

3.4 Rules relating to Convocation.

The roll of members of the Convocation

1. The Convocation consists of (Para 38 of the Statute)
 - a. the graduates and all holders of diplomas and certificates of the University;
 - b. the vice-chancellor, the deputy vice-chancellors and the academic staff; and
 - c. those former professors and associate professors elected by the senate to be emeritus professors or emeritus associate professors.

2. The Statute requires the registrar to keep the roll of convocation and requires every member of convocation to notify the registrar of his or her address and of any change of address.

3. Every member of Convocation must notify the registrar of his or her current
 - a. email address; and
 - b. postal address.

4. The last email address of a member of convocation recorded by the registrar shall be the address to which the registrar must send all notices that the registrar is required to send to members of the convocation; except that where a member of the convocation wishes such notices to be sent by mail to his or her postal address he or she must notify the registrar in writing of this, in which case notices to that member shall be sent to the member's postal address.

5. Notices to member of Convocation in respect of
 - a. the election of Council members;
 - b. the election of the chancellor; or
 - c. Annual or special general meetings of convocation,

must be sent by the registrar to the last recorded email address of each member of convocation, or, where the member has elected to receive these notices at his or her postal address, to the last recorded postal address of the member.

6. Notices to members of convocation in respect of 5 (a), (b) and (c) above must in addition be placed on the University's web-page and published in such other manner as Council directs.

Adopted by the Council: 6 August 2008

RULES ON THE EXECUTIVE COMMITTEE OF CONVOCATION

7. Functions of the Executive Committee of Convocation

7.1 The Executive Committee supports the President of Convocation¹ in his / her role of leading the Convocation whose function it is to discuss and state its opinion on any matter relating to the University.

7.2 The Executive Committee is an advisory body to the President of Convocation and gives effect to this function -

- a. through undertakings to ensure that members of Convocation, including alumni, build an engaged alumni community;
- b. by considering relevant reports from UCT's Alumni Chapters; and
- c. by advising on alumni events and related communication.

7.3 The Executive Committee executes the mandate given to it by the Convocation.

7.4 The elected members of the Executive Committee and the Executive Committee have no executive authority within the University.

¹ Convocation means Convocation as contemplated in the UCT Statute (clauses 37 – 42)

8 Term of office

8.1 Members will hold office for a period of two years as per the provision in the UCT Statute.

8.2 In the event of a vacancy that arises after the start of the term of office, or where the Executive Committee has not been able to achieve its full membership from the time of the commencement of its term, the Executive Committee will co-opt members to fill such a vacancy or vacancies from persons who are UCT alumni.²

8.3 Elected members are eligible for re-election.

9 Composition

9.1 The President of the Convocation

9.2 Two members appointed by the Alumni Chapters³

9.3 One member appointed by UCTABA⁴

9.4 Five members who are UCT alumni.

9.5 Ex Officio - the Vice-Chancellor, the Executive Director of the UCT Development and Alumni Department and the Registrar.

The Executive Committee is serviced by the UCT Development and Alumni Department.

² Alumni means all persons on whom the University has conferred degrees or to whom it has awarded accredited diplomas or certificates (excluding short course certificates) registered by the University.

³ Alumni Chapter means a voluntary association which is based in South Africa or international that organises events that foster professional and social contacts amongst alumni of the University of Cape Town; expands the database of UCT alumni residing globally; promotes the University of Cape Town, its faculties, staff, students and alumni; raises funds for the University of Cape Town.

⁴ UCTABA means ...

10 Eligibility and procedures

- 10.1 For the category of membership recorded in 3.4 above (i.e., members who are UCT alumni) members of Convocation may nominate persons from amongst its members to serve on the Executive Committee.
- 10.2 The Registrar, in consultation with the President of Convocation, shall issue a notice calling for nominations to be received at a set date and time ahead of the Convocation AGM.
- 10.3 Nominations shall be in writing by a nominator and seconder and must be received by the set date as contemplated in 4.2 above.
- 10.4 Members of Convocation present at the Annual General Meeting are entitled to vote for the candidates as nominated.
- 10.5 Members will be deemed elected based on the highest number of votes received.
- 10.6 In the event of an equality of votes for a member in the last remaining membership seat, a further ballot will be conducted to determine who will fill the remaining seat.
- 10.7 The Annual General Meeting of Convocation is convened on an online platform to enable participation by the broad membership of Convocation.

11 Office-bearers

- 11.1 The President of Convocation is the chairperson of the Executive Committee and presides at all meetings of the Executive Committee of Convocation.
- 11.2 Where the chairperson is absent, the Executive Committee elects an acting chairperson for the meeting from amongst its members.
- 11.3 The servicing officer is a nominee of the Executive Director of the Development and Alumni Department.

12 Termination of membership

A member of the Executive Committee vacates his or her position if he or she -

- 12.1 Resigns
- 12.2 Is absent from three consecutive ordinary meetings without a written apology having been received.
- 12.3 Is declared of unsound mind by a court of law.
- 12.4 Is removed from an office of trust by a court of law or is convicted of an offence and sentenced to a term of imprisonment without the option of a fine by a court of law.
- 12.5 Is declared insolvent.
- 12.6 Failure to act in the best interest of Convocation and the University, or behaviour that brings the Convocation or University into disrepute may result in the removal from office of any member of the Executive Committee
- 12.7 If 75 percent or more of the members resign at a meeting of the Executive Committee, it is deemed that the Executive Committee has resigned.

13 Meetings of the Executive Committee of Convocation

- 13.1 The Executive Committee will meet at least three times per year.
- 13.2 The President of Convocation may call special meetings as required.
- 13.3 At a special meeting the Executive Committee must deal with the business, and only the business, of which notice has been given.

14 Quorum and procedures at meetings

- 14.1 The quorum at an ordinary meeting of the Executive Committee of Convocation is a majority of 50% plus one of the total memberships of the committee, excluding those who attend in an ex officio capacity.
- 14.2 The quorum at a special meeting of the Executive Committee of Convocation is half of the membership of the committee, excluding those who attend in an ex officio capacity.
- 14.3 The Chairperson has a deliberative vote on each question and has a casting vote in the case of an equality of votes.

14.4 The ruling of the Chairperson on any question of order or procedure is binding unless immediately challenged by a member, in which case the Chairperson must submit his / her ruling without discussion to the meeting and the meeting's decision is final and binding.

Approved by Council 16 October 2023