



**RULES FOR THE CONVOCATION OF THE
DURBAN UNIVERSITY OF TECHNOLOGY**

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TABLE OF CONTENTS

1. DEFINITIONS.....	3
2. PREAMBLE.....	4
3. COMPOSITION OF THE CONVOCATION.....	4
4. ROLL OF CONVOCATION	4
5. OBJECTIVES OF THE CONVOCATION.....	4
6. EXECUTIVE COMMITTEE OF THE CONVOCATION.....	5
7. ELECTION OF PRESIDENT / VICE-PRESIDENT / EXECUTIVE COMMITTEE.....	5-6
8. ANNUAL GENERAL MEETING/ SPECIAL GENERAL MEETING OF CONVOCATION	6
9. ELIGIBILITY TO STAND FOR ELECTION TO THE EXECUTIVE COMMITTEE OF CONVOCATION.....	6
10. INELIGIBILITY TO STAND FOR ELECTION TO THE EXECUTIVE COMMITTEE OF CONVOCATION.....	6
11. CAMPAIGNING.....	7
12. INDEMNITY	7

I. DEFINITIONS

Academic Employee means any person appointed by council to a position to undertake teaching, research or academic development and any other person designated as such by council.

Act means the Higher Education Act 101, 1997 (Act No.101 of 1997) as amended.

Alumni means persons who have received a degree, diploma or certificate from the University.

Calendar year means a consecutive period of twelve months extending from the first day of January to the last day of December.

Certificate means a qualification of the Institution awarded to a student on completion of the work prescribed for the certificate by senate.

Chancellor means the person contemplated in paragraphs 4-6 of the Statute.

Convocation means convocation contemplated in paragraphs 33 to 39 of the Statute.

Council means council contemplated in paragraphs 7-17 of the DUT Statute.

Degree means a qualification of the Institution conferred upon a student on completion of the work prescribed for the degree by the senate.

Deputy Vice-Chancellor means a person appointed in terms of paragraph 48 to 50 of the Statute

Diploma means a qualification of the Institution awarded to a student on completion of the work prescribed for the diploma by senate.

Diplomate means a person who has obtained a diploma from the University.

Graduate means a person who has obtained a degree from the University.

Member refers to a member of Convocation.

Predecessor institutions means the institutions that formed the Durban University of Technology.

Senate means senate contemplated in paragraphs 18 to 25 of the Statute.

Staff means any person appointed to a position at the Institution, whether part-time or full-time, permanent, temporary or contract, remunerated or honorary.

Student means a person currently registered at the Institution for a programme of study leading to a degree, diploma or certificate.

Vice-Chancellor means the Vice-Chancellor contemplated in paragraphs 45-47 of the Statute.

2. PREAMBLE

The Convocation commits itself to the Vision, Mission and Core Values of the University. It represents the interests of the members of Convocation nationally and internationally in pursuit of its aims and objectives as laid down in these rules. The Convocation recognises the important statutory role it has to play in being the official forum for its members to participate in University affairs.

The Rules for Convocation are to be read in conjunction with the Constitution of Convocation as approved by Council together with the University Statute as gazette on 17 February 2023.

3. COMPOSITION OF CONVOCATION

The composition of Convocation shall be as prescribed in Section 6 of the Constitution of Convocation.

4. ROLL OF CONVOCATION

- 4.1 The Secretary to the Convocation keeps the roll of the convocation, and it is incumbent upon every member to register his / her name, address, **employment and contact details** with the Secretary.
- 4.2 An address recorded in the roll shall be deemed to be the registered address of the person concerned.
- 4.3** It shall be the duty of every member of the convocation to notify the Secretary of any change of address and **employment status**
- 4.4 The roll shall be prima facie proof that any person whose name appears thereon at the time of an election of the convocation is entitled to vote at such election and that any person whose name does not appear thereon is not entitled to vote: Provided that the names of new diplomandi or graduates of the University shall be deemed to be automatically included in the roll: Provided further that such automatic inclusion shall not relieve the new diplomandi or graduates of the duty of notifying the Secretary of their addresses, **employment and contact details**.
- 4.5 Any erroneous exclusion of a member's name from the roll shall not affect any decision made by the convocation or its committees at any of its meetings.

5. OBJECTIVES OF CONVOCATION

The objectives of the Convocation shall be as prescribed in Section 5 of the Constitution of Convocation

6. EXECUTIVE COMMITTEE OF CONVOCAATION

- 6.1 The management of the business of the Convocation shall be vested in the Executive Committee of Convocation (Convex).
- 6.2 The Executive Committee of Convocation shall be as prescribed in Section 12 of the Constitution of Convocation.

7. ELECTION OF PRESIDENT/VICE-PRESIDENT/EXECUTIVE COMMITTEE

MEMBERS

- 7.1 The election of the President/Vice President and Executive Committee members should be guided by the processes outlined below:
- 7.2 **Nomination Process**
 - 7.2.1 The Secretary to Convocation will ensure that a call for nominations is sent out to Convocants using the approved and acceptable communication platforms.
 - 7.2.2 Convocants will be given a minimum of four weeks to complete the nomination forms ensuring that all relevant and required information is included accordingly.
 - 7.2.3 The omission of such required information as prescribed on the nomination form will render the nomination invalid.
 - 7.2.4 The Secretary will ensure that all nominations received are processed and that the nominees are vetted to ensure that they meet the minimum eligibility criteria as outlined in Section 9 of the Rules.
 - 7.2.5 All nominees and the respective primary nominators will be informed of the outcome of the vetting process **fourteen (14) working** days after the closing date of the submission of nominations.
 - 7.2.6 A ballot sheet featuring all eligible nominees must be shared on the DUT alumni website at least **seven (7) working days** prior to the election day.
 - 7.2.7 Whenever a tie for first place occurs between candidates for the office of President, successive rounds of voting must take place at the Annual General Meeting until a single candidate is elected.
 - 7.2.8 No late nominations will be accepted.
 - 7.2.9 Should there be no nominations received for a particular position, these will be declared “vacant” until such time that these positions can be filled through the process of co-option by Convex.
 - 7.2.10 No person may hold simultaneously more than one position. In such an instance, the affected individual is to stipulate his/her preference of position. This would then allow the next individual, in terms of the number of votes, to be offered the vacant position.

7.3 Voting Process

- 7.3.1 All voting to elect candidates for vacant positions on the Executive Committee of Convocation will take place at the allotted time on the Agenda document of the Annual General Meeting.
- 7.3.2 The Secretary to Convocation will preside over the voting process.
- 7.3.3 Voting is to take place electronically as far as this is possible.
- 7.3.4 The Secretary will ensure that preparations to facilitate a seamless and fair electronic voting process are put in place.
- 7.3.5 Only bona fide convocants present (either virtually or in-person) at the Annual General Meeting will be eligible to vote.
- 7.3.6 The Secretary, at the appropriate time will officially declare the voting process open and

allow for a reasonably sufficient amount of time for all present and eligible convocats to cast their votes accordingly.

- 7.3.7 Each registered voter will be assigned a unique Voter ID and password in order to vote. Each Voter ID is allowed to vote only **once** per election category.
- 7.3.8 The voting platform requires alumni to have a valid email and cellphone number to enable voting.
- 7.3.9 Alumni are required to RSVP as this will serve as registration for voting. If an alumnus does not RSVP, he/she will not be able to vote.
- 7.3.10 At the appropriate time, the Secretary will then declare the voting process officially closed and then initiate the counting process.
- 7.3.11 Once the counting process is finalised, the Secretary will then officially announce the results.

8 ANNUAL GENERAL MEETING / SPECIAL GENERAL MEETING OF CONVOCATION

- 8.1 The procedures and rules for the Annual General Meeting and Special General Meeting shall be as prescribed in Sections 10 and 11 of the Constitution of Convocation.

9 ELIGIBILITY TO STAND FOR ELECTION TO THE EXECUTIVE COMMITTEE OF CONVOCATION

Notwithstanding the provisions of Section 6 of the Constitution of Convocation, Executive Committee members must satisfy the following criteria:

- 9.1 Has a minimum of five years corporate/workplace/business (entrepreneurial) experience, after graduating from DUT.
- 9.2 Must be well-established and have a network that could be leveraged to contribute meaningfully to the University and its strategic objectives, including mobilizing resources for University initiatives.
- 9.3 Notable achievements in their chosen career paths such as special awards/recognition and promotions.

10 INELIGIBILITY TO STAND FOR ELECTION TO THE EXECUTIVE COMMITTEE OF CONVOCATION

- 10.1 A convocat who has a blemish on their university record, provided the offence is not older than five (5) years.
- 10.2 If the convocat has been found to be guilty of an offence by a court of law and the requisite proof obtained via DUT's Legal Unit.
- 10.3 His/her election to the Executive Committee of Convocation constitutes a conflict of interest i.e. being an Executive member of Convocation of a competing institution.
- 10.4 A postgraduate student registered on a full-time basis at the University.
- 10.5 No member of Staff or Student shall be eligible for election to the office of President or Vice-President.

11 CAMPAIGNING

- 11.1 Candidates will be allowed to campaign for positions on the understanding that all campaign material (posters, flyers, social media sites) adhere strictly to the DUT Brand Guidelines.
- 11.2 Campaigns by nominated candidates must ensure that they do not bring the University into disrepute.
- 11.3 Candidates will be requested to withdraw all campaign materials should they fail to abide by the DUT Brand Guidelines and may be disqualified from participating in elections.

12 INDEMNITY

The Office-Bearers and members of the Convex and staff of the Advancement and Alumni Relations Unit shall be indemnified by the University against all proceedings, costs, and expenses incurred by reason of any omission, negligence and other act/s carried out in good faith and in the performance of their duties for and behalf of the Convocation and the University and they shall not be personally liable for any liabilities of the Convocation or the Convex.