



**Mangosuthu  
University of Technology**

<b>TITLE</b>	<b>CONSTITUTION OF THE CONVOCATION OF MANGOSUTHU UNIVERSITY OF TECHNOLOGY</b>
<b>POLICY OWNER</b>	<b>REGISTRAR</b>
<b>APPROVAL AUTHORITY</b>	<b>REGISTRAR-EMC-COUNCIL</b>
<b>OVERSEEING COMMITTEE(S)</b>	<b>EXCO OF COUNCIL</b>
<b>POLICY NUMBER</b>	<b>GV008/2019</b>
<b>LATEST APPROVAL DATE</b>	<b>30 OCTOBER 2019</b>
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**POLICY STATEMENT**

This Constitution seeks to set parameters for CONVOCATION to play its important statutory role as the official forum for its members to participate in the University's good governance and to have a say in the affairs of their Alma Mater.

**MANAGEMENT CONTROL PAGE**

**Document management control**

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2. This document has gone through the following mandated development and approval process as determined through the operation of the MUT Delegations of Authority Framework.

<b>DEVELOPMENT AND CURRENT APPROVAL PROCESS</b>		
<b>COMMITTEES</b>	<b>COMMENTS</b>	<b>DATE OF RECOMMENDATION/ APPROVAL</b>
<b>REGISTRAR</b>	Recommended	6 October 2019
<b>EMC</b>	N/A	
<b>FACULTY BOARDS</b>	N/A	
<b>SENATE</b>	N/A	
<b>CONVOCATION</b>	Recommended	8 October 2019
<b>COUNCIL</b>	Approved	30 October 2019

<b>POLICY HISTORY</b>		
<b>NAME OF THE OLD POLICY</b>	<b>POLICY NUMBER</b>	<b>APPROVAL OR LATEST AMENDMENT DATE</b>
N/A	N/A	N/A

**REFERENCES FOR THIS POLICY**

1.	Constitution of the Convocation of the Durban University of Technology;
2.	Constitution of the Convocation of the University of KwaZulu-Natal;
3.	MUT Alumni Association Constitution: <i>MANTEC Alumni Association</i> ;
4.	Rhodes Constitution: <i>Old Rhodian Union</i> ;
5.	Standard Institutional Statute, 2002: <i>Higher Education Act, 1997 (Act No 101 of 1997)</i> ;
6.	University of Witwatersrand: <i>Rules for Convocation, 2011</i> ;
7.	Tuks Alumni of the University of Pretoria;
8.	Constitution of the Convocation of the University of Johannesburg;
9.	Constitution of the Convocation of the University of Limpopo.

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## 1. PREAMBLE

We, the Convocation of Mangosuthu University of Technology (MUT) which was established as a public higher education institution that offers teaching, learning and research in terms of the Higher Education Act, Act No.101 of 1997, emanating from diverse cultural, religious, economic and political backgrounds, mindful of the historical disparities within the African continent in general and South Africa in particular, hereby acknowledge our historical context within the African continent, South Africa and Kwazulu-Natal and in awareness of our rights and responsibilities under the Constitution of the Republic of South Africa, 1996 (Act No: 108 of 1996) and the said Act, resolve to unite and contribute towards building a non-racial, non-sexist and democratic society.

And whereas we have assembled ourselves in a constituent assembly through our being the MUT key products and representatives, to frame and adopt a constitution of the Convocation of MUT as established in terms of the Statute of MUT.

We, therefore determine the Convocation of MUT as a bona fide body of representatives who can offer continued involvement that helps MUT to remain a university of excellence, and have a say in the affairs of the Alma Mater in the following ways, by:

- Being an advocate and ambassador for MUT;
- Participating in the governance of MUT through the Convocation representatives on the MUT Council;
- Assisting with the recruitment of new students;
- Networking;
- Helping with the mobilisation of resources;
- Donating our time, effort, expertise, finances, and other resources to MUT; and
- Offering our continued support to the University in general.

In adopting this Constitution for the Convocation of MUT, we affirm the principles, values and provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), and the Statute of MUT.

The Convocation of the Mangosuthu University of Technology (hereinafter referred to as “the University), recognising the important role it has to play in the life of the institution, commits itself to promoting the interests of the University in the pursuit of its vision, mission and values.

## **2. DEFINITIONS**

In this constitution, the abbreviations, acronyms, words and expressions shall, unless the context indicates otherwise, have the following meanings:

### **2.1 ALUMNI**

Alumni means a person who has received a diploma, degree, advanced diploma or post graduate diploma from MUT.

### **2.2 BONA FIDE MEMBER**

*Bona fide* member means a person who satisfies requirements for membership of the MUT Convocation in terms of this Constitution.

### **2.3 CONVEXCO**

CONVEXCO is an abbreviation for the Convocation Executive Committee.

### **2.4 CONVOCATION**

Convocation means the Convocation of the University as contemplated in the MUT Statute.

### **2.5 CONVOCATION CHAPTER**

Convocation Chapter means a local branch of Convocation which is a model of the Convocation as contemplated in this Constitution.

### **2.6 EMPLOYEE**

Employee means any person who is employed by the university as contemplated in the MUT Statute.

### **2.7 GRADUATE**

Graduate means a person who has obtained formal qualifications from MUT.

### **2.8 STATUTE**

Statute means the Institutional Statute of Mangosuthu University of Technology as contemplated in the Higher Education Act 101 of 1997, as amended.

### **2.9 STUDENT**

A student means any person registered at the University for full time or part time studies.

### **2.10 UNIVERSITY**

University means Mangosuthu University of Technology.

### 3. NAME

The Convocation shall be known as the **Convocation of Mangosuthu University of Technology**, (hereinafter referred to as “**the Convocation**”).

### 4. OBJECTIVES

The objectives of the Constitution for the Convocation of MUT are:

- 4.1. To empower members of the Convocation to contribute towards the University’s good governance and to have a say in the affairs of their Alma Mater.
- 4.2. In line with the stipulations of the Higher Education Act, 1997 (Act No. 101 of 1997) and the University Statute, the Convocation shall have its objectives as follows:
  - 4.2.1. To assist the University in attaining and maintaining a high level of academic excellence;
  - 4.2.2. To help in promoting the image of the university;
  - 4.2.3. To promote the association nationally and internationally thereby ensuring growth and survival;
  - 4.2.4. To engage in a concerted effort at fundraising in order to improve the financial position of the University;
  - 4.2.5. To promote unity of purpose among Alumni through constant contact with all Alumni countrywide by establishing chapters in various provinces and foreign countries;
  - 4.2.6. To participate in the Council of the university;
  - 4.2.7. To serve as a forum for Alumni;
  - 4.2.8. To serve as an effective communication and information tool amongst members and between members;
  - 4.2.9. To support the university in attaining its strategic objectives; and
  - 4.2.10. To liaise with alumni associations and convocations of other higher education institutions.

## **5. MEMBERSHIP OF CONVOCATION**

Convocation is a statutory body comprising of graduates of Mangosuthu University of Technology, including those of the former Mangosuthu Technikon, the Vice-Chancellor, the Deputy Vice-Chancellors; the Executive Directors; the Registrar; the Deputy Registrar; Academic; the Dean of Students; the Senior Directors; the permanent members of the academic staff; the professors emeriti; and other retired members of the permanent academic staff whose period of service was at least 10 years with the university and/or including service period with the Technikon.

- 5.1. The convocation consists of the Vice-Chancellor and Principal, the Deputy-Vice Chancellors, the Registrar, academic employees as set out in subparagraph (2) of the University Statute, all persons who are graduates of the University, and such other persons as the council may determine.
- 5.2. Academic employees, Professors Emeriti, and retired members of the academic staff who were in the employ of the university for at least ten years immediately before retirement are members of the convocation.

### **TERMINATION OF MEMBERSHIP**

- 5.3. Membership of the CONVEXCO or the Convocation Chapter's Management Committee shall be declared terminated if the member vacates his/her position on grounds of his/her:
  - 5.3.1. Resignation;
  - 5.3.2. Death;
  - 5.3.3. Absence for three consecutive meetings without leave permitted by the Chairperson;
  - 5.3.4. Status of being declared insolvent, or of unsound mind; or removed from an office of trust, convicted of an offence, or sentenced to a term of imprisonment without the option of a fine by a court of Law; or
  - 5.3.5. Disqualification in terms of the MUT Statute, or this constitution.

## **6. COMPOSITION OF THE CONVOCATION EXECUTIVE COMMITTEE (CONVEXCO)**

**The management of the business of the Convocation shall be vested in the CONVEXCO.**

- 6.1. The Convocation Executive Committee (CONVEXCO) shall consist of:
  - 6.1.1. The President of the Convocation, who must be a person not employed by or a student of the University, who shall act as Chairperson at all CONVEXCO meetings;
  - 6.1.2. The Vice-President, shall be a person who is neither the employee nor a student of the University; and shall act on behalf of the President, perform all the functions, and exercise all duties of the President;
  - 6.1.3. The Vice-Chancellor or one of his or her appointees as an *ex officio* member;

- 6.1.4. The Registrar, an *ex officio* member who shall act as statutory Secretary of the Convocation, or in his/her absence an *ex officio* member who being a member of the Convocation has been nominated by the Registrar;
- 6.1.5. A representative of the Convocation on Council appointed by Convocation (where this person is not an office-bearer);
- 6.1.6. Four persons elected by the Convocation by postal or electronic ballot, and/or at the Annual General Meeting (AGM) from among the members of the Convocation by secret ballot who are not employed by or students of the University;
- 6.1.7. The Alumni Relations Officer, as an *ex officio* member.

## **6.2. Election and term of office of CONVEXCO members**

- 6.2.1. With the exception of *ex officio* members and members appointed by other constituencies, all CONVEXCO members shall be elected by postal or electronic ballot, and/or at the AGM;
- 6.2.2. Membership on CONVEXCO shall be open to all members of Convocation in good standing;
- 6.2.3. No student or staff member may be eligible for election into the CONVEXCO;
- 6.2.4. With the exception of the *ex officio* members, CONVEXCO members who are not students or employees of the University shall hold office for a period not exceeding four years;
- 6.2.5. Except for *ex officio* members, the term of office of a CONVEXCO member shall terminate if he/she is absent for three consecutive meetings without leave permitted by the Chairperson of CONVEXCO;
- 6.2.6. The CONVEXCO shall elect from amongst its members a Treasurer;
- 6.2.7. Should any member of the CONVEXCO elected by the Convocation, vacate his/her office before the expiration of his/her term, the CONVEXCO may appoint a member of the Convocation to fill such a vacancy until the next AGM where a special election process to fill the vacated office for the balance of his/her term shall be determined and finalised;
- 6.2.8. No member of the senior or executive management of any other institution of higher education shall be eligible to the CONVEXCO or to represent the Convocation on Council;
- 6.2.9. No individual student registered with MUT shall be eligible for nomination and election to the CONVEXCO; and
- 6.2.10. Individual members of staff employed by the University shall not be eligible for nomination and election by the Convocation to the CONVEXCO.

## **6.3. Elections and functions of the President and the Vice-President**



- 6.3.1. The President, is neither the employee nor the student of the University shall be elected by electronic or postal ballot method, and/or at an AGM of the Convocation from among its own members;
- 6.3.2. The Vice-President shall be elected by the CONVEXCO and must be person who is not employed by, or a student of the University;
- 6.3.3. The President and/or the Vice-President shall hold office for four years from the date on which the term of the office of the predecessor ends;
- 6.3.4. Neither the President nor the Vice-President shall serve more than two consecutive terms as President or Vice-President;
- 6.3.5. Should the office of the President become vacant during the term of office, the Vice-President shall act as President until the following AGM of the Convocation when a new President shall be elected to serve for the remaining period of that office;
- 6.3.6. Should the office of the Vice-President become vacant during the term of office, the CONVEXCO shall elect a person who shall be an *ex officio* member to serve for the remaining period of that office;
- 6.3.7. The President of Convocation, shall preside as Chairperson at all Convocation and CONVEXCO meetings;
- 6.3.8. The President shall represent the Convocation, make statements on behalf of the Convocation, and perform such other duties as required by this constitution, or as directed by the CONVEXCO or the Convocation;
- 6.3.9. In the absence of the President, the Vice-President shall act on behalf of the President and shall perform all the functions, and exercise all duties, of the President;
- 6.3.10. In the absence of both the President and the Vice-President at any meeting of the CONVEXCO or the Convocation, the members present shall elect from amongst its members, a Chairperson for the meeting concerned; and
- 6.3.11. A vote of no confidence in the President may be made on the mention of any member of the CONVEXCO at any meeting of the CONVEXCO. Twenty-one working days' written notice must be given to the President of the intention to hold such a vote. If two-thirds of the members of the CONVEXCO vote in favour of the motion, it constitutes a vote of no confidence and the President must there and then vacate office.

#### **6.4. The Secretary to the CONVEXCO and the Convocation**

- 6.4.1. The Registrar is an *ex officio* member who shall be the Secretary to the CONVEXCO and Convocation;

- 6.4.2. The Secretary keeps the Convocation roll containing the names, address, and change of address of the members of the Convocation;
- 6.4.3. The Convocation roll is *prima facie* proof that any person whose name appears on it is entitled to the rights and privileges of a duly registered member of the Convocation;
- 6.4.4. Any alumnus is entitled to inspect the Convocation roll and advise of any corrections if it needs be, and;
- 6.4.5. At all elections the Secretary shall act as Returning Officer, and shall be assisted by scrutineers appointed by the President or, if the President is a candidate, or is absent, by the Vice-Chancellor.

#### **6.5. Convocation Representation in Institutional structures**

- 6.5.1. All representation of Convocation to Institutional structures must be administered by the CONVEXCO and reports be made to the AGM.
- 6.5.2. All Convocation representatives in institutional structures shall account to the CONVEXCO.
- 6.5.3. The term of office for all Convocation representatives shall be in line with the term of the CONVEXCO.

### **7. FUNCTIONS OF CONVOCATION**

- 7.1. The functions of Convocation are to:
  - 7.1.1. Discuss and state its opinion on any matter relating to the University, including matters which may be referred to it by the Council;
  - 7.1.2. Foster and maintain a positive image of the University as a whole in the context of community and business interests;
  - 7.1.3. Actively foster a spirit of belonging amongst alumni;
  - 7.1.4. Create in the alumni a sense of responsibility, obligation and accountability towards the community in general and their alma mater in particular;
  - 7.1.5. Liaise and consult with all other University constituencies on matters of common interest and to foster unity of purpose; and
  - 7.1.6. Engage in fund-raising for the University and the Convocation.

## **8. MEETINGS OF THE CONVEXCO AND THE CONVOCATION**

There shall be meetings of the CONVEXCO, annual general meetings for the Convocation, and special meetings for both the CONVEXCO and the Convocation. Prior to commencement of each meeting, every member shall sign a form indicating a possible personal conflict of interest or affirming absence of such possible conflict, in accordance with principles of good governance.

### **8.1. Meetings of the CONVEXCO**

- 8.1.1.** The CONVEXCO shall ordinarily meet at least two times a year and such other times as may be deemed necessary by the President. The time and place of such meetings shall ordinarily be at MUT;
- 8.1.2.** At least 14 days' notice of an ordinary meeting shall be given by the Secretary to the members of the CONVEXCO;
- 8.1.3.** A special meeting of the CONVEXCO shall be convened by the President, upon written or electronic notice to the President of at least twenty-five per cent of the CONVEXCO members. Such special meeting shall be convened within 14 days of such a notice being received;
- 8.1.4.** In both ordinary and special meetings of the CONVEXCO, fifty per cent plus one of its members shall form a quorum. In the event of there being no quorum present fifteen minutes after the stated time of the meeting, the meeting shall adjourn to a specific date and time when the members attending the adjourned meeting, and who are entitled to vote, shall constitute a quorum;
- 8.1.5.** All decisions shall be taken by an ordinary majority except in a vote to rescind a decision previously taken where a majority of two-thirds of those present at a meeting shall be required;
- 8.1.6.** The President shall on any matter have a deliberative vote and, in the event of an equality of votes, also a casting vote;
- 8.1.7.** Copies of all resolutions of the CONVEXCO meetings and a statement of such other matters as the CONVEXCO meeting may decide, duly certified by the chairperson are sent by the Secretary to Council;
- 8.1.8.** The President of the CONVEXCO can submit any motion to the CONVEXCO for decision-making on a 'round-robin' basis. Such a decision is only regarded as binding if signed by a majority of two-thirds of members of the CONVEXCO; and
- 8.1.9.** Subject to the approval of the CONVEXCO, any member of the Convocation shall be entitled to attend the CONVEXCO meetings as an observer subject to an invitation and approval in writing, provided such a request was made in writing to the Secretary at least five days in advance, and provided that neither the Convocation nor the University shall be liable for travelling or other related expenses incurred by such person arising out of such attendance.

8.1.10. CONVEXCO shall be responsible for deploying members of Convocation to University structures except to Council.

## 8.2. Meetings of the Convocation

The Convocation shall hold annual general meetings and special meetings:

8.2.1. An Annual General Meeting (AGM) of the Convocation shall be convened by the Secretary in consultation with the President or the Vice President of the Convocation, held at a venue and at a time to be determined;

8.2.2. At least 30 days prior to the date of the AGM, notice of the AGM shall be published, advertised, and announced in a national newspaper or in the appropriate University publications with the statement of the business, as approved by the CONVEXCO;

8.2.3. Any motion for consideration at an AGM must be in writing and lodged with the Secretary at least 14 days before the date of the AGM. Each motion shall be signed by the proposer and the seconder, who are the *bona fide* members of the Convocation, both of whom, or in their absence, their proxy, must be present at the AGM, to speak to the motion;

8.2.4. 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;

8.2.5. Fifty members present in person at a meeting shall constitute a quorum. Meeting procedures shall be in accordance with the MUT Statute;

8.2.6. Should there be no quorum, 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 a quorum is not present, all members present shall be a quorum;

8.2.7. At the adjourned AGM, such a meeting may proceed to execute all its functions except that no substantive motions may be submitted at such a meeting;

8.2.8. An internally audited statement of accounts shall be tabled and presented for adoption at the AGM; and

8.2.9. At every AGM, the President shall present a report on the activities of the CONVEXCO and the Convocation for adoption by the AGM.

8.2.10. Convocation shall be responsible for deploying representatives to Council by calling for nominations and conducting of elections through a secret ballot. Nomination forms must be signed by at least 10 members of Convocation and signed by the nominee.

## 8.3. Special meetings

8.3.1. A special meeting of the Convocation may be convened by the President if and when required;

- 8.3.2.** At least 30 days prior to the date of the special meeting, notice of the special meeting shall be published, advertised, and announced in a national newspaper or in the appropriate University publications with the statement of the business, as approved by the CONVEXCO;
- 8.3.3.** A special meeting of the Convocation must be convened by the President upon a written request to the Secretary, signed by not fewer than 25 members of the Convocation, containing the matter(s) for consideration in the form of separate motions, and no business other than for which notice has been given shall be transacted at such meeting;
- 8.3.4.** An amendment to a specific motion stated in the request may be moved at such meeting only with the consent of the President and the proposer(s) of such motion; and
- 8.3.5.** Fifty members present in person at a special meeting shall constitute a quorum. If no quorum is present, the special meeting shall be dissolved. Meeting procedures shall be in accordance with the MUT Statute;

#### **8.4. The Convocation Chapters**

- 8.4.1.** The Convocation may constitute regional Chapters of Convocation where it deems that there are sufficient members to warrant the formation of such a Chapter;
- 8.4.2.** A Convocation Chapter may be demarcated on a provincial, municipal, or international basis or a combination of provinces or municipalities;
- 8.4.3.** A Convocation Chapter shall characterize Convocation's micro-structure of the Convocation as contemplated in this Constitution;
- 8.4.4.** A Convocation Chapter shall be approved at the Convexco AGM;
- 8.4.5.** The composition of Convocation Chapters shall be constituted as follows:
- Chairperson (ex-officio);
  - Vice-Chairperson (ex-officio);
  - Secretary (ex-officio); and
  - Any convocation member who resides within the demarcated area / sector.
- 8.4.6.** The Chairperson and Vice-Chairperson shall be elected at the relative Chapter's AGM;
- 8.4.7.** The Convocation Chapter's Committee shall consist of Chairperson, Vice-Chairperson, and three *bona fide* Convocation members elected at the Chapters' AGM and a Secretary;
- 8.4.8.** The quorum for the Convocation Chapter's AGM shall be constituted by fifty plus one members present
- 8.4.9.** Procedures for convening and conducting meetings, and electing office-bearers shall be aligned to the Convocation meetings' procedures in accordance with this Constitution.

## **8.5. REPORTING**

- 8.5.1. The minutes of each meeting are considered and approved at the next meeting;
- 8.5.2. A summarised report of each meeting is submitted to Council;
- 8.5.3. The Council must consider the advice given by the Convocation and provide reasons if the advice is not accepted.

## **9. ADMINISTRATION**

The University shall after consultation with the CONVEXCO:

- 9.1. Provide the Convocation and the CONVEXCO with a reasonable budget for operating costs and for meetings; and
- 9.2. Provide the CONVEXCO with reasonable access to the University facilities for the purpose of carrying out the business of the Convocation and the CONVEXCO.

## **10. INDEMNITY**

The Office Bearers and members of the Convocation, CONVEXCO, Convocation Chapters, and the Alumni Relations Office shall be indemnified by the University against all proceedings, costs and expenses incurred by reason of any omission, negligence, and/or other act(s) carried out in good faith and in the performance of their duties for and on behalf of the Convocation, CONVEXCO, Convocation Chapters, or the University; and they shall not be personally liable for any liabilities of the Convocation, CONVEXCO, Convocation Chapters, or the University.

## **11. AMENDMENTS**

- 11.1. Proposed amendments to this Constitution shall be in the form of a motion submitted to the Secretary at least 30 days prior to a special meeting of the Convocation or AGM;
- 11.2. Proposed amendments shall be submitted by a *bona fide* member of the Convocation, and shall be seconded by at least three *bona fide* members of the Convocation all of whom shall sign the proposal;
- 11.3. Such proposed amendments shall be published, advertised, and announced in a national newspaper or in the appropriate University publications with the statement of the business of the special meeting or AGM at least 30 days prior to the meeting;
- 11.4. The proposer and the seconders, or their proxy, shall be present at the special meeting or AGM at which the amendments are to be tabled in order to speak to such amendments;
- 11.5. Any amendment shall be carried by at least two-thirds majority of the members present; and

11.6. Resolutions shall be submitted by the Secretary to Council for its approval, and a copy shall be forwarded to the President of the Convocation.

**12. REVIEW OF THE CONSTITUTION**

This Constitution shall be reviewed every three years or as and when required. It will not be changed without the approval of Council, unless a change is immediately necessary due to a change in the laws of the Republic of South Africa.

**ANNEXURE**

**COMPOSITION OF THE CONVOCATION EXECUTIVE COMMITTEE (CONVEXCO)**

	<b>MEMBER</b>	<b>No</b>	<b>STATUS</b>
1	President	1	Chairperson
2	Vice – President	1	
3	Vice – Chancellor	1	<i>Ex officio</i>
4	Registrar	1	<i>Ex officio, Secretary</i>
5	Council’s Representative	1	
6	Members elected by the Convocation	4	
7	Alumni Relations Officer	1	<i>Ex officio</i>
	<b>TOTAL</b>	<b>10</b>	