



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
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UNIVERSITY OF PRETORIA
Department of Student Affairs

ORGANISED STUDENT LIFE

Document type: Policy

Document number: S 4901/22

Policy Category: Student Life

CONTENTS

1. PURPOSE	1
2. ORGANISATIONAL SCOPE	2
3. POLICY STATEMENT	3
3.1 Principles	3
3.2 Funding and Financial Administration of Organised Student Life Structures	5
3.3 Facilities and Infrastructure for Student Life	6
3.4 Day Houses	6
3.5 Faculty Houses and Faculty Sub-Houses	10
3.6 Service Providers and SRC Sub-committees	14
3.7 Special Programs.....	17
3.8 Student Societies	20
3.9 Constitutional Tribunal.....	23
3.10 Class Representatives	26
3.11 Student Leadership Development and Training	28
3.12 Students with Disabilities	31
4. DEFINITIONS AND ABBREVIATIONS.....	31
5. ASSOCIATED DOCUMENTS.....	34
6. RESPONSIBILITY FOR IMPLEMENTATION	35
7. POLICY LIFE CYCLE	35
8. DOCUMENT METADATA	35

1. PURPOSE

The purpose of this policy is to provide clear guidelines for the establishment and proper functioning of all Organised Student Life Structures at the University of Pretoria (UP). The aim is to create a vibrant extra and co-curricular environment in which students can participate actively and constructively in well-structured programmes and activities that will contribute to their personal growth and professional development

outside the classroom. The policy should enable the University to achieve its goal of delivering holistically well-rounded graduates and responsible citizens.

Compliance with this policy will contribute to good student governance, support the inter-relationships between different student life structures and the UP student community, foster cooperation and regulate the activities of the various student life structures within the UP value framework.

2. ORGANISATIONAL SCOPE

This policy is of relevance to the following departments:

- The Department of Student Affairs (DSA)
- The Department of Residence Affairs and Accommodation (TuksRes)
- All support departments and faculties of the University of Pretoria.

The concept of organised extra-curricular and co-curricular student life caters for all students across the University, both residence and day students, undergraduate and postgraduate, local and international students, able-bodied students and students with disabilities.

This policy and its related policies, including the Rules and Regulations of UP, the Student Disciplinary Code and rules for Residence Students, are also specifically applicable to the following Organised Student Life Structures and special interest groups:

- The Student Representative Council (SRC) and its Sub-Councils
- The Student Culture Committee
- Student Sport
- RAG (Reach Out and Give)
- The Constitutional Tribunal
- The Student Disciplinary Advisory Panel (SDAP)
- PDBY
- Student Societies registered with the SRC
- Faculty Houses, Faculty Sub-Houses and Class Representatives
- Day Houses
- Residence House Committees
- Special Programmes (including but not limited to Enactus UP, Golden Key International Honour Society and the STARS Mentorship Programme).

3. POLICY STATEMENT

Students have the opportunity to participate in organized co-curricular and extra-curricular student life activities while studying towards a qualification. Participation in co-curricular and extra-curricular programmes is aimed at holistic development and student success. Students are encouraged to make use of these opportunities, ensuring a balanced approach in which work, personal development and recreation take their rightful place.

3.1 Principles

3.1.1 All aspects of organised student life must be aligned with the vision and mission of UP, and based on the following values:

- Integrity
- Accountability
- Fairness
- Excellence
- Inclusivity
- Diversity
- Social Justice
- Responsible citizenship
- Community Service
- Entrepreneurship

3.1.2 The overarching vision for student life at UP is to enrich the student's professional and personal growth and development through sustained interventions focusing on the academic success and all-round wellness of students.

3.1.3 To be officially recognised, Organised Student Life Structures must be approved by the Executive of the University. Individual Student Societies must be registered with the SRC.

3.1.4 All Organised Student Life Structures are subject to the Constitution for Student Governance as a whole, as well as the specific sections relating to the Organised Student Life Structure concerned.

3.1.5 All Organised Student Life Structures must have their own constitution, which must be approved by the SRC, with the assistance of the Constitutional Tribunal. These constitutions must align with the Constitution for Student Governance, as approved by the University Council from time to time.

3.1.6 As organised student life is intended for all day students and residence students (in UP-owned or UP-leased student accommodation) at UP, including students in UP-accredited accommodation, the leadership and membership of Organised Student Life Structures must strive to reflect the demographics of UP.

- 3.1.7 The day-to-day operations of all Organised Student Life Structures are managed by student committees, who report to relevant staff of the Department of Student Affairs (DSA) or the Department of Residence Affairs and Accommodation (TuksRes), as the case may be, and to a Guardian or Head as described in this policy and related procedural documents.
- 3.1.8 All student leaders serve on their respective committees on a voluntary basis and must comply with the criteria for student leadership laid down by the University in respect of each structure. Student leaders are elected or appointed as per the specifications of this policy. A student leader can only serve on one structure at a time, except if explicitly stated otherwise by this document, such is the case with ex-officio portfolios.
- 3.1.9 Honoraria and Stipends, where applicable, may be awarded to members of Organised Student Life committees at the discretion of the DSA or TuksRes.
- 3.1.10 The DSA and TuksRes offer training and support to Organised Student Life Structures to develop their leadership skills as well as personal and professional growth. Leadership training and development programmes for student leaders are compulsory and are facilitated, either jointly or separately as the case may be, by staff in the DSA and/or TuksRes.
- 3.1.11 A formal Organised Student Life Calendar is maintained by the DSA to assist all Organised Student Life Structures with the planning and coordination of dates for projects, activities and events. In this regard it is important to note that academic activities must be given priority. The DSA must be notified at the start of the term of office of Organised Student Life Structures of all activities planned for the year and be informed of any date changes or updates from time to time.
- 3.1.12 Organised Student Life Structures are entitled to establish and maintain their own mini-sites linked to the UP website and social media platforms for marketing and communication purposes: Provided that these comply with the UP policies relating to marketing and communication.
- 3.1.13 The Senate Committee for Student Life serves as a platform for addressing various policy issues related to organised student life at UP as well as oversight from a general educational and formative viewpoint.
- 3.1.14 The Management of the University in consultation with student governance structures has the authority to discontinue any Organised Student Life Structure that brings the University of Pretoria into disrepute.

3.2 Funding and Financial Administration of Organised Student Life Structures

- 3.2.1 There are three main sources of funding for Organised Student Life Structures at UP, namely:
- SRC funds (allocated by the DSA in terms of the Regulation for the Allocation of Funds)
 - Membership fees (in accordance with the specific section of this policy)
 - Fundraising (in line with the relevant UP policies, procedures and conditions).
- 3.2.2 Fund allocation and expenditure must be transparent and are subject to public scrutiny as well as audit by UP authorities.
- 3.2.3 All funds allocated for Organised Student Life must be used for the purposes for which the funds were granted.
- 3.2.4 All Organised Student Life Structures are responsible for administering their own funds but must adhere to all the policies of the Department of Finance as set out by *Club Funds*. No external bank accounts are allowed.
- 3.2.5 All Organised Student Life Structures have access to the services offered by *Club Funds* and/or other administrative staff of the DSA and must comply with the UP policies related to financial and administrative matters. The Treasurer of every Organised Student Life Structure must undergo compulsory training from the *Club Funds*.
- 3.2.6 The serving Treasurer and Chairperson of each Organised Student Life Structure have signing powers in respect of the cost centre for the structure concerned.
- 3.2.7 The serving Treasurer of a Student Life Structure must submit a budget at the beginning of the term of office of the structure concerned and will be required to submit prescribed financial reports during their term.
- 3.2.8 Organised Student Life Structures are permitted, with the guidance of the Departments of University Relations and of Student Affairs, to solicit sponsorships or donations.
- 3.2.9 All external funding, sponsorships or donations to Organised Student Life Structures must be declared. The University reserves the right to restrict the extent of such funding.
- 3.2.10 All Organised Student Life Structures are advised against accepting sponsorships from alcohol or tobacco-related businesses or enterprises whose values are not aligned with those of the University.

3.3 Facilities and Infrastructure for Student Life

- 3.3.1 Organised Student Life Structures may qualify for the use of office space, infrastructure support or facilities provided by the University, subject to the availability of space and the conditions set by the Department of Facilities Management. This use is subject to institutional policies and rules as well as procedures laid down by the Department of Student Affairs from time to time. The DSA and TuksRes will manage these benefits, in accordance with their relevant jurisdiction.
- 3.3.2 All Organised Student Life Structures are entitled to make use of UP venues on a “first-come first-served” basis, subject to availability, and must comply with the relevant UP policies regarding the use of such facilities and any additional determinations made by the Department of Facilities Management¹ from time to time. The person booking the venue takes responsibility for keeping the venue in a satisfactory condition. Fines may be imposed if booked venues are abused in any way or damages are incurred. In addition, the Organised Student Life Structure involved in the abuse or damages will forfeit the right to any further use of University facilities until such time as the right has been restored by the DSA and TuksRes.

3.4 Day Houses

This section of the policy is applicable to all day students, Day House Committees and Day House Guardians, as well as the DSA, which provides the management environment to support Day Houses.

The Coordinator: Day Houses, in conjunction with the Director: Student Affairs is responsible for overseeing the implementation of this section of the policy.

3.4.1 Establishment and Dissolution of Day Houses

- 3.4.1.1 The UP Executive approves the number of Day Houses that are allowed to function on campus.
- 3.4.1.2 The Constitution for Student Governance of the University of Pretoria makes provision for the establishment of Day Houses.
- 3.4.1.3 Day Houses must apply for recognition in accordance with the prescribed procedures. The criteria for the recognition of Day Houses include a minimum and maximum number of members, demographic requirements, the submission of a constitution that promotes the culture and values of UP as well as the submission of a plan of action and proposed budget for the year in which registration takes place. Details of the

¹ Academic programmes remain a priority and the booking and use of a venue for other activities should be at all times subject to its impact on any academic programme that is presented in close proximity.

application procedure appear in [Annexure A](#).

3.4.1.4 The Executive member responsible for Student Affairs, after consultation with the Director: Student Affairs, Head: Student Development and the Coordinator: Day Houses, approves the applications for the establishment of new Day Houses.

3.4.1.5 The UP Executive Management may dissolve a Day House, after consultation with the SRC and the Department of Student Affairs, on the following grounds:

- non-adherence to the applicable guidelines as set out in the Policy on Organised Student Life;
- if the house becomes dysfunctional;
- if there is mismanagement of resources and facilities; or
- for any other reason requiring such action by the UP Executive.

3.4.1.6 Once a Day House has been dissolved, no new house may be established as its substitute by the same members or under the same name.

3.4.2 Governance and Management of Day Houses

3.4.2.1 Day Houses that are approved by the Executive, function in terms of their own constitutions. Every Day House's constitution must be compiled on the basis of a template provided by the Constitutional Tribunal and must be approved by the SRC.

3.4.2.2 Each Day House is governed by an Executive Committee consisting of between 5 and 14 members. Except for the founding Executive Committee, the Day House Executive Committee must be elected each year. Democratic elections should be conducted as per the method announced by the Director of Student Affairs in alignment with SRC Elections which is aligned with the Constitution for Student Governance. Ideally, the composition of the Day House Executive Committee should reflect the demographics of the student population of the University and where necessary committees may be engineered to reflect such demographics. The composition of the House Committee and election procedures appear in [Annexure B](#) to this policy.

3.4.2.3 A permanent, full-time staff member is appointed by the DSA, in consultation with relevant role players, including the Executive Committee of the Day House, as Guardian to offer support and guidance to the Day House and to facilitate its governance and functioning. The appointment of Day House Guardians is on a temporary part-time basis for a term of three years in accordance with the relevant job description, criteria and process as approved by the Executive of the University. The appointment as Day House Guardian is supplementary to the individual's normal responsibilities as set out in their existing contract of service with the University. As compensation, Day House Guardians receive an annual stipend to cover some of their direct costs and to reward

them for their service. The stipend is adjusted appropriately along with the annual salary adjustment.

- 3.4.2.4 The Day House Guardian ensures the success and continuity of the Day House in accordance with the regulations of UP and the Student Development Unit by providing guidance, development and support to the Executive Committee and students in the Day House.
- 3.4.2.5 The Guardian functions under the line management of and in close collaboration with the Coordinator: Day Houses or their designate in the Department of Student Affairs.
- 3.4.2.6 Termination of a Day House Guardian's service takes place in accordance with the normal Human Resources procedures, while processes such as performance management and the institution of disciplinary steps are also applicable.
- 3.4.2.7 A Coordinator in the Department of Student Affairs provides operational management and support to all Day House Committees and Guardians. Day House Committees and Day House Guardians liaise with the DSA via the Coordinator: Day Houses. The Coordinator: Day Houses has the authority to discipline Executive Committee members or House members where the need for such actions arise superseding the authority of the structural constitution. The binding jurisdiction of structural constitutions can be further limited or overturned by the Coordinator: Day Houses if the need arises.

3.4.3 Membership of Day Houses

- 3.4.3.1 Day House membership is open to day (non-residence) students from all faculties and all campuses. Day House members must be registered students at the University of Pretoria.
- 3.4.3.2 Membership of a Day House is through an application process facilitated by the Department of Student Affairs.
- 3.4.3.3 A student may only belong to one Day House at a time.
- 3.4.3.4 No more than one third of the members of a day House Committee or the general membership of a Day House may live in the same student commune or at the same physical address.
- 3.4.3.5 No more than one third of the members of a Day House Committee or the general membership of a Day House may belong to the same student organisation other than the Day House, with the exception of Faculty Houses, of which membership is automatic.
- 3.4.3.6 The minimum and maximum number of members of a Day House should be as

follows (but may be amended by the Coordinator: Day Houses as the need arises):²

- A minimum of 50 members (including first-year and senior students)
- A maximum of 1 500 members (including first-year and senior students)
- No more than 700 first-year students per Day House.

The number of members that joined the Day House at the beginning of the academic year will be tallied in March each year.

- 3.4.3.7 As far as reasonably possible, Day Houses must endeavour to reflect the demographics of UP in the composition of Day House Committees and general membership of Day Houses.
- 3.4.3.8 Day Houses are allowed to charge annual membership fees in order to supplement the funds that they receive from the University via the SRC. There may be differentiated membership fees for first-years and senior students (or “semis”).
- 3.4.3.9 Day House membership fees are determined in consultation with the DSA (Coordinator: Day Houses) by 1 November each year, based on the proposed plan of action and budget for the following year. No monies may be collected or spent if this does not form part of a budget or adjusted budget, which has been approved by the Coordinator: Day Houses and in collaboration with the Guardian.
- 3.4.3.10 Day Houses may also charge members for specific items (e.g. clothing items) or events (e.g. camps) to cover or subsidise the related costs, provided that items or events may not be compulsory.

3.4.4 Activities and functioning of Day Houses

- 3.4.4.1 Current and prospective Day Houses must ensure that all day students have the opportunity to participate actively in organised student life (including social events, sport and cultural activities as well as non-curricular community engagement).
- 3.4.4.2 To maximize their opportunities for participation, Day Houses are encouraged to collaborate with other Organised Student Life Structures.
- 3.4.4.3 Each Day House Committee is required to submit to the Student Development Division of the DSA a detailed plan of action and a proposed budget for their term of office.
- 3.4.4.4 At the end of the term of office, a detailed annual report as well as a financial report must be submitted before any merit certificates may be issued.

² The rationale for regulating the number of members per day house is to ensure fair competition between the various houses, faculty houses and residences. The average number of students per residence is 300. Given the voluntary nature of day house membership, typically about a third of the total number of members of a day house are active participants.

3.4.5 Funding and Financial Administration of Day Houses

Day House Committees qualify for funds allocated by the DSA to assist them to carry out their functions. The granting of such funds is subject to the provisions applicable to student structures and takes place in accordance with the provisions of the Regulation for the Allocation of Funds.

3.5 Faculty Houses and Faculty Sub-Houses

This section of the policy is applicable to all students, Faculty Houses³, Faculty House Committees and Faculty House Guardians, Faculty Sub-Houses, the SRC as well as the DSA and each of the nine faculties, which provide the management environment to support Faculty Houses and Faculty Sub-Houses.

The Coordinator: Faculty Houses, in conjunction with the Director: Student Affairs will be responsible for overseeing the implementation of this section of the policy in the DSA. The Dean and/or Deputy Deans will be responsible for the implementation of this section of the policy in each respective faculty.

3.5.1 Establishment and Dissolution of Faculty Houses and Sub-Houses

- 3.5.1.1 A Faculty House exists in each of the University's faculties by virtue of an Executive Management decision in this regard. The dissolution of a Faculty House should be approved by Executive Management after consultation with student governance structures.
- 3.5.1.2 The Constitution for Student Governance of the University of Pretoria makes provision for the establishment of Faculty Houses and Faculty Sub-Houses.
- 3.5.1.3 A Faculty House is an official student structure for all students, including day students and resident students, registered in that faculty and provides a platform for students to participate in extra-curricular or co-curricular student life activities and experiences as well as student development within their faculty. The role of the Faculty House also includes but is not limited to connecting faculty management and administration, class representatives, the Student Representative Council (SRC), Faculty Sub-Houses and the general student communities within and across Faculty Houses.
- 3.5.1.4 Faculty Sub-houses may be established in a Faculty House to cater for the specific needs or interests of students in particular academic programmes and to broaden the platforms for students to participate in the student life activities accordingly. A Faculty

³ House Theology, House Humanities, Health House, Commercii, House Education, NATHouse, Law House, OPVSC and EBIT.

Sub-House is defined as an organised group linked to an academic field or department within a specific faculty and thus resorts under the Faculty House. The primary purpose of a Sub-House is to enhance the learning experiences, understanding and interaction of students in a particular field of study and to bring students into contact with the leaders in their field of study beyond the classroom environment.

- 3.5.1.5 In order to be recognised and to qualify for the benefits and the associated status, Faculty Sub-Houses have to register on an annual basis with the Faculty House under which the academic programme resorts. The guidelines, processes and criteria for the establishment and registration of new Faculty Sub-Houses and the re-registration of existing Faculty Sub-Houses are described in [Annexure C](#).
- 3.5.1.6 It is the prerogative of the DSA to allow a Faculty Sub-House to operate on campus. It is also the prerogative of the DSA to withdraw the recognition of a Sub-House on the following grounds:
- Non-adherence to the registration criteria.
 - If the Sub-House becomes dysfunctional.
 - If there is mismanagement of resources and facilities.
 - A lack of progress in ensuring inclusivity in the demographic representation in the membership of the Sub-House.
 - The behaviour of a Sub-House and its impact on campus life.
 - For any other reason requiring such action by the DSA.

If a Sub-House fails to meet the annual re-registration criteria, such a Sub-House will only be allowed to register the following year.

3.5.2 **Governance and Management of Faculty Houses and Faculty Sub-Houses**

- 3.5.2.1 Faculty Houses and Faculty Sub-Houses function in terms of their own constitutions, compiled in the format provided by the DSA, which must be approved by the SRC.
- 3.5.2.2 Each Faculty House is governed by an elected Faculty House Executive Committee within their faculty. Democratic elections of Faculty House Committees should be conducted as per the method announced by the Director of Student Affairs in alignment with SRC Elections which is aligned with the Constitution for Student Governance. Ideally, the composition of the Faculty House Executive Committee should reflect the demographics of the student population of the University. The composition of the House Committee and election procedures appear in [Annexure D](#) to this policy.
- 3.5.2.3 The Faculty House Executive Committee is responsible for establishing ways to communicate with students registered in their faculty, the registration and or de-registration of Faculty Sub-Houses, facilitating Sub-House activities, operations and synergy, ensuring that Sub-Houses are treated equitable and are accountable to the students they serve, assisting to roll out the Class Representative System and

Mentorship Programme.

- 3.5.2.4 Each Faculty House must have a Guardian, who is a permanent full-time member of staff in the Faculty concerned and who is appointed by the Department of Student Affairs on a temporary part-time basis for a period of three years, in accordance with the relevant job description, criteria and process approved by the Executive of the University. The appointment as Faculty House Guardian is supplementary to the individual's normal responsibilities as set out in their existing contract of service with the University. As compensation, Faculty House Guardians receive an annual stipend to cover some of their direct costs and to reward them for their service. The stipend is adjusted appropriately along with the annual salary adjustment.
- 3.5.2.5 The role of the Faculty House Guardian is to offer support and guidance to the Faculty House and to facilitate its governance and functioning. The Faculty House Guardian ensures the success and continuity of Faculty House in accordance with the regulations of UP by providing guidance, development and support to students in the Faculty House. The Faculty House Guardian is also responsible for communication and liaison in that he/she serves as a communication channel between the Faculty House members, the Faculty House committee, class representatives, the Dean/Deputy Dean of the Faculty, and the Department of Student Affairs (DSA).
- 3.5.2.6 The Faculty House Guardian functions under the line management of and in close collaboration with the Coordinator: Faculty Houses or their designate in the Department of Student Affairs
- 3.5.2.7 Termination of a Faculty House Guardian's service takes place in accordance with the normal Human Resources procedures, while processes such as performance management and the institution of disciplinary steps are also applicable.
- 3.5.2.8 A Coordinator in the Department of Student Affairs provides operational management to all Faculty House Committees and Guardians. Faculty House Committees and Faculty House Guardians liaise with the DSA via the Coordinator: Faculty Houses. The Coordinator: Faculty Houses has the authority to discipline Executive Committee members or House members where the need for such actions arise superseding the authority of the structural constitution.
- 3.5.2.9 The Department of Student Affairs (DSA) facilitates the development of relationships between the Deans of Faculties, Faculty House Guardians, Faculty House Committees and the DSA staff.
- 3.5.2.10 Faculty Sub-Houses are governed by the Faculty House in which they are vested, and answer to the Faculty House, the Faculty House Guardian as well as the Coordinator: Faculty Houses.
- 3.5.2.11 Each Sub-House will be required to develop its own constitution, which is subject to

approval by the Faculty House and subordinate to Faculty House constitution. Faculty Sub-House constitutions will be derived from the respective Faculty House constitutions and in case of a discrepancy, the applicable Faculty House constitution will take precedence.

3.5.2.12 Each Faculty Sub-House must have a viable management committee consisting of at least eight executive members in relevant portfolios.

3.5.2.13 The Faculty, through the Office of the Dean or Deputy Dean and the Faculty House Guardian, must ensure that all registered students know that they belong to the Faculty House and encourage them to be involved in some way. The Faculty must also ensure that academic staff members are aware of the Faculty House and support its activities, foster the link between the Faculty House and the class representative system and provide office space for the Faculty House.

3.5.3 **Membership of Faculty Houses and Sub-Houses**

3.5.3.1 All students registered for a programme in a particular faculty are members of their Faculty House by default. This includes both residence and day students. The number of members in the Faculty House is equal to the number of students registered in the Faculty. Because all registered students are members of their Faculty Houses by default, no membership application is required. Faculty House Committees may choose to make membership forms available to collect members' contact details to enable effective communication with members. This information may also be obtained from the Faculty Administration.

3.5.3.2 Registered Faculty Sub-Houses may recruit members from among registered UP students in a specific programme or department, striving to be inclusive in their demographic representation.

3.5.3.3 Sub-Houses will be recognised if they have at least 60 active members who are UP students currently registered in the degree or programme in which the Sub-House is based.

3.5.3.4 There are no membership fees payable for joining a Faculty House. Faculty Houses and Sub-Houses may also charge members for specific items (e.g. clothing items) or events (e.g. camps) to cover or subsidise the related costs, provided that items or events may not be compulsory.

3.5.4 **Activities and functioning of Faculty Houses and Faculty Sub-Houses**

3.5.4.1 Faculty Houses must ensure that all students registered in the faculty concerned have the opportunity to participate actively in organised student life.

- 3.5.4.2 Each Faculty House Committee determines its own plan of action and programmes and must develop a detailed plan and budget for the House for the term of office.
- 3.5.4.3 Faculty Sub-Houses determine their own programmes in line with the strategic plan of the Faculty House under which they resort. Faculty Sub-Houses will be allowed to operate provided they submit a Plan of Action and budget to the Faculty House each year.
- 3.5.4.4 The Faculty should provide their Faculty House Committee with the use of office space and basic infrastructure and support, subject to availability and conditions set by the Faculty concerned as well as institutional terms and procedures laid down from time to time. The office space allocated to the Faculty House must be visible and accessible to all students in the Faculty, while office hours and contact details must be clearly indicated.
- 3.5.5 **Funding and Financial Administration of Faculty Houses and Sub-Houses**

- 3.5.5.1 Faculty House Committees qualify for funds allocated by the SRC to assist them to carry out their functions. The granting of such funds is subject to the provisions applicable to student structures and takes place in accordance with the provisions of the Regulation for the Allocation of Funds.
- 3.5.5.2 The activities of Sub-Houses will be partially financed by UP through the SRC allocation, in accordance with the provisions of the Regulation for the Allocation of Funds. These allocations may change from year to year subject to the availability of funds. These allocations will only be transferred into the cost centres of the Faculty Sub-Houses after submission of a full plan of action and budget to the Faculty House. Faculty Houses will approve the plans of action and budgets of their Faculty Sub-Houses, after which the Coordinator: Faculty Houses will approve the transfer of funds.
- 3.5.5.3 Registered Sub-Houses may qualify for benefits from their Faculty House, such as the use of venues necessary for the execution of their duties, subject to the availability thereof and on condition that the procedures and regulations with regard to the booking and use of such venues are adhered to.
- 3.5.5.4 Serving on a committee for a Faculty Sub-House is a voluntary service rendered by students to fellow students. Therefore, serving on its management committee carries no financial benefits or rewards.

3.6 Service Providers and SRC Sub-committees

This section of the policy is of relevance to the DSA, TuksRes, the SRC and all Organised Student Life Structures.

Student Service Providers and SRC Sub-committees serve the entire student community of the University of Pretoria by promoting and providing opportunities for entertainment,

participation in sport, cultural and social activities as well as through the provision of information and guidance. Service Providers and SRC Sub-committees also offer students the opportunity to experience student life, personal growth and professional development while honing their leadership skills.

3.6.1 Establishment and Dissolution of Student Service Providers and SRC Sub Committees

3.6.1.1 All student Service Providers and SRC Sub-committees fall under the jurisdiction of the Constitution for Student Governance. Thus, their functioning is regulated by the Constitution for Student Governance.

3.6.1.2 The following structures are recognised as Student Service Providers operating in accordance with the Constitution for Student Governance:

- PDBY; and
- Student Disciplinary Advisory Panel (SDAP).

3.6.1.3 The following structures are SRC Sub-committees operating in accordance with the Constitution for Student Governance:

- RAG (“Reach out and give”);
- Student Culture Committee; and
- Student Sport.

3.6.1.4 Additional Service Providers may be established by the University at the request of the SRC in terms of the prescribed University procedure.

3.6.1 Governance and Management of Student Service Providers and SRC Sub-Committees

3.6.1.1 Service Providers and SRC Sub-Committees function in accordance with the Constitution for Student Governance and their own constitutions, as approved by the SRC.

3.6.1.2 Student Service Providers and SRC Sub-Committees are staffed by student volunteers and must function under the supervision of elected Executive Committees and staff managers appointed in the DSA. The aforementioned staff managers has the authority to discipline Executive Committee members or General Committee members where the need for such actions arise superseding the authority of the structural constitution. The binding jurisdiction of structural constitutions can be further limited or overturned by these managers if the need arises.

3.6.1.3 The University Council and/or the Executive of the University have the power to appoint and mandate persons to conduct the financial and operational management of a service provider and SRC Sub-committees on behalf of the University. Such a person who acts

as operational manager is accountable to the relevant line manager as indicated in the terms of their appointment.

3.6.1.4 Each Service Provider and SRC Sub-Committee must submit a planned programme of action to the Director: Student Affairs or person designated by them at the beginning of their term of office.

3.6.1.5 To achieve their objectives, Student Service Providers and SRC Sub-Committees must:

- be cost effective;
- be accessible to all students and/or student groups;
- offer programmes that are relevant and accessible to all student structures, subject to a cap the University may place on the number of activities organised by Student Service Providers and SRC Sub-committees per semester;
- promote responsible behaviour, inter alia, regarding the use of alcohol;
- communicate effectively with all other student organisations or structures and facilitate the participation of residence and day students in student life activities; and
- promote diversity by including it as an important criterion to qualify for participation in events and competitions.

3.6.3 **Membership of Student Service Providers and SRC Sub-Committees**

Service Providers and SRC Sub-committees are staffed by student volunteers.

3.6.4 **Activities and functioning of student Service Providers and SRC Sub-Committees**

3.6.4.1 The respective student Service Providers fulfil the following roles in the UP student community:

- PDBY is the official student newspaper; and
- Student Disciplinary Advisory Panel (SDAP) provides assistance to students by providing information and guidance in respect of their rights throughout the disciplinary process and explaining the formalities of the disciplinary procedure.

3.6.4.2 The respective SRC Sub-committees fulfil the following roles in the UP student community:

- RAG is responsible for organizing, coordinating and facilitating non-curricular community engagement projects undertaken by Student Life Structures and for fundraising for community service and civic engagement;
- Student Culture is responsible for organising, coordinating and facilitating cultural events and activities for Student Life Structures; and
- Student Sport is responsible for organising student sport leagues and recreational sporting events for Student Life Structures.

3.6.4.3 With regard to their services to the student community, Service Providers and SRC Sub-

committees are accountable to the SRC. With regard to their financial and business management activities, they function under the line management of the Director of Student Affairs.

3.6.4.4 The Department of Student Affairs provides facilities and infrastructural support for the student Service Providers and SRC Sub-Committees.

3.6.5 **Funding and Financial Administration of Student Service Providers and SRC Sub-Committees**

3.6.5.1 Student Service Providers and SRC Sub-Committees qualify for funds allocated by the DSA to assist them to carry out their functions. The Service Providers and SRC Sub-Committees submit their budgets to the DSA, for inclusion in the broader Student Affairs budget of the University during the annual budgetary process.

3.6.5.2 Student Service Providers and SRC Sub-Committees must develop standardised processes with regard to management, financial practice and operational aspects under the guidance of the relevant staff of the Department of Student Affairs.

3.7 Special Programs

This section of the policy is applicable to all students related to Special Programs, Special Program Committees and Special program Guardians where applicable, as well as the DSA, which provides the management environment to support Special Programs.

The Coordinator: Special programs, in conjunction with the Director: Student Affairs is responsible for overseeing the implementation of this section of the policy.

3.7.1 Establishment and Dissolution of Special Programs

3.7.1.1 The Director Student Affairs approves the number of Special Programs that are allowed to function on campus.

3.7.1.2 This policy makes provision for the establishment of Special Programs.

3.7.1.3 Prospective Special Programs must apply for recognition in accordance with the prescribed procedures. The criteria for the recognition of Special Programs include a motivational requirement delineating the need for the services they provide and the mandate that they will fulfil. These programs will have to submit a constitution that promotes the culture and values of UP as well as the submission of a plan of action and proposed budget for the year in which registration takes place. Details of the application procedure appear in **Annexure G**.

3.7.1.4 The Director Student Affairs, after consultation with the Head: Student Development

and the Coordinator/s: Special programs, approves the applications for the establishment of new Special Program.

3.7.1.5 The Director: Student Affairs may dissolve a Special Program, after consultation with the SRC and the Head: Student Development, on the following grounds:

- non-adherence to the applicable guidelines as set out in the Policy on Organised Student Life;
- if the program becomes dysfunctional;
- if there is mismanagement of resources and facilities; or
- for any other reason requiring such action by the UP Executive.

3.7.2 **Governance and Management of Special Programs**

3.7.2.1 Special programs, function in terms of their own constitutions. Every Special Program's constitution must be compiled on the basis of a template provided by the Constitutional Tribunal and must be approved by the SRC.

3.7.2.2 Each Special Program is governed by an Executive Committee consisting of between 6 and 14 members (Coordinators may apply to the Head: Student Development to adjust these numbers if needs be). Except for the founding Executive Committee, the Special program Executive Committee must be elected or appointed using DSA approved appointment procedures each year. Ideally, the composition of the Special Program Executive Committee should reflect the demographics of the student population of the University. The Coordinator dedicated to each special program will declare whether an appointment or election procedure will take place. Elections are preferred however appointments can take place in cases where an election is not possible or practical for the specialised functioning of the committee.

3.7.2.3 A Coordinator in the Department of Student Affairs, assigned by the Head: Student Development in consultation with the Director: Student Affairs and other relevant role-players provides operational management and support to Special Programs. Special programs liaise with the DSA via the Coordinator: Special Programs. The Coordinator: Special Programs has the authority to discipline Executive Committee members or program members where the need for such actions arise superseding the authority of the structural constitution. The binding jurisdiction of structural constitutions can be further limited or overturned by the Coordinator: Special Programs if the need arises.

3.7.2.4 Membership of a special committee is determined by the structural constitution of said committee. The head: Student Development retains the authority to limit or direct membership, superseding the structural constitution in cases where membership requirements are unfair, restrictive to students and transformation goals of the institution or where membership presents the potential to make the structure dysfunctional. Further restrictions on membership may be implemented by the

Director: Student Affairs where membership misaligns the structure from the strategic vision of the DSA or where structural membership transgresses the Constitution of Student Governance.

3.7.3 **Election/Appointment of Special Programs Executive Committees**

3.7.3.1 Appointment of Special program Executive Committees

Appointment of Executive Committee members for Special Programs should ideally, reflect the demographic profile of the student population of the University of Pretoria. Executive Committee members are appointed in terms of the Constitution of the Special Program along the following guidelines:

- a) Members of the Special Program must be appointed yearly through an application process.
- b) The appointment of members is done by an Appointments Committee consisting of a staff member appointed by the Head: Student Development, a member of the SRC appointed by the SRC President, the Chairperson of the Special program, the Deputy Chairperson of the Special program and the Coordinator: Special Programs. The Coordinator: Special programs may appeal to the Head: Student Development if the membership of said panel should be adjusted – the principle of a fair and just interview should at all times remain paramount to the decision of the appointment panel.
- c) The appointment committee determines the candidates that will constitute the Executive Committee after all interviews have taken place.
- d) All positions on the committee are not automatic, they have to be applied for every year in accordance with the rules above.
- e) Additional appointments throughout a term must be done by a selection committee as outlined in (b) above.

3.7.3.2 Election of Special program Executive Committees

- a) Democratic elections should be conducted as per the method announced by the Director: Student Affairs in alignment with SRC Elections which is aligned with the Constitution for Student Governance.
- b) The Coordinator: Special Programs will align the electoral process of the specific programs with the elections of Day Houses and Faculty Houses following the electoral principles of Annexures B and D.
- c) The constitution of the special program can determine the portfolio allocation, but must have, at least the following portfolios:
 - i. Chairperson / President
 - ii. Vice Chairperson/ Deputy President
 - iii. Treasurer
 - iv. Secretary

- v. Transformation officer
- vi. Portfolios specified by the Director: Student Affairs (If any)

3.7.4 **Activities and functioning of Special Programs**

- 3.7.4.1 Special Programs function on specialised mandates to perform required functions within Student Life. The activities within special programs should align with their mandate, but should also prescribe to the principles of inclusivity, transformation and student success. Special Programs should actively and positively contribute to Student Life.
- 3.7.4.2 To maximize their opportunities for participation, Special Programs are encouraged to collaborate with other Organised Student Life Structures.
- 3.7.4.3 Each Special Program Committee is required to submit to the Student Development Division of the DSA a detailed plan of action and a proposed budget for their term of office.
- 3.7.4.4 At the end of the term of office, a detailed annual report as well as a financial report must be submitted before any merit certificates may be issued.
- 3.7.4.5 Special programs are allowed and encouraged to take part in Student Life activities, where these activities are logically possible and where it aligns with the mandate of these structures.

3.7.5 **Funding and Financial Administration of Special Programs**

Special Program Committees qualify for funds allocated by the DSA to assist them to carry out their functions. The granting of such funds is subject to the provisions applicable to student structures and takes place in accordance with the provisions of the Regulation for the Allocation of Funds.

3.8 **Student Societies**

This section of the policy applies to all registered UP students who wish to register or re-register a student society with the Student Representative Council (SRC), and to all registered student societies at the University of Pretoria.

A student society is defined as an organised group of registered UP students structured by voluntary association to cater in a structured manner for their specific interests, hobbies or convictions as a vehicle that promotes the broader participation of students in the extra-curricular student life activities.

3.8.1 **Establishment and Dissolution of Student Societies**

- 3.8.1.1 A society must be initiated by UP registered students. It is a voluntary structure and

activities are organized by students for fellow students.

- 3.8.1.2 In order to be recognized, student societies with a membership of at least 60 registered UP students have to register with the SRC on an annual basis. In order for the registration or re-registration to be considered, the student society must submit, annually, their constitution (which must be in line with the Constitution for Student Governance), their plan of action and budget each year, and their alphabetical name list of members with contact details and student numbers.
- 3.8.1.3 The registration, re-registration and categorization of student societies are regulated in accordance with the Constitution for Student Governance. The process for the registration of new student societies is set out in [Annexure E](#). Student societies retain their status pending annual registration/re-registration as long as they conform to the prescribed criteria for recognition as a society.
- 3.8.1.4 Student societies are categorized on the basis of their classification or the basic grounds for voluntary association (e.g. academic, arts and culture, religious, political etc.) and on the basis of their size.
- 3.8.1.5 The size categorization is determined on the number of membership forms handed in for registration. Category A societies have between 60 and 99 members. Category B societies have more than 100 members. The SRC is responsible for the annual confirmation of membership numbers on the basis of the documents handed in at registration.
- 3.8.1.6 It is the prerogative of the SRC to allow a society to operate on campus. It is also the prerogative of the SRC to withdraw the recognition of a society on the following grounds:
- Non-adherence to the registration criteria;
 - If the society becomes dysfunctional;
 - If there is mismanagement of resources and facilities; or
 - For any other reason requiring such action by the SRC.
- 3.8.1.7 If a society fails to meet the re-registration criteria or timelines in any particular year, such a society will only be allowed to register the following year, but must then register as a new society.
- 3.8.1.8 It is desirable that student societies should strive to be inclusive of all UP students. A lack of progress in this regard over time may influence the re-registration of a society in subsequent years, while the behaviour of a society and its impact on campus life are factors that should be taken into account when considering the re-registration of a society.

3.8.1.9 Any entity asserting to be a society and is not registered does not have a claim to such status or to any benefits of whatever nature. Such an entity may also not recruit support from amongst students.

3.8.2 **Governance and Management of Student Societies**

3.8.2.1 Student societies that are registered with the SRC function in terms of their own constitution, which must comply with the template approved by the SRC.

3.8.2.2 Each student society must have an elected Management Committee consisting of at least the following members:

- Chairperson
- Deputy Chairperson
- Secretary
- Treasurer
- Transformation Officer

3.8.2.3 All student societies registered with the SRC form part of the Society Sub-Council and must attend monthly meetings of the Society Sub-Council.

3.8.2.4 The SRC and the DSA play an important role in the registration and oversight of student societies and will: -

- ensure that all student societies are treated equitably;
- ensure that the student societies are accountable to their members and the student body;
- update the guidelines for the registration or re-registration of societies on a regular basis;
- monitor the activities of the societies and their compliance with the Code of Conduct for Societies (see [Annexure F](#));
- review the Constitution of the Society Sub-Council as necessary; and
- offer administrative support to societies.

3.8.3 **Membership of Student Societies**

3.8.3.1 Membership of student societies is by way of voluntary association.

3.8.3.2 A registered student society must have at least 60 members who are UP registered students.

3.8.3.3 Each student society must submit the membership list and completed membership forms to the SRC during the annual process for the registration of student societies.

3.8.4 **Activities and Functioning of Student Societies**

- 3.8.4.1 Societies determine their own programmes but must use the templates provided by DSA and follow the institutional procedures for events and activities.
- 3.8.4.2 Registered societies may qualify for limited benefits from the SRC such as the use of University venues necessary for the execution of their duties, subject to the availability thereof and on condition that the procedures and regulations with regard to the booking and use of such venues are adhered to.

3.8.5 **Funding and Financial Administration of Student Societies**

- 3.8.5.1 The activities of societies will be partially financed by UP through the SRC allocation, in accordance with the provisions of the SRC's Regulation for the Allocation of Funds. These allocations may change from year to year subject to the availability of funds.
- 3.8.5.2 As student societies are voluntary structures, serving on the Management Committee of a student society carries no financial benefits or rewards.
- 3.8.5.3 External funding must be declared, and the University reserves the right to restrict the extent of such funding.

3.9 **Constitutional Tribunal**

This section of the policy is applicable to all Constitutional Tribunal members (Judges and the Chief Justice and Registrar as well as all other members associated with the Tribunal), the Constitutional Tribunal Guardians, as well as the DSA, which provides management to support the Constitutional Tribunal.

The Director: Student Affairs is responsible for overseeing the implementation of this section of the policy. The Director may delegate some of the functions to one of the senior officials in the DSA.

3.9.1 **Establishment of the Constitutional Tribunal**

- 3.9.1.1 UP Executive approves the establishment of the Constitutional Tribunal as a student structure at the University of Pretoria.
- 3.9.1.2 The Constitution for Student Governance of the University of Pretoria makes provision for the requirements of establishment of the Constitutional Tribunal.
- 3.9.1.3 The jurisdiction of the Constitutional Tribunal is vested in the CSG but shall be subject to the express directive of both the Executive and Senior Management member responsible for Student Affairs.

- 3.9.1.4 Subject to item 3.9.1.3, directives issued by the Executive and Senior Management member responsible for Student Affairs shall:
- i. be lawful and reasonable
 - ii. take into account the objectives of the CSG
 - iii. be issued after consultation with the Executive Committee of the Constitutional Tribunal.
- 3.9.1.5 The Constitutional Tribunal functions within the confines of the CSG – no additional powers will be conferred to them
- 3.9.1.6 The UP Executive Management may dissolve the Constitutional Tribunal, after consultation with the SRC and the Department of Student Affairs, on the following grounds:
- i. non-adherence to the applicable guidelines as set out in the Policy on Organised Student Life;
 - ii. if the Tribunal becomes dysfunctional;
 - iii. if there is evidence that the Tribunal acted in a dishonest, partial and dishonourable manner in the execution of its duties;
 - iv. if there is mismanagement of resources and facilities; or
 - v. for any other reason that may be found relevant by the Executive and Senior Management member responsible for Student Affairs.
- 3.9.1.7 UP Executive Management may dissolve the tribunal in order to protect the rights of students in terms of section 18 of the Bill of Student Rights or any other relevant university policies or rules.

3.9.2 **Governance and Management of the Constitutional Tribunal**

- 3.9.2.1 The Constitutional Tribunal functions in terms of their own Constitution. Said Constitution must be aligned with the CSG. The Constitution must be amended by the Constitutional Tribunal in consultation with the SRC in terms of the requirements of the CSG. Amendments of the Constitution must be done in consultation with the Head: Student Governance and the Guardian of the Constitutional Tribunal and approved by the Director: Student Affairs.
- 3.9.2.2 The Composition of the Constitutional Tribunal is as follows:
- i. The Chief Justice;
 - ii. The Deputy Chief Justice;
 - iii. The Registrar
 - iv. Senior Judges (if appointed)
 - v. Ordinary Judges.

The Constitutional Tribunal consists of a bench ranging from a minimum of 12 and a maximum of 18 Judges.

3.9.2.3 Appointment of members for the Constitutional Tribunal is done annually in the beginning of the second semester, aligned with the election period of the SRC elections as declared by the Director: Student Affairs. Appointments should be concluded in time to allow the incoming tribunal to form part of the annual student leadership training, the date of which is established by the Head: Student Development. The Tribunal should ideally, reflect the composition of the student population of the University. Judges are appointed in terms of the Constitution of the Constitutional Tribunal along the following guidelines:

- a) All members of the Constitutional Tribunal must be appointed annually through an application process. No position on the committee is automatic and should subsequently be applied or reapplied for annually.
- b) Appointment of the incoming Tribunal is done in the beginning of the second semester within the timeframe specified above. Incoming members will remain judges apparent until the conclusion of the outgoing Tribunal's term of office as determined by the Constitution of the Constitutional Tribunal. The time between appointment and resumption of the incoming Tribunal's term should be used to orientate and train judges apparent.
- c) The appointment of members is done by an Appointments Committee consisting of a staff member appointed by the Director: Student Affairs, a member of the SRC appointed by the SRC President, the Chief Justice of the Constitutional Tribunal, the Deputy Chief Justice of the Constitutional Tribunal, the Registrar of the Constitutional Tribunal and the Guardian of the Constitutional Tribunal.
- d) The appointment committee determines the number of persons that will constitute the bench of the Constitutional Tribunal after all interviews have taken place.
- e) When a position needs to be reappointed throughout a term, such a position must be done by an appointment committee as outlined in (c) above.

3.9.2.4 A permanent, full-time lecturer in the Faculty of Law is appointed by the DSA, in collaboration with the Dean of the Faculty of Law and the Constitutional Tribunal as Guardian to offer support and guidance to the Constitutional Tribunal. The appointment of Guardians is for a term of three years in accordance with the relevant job description, criteria and process as approved by the Vice-Principal: Student Life. The appointment as Guardian is supplementary to the individual's normal responsibilities as set out in their existing contract of service with the University as agreed upon by their university line management.

3.9.2.5 The Guardian acts in an advisory capacity as well as in terms of any of the ex officio positions they occupy as prescribed by the Constitution of the Constitutional Tribunal

3.9.2.6 The Guardian functions under the supervision of and in close collaboration with the Head: Student Governance or their designate in the Department of Student Affairs.

3.9.2.7 Termination of a Constitutional Tribunal Guardian's service takes place in accordance with the normal Human Resources procedures and with consultation of the Constitutional Tribunal, while processes such as performance management and the institution of disciplinary steps are also applicable.

3.9.3 **Activities and functioning of the Constitutional Tribunal**

3.9.3.1 Authority of the Constitutional Tribunal.

- a) The judicial authority for student governance and students at the University of Pretoria is vested in the Constitutional Tribunal and is subject to all other university rules and policies.
- b) The Constitutional Tribunal has all the necessary authority to exercise its powers and jurisdiction and to perform its functions and duties described in the CSG.
- c) An order or decision of the Tribunal binds all students and student structures and bodies to which it applies in terms of the CSG.

3.9.3.2 Jurisdiction of the Constitutional Tribunal.

- a) The binding jurisdiction of the Constitutional Tribunal extends only to registered students and student structures.
- b) Within the limits of its binding jurisdiction the Constitutional Tribunal will be competent to:
 - i. Exercise judicial review powers and make suggestions that are just and equitable;
 - ii. Mediate or adjudicate disputes;
 - iii. Issue non-binding advisory opinions which are communicated to the requester/s as well as to the Department of Student Affairs and the SRC;
 - iv. Undertake investigations in terms of the CSG.
- c) The binding jurisdiction of the Constitutional Tribunal can be further subject to the authority of the Executive and Senior Management members for Student Affairs.

3.9.4 **Funding and Financial Administration of the Constitutional Tribunal**

The Constitutional Tribunal qualifies for funds allocated by the DSA to assist it to carry out its functions. The granting of such funds is subject to the provisions applicable to student structures and takes place in accordance with the provisions of the Regulation for the Allocation of Funds.

3.10 **Class Representatives**

This section of the policy is applicable to all students, Faculty Houses, Faculty House Committees and Faculty House Guardians, Faculty Sub-Houses, the SRC, each of

the nine faculties, as well as the DSA which provide the management environment to support the Class Representative System.

A Coordinator in the Department of Student Affairs, as allocated by the Director: Student Affairs, in conjunction with the Director: Student Affairs will be responsible for overseeing the implementation of this section of the policy in the DSA. The Dean and/or Deputy Deans will be responsible for the implementation of this section of the policy in each respective faculty.

3.10.1 **Class Representative System**

This section of the policy serves as general guideline for the Class Representative System. Each Faculty is unique and therefore the class representative system should be adjusted according to the needs of the faculty and the structure of the various courses. The class representative system forms part of the UP escalation process for students as outlined in the Escalation Policy.

The class representative also serves as a link between the class and the Faculty, the Faculty House, the Student Representative Council (SRC) and the Department of Student Affairs (DSA).

Regarding academic exclusions due to unsatisfactory performance, the University has a specific procedure in place which students are required to follow.

3.10.2 **Role and responsibilities of class representative**

3.10.2.1 The primary function and role of the Class Representative is to serve as a two-way communication channel between the class and the lecturer.

3.10.2.2 Responsibilities of the Class Representative when liaising with the class:

- a) It is the duty of the class representative to ensure that the class is aware of the Escalation Policy and the process for escalating academic issues.
- b) The class representative considers requests/complaints/suggestions received from the class or individual students and discusses these with the relevant lecturer.
- c) If this is not effective, the requests/complaints/suggestions are taken up with the next link/s in the escalation channel until the situation is resolved.
- d) In the case of requests/complaints/suggestions pertaining to the whole class, the class representative should consult the class first before approaching the lecturer.

3.10.2.3 Responsibilities of the Class Representative when liaising with the lecturer:

- a) The class representative should inform the class of requests/complaints/ suggestions brought to their attention by the lecturer and they should, in deliberation with the relevant lecturer, lead a discussion on this matter.
- b) It is the responsibility of the class representative to give feedback to the relevant lecturer regarding the opinions that were expressed during such a discussion.
- c) The class representative should meet with the lecturer on a regular basis to address any requests/complaints suggestions in a pro-active and amicable way.

3.10.2.4 Liaising with the Faculty House:

- a) The class representative should have regular contact and liaise with the Faculty House Committee (Academic Portfolio) and should update their class on the activities of the Faculty House to increase awareness and participation.

3.10.2.5 Liaising with the SRC:

- a) The class representative should be in regular contact with the SRC member whose portfolio includes Academic Affairs.

3.10.2.6 The class representatives should be ready to disseminate information on behalf of the Faculty, Faculty House, SRC or the Department of Student Affairs as and when needed.

3.10.2.7 The class representative should attend all relevant meetings and training sessions as convened by the Faculty, Faculty House, or the Department of Student Affairs.

3.10.3 **Important procedural aspects for class representatives:**

- a) The class representative should always consult the lecturer first, before reporting an issue at a higher level. Most problems can be solved in this way.
- b) The class representative should also be the channel for good news and positive feedback.
- c) The key to success as a class representative is to build sound relationships based on mutual respect and open communication.
- d) Class representatives are expected to attend class regularly, to submit assignments on time and to set a standard of academic excellence.

3.10.4 **Registration of class representatives:**

- a) Students who are elected as Class Representatives must register with the Department of Student Affairs (DSA) following the procedure prescribed by the Coordinator: Class Representative
- b) Faculty Deans or their designates should assist in communicating the registration procedures to lecturers and newly elected class representatives
- c) Class representatives will receive training materials and resources from the Department of Student Affairs once they have been registered.
- d) Class representatives are informed about meetings and other developmental opportunities throughout the year by the Department of Student Affairs.

3.11 Student Leadership Development and Training

3.11.1 This section of the policy is applicable to all student governance structures, structures that resort under the SRC and all the student leaders and committees who serve on structures that resort under the DSA and TuksRes.

- 3.11.2 When it comes to student leadership development and training, a distinction is drawn between the processes to identify and nurture potential leadership at all levels (such as prospective and current students who are not necessarily in leadership positions), and the formalised training that is required for current students who are members and leaders of Organised Student Life Structure to function effectively in these roles.
- 3.11.3 The DSA and, particularly the Student Development Division of the DSA, and TuksRes are responsible for providing leadership development and training opportunities to the various student structures at UP. Leadership training and development may take place in partnership with specialist facilitators who are contracted to UP. Both departments should appoint a dedicated staff member to manage the training.
- 3.11.4 The DSA and TuksRes must offer a wide range of leadership training opportunities to develop the potential of students who are elected into leadership roles each year and to empower them to fulfil their tasks. These opportunities must provide for basic training that includes, as a minimum but not to the exclusion of other topics and processes, the following:
- Theoretical orientation
 - Teambuilding
 - Motivational training
 - Soft-skills training
 - Experiential training and learning
 - Portfolio-specific training
 - Diversity sensitisation and equity training
 - Conflict resolution
- 3.11.5 The student leadership development and training efforts of the DSA and TuksRes must be coordinated to ensure the effective use of resources and to minimise or eliminate overlap.
- 3.11.6 In the leadership training and development programmes facilitated by the DSA and TuksRes, care should be taken to: -
- ensure that all student leaders understand their role in the student leadership structures at UP;
 - cultivate positive role models;
 - encourage ethical leadership;
 - reinforce the UP brand; and
 - ensure that the progress of student leaders is monitored.
- 3.11.7 Leadership development and training programmes must be reviewed regularly and, where necessary, consolidated and re-aligned to ensure currency and relevance and to optimise their impact.

3.11.8 The DSA and TuksRes must identify and nurture leadership potential at all levels, create a network of well-trained student leaders at UP and facilitate networking between the various student leadership structures.

3.11.9 The Leadership Training Cycle

The leadership training cycle runs over the course of 12 months. A Student Life Calendar, based on the UP calendar, is compiled by the DSA annually and updated regularly. This calendar is provided to the various student structures. Various Student Leadership Development and Training events take place during the course of the year and are indicated on the calendar.

Training of the SRC, as a statutory student governance structure, receives particular attention and a special SRC Training Schedule is compiled for this purpose.

The leadership training cycle may be graphically represented as follows:



3.11.10 Where training camps and programmes are presented off-campus, all relevant administrative work, including financial arrangements and the completion of excursion forms and disclaimer/indemnity forms, where necessary, should be in place before departure.

3.11.11 The DSA and TuksRes are responsible for compiling up-to-date leadership training manuals, in either printed or electronic format, for each Organised Student Life Structure for their theoretical leadership orientation. The manual must include at least the following:

- Policy on Organised Student Life
- UP governance structures and functions
- Corporate summary of the UP Strategic Plan
- Constitution for Student Governance
- Important contact information
- Appropriate procedure documents, including disclaimer templates, excursion forms, venue-booking forms along with a list of UP venues, application forms for temporary liquor licenses, vehicle hire and driver authorisation etc
- Complaints protocol for resolving student problems
- Reference to relevant policies, rules and codes of conduct

3.12 Students with Disabilities

While there is a separate policy that offers an overarching framework for promoting University access for students with disabilities, it is the intention that the principle of inclusion in the Policy for Organised Student Life should also facilitate the effective participation of students with disabilities in organized student life and all the Organized Student Life Structures at the University of Pretoria.

4. DEFINITIONS AND ABBREVIATIONS

Academic staff	Full-time and part-time lecturers at UP.
Class Representative	An elected or appointed student representing a class, module or year group in a specific field of study as a voluntary leader and liaison between the students and the academic department, particularly with regard to academic complaints and queries.
<i>Club Funds</i>	Division of the Department of Finance based in the Department of Student Affairs, which offers financial services to all student organisations.
Constitution for Student Governance	The Constitution for Student Governance provides the structural and procedural framework for student governance at the University of Pretoria and is approved by the Council of the University of Pretoria. It is intended to reflect the principles and values of the Constitution

of the Republic of South Africa, the Higher Education Act 101 of 1997, as well as the vision, mission and strategic plan of the University.

Constitutional Tribunal	The Constitutional Tribunal is the impartial and objective judicial arm of student governance at UP.
Day House	An official Organised Student Life Structure that serves as a vehicle for day students only to participate actively in student life activities.
Day House Guardian	A staff member appointed to offer support and guidance to the Day House and to support its governance and functioning.
Day student	A registered student who does not live in any officially recognised UP student housing, nor UP-owned residences or UP-leased student housing facilities.
DSA	The Department of Student Affairs.
Executive Committee	The elected student committee with executive decision-making capacity for each of the Organised Student Life Structures, as defined by their respective constitutions, that is responsible for the day-to-day running of the Student Life Structure concerned.
Faculty House	An official Organised Student Life Structure organised along faculty lines that serves as a vehicle for all students in a particular faculty to participate actively in student life activities.
Faculty House Guardian	An academic staff member appointed to offer support and guidance to the Faculty House and to support its governance and functioning.
Honorarium	A predetermined payment to certain students for services that are rendered in their capacity as student leaders, paid in instalments throughout an annual leadership term.
House Committee	The elected student committee that is responsible for the day-to-day coordination of student life in a UP residence.
Organised Student Life Structures	Structures that are officially recognised by UP via the Constitution for Student Governance or official UP policy and are responsible for creating opportunities for students to participate actively in student life at the University of Pretoria.

PDBY	<i>Print, Digital, and Broadcast Youth media</i> - official UP student newspaper.
RAG	SRC Sub-committee mandated to manage extra-curricular community and civic engagement (“Reach Out and Give”).
Regulation for the Allocation of Funds	The regulation for the allocation of funds is a document delineating the distribution of funds by the DSA, through the Office of the Deputy Director. Funds distributed through this document may be referred to as SRC funds, but is strictly subject to the distribution and calculation guidelines in this regulation.
Residence student	A student who lives in an official residence of UP, whether in the form of UP-owned student accommodation or student housing facilities leased by the University of Pretoria. This does not include any form of private accommodation that may or may not be accredited by the University.
SDAP	Student Disciplinary Advisory Panel, recognised as a Student Service Provider to provide support and assistance to students in respect of disciplinary processes.
Societies	An organised voluntary association of students, registered as a society with the SRC, organising student life activities that focus on specific interests, hobbies or convictions.
Special Program	An official Organised Student Life Structure that provides platforms for program dedicated to extraordinary mandates related to student development and success.
SRC	Student Representative Council, deriving its functioning and powers from the Statute of the University of Pretoria and the Constitution of Student Governance.
SRC Sub-Committees	Official student substructures which form part of the DSA and which provide specific services to the student community, namely Student Sport, Student Culture and RAG.
Stipend	A fixed, predetermined payment to guardians and certain students for services that are rendered in their capacity as guardians or student leaders.

Student	Any full-time or part-time student duly registered for an undergraduate or postgraduate degree or a diploma approved by the Senate of the University, but excludes a distance-education student, a student registered for modules or programmes for non-degree purposes, a student registered for courses offered by Enterprises UP and full-time members of staff.
Student Culture	SRC Sub-committee mandated by the SRC to manage student culture.
Student Life	Organised or officially recognised extra-curricular student activities, which are aimed at striking a balance between a student's academic and social development.
Student Sport	SRC Sub-committee mandated by the SRC to manage student recreational and league sport.
Students with Disabilities	Any student with an impairment as described in the Policy on Students with Disabilities.
Sub-House	A Sub-House is an organised group, linked to an academic field or department within a specific Faculty organising and representing students on the basis of their academic interests.
TuksRes	The Department of Residence Affairs and Accommodation.

5. ASSOCIATED DOCUMENTS

5.1 Governing Documents

- Strategic Plan of the University of Pretoria
- University of Pretoria Vision for Student Life
- Constitution for Student Governance

5.2 Related Documents

- TuksRes Guide
- Policy on Students with Disabilities
- [Annexure A: Application Process for the Registration of Day Houses](#)
- [Annexure B: The Election and Functioning of House Committees for Day Houses](#)
- [Annexure C: Guidelines for the registration of new Faculty Sub-Houses and the re-registration of existing Faculty Sub-Houses](#)
- [Annexure D: The Election and Functioning of House Committees for Faculty Houses](#)

- [Annexure E: Guidelines and process for the registration of new student societies](#)
- [Annexure F: Code of Conduct for Societies](#)
- [Annexure G: Application Process for the Registration of Special Committees](#)

6. RESPONSIBILITY FOR IMPLEMENTATION

Unless stated otherwise in this policy, the Director: Department of Student Affairs and the Director: Department of Residence Affairs and Accommodation are responsible for overseeing the implementation of the policy and its respective subsections.

7. POLICY LIFE CYCLE

The policy may be reviewed every five years or as the need arises.

8. DOCUMENT METADATA

Document	
Number:	S 4901/22
Version:	S 4901/22 is the latest version replacing S 4901/19
Role players	
Owner:	Vice-Principal: Student Life
Author:	
Entity of author:	
Contributor(s):	Department of Student Affairs Department of Residence Affairs and Accommodation
Recommended	
Senate Committee	Senate Committee for Student Life and Student Services
Date:	10 March 2022 [minutes S 4906/22]
Approval	
Senate	
Meeting reference number:	S5142/22
Date:	6 October 2022
Announced	
Date of announcement:	10 October 2022
Effective from	
Implementation date:	
Review	
Next review date:	6 October 2022
Last reviewer:	Department of Student Affairs
Successions	
Superseded (this document has been	S 4901/19

replaced):	
Supersede (this document consolidates and replaces):	Rt 456/10 (amended), S 4503/18, S 4504/18, S 4506/18, S4507/18, S 4510/18 and S 4901/19
Revoke	
Cancellation date:	



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Department of Student Affairs

APPLICATION PROCESS OF DAY HOUSES

Document type: Process
Organised Student Life Policy

Document number: **Annexure A to the**

Category: Student Life

1. Applications for Day House status must be submitted to the Department of Student Affairs. No student organisation will be allowed to operate as a Day House before receiving provisional Day House status from UP.

2. The process to be followed is as follows:

2.1 STEP 1:

The proposed Day House completes the enclosed application form and submits three copies, one to each of the following:

- The Vice-Principal /Executive member responsible for Student Affairs
- The Director: Student Affairs and/or Deputy Director: Student Affairs
- The Coordinator: Day Houses

2.2 STEP 2:

UP reviews the application

- Recommendations are made regarding the brand, budget, action plan and constitution.
- Possible guardians are proposed.

2.3 STEP 3:

The Day House receives feedback from UP

- Adjustments are made according to the recommendations.
- The application is re-submitted.

2.4 STEP 4:

UP grants provisional Day House status

- The establishment of a new Day House is announced to the University community.
- Training, funding and infrastructure are provided by the DSA in accordance with the relevant policies, regulations and approved budgets.

2.5 STEP 5:

After approval has been granted, the Day House must –

- Finalise its constitution.
- Execute a plan of action according to budget.
- Create and maintain its mini-site on the UP website.

2.6 STEP 6:

A review takes place after the first 18 months to determine the status of the Day House

After the review, official Day House status is granted, *or* the Day House is discontinued.

APPLICATION FORM

APPLICATION FORM FOR PROSPECTIVE DAY HOUSE	
Name	
Mens'/Women's/Unisex Day House	
Campus where the Day House will be based primarily	
Slogan/Tagline	
Logo (describe and attach)	
Corporate Colours	
Vision and Mission	
Short description of the identity/brand of the proposed Day House	
Proposed traditions	
Number of current members (attach membership list with student numbers, contact details, fields of study, race)	
Estimated number of members by end of 12-month period	
Membership Fees: <ul style="list-style-type: none">• First-years• Seniors	
Founding House Committee (attach complete list with student numbers, contact details, fields of study, race)	

month budget (to be attached): <ul style="list-style-type: none"> • Estimated total income • Estimated total expenses 	
12-month Plan of Action (to be attached)	
Marketing Strategy (to be attached)	
Draft Constitution (to be attached) Template available from the Department of Student Affairs	

We undertake to adhere to the Constitution for Student Governance, the policies of the Department of Student Affairs (DSA) and the policies and regulations of the University's Department of Finance.

**Name
(printed):**

Chairperson Elect

Signature:

Date:



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ELECTION AND FUNCTIONING OF EXECUTIVE COMMITTEES FOR DAY HOUSES

Document type: Procedure
Life Policy

Annexure B to the Organised Student

Policy Category: Student Life

CONTENTS

1. Composition of Executive Committees for Day Houses.....	41
2. Term of office.....	42
3. Election	42
4. Training	42
5. Honoraria	42
6. Reimbursements	43
7. Recognition of leadership	43

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:

- (i) Chairperson
- (ii) Deputy Chairperson
- (iii) Secretary / Administrative Officer
- (iv) Treasurer
- (v) Social Officer

1.2 The following additional portfolios may also be established:

- (vi) First-year Guardian (may be combined with Deputy Chairperson role)
 - (vii) Webmaster (may combined with Secretary role)
 - (viii) Rag Officer (for long-term and short-term community engagement)
 - (ix) Culture Officer (for internal cultural programmes of the house or external cultural activities involving other student life structures)
-

- (x) Sport Officer
- (xi) Wellbeing Officer
- (xii) Marketing Officer
- (xiii) 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).



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

Document type: Guidelines
the Organised Student Life Policy

Document number: **Annexure C to**

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 conditionally provided 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.

 3. To be registered as a new Faculty Sub-house, the following steps should be taken:
 - 3.1 Firstly, a founding meeting should take place.
-

- 3.2 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.
- 3.3 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.
- 3.4 An executive committee consisting of at least the following members should be elected during founding meeting:
- Chairperson
 - Deputy Chairperson
 - Secretary
 - Treasurer
 - Transformation Officer
- 3.5 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.**
- 3.6 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.
4. Code of Conduct
- 4.1 Each Faculty House will be responsible to provide a code of conduct to their Sub-Houses.
- 4.2 Faculty Sub-Houses will be required to adhere to the rules and regulations of this code of conduct
5. 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.



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Department of Student Affairs

COMPOSITION AND FUNCTIONING OF FACULTY HOUSE EXECUTIVE COMMITTEES AND FACULTY SUB-HOUSES

Document type: Procedure
Organised Student Life Policy

Document number: **Annexure D to the**

Category: Student Life

CONTENTS

1. COMPOSITION OF FACULTY HOUSE EXECUTIVE COMMITTEES.....	48
2. GUIDING PRINCIPLE FOR THE ELECTION OF FACULTY HOUSE EXECUTIVE COMMITTEES	48
3. ELIGIBILITY TO SERVE ON A FACULTY HOUSE EXECUTIVE COMMITTEE	48
4. TERM OF OFFICE OF FACULTY HOUSE EXECUTIVE COMMITTEES.....	48
5. TRAINING OF FACULTY HOUSE EXECUTIVE COMMITTEES	49
6. ELECTION OF FACULTY SUB-HOUSE COMMITTEES	49
7. TRAINING OF FACULTY SUB-HOUSE COMMITTEES.....	49
8. LEADERSHIP STIPENDS	50
9. REIMBURSEMENTS	50
10. RECOGNITION OF LEADERSHIP	50

1. COMPOSITION OF FACULTY HOUSE EXECUTIVE COMMITTEES

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

1.1.1 Compulsory Portfolios:

- (i) Chairperson
- (ii) Deputy Chairperson
- (iii) Secretary / Administrative Officer
- (iv) Treasurer
- (v) Academic Officer (to link with Class Representatives)

1.1.2 Additional Portfolios may be added.

1.2 A minimum number of five and a maximum number of 12 committee members per Faculty House will be allowed.

2. GUIDING PRINCIPLES FOR THE ELECTION OF FACULTY HOUSE EXECUTIVE COMMITTEES

2.1 The Faculty House Executive Committee must be democratically elected each year.

2.2 Elections should be conducted as stipulated by the Department of Student Affairs (DSA).

2.3 Ideally, the Faculty House Committee must be composed in such a way that it reflects the demographics of the student population of the University.

3. ELIGIBILITY TO SERVE ON A FACULTY HOUSE EXECUTIVE COMMITTEE

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

3.2 Elected Faculty House Executive Committee members must maintain this academic average as a minimum throughout their term of office. This must be monitored by the Faculty House Guardian and the DSA through the Coordinator: Faculty Houses.

4. TERM OF OFFICE OF FACULTY HOUSE EXECUTIVE COMMITTEES

The term of a Faculty House Executive Committee should run concurrently with that of other house committees such as Day House Executive Committees and Residence

House Committees. This allows for proper transition and training before the end of the academic year. A term will conclude on 31 August and a new term will start on 1 September.

5. TRAINING OF FACULTY HOUSE EXECUTIVE COMMITTEES

- 5.1 The DSA is responsible for ensuring that Faculty House Executive Committees receive basic leadership orientation and training.
- 5.2 The DSA should liaise closely with the Faculty to facilitate the interaction between Faculty House Executive Committees, class representatives, Faculty Sub-Houses in the Faculty and the Faculty's representatives on the Student Leadership Forum and the Academic portfolio holders on the Student Representative Council.

6. ELECTION OF FACULTY SUB-HOUSE COMMITTEES

- 6.1 Faculty Sub-Houses elect their committees in accordance to their own constitution, which must be aligned with their Faculty House constitution.
- 6.2 Where a Faculty Sub-House constitution is not aligned with the Faculty House constitution or where the election procedures are dictated by the DSA, Faculty Sub-House election procedures can be aligned without amending their constitutions.
- 6.3 Elections should take place between May and the end of July every year – with due consideration of the examination period and winter recess.
- 6.4 A Faculty Sub-House term of office is from August in one year to July of the next year.

7. TRAINING OF FACULTY SUB-HOUSE COMMITTEES

- 7.1 The SRC Academic representatives are responsible for developing, organising and facilitating a thorough and extensive training programme for all Faculty Sub-Houses.
- 7.2 This should occur on a suitable date at the beginning of the term of office.
- 7.3 The Academic Sub-council remains jointly responsible, through their SRC representatives, to ensure that all Faculty Sub-House executive members are trained equitably and adequately.
- 7.4 Faculty Houses should supplement this generic training by the SRC with additional training to improve the specific functionality of their own Faculty Sub-Houses.
- 7.5 Faculty Houses will remain responsible for measuring the progress and deriving the training requirements of their Sub-Houses as well as the allocation of funds towards these training sessions.

8. LEADERSHIP STIPENDS

- 8.1 All student leaders serve on a voluntary basis.
- 8.2 Instead of honoraria, Faculty House Executive Committee members receive an annual stipend as recognition of their contribution to student life and towards covering certain expenditures.
- 8.3 The specific amount will be determined by the Department of Student Affairs by 1 September each year.
- 8.4 Faculty Sub-house committee members do not receive honoraria or stipends.

9. REIMBURSEMENTS

- 9.1 The operational budgets of Faculty Houses may, although not necessarily, include funds for the reimbursement of expenses such as UP blazers, House Committee uniforms, cell phone air time, fuel, leadership camps and tickets to a limited number of organized student life events in accordance with the budget for a specific financial year, which budget must be approved by the Coordinator: Faculty Houses.
- 9.2 The necessary approval must be obtained from the Faculty House Chairperson, Treasurer and Coordinator, after which original supporting documents must be submitted to *TuksToonbank* for reimbursement.

10. RECOGNITION OF LEADERSHIP

Faculty House Executive Committee members who have served the house with distinction for more than six months are eligible to recognition of their leadership from the DSA as well as the SRC.

GUIDELINES FOR THE REGISTRATION OF NEW SOCIETIES

Document type: Guideline
Organised Student Life Policy

Document number: **Annexure E to the**

Category: Student Life

To be registered as a new student society, the following steps should be taken:

2. Firstly, a founding meeting should take place and at least two-thirds of the members of the society to be founded, must be present at this meeting.
3. The SRC Member responsible for Societies 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
4. The Member for Societies (or his/her representative) must be present at this meeting to monitor the founding of the society and to ensure that the management of the society is elected according to the guidelines set out in the constitution of the Society Sub- Council as well as the constitution of the proposed society.
5. An executive committee consisting of at least the following members should be elected during or before this meeting:
 - Chairperson
 - Deputy Chairperson
 - Secretary
 - Treasurer
 - Transformation Officer
6. 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, and may not sign on behalf of someone else.**
7. The following documents must be handed in to the SRC member for Societies after the founding meeting:
 - The constitution of the society
 - The attendance list of the founding meeting (with student numbers)
 - A detailed plan of action
 - An application form for the registration of the society
 - **The completed membership forms (Please note that a society may not use their own membership forms. Societies may only use the form provided**

and make sufficient copies for all members of their society to fill in. Societies are also expected to ensure that the forms are signed and dated.)

- A detailed budget for the year ahead.
- An alphabetical membership list (with student numbers).

The documents mentioned above must be placed in an envelope clearly marked with the society's name, the name and contact number(s) of the chairperson. The envelope must be handed in personally to the SRC member for Societies (or their designate) at the Roosmaryn Building. The SRC and the Department of Student Affairs cannot take responsibility for documents placed in a post box. Alternatively, all the afore-mentioned documentation must be uploaded electronically to the dropbox, details of which will be issued by the SRC member for Societies during the registration period.

8. Categories of societies

- A society with 60 to 199 members will be classified as a Category A society.
- A society with 200 members or more will be classified as a Category B society.

CODE OF CONDUCT FOR SOCIETIES

Document type: Code of conduct
the Organised Student Life Policy

Document number: **Annexure F to**

Category: Student Life

1. By signing this Code of Conduct you indicate that you have received and read the Code of Conduct, that you understand the contents of this Code of Conduct and agree to abide by the rules as set out therein.
2. This **Code of Conduct** must be read in conjunction with the Constitution of the Society Sub-Council. Signed Code of Conduct must be submitted before any society can resume with activities.
3. Societies should uphold the Constitution of the Society Sub-Council and the Constitution for Student Governance at UP, particularly the Bill of Student Rights, and must act in accordance with its principles and provisions.
4. Societies must base all their decisions relating to student governance and service to students on the following principles:
 - Professionalism
 - Good client service
 - Promptness
 - Friendliness
 - Respect
 - Helpfulness
 - Tolerance
 - Open-mindedness
5. Societies are accountable to the University and the student community for their actions as elected or appointed student leaders and must execute all such actions in accordance with commonly accepted principles of sound governance.
6. **Minimum requirements**

Societies must comply with certain minimum requirements in respect of the following:
7. **Meetings**

The attendance of Society Sub-Council meetings is **compulsory**.

Fines will be imposed on the Society for failure to attend meetings:

 - Failure to attend a meeting will result in a fine of ten percent (10%) of

their allocated budget for the year and this amount will be deducted directly from the Society's account at TuksToonbank without prior notice immediately after such meeting.

- If a society is absent from a meeting **without** apology, ten percent (10%) of their allocated budget for the year will be taken to the SRC Funds.

8. **Booking of venues**

Registered societies may book UP facilities/venues free of charge on a "first come first served" basis, subject to availability. The university's policy on events on campus should be adhered to at all times.

Academic programmes remain a priority and the booking and use of a venue for other activities should at all times be subject to its impact on any academic programme that is presented in close proximity.

The person booking the venue takes responsibility for keeping the venue in a satisfactory condition. Fines may be imposed if booked venues are abused in any way or damages incurred and the society will forfeit the right to use University facilities until such time as the right has been restored.

9. **Society Notices and Posters**

All notices concerning Society matters must be approved and stamped by the TuksToonbank before it may be advertised on notice boards. Any notice that has not been approved will be removed from the notice boards.

Posters or society communication must comply with the UP communications policy (may not be offensive, damaging or harm anyone, no nudity or alcohol abuse promoted, etc)

10. **Communication**

The society must, at all times act as mouthpiece of the student body under the guidelines that:

- The society must always provide accurate information to its stakeholders/constituency
- The society must always uphold the university values, and by no means compromise the interests of the student body
- The society will reflect fairness and objectivity in its communication/s, and it will do so free of censorship

However, the society shall understand that the abovementioned guidelines exclude

- incitement of violence or advocacy of hatred that is based on race, ethnicity, gender or religion, and sexual orientation

11. **Finances**

Funds are allocated to registered societies annually but it is the responsibility of the relevant society to ensure that funds are not mismanaged as there are no overdraft facilities available.

Fines will be imposed if receipts, financial reports, reports of funds received from

the Projects Pool and management reports are not handed in timeously. This will also result in the freezing of the society's account at TuksToonbank until such time as the said receipts/reports have been submitted.

12. **Management reports**

Societies are required to submit an annual management report to the SRC member responsible for societies. Failure to submit the report will lead to the society being banned for a year.



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APPLICATION PROCESS FOR THE REGISTRATION OF SPECIAL COMMITTEES

Document type: Process
Organised Student Life Policy

Document number: Annexure G to the

Category: Student Life

1. Applications for Special Programs status must be submitted to the Department of Student Affairs. No student organisation will be allowed to operate as a Special Programs before receiving provisional Special Programs status from UP.

2. The process to be followed is as follows:

2.1 **STEP 1:**

The proposed Special Program completes the enclosed application form and submits three copies, one to each of the following:

- i. The Director: Student Affairs
- ii. The Head: Student Development
- iii. The Coordinator: Special Programs

2.2 **STEP 2:**

DSA reviews the application

- Recommendations are made regarding the brand, budget, action plan and constitution.

2.3 **STEP 3:**

The Special Program receives feedback from the Director: Student Affairs

- Adjustments are made according to the recommendations.
- The application is re-submitted.

2.4 **STEP 4:**

DSA grants provisional Special Committee status

- The establishment of a new Special Program is announced.
- Training, funding and infrastructure are provided by the DSA in accordance with the relevant policies, regulations and approved budgets.

2.5 **STEP 5:**

After approval has been granted, the Special Program must –

- Finalise its constitution.
- Execute a plan of action according to budget.
- Create and maintain its mini-site on the UP website.

2.6 **STEP 6:**

A review takes place after the first 18 months to determine the status of the Special Programme. After the review, official Special Program status is granted, or the Special Program is discontinued.

APPLICATION

A prospective Special Program should complete a motivation to the abovementioned authorities that highlight and in detail describe the following points, including attached documentation where indicated:

1. Name
2. Slogan/Tagline
3. Corporate Colours
4. Logo (describe and attach)
5. Vision and Mission
6. Description of the Special Mandate that the program aims to fulfil on campus
7. Founding Executive Committee (attach complete list with student numbers, contact details, fields of study, race)
8. 12 Month Budget (To be attached)
9. 12 Month Plan of Action (To be attached)
10. Draft Constitution (to be attached) Template available from the Constitutional Tribunal

11. Declaration of Adherence, signed and dated by the founding Chairperson and Deputy Chairperson:

“We undertake to adhere to the Constitution for Student Governance, the policies of the Department of Student Affairs (DSA) and the policies and regulations of the University of Pretoria”