



Bloemfontein Campus Student Associations and Organisations Application: 2019/2020 term

The Bloemfontein Campus Student Representative Council (CSRC) hereby invites Student Associations and Organisations to register with the SRC for the 2019/2020 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:

Application Renewals	
1	A copy of the Association/Organisation's Constitution.
2	Contact details of the executive committee for the 2019/2020 term (typed on 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.
5	A detailed year report for the outgoing term of the office.
6	Proof of affiliation for campus branches of external Associations/Organisations. That is, student chapters and branches should, where applicable, present an authorisation letter from their respective regional, provincial, national and international bodies.
7	A registration fee of R350.00.
8	Proof of payment of the affiliation fee with invoice reference clearly indicated. Please note that that an invoice for affiliation fees will only be issued once points 1 – 6 above have been vetted.

New Applications	
1	A copy of the Associations/Organisation's Constitution.
2	Contact details of the executive committee for the 2019/2020 term (typed).
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/Organisations. That is, student chapters and branches should, where applicable, present an authorisation letter from their respective regional, provincial, national and international bodies.
5	A registration fee of R350.00.
6	Proof of payment of the affiliation fee with invoice reference clearly indicated. Please note that that an invoice for affiliation fees will only be issued once points 1 – 4 above have been vetted.





Section B: Registration Procedure

1. The closing date for the online application is the 28th of February 2020. The link will not be active after the deadline.
2. You may only register in one category for the 2019/20 CSRC term:
 - 2.1 Arts and Culture Student Council:** This Council shall be constituted by all arts and culture associations.
 - 2.2 Civic and Social Responsibility Student Council:** This Council shall be constituted by all associations interested in being involved with community engagement and community outreach work.
 - 2.3 International Student Council:** This Council shall be constituted by all associations that are intended to serve the interests of international students.
 - 2.4 Associations Student Council:** This Council shall be constituted by all student associations not falling squarely within any other defined section in this application form. These include, but are not limited to associations promoting religion and spirituality, associations promoting academics etc. These associations are interested in activities falling within the scope of student life.
 - 2.5 Organisations Student Council:** This Council shall be constituted by all student governance organisations. That is, all those student organisations who are interested in engaging on matters relating to matters of student governance. Registration as a student organisation allows candidates for elective portfolios in CSRC elections to run as representatives of the organisation.
3. The Association/Organisation logo must be uploaded with the supporting documents.
4. A proof of registration will be issued once the Association/Organisation has satisfied all requirements for recognition and registration.
5. The list of the executive committee must be typed onto the template provided.
6. Once vetting of applications has been completed, an invoice will be issued for payment of the affiliation fee. Registration will be completed once proof of payment is received and verified. Please note that proof of payment received with an incorrect reference cannot be accepted.
7. When making payment, please take note of the following,





7.1 **Before making payment** please ensure that you receive an invoice for payment of affiliation fees from the Division of Student Affairs.

7.2 Please follow instructions provided on the invoice correctly to ensure that payment of affiliation fees can be verified.

Checklist: <i>Renewals</i>		✓
1	A copy of the Association/Organisation 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.	
8	Membership list.	
9	Proof of affiliation for campus branches of external Associations/Organisations.	
10	Proof of payment.	

Checklist: <i>New applications</i>		✓
1	A copy of the Association/Organisation 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 for campus branches of external Associations/Organisations.	
8	Membership list.	
9	Proof of payment.	

