

# Stellenbosch University

## Procedure in respect of the membership changes

### 1 Introduction

This document sets out the process that must be followed for membership changes of the Convocation.

### 2 Member change of address

- 2.1 A member must notify the Registrar of a change of address<sup>1</sup> by sending a notification to [konvokasie@sun.ac.za](mailto:konvokasie@sun.ac.za).
- 2.2 Change of address notification must include the full name, surname, and identity number of the member along with the details of the address changes.

### 3 Resignation of Member

- 3.1 A member of the Convocation may resign in writing to the Registrar<sup>2</sup> by sending a notice to [konvokasie@sun.ac.za](mailto:konvokasie@sun.ac.za).
- 3.2 Notice of resignation must include full name, surname, and identity number of the member.
- 3.3 The Registrar must acknowledge receipt of the resignation and the membership will end on the date of receipt of the e-mail.
- 3.4 Once the Registrar confirms the resignation, the member will be removed from the Convocation members list by the Registrar or their delegate.

### 4 Re-Admission of Member

- 4.1 A person who resigned from the Convocation may apply to be readmitted as a member<sup>3</sup> by sending a short motivation to the Registrar at [konvokasie@sun.ac.za](mailto:konvokasie@sun.ac.za). Within ten days of receipt of the application, the Registrar will refer the application to the Convocation Executive Committee for their consideration.
- 4.2 The Convocation Executive Committee has ten business days from receipt of the application to consider the application and respond to the application in writing.

---

<sup>1</sup> Institutional Statute Stellenbosch University Chapter 4 Section 47(2)

<sup>2</sup> Institutional Statute Stellenbosch University Chapter 4 Section 47(4)

<sup>3</sup> Institutional Statute Stellenbosch University Chapter 4 Section 47(5)