



**VAAL UNIVERSITY  
OF TECHNOLOGY**

*Inspiring thought. Shaping talent.*

**STUDENT REPRESENTATIVE COUNCIL**

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**VAAL UNIVERSITY OF TECHNOLOGY:  
APPLICATION FOR RECOGNITION AND WITHDRAWAL OF  
STUDENT STRUCTURES/ ORGANISATIONS/CLUBS  
AND SOCIETIES**

The Vanderbijlpark Campus Student Life & Governance Department hereby invites Student Associations and Political structures to register with the SRC for the 2022 academic term.

**Section A: Regulations**

Structures applying for registration should adhere to the requirements below. Applications not adhering to the application requirements will be disqualified. When completing the online application for registration, each structure must ensure that the following documents are uploaded:

<b>APPLICATION RENEWALS</b>	
1	A copy of the Association/Organization's Constitution.
2.	Contact details of the executive committee for the 2022 term (typed on the template).
3.	The date and minutes of the meeting at which the executive committee was elected.
4.	A diversity recruitment plan. That is, a document that confirms that you will be adhering to and enhancing the SRC and the relevant sub-council's aims and objectives (template attached).
5.	A detailed year report for the outgoing term of the office.
6.	Proof of affiliation to Regional, Provincial and National head office with letter of good standing.
7.	Association/Organization logo uploaded.

<b>New Applications</b>	
1	A copy of the Associations/Organization's Constitution.

2. Contact details of the executive committee for the 2022 term (typed). Members are limited to form part of two association and organizations executive committees.
3. The date and minutes of the meeting at which the executive committee was elected.
4. Proof of affiliation for campus branches of external Associations/Organizations. That is, student chapters and branches should, where applicable, present an authorization letter from their respective regional, provincial, national and international bodies.
5. Association/Organization logo uploaded.

## **Section B: RECOGNITION OF STUDENT ORGANISATIONS**

1. The applicant shall be required to meet the following conditions:
2. (a) Applications by concerned applicants to the SRC for recognition shall be made using prescribed forms (Attached)
- (b) A minimum of one hundred and fifty (150) signatures from registered students in support of the formation of a political structure and six signatures from students willing to serve on a founding committee of the proposed structure shall be required.
- (c) A minimum of one hundred (100) signatures from registered students in support of the formation of any other structure and six signatures from the students willing to serve on a founding committee of the proposed structure shall be required
- (d) The application should include intended aims and objectives of the structure.
- (e) The application should provide reasons why no other existing recognized student structure within the University can fulfil its aims and objectives.
- (f) The application should provide the program of action.
- (g) The applicant should submit a copy of the draft Constitution.
- (h) Following the submission of the application and the required documents, the student structure applying for recognition shall be required to organize a meeting of the student structure to be attended by a member of the SRC /DSSRC and to submit a record of proceedings of that meeting with an attended register.
- (I) The SRC /DSSRC member attending such a meeting shall make a recommendation on the recognition of such organization to an ordinary meeting of the SRC/DSSRC.
- (J) If recognition is granted, the student structure will be notified I am writing within (14) working days of the decision to grant it recognition and will then be granted the right of existence in terms of the Constitution.
- (k) If an application for recognition is rejected, full reasons for the rejection shall be supplied in writing to the applicants by the SRC within (14) working days after the SRC meeting at which the application was considered.
- (l) In the event of an application being rejected, the applicants have the rights to submit an appeal together with the written notice of rejection by the SRC/DSSRC to the Director Student Life & Governance.

(m) On receiving an appeal against a decision of rejection for recognition of a student structure, the Director Student Life and Governance shall establish an appeal committee comprising (1) the Executive Director SSS (2) the speaker of student Parliament (3) the Director Student Life and Governance and (4) any other member of student Parliament recommended by the Student Parliament for such an appeal.

(n) The decision of the appeals Committee shall be final and binding on all parties.

3. You may only register in one category for the 2022 SRC term:

**3.1 POLITICAL:**

**3.2 RELIGIOUS:**

**3.3 CULTURAL:**

**3.4 SOCIAL:**

**5 ACADEMIC:**

<i>Checklist: Renewals</i>		✓
1	A copy of the Association/Organization Constitution.	
2	Name and contact details of the executive committee.	
3	Minutes of the meeting at which the executive committee was elected.	
4	A diversity recruitment plan.	
5	A detailed year report for the outgoing term of the office.	
6	Membership list.	
7	Proof of affiliation with Regional, Provincial or National office.	
8	Association/Organization logo uploaded.	

Checklist: <b><i>New applications</i></b>		✓
1	A copy of the Association/Organization Constitution.	
2	Name and contact details of the executive committee.	
3	Minutes of the meeting at which the executive committee was elected.	
4	A diversity recruitment plan.	
7	Proof of affiliation with Regional, Provincial or National office.	
8	Membership list.	
9	Association/Organization logo if any.	



