



University of Venda

## CONVOCATION

University of Venda Constitution of Convocation: Final version duly adopted at the AGM, 10 December 2016.

### 1. Definitions

**Academic employee** means an employee of the university whose primary duties and responsibilities are teaching, research and community service, or any other person who occupies a post at the university declared by the council on the recommendation of the senate, to be equivalent in status to a teaching or research post.

**Act** means the Higher Education Act, 1997(Act no 101 of 1997) as amended

**Alumni** means all students who registered at UNIVEN in the past whether graduated or not

**Convocation** means the convocation of the university referred to in chapter 7 of the statute of the University of Venda.

**Member of the Convocation** shall mean such a person as referred in paragraph 5(1)-(3), whose name appears on the membership roll of the Convocation provided for in paragraph 6, and who may exercise the rights set out in paragraph 6(3) after having satisfied the requirements set out in paragraph 5 of this constitution.

**Secretary** shall mean the Secretary to Convocation in terms of paragraph 62(2) of the statute and paragraph 6(1) of this constitution.

**Council** means the council of the university, referred to in chapter 5 of the statute established in terms of the institutional statute of the university in paragraph 16(4).

**Forum** shall mean the institutional forum of the University established by the council in terms of paragraph 80(1) of the statute provided for in paragraph 10 of this constitution.

**Postgraduate student** means a person who has completed a degree/diploma and has registered for a full time postgraduate degree or diploma at the university.

**Executive committee** shall mean the executive committee of the Convocation as contemplated in paragraph 65(1) of the statute provided for in paragraph 7 of this constitution.

**Registrar** means the university registrar as contemplated in the statute.

**University** means the University of Venda.

## **2. Preamble**

WHEREAS the Higher Education Act, No.101 of 1997 establishes the Convocation as a statutory structure and body of alumni of the University;

AND WHEREAS the University of Venda has amalgamated a considerable potential in the members of the convocation of the University of Venda through which the Convocation wishes to contribute to shaping the future and achieving the mission and vision of UNIVEN;

NOW THEREFORE the convocation of the University of Venda adopts this constitution to give effect to its competencies as contemplated in the statute of the University of Venda.

## **3. Name**

The Convocation shall be known as **THE UNIVERSITY OF VENDA CONVOCATION** (hereinafter referred to as “the convocation”)

## **4. Duties of the Convocation and convocation executive committee**

### **4.1. The functions of the convocation are to:**

- (1) To act as ambassadors for the university;
- (2) To co-operate in supporting strategic goals of the University;
- (3) To unite alumni, friends of the University, parents and students, in an effort to establish and maintain friendship at grassroots level;
- (4) To foster and maintain a positive image of the university as a whole in the context of community and business interests;
- (5) To help attract and assist prospective students to attend at UNIVEN;
- (6) Engage in fundraising for student bursaries, university infrastructure and for the convocation.
- (7) To actively foster a feeling of belonging among alumni;
- (8) To take an interest in matters pertaining to the governance, administration and academic matters of the university and to make recommendations thereon;
- (9) To contribute towards institutional advancement through donations / gifts in cash or in kind.

### **4.2. The functions of the convocation executive committee**

The executive committee must:

- (1) Administer the affairs of the convocation;
- (2) Discuss and on behalf of the convocation state its opinion upon any matters relating to the university or to the convocation, including matters that may be referred to it by council;
- (3) Administer such funds as may be allocated to it from time to time by council.
- (4) Establish committees, school-based alumni associations and chapters in any area, town, city and province in the Republic of South Africa or outside of the Republic of South Africa where there are at least twenty five members.
- (5) Implement the convocation and alumni strategic plan.

(6) Engage in fundraising for student bursaries, university infrastructure and for the convocation.

## **5. Composition of Convocation**

### **5.1. The Convocation consists of –**

(1) all graduates of the university, provided that if any person who is a member of convocation by virtue of paragraphs (2) and (3) below, gives written notice to council that he or she does not wish to become or remain a member of convocation, he or she does not become such a member, or ceases to be such a member, as the case may be, upon receipt of such notice by council.

(2) the vice-chancellor, the vice-principals, the registrar or registrars and the director library services of the university ;

(3) such academic employees and such other employees as may be determined by council on the recommendation of senate to be members of the convocation.

### **5.2. Special categories of members of convocation**

(1) All past students who have registered at the university for at least one academic year who want to become member/s of the convocation and who wish (es) to take part in the proceedings and activities of the convocation, to attend meetings of the convocation and vote on matters, nominate a candidate or be nominated as a candidate or vote in any election as provided for in this constitution, may apply to the secretary. The application should state only the person's personal particulars including student number/s, valid postal address and such other details as determined from time to time and the application will be verified by the secretary to convocation and recorded in the membership roll of the convocation.

(2) Any person who has been conferred an honorary degree of master or doctor by the university in terms of chapter 8 rule 93(1) of the statute.

(3) Any member of the convocation may at time nominate in writing any person to become an honorary member of the convocation and shall submit such a written nomination, co-signed by at least ten members of the convocation accompanied by detailed curriculum vitae of the nominated person to the secretary to convocation. The secretary shall submit verified nominations to the executive committee of the convocation for their consideration and for their decision. The secretary shall inform the nominator(s) to the outcome of the process and shall ensure that the recognition and conferring of honorary membership is appropriately communicated to the nominated person.

## **6. Convocation roll**

(1) The secretary to convocation keeps a convocation roll showing the full names and addresses of the members of convocation.

(2) It is the duty of every member to notify the secretary in writing of any change of address and such address is regarded as the member's registered address.

(3) The fact that the name of a person appears on the convocation roll is sufficient proof of his or her membership of convocation and of the fact that he or she is entitled to vote.

(4) Whenever an election is to take place, the membership roll of the Convocation is closed from the date on which ballot papers are sent out up to including the day of the election.

## **7. Composition of the executive committee of convocation**

(1) The executive committee of convocation consists of-

- (a) the president and the vice president of convocation;
- (b) one member of council elected by council;
- (c) five persons elected by the convocation from amongst convocation members;
- (d) one member of senate appointed by senate;
- (e) the registrar who must act as statutory secretary;
- (f) the vice chancellor as an ex officio member; and
- (g) the director communications and marketing

(2) The executive committee of convocation shall hold office for a period of five years.

## **8. Election and term of office of convocation members**

(1) With the exception of ex officio members and members appointed by other constituencies or co-opted, all convocation EXCO members shall be elected at an annual general meeting of the convocation.

(2) Nominations for president, vice president and other five members of convocation must be submitted in writing to the secretary to convocation.

(3) If more than one candidate is nominated for the position of president and vice president, voting must be by secret ballot. The secretary as soon as practicable after the closing date for nominations, makes available in any suitable manner a ballot paper with the names of the candidates in alphabetical order to every member of the convocation who is entitled to vote.

(4) In electing the five additional members due regard must be given on representation in terms of gender, active associations and chapters of convocation. If more than five persons are nominated, the secretary as soon as practicable after the closing date for nominations, makes available in any suitable manner a ballot paper with the names of the candidates in alphabetical order to every member of the convocation who is entitled to vote.

(5) With the exception of ex officio members, convocation members shall hold office for a period of five years.

(6) No postgraduate student registered on a full time basis at the university shall be eligible for nomination and election to the convocation executive.

(7) Should any member of the convocation executive elected by the convocation, vacate his or her office before the expiry of his or her term, the convocation executive may appoint a member of the convocation to fill such a vacancy until the following annual general meeting of the convocation when an election shall take place to fill the vacated office for the balance of his or her term.

(8) except for ex officio members, the term of office of convocation executive member shall terminate if he or she is absent for three consecutive meetings without leave of the convocation executive.

## **9. Notice of executive committee of convocation meeting**

The secretary to convocation must, at least seven days before the date set for any meeting, give due notice to each member of all matters to be dealt with at the meeting, stating the time and place of such meeting.

## **10. Representatives of Convocation on council and Institutional forum**

(1) The President of Convocation by virtue of the office shall automatically be a representative of Convocation on Council and the other member is elected among the elected Convocation members in a properly constituted Convocation EXCO meeting. All the two members shall serve on council for a period of five years.

(2) The three representatives to the institutional forum (IF) as provided for in 80(2) and (3) of the statute shall be elected among the elected Convocation members in a properly constituted Convocation EXCO meeting .

## **11. President and Vice-President**

(1) No employee of the university shall be elected president of convocation.

(2) The president holds office for a period of five years.

(3) If the president vacates his or her office prior to the expiry of his or her term office, the vice president must act as president until the convocation has elected a new president for the unexpired part of such term of office.

(4) The president is the chairperson of all meetings of convocation and convocation executive, and in his or her absence the vice president must act as chairperson.

(5) In the absence of both the president and the vice president, the members present must, under the guidance of the secretary to convocation, elect a chairperson for that meeting from amongst themselves.

(6) Neither the president nor the vice president shall serve more than two consecutive terms as president and vice president.

(7) The president shall represent the convocation, make statements on behalf of the convocation, and perform such other duties as required by this constitution, as directed by the convocation executive of the convocation.

## **12. Meetings of Convocation**

### **12.1. Annual general meetings**

(1) An annual general meeting(AGM) of convocation shall be convened by the secretary in consultation with the president at least once every year at the seat of the university or such other place determined by the convocation, taking into account the areas, towns, provinces and cities where most active convocation members are found .

(2) At least five weeks prior to the date of the AGM, notice of the AGM shall be published in the appropriate university publications, and advertised and announced in the appropriate external media as approved by the convocation executive committee.

(3) Any motion for consideration at an AGM must be in writing and lodged with the registrar at least two weeks before the date of the AGM. Each motion shall be signed by the proposer and the seconder, both of whom, or in their absence, must be present at the AGM, to speak to the motion.

(4) Any matter of an urgent nature may, without prior notice, with the consent of the majority of the members present, be considered at such an AGM.

(5) Twenty five members present in person at the AGM shall constitute a quorum provided that if no quorum is present, the AGM shall be adjourned to a date not earlier than seven days or not later than 21 days after the date of the AGM and if at such adjourned meeting does not reach a quorum, all members present shall be a quorum.

## **12.2. Extraordinary general meeting**

(1) An extraordinary meeting of convocation may be convened by the president at any time if he or she deems it necessary, and must be convened by the secretary when a written request signed by at least twenty members is lodged with him or her, provided that such matters for consideration at such meeting are stated in the form of specific motions and that no matters other than those stated in such request may be discussed at such meeting. The meeting must be convened by the secretary as soon as possible after but in any event within two months of receipt of such request.

(2) Twenty five members present in person at an extraordinary meeting shall constitute a quorum provided that if no quorum is present, the meeting shall be dissolved.

## **12.3. Meeting procedures**

(1) Twenty five members constitute a quorum for the purposes of convocation meetings and five members constitute a quorum for purposes of executive committee meetings.

(2) On a discussion of proposals, a member may not, except by leave of the meeting, speak more than once on any motion or amendment thereto, but the proposer of a motion or amendment has the right to reply.

(3) All matters except where otherwise provided are decided by a majority of all members present.

(4) The chairperson is a voting member of the meeting and, if he or she desires to cast his or her ordinary vote, he or she must do so simultaneously with the general voting and not thereafter.

(5) In the event of a tie, the chairperson has, in addition to his or her ordinary vote, also a casting vote (even in a tie during a vote by secret ballot)

(6) The chairperson may also use his or her casting vote against a motion or may decide not to use his or her casting vote.

(7) If a member/s present decides during any vote on a motion abstain from voting, this must be recorded in the minutes.

(8) The number of votes for or against a motion must be noted in the minutes if a meeting so decides.

(9) The ruling of the chairperson of the meeting on a point of order or procedure is binding unless a member immediately objects; in which case such a ruling must be put to the vote without discussions and the decision of the meeting is final.

(10) An ordinary meeting, after being constituted and opened, commences with reading and confirmation, by signature of the president, of the minutes of the previous ordinary meeting and the minutes of all subsequent extraordinary meeting.

(11) Any objection to the minutes is raised and disposed of before the minutes are confirmed.

(12) The minutes may be regarded as read if a copy of the draft minutes was previously sent to each member at least a week before the meeting.

(13) A copy of all resolutions of the convocation and declarations concerning all other matters, on which the convocation may decide, duly certified by the president and the secretary, must be sent to the secretary to council and the secretary to senate for either ratification/approval/recommendation or information of council and or senate respectively.

### **13. Meetings of the executive committee of convocation**

(1) The executive committee of convocation shall meet at least four times a year in accordance with a schedule prepared by the secretary, in conjunction with the president having due regard to the university ' year plan.

(2) At least seven days' notice of an ordinary meeting must be given by the secretary to the members of convocation executive.

(3) An extraordinary (special) meeting of convocation may be convened by the president at any time if he or she deems it necessary, and must be convened by the secretary when a written request signed by at least twenty members is lodged with him or her, provided that such matters for consideration at such meeting are stated in the form of specific motions and that no matters other than those stated in such request may be discussed at such meeting. The meeting must be convened by the secretary as soon as possible after but in any event within two months of receipt of such request.

(4) Five members constitute a quorum.

(5) All decisions shall be taken by an ordinary majority vote.

### **14. Relationship between executive committee of convocation and other bodies of convocation/alumni recognised by the convocation.**

#### **(1) Establishment of bodies of convocation-committees, school-based alumni associations and chapters**

Where the executive committee of convocation has established bodies of convocation/alumni-committees, school-based alumni associations and chapters in any area, town, city and province in the Republic of South Africa or outside of the Republic of South Africa where there are at least twenty five members, such bodies will be required to submit reports of their activities for consideration or noting in the meetings of the executive committee of convocation. The president of Convocation may invite member/s of such other bodies to attend meetings of the executive committee to further the aims of the convocation; however such invitees will not have any voting rights at such meetings of the executive committee.

## (2) Office Bearers

The bodies of convocation/alumni established in terms of (1) above shall be (elected in accordance with procedures set out in chapter 8 of this constitution) and comprised of the chairperson, deputy chairperson, secretary, deputy secretary, treasurer, head of research and innovation, head of events and marketing, head of membership and recruitment, head of fundraising, head of special projects and community outreach, and head of communications.

## (3) Duties of Office Bearers

To be determined by the executive committee of convocation.

## (4) Meetings

The procedure at a meeting of the executive committee of convocation, with the changes required by the context, applies to meetings of convocation/alumni structures.

## 15. Funds of convocation

All monies pertaining to the business of the convocation are administered by the finance department of the university according to the university's finance policies.

## 16. Indemnity

The office bearers and members of the convocation executive and alumni officers shall be indemnified by the university against all proceedings, costs and expenses incurred by reason of any omission, negligence and other act/s carried out in good faith and in the performance of their duties for and on behalf of the convocation and the university and they shall not be personally liable for any liabilities of the convocation or the convocation executive.

## 17. Amendment of this Constitution

(1) Proposed amendment/s to this constitution shall be in the form of a motion submitted to the registrar at least twenty eight days prior to the extraordinary meeting of the convocation or AGM.

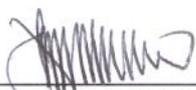
(2) Proposed amendment/s shall be submitted by a member of the convocation whose name/s appears on the convocation roll and shall be seconded by at least other members who appear on the convocation roll, all of whom shall sign the proposal.

(3) Such proposed amendment/s shall be published with the notice of the extraordinary meeting or AGM at least twenty days prior to the meeting.

(4) The proposer and the seconders, shall be present at an extraordinary meeting or AGM at which the amendment/s is to be tabled in order to speak to such amendment/s

(5) Any amendment/s shall be carried by at least two thirds of the members of the Convocation present and thereafter submitted to the council for approval.

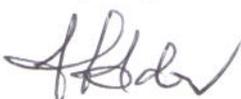
Adopted at the Annual General Meeting (AGM) held on the 10 December 2016 at the University of Venda Senate Chamber and thus signed



\_\_\_\_\_  
Professor A.E. Nesamvuni  
Secretary to Convocation  
University Registrar

10/12/2016

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Date



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Mr. L.L. Ndou  
President of Convocation

10/12/2016

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Date