UNIVERSITY OF PRETORIA

Department of Student Affairs

**ELECTION AND FUNCTIONING OF EXECUTIVE COMMITTEES FOR DAY HOUSES**

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# 1. Composition of Executive Committees for Day Houses

1.1 According to the Constitution for Student Governance the Executive Committee of a Day House typically consists of a:

1. Chairperson
2. Deputy Chairperson
3. Secretary / Administrative Officer
4. Treasurer
5. Social Officer

1.2 The following additional portfolios may also be established:

1. First-year Guardian (may be combined with Deputy Chairperson role)
2. Webmaster (may combined with Secretary role)
3. Rag Officer (for long-term and short-term community engagement)
4. Culture Officer (for internal cultural programmes of the house or external cultural activities involving other student life structures)
5. Sport Officer
6. Wellbeing Officer
7. Marketing Officer
8. Transformation Officer

1.3 A minimum number of five and a maximum number of 14 Executive Committee members per Day House will be allowed.

Ideally, the composition of the Day House Executive Committee should reflect the demographics of the student population of the University.

# 2. Term of office

The term of a Day House Executive Committee is one year, from September in one year to August in the following year.

# 3. Election

3.1 Democratic elections should be conducted as stipulated in the constitution of the Day House, which is aligned with the Constitution for Student Governance.

3.2 The Coordinator: Day Houses in the Department of Student Affairs (DSA) is responsible for overseeing the annual House Committee election processes.

3.3 Candidates must be registered students and must have obtained an average of 60% in the semester preceding the election to be eligible for nomination.

3.4 Elected Executive Committee members must maintain this academic average as a minimum throughout their term of office. This must be monitored by the house guardian and made available to the Coordinator: Day Houses.

# 4. Training

4.1 The DSA is responsible for ensuring that Day House Executive Committees receive leadership development and training.

4.2 The training programmes for Day House Executive Committee members are compulsory.

# 5. Honoraria

All student leaders serve on a voluntary basis. Day House Executive Committee members receive annual honoraria in recognition of their contribution to student life and towards covering certain expenditures.

# 6. Reimbursements

The operational budgets of Day Houses can include funds for the reimbursement of expenses incurred for the running of the Day House. The necessary approval must be obtained from the Day House Chairperson, Treasurer and Coordinator, after which original supporting documents must be submitted to *TuksToonbank* for reimbursement.

# 7. Recognition of leadership

7.1 Day House Executive Committee members who have served the house with distinction are eligible to receive a merit certificate for leadership from the SRC (silver).

7.2 All Day House chairpersons who served their houses with distinction are eligible to receive honorary colours for leadership from the SRC (gold).