Societies Council

Starting a Society

Applications for registering a society should be sent to the Societies Council (societiesvr@sun.ac.za). Please include the following in your application:

1. Complete the Registration form 2. Society Constitution

Each society needs to have their own society constitution which needs to be approved by Student Court. Please consult the "Student Court New Guidelines (2021)" when drafting the constitution.

Completed Constitutions can be sent to studentehof@sun.ac.za (CC societiesvr@sun.ac.za) for approval.

Please note that this process may take anything from 1 month to 6 months. Upon the approval of your constitution, Student Court will send you an approval document which you should please include when sending your final society registration application to the Societies Council.

3. A list of 20 people who would join your society They must be aware of membership fees if applicable.

Please include their name, student number and signature.

4. A Vision and Mission Statement

Please see "Vision and Mission Statement Guidelines (2021)". The vision and mission should show how the Society will align itself to the Vision and Mission of the Societies Council.

5. Society Logo

6. R900 Non-refundable registration fee

Your registration fee must be paid before the Societies Council considers your proposed society for registration.

The registration fee is to be deposited into Cost Point OE9890 - SV001. Please include proof of payment in your application.

7. A meeting must be arranged with the Societies Council Chair and the Registrar

This is to get a better overview of your proposed society and help you with anything you may be struggling with.

Please request this meeting when all your documents for registration are in order, i.e. registration form completed, society constitution approved, etc.

Once the above requirements are met and your application is approved you will be able to apply for a cost point to manage your finances. An application for a cost point is created by the Societies Council Treasurer, upon your request via email, and then sent to the appropriate persons so that it can be processed. The cost point will then be created within the next 1-2 weeks.

Before you can use the cost point, your elected treasurer will need to go for training. Please arrange this with the Societies Council Treasurer.

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It is **VERY** important to note that any payments that you make before the successful completion of the registration process is entirely your responsibility.

Your society will be added to the online sign ups in order for students to be able to sign up to your society on their student accounts.

Furthermore, you will be able to apply for a university email address (ending in @sun.ac.za).
Further information on this can be found in the "Chair Handbook".

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