



#ChooseUL



University of Limpopo Constitution of the Alumni and Convocation Association



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DESCRIPTIVE TITLE:

**THE CONSTITUTION
OF THE UNIVERSITY OF LIMPOPO ALUMNI
AND CONVOCATION
ASSOCIATION (ULACA)**

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PREAMBLE

Whereas, We, the graduates, former students and or staff or former staff of the University of Limpopo, having appreciated the role played by the university in shaping our current academic and social status, and bound together by our common attachment to the university, and having noted the need to further contribute in various respects to the life of the University of Limpopo, and bound by these common goals, herein resolved to form an association which will forever bind us to the University of Limpopo.

1. DEFINITION OF TERMS

- (1) **'Academic'** shall mean an academic staff member associated with and or employed by the University of Limpopo either as a Junior Lecturer, Lecturer, Senior Lecturer, Associate Professor, Professor, Senior Professor or any person who possess any such experience and academic qualifications, but currently serving in an administrative portfolio in the University.
- (2) **'Active citizenry'** shall mean any member of society who has a track record of being responsible, being involved in various community development projects/programmes, and who are taking charge of their own destinies without compromising the values enshrined in the Constitution of the Republic of south Africa, 1996. Such a person should possess traits of an informed citizen who embraces fairness, diversity and inclusivity.
- (3) **'Active member'** shall refer to any person who is visibly, actively involved and participates meaningfully in the activities and programmes of the UL Alumni ad Convocation Association (ULACA).
- (4) **'Active membership'** shall refer to any person who is a member of the ULACA by virtue of having acquired membership as defined in this Constitution.
- (5) **'Alumnus' or 'Alumni'** shall refer to a former student or students of the University of Limpopo, who holds a degree, diploma or certificate from this institution. These are persons who have successfully completed at least one year of study in any of the degrees/diploma/certificate programmes approved by the Senate. It also means a retired academic who is not a graduate of UL, who has worked at UL for a period of at least ten (10) years, an exchange student, and academic staff members who are not graduates of UL.
- (6) **'Chapter'** shall refer to a structure of the ULACA, established for the purpose of pursuing the stated objectives of the ULACA, and located anywhere, within and outside the Republic of South Africa.
- (7) **'Convocant'** shall refer to a member of the ULACA.
- (8) **'Convocation'** means the convocation of the University contemplated in paragraphs 51 to 56 and Section 26(2)(g) of the Act. The Convocation of the University consists of all persons who are or become graduates or diplomats of the institution, the Principal, Vice Principal, the Registrars, academic employees and former full-time retired academic staff of the University.
- (9) **'Council'** shall refer to the Council of the University of Limpopo as provided for in Chapter 4 of the Higher Education Act 101 of 1997, and sections 22 to 24 of the UL Institutional Statute.
- (10) **'Duly completed form'** shall refer to any such form that has full names, surname, and student number, of the nominator and the full names, surname and student number of the nominee, and such form must be duly signed.
- (11) **'Exchange student'** shall refer to a student who by virtue of prior arrangement between the University of Limpopo and other parties, either through MOU or whatever acceptable method, travels abroad to another institution and or to the UL to pursue particular studies.
- (12) **'EXCO'** shall refer to the Executive Committee of ULACA.
- (13) **'Extra-ordinary meeting'** shall refer to a non-scheduled meeting, called on an urgent basis to attend to matters that require immediate attention and decision.
- (14) **'Honorary member'** shall refer to any person who becomes a member of the UL Alumni and Convocation by virtue of nomination and acceptance as an honorary member.
- (15) **'Meeting'** shall refer to any form of a gathering, convened for the purpose of discussing

matters that affect the association, its membership and or the University.

- (16) **'President Emeritus'** shall refer to an honorary title automatically conferring unto any person who has served and completed at least a full term as President of the ULACA.
- (17) **'Sector Association'** shall refer to a structure, founded by members of a specific academic discipline, with the sole purpose of advancing the best of interests of ULACA and its membership, and the University community at large.
- (18) **'Simple majority'** shall mean 50% + 1 derived from a total membership present a meeting.
- (19) **'The Act'** shall refer to the Higher Education Act No. 101 of 1997.
- (20) **'The Association'** shall refer to the Alumni and Convocation Association of the University of Limpopo.
- (21) **'The Statute'** shall refer to the Institutional Statute of the University of Limpopo (Vol. 621, No. 40673, March 2017), as may be revised from time-to-time.
- (22) **'The University'** shall refer to the University of Limpopo, also cited as the UL.
- (23) **'Two-thirds majority'** shall refer to two-thirds of members who are present at a meeting, and in their majority, decide to vote in a particular way. For instance, two-thirds majority of 100 would be 67.
- (24) **'ULACA'** shall mean the University of Limpopo Alumni and Convocation Association.
- (25) **'UNIN'** shall refer to the erstwhile University of the North.
- (26) **'Quorum' or 'Quorate'** shall refer to the minimum number required in order for a meeting to have a legal standing to take place.

2. NAME

- (1) The name of the Association shall be the University of Limpopo Alumni and Convocation Association, hereafter referred to as the Association.

3. VISION

- (1) Making the University of Limpopo, a world class African University.

4. MISSION

- (1) To unite Alumni and members of the Convocation of the University of Limpopo;
- (2) To raise funds for the University of Limpopo;
- (3) To participate in constructive decision making in the structures of the University through our representatives and thereby assisting UL to attain a high level of academic excellence and continuously improve its image;
- (4) To ensure that UL graduates remain attached to UL in a positive manner; and
- (5) To provide support service to members of the Association in order to enable them to strive effectively for their vocational and career growth and to effect the aims of the University through appropriate programmes.

5. OBJECTIVES

- (1) In accordance with the stipulations of the Higher Education Act, 1997 (Act No. 101 of 1997) and the Institutional Statute of the University of Limpopo, the Association shall have its objectives as follows:
 - (a) To foster, amongst its members, the ideals of supporting the University of Limpopo, its students and the academic project, and maintain close ties with the university;
 - (b) To assist the University in attaining and maintaining a high level of academic excellence;
 - (c) To assist in fundraising activities carried out in order to enhance the financial position of the University, and or for the benefit of the indigent students of the University of Limpopo;
 - (d) To help in promoting the image of the University;
 - (e) To promote the Association nationally and internationally thereby ensuring its growth and

survival

- (f) To promote unity of purpose among Alumni through constant contact with all Alumni countrywide by establishing branches in various provinces and foreign countries;
- (g) To participate in the Council of the University of Limpopo and any matter referred by it;
- (h) To serve as a forum for alumni;
- (i) To serve as an effective communication and information instrument amongst members, and between members and the University;
- (j) To support the University in attaining its strategic goals and objectives; and
- (k) To liaise with alumni associations and convocations of other tertiary institutions.

6. COMPOSITION OF THE ASSOCIATION

(1) Membership and categories of membership

(a) Ordinary membership

- (i) Persons who obtained a qualification from the University of Limpopo, inclusive of a degree, Diploma or Certificate, including those obtained during the former University of the North (UNIN). Such persons are automatically members of the Association, subject to any such persons indicating in writing that the membership is not desired.
- (ii) Any retired or former academic staff members of the UL.
- (iii) The EXCO may on application, grant membership to any person aged forty (40) and above, and who is of sound mind, is of active citizenry and who has completed at least one year of successful study at the UL, excluding a currently registered student, and any person who has not received a Degree, Diploma or Certificate from the UL and who in terms of paragraph (a)(i) do not automatically obtain membership.

(b) Honorary membership

- (i) Persons who have received honorary degrees from the UL, or who have distinguished themselves in their academic or business life, contributed to their community, or contributed to the advancement of UL may be granted an honorary membership at the discretion of EXCO; and
- (ii) The EXCO may, on the basis of nominations submitted to it, grant honorary membership to any person who associates him/herself in a meritorious way with both the UL and the goals of the Association.
- (iii) Nominations of honorary members shall be submitted to the EXCO in writing, be signed by at least 10 (ten) members of the Association and contain a motivation explaining why honorary membership ought to be granted.

(c) Associate membership

- (i) Associate membership shall comprise exchange students, visiting academics and donors.
- (ii) Associate members shall not be eligible to hold office.

(2) Acquisition of Membership by Application

- (a) A Non-Alumnus may acquire membership by filing an application to acquire such membership through EXCO.

- (b) The EXCO is authorised to make a verdict on such application on whether to grant or not to grant membership, but shall be required to table such report to conference for final ratification.
- (c) Application for membership shall be directed in writing to the Secretary of the Association, on the prescribed form and shall be signed by the applicant.
- (d) By signing and submitting his/her application, the applicant declares that he/she subscribes to the goals of the Association and subjects him/herself to the Constitution of the Association.
- (e) Currently registered students are ineligible to apply for membership only by virtue of having completed first level of their studies.
- (f) Any person who has completed at least one year of study at UL but interrupted studies on an indefinite basis will be eligible to apply for membership, but shall be ineligible for election or to serve in any leadership role of the Association and or its associated structures.
- (g) To qualify for membership in terms of sub-section 2, a person is required to be of sound mind, with manifest learned habit, and be active as a citizen.

7. REGISTRATION OF MEMBERSHIP

- (1) The Alumni Office of UL shall keep an updated register of the Association members, categories of membership and other related information.

8. TERMINATION OF MEMBERSHIP

- (1) The EXCO may terminate a member's membership if, in the opinion of the EXCO, he/she:
 - (a) has damaged the reputation of the Association and or the University;
 - (b) no longer acts in the best interest of the Association and or of the University and
 - (c) has contravened the provisions of the Constitution;
- (2) A member may terminate his/her membership by submitting a letter to the EXCO clearly stating such notice to withdraw from membership of the association.
- (3) A member of EXCO who fails to attend three consecutive meetings without prior written apology to the Secretary shall cease to be a member of the Executive Committee.

9. COUNCIL REPRESENTATIVES

- (1) In accordance with section 23(g) of the Institutional Statute of the University of Limpopo, the Alumni and Convocation shall be represented on Council by the President of Convocation and one additional member of the Convocation nominated and elected by the Convocation.
- (2) In the unlikely event of one or both the Representatives ceasing to represent Convocation on Council, the Registrar shall give notice of the existence of a vacancy to every member of the Association within 30 days after of the occurrence of such vacancy, and similarly invite nomination of candidates that should be signed by at least 5 (five) members and the nominee.
- (3) Nominations, accompanied by appropriate motivation and curriculum vitae of the nominee, shall be lodged with the Registrar within 30 days after the date of the notice.
- (4) The Registrar shall declare the nominee(s) properly elected should only one or an equal number of persons in relation to the number of vacancies have been nominated.
- (5) Should the number of nominations received exceed the number of vacancies, the Registrar shall submit the nominations to the Convocation who will elect representative(s) by way of sealed ballot.
- (6) The term of office of the representatives shall coincide with the term of office of the Council;

- and
- (7) The representatives shall be eligible for re-election.

10. THE EXECUTIVE COMMITTEE OF CONVOCATION (EXCO)

- (1) The composition of the Executive Committee of Convocation shall be as follows;
- (a) President
 - (b) Deputy President
 - (c) Secretary (University Registrar)
 - (d) Treasurer
 - (e) Provincial Chairpersons (Ex-officio)
 - (f) Additional members
 - (g) Vice-Chancellor and Principal (Ex-officio)

11. DUTIES AND FUNCTIONS OF OFFICE BEARERS

- (1) **President;**
- (a) The President's duties shall include the following:
 - (b) To chair meetings of EXCO;
 - (c) To supervise the running of the affairs of EXCO; and
 - (d) To represent the interests of the members of the Convocation and Alumni Association in EXCO and at Council.
- (2) **Deputy President;**
- (a) In the absence of the President, the Deputy President shall preside at meetings and exercise all statutory duties of the President.
 - (b) In the event of equal voting, shall have a deliberative as well as a casting vote.
- (3) **Secretary (Registrar);**
- (a) Shall be the Secretariat and Chief Administrative Officer of Convocation.
 - (b) It shall be the duty of the Secretary to keep proper minutes of all proceedings of the Association. A regular report of all activities shall be sent to the Alumni Office.
 - (c) The Secretary, in consultation with the President, shall convene meetings of the Association, giving a minimum of 21 days' notice.
- (4) **Treasurer;**
- (a) The Treasurer shall ensure that an accurate account of all financial records of the Association is kept at all times.
 - (b) The Treasurer shall, with the approval of the Executive Committee, disburse monies on behalf of the Association.
 - (c) The Treasurer shall submit a financial statement annually to members at the Annual General Meeting.

12. DUTIES AND FUNCTIONS OF THE EXECUTIVE COMMITTEE OF CONVOCATION

- (1) To oversee the smooth, efficient and effective functioning of the Association.
- (2) To establish and maintain Provincial Associations; and
- (3) To guide the Provincial Associations in their activities.
- (4) The EXCO may appoint committees to assist it in the realisation of the goals of the Association.

13. MEETINGS OF THE EXECUTIVE COMMITTEE OF CONVOCATION

- (1) The quorum shall be half of the members plus one.

- (2) EXCO shall meet at least once in two months.
- (3) EXCO shall designate the directly elected members to be its Working Committee. The Working Group, which will meet monthly, will have delegated powers and authority from EXCO; and
- (4) EXCO shall have the powers to co-opt not more than three members into the Executive Committee to ensure that there is a gender, racial, geographical and skill balance.

14. VACANCIES ON THE EXCO

- (1) In addition to the termination of membership in the course of time, a vacancy may exist when one of the listed grounds occur, to wit; when
 - (a) A letter of resignation is sent to EXCO; and
 - (b) A member voluntarily vacate the office on for undisclosed personal reasons or due to natural causes.
- (2) Should an elected member vacate the office before the end of the term, EXCO shall co-opt any eligible member of the ULACA to fill the position until the next elective conference.

15. PRESIDENT EMERITUS AND FUNCTIONS

- (1) President Emeritus is an honorary title automatically conferring unto past presidents in recognition of their service to the ULACA community, and the best interests of the University at large.
- (2) The role of President Emeritus shall be to provide mentorship and leadership to the Executive Committee as and when required to do so.
- (3) President Emeritus shall be an Ex-Officio member of the Executive Committee, and Chapters of the ULACA may co-opt him/her to serve and or assist them in any role.

16. CHAPTERS OF THE ULACA AND COMPOSITION

- (1) Chapters of the ULACA are made up of UL's friends, donors, visiting academics, former academic staff, honorary graduates and exchange students;
- (2) Members within a town or a village may form themselves into a chapter;
- (3) A member of a chapter may also belong to a Sector Association; and
- (4) The Alumni Office of UL shall co-ordinate all chapters.

17. PROVINCIAL CHAPTERS, SECTOR ASSOCIATIONS AND CHAPTERS IN FOREIGN COUNTRIES

- (1) Provincial Chapters and Chapters in Foreign Countries are defined along geographic lines within the location where each association is based, namely: Gauteng, North West, Mpumalanga, Limpopo Province, Free State, Kwa-Zulu Natal, Eastern Cape, Western Cape and Northern Cape; and in foreign states that are composed of graduates;
- (2) The Provincial Executive Committee shall consist of: Chairperson, Deputy Chairperson, Provincial Secretary, Treasurer and one additional member;
- (3) Provincial Associations and Chapters in Foreign Countries shall meet at least once a year within their province and or jurisdiction, and at a time and place to be determined by its executive committee;
- (4) The secretary of the province shall notify the Provincial Association members of a meeting in a public media platform, thirty (30) days before the chosen date and an invitation shall have been served to the Association Executive Committee; and

- (5) Chairpersons of Provincial Committees shall be Ex-Officio members of EXCO.
- (6) The Alumni Office shall co-ordinate all alumni who are residing in foreign countries where a substantial number of graduates exists.

18. SECTOR ASSOCIATIONS

- (1) A Sector Association is a discipline specific organisation that exists to further the specific interests of graduates belonging to a specific discipline.
- (2) The purpose of Sector Associations shall be to;
 - (a) Serve as a platform where the UL graduates of particular disciplines are able to deal with professional issues relating to their professional engagement and development.
 - (b) Provide a union and fellowship among alumni and its discipline-specific professionals.
 - (c) Assist the Department or School or Faculty with inputs on issues of curriculum development.
 - (d) Provide guidance on engagement with and or interaction with relevant professional bodies.
 - (e) Provide guidance on matters of developments in the discipline and based on practical experiences in the profession.
- (3) Sector Associations may be constituted by a Department or School or Faculty groups of graduates from a programme, degree or certificate or diploma who wish to formalise their relationship with the their respective disciplines and the University at large.
- (4) The Sector Association Executive Committee shall consist of;
 - (a) Chairperson
 - (b) Deputy Chairperson
 - (c) Secretary
 - (d) Treasurer
 - (e) Two additional members
 - (f) The Head of Department or Director of School as Ex-Officio member
- (5) The Sector Association Executive Committee shall meet at least once a year.
- (6) The Sector Association shall hold at least one (1) general meeting every year.
- (7) Chairpersons of Sector Associations shall be Ex-Officio members of Provincial Chapters.

19. NOMINATIONS AND ELECTIONS OF LEADERSHIP OF PROVINCIAL CHAPTERS, CHAPTERS IN FOREIGN COUNTRIES AND SECTOR ASSOCIATIONS

- (1) Nominations and elections of the leadership of Provincial Chapters, Chapters in Foreign Countries and Sector Associations shall conform to the general principles predicated on the Institutional Statute and the ULACA Constitution.
- (2) All Provincial Chapters, Chapters in Foreign Countries and Sector Associations shall prescribe in their Constitution, guidelines in terms of how to conduct nominations and elections, all of which must be conducted in an open, fair and democratic manner.
- (3) In instance where there is no Constitution of the Provincial Chapter or Chapter in a Foreign Country or Sector Association, the ULACA Constitution shall apply and thus, take precedence.

20. DUTIES AND FUNCTIONS OF PROVINCIAL AND SECTOR ASSOCIATIONS

- (1) To carry out specific tasks as allocated to them by the EXCO.
- (2) To maintain their respective Provincial and Sector Associations.
- (3) The Executive Committee of the Provincial Chapter, Chapter in a Foreign Country and Sector Association shall report about their activities to the Executive Committee of ULACA.

21. SITE AND OR INSTITUTIONAL COMMITTEES

- (1) Members within a particular institution may form themselves into a site or institutional association; and
- (2) Site/ Institutional association shall meet at least once in two months to receive developments within UL and make recommendations to the Provincial Committee.

22. FINANCIAL MATTERS

- (1) The financial matters of the Association shall be administered by EXCO.
- (2) The Treasurer of the EXCO shall be the custodian of keeping the financial records and transactions of the association.
- (3) The Association shall operate a current and / or other account with a registered financial institution, into which it shall deposit all monies received by the Association.
- (4) Provided that all monies received on behalf of the UL shall be deposited into the account of the University as designated by the Vice Chancellor.
- (5) The President, the Treasurer and the Secretary of EXCO, duly designated for that purpose, shall be co-signatories to all withdrawals on the Association's account.
- (6) An annual audit of the records of account of the Association and the auditor's report shall be filed with the office of the Vice Chancellor.
- (7) The Association shall have the right to raise funds from amongst its members and from third parties.
- (8) Provided that where the Association intends to raise such funds from third parties, the Council shall be informed, and in such an event, the Council 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 Association.
- (9) The Vice Chancellor shall inform the Association on the source and amount of all the funds received by the University at the initiative of the Association.
- (10) The Association shall, subject to approval of the Vice Chancellor, hold functions and conduct fundraising activities on campus, by use of the facilities of the University.
- (11) The University may make such monetary and other contributions to the Association for the purpose of defraying such expenses of the Association, 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.
- (12) Provided that the University shall have the right, in the discretion of the Vice Chancellor, to compensate the Association or any of its members in respect of any expenses actually incurred in raising or attempting to raise funds for UL or any of its projects.
- (13) All Provincial Chapters, Chapters in Foreign Countries and Sector Associations shall report their financial standing to the EXCO of ULACA.

23. MEETINGS

- (1) **THE ELECTIVE CONFERENCE OF ALUMNI AND CONVOCATION**
 - (a) The Association shall hold its conference after every Four years.
 - (b) The Conferences of the Association may be held at any venue and location, where there is at least 25 members with active membership, and to the extent that it is practicable.
- (2) **THE FUNCTIONS OF THE CONFERENCE**
 - (a) An audited statement of accounts shall be tabled and presented for adoption by the conference.
 - (b) To receive end of term report from EXCO through the President.
 - (c) To receive the financial statements of the Association.
 - (d) To elect EXCO.
 - (e) To elect Council representatives as provided in section 9 above.
 - (f) To review the work of the Association and develop policy input for the Association and

- recommendations to Council.
- (g) To consider amendments for the constitution; and
 - (h) The National conference shall be preceded by the Provincial conferences.

24. THE GENERAL MEETING

- (1) The General Meeting is a meeting of the members of the Association.
- (2) Convening of the General Meeting.
- (3) The General Meeting of the Association shall be convened every twelve months by the Secretary, in consultation with the President, and shall be held at a time and place determined by the EXCO.
- (4) The General Meeting of any Provincial Associations shall be held at a time and place to be determined by the Executive Committee of each Provincial Association.
- (5) Notice of the General Meeting shall be given at least 30 days before such meeting.
- (6) Notice of the General Meeting is given by way of an appropriate notice in the public media.
- (7) The Secretary shall make available at the Alumni and Convocation Office, the particulars of the agenda and supporting documents, at least 21 days before the date of the meeting.
- (8) Matters that members wish to place on the agenda shall be lodged with the Secretary, with full details of the matters to be discussed; and
- (9) All resolutions shall be decided by a majority of votes of the members present and voting. On every question, the President shall have a deliberative vote and, in the case of a tie in the votes, a casting vote.

25. NOMINATIONS AND ELECTIONS

(1) ELIGIBILITY CRITERIA

- (a) All graduates of the UL are eligible to participate in the activities of the association, subject to (b) and (c) hereunder.
- (b) Any person who holds a degree or diploma or certificate, conferred by the UL, but who has active current registration at UL or is an employee at UL shall be ineligible to stand for election, but is eligible to vote.
- (c) To be eligible for election to serve on the EXCO, an alumnus shall be required to have graduated with first degree at least 5 years prior to the election period.
- (d) If (c) is unfulfilled, a candidate standing for election must at least be 35 years of age with notable track record of active citizenry, and or evidence of having being involved in projects where the candidate showed their ability to independently manage projects and source significant funds.

(2) NOMINATIONS PRIOR TO THE CONFERENCE

- (a) Any alumnus wishing to stand as candidate for election may be nominated prior to the conference.
- (b) Every nomination of a candidate must be accompanied by a comprehensive Curriculum Vitae (CV).
- (c) A candidate nominated prior to the conference must be supported by a minimum of at least 100 alumni, each of whom must complete and send such a prescribed nomination form to the Secretariat, and within the given time-frame.
- (d) Nominations prior to the conference must be done before twenty-one (21) days leading to the start date of the conference.

- (e) Nominations received after the cut-off date and time will not be considered.

(3) NOMINATIONS AT THE CONFERENCE

- (a) Any alumnus wishing to stand as candidate for election may also be nominated at the conference.
- (b) A candidate nominated at the conference, from the floor, must be supported by at least 25% of members present at the conference in order to be accepted as meeting the required threshold.
- (c) The nominated candidate shall be required to expressly declare interest by either accepting or declining the nomination.
- (d) Only a candidate who shall have sent an RSVP will be permitted to stand for nomination and election at the conference.
- (e) A candidate may be nominated in absentia from the floor, subject to evidence or proof being availed that such a candidate had responded to an RSVP request to confirm participation at such conference.

(4) ELECTIONS OF EXECUTIVE COMMITTEES AND TERM LIMITS

- (a) At the conference, the Association shall elect members to serve on the EXCO for a term of office prescribed for Four years;
- (b) The nominations of members to the EXCO, properly nominated and seconded in accordance with section 23(1) and (2), shall be duly recorded as candidates to contest for elections in whatever portfolios they shall have been nominated.
- (c) In case of nominations prior to the conference, the nomination form, signed by the nominator, shall be accompanied by a short curriculum vitae of the nominee.
- (d) Members can be re-elected, subject to the specific stipulations on term limits on the presidency.
- (e) At least one EXCO member shall act as an observer at the Provincial and Sector Associations elections, to the extent that it is practicable.
- (f) The election of members to the EXCO takes place by way of secret ballot or show of hands, based on a majority vote.
- (g) A member shall, if the majority of the members of the EXCO so decide at a formal meeting, vacate his/her office, after which the vacancy so arising is filled in the manner prescribed in section 15.
- (h) The term of office for EXCO shall be Four years.
- (i) The term of office for Executive Committees of ULACA Chapters shall be Three years; and
- (j) The President and Chapter Chairpersons shall serve a maximum of two terms of office.

(5) ELECTION PROCEDURE

- (a) Decisions of the EXCO/Association are taken by way of majority of the members present who are entitled to vote.
- (b) Every member present who is entitled to vote has one (1) vote with regard to a motion that is brought to the vote.
- (c) At or prior to the conference, the Registrar shall elect three (3) electoral officers and one (1) Chief electoral officer, who are not nominees or University officials at such Elections.
- (d) The Chief Electoral Officer shall preside over the election process.
- (e) In case of a tie, a re-vote shall be taken.
- (f) Functions of the three electoral officers shall be prescribed by the EXCO.
- (g) Unless EXCO decides to the contrary, voting shall take place by way of a secret ballot.

- (h) Election may take place prior to the conference if a decision to do so with reference to 7 above has been reached by the EXCO. In this case, the elected committee will be introduced at the conference; and
- (i) In case voting is not secret ballot, the EXCO shall outline the election procedure.

26. STANDING ORDER

- (1) The Association shall compile its own standing orders, if necessary, for the smooth running of its affairs.
- (2) The Alumni and Convocation Office of the UL shall report to the University Registrar.

27. AMENDMENTS TO THE CONSTITUTION

- (1) The Constitution may be amended as and when it is deemed necessary, and predicated on the ideals of sustaining a current, progressive regulatory framework.
- (2) In respect to constitutional amendments relating nominations and elections, the Conference of the Convocation shall direct that a constitutional conference be convened.
- (3) Notwithstanding section 25(2), the EXCO shall be required to convene a constitutional conference should the minimum of at least 500 alumni apply for amendments regarding aspects of nominations and elections.
- (4) A two-thirds majority of members present at the constitutional conference will be required in order to amend the Constitution.
- (5) It is incumbent upon the EXCO and or the general membership to propose amendments to the Constitution as may be deemed necessary from time to time.
- (6) Any such proposed amendments shall be subjected to Conference of Convocation, whereupon the general membership of the Association shall vote for their adoption or otherwise.
- (7) Any such affiliated member of the Association wishing to propose amendments to the Constitution shall do so in writing, and to the EXCO.
- (8) Any such proposed amendments shall be sent to The Secretary of the UL Alumni Convocation and Association, Private Bag X1106, Sovenga, 0727, South Africa, and in writing, for the attention of EXCO, to office.registrar@ul.ac.za
- (9) A threshold of two-thirds majority must be reached in order to adopt the proposed amendment(s) to the Constitution.
- (10) For a constitutional conference to be duly quorate, a minimum of at least 30 alumni must be present.
- (11) Once the constitutional conference adopts the proposed amendments, the amended Constitution shall be sent to Council for final approval.
- (12) Once approved by Council of the University of Limpopo, the amended Constitution becomes fully operational, and shall be distributed to all members of the association for notification.

28. DISSOLUTION

- (1) EXCO may be dissolved by a decision of an extra-ordinary meeting that shall be specially convened for this purpose
- (2) EXCO may be dissolved owing to, amongst others, failure to perform all functions expected of EXCO, conviction by a Court of Law or any relevant for a, mental incapacity, insolvency, violent and disruptive behaviour, death, and affluxion of time.
- (3) Any member of ULACA may request that an extra-ordinary meeting be convened for a specific purpose.
- (4) Any such request for an extra-ordinary meeting must be supported by a total number that is equal to the total delegates who attended the previous conference.

- (5) EXCO may be dissolved provided that:
 - (a) At least two-thirds of the members present at an extra-ordinary meeting vote in favour of such dissolution; and
 - (b) The General Meeting approves the dissolution of EXCO, in which case the date of the decision of the Council shall be regarded as the date of dissolution of EXCO.
- (6) After taking a decision to dissolve EXCO, the following provisions shall be complied with;
 - (a) An interim committee shall be appointed by the extra-ordinary meeting to finalise the affairs of EXCO for a maximum period of six months.



**University of Limpopo
Office of the Registrar**

UNIVERSITY OF LIMPOPO CONVOCATION RULES

1 MEETING PROCEDURES

- 1.1 After its constitution, by reading the notice in terms of which it was convened, a meeting commences with the reading and confirmation, by the signature of the President, of the minutes of the previous ordinary meeting and of all subsequent extraordinary meetings.
- 1.2 Any amendments or corrections to such minutes must be raised and determined prior to their confirmation.
- 1.3 A member may not, without the permission of the meeting, speak more than once on a motion, or amendment thereof, but the mover of the motion or amendment, may reply.
- 1.4 A simple majority of votes on any matter considered by the Convocation constitutes a decision of the Convocation unless this Constitution provides otherwise.
- 1.5 In addition to his or her ordinary vote, the President has a casting vote in the event of an equality of votes.
- 1.6 Any motion to amend or rescind a previous resolution of the Convocation shall be carried by at least two thirds of the members present at the meeting.
- 1.7 The President at his or her discretion may permit the discussion of a matter of which notice was not duly given.
- 1.8 A copy of the resolutions of the Convocation, and a statement on such other matter as the Convocation may determine, duly certified by the President, shall be submitted to the Chairperson of Council (through the Registrar) for the information of the Council and to the Vice-Chancellor and Principal for the information of Senate.

2 MEETINGS OF THE CONVOCATION EXECUTIVE COMMITTEE

- 2.1 EXCO shall ordinarily meet as required by the President, provided that it shall meet at least two times a year in accordance with a schedule prepared by the Registrar, in conjunction with the President. Having due regard to the University's annual programme of events.
- 2.2 At least seven days' notice of an ordinary meeting must be given by the Registrar to the members of Executive Committee of Convocation.

- 2.3 In any meeting of the Executive Committee of Convocation, fifty percent plus one of its members shall form a quorum. In the event of there being no quorum present twenty 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.
- 2.4 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.
- 2.5 The President shall on any matter have a deliberative vote and, in the event of an equality of votes, also a casting vote.

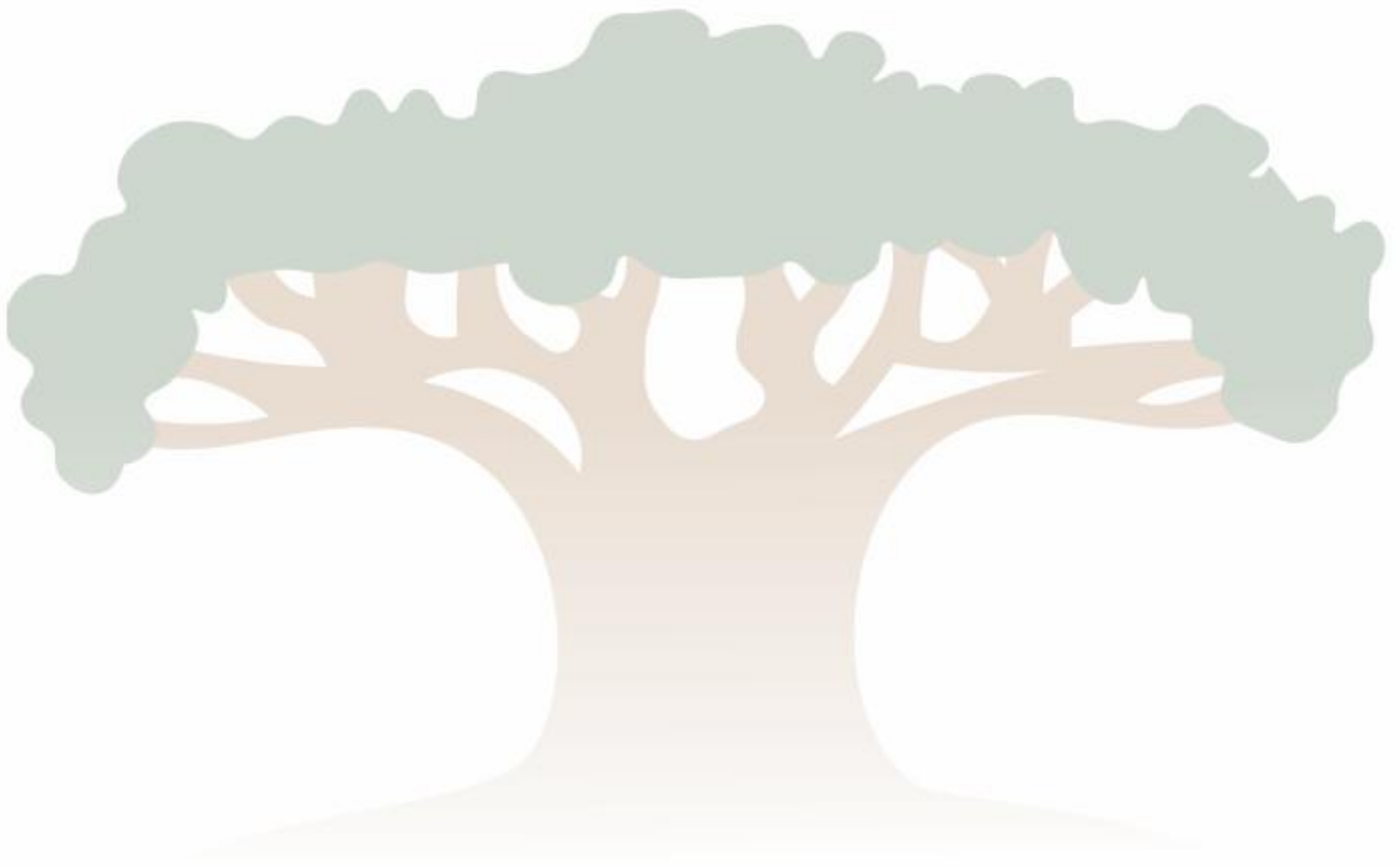
3 ADMINISTRATION OF CONVOCATION MATTERS

3.1 The University shall:

- 3.1.1 assign a post to the Alumni Affairs Office;
- 3.1.2 provide the Convocation and the Executive Committee with a budget **only** for costs for meetings (venue and refreshments only);
- 3.1.3 **not provide travel and accommodation costs to individual members of the Executive Committee of Convocation and such shall be borne by members of the Executive Committee of Convocation themselves;** and
- 3.1.4 provide the Executive Committee with reasonable access to the University facilities for the purpose of carrying out the business of the Convocation and the Executive Committee.
- 3.2 With regard to Finance of the Convocation, the following provisions **shall** apply:
 - 3.2.1 The financial matters of the Convocation shall be administered by Executive Committee of Convocation;
 - 3.2.2 The Treasurer shall keep the financial records and transactions of the Convocation;
 - 3.2.3 Convocation shall operate a current account registered with a financial institution, into which it shall deposit all the monies received for the pursuance of its objectives;
 - 3.2.4 All monies received on behalf of University shall be deposited into the account of the University as designated by the Vice-Chancellor and Principal;
 - 3.2.5 The President and the Treasurer shall be co-signatories to all transactions on the Convocation's account;
 - 3.2.6 An annual audit of the records of the account of Convocation and the auditor's report shall be filed with the Office of the Vice-Chancellor and Principal; and
 - 3.2.7 Convocation shall have the right to raise funds from amongst its members and from third parties, subject to the following conditions:

- i. The approval of Council shall first be obtained, and the Council 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 Convocation;
- ii. Convocation shall, subject to the approval of the Vice-Chancellor and Principal, hold functions and conduct fundraising activities on campus, and use the facilities of the University;
- iii. The University may make such monetary and other contributions to the Convocation, as may, according to the Vice-Chancellor and Principal, appear to be expedient and to be in the interest of the University.

END.





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