

**THE UNIVERSITY OF LIMPOPO
DRAFT CONSTITUTION OF THE
ALUMNI AND CONVOCATION ASSOCIATION**

Definition of terms

1. The Association : the Alumni and Convocation Association
2. The University/ UL: the University of Limpopo (the merged University of the North and the Medical University of Southern Africa)
3. EXCO : the Executive Committee of Alumni Association
4. Council : University of Limpopo Council.
5. Alumni : means persons who have successfully completed at least one year of study in any of the degrees/diploma/certificate programmes approved by the Senate.

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1. PREAMBLE

- 1.1 Whereas we, the graduates and former students 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 UL, and bound by these common goals, herein resolved to form an association which will forever bind us to UL.

2. NAME

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

3. VISION

Making the University of Limpopo a leading African University, epitomizing excellence and global competitiveness, addressing the needs of African communities through innovative ideas.

4. MISSION

Our mission is to:-

- a. unite Alumni and Convocants of the University from the former universities of MEDUNSA and UNIN and those of the new Institution;
- b. raise funds for the University of Limpopo;
- c. 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;
- d. ensure that UL graduates remain attached to UL in a positive manner; and
- e. 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

In line with the stipulations of the Higher Education Act, 1997 (Act No. 101 of 1997) and the University Statute, the Association shall have its objectives as follows:

- 5.1** To assist the University in attaining and maintaining a high level of academic excellence;
- 5.2** To help in promoting the image of the University;
- 5.3** To promote the Association nationally and internationally thereby ensuring its growth and survival;
- 5.4** To engage in a concerted effort at fundraising in order to enhance the financial position of the University;
- 5.5** To promote unity of purpose among Alumni through constant contact with all Alumni countrywide by establishing branches in various provinces and foreign countries;
- 5.6** To participate in the Council of the University of Limpopo and any matter referred by it;
- 5.7** To serve as a forum for alumni;
- 5.8** To serve as an effective communication and information instrument amongst members, and between members and the University;
- 5.9** To support the University in attaining its strategic goals and objectives; and
- 5.10** To liaise with alumni associations and convocations of other tertiary institutions.

6. COMPOSITION OF THE ASSOCIATION

6.1 MEMBERSHIP

6.1.1 Categories of membership

6.1.1.1 Ordinary membership

6.1.1.1.1 Persons who obtained a Degree, Diploma or Certificate from the former MEDUNSA/ UNIN (currently the University of Limpopo) are automatically members of the Association, provided that any such person may indicate in writing that membership is not desired;

6.1.1.1.2 The EXCO may on application grant membership to the following persons:

6.1.1.1.3 A person who has completed at least one year of successful study at UL;

- * Persons who have not received degrees, diplomas or certificates from UL and who in terms of paragraph 6.1.1.1 do not automatically obtain membership;
- * Part time/permanent academic staff of UL who obtained a degree or diploma from another tertiary institution and who, in terms of paragraph 6.1.1.2 does not automatically obtain membership; and
- * Retired or former academic staff members of UL.

6.1.1.2 Honorary membership

- 6.1.1.2.1 Persons who have received honorary degrees from 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
- 6.1.1.2.2 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.

6.1.1.3 Associate membership

- 6.1.1.3.1 Associate membership shall comprise exchange students, visiting academics and donors.
- 6.1.1.3.2 Associate members shall not be eligible to hold office.

6.2 ACQUISITION OF MEMBERSHIP – in case of non alumni

6.2.1 Application for membership

- 6.2.1.1 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.
- 6.2.1.2 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.

6.2.2 Nomination of honorary membership

- 6.2.2.1 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.

6.3 REGISTRATION OF MEMBERS

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

6.4 TERMINATION OF MEMBERSHIP

- 6.4.1** The EXCO may terminate a member's membership if, in the opinion of the EXCO, he/she:
- * has damaged the reputation of the Association and/or the University;
 - * no longer acts in the interest of the Association and/or the University; and
 - * has contravened the provisions of the Constitution;
- 6.4.2** A member may terminate his/her membership by submitting a letter of resignation to the EXCO;
- 6.4.3** A member of EXCO who fails to attend three consecutive meetings without prior written apology(ies) to the Secretary shall be expelled from the Executive Committee.

7. COUNCIL REPRESENTATIVES

- 7.1 Alumni and Convocation, according to the Higher Education Act/University Statute, shall be represented on Council and such representatives shall be nominated by the convocation. Should a vacancy exist:
- 7.1.1** The Registrar shall give notice of the existence of a vacancy in the media as well as to every member of the Association at least 3 (three) months, before the vacancy is expected to occur and invite nomination of candidates that should be signed by at least 5 (five) members and the nominee;
 - 7.1.2** 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;
 - 7.1.3** 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;
 - 7.1.4** 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;
 - 7.1.5** The term of office of the representatives shall coincide with the term of office of the Council; and
 - 7.1.6** The representatives shall be eligible for re-election.

7.2 THE EXECUTIVE COMMITTEE

The Executive Committee shall comprise:

- 7.2.1** The President;
- 7.2.2** The Deputy President;
- 7.2.3** The Secretary (Registrar);

- 7.2.4 The Treasurer;
- 7.2.5 Council Representative;
- 7.2.6 Provincial Chairpersons;
- 7.2.7 Additional members (three); and
- 7.2.8 The Vice Chancellor (ex-officio).

8. FUNCTIONS

8.1 THE PRESIDENT

The President's duties shall include the following:

- 8.1.1 To chair meetings of EXCO;
- 8.1.2 To supervise the running of the affairs of EXCO; and
- 8.1.3 To represent the interests of the members of the Convocation and Alumni Association in EXCO.

8.2 THE DEPUTY PRESIDENT

- 8.2.1 In the absence of the President, the Deputy President shall preside at meetings, and in the event of equal voting, shall have a deliberative as well as a casting vote.

8.3 THE SECRETARY

- 8.3.1 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.
- 8.3.2 The Secretary, in consultation with the President, shall convene meetings of the Association, giving a minimum of 21 days notice.

8.4 THE TREASURER

- 8.4.1 The Treasurer shall ensure that an accurate account of all financial records of the Association is kept at all times.
- 8.4.2 The Treasurer shall, with the approval of the Executive Committee, disburse monies on behalf of the Association.
- 8.4.3 The Treasurer shall submit a financial statement annually to members at the Annual General Meeting.

8.5 EXECUTIVE COMMITTEE

Duties of EXCO include:

- 8.5.1 To oversee to the smooth, efficient and effective functioning of the Association;
- 8.5.2 To establish and maintain Provincial Associations; and
- 8.5.3 To guide the Provincial Associations in their activities.

The EXCO may appoint committees to assist it in the realisation of the goals of the Association.

8.6 PROVINCIAL and FACULTY ASSOCIATIONS

Duties of the Provincial and Faculty Associations shall be:

- 8.6.1** To carry out specific tasks as allocated to them by the EXCO.
- 8.6.2** To maintain their respective Provincial and Faculty Associations.

8.7 PROVINCIAL ASSOCIATIONS

- 8.7.1** Provincial Associations are defined along geographic lines within the location where each association is based, namely: Gauteng, North West, Mpumalanga, Northern Province, Free State, Kwa-Zulu Natal, Eastern Cape, Western Cape and Northern Cape; and foreign states that are composed of graduates;
- 8.7.2** The Provincial Executive Committee shall consist of: Chairperson, Deputy Chairperson, Provincial Secretary, Treasurer and one additional member;
- 8.7.3** Provincial Associations shall meet at least once a year within its province and at a time and place to be determined by its executive committee;
- 8.7.4** The secretary of the province shall notify the Provincial Association members of a meeting in a public media thirty (30) days before the chosen date and an invitation shall have been served to the Association Executive Committee; and
- 8.7.5** Chairpersons of Provincial Committees shall be Ex-Officio members of EXCO.

8.8 SITE / INSTITUTIONAL COMMITTEES

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

8.9 CHAPTERS OF THE ASSOCIATION

- 8.9.1** Chapters are made up of UL's friends, donors, visiting academics, former academic staff, honorary graduates and exchange students;
- 8.9.2** Members within a town or a village may form themselves into a chapter;
- 8.9.3** A member of a chapter may also belong to a Faculty Association; and
- 8.9.4** The Alumni Office of UL shall co-ordinate all chapters.

8.10 FOREIGN COUNTRIES

8.10.1 The Alumni Office shall co-ordinate all alumni who are residing in foreign countries where a substantial number of graduates exists.

9. FINANCE

- 9.1** The financial matters of the Association shall be administered by EXCO.
- 9.2** A member of the EXCO shall act as the Treasurer for the purpose of keeping the financial records and transactions of the association.
- 9.3** The Association shall operate a current and/ or other accounts with a registered financial institution, into which it shall deposit all monies received by the Association:
- 9.3.1** 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.
- 9.4** 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.
- 9.5** 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.
- 9.6** The Association shall have the right to raise funds from amongst its members and from third parties:
- 9.6.1** Provided that where the Association intends to raise such funds from third parties, the approval of the Council shall first be obtained, and provided that further, 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.
- 9.6.2** 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.
- 9.6.3** 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.
- 9.6.4** 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:
- 9.6.4.1** 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.

10. MEETINGS

10.1 THE CONFERENCE

10.1.1 The Association shall hold its conference after every three years.

10.2 THE FUNCTIONS OF THE CONFERENCE SHALL BE THE FOLLOWING:

- 10.2.1** An audited statement of accounts shall be tabled and presented for adoption by the AGM;
- 10.2.2** To receive end of term report from EXCO through the President;
- 10.2.3** To receive the financial statements of the Association;
- 10.2.4** To elect EXCO;
- 10.2.5** To elect Council representatives;
- 10.2.6** To review the work of the Association and develop policy input for the Association and recommendations to Council;
- 10.2.7** To consider amendments for the constitution; and
- 10.2.8** The National conference shall be preceded by the Provincial conferences.

10.3 THE GENERAL MEETING

10.3.1 The General Meeting is a meeting of the members of the Association.

10.3.2 Convening of the General Meeting:

- 10.3.2.1** 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;
- 10.3.2.2** 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;
- 10.3.2.3** Notice of the General Meeting shall be given at least 30 days before such meeting;
- 10.3.2.4** Notice of the General Meeting is given by way of an appropriate notice in the public media;
- 10.3.2.5** The Secretary shall make available at the Alumni Affairs office, the particulars of the agenda and supporting documents, at least 21 days before the date of the meeting;
- 10.3.2.6** 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
- 10.3.2.7** 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.

10.4 MEETINGS OF EXCO

- 10.4.1** The quorum shall be half of the members plus one;
- 10.4.2** EXCO shall meet at least once in two months;
- 10.4.3** 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
- 10.4.4** 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.

11 ELECTIONS

11.1 ELECTIONS OF EXECUTIVE COMMITTEES

- 11.1.1** At the conference, the Association shall elect members to serve on the EXCO for a term of office of three years;
- 11.1.2** The nominations of members to the EXCO, properly nominated and seconded by two members on a prescribed form, shall be handed in to the Secretary for submission to the conference at least twenty-one (21) days before the date of the conference;
- 11.1.3** The nomination form, signed by the nominee, shall be accompanied by a short curriculum vitae;
- 11.1.4** Verbal nominations, seconded by at least one-third registered members, shall also be accepted during the elections;
- 11.1.5** Members can be re-elected;
- 11.1.6** At least one EXCO member shall act as an observer at the Provincial and Faculty Associations elections;
- 11.1.7** The election of members to the EXCO takes place by way of secret ballot, based on a majority vote;
- 11.1.8** 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 paragraph 10.4.2;
- 11.1.9** The term of office for EXCO shall be three years;
- 11.1.10** The term of office for Provincial Committees shall be two years; and
- 11.1.11** The President shall serve a maximum of two terms of office.

11.2 COUNCIL REPRESENTATIVES

- 11.2.1 There shall be Council representatives of the Association in the Council as determined by the statute of UL;
- 11.2.2 The term of office of the representatives shall coincide with the term of office of the Council; and
- 11.2.3 The representatives shall be eligible for re-election.

11.3 ELECTION PROCEDURE

- 11.3.1 Decisions of the EXCO/Association are taken by way of majority of the members present who are entitled to vote;
- 11.3.2 Every member present who is entitled to vote has one (1) vote with regard to a motion that is brought to the vote;
- 11.3.3 At 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;
- 11.3.4 The Chief Electoral Officer shall preside over the election process;
- 11.3.5 In case of a tie, a re-vote shall be taken;
- 11.3.6 Functions of the three electoral officers shall be prescribed by the EXCO;
- 11.3.7 Unless EXCO decides to the contrary, voting shall take place by way of a secret ballot;
- 11.3.8 Election may take place prior to the conference if a decision to do so with reference to 11.3.7 has been reached by the EXCO. In this case, the elected committee will be introduced at the conference; and
- 11.3.9 In case voting is not secret ballot, the EXCO shall outline the election procedure.

11.4 VACANCIES ON THE EXCO

- 11.4.1 In addition to the termination of membership in the course of time, a member's membership shall be terminated by:
 - i) A letter of resignation to EXCO; and
 - ii) Vacating the office on the grounds of which membership was obtained;
- 11.4.2 Should an elected member vacate the office before the end of the term, EXCO shall decide on how to fill the position.

12. STANDING ORDER

The Association shall compile its own standing orders, if necessary, for the smooth running of its affairs.

AMENDMENTS

The EXCO shall propose amendments to the Constitution as is deemed necessary from time to time. These amendments shall stand until the next conference where they shall be voted on by the membership of the Association.

- * A quorum must be present in order to approve the amendments.
- * Any affiliated member of the Association may propose amendments to the Constitution in writing to the EXCO to be considered at the next AGM.
- * Proposed amendments are to be sent to The Secretary, UL Alumni Association, Private Bag X1106, Sovenga, 0727, South Africa.

14. DISSOLUTION

14.1 EXCO may be dissolved by a decision of an Extra-ordinary meeting that shall be specially convened for this purpose.

14.2 EXCO may be dissolved provided that:

14.2.1 At least two-thirds of the members present at an extra-ordinary meeting vote in favour of such dissolution; and

14.2.2 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.

14.3 After taking a decision to dissolve EXCO, the following provisions shall be complied with:

14.3.1 An interim committee shall be appointed by the meeting to finalise the affairs of EXCO.