UNIVERSITY OF PRETORIA

Department of Student Affairs

**GUIDELINES FOR THE REGISTRATION OF NEW FACULTY SUB-HOUSES AND THE RE-REGISTRATION OF EXISTING FACULTY SUB-HOUSES**

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Policy Category: Student Life

1. A Faculty Sub-House can be registered as such if they:
* are initiated by registered students of the University of Pretoria
* manifest within a specific academic programme or department within a Faculty
* operate under the management of the Faculty House of the applicable Faculty
* fulfil the requirements for registration as set out by the Department of Student Affairs.

2. Faculty Sub-Houses will be recognised as such and allowed to operate conditionallyprovided they meet all the following criteria: –

* have no less than 60 registered members who are UP registered students that currently study the degree or programme which the Sub-House is based in;
* submit a constitution that is in line with the Constitution for Student Governance, the constitution of the Faculty House under which they resort and that has been accepted by their Faculty House;
* submit a Plan of Action and budget each year to the Faculty House; and
* submit an alphabetical name list of members with contact details and student numbers; and
* have a viable executive committee consisting of at least eight executive members in relevant portfolios.
1. To be registered as a new Faculty Sub-house, the following steps should be taken:
	1. Firstly, a founding meeting should take place.
	2. The Faculty House Executive Committee Member responsible for Sub-Houses must be informed in writing at least **seven (7) days prior to the meeting of the date, time and venue of the meeting** and he/she should be invited to attend the meeting.
	3. The Faculty House Executive Committee Member responsible for Sub-Houses (or his/her representative) must be present at this meeting to monitor the founding of the Sub-House and to ensure that the management of the Sub-House is elected according to the guidelines set out in the constitution of the Sub-House as well as the constitution of the relevant Faculty House.
	4. An executive committee consisting of at least the following members should be elected during founding meeting:
* Chairperson
* Deputy Chairperson
* Secretary
* Treasurer
* Transformation Officer
	1. An attendance list (with student numbers) must be circulated at the meeting and all the members present must ensure that they fill in and sign this list **personally – they may not sign on behalf of someone else.**
	2. All the following documents must be handed in to the Faculty House after the founding meeting:
* The constitution of the Sub-House;
* The attendance list of the founding meeting (with student numbers);
* A detailed plan of action;
* The completed membership form for every student that wants to be part of the Sub-House;
* A detailed budget for the year ahead;
* An alphabetical membership list (with student numbers;) and
* A contact list with the Executive Committee’s contact and personal details.
1. Code of Conduct
	1. Each Faculty House will be responsible to provide a code of conduct to their Sub-Houses.
	2. Faculty Sub-Houses will be required to adhere to the rules and regulations of this code of conduct

### Requirements for the re-registration of Faculty Sub-houses:

To be re-registered as a Faculty Sub-house must submit the following:

* Management Report
* Signed minutes of the re-registration meeting
* Signed attendance list of the re-registration meeting (with student numbers)
* A detailed Plan of Action for the year ahead
* Written intent to re-register
* A detailed budget for the year ahead
* An alphabetical name list (with student numbers) of all the members of the Faculty Sub-House
* Confirmation of whether a constitution was submitted.