

Policy on Day Houses

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1. PURPOSE

1.1 Background

UP strives to deliver well-balanced graduates. Students have the opportunity to participate in organised student life while studying towards a qualification. Traditionally, student life is synonymous with university residences. Owing to limited space in residences and an increasing student population, the number of day students has escalated over the past few decades. Hence there is a need to expand the concept of student life to include both residence and day students. Day houses are vehicles through which day students can participate in organised student life.

1.2 Aim of the policy

This policy is aimed at providing clear guidelines for current and prospective day houses to ensure that all day students have the opportunity to actively participate in organised student life (social events, sport and cultural activities).

The objectives of the policy are to:

- Recognise day houses as important and legitimate student structures
- Provide guidelines regarding the establishment of new day houses
- Make day houses more visible and accessible to day students
- Increase the participation and diversity of day students in day houses.

2. ORGANISATIONAL SCOPE

This policy is applicable to day students, day house committees and day house guardians.

3. POLICY STATEMENT

3.1 Underlying principles

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

- Respect
- Integrity
- Accountability
- Fairness
- Commitment
- Excellence
- Institutional pride
- Relevance
- Inclusivity



3.2 Policy guidelines

- 3.2.1 The documents containing the detailed guidelines related to the establishment and management of day houses are listed under ASSOCIATED DOCUMENTS and are appended to this document. These guidelines must be read in conjunction with this policy.
- 3.2.2 These guidelines or procedures may be amended from time to time as the need arises by the Department of Student Affairs (i.e. the Dean of Students),¹ in consultation with the relevant student structures and in accordance with the prescribed procedures.
- 3.2.3 The guidelines or procedures are contained in the following appended documents:
- Governance and management of day houses
 - Membership and membership fees of day houses
 - Activities, infrastructure and facilities of day houses
 - Funding, financial administration, sponsorships and donations
 - Application process and annual review of day houses

4. DEFINITIONS/ABBREVIATIONS

Academic complaint:	A complaint relating to anything that pertains to formal academic programmes and courses.
Academic staff:	Full-time and part-time lecturers at UP.
Class representative:	An elected or appointed student representing a class, subject, year group or language group in a specific field of study as a voluntary leader.
Communication channel:	Official complaints protocol prescribed by UP to assist students in resolving academic or non-academic complaints effectively.
Constitution for Student Governance:	The Constitution for Student Governance 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. The purpose of the Constitution is to provide structure and procedures for student governance at UP.
Constitutional Tribunal:	The Constitutional Tribunal (formerly known as the Student Court) is the judicial arm of student governance at UP.
Day house:	An official student structure that serves as a vehicle for day students to participate actively in student life activities.
Day house guardian:	A permanent, full-time academic member of staff appointed by the DSA in consultation with the house committee, and serving in a voluntary, honorary capacity.
Day student:	A registered student who lives in accommodation other than an officially recognised UP residence.
DSA:	The Department of Student Affairs which includes the Office of the Dean of Students, the Student Development Division and the Student Support Division.
Executive Committee:	The student committee that is responsible for the day-to-day management of each of the Student Service Providers and Societies.

¹ In this document and its appendices the reference to Dean of Students could also apply to the Director: Student Affairs as designated by the Vice-Chancellor and Principal.

Faculties:	There are nine faculties at UP: Faculty of Economic and Management Sciences; Faculty of Education; Faculty of Engineering, Built Environment and Information Technology; Faculty of Health Sciences; Faculty of Humanities; Faculty of Law; Faculty of Natural and Agricultural Sciences; Faculty of Theology; and Faculty of Veterinary Science.
Faculty house:	An official student structure which is organised along faculty lines to which all registered students belong by default.
Faculty house guardian:	A permanent, full-time academic member of staff appointed by the faculty to serve as a voluntary advisor to the faculty house committee.
House committee:	The student committee that is responsible for the day-to-day management of the faculty house, day house or residence.
Non-academic complaint:	A complaint relating to anything that occurs outside the classroom at UP.
Organised Student Life Structures:	Structures that are officially recognised by UP via the SRC.
Perdeby:	Official student newspaper (Service Provider).
Residence student:	A student who lives in an official residence of UP.
Service providers:	Official student substructures which form part of the DSA and which provide specific services to the student community, namely <i>Perdeby</i> , TuksFM, StudentSport, Student Culture and TuksRag.
Societies:	Society means any organised student society at UP of an academic, social, political, cultural, religious or whatever other nature, including subdivisions or departments of faculties, but excluding day houses and faculty houses.
SP:	The Student Parliament, which is elected on a constituency basis and is the representative body to which the SRC is accountable.
SRC:	The Student Representative Council is the executive body responsible for the day to day governing of student affairs and is accountable to the SP.
Student:	Any full-time or part-time student duly registered for an undergraduate or postgraduate degree or a diploma approved by Senate, but excludes a distance-education student, a student registered for subjects or programmes for non-degree purposes or a student registered for a course at the campus company Continuing Education at University of Pretoria (CE at UP).
Student Life:	Organised or officially recognised student activities which are aimed at striking a balance between a student's academic and social development.
Student Sport:	Service Provider for Student Sport (not TuksSport).
Stuku:	Service Provider for Student Culture.
Tukkiewerf:	Building in which certain offices of the DSA are based.
TuksFM:	Official student radio station (Service Provider).
TuksRag:	Service Provider for "Reach out and Give".
TuksRes:	The Department of Residence Affairs and Accommodation is a stand-alone business unit, with various management teams serving residence students.
TuksToonbank:	Division of the Department of Finance based at Tukkiewerf which offers financial services to all student organisations.
UP:	University of Pretoria.

5. ASSOCIATED DOCUMENTS

5.1 Governing Documents

- Strategic Plan of the University of Pretoria
- Constitution for Student Governance
- Policy on Organised Student Life (*Rt 456/10 (amended)*)

5.2 Related Documents (Appendices)

(Refer to item 3.2 above)

- Governance and management of day houses (Appendix A)
- Membership and membership fees of day houses (Appendix B)
- Activities, infrastructure and facilities of day houses (Appendix C)
- Funding, financial administration, sponsorships and donations (Appendix D)
- Application process and annual review of day houses (Appendix E)

6. RESPONSIBILITY FOR IMPLEMENTATION

The Dean of Students.

7. POLICY LIFE CYCLE

The policy may be revised every two years or as the need arises.

8. DOCUMENT METADATA

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Author:	<i>Prof MT Speckman</i>
Entity of author:	<i>Dean of Students</i>
Contributor(s):	<i>Office of the Registrar Prof Linda Schoeman-Malan: Deputy Director, DSA Mrs M Badenhorst: Coordinator: Student Daily Life</i>
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9. APPENDICES

ASSOCIATED DOCUMENTS: REGULATIONS AND PROCEDURES RELATED TO DAY HOUSES

CONTENTS

- APPENDIX A: GOVERNANCE AND MANAGEMENT OF DAY HOUSES
- APPENDIX B: MEMBERSHIP AND MEMBERSHIP FEES OF DAY HOUSES
- APPENDIX C: ACTIVITIES, INFRASTRUCTURE AND FACILITIES OF DAY HOUSES
- APPENDIX D: FUNDING, FINANCIAL ADMINISTRATION, SPONSORSHIPS AND DONATIONS
- APPENDIX E: APPLICATION PROCESS AND ANNUAL REVIEW OF DAY HOUSES

GOVERNANCE AND MANAGEMENT OF DAY HOUSES

1. GOVERNANCE OF DAY HOUSES

1.1 Recognition of day houses

The Constitution for Student Governance of the University of Pretoria (R 51/06 (amended 03/08/2010) makes provision for the establishment of day houses (see Chapter 4; Chapter 5 and Chapter 8, Section 62).

Day houses must apply for recognition in accordance with the set procedures and comply with the set criteria, which includes the number of members, demographic requirements, the submission of a constitution that promotes the culture and values of UP; and submitting a Plan of Action and proposed budget for the year in which registration takes place.

Day houses are official student life structures and are subject to all the policies and regulations of UP and the SRC.

The UP Executive determines the number of day houses that are allowed to function on campus. The Executive member responsible for Student Affairs, after consultation with the Dean of Students, the Coordinator: Student Daily Life and the SRC, approves the applications for the establishment of new day houses.

1.2 Dissolution of day houses

The UP Executive may dissolve a day house, after consultation with the SRC and the Department of Student Affairs (Dean of Students), 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; and
- For any other reason requiring such action by the UP Executive.

Once a day house has been dissolved, no new house may be established as its substitute by the same members, under the same name. The establishment of a new day house must take place in accordance with the prescribed processes.

1.3 DSA (Student Development)

Day house committees and guardians report to a person designated by the Dean of Students in the Department of Student Affairs.

1.4 Constitution

Day houses are registered with the SRC and function in terms of their own constitutions. Day houses' constitutions must be approved by the SRC (Portfolio Committee: Justice and Constitutions) and the resolution must be ratified by the Student Parliament (SP). A template is available from the DSA (Tukkiewerf).

1.5 Guardian

The house committee of day houses must have a guardian who is a permanent, full-time academic member of staff appointed by the DSA in consultation with the house committee to serve as a voluntary advisor.

1.6 House committee

According to the Constitution for Student Governance (Chapter 8, Section 62) the house committee of a day house typically consists of a:

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

The following additional portfolios may also be established:

- (vi) First-year Guardian (may be combined with Deputy Chairperson role)
- (vii) Webmaster (may be combined with Secretary role)
- (viii) Rag Officer (Long & Short term)
- (ix) Culture Officer (Internal & External)
- (x) Sport Officer
- (xi) Spiritual Officer
- (xii) Marketing Officer

A minimum number of five and a maximum number of 12 house committee members per day house will be allowed.

2. HOUSE COMMITTEES AND MANAGEMENT OF DAY HOUSES

2.1. Election

Except for the founding house committee, the day house committee must be democratically elected each year. Elections should be conducted as stipulated in the constitution of each day house. Ideally, the day house committee must be composed in such a way that it reflects the demographics of the student population of the University.

2.2. Eligibility

Candidates must be registered students and must have obtained an average of 55% in the semester preceding the election to be eligible for nomination. Elected house committee members must maintain this academic average as a minimum throughout their term of office. This must be monitored by the guardian.

2.3 Term of office

The term of a day house committee runs concurrently with that of the residence house committees.

2.4 Training

The DSA is responsible for ensuring that day house committees receive basic leadership orientation and training.

2.5 Leadership stipends

All student leaders serve on a voluntary basis. Instead of honoraria, day house committee members receive an annual stipend as recognition of their contribution to student life and towards covering certain expenditures. The specific amount will be determined by the Dean of Students by 1 September each year.

2.6 Reimbursements

The operational budgets of day houses can, although not necessarily, include funds for the reimbursement of expenses such as UP blazers, house committee uniforms, cell phone air time, petrol, leadership camps and tickets to a limited number of events in accordance with the budget for a specific financial year, which budget must be approved by the Dean of Students. The necessary approval must be obtained from the day house chairperson and guardian after which original supporting documents must be submitted to TuksToonbank for reimbursement.

2.7 Recognition of leadership

Day house committee members who have served the house with distinction for more than six months are eligible to receive a merit certificate for leadership from the SRC (silver). All day house chairpersons who served their houses with distinction for more than six months are eligible to receive honorary colours for leadership from the SRC (gold).

MEMBERSHIP AND MEMBERSHIP FEES OF DAY HOUSES

1. Membership and composition of day houses

Day house membership is limited to **day** (non-residence) students from all faculties and all campuses. Day house members must be registered students at the University of Pretoria.

With regards to composition it must be endeavoured to reflect the demographics of UP in the day house committees and general membership of day houses.

No more than a 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.

No more than a 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.

A student may only belong to one day house at a time.

The minimum and maximum number of members of a day house should be as follows:

- A minimum of 150 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 various day houses at the beginning of the academic year will be tallied in March each year.

The rationale for regulating the number of members per day house is to ensure fair competition amongst the various day houses, and between day 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.

2. Application for membership of a day house

When prospective students register at UP, they must have the option to indicate on the application form (hard copy/on-line) if they want to stay in a residence or join a day house. In this manner, day houses will have the opportunity to balance the demographics of their membership intake.

The DSA, in conjunction with the Client Service Centre must advertise the existence of day houses and what they can offer students and prospective students, as well as the requirements for membership.

3. Membership fees of day houses

Day houses are allowed to charge annual membership fees in order to supplement the funds that they receive from UP via the SRC. There may be different fees for first years and “semis” or senior students.

Day house membership fees will be determined in consultation with the DSA (Coordinator: Student Daily Life) 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 Dean of Students.

The membership application form should be designed in such a way that students can choose an option to pay the membership fees over a period of six months. The Dean of Students will endeavour to make an arrangement with the Client Service Centre in terms of which students will be able to charge their day house membership fees to their student accounts at the CSC.

In addition to membership fees, day houses can charge their members for specific items or events to cover or subsidise the related costs – as long as these items or events are not compulsory. Examples include special uniforms and other paraphernalia, camps, transport, formal events etc.

ACTIVITIES, INFRASTRUCTURE AND FACILITIES OF DAY HOUSES

1. ACTIVITIES

1.1 General activities

Day houses are encouraged to participate in the following activities annually:

- The Residence “*sleep*” system (social interaction) with residences and other day houses
- Rag procession
- First-years’ orientation programme (in accordance with the relevant regulations)²
- At least two Student Culture activities
- First years’ athletics
- Big brag
- At least two Student Sport house leagues
- Welcoming Day (January)
- Open Day (May)

Other activities may include:

- Residence-type activities
- Socials
- Cultural activities
- Camps³
- Community service / Outreach initiatives
- Any other activities as agreed upon with the Dean of Students

1.2 Plan of action and budget

Each day house committee is required to submit a detailed plan of action and a proposed budget to the Student Development Division of the DSA before 30 September each year. (New day houses submit these documents when they apply for day-house status.)

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.

1.3 Marketing and communication

Each day house must maintain its own mini-site on the UP website (www.up.ac.za), which is linked to the DSA.

² Please note that *no initiation practices of any nature whatsoever* are allowed at UP. Transgression of this rule will lead to disciplinary steps.

³ It is important to note that all administrative work, including financial arrangements and the completion of the required forms such as excursion forms and the disclaimer/indemnity forms should be completed timeously (i.e. before departure). Refer to the *Policy on Student Leadership Development and Training* for examples of such forms. For more specific disclaimers/indemnity forms, contact UP’s Legal Services division.

1.4 Collaboration with other structures

Day houses are encouraged to collaborate with the following structures:

- Churches and other religious organisations
- TuksRes
- Service providers
- Junior Tukkier Office
- Other structures as agreed upon with the Dean of Students

2. INFRASTRUCTURE

Each day house committee should be provided with a computer and a network connection where possible, while IT support should also be made available. If necessary, a telephone code may be obtained from Tukkierwerf.

The allocation of office space takes place in accordance with the SRC's *Regulation for the Allocation of Office Space*.

The DSA will attempt to provide all official day houses with office space. However, office space is a scarce resource and the use of these facilities is subject to availability and the conditions set by the Department of Facilities Management.

3. FACILITIES

Day houses may book UP facilities/venues free of charge on a "first come first served" basis, subject to availability.

The day house receives a proof of registration as formal student structure from Tukkierwerf, which is used to make the booking for a venue at the Department of Facilities Management.

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 day house will forfeit the right to use University facilities until such time as the right has been restored.

FUNDING, FINANCIAL ADMINISTRATION, SPONSORSHIPS AND DONATIONS

1. FUNDING

Day 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 SRC's *Regulation for the Allocation of Funds*.

Fund allocation and expenditure must be transparent and are subject to public scrutiny as well as audit by the UP authorities. All funds allocated by the SRC must be used for the purposes for which the funds were granted.

2. FINANCIAL ADMINISTRATION

Day houses are responsible for administering their own funds. Like all other houses and residences, the treasurers receive training from the TuksToonbank. They submit a budget at the beginning of their terms, as well as two bi-annual reports during their terms of office. The treasurer and chairperson or guardian must have signing powers.

Day houses must adhere to all the policies of the Department of Finance as set out by TuksToonbank. No external bank accounts are allowed.

3. SPONSORSHIPS AND DONATIONS

Day houses are allowed to solicit sponsorships with the guidance of the Department of Corporate Communication and Marketing, the Department of Institutional Advancement and the DSA. Day houses are, however, advised against accepting sponsorships from alcohol or tobacco-related businesses.

APPLICATION PROCESS AND ANNUAL REVIEW OF DAY HOUSES

1. THE APPLICATION PROCESS

1.1 Application process for day house status

Applications for day house status must be submitted by the end of July each year. No student organisation will be allowed to operate as a day house before receiving provisional day house status from UP.

1.2 Processes

STEP 1: The proposed day house completes the application form and submits four copies to:

- The Vice-Principal /Executive member responsible for Student Affairs
- The Dean of Students and/or Deputy Director: Student Affairs
- The Coordinator: Student Daily Life
- The SRC

STEP 2: UP reviews the application

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

STEP 3: The day house receives feedback from UP

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

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.

STEP 5: After approval has been granted, the day house must –

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

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'/Ladies'/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)	
12-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 DSA (Tukkiewerf).	

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:

Chairperson Elect

Date:

2. ANNUAL REVIEW

In order to be recognised as an official day house at UP, day houses must follow the prescribed application process. To maintain that status, day houses must pass an annual review by the DSA which will measure all day houses according to the same criteria. The annual review will take place in May each year.

Should a day house not pass the annual review, certain recommendations will be made and the day house will be given the opportunity to re-apply within a specific time frame. If the day house does not implement the necessary changes, it may be discontinued.

The DSA will provide guidance and support to ensure the success of all existing and new day houses at UP.

For the purpose of implementing this new policy, existing day houses will be given a grace period of 18 months before they will be subject to the annual review.

No	Criteria for maintaining day-house status	Rating	Comments
1	Membership		
	<ul style="list-style-type: none"> A day house must serve diverse interests in order to become representative of the various student groups at UP 		
	<ul style="list-style-type: none"> Number of members 		
2	Financial administration		
	<ul style="list-style-type: none"> Proposed budget (beginning of term) 		
	<ul style="list-style-type: none"> Financial report (end of term) 		
	<ul style="list-style-type: none"> Signing powers 		
	<ul style="list-style-type: none"> Adherence to policies of the Department of Finance 		
3	Membership fees		
	<ul style="list-style-type: none"> Realistic and reasonable, as determined by the Dean of Students 		
4	Sponsorships		
	<ul style="list-style-type: none"> Within guidelines of the Departments of Institutional Advancement, Corporate Communication and Marketing, and the DSA 		
5	Activities		
	<ul style="list-style-type: none"> Participation 		
	<ul style="list-style-type: none"> Annual report 		
	<ul style="list-style-type: none"> Website 		
6	Governance and Management		
	<ul style="list-style-type: none"> Cooperation with DSA 		
	<ul style="list-style-type: none"> Constitution 		
	<ul style="list-style-type: none"> Guardian 		
	<ul style="list-style-type: none"> House committee 		
7	Infrastructure and Facilities		
	<ul style="list-style-type: none"> In line with policies of the Department of Facilities Management 		