



DRAFT

CONSTITUTION OF THE UJ CONVOCATION

1. Role and Objectives

The Convocation:

- 1.1 Is the official forum that represents the interests of its members;
- 1.2 Executes its responsibilities in accordance with the higher education framework with specific reference to at least the following:
 - 1.2.1 The Constitution, Higher Education Act and other applicable legislation;
 - 1.2.2 Directives for the University as approved by the Department of Education;
 - 1.2.3 Generally accepted principles regarding the role of a university and its place in society with particular reference to the principles of academic freedom and institutional autonomy;
 - 1.2.4 Higher Education governance requirements;
 - 1.2.5 National Higher Education imperatives;
 - 1.2.6 Principles of public accountability, corporate governance and the general principles of good governance;
- 1.3 Debates any matter related to the execution/implementation of the University's vision, mission, strategic objectives and values;
- 1.4 Promotes a positive image/reputation of and respect for the University as a whole;
- 1.5 Promotes community and business interests for the University;
- 1.6 Fosters a spirit of belonging among its members;
- 1.7 Fosters a sense of responsibility, obligation and accountability towards the community in general and their "Alma Mater" in particular;
- 1.8 States its opinion on any matter relating to the best interests of the University, including matters referred to it by the Council, the Senate or the Institutional Forum.

2. Membership

Membership of the Convocation consists of:

- (a) Alumni (diplomates and graduates of formal subsidised qualifications);
- (b) the Vice-Chancellor and Principal, the Pro Vice-Chancellor, Deputy Vice-Chancellors and Registrar of the University;
- (c) permanent academic and research employees of the University;
- (d) retired permanent academic and research employees of the University;
- (e) retired emeriti professors; and

- (f) graduate members of the Alumni Association of the former Rand Afrikaans University and members of the Convocation of the former Technikon Witwatersrand.

3. Office-bearers

The following are office-bearers of the Convocation, elected by the Convocation:

- (a) President (chairperson of meetings of the Convocation);
- (b) Deputy President (deputy chairperson of meetings)
- (c) Treasurer
- (d) Secretary
- (e) Representatives of the Convocation on the UJ Council.

4. Executive Committee

4.1 The Executive Committee consists of the following:

- (a) President
- (b) Deputy President
- (c) Treasurer
- (d) Secretary
- (e) The Convocation representatives on Council if not otherwise a member of the Executive Committee
- (f) Two additional members elected by the Convocation.

4.2 The role of the Executive Committee is to:

- 4.2.1 Address any urgent matter prior to the next meeting of the Convocation;
- 4.2.2 Establish committees/task teams as it deems fit;
- 4.2.3 Oversee any project and related financial management when applicable;
- 4.2.4 Ensure effective operation by reviewing the functions and efficiency of the Convocation and the Executive Committee (and other committees if applicable) and by addressing any deficiencies accordingly.

5. Elections

- 5.1 The nomination and election of the convocation representatives on the UJ Council, the office bearers of the Convocation, and the additional members of the Executive Committee is in accordance with the University's Election Policy and the principles of good governance.
- 5.2 Elected office-bearers hold office for a period of four years.
- 5.3 Elected Convocation representatives on UJ Council hold office for a period as determined in the SIS or UJ Statute once promulgated.

6. General principles of good governance

Members of the Convocation:

- 6.1 Are committed to the general principles of good governance, including transparency, accountability institutional autonomy, communication, codetermination and institutional effectiveness;
- 6.2 Are committed to realising the vision of the University by acting in accordance with the University's mission and its core values;
- 6.3 Acknowledge and support the key roles of the other internal organs/structure of the University;
- 6.4 Commit themselves to consciously refrain from acting outside its powers;
- 6.5 Act in accordance with the fiduciary duty and the duty of care and skill, including acting in good faith that is owed to the University.

7. Meetings and related matters

- 7.1 Meetings and meeting procedures are in accordance with clauses 16 and 45 of the Standard Institutional Statute (SIS), (or clauses 16 of the UJ Statute once it has been promulgated) and the University's Guidelines for Effective meetings;
- 7.2 The Convocation has at least one Annual General Meeting (meeting date set in advance and contained in the University's Year Programme);
- 7.3 A quorum is 50 members in accordance with clause 50 of the SIS (and 40 members once the UJ Statute has been promulgated);
- 7.4 Notwithstanding the absence of a quorum at an Annual General Meeting, such meeting may proceed to elect office bearers and to dispose of other formal matters, but no motions may be submitted at such meeting;
- 7.5 The President may call an extraordinary or emergency meeting in accordance with the Guidelines for Effective Meetings;
- 7.6 Prior to the commencement of a meeting, every member signs a form indicating a possible personal conflict of interest or affirming the absence of such a possible conflict, in accordance with the principles of good governance.

Resolutions

- 7.7 Decision-making is by means of resolutions taken at meetings
- 7.8 If consensus on a matter tabled for discussion is not reached, a motion on the matter is put to the vote by the chairperson. The motion is carried if two-thirds of the members present at the meeting vote in favour of the motion.

Reporting

- 7.9 The minutes of each meeting are considered and approved at the next meeting;
- 7.10 A summarised report of each meeting is submitted to Council for noting.

Secretariat

- 7.11 The nominated Secretary acts as the official secretariat that ensures that the administration of meetings is in accordance with the principles of good governance and the University's Guidelines for Effective Meetings.

8. Amendments to the Constitution

- 8.1 The replacement/amendment of this Constitution is valid only if the UJ Convocation accepts a proposed replacement/amendment at an Annual General Meeting by way of a two-thirds majority vote of those present.
- 8.2 Notice of a proposed replacement/amendment, signed by the proposer and at least one seconder, must be submitted to the secretariat in writing at least twenty one (21) days prior to the date of the Annual General Meeting.

9. Formal Interest Groups

- 9.1 The UJ Alumni Association, which is governed according to its own constitution, is acknowledged as a formal interest group of the UJ Convocation.
- 9.2 The UJ Retired Academics' Association, which is governed according to its own Constitution, is acknowledged as a formal interest group of the UJ Convocation.

10. Dissolution

The Convocation is a legal body/structure in accordance with the SIS or UJ Statute (once promulgated) and may not be dissolved.