Recognition of Society Application Form

This form is for students who wish to have their organisation formally recognised by the University of Cape Town as a Student Society. Receiving recognition is dependent on fulfilling the requirements of being a society and completing the full recognition process prescribed by the Student Societies and Organisations Committee. A society may only be recognised by the Student Societies and Organisations Committee.

This form should be returned to:

Tendai Mikioni, E-mail: ssoc-servicingofficer@uct.ac.za

Due date: 16 October 2026

Criteria for the Recognition of a Society:

1. It has a membership of at least fifty students;
2. There is a demonstrable need for the society;
3. No society currently exists that fulfils the objectives of the society;
4. There is a clear plan of action for maintaining of the sustainability the executive, membership and activities of the society;
5. It meets the broader goals, vision and mission of the University;
6. It does not contravene the rules and policies of the University or the laws of South Africa.

Process for the Recognition of a Society:

1. This form should be completed and submitted to the Co-ordinator: Societies and Day house, along with a copy of the Pro Forma Constitution.
2. Within two weeks of submission the SSOC or its appointees will meet with the Society and confirm that it meets the requirements.
3. Should the organisation meet approval from the SSOC it shall enter the monitoring phase, which runs during the first semester of the academic year.
4. Following the monitoring phase the prospective society and the SRC shall submit reports to the SSOC.
5. The SSOC has final responsibility for the approval of a Student Society.

Applicant Details

Name: _____ Student Number: _____

Email: _____ Contact Number: _____

Prospective Society Details

Name of prospective Society: _____

Interim Executive Committee:

Name	Student Number								Portfolio
									Chairperson*
									Vice Chairperson*
									Secretary*
									Treasurer*

*Compulsory portfolio

Check List of Necessary Accompanying Documentation

1. A Pro Forma Constitution for the Prospective Society
2. A list of fifty interested students
3. A Proposed Plan of Action

I have read and understood the criteria and process for the recognition of a society. I have provided the accurate details and information for my prospective society. I have provided the necessary accompanying documentation.

Signature: _____ Date: _____

Appendix B

This serves to confirm that if the above society were recognised by the Student Societies and Organisations Committee I would be interested in joining and participating in the activities of this society.

Name	Student Number	Signature

Please note this society is not a recognised organisation of the University. Signing in no way entails an obligation to join the society in the future and it may not solicit any subscription fee until such time as it is recognised as a society of the University.