



**DURBAN UNIVERSITY OF TECHNOLOGY**  
**INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE**

**CONSTITUTION**  
**of the CONVOCATION of the**  
**DURBAN UNIVERSITY of TECHNOLOGY**

## 1. **PREAMBLE**

The Convocation of the Durban University of Technology (hereinafter referred to as the University), recognizing the important role it has to play in the life of the institution, commits itself to promoting the interests of the Durban University of Technology in the pursuit of those principles and objectives outlined in this Constitution.

## 2. **TITLE**

The organization shall be known as the Convocation of the Durban University of Technology, hereinafter referred to as the Convocation.

## 3. **PRINCIPLES**

The policies, functioning and actions of the Convocation shall be based on the following principles:

- 3.1 freedom of expression.
- 3.2 democratic decision-making.
- 3.3 non-discrimination.
- 3.4 non-political party alignment.
- 3.5 responsibility and accountability.
- 3.6 multi-cultural co-operation, and
- 3.7 any other principle enshrined in South African Bill of Rights of the Constitution of South Africa.

## 4 **POWERS AND FUNCTIONS OF CONVOCATION**

- 4.1. Convocation shall be governed by a constitution which must be approved by **Council**
- 4.2. Convocation –
  - a. discusses and/or expresses its opinion upon any matter relating to the **Institution**, including any matter referred to it by **Council**, **Senate** or the **Institutional Forum**; and
  - b. advances the interests of the **Institution** and its members

## 5. **OBJECTIVES**

The objectives of the Convocation shall be:

- 5.1 to promote, protect and maintain the interests and rights of the Convocation.
- 5.2 to foster an interest in and promote respect for the Durban University of Technology.
- 5.3 to promote or challenge any law or regulation or proposed law or regulation that affects the interests of education.
- 5.4 to do all such activities as are deemed to be in the interests of the Convocation and its members and which are consistent with the principles and objectives of the Convocation.

## 6. COMOSITION OF CONVOCATION

- 6.1 The Convocation comprises:
  - 6.1.1 The recipients of **certificates, diplomas** and **degrees** conferred by the **Institution** and its **predecessor institutions**; and
  - 6.1.2 the permanent academic staff of the Institution, professors emeriti of the Institution and its predecessor Institutions, and all other retired academic staff who had been on the permanent staff in continuous employment or not less than 10 years immediately prior to retirement; and
  - 6.1.3 The Vice-Chancellor and Deputy Vice-Chancellors of the Institution
- 6.2 The Secretary to Convocation shall establish and maintain the Convocation roll upon which shall appear the names of all persons who are members of the Convocation.

## 7. OFFICE BEARERS OF CONVOCATION

- 7.1 The office-bearers of the Convocation shall be the President, Vice-President and Secretary to the Convocation.
- 7.2 The Manager in the Alumni Office shall serve as the Secretary to Convocation, who keeps the roll of Convocation, responsible for the administration of the office of Convocation, and performs such other tasks as determined by the Constitution of the Convocation.
- 7.3 The President shall not serve for more than two consecutive terms of three years in the same office.
- 7.4 The President shall preside at the Annual General Meeting, Special General Meetings, and Convocation Executive Committee (Convex) meetings. The President shall be competent to represent the Convocation and perform any other duties required by this Constitution, or act upon decisions taken at the Annual General Meeting or by the Executive Committee of the Convocation.
- 7.5 The Vice-President shall act as, and perform all the functions and exercise all the powers of the President if the latter is absent, or precluded from acting as President.

- 7.6 If the positions of President and/or Vice-President become/s vacant, during the term/s of office of an incumbent/s, the Executive Committee shall elect a member/s of the executive to fill the position/s for the remainder of the term/s.
- 7.7 The President and Secretary, the latter with the authorization of the former, shall be responsible for the drafting of press releases/statements.

## **8. ELECTION OF OFFICE-BEARERS**

- 8.1 Nominations must be submitted in writing to the Office of Convocation in terms of a procedure determined by the constitution of Convocation.
- 8.2 The President and Vice President are elected at the Annual General Meeting of Convocation by secret ballot, from the nominations received in terms of sub-paragraph (1) and shall hold office for a period of three years.
- 8.3 Whenever a tie for first place occurs between candidates for the office of President, successive rounds of voting shall take place at the Annual General Meeting until a single candidate is elected.
- 8.4 No member shall be eligible for election to the office of President unless he/she is resident in the country of South Africa.
- 8.5 All other procedures for holding an election of officers shall be determined by the Constitution as well as the Institutional Statute and Rules.

## **9. ANNUAL GENERAL MEETING**

- 9.1 The Annual General Meeting shall be convened by the Secretary in consultation with the President, and shall be held at a venue and at a time to be determined by Convex.
- 9.2 Any member desiring to table any business must, at least two weeks before the meeting, forward a statement in writing to the Secretary or, failing him/her, the President, setting forth in the form of a motion the subject proposed for consideration.
- 9.3 The reason for each motion must be stated and must be signed by the proposer and seconder. The proposer and seconder, who must be *bona fide* members of the Convocation, must be present at the Annual General Meeting to present and motivate the motion.
- 9.4 Notice of the Annual General Meeting shall be published in a national newspaper or publication at least four weeks before the day appointed for holding such meeting with a statement of the business to be brought before the meeting.
- 9.5 Thirty members shall form a quorum. Meeting procedures shall be in accordance with the Institutional Statute.
- 9.6 Should there be no quorum, the chairperson may adjourn the meeting to a date not less than seven days later and require the secretary to give notice

of the time and venue of the meeting to all members of the body concerned and if this is done the members present at the start of the meeting constitute a quorum despite any provision to the contrary.

## **9.7 Special Meetings**

9.7.1 A special meeting may be called by the President of his/her accord at any time for a purpose to be stated by him/her. Such meeting shall be called by him/her, or failing him/her, by the Secretary of the Convocation, on the receipt of a request in writing by not less than twenty-five members of the Convocation. The written request shall state, in the form of the specific motion, the subject proposed to be considered at the meeting.

9.7.2 No business other than for which notice has been given shall be transacted at such meeting. 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.

## **10. EXECUTIVE COMMITTEE OF CONVOCATION**

10.1 The Management of the business of the Convocation shall be vested in the Convex.

10.2 The Committee shall comprise the following:

- (a) the President of Convocation, who shall be Chairperson.
- (b) the Vice-Chancellor and Principal, *ex officio*.
- (c) the Secretary of the Convocation, *ex officio*.
- (d) *14 members of the Convocation elected at the Annual General Meeting to include:*
  - (d).i the Vice-President of Convocation**
  - (d).ii 3 Academic staff elected at the AGM**
  - (d).iii 3 external alumni elected at the AGM**
- (e) the Convocation Officer/s, *ex officio*.

10.3 The Committee shall have the right to co-opt any member of Convocation for any particular purpose.

### **10.4 Members of Executive Committee of Convocation**

10.4.1 The members of the Executive Committee elected at the Annual General Meeting of the Convocation shall hold office for two years, restricted to two consecutive terms of office.

10.4.2 If any member of the Executive Committee of the Convocation elected by the Annual General Meeting of the Convocation vacates office before the expiration of his/her period of office, the Committee may appoint a member of the Convocation to fill the

vacancy and to hold office for the unexpired portion of such period, provided that not more than 50% of vacancies may be filled in this manner, and provided further that if vacancies occur in addition to those vacancies so filled by the Executive Committee, a special meeting of the Convocation shall be convened by the President to elect members to fill such vacancies.

- 10.4.3 Any member of the Executive Committee of the Convocation who is absent from two consecutive ordinary meetings of the Executive Committee without written apology received 24 hours before a meeting shall be deemed to have resigned from the Convocation Executive Committee. If a member tenders an apology for absence for three consecutive meetings, he/she is deemed to have resigned.

## **10.5 Election of Members of Executive Committee Convocation**

- 10.5.1 A member of the Convocation shall be duly nominated for election to the Executive Committee if duly nominated and seconded by five members of Convocation.  
If such person who is nominated is not able to be present at the Annual General Meeting, he/she must indicate in advance his/her acceptance of his/her nomination, in writing, to the Secretary of Convocation.
- 10.5.2 Membership of the Executive Committee shall be open to all members of the Convocation, provided that the internal/external ratio is maintained

## **10.6 Meetings of Executive Committee of Convocation**

- 10.6.1 Meetings of the Executive Committee shall be held at least four times a year and at such other times as may be deemed necessary by the President.  
The time and place of such meetings would ordinarily be at the Durban University of Technology.
- 10.6.2 Notwithstanding the provisions of clause 10.6.1 the President shall summon the Executive Committee to meet if he is requested to do so, in writing, by not less than 50% +1 of the members of the Executive Committee of the Convocation, the object of the meeting being stated in the above request.
- 10.6.3 At least fourteen days' notice shall be given for meetings of the Executive Committee.
- 10.6.4 In any meeting of the Executive Committee, five members shall form a quorum. In the event of there being no quorum present 10 minutes after the stated time of the meeting, the meeting may be adjourned to a specific date and at such adjourned meeting the members attending entitled to vote shall form a quorum.

- 10.6.5 All resolutions of the Executive Committee shall be decided by a majority vote of those present.
- 10.6.6 For every motion the Chairperson shall have a vote, and, in the case of an equality in the number of votes, shall also have a casting vote.
- 10.6.7 The President of the Convocation can submit any motion to the Executive Committee for decision making on a 'round-robin' basis. A decision is only regarded as binding if signed by a majority of the members of the Executive Committee.
- 10.6.8 Any member of the Convocation shall be entitled to attend Executive Committee Meetings in an observer capacity - providing such a request is made to the Secretary at least three days in advance.

## **10.7 Powers of the Executive Committee**

- 10.7.1 Apart from any functions or powers which may be conferred upon it by Convocation, the Executive Committee shall be vested with the following special powers, *namely*:
- (i) to fund-raise from members of Convocation or from any other source.
  - (ii) to receive and manage such grants as the Council of the University or any other body may make to the Executive Committee for the maintenance of the Convocation organization or for any other purpose of the Convocation.
  - (iii) generally, to perform any act in furtherance of the interests of the Convocation.

## **10.8 Termination of Membership:**

- 10.8.1 A member of the Convex vacates his or her position on the Convex if he or she:
- (a) resigns
  - (b) dies
  - (c) is absent from two consecutive ordinary meetings of the Convex without leave
  - (d) is or becomes insolvent
  - (e) is declared to be of unsound mind by a court of the Republic
  - (f) is removed from an office of trust by a court of the Republic, or is convicted of an offence and sentenced to a term of imprisonment without the option of a fine by a court of the Republic; or
  - (g) is otherwise disqualified in terms of the Statute, Rules or Code of Ethics

## **10.9 Appointment of Members of the Convocation to serve on Council**

- 10.9.1 The representatives to serve on the Council of the Durban University of Technology must be appointed at an Annual General Meeting of Convocation for a period of four years.
- 10.9.2 If a vacancy arises for a Convocation representative to serve on the Council due to an appointed incumbent not being able to complete his/her term of office for any reason whatsoever, a member of the Convocation may be appointed to the Council for the remainder of the previously appointed incumbent's term of office, at a meeting of the Convocation AGM
- 10.9.3 If a vacancy arises between AGMs, CONVEX will have the authority to appoint an individual to represent Convocation on Council for the remainder of the term of the previous incumbent.

#### **10.10 Appointment of Members of the Convocation to serve on the Institutional Forum**

- 10.10.1 The representatives to serve on the Institutional Forum of the Durban University of Technology must be appointed at an Annual General Meeting of Convocation for a period of three years.
- 10.10.2 If a vacancy arises for a Convocation representative to serve on the Institutional Forum due to an appointed incumbent not being able to complete his/her term of office for any reason whatsoever, a member of the Convocation may be appointed to the Institutional Forum for the remainder of the previously appointed incumbent's term of office, at a meeting of the Convocation AGM.
- 10.10.3 If a vacancy arises between AGMs, CONVEX will have the authority to appoint an individual to represent Convocation on the Institutional Forum for the remainder of the term of the previous incumbent.

### **11. SUBMISSION OF RESOLUTIONS**

A copy of all formally adopted resolutions of the Convocation and a statement of such other matters as the Convocation or the Executive Committee of Convocation may from time to time decide, shall be sent to the Executive Officer of the Council for the information of the Council.

### **12. AMENDMENTS**

Amendments to this constitution shall be by a simple majority of a duly constituted Annual General Meeting of the Convocation. Motions to that effect must be submitted to the Convocation Officer c/o the Secretary, two weeks prior to the date of the Annual General Meeting.