



**Draft Minutes of the Special Annual General Meeting of Convocation held virtually on Saturday, 2 April 2022 via the MS Teams Platform**

Present: 267 members as per the virtual attendance register.

| AGENDA ITEM NO. & TITLE   | DECISION AND/OR SUMMARY OF DISCUSSION  |
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| <b>2. Welcome address by Convocation President, Mr Siyabonga Vezi</b> | <ul style="list-style-type: none"> <li>• The President welcomed all members present to the Special Convocation AGM.</li> <li>• The President reminded members that the Special AGM was being held to conclude the business of the November 2021 AGM, as the meeting did not conclude due to the meeting being adjourned.</li> <li>• Members were advised that due to the pandemic, the AGM was being held virtually and members were encouraged to remain safe.</li> <li>• Members were advised to use the chat facility to communicate during the meeting proceedings.</li> </ul> |

| <b>3. Notice Convening the Meeting</b>  |   |
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| <p>:</p> <p><b>3.1. Apologies</b></p>   | <p>Prior to Mr Ngubane advising members of the notice convening the meeting, a moment of silence was held to honour the memory of the late Mr Ayanda Ngidi, who was a former member of CONVEX and SRC member.</p> <p>Mr Ngubane informed members that the Notice Convening the Special Convocation AGM complied with the Constitutional requirements in that a 4 week notice period was given. The notice appeared in:</p> <ul style="list-style-type: none"> <li>▪ The Star – 26 February 2022</li> <li>▪ DevMan – 28 February 2022</li> <li>▪ DUT Connect Online Platform – 28 February 2022</li> <li>▪ Social Media Platforms</li> </ul> <ul style="list-style-type: none"> <li>• Ms Z Maphumulo (CONVEX member)</li> <li>• 6 members as per the DevMan alumni system</li> </ul> |
| <b>3.2. Minutes of the Annual General Meeting (incomplete) held on Saturday, 20 November 2021</b> |   |
|   | <ul style="list-style-type: none"> <li>• The President indicated that these minutes were solely for noting as the Special Convocation AGM was the continuation of the AGM of November 2021 that could not be concluded.</li> <li>• The complete minutes will then be presented at the AGM of November 2022.</li> </ul>  |

| 4. Proposed Amendments to the Constitution of Convocation (Election of the Vice President of Convocation) |  |
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|   | <p>The meeting noted the following:</p> <ul style="list-style-type: none"> <li>• Amendments to the Constitution of convocation were accepted at the AGM of November 2020.</li> <li>• A directive subsequently came through from Council relating to the election of the Vice President of Convocation which stipulated that the election of the Vice President of Convocation must take place at the Convocation AGM and not at the first meeting of CONVEX following the AGM as per the Constitution.</li> <li>• This particular amendment was circulated with the notice of the AGM and comments were invited. No comments were received by the closing date.</li> <li>• The amendment to now be adopted by the AGM.</li> </ul> <p>Adoption of the amendment to the Constitution with regards to Clause 8.2 of the Constitution which relates to the election of the President and Vice President of Convocation at the AGM of Convocation:</p> <p><b>Mover:</b> Mr A Dayi</p> <p><b>Seconder:</b> Mr D Makaya</p> |
| 5. Proposed Amendments to the Rules for Convocation   |  |
|   | <p>The meeting noted the following:</p> <ul style="list-style-type: none"> <li>• The Rules for Convocation guide Convocation in its various processes and it is important that the Rules are updated as and when necessary.</li> <li>• A need was identified by CONVEX that the Rules needed to be amended accordingly.</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>• A task team was set up to review the Rules and propose amendments to the Rules to ensure any loopholes and gaps in terms of the processes and other policy related issues when it comes to the business of CONVEX was attended to.</li> <li>• The proposed amendments was shared on the website as well as having accompanied the Notice of the AGM.</li> <li>• Convocation members were afforded the opportunity to review the proposed amendments and submit comments or any other amendment further to the ones proposed.</li> <li>• Comments were to have been submitted to the Advancement and Alumni Relations Office by Monday, 14 March 2022. No comments were received by the closing date.</li> <li>• The President emphasised that the Rules are not static. They would need to adapt with the times and thus CONVEX would be expected to review the Rules from time to time to ensure they align to what Convocation seeks to achieve.</li> </ul> <p>Motion to adopt the proposed amendments to the Rules for Convocation:</p> <p><b>Mover:</b> Mr A Dayi</p> <p><b>Seconder:</b> Ms N Memela</p> <p>Other members seconding the adoption of the proposed amendments: Mr S Gwala, Mr S Peter and Mr M Gumede.</p> <p>Opposed to the adoption of the proposed amendments: Mr P Vezi</p> <p>Members to note that the approved Rules for Convocation would only come in to effect once Council approves the amendments.</p> |
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| <b>6. Elections (Filling of vacant positions)</b>   |   |
| <b>6.1. Pre-Nomination report</b>   | <p>Mr Z Ngubane reported on the following:</p> <ul style="list-style-type: none"> <li>• Elections were supposed to have been held in November 2021, however as indicated, the business of the AGM could not be concluded hence the Special AGM.</li> <li>• As per the Constitution of Convocation, the Notice as issued came with a call for nominations.</li> <li>• Nominations received were vetted against the Eligibility Criteria as well as the nominees' academic records.</li> <li>• All nominees were eligible to stand for election.</li> </ul> |
| <b>6.2. Election of the President of Convocation</b>  | <ul style="list-style-type: none"> <li>• 6 nominations for the position of President of Convocation were received.</li> <li>• Following the vetting process, all 6 nominations were eligible.</li> </ul>  |
| <b>6.3. Election of the Vice President of Convocation</b>   | <ul style="list-style-type: none"> <li>• 4 nominations for the position of Vice President of Convocation were received.</li> <li>• Following the vetting process, all 4 nominations were eligible.</li> </ul>   |
| <b>6.4. Election of members to the Executive Committee of Convocation (CONVEX) (1 internal support staff, 1 external member and 3 academic staff)</b> | <p><b>CONVEX – INTERNAL SUPPORT STAFF</b></p> <ul style="list-style-type: none"> <li>• 1 vacancy was required to be filled.</li> <li>• No nominations were received.</li> </ul> <p><b>CONVEX - EXTERNAL</b></p> <ul style="list-style-type: none"> <li>• 1 vacancy was required to be filled.</li> <li>• 3 nominations were received.</li> <li>• Following the vetting process, all 3 nominations were eligible.</li> </ul>   |

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|  | <p><b>CONVEX – ACADEMIC</b></p> <ul style="list-style-type: none"> <li>• 3 vacancies were required to be filled.</li> <li>• No nominations were received.</li> </ul> <p>Mr Z Chamane was then requested to explain the voting process especially with regards to voter keys and voter IDs.</p> <p>Mr Chamane explained the following:</p> <ul style="list-style-type: none"> <li>• When students graduate, all their details are uploaded onto the DevMan system which reflects their qualification, preferred email and cell number.</li> <li>• DevMan has a link on the system which allows alumni to update their details ie phone number, address and preferred email. Graduates cannot change their qualification details.</li> <li>• 576 alumni from a total of 60 000 alumni with working emails RSVP'd.</li> <li>• The system then verifies the 576 and includes these names on the RSVP list. This ensures that only bona fide graduates will be allowed to vote.</li> <li>• He indicated that even though the link to join the meeting can be shared, the link to vote is specifically tailored for one individual alumnus. The alumnus would get only 1 email reminder with a unique voter key and ID which can only be used once to vote.</li> <li>• Election Runner was verified as being a safe and secure platform to conduct the elections. The system was being used for the third time to conduct elections and there is an audit trail that could be done should members have queries.</li> <li>• To ensure that only bona fide alumni vote in the election, it was important to adhere to the deadline to ensure the vetting process.</li> </ul> |
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|  | <ul style="list-style-type: none"> <li>• It was important to note that only members who had RSVP'd would have received the link to vote.</li> <li>• Elections were opened from 5pm – 7pm.</li> </ul>  |
|  | <p>The President opened the floor to questions while the electronic voting was being done.</p> <ul style="list-style-type: none"> <li>• The President referred to the non-receipt of nomination for academic position as well as the 1 internal support staff. Members were advised that CONVEX was allowed to co-opt members on to CONVEX to address the vacancies.</li> </ul> <p><b>Questions/Concerns/Comments</b></p> <p><b>Q:</b> Members indicated having RSVP'd but not having received the link</p> <p><b>A:</b> It was noticed that alumni requesting the link to vote with the voter ID and voter key were using different email address and not the one used to RSVP. Links with the voter ID and key would have been sent to the email address on the DevMan system. Members were encouraged to check all their email addresses.</p> <p><b>Q:</b> Clarity on how students with 2020/2021 student numbers were regarded convocats and are attending the AGM.</p> <p><b>A:</b> The DevMan database is informed by the graduate list received from the Exams department which can verify the authenticity of the information. Furthermore the question around student numbers to gauge or determine when a person might have graduated is not the most accurate way. It is possible for a student to come into the university from another institution and join in their 2<sup>nd</sup> or 3<sup>rd</sup> year. This has happened previously. Additionally, when students apply via the CAO platform for entry into another institution, this application begins the creation of a student</p> |

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|  | <p>number. The office ensures that alumni are vetted against their student record which indicates when they joined the university and subsequently graduated.</p> <p>All those with a qualification from DUT are alumni and therefore a member of Convocation and can thus participate accordingly as their details are on the system. It is not possible for a non-DUT graduate to participate in the voting process.</p> <p><b>Q:</b> Who was verifying the issues of those that have RSVP'd and the individuals that have voted. Clarity was sought if all those being elected were eligible. No legal comment was received to indicate the legitimacy of the process.</p> <p><b>A:</b> The onus is on the alumnus to ascertain if they have issues with the voter key and ID. With regards to the legitimacy of the process, the Rules were shared by the office as well as being uploaded on to the website. This is a living document that alumni can interact with and make suggestions. Convocation does not operate in a vacuum. The eligibility criteria does go through the vetting process of the university. With regards to e-voting, the process is fairly transparent as reference was made to an audit trail.</p> <ul style="list-style-type: none"> <li>• Meetings held with the Vice Chancellor – the report was presented as part of the President's report at the AGM of 2021 and the report was adopted at this AGM. The report further indicated some of the challenges faced by the Advancement and Alumni relations Office.</li> </ul> <p><b>Q:</b> Regarding the use of Election Runner, where was the data sitting ie within the borders of South Africa or internationally. Have all POPI Act processes been followed.</p> <p><b>A:</b> As an international company, Election Runner is POPI Act compliant which ensures that personal information is protected and stored accordingly. Additionally, the protection of personal</p> |
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|  | <p>information is very much a global concern hence Election Runner is compliant in terms of the measures they have taken to ensure the protection of personal information.</p> <p><b>Q:</b> How is it that the alumni office is the electoral office as well as at the same time having interest in who leads Convocation.</p> <p><b>A:</b> All voting is done in terms of the Rules. The vetting is conducted by the Advancement and Alumni Relations Office and the office is empowered by the Rules in terms of what needs to be done. The Advancement and Alumni relations Office applies the Rules for Convocation guided by the Constitution when it comes to elections. There may be technical glitches but those are not based on any interest as suggested. Once alumni have received their voter keys and IDs, the office cannot in any way intervene in the voting process.</p> <p><b>Q:</b> The proceedings of the elective AGM can only be free, fair and transparent if there are observers. The nature of this sitting should not be electronic.</p> <p><b>A:</b> It was always the vision of the previous CONVEX to touch base with as many alumni as possible, hence the hybrid type of event being held ie. to widen the participation of alumni. However, with COVID, the AGM was limited to a virtual meeting. However, even with the relaxation of the COVID protocols, it was still necessary to be cautious.</p> <p><b>Q:</b> With regards to the voting system being user-friendly, was the office considerate of all people when planning the AGM? Were provisions made for alumni with disabilities to participate? This speaks to the composition of CONVEX in terms of representation. The National Policy speaks of gender balance and members elected must be representative of DUT.</p> |
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|  | <p><b>A:</b> With regards to the system being user-friendly, this must be linked to taking responsibility as convocants to go through what is being shared on the agenda and raising items as such.</p> <p>With regards to being inclusive, Convocation is open – any member is able to join. There is no discrimination against gender or people with disabilities. Any member is allowed to engage with Convocation or be elected to any position.</p> <ul style="list-style-type: none"> <li>• Members had requested that the voting remain open until 7pm to ensure that all eligible members were given an opportunity to vote.</li> <li>• Look at ways in which the office could improve its communication with alumni. <ul style="list-style-type: none"> <li>▪ These matters to be taken up by the new incoming committee.</li> <li>▪ With regards to the matter of alumni engagement and the question around the newsletter – when a DUT student graduates, the office receives their student number and other relevant details from ICTS system which is then uploaded on to DevMan. This system is used throughout the country by various institutions that have similar offices. Through DevMan, the office is able to maintain and keep these graduates on the system for various purposes including regular communication.</li> <li>▪ Alumni to update details via the link and on the website to ensure that they are kept up to date with developments at DUT.</li> <li>▪ A weekly electronic newsletter, produced by Corporate Affairs, <i>DUT Link</i>, is sent out to alumni via the various platforms.</li> <li>▪ The office also has the DUT CONNECT online platform where alumni can register and access information via the platform. Students can now also participate</li> </ul> </li> </ul> |
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|   | <p>via the DUT CONNECT platform as the office encourages student as well as alumni engagement.</p> <ul style="list-style-type: none"> <li>▪ Furthermore, the alumni mentorship programme was launched in 2020, encouraging alumni to come forward as mentors to mentor current students.</li> <li>▪ It is incumbent upon members to advise the Advancement and Alumni Relations office if they experience challenges updating their details.</li> </ul><br><ul style="list-style-type: none"> <li>• DUT needs to do more to attract alumni.</li> <li>• Convocation has not done anything to assist students who have not received their qualifications due to outstanding debt.</li> <li>• Members were also advised that they not request the link to vote if they had not RSVP'd.</li> <li>• Other members indicated that the agenda was shared with alumni with an opportunity to provide comments but did not do so. It was felt that the Advancement and Alumni Relations Office had improved communication with alumni and was confident that Election Runner would be free and fair to whichever candidates win. Should members have any complaints/concerns, these should be emailed to the office. As the system was used over the past 2 years, there should not be any concerns at this stage regarding Election Runner.</li> </ul> |
| <b>7. Closing remarks by outgoing President of Convocation, Mr S Vezi</b> | <ul style="list-style-type: none"> <li>• Mr Vezi thank alumni for the opportunity to lead them for the past 4 years as President of Convocation. Mr Vezi indicated that he served on CONVEX over a 12 year period as a Council member for 2 terms and then as President for the last 4 years.</li> </ul>   |

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|                            | <ul style="list-style-type: none"> <li>• He further thanked the Advancement and Alumni Relations office, under the leadership of Mr Z Ngubane as well as fellow CONVEX members for the high level of respect shown to him during his tenure as President of Convocation.</li> <li>• He wished the incoming leadership everything of the best in steering Convocation in an upward trajectory. Mr Vezi indicated that he will avail himself to assist CONVEX/Convocation whenever needed.</li> </ul>   |
| <b>8. Election results</b> |   |
|                            | <ul style="list-style-type: none"> <li>• President of Convocation – With 55% of the votes (218 votes), Ms Zama Nonhlanhla Mncube was elected President of Convocation.</li> <li>• Vice President of Convocation – With 54% of the votes (213 votes), Mr Qhawelenkosi Christian Mzimela was elected as Vice President of Convocation.</li> <li>• Election as a member to serve on the Executive Committee of Convocation (CONVEX) (1 external member) – with 59% of the votes (233 votes), Mr Siwakhile Goodman Nogaga was elected to serve as an external member of Convocation.</li> </ul> <p>The successful candidates were congratulated on their respective election.</p> <p>The newly elected President of Convocation was invited to say a few words.</p> <p>Ms Mncube expressed appreciation to the structure for being able to convene the meeting. She thanked all those who participated in the meeting and the elections. For those contesting elections, it was good to note that alumni still show interest in the well-being of DUT and she looks forward to these members availing themselves to take the university forward and make the change we want to see.</p> |

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|                   | <p>Ms Mncube acknowledged Mr Ngubane for assisting alumni and hopes to have a good working relationship with the office as well as members that were elected.</p> <p>Mr Ngubane thanked Mr Vezi for his outstanding leadership and for the good working relationship over the years with regards to matters of CONVEX/Convocation. He further thanked all members whose terms of office had ended and were stepping down, for their participation, engagement and support throughout their term of office. He welcomed their continued support of the university.</p> |
| <b>9. Closure</b> | <ul style="list-style-type: none"> <li>The meeting adjourned at 19h32</li> </ul>  |
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Read and confirmed on this ----- day of ----- 2022

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President of Convocation