



CONSTITUTION OF THE CONVOCATION OF THE UNIVERSITY OF JOHANNESBURG (UJ)

1. Preamble

The University of Johannesburg resulted from the merger of its legacy institutions, being the former Technikon Witwatersrand and the former Rand Afrikaans University (into which the Soweto and East Rand campuses of the former Vista University were incorporated).

The University's alumni (including those of its legacy institutions), management and employees are important role players to promote the best interests, image and reputation of the University and express collectively their opinion on matters relating to the University.

The University established a Convocation as a structure for deliberation by these role players in accordance with the University vision, mission and values.

2. Role and Objectives

The Convocation:

- 2.1 is a structure, accountable to Council, that represents the interests of its members in the University;
- 2.2 executes its responsibilities in accordance with the higher education framework with specific reference to at least the following:
 - 2.2.1 the Constitution, Higher Education Act and other applicable legislation, the UJ Statute and the UJ Rules;
 - 2.2.2 generally accepted principles regarding the role of a university and its place in society;
 - 2.2.3 Higher Education governance requirements;
 - 2.2.4 National Higher Education imperatives;
 - 2.2.5 principles of public accountability, corporate citizenship, good governance and ethical conduct;
- 2.3 promotes a positive image/reputation of and respect for the University as a whole;
- 2.4 fosters a sense of responsibility, obligation and accountability towards the University community in general and their "Alma Mater" in particular;
- 2.5 debates and states its opinion on any matter relating to the best interests of the University, including matters referred to it by the Council, the Senate or the Institutional Forum;
- 2.6 elects representatives to serve on the Council as provided for by, and in accordance with, the UJ Statute;
- 2.7 is a structure in which its members participate voluntarily and as such without the University incurring any obligation to remunerate or compensate them, or provide them with any benefits.

3. Membership

Membership of the Convocation consists of:

- 3.1 Alumni (diplomates and graduates of formal subsidised qualifications from the University of Johannesburg, the former Rand Afrikaans University and the former Technikon Witwatersrand);
- 3.2 the Vice-Chancellor and Principal, Deputy Vice-Chancellors, the Registrar and other members of the Management Executive Committee of the University;
- 3.3 permanent academic employees of the University;
- 3.4 retired permanent academic employees of the University.

4. Executive Committee of the Convocation

4.1 Composition

The Executive Committee of the Convocation consists of:

- 4.1.1 the President;
- 4.1.2 Deputy President;
- 4.1.3 Three additional Convocation members elected by the Convocation;
- 4.1.4 The Vice-Chancellor and Principal (or her/his representative) (ex-officio);
- 4.1.5 The Registrar or her/his representative who acts as secretary (ex-officio);
- 4.1.6 The Alumni Relations Officer (ex-officio).

4.2 The role of the Executive Committee

- 4.2.1 The Executive Committee executes the mandate given to it by the Convocation.
- 4.2.2 Members of the Executive Committee must act within their powers of authority, and perform their fiduciary, care and skills duties as per the University's Rules for Effective Meetings.
- 4.2.3 Elected members of the Executive Committee have no executive powers within the University.

4.3 Eligibility and election of members of the Executive Committee

- 4.3.1 A member of the Convocation is eligible to be elected as a member of the Executive Committee of Convocation if s/he:
 - (a) has been a member of Convocation for at least 5 years;
 - (b) is entitled to be appointed in a position of trust, including as a director in terms of the legislation regulating the governance of companies;
- 4.3.2 Representatives of the Convocation on the UJ Council must be external to UJ, i.e. not a student of UJ or an employee of UJ;
- 4.3.3 The nomination and election of members on the Executive Committee take place in accordance with the University's Election Policy and the principles of good governance.
- 4.3.4 Nominations and elections are conducted via a secure online system.

4.4 Terms of office of members of the Executive Committee

- 4.4.1 Members of the Executive Committee who also serve as representatives of the Convocation on the UJ Council hold office as members of the Executive Committee for the same period that they serve on the UJ Council as determined by the UJ Statute.
- 4.4.2 All other elected office-bearers hold office for a period of three years.

4.5 Termination of membership and vacancies

- 4.5.1 Membership of the Executive Committee shall be terminated if the member:
- (a) Resigns;
 - (b) is absent from three consecutive meetings without tendering an apology to the secretary prior to the relevant meeting which is found acceptable at that meeting;
 - (c) is declared insolvent, or of unsound mind, or removed from an office of trust, convicted of an offence or sentenced to a term of imprisonment;
 - (d) is found unfit by the Human Resources, Social and Ethics Committee of Council (HRSEC) to continue to be a member of the committee on the ground of conduct contrary to the letter and spirit of this Constitution (the HRSEC also has the power to impose a lesser sanction).
- 4.5.2 Should the position of the President become vacant during the term of office, the Vice-Chancellor and Principal or his/her representative acts as President until a new President is elected.
- 4.5.3 Should the position of the Deputy President become vacant during the term of office, the Executive Committee of Convocation may elect a member from the Executive Committee to serve as Deputy President until a new Deputy President is elected by the Convocation.

5. General principles of good governance

Members of the Convocation:

- 5.1 are committed to the general principles of good governance, including transparency, accountability, institutional autonomy, communication, codetermination and institutional effectiveness;
- 5.2 are committed to realising the vision of the University by acting in accordance with the University's mission and its core values;
- 5.3 acknowledge and support the key roles of the other internal organs/structures of the University;
- 5.4 commit themselves to consciously refrain from acting outside their powers;
- 5.5 act in accordance with the fiduciary duty and the duty of care and skill, including acting in good faith that is owed to the University.

6. Meetings and related matters

- 6.1 Meetings and meeting procedures are in accordance with the UJ Statute and the University's Rules for Effective meetings.
- 6.2 The President serves as Chairperson at meetings of the Convocation as well as meetings of the Executive Committee. In the absence of the President, the Deputy President serves as Chairperson of a meeting. In the absence of both the President and Deputy President, the Vice-Chancellor or representative serves as Chairperson for the particular meeting.
- 6.3 The Convocation has one annual general meeting. The meeting may be postponed or brought forward in exceptional circumstances.
- 6.4 The President, in consultation with the Registrar, may call an extraordinary or emergency meeting in accordance with the Rules for Effective Meetings.
- 6.5 Any motion for consideration at a meeting of the Convocation must be lodged in writing with the Registrar at least two weeks before the date of the meeting.
- 6.6 Prior to the commencement of a meeting, every member signs a form indicating a possible personal conflict of interest or affirming the absence of such a possible conflict, in accordance with the principles of good governance.

- 6.7 A quorum is 200 members.
- 6.8 Decision-making is primarily based on the principle of consensus and/or sufficient consensus.
- 6.9 If consensus on a matter tabled for discussion is not reached, a motion on the matter is put to the vote by the Chairperson. The motion is carried if two-thirds of the members present at the meeting vote in favour of the motion.
- 6.10 In the instances where a meeting is not quorate members of Convocation will receive a notice with a request to provide their inputs on the items that require approval via electronic means.
- 6.11 A summarised report of each meeting is submitted to Council.
- 6.12 The Council must consider the advice given by the Convocation and provide written reasons if the advice is not accepted.
- 6.13 The Registrar acts as the official secretariat that ensures that the administration of meetings is in accordance with the principles of good governance and the University's Rules for Effective Meetings.

7. Amendments to the Constitution

- 7.1 The Constitution of the Convocation forms part of the Rules of the University issued by Council. Council may grant, revoke or reassign to other structures or officials the authority to issue Rules.
- 7.2 Council approves a constitution for the Convocation as well as subsequent amendments to the Constitution:
 - 7.2.1 at the request of the Convocation expressed in a resolution:
 - (a) of which notice signed by the proposer and at least one seconder was submitted to the Registrar in writing at least twenty- one (21) days prior to the date of a meeting;
 - (a) supported by two-thirds of members present at a quorate meeting of the Convocation;
 - 7.2.2 in other instances after consultation with the Convocation, provided that for justifiable reasons Council may amend the Constitution temporarily without prior consultation with the Convocation, but which amendments will only become permanent after consultation with the Convocation.

8. Dissolution

- 8.1 Council may for justifiable reasons dissolve the Executive Committee of the Convocation and appoint an interim Executive Committee, with a composition as it may determine until the election of a new Executive Committee in terms of the Constitution.
- 8.2 The Convocation is a legal structure in accordance with the UJ Statute and may not be dissolved other than by amendment of the UJ Statute.

Approved by Convocation on the 27th of March 2009

Aligned with UJ Statute by the Registrar 24 February 2011

Aligned with UJ Statute 2012

Amended at a Special Meeting of the Convocation 14 October 2014

Amended at a Special General Meeting of the Convocation held 29 February 2016

Amended in line with the Amended UJ Statute of 24 March 2017

Amendments noted at the EXCO of Convocation meeting of 27 September 2017

Amendments supported at the Council meeting of 14 June 2018

Amendments approved by Council of 23 November 2018