

## NOTICE

### REGISTRATION AND RENEWAL OF STUDENT SOCIETIES FOR THE YEAR 2022/2023

1. Applications for the registration and renewal of societies for the year 2022/2023 will be issued from 17.10.2022 to 31.12.2022. Any society desirous of applying for registration/renewal should conform to the requirements listed below.
  - (a) All requests should be made on the prescribed application form available at Student Services Branch, giving the name of the society, **(The words of “University of Peradeniya” and “Student” should be appear before or after the name of the association)** names of Office Bearers including the name of the Senior Treasurer along with their Official and Residential addresses.
  - (b) The prospective society that is due for Registration/Renewal for the year 2022/2023 should obtain the necessary recommendation from the Senior Treasurer, Advisory Board (a Dean of Faculty, a Head of Department & a Senior Academic Staff Member) and the approval of the Dean of the respective Faculty.
  - (c) Aims and objectives of the society should be clear and precise. It is the responsibility of the Senior Treasurer of the society together with the Advisory Board to submit the aims and objectives after careful scrutiny and editing.
  - (d) Statement of income & expenditure together with a progress report of the society in the **previous year (Academic Year 2021/2022)** should be submitted with the Certification of the Senior Treasurer.
  - (e) List of names of members with registration numbers. (Minimum total membership of the society relating to a subject of study should be 25, a society not relating to a particular subject of study and limited to a Faculty should be 40 and a society opened to the entire University should be 50).
  - (f) Secretary and the Junior Treasurer of the Society should not be final year students.
  - (g) Membership should be limited to internal students of this University and society should not be affiliated to any outside organization.

Any society which fails to satisfy the above requirements, will not be registered or renewed for the year 2022/2023.

#### **2. Establishment of new student societies**

Those who interested in forming a new student society should obtain the approval of the Vice-Chancellor through Dean of the respective Faculty. The approval thus obtained should be conveyed to the students well in advance by displaying the approval in a form of a notice. After providing the necessary information to the students, the Senior Treasurer together with the Advisory Board should prepare a constitution embodying the aims and objectives of the society. The approved constitution together with the duly completed application form should be submitted to the Senior Assistant Registrar/Student Services on or before the closing date.

The final approval will be given by the governing authority of the University. **Please note that no applications would be entertained after the closing date.**

Further a society consisting of similar academic or subject identity would be registered only once. Hence, if such a society had already been registered, requests for establishing a similar new society would not be considered.

**3. Common rules governing financial transactions related to societies.**

- (a) All income and expenditure is subject to University Financial regulations and also subjected to internal auditing and government auditing.
- (b) No funds should be collected/received without written permission from the Senior Treasurer.
- (c) All funds/money received should be deposited in an account in a state bank and its address should be the address of the place where association is maintained. Further the signature of the Senior Treasurer is essential for any transaction made by the association.
- (d) It is strictly forbidden to open a bank account and collect money before registering the association.
- (e) Quarterly & Annual financial statements providing income & expenditure certified by the Senior Treasurer should be submitted to the Deputy Registrar / Student Services.

**4. Transition**

The out-going Office Bearers of the society should hand over all documents and files in their custody to the Senior Treasurer of the society before relinquishing their respective posts. It is the duty and the responsibility of the Senior Treasurer to ensure the safety of all documents relating to the society. The society should submit at the end of each year, a report indicating the progress of the Society to the Vice-Chancellor.

**5. Authority to participate in Student activities**

Requests pertaining to student activities such as excursions, functions, get-togethers, variety shows, dinners, stage plays, film shows and other activities should have the approval of the Deputy Vice-Chancellor, **at least two weeks prior to the scheduled date.**

6. All communications addressed in respect of societies should be forwarded through the Senior Treasurer of the society.

*Craig*  
**Assistant Registrar/Student Services**

University of Peradeniya

13.10.2022

**Assistant Registrar  
Student Services Branch  
University of Peradeniya  
Peradeniya**

- Copies to :
1. Vice-Chancellor
  2. Deputy Vice-Chancellor
  3. Registrar
  4. All Deans
  5. Proctor/Deputy Proctors
  6. Wardens
  7. Internal Audit
  8. Chief Security Officer
  9. All Senior Treasurers of Societies
  10. All Presidents/ Secretaries of Societies