



TITLE	CONSTITUTION OF THE CONVOCATION OF MANGOSUTHU UNIVERSITY OF TECHNOLOGY
POLICY OWNER	REGISTRAR
APPROVAL AUTHORITY	REGISTRAR-CONVOCATION-COUNCIL
OVERSEEING COMMITTEE(S)	CONVOCATION
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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

1. This document is the property of Mangosuthu University of Technology. It contains information that is public to the university community and can be used by outside parties so long as they acknowledge their source.
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.

DEVELOPMENT AND CURRENT APPROVAL PROCESS

COMMITTEES	COMMENTS	DATE OF RECOMMENDATION/ APPROVAL
REGISTRAR	Recommended	19 September 2021 revised
CONVEXCO	Recommended	11 October 2021
CONVOCATION	Recommended	
COUNCIL	Approved	

POLICY HISTORY

NAME OF THE OLD POLICY	POLICY NUMBER	APPROVAL OR LATEST AMENDMENT DATE
MUT Convocation Association Constitution; MANTEC Convocation Association;	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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DEFINITIONS

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

ALUMNUS	Alumnus means a person who has received a diploma, degree, advanced diploma or postgraduate qualification from MUT. □
BONA FIDE MEMBER	A <i>bonafide</i> member means a person who satisfies requirements for membership of the MUT Convocation in terms of this Constitution.
CONVEXCO	CONVEXCO is an abbreviation for the Convocation Executive Committee.
CONVOCATION	Convocation means the Convocation of the University as contemplated in the MUT Statute.
CONVOCATION CHAPTER	Convocation Chapter means a branch of Convocation, a model of the Convocation as contemplated in this Constitution. (remove local as per the discussion of the meeting)
EMPLOYEE	Employee means any person who is employed by the University as contemplated in the MUT Statute.
EXECUTIVE SPONSOR	Executive sponsor means the employee who is an executive of the university under whom the operations of Convocation fall.
GRADUATE	Graduate means a person who has obtained formal qualifications from MUT.
STATUTE	Statute means the Institutional Statute of Mangosuthu University of Technology as contemplated in the Higher Education Act 101 of 1997, as amended.
STUDENT	A student means any person registered at the University for full time or part-time studies.
UNIVERSITY	University means the Mangosuthu University of Technology.
SECRETARIAT	The secretariat defines the role of the Registrar of the University, whose role shall be to enhance content governance and compliance processes that will improve accountability on programmes and projects and the strategic implementation of the university strategy to meet the University's goals.
CONVOCATION ASSOCIATION	Convocation Association refers to structures that may consist of Chapters, Pre-Alumni, branches and other processes, including networks and groups that enhance development, advancement and volunteering to improve University effectiveness.

1. PREAMBLE

- 1.1. The Convocation of the 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.
- 1.2. Convocation is established in support of the Vision and Mission of the university as stipulated in the Strategy (2020-2025), as indicated below:
 - a. **VISION:** To be a transforming, equitable, sustainable and academically excellent University of technology anchored in its communities.
 - b. **MISSION:** To offer technological, career-directed educational programmes focussing on innovative problem-solving research and engage with government/business/industry and communities as end-users.
- 1.3. The MUT Convocation will work with the University in meeting its goals by developing ways that will enhance effective participation in the University affairs in support of the core values of the University, which are stated below:
 - a) Accountability;
 - b) Integrity;
 - c) Excellence; and
 - d) Respect.
- 1.4. 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.
- 1.5. The Convocation of the Mangosuthu University of Technology (hereinafter referred to as "the University), recognising the vital role it has to play in the life of the institution, commits itself to promote the interests of the University in the pursuit of its vision, mission and values as stipulated above.

2. NAME

- 2.1. The Convocation shall be known as the Mangosuthu University of Technology's Convocation (hereinafter referred to as "the Convocation").

3. OBJECTIVES AND FUNCTIONS OF CONVOCATION

3.1. Objectives of the Convocation

In line with the stipulations of the Higher Education Act, Act 101 of 1997 (as amended) and the University Statute, the objectives of the Convocation are as follows:

- 3.1.1. To assist the University in achieving its goals as stipulated in the Strategy by enhancing targeted national engagement and internationalisation to ensure financial sustainability. The Convocation shall engage in a concerted effort at fundraising to improve the financial position of the University.
- 3.1.2. To help promote the image of the University that will ensure that the University meets the expectations and needs of its students and other stakeholders, including (Government, business, industry and communities).
- 3.1.3. To promote the unity of purpose among alumni through constant contact with all alumni countrywide by establishing chapters/Convocation Associations in various provinces and in other countries where our alumni are based.
- 3.1.4. To represent the interests by promoting, protecting, and exercising the rights and responsibility of its Alma Mater.
- 3.1.5. To participate in the Council of the University and effectively serve as a forum for Convocation Association.

3.2. The functions of Convocation

In line with best practice and within the resources of the Convocation the functions of the Convocation are as follows:

- 3.2.1. The Convocation shall actively engage in building the image of the University through Convocation Association both inside and outside the University community.
- 3.2.2. The Convocation shall further:
 - a. Promote the ideals and purpose of the University to constituencies and stakeholders of the University.
 - b. Promote, protect as well as maintain the rights of the Convocation Association.
 - c. Support the realisation of the University Mission, Vision and Values as stated in the Preamble in advancing the goals of the University.
 - d. Actively foster a spirit of belonging amongst alumni.

- e. Implement programmes and projects to support the University in pursuing its development to serve its students and communities better.
- f. Ensure that alumni interests are represented within the institutional statutory and governance structures for the institution's advancement.
- g. Discuss and state its opinion on any matter relating to the University, including matters which may be referred to it by the Council.
- h. Liaise with Convocation Associations and convocations of other higher education institutions.

4. PRINCIPLES SUPPORTING THE OBJECTIVES AND FUNCTIONS

- 4.1. The following underlying principles shall guide the Convocation in support of its objectives and functions:
 - 4.1.1. Responsibility and accountability as being promoted by the King IV Report; and
 - 4.1.2. Freedom of expression as it stems from the Bill of Rights as stipulated in the Constitution of the Republic of South Africa, 1996.
- 4.2. The Convocation shall engage in a concerted effort to improve the University's financial position by endorsing programmes and projects that will meet its goals.
- 4.3. In support of (Section 4.2) above, the Convocation may establish its structures through its Constitution. Furthermore, it may enter into suitable structural arrangements with other bodies within or outside the University to achieve its objectives and meet the University's goals as stipulated by the University strategy.□
- 4.4. The Convocation shall contribute effectively towards the University's good governance by engaging in the University's administration and academic interest and making recommendations thereon.
- 4.5. The Convocation shall always encourage and nurture a positive image of the University by promoting effective relationships with communities, businesses and donors.
- 4.6. The Convocation shall always encourage a spirit of belonging among alumni as a bona fide body of representatives.
- 4.7. The Convocation shall 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:
 - 4.7.1. Being an advocate and ambassador for MUT;
 - 4.7.2. Assisting with placements of students who seek experiential learning and at times effectively promote the University to communities for effective student recruitment processes and networking;
 - 4.7.3. Helping with the mobilisation of resources;
 - 4.7.4. Donating time, effort, expertise, finances, and other resources to MUT; and

- 4.7.5. Being an effective partner that supports the welfare and progress that will enhance the intellectual and material well-being of the University community, including offering support and professional expertise to the University.
- 4.7.6. Maintain a database of members of the Convocation to enhance information dissemination between members and the University, and maintain the voters roll that will be utilised during elections.
- 4.8. The Convocation shall encourage a sense of responsibility, obligation, and accountability towards the University community and their Alma Mater through effective engagement on any matter relating to the University's best interests, including matters referred by the Council, the Senate, or even the Institutional Forum.
- 4.9. The Convocation shall, therefore, continuously enhance the decision-making processes of the University to improve the University effectiveness.
- 4.10. The Convocation shall, in adopting this Constitution for the Convocation, affirm the principles, values and provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), and the Statute of MUT to enhance effective governance, administration and the well-being of the University Community including its Alma Mater.
- 4.11. The Convocation shall act through duty of care and skill, including acting in good faith by consciously refraining from acting outside its powers.
- 4.12. The Convocation shall foster and promote the spirit of institutional ownership and loyalty to the Mangosuthu University of Technology and encourage sustained dialogue with the University community.
- 4.13. At its elective Annual General Meeting, the Convocation shall nominate and appoint members who will serve in the Executive Committee, known as CONVEXCO.
- 4.14. For effective participation in the Executive Structure of the Convocation, a member shall uphold the following:
 - a) That the member is not a registered student;
 - b) That the member has at least four (4) years' experience outside of the University, and the member graduated at MUT; and
 - c) That the member shall play an active role in the advancement of the University.

5. FINANCE

- 5.1. CONVEXCO shall administer the Financial matters of the Convocation.
- 5.2. A member of the CONVEXCO shall act as the Treasurer to keep the financial records and transactions of the Convocation, in conjunction with the Finance Division and the relevant department.
- 5.3. The Convocation shall operate on the Financial Vote with the Finance Division of the University, into which the Convocation shall deposit all monies received from the Convocation Associations and Donors.
- 5.4. An annual audit of the records of account of the Convocation and the auditor's report shall be filed with the Office of the Vice-Chancellor.
- 5.5. The Convocation shall have the right to raise funds from amongst its members and third parties:
 - 5.5.1. Provided that where the Convocation intends to raise such funds from third parties, the approval of the Vice-Chancellor shall first be obtained, and provided that further, in such event, the Vice-Chancellor shall have the right to appoint an Officer of the University to be present and to participate in the discussions between such a third-party and the Convocation.
 - 5.5.2. Through the Report of the Vice-Chancellor to Council, Council will be informed on the progress and processes to enhance oversight processes.
 - 5.5.3. The Vice-Chancellor shall inform the Convocation on the source and amount of all the funds received by the University at the initiative of the Convocation.
 - 5.5.4. The Convocation shall, subject to the approval of the Vice-Chancellor, hold functions and conduct fundraising activities on campus by use of the facilities of the University.
 - 5.5.5. Accordingly, the University may make such monetary and other contributions to the Convocation to defray such expenses of the Convocation as may, according to the Vice-Chancellor, appear expedient and to be in the interest of the University: regard being had to the nature of the donation and the reason for the expenses incurred.
 - 5.5.6. Provided that the University shall have the right, in the discretion of the Vice-Chancellor, to compensate the Convocation or any of its members for any expenses incurred in raising or attempting to raise funds for MUT or any of its projects.

6. ENHANCING THE INSTITUTIONAL ADVANCEMENT OF THE UNIVERSITY

6.1 The Convocation shall:

- a) Develop a comprehensive fundraising programme and operational plans aligned with the University's strategic goals in consultation with the University.
- b) Effectively support the financial and physical needs of the University by cultivating philanthropy.
- c) Engage former and current students and "friends of the University" in the ongoing life and well-being of the University community.
- d) Effectively engage in identifying, cultivating and enhancing funding relationships with the relevant Department of the University.
- e) Effectively with the relevant department, work on strategies and plans to increase the giving back of the alumni and its engagement with the University.
- f) Work in consultation with the relevant department in designing and implementing comprehensive institutional advancement programmes, annual funds, endowments, capital campaigns, and alumni and constituent relations efforts.
- g) Effectively engage in development and conduct a comprehensive review on policies that will enhance the culture of giving by improving the processes to align best practices, legislation, and the University strategy.
- h) In consultation with the relevant department, effectively create and develop plans that utilise best practices in annual, major and planned gift programmes to meet fundraising goals.
- i) Work closely with the Vice-Chancellor in all phases of his/her advancement and campaign leadership activities.
- j) Effectively execute existing campaign plans and create future campaign initiatives in support of the University Strategy.
- k) In consultation with the relevant department, strengthen the MUT brand through programmes that encourage all MUT staff to respect and promote the brand by effectively improving relationships with stakeholders to enhance the culture of giving.

7. REPRESENTATIVES

7.1. The representatives of the Convocation on the University Council shall:

- 7.1.1. Be bound by the principles of the Constitution and align with the Comprehensive Code of Conduct for Council members.

- 7.1.2. Be accountable through the CONVEXCO in the way they conduct themselves in Council.
- 7.1.3. Report on deliberations of the Council meetings, ordinarily at the first meeting of the CONVEXCO after the Council meeting and any meeting of the Convocation when called upon by the CONVEXCO to report.

8. INDUCTION OF CONVEXCO MEMBERS

- 8.1. The Registrar, in conjunction with the Executive Sponsor of Convocation, shall facilitate the induction of the CONVEXCO.
- 8.2. The induction of the CONVEXCO shall address various aspects that will align the programmes and projects to be pursued for the University.

9. INTERPRETATION

- 9.1. In the event of a dispute as to the interpretation of any clause in the Constitution, the dispute shall be referred to the Registrar for determination.
- 9.2. Any matter not provided for in this Constitution shall be dealt with by the CONVEXCO and/or the Convocation in the presence of the Registrar.

10. AMENDMENTS

- 10.1. Proposed amendments to this Constitution shall be in the form of a motion submitted to the Secretary at least 30 days before a special meeting of the Convocation or AGM;
- 10.2. 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;
- 10.3. Such proposed amendments shall be published, advertised, and announced in a national newspaper or the appropriate University publications with the statement of the business of the special meeting or AGM at least 30 days before the meeting;
- 10.4. 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 to speak to such amendments;
- 10.5. Any amendment shall be carried by at least two-thirds majority of the members present; and
- 10.6. The Secretary shall submit such resolutions to Council for its approval, and a copy shall be forwarded to the President of the Convocation.

11. THE COMPOSITION OF MEMBERSHIP OF THE CONVOCATION AND THE RIGHT TO VOTE

11.1. Per section 26 (2) (g) of the Higher Education Act 101, of 1997 as amended, the Statute of the university provides for the establishment and membership of the Convocation. The paragraphs set out below enhance the membership of the Convocation in meeting the goals of the University as stipulated in the 2020 – 2025 Strategy of the University.

11.2. The Convocation shall consist of:

- a. The Vice-Chancellor and Principal who is accountable to Council for the leadership of the university as a whole, and for determining the university's strategic goals, and ensuring fundraising and other convocation initiatives including external relations programmes are effectively implemented to achieve financial sustainability.
- b. The Registrar who shall act as the official secretariat that ensures that the administration of the meetings of CONVOCATION follow the principles of good governance and are in accordance to the University Rules;
- c. The Chancellor, the Deputy Vice-Chancellors, and any other member of the Executive/ Senior Management as stipulated by the Statute and the Terms of Reference of the Executive Management Committee;
- d. Academic employees on the permanent staff of the University, Professors Emeriti and other retired academic employees who are still associated with the University;
- e. All persons who are or become diplomates or graduates of the University and such other persons as the Council may determine who may be classified as honorary members;
- f. All persons who the University has awarded honorary degrees;
- g. All persons who have been awarded university certificates as approved by Council;
- h. Members of the permanent academic staff whose period of service was at least ten years with the University and/or including a service period with the erstwhile Mangosuthu Technikon; and
- i. Academic employees, Professors Emeriti, and retired academic staff members who were in the employ of the University for at least ten years immediately before retirement are members of the Convocation.

11.3. The Right to Vote

- 11.3.1. As defined by the composition, all members have the right to vote for the Convocation Executive members (CONVEXCO), except all the ex Officio members as stipulated by the Statute of the University.
- 11.3.2. The process of selecting and voting for the Executive members shall be as determined by CONVOCATION.
- 11.3.3. The Registrar shall be the Chief Electoral Officer as defined by his role stipulated in the Higher Education Act of 1997 as amended and the University Statute.
- 11.3.4. The Chief Electoral Officer must make suitable arrangements for sufficient rotation and continuity of membership of the CONVEXCO to ensure that the aims and objectives of the Convocation are consistently addressed.

12. COMPOSITION OF THE CONVOCATION EXECUTIVE COMMITTEE (CONVEXCO)

12.1. As stipulated by this Constitution, the functional role of the business of the Convocation shall be vested in the CONVEXCO.

12.2. The Convocation Executive Committee (CONVEXCO) shall consist of:

Voting members:

- a. 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;
- b. The Deputy 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;
- c. A representative of the Convocation on Council appointed by Convocation (where this person is not an office-bearer);
- d. 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.

Non-Voting members

- a. The Vice-Chancellor or one of his or her appointees as an ex officio member;
- b. The Registrar, an ex officio member who shall act as statutory Secretary of the Convocation;
- c. The Executive Sponsor of the Convocation;
- d. The Alumni Relations Officer, as an ex officio member;
- e. Chairpersons of the Convocation Chapters, who are co-opted from the Chapters of the Convocation Association to be ex- officio members.

13. THE RESPONSIBILITIES OF THE CONVOCATION EXECUTIVE COMMITTEE (CONVEXCO)

13.1. The CONVEXCO duties shall include:

- a. Oversee to the smooth, efficient and effective functioning of the Convocation
- b. Establish and maintain Chapters and other Convocation Associations that will enhance the Convocation's effectiveness and meet the goals of the University and its community.
- c. The CONVEXCO may appoint committees to assist it in realising the goals of the Convocation and the University.

13.2. Duties of the President

- a. To chair the meetings of CONVEXCO.
- b. To supervise the running of the affairs of CONVEXCO.
- c. To represent the interests of the members of the Convocation and Convocation Association in CONVEXCO.
- d. To effectively facilitate the development and implementation of the programmes and projects that the CONVEXCO approves in conjunction with the University.

13.3. Duties of the Deputy President

- a. In the absence of the President, the Deputy President shall preside at meetings and, in the event of equal voting, shall have a deliberative and casting a vote.
- b. To engage with the various convocation structures of other universities, seeking and benchmarking ways to improve the MUT Convocation.
- c. To conduct the business of the University by enhancing ways to improve relationships with alumni, Convocation and other stakeholders.

13.4. Duties of the Treasurer

- a. The Treasurer shall ensure that an accurate account of all financial records of the Convocation and its Convocation Association are permanently kept.
- b. The Treasurer shall submit a financial statement annually to the members at the Annual General Meeting in line with clause 5.2. of this Constitution.

14. THE RESPONSIBILITIES OF THE EXECUTIVE SPONSOR OF CONVOCATION

14.1. The Executive Sponsor, in conjunction with the Alumni Relations Unit, shall:

- a. Develop strategic and operational plans in consultation with the CONVEXCO and the Executive Sponsor to promote the advancement of the University.
- b. Report to the CONVEXCO on the achievement of Convocation objectives at the meetings of CONVEXCO and Convocation to map a way forward in meeting the goals of the University.
- c. Provide administrative and operational support to the Convocation and its CONVEXCO to further the mission and goals of the Convocation, in line with the goals of the University.
- d. Execute resolutions of the Convocation and its CONVEXCO in improving relationships with all University stakeholders, where applicable.
- e. Report annually on its activities in the above at the Annual General Meeting of the Convocation.

15. ELECTION AND TERM OF OFFICE OF CONVEXCO MEMBERS

- 15.1. The term of office of CONVEXCO shall be four years for members who are not students or employees of the University.
- 15.2. Ex-officio members shall hold office as long as they occupy the positions that make them ex-officio members of CONVEXCO.
- 15.3. Except for 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;
- 15.4. Membership on CONVEXCO shall be open to all members of Convocation in good standing;

- 15.5. No student or staff member may be eligible for election into the CONVEXCO; this is meant to address the Conflict of Interest that may impact the effective functioning of the committee.
- 15.6. 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;
- 15.7. The CONVEXCO shall elect from amongst its members a Treasurer;
- 15.8. 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;
- 15.9. No member of the senior or executive management of any other institution of higher education shall be eligible to be on the CONVEXCO or to represent the Convocation on Council;
- 15.10. No individual student registered with MUT shall be eligible for nomination and election to the CONVEXCO;
- 15.11. No individual graduate who has less than 4 years of eligibility to be a member of Convocation can be elected into CONVEXCO; and
- 15.12. Individual staff members employed by the University shall not be eligible for nomination and election by the Convocation to the CONVEXCO.

16. THE ROLE OF THE REGISTRAR

- 16.1. The Registrar is an ex officio member who shall be the Secretary to the CONVEXCO and Convocation;
- 16.2. The Secretary keeps the Convocation roll containing the names, address, and change of address of the members of the Convocation;
- 16.3. 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;
- 16.4. Any alumnus is entitled to inspect the Convocation roll and advise of any corrections if it needs be, and;
- 16.5. At all elections, the Secretary shall act as Returning Officer and be assisted by scrutineers appointed by the President or, if the President is a candidate or is absent, by the Vice-Chancellor.

17. CONVOCAATION REPRESENTATION IN INSTITUTIONAL STRUCTURES

- 17.1. The CONVEXCO must administer convocation representation to Institutional structures, and reports are made to the AGM.
- 17.2. All Convocation representatives in institutional structures shall account to the CONVEXCO.
- 17.3. The term of office for all Convocation representatives in institutional structures shall be in line with the term of the CONVEXCO.

18. MEETINGS OF THE CONVEXCO AND THE CONVOCAATION

- 18.1. There shall be CONVEXCO meetings, annual general meetings for the Convocation, and special meetings for the CONVEXCO and the Convocation. Before the commencement of each meeting, every member shall sign a form indicating a possible personal conflict of interest or affirming the absence of such possible conflict, following principles of good governance.
- 18.2. Meetings of the CONVEXCO
 - 18.2.1. The CONVEXCO shall ordinarily meet at least two times a year and such other times as the President may deem necessary. The time and place of such meetings shall ordinarily be at MUT or electronically;
 - 18.2.2. At least 7 days' notice of an ordinary meeting shall be given by the Secretary to the members of the CONVEXCO;
 - 18.2.3. The President shall convene a special meeting of the CONVEXCO 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 7 days of such a notice being received;
 - 18.2.4. 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;
 - 18.2.5. An ordinary majority shall take all decisions 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;
 - 18.2.6. The President shall on any matter have a deliberative vote and, in the event of an equality of votes, also a casting vote;
 - 18.2.7. 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;

- 18.2.8. 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
- 18.2.9. 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. □
- 18.2.10. CONVEXCO shall be responsible for deploying members of Convocation to University structures except to Council.

18.3. Meetings of the Convocation

- 18.3.1. The Convocation shall hold annual general meetings and other special meetings.
- 18.3.2. **The Annual General Meeting held every fourth year shall be an elective meeting.**
- 18.3.3. 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.
- 18.3.4. At least 30 days before the date of the AGM, a notice of the AGM shall be published, advertised, and announced in a national newspaper or the appropriate University publications with the statement of the business, as approved by the CONVEXCO.
- 18.3.5. 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. The proposer shall sign each motion 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.
- 18.3.6. 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.
- 18.3.7. **Fifty-one persons** present in person **or electronically** at a meeting shall constitute a quorum. Meeting procedures shall be following the MUT Statute. □
- 18.3.8. 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.
- 18.3.9. 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.
- 18.3.10. An internally audited statement of accounts shall be tabled and presented for adoption at the AGM.
- 18.3.11. At every AGM, the President shall present a report on the activities of the CONVEXCO and the Convocation for adoption by the AGM.

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

18.4. Special meetings

18.4.1. A special meeting of the Convocation may be convened by the President when required;

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

18.4.3. The President must convene a special meeting of the Convocation 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;

18.4.4. 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

18.4.5. **Fifty-one persons** present in person or **electronically** at a special meeting shall constitute a quorum. If no quorum is present, the special meeting shall be dissolved. Meeting procedures shall be following the MUT Statute;

19. THE CONVOCATION CHAPTERS AND OTHER CONVOCATION ASSOCIATIONS

19.1. The Convocation may constitute regional Chapters of Convocation where it deems that there are sufficient members to warrant the formation of such a Chapter;

19.2. A Convocation Chapter may be demarcated on a provincial, municipal, or international basis or a combination of provinces or municipalities;

19.3. A Convocation Chapter shall characterise Convocation's micro-structure of the Convocation as contemplated in this Constitution;

19.4. **The term of office of a Chapter shall be four years;**

19.5. **A Convocation Chapter shall be approved at the next meeting of CONVEXCO;**

19.6. **The composition of Convocation Chapters shall be constituted as follows:**

- a. **Chairperson (ex-officio member of CONVEXCO);**
- b. **Vice-Chairperson;**
- c. **Secretary; and**

d. One Convocation member who resides within the demarcated area/sector.□

- 19.7. The Chairperson and Vice-Chairperson shall be elected at the relative Chapter's AGM;
- 19.8. 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;
- 19.9. The quorum for the Convocation Chapter's AGM shall be constituted by fifty plus one members present;
- 19.10. Procedures for convening and conducting meetings and electing office-bearers shall be aligned to the Convocation meetings' procedures per this Constitution.

20. REPORTING OF CONVOCATION

- 20.1. The minutes of each meeting of CONVOCATION are considered and approved at the next Annual General Meeting;
- 20.2. A summarised report of each Annual General Meeting is submitted to the Council;
- 20.3. When and if Convocation has given advice to Council, the Council must consider the advice given by the Convocation and provide reasons if the advice is not accepted.

21. ADMINISTRATION

- 21.1. The University shall, after consultation with the CONVEXCO:
 - 21.1.1. Provide the Convocation and the CONVEXCO with a reasonable budget for operating costs and meetings; and
 - 21.1.2. Provide the CONVEXCO with reasonable access to the University facilities to carry out the business of the Convocation and the CONVEXCO.

22. THE PROMOTION AND ENHANCEMENT PROGRAMME FOR PRE ALUMNI

- 23.1. The CONVEXCO, in conjunction with the Alumni Relations Unit, shall:
 - 23.1.1. cultivate interest in alumni relations work amongst students while they are still within reach at the University.
 - 23.1.2. create awareness among students about the role that an alumnus can play in furthering the objectives of the University.
 - 23.1.3. demonstrate the contributions made by the alumni, with the hope that this will encourage them to participate effectively and contribute after they graduate.

23.1.4. enhance the image of the University and further its objectives by eliciting student participation in alumni programmes.

23.1.5. engage students in societal development programmes through community outreach.

23.1.6. bridge the gap between student years and membership into a convocation chapter.

23. HONORARY MEMBERS

23.1. Nomination for the award of honorary membership of any person may at any time be submitted in writing to the Secretary, co-signed by at least ten other members and accompanied by a detailed curriculum vitae of the nominated person.

23.2 CONVEXCO may, based on nominations submitted to it, request the Council to grant honorary membership to any person who excellently associates him/herself with the University and achieves the Convocation goals.

23.3. The CONVEXCO may request Council to grant honorary membership based on nominations as described in this sub-clause to any person with a proven record of an extraordinary constructive contribution in pursuance of the goals of the University and its Convocation.

23.4. Nominations for honorary membership must be signed by at least 10 (ten) members of the MUT Convocation association and accompanied by a motivation, submitted to the CONVEXCO in written form.

23.5. The decision to grant honorary membership shall be taken by the University Council.

24. INDEMNITY

24.1. 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 because 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.

25. TERMINATION OF MEMBERSHIP

25.1. Membership of the CONVEXCO or the Convocation Chapter's Management Committee shall be declared terminated if the member vacates his/her position on the grounds of his/her:

- a. Resignation;
- b. Death;

- c. Absence for three consecutive meetings without leave permitted by the Chairperson;
- d. 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;

26. REVIEW OF THE CONSTITUTION

- 26.1. The Constitution of the Convocation shall be reviewed every five years in line with the University Strategy and when there are changes to the internal or external operating environment, including legislation and other legal prescripts.
- 26.2. With the concurrence of the Convocation, the Council shall approve the Constitution in line with the proposed changes to effectively achieve the objectives and goals of the Convocation as determined by the University strategy.
- 26.3. All proposed changes shall be in line with the objectives and goals of the University to improve the reputation of University effectively.

ANNEXURES

COMPOSITION OF THE CONVOCATION EXECUTIVE COMMITTEE (CONVEXCO)

	MEMBER	No	STATUS
1	President	1	Chairperson
2	Vice – President	1	
3	Two Convocation Reps on Council (where they are not office-bearers)	2	
4	Members elected by the Convocation	4	
	TOTAL	8	
5	Vice-Chancellor (Ex-Officio and Non-Voting)		
6	Executive Sponsor of Convocation (Ex-Officio and Non-Voting)		
7	Alumni Relations Officer (Ex-Officio and Non-Voting)		
8	The Chairpersons of Convocation Chapters		
9	Registrar (Secretary)		