRC Representative may, after consultation with the Hall Warden, call a meeting of the combined House Committees of the houses of the Hall. At least half of the constituent members of the combined House Committees shall constitute a quorum.
- 15.3. After consultation with the Hall Warden, the Hall SRC Representative may at any time call a General Meeting of students of the Hall.

16. ELIGIBILITY OF THE SENIOR STUDENT OF THE HOUSE

16.1. Any student

16.1.1. who has not resided in a House for at least two terms; or

16.1.2. who has been found guilty of a University disciplinary offence by any disciplinary authority in the University and sentenced whether suspended in part or in whole,

16.1.2.1. to a fine or equivalent community service in excess of 35% of the Hall Warden's maximum fine jurisdiction at the time the fine was imposed; or

16.1.2.2. to any form of exclusion

shall not be eligible to be nominated or elected to fill the post of House Senior Student for the following calendar year, save in such case where the fine referred to in 16.1.2.1 above is 60% or more of the Hall Warden's maximum fine or equivalent community service jurisdiction at the time the fine was imposed; in this case, the student shall not be eligible to be nominated or elected to fill the post of House Senior Student for the following three calendar years.

- 16.2. Should a student also wish to apply for the post of sub-warden, and he/she is subsequently successful in his/her application, he/she will have to choose which of the posts to dedicate their time towards.

17. ELECTION OF THE SENIOR STUDENT OF EACH HOUSE

- 17.1. Following upon the election of the Senior Student of the Hall in the fourth term of each year the houses shall elect the Senior Student of their House from among the members of their respective Houses to serve for the following year, provided that the Senior Student of the Hall shall not be eligible for election as Senior Student of a House.
- 17.2. The election of the Senior Students shall, *mutatis mutandis*, be conducted in accordance with the procedures laid down for the election of the Senior Student of the Hall in Article 12 above. A ballot box shall be prepared and be made available for voting during a special House meeting with a scrutineer in attendance or until all available members have voted.
- 17.3. The outgoing House Senior Student will act as the Election Officer for the new House Senior Student, or, should the House Senior Student be running for re-election, a House Committee Member shall be appointed as Election Officer by the House Warden. The Election Officer will be assisted by two senior students in the House who will act as scrutineers. The Hall Administrator will provide administrative support should that be required.

18. FUNCTIONS OF THE SENIOR STUDENT OF EACH HOUSE

- 18.1. The Senior Student of each House shall perform the following functions:
 - 18.1.1. Liaise between the House and Hall Committee.
 - 18.1.2. Encourage participation by members of the House, in House, Hall and University functions.
 - 18.1.3. Call House meetings when necessary, after consultation with the House Warden.
 - 18.1.4. Ensure that a copy of the minutes of such Committee meetings is made available promptly to members of the House Committee by the Secretary.
 - 18.1.5. Note specific Roles and Responsibilities for House Senior Students as detailed in each residence's *House Committee Roles and Responsibilities Handbook*.
 - 18.1.6. Ensure that the members of the House Committee fulfil their duties.

19. ELIGIBILITY OF THE MEMBERS OF THE HOUSE COMMITTEE

- 19.1. Any student
 - 19.1.1. who has not resided in a House for at least two terms; or

- 19.1.2. who has been found guilty of a University disciplinary offence by any disciplinary authority in the University and sentenced, whether suspended in part or in whole,
 - 19.1.2.1. to a fine or equivalent community service in excess of 55% of the Hall Warden's maximum fine jurisdiction at the time the fine was imposed; or
 - 19.1.2.2. to any form of exclusionshall not be eligible to be nominated or elected to serve on the House Committee for the following calendar year, save in such case where the fine referred to in 19.1.2.1 above is 70% or more of the Hall Warden's maximum fine or equivalent community service jurisdiction at the time the fine was imposed; in this case, the student shall not be eligible to be nominated or elected to serve on the House Committee for the following three calendar years.

20. ELECTION OF THE HOUSE COMMITTEE

- 20.1. There shall be a House Committee for each house comprised of the following members:
 - 20.1.1. *Ex officio*: The House Warden (chairperson)
 - 20.1.2. The Sub-Warden/s (if appointed)
 - 20.1.3. Elected: The Senior Student of the House and five additional members.
- 20.2. The election of additional House Committee members shall take place as soon as conveniently possible after the election of the Senior Student of the House.
- 20.3. Any student resident in the House, for at least one term shall be eligible to nominate a candidate and cast as many votes in such House Committee elections as there are offices to be filled.
- 20.4. Save that in each House the Senior Student shall receive nominations and the ballot box for a House shall be placed in a position convenient to members of such House, nominations and election of members shall, mutatis mutandis, take place in accordance with the provisions of Clause 12 above.
- 20.5. The additional candidates in the elections who secure the highest number of votes cast shall secure election as the additional members of their respective

House Committees. Should the number of candidates receiving an equal number of votes in the relevant category exceed the number required there shall be a further poll.

- 20.6. In the event of one of the additional members not returning to residence in his/her House for his/her term of office, the candidate who secured the next highest number of votes at the elections shall automatically be deemed to be elected and shall fill the vacancy.
- 20.7. The members of the House Committee referred to in 20.1 above shall have the power to co-opt two further members to the Committee from among members of the House.
- 20.8. The House Warden shall observe the process and ensure the election is free and fair.

21. DUTIES AND POWERS OF THE HOUSE COMMITTEE

- 21.1. The House Committee shall assist the House Warden in exercising responsibility for the general welfare of the members of the House and shall maintain a high standard of good order and discipline among the resident students.
- 21.2. Subject to the provision of the Universities "Rules for Social Functions" the House Committee shall be responsible to the Hall and House Warden for the proper conduct of all social events and any other events or meetings organised by it, seeking the co-operation of the Warden when necessary.
- 21.3. Its members shall carry out evening duties in the House as instructed by the Hall and House Warden.
- 21.4. The House Treasurer shall provide the Hall Warden with a statement of income and expenditure (certified by the House Warden of the House) at the end of each term.

22. PROCEDURAL RULES FOR COMMITTEES

- 22.1. With the consent of the Hall Warden, the Hall Committee may delegate any of its functions to specified Sub- or Ad Hoc Committees.
- 22.2. With the consent of the House Warden, the House Committee may delegate any of its functions to specified Sub- or Ad Hoc Committees.
- 22.3. The Chairperson of any Committee or Sub-Committee shall have a deliberative and, if necessary, a casting vote.

23. DISCIPLINE

- 23.1. Discipline in the Hall or any of the constituent houses shall be administered in accordance with the provisions of the Student Disciplinary Code and the rules of the Hall and or its constituent houses.
- 23.2. In the event of a Hall Disciplinary Committee being required to exercise disciplinary powers it shall consist of the persons set out in the relevant section of the Student Disciplinary Code.
- 23.3. The Hall Disciplinary Committee may only deal with the offences set out in the relevant section of the Student Disciplinary Code and may impose the sanctions as set out in the relevant section of the Student Disciplinary Code.
- 23.4. When the charge levelled against a student appearing before the Hall Disciplinary Committee is brought by a member of the Disciplinary Committee such member must recuse himself/herself and be replaced by a Senior Student of another house who is not already sitting.
- 23.5. In the event of a Lower Disciplinary Authority being required to exercise disciplinary powers it shall consist of the persons as set out in the relevant section of the Student Disciplinary Code.
- 23.6. The Lower Disciplinary Authority shall deliver a decision on whether the accused student is found either guilty or not guilty of the charge/s once the hearing is completed.
- 23.7. The Lower Disciplinary Authority may only deal with the offences set out in the relevant section of the Student Disciplinary Code and may impose the penalties set out in the relevant section of the Student Disciplinary Code.
- 23.8. A member of a Lower Disciplinary Authority shall be disqualified from exercising any of the functions or powers conferred upon him/her by this Code in a disciplinary hearing if s/he witnessed all or any of the conduct alleged to constitute the disciplinary offence, or is the complainant, or has a personal interest in the matter except in the circumstances as outlined in the relevant section of the disciplinary code.
- 23.9. Any student aggrieved by the verdict of or sanction imposed by a Hall/House Warden or the Hall Disciplinary Committee shall have the right to have such verdict and sanction reviewed on the same grounds as those set out in the relevant section of the Student Disciplinary Code.

- 23.10. Any student wishing to exercise the right of review set out in 23.4.1 above shall within three days of having been sanctioned, advise the Hall/House Warden or the Hall Disciplinary Committee who sanctioned him/her, in writing, as outlined in the relevant section of the student disciplinary code.
- 23.11. The Hall, House Warden or Hall Disciplinary Committee shall, within three days of receipt of the notice from the student furnish the student with a record of the proceedings as outlined in the relevant section of the Student Disciplinary Code. The further process followed is outlined in the Student Disciplinary Code.
- 23.12. The Disciplinary Review Committee shall decide on the outcome of the review solely upon a consideration of the record set out in the Student Disciplinary Code, the student's written request for review, the Hall/House Warden or Hall Disciplinary Committee's response and any oral submissions made by the student or his/her representative and the University Prosecutor.
- 23.13. The decision of the Disciplinary Review Committee shall be reached by a majority vote.
- 23.14. The Chairperson of the Disciplinary Review Committee shall within seven days of having heard the matter provide the student involved, the Prosecutor and the Registrar with a written report setting out the Committee's decision and the reasons for such decision.
- 23.15. Upon hearing a review, the Disciplinary Review Committee shall have the powers as outlined in the relevant section of the student disciplinary code.

24. AMENDMENTS TO THE CONSTITUTION

- 24.1. The Hall Warden may, in consultation with the Hall Committee, recommend to Senate and Council through the Board of Residences any amendments to the constitution.
- 24.2. The Hall Constitution and any rules made in terms of Article 10 above shall always be within the declared policy of the Senate or the Council.
- 24.3. If the Senate or the Council is of the opinion that the repeal or alteration of any of the provisions of this Constitution is necessary, the Senate may, after giving the Hall Committee an opportunity to express its views, repeal or alter any such provision or provisions.