UNIVERSITY OF PRETORIA

Department of Student Affairs

**GUIDELINES FOR THE REGISTRATION OF NEW SOCIETIES**

Document type: Guideline Document number: **Annexure E to the Organised Student Life Policy**

Category: Student Life

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

1. 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.
2. 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
3. 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.
4. 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
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, and may not sign on behalf of someone else.**
6. 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.

1. Categories of societies
* A society with 60 to199 members will be classified as a Category A society.
* A society with 200 members or more will be classified as a Category B society.