



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

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PART A: INTRODUCTION

1. Preamble

- 1.1. The University of Johannesburg (UJ) resulted from the merger of its legacy institutions, being the former Technikon Witwatersrand (TWR) and the former Rand Afrikaans University (RAU) (into which the Soweto and East Rand campuses of the former Vista University were incorporated).
- 1.2. UJ's alumni (including TWR and RAU¹), management, and employees are important role players in promoting UJ's best interests, image, and reputation, and they collectively express their opinions on matters relating to UJ.
- 1.3. UJ established a Convocation, as per Chapter 9 of the UJ Statute, as a structure for deliberation by these role players in accordance with the University's vision, mission and values. Convocation also plays an important role in Alumni engagement and initiatives such as fundraising, celebrations, etc.
- 1.4. The University gratefully acknowledges the contributions that Convocation makes to the wellbeing of the Institution.

2. Definitions

Unless the context indicates a contrary intention, the following words and expressions bear the meanings assigned to them, and cognate expressions bear corresponding meanings:

- 2.1. **Council** means the governing body of UJ, established in terms of section 26(2)(a) of the

¹ Vista University qualifications reside with UNISA

Higher Education Act.

- 2.2. **Convocation** means the body established in terms of section 26(2)(g) of the Higher Education Act and as described in Chapter 9 of the UJ Statute.
- 2.3. **Convocation Constitution** means this Constitution of the Convocation.
- 2.4. **Convocation Member** means a member of Convocation as contemplated in paragraph 4.
- 2.5. **Exco** means the Executive Committee of the Convocation.
- 2.6. **Exco Member** means a Convocation Member duly appointed or elected to Exco.
- 2.7. **Higher Education Act** means the Higher Education Act, 101 of 1997 and subsequent amendments to the Act.
- 2.8. **Institutional Forum** means the Institutional Forum established in terms of section 26(2)(f) of the Higher Education Act.
- 2.9. **Policy on General Standard** means UJ's Policy on the General Standard to serve on UJ Structures or Participate in UJ Activities, with which persons must comply.
- 2.10. **Rules** means the institutional rules, policies, disciplinary measures and discipline provisions, and codes of conduct issued by the Council, the Senate, or any other body or functionary authorised to do so by the Council or Senate within UJ.
- 2.11. **Rules for Effective Meetings** means UJ's Policy on Rules for Effective Meetings.
- 2.12. **Statute** means the Statute of UJ as published and promulgated in the Government Gazette on 19 July 2019 (#42584).
- 2.13. **UJ** means the University of Johannesburg, a University duly established under the Higher Education Act.

PART B: CONVOCATION

3. Roles and Objectives of Convocation

The Convocation:

- 3.1. Is a structure, accountable to Council, that represents the interests of the Convocation

members and UJ.

- 3.2. Executes its responsibilities in accordance with the higher education framework with specific reference to *inter alia* the following:
 - 3.2.1. The Constitution of South Africa, the Higher Education Act, other applicable legislation, the Statute, the Rules, and this Convocation Constitution.
 - 3.2.2. Generally accepted principles regarding the role of a university and its place in society.
 - 3.2.3. Higher education governance requirements.
 - 3.2.4. National Higher Education Imperatives.
 - 3.2.5. Principles of public accountability, corporate citizenship, good governance and ethical conduct.
- 3.3. Promotes a positive image/reputation of, and respect for, UJ as a whole.
- 3.4. Fosters a sense of responsibility, obligation and accountability towards the UJ community in general and their Alma Mater in particular.
- 3.5. Debates and states its opinion on any matter relating to the best interests of UJ, including matters referred to it by the Council, the Senate, or the Institutional Forum. Such expressions of opinion are advisory in nature, shall not constitute binding decisions, and shall be submitted to the Council for consideration in accordance with the University's governance framework.
- 3.6. Elects representatives to serve on the Council as provided for by, and in accordance with, the Statute.
- 3.7. Is a structure in which Convocation members participate voluntarily and, as such, without UJ incurring any obligation to remunerate or compensate them, to provide a budget, or to provide them with any benefits. The latter includes, but are not limited to, electronic devices, office space, cell phone allowances, etc. In instances where the Convocation obtains funding for the acquisition of assets, whether movable or immovable, such assets shall be deemed to be the property of the University.

4. Membership of Convocation

4.1. Membership of the Convocation consists of:

4.1.1. Alumni (diplomates and graduates of formal subsidised qualifications from UJ, the former Rand Afrikaans University and the former Technikon Witwatersrand).

4.1.2. The Vice-Chancellor and Principal, Deputy Vice-Chancellors, the Registrar other members of the Management Executive Committee (MEC) of UJ;

4.1.3. Permanent academic employees of UJ.

4.1.4. Retired permanent academic employees of UJ.

4.2. Convocation members must, at all relevant times, comply with the requirements of the Policy on General Standard as well as the Rules.

4.3. The Convocation, in cooperation with the Registrar, must keep a list of members of the Convocation referred to in 4.1.

4.4. Only a person whose name appears on the members list (as per 4.3 above) may vote.

5. Meetings and related matters in respect of Convocation

5.1. Meetings and meeting procedures are in accordance with the Statute and the University's Rules for Effective Meetings.

5.2. The President serves as the Chairperson at meetings of the Convocation as well as meetings of the Exco. 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.

5.3. The Convocation has one Annual General Meeting (AGM). The meeting may be postponed or brought forward in exceptional circumstances.

5.4. The President, in consultation with the Registrar, may call an extraordinary or emergency meeting in accordance with the Rules for Effective Meetings.

5.5. Any motion for consideration at a meeting of the Convocation must be lodged in writing with the Registrar at least two weeks (or 14 days) before the date of the meeting.

- 5.6. During a meeting, every member is obligated to indicate a possible personal conflict of interest with an item on the agenda. By joining a Convocation meeting (including a meeting of the Exco), members agree that they will comply with the Policy on General Standards and the Rules.
- 5.7. The Convocation AGM will take place irrespective of the number of Convocation Members present.
- 5.8. However, if an item on the agenda requires a decision, the following will apply:
 - 5.8.1. In the event that a meeting is attended by more than 200 Convocation members, the item can be debated and passed, if supported by two-thirds of the members present.
 - 5.8.2. In the event that a meeting is not attended by more than 200 Convocation members, the Convocation will be supplied with an electronic notice with a request to provide their inputs on the item(s) that require support via electronic means. At least 200 Convocation members must respond and the item must be supported by a two-thirds majority.
- 5.9. Decision-making is primarily based on the principle of consensus.
- 5.10. A summarised report of each meeting is submitted to the Council.
- 5.11. The Council must consider the advice given by the Convocation and provide written reasons if the advice is not accepted.
- 5.12. The Registrar acts as the official Secretariat and ensures that the administration of meetings is in accordance with the principles of good governance and the Rules for Effective Meetings.

6. Election of Convocation Officials

- 6.1. The Convocation must elect a Convocation Exco (see clause 8 Composition of Exco) from amongst its members (including the President, the Deputy President, and representatives on Council, but excluding the *ex-officio* members).
- 6.2. Should the position of the President become vacant during the term of office, the Deputy President, duly elected by Convocation, will become interim President whilst elections for a new President are being conducted.
- 6.3. Should the position of the Deputy President become vacant during the term of office, the

Convocation Exco shall elect an Exco Member to become the Deputy President for the remainder of the outgoing Deputy President's term of office.

- 6.4. In the absence of both the President and Deputy President, the Vice-Chancellor or representative will act as President until the position is filled.
- 6.5. The nomination and election of members to serve on Convocation Exco takes place in accordance with the University's Policy on Nominations and Elections and the principles of good governance.
- 6.6. Nominations and elections are conducted via a secure online system.

PART C: EXECUTIVE COMMITTEE OF THE CONVOCATION (Exco)

7. Role of the Convocation Exco

- 7.1. The Convocation Exco, which is an advisory body, executes the mandate given to it by the Convocation.
- 7.2. Convocation Exco members must act within their powers of authority, and perform their fiduciary, care and skills duties as set out in the Rules for Effective Meetings.
- 7.3. To ensure that Convocation Exco members execute their duties as stated in clause 7.2, they are required to annually sign a Convocation Exco Code of Conduct.
- 7.4. Convocation Exco members have no executive powers within UJ.
- 7.5. Convocation Exco:
 - 7.5.1. Promotes a positive image/reputation of and respect for UJ.
 - 7.5.2. Fosters a sense of responsibility, obligation and accountability towards the University community in general and UJ as their Alma Mater in particular.
 - 7.5.3. Debates and states its opinion on matters relating to the best interests of the University, in particular the Convocation, including matters referred to it by the Council, the Senate, and/or the Institutional Forum.
 - 7.5.4. Identifies opportunities and risks that may impact positively/negatively on the Convocation or UJ.

- 7.5.5. Identifies projects and participates in projects that promote the well-being and prosperity of the Convocation and UJ.
- 7.5.6. Addresses any urgent matter prior to the next meeting of the Convocation.
- 7.5.7. Ensures effective and efficient operation of Exco by reviewing the functions and efficiency of Exco (and other Convocation committees if applicable) and by addressing any deficiencies accordingly.
- 7.5.8. Supports UJ in its fundraising efforts.
- 7.5.9. Activities and undertakings shall be conducted in accordance with the applicable policies, procedures, processes, and rules of the University.

8. Composition of Convocation Exco

The Convocation Exco consists of:

- 8.1. The President.
- 8.2. The Deputy President.
- 8.3. Three additional Convocation members, elected by the Convocation.
- 8.4. Convocation shall elect two members, external to the University, to serve as Convocation representatives on Council. All members of Convocation Exco, excluding the *ex officio* members, are eligible to be nominated and elected as Council representatives, provided they are external to the University.
- 8.5. The Vice-Chancellor and Principal (*ex-officio*).
- 8.6. The Registrar, who acts as Secretariat (*ex-officio*).
- 8.7. The Alumni Relations Officer (*ex-officio*); and

9. Meetings of Exco

- 9.1. Meetings and meeting procedures are in accordance with the Rules for Effective Meetings.

10. Eligibility of 1) Exco Members and 2) Convocation Members to serve on the Council

10.1. Eligibility of a Convocation member to be elected by the Convocation as an Exco member and/or a member of the Council:

10.1.1. Candidates should be a member of Convocation for at least 10 years.

10.1.2. Candidates should be entitled to be appointed in a position of trust, including as a director, in terms of the legislation regulating the governance of companies (including the stipulations of King IV).

10.1.3. Candidates should meet the requirements as stipulated in the Policy on General Standards.

10.2. Candidates who are nominated will be vetted to ensure compliance with the conditions of nominations. Further background screening/verification checks will be conducted through an external verification agency to ensure compliance with the Policy on General Standards.

10.3. Candidates who do not fully comply with the requirements can make representation to the Human Resources, Social and Ethics Committee of Council (HRSEC), motivating why they should be considered to be eligible to stand for the Convocation Exco or Council. The decision made by the HRSEC is final.

10.4. Desired skills, experience and standing of Convocation members nominated to serve on the Convocation Exco and/or the Council:

As part of the nomination process, candidates will be required to provide motivations that clearly demonstrate how they meet the desired skills, experience, and standing.

10.5.1 Desired skills:

- a) *Leadership*: Candidates are encouraged to demonstrate the ability to provide direction and inspire others.
- b) *Strategic thinking*: Candidates should ideally be able to think long-term and create a vision for the Convocation that aligns with the University's mission, vision, and strategic objectives.
- c) *Communication skills*: Candidates should possess excellent communication skills, enabling them to engage effectively with a wide range of stakeholders.
- d) *Fundraising*: Candidates should ideally understand fundraising principles and the ability to help identify funding sources and support initiatives like donations.

10.5.2 Desired experience:

- a) *Fields of expertise*: Candidates should have professional experience and expertise in a wide range of fields.
- b) *Leadership and governance experience*: Candidates should have prior experience in leadership roles. This could include, among others, serving on other committees, holding executive roles in professional or community organisations, or having leadership experience in various sectors.
- c) *Fundraising experience*: Candidates should ideally have a track record of building donor relationships or managing fundraising campaigns.
- d) *Networking and partnerships*: Candidates with experience in networking or building partnerships with external organisations can help expand the Convocation's reach and influence.

10.5.3 Desired standing:

- a) *Good standing with UJ*: Candidates should be in good standing with UJ, having complied with all financial and academic obligations and not being subject to any form of sanction or disciplinary censure.
- b) *Professional standing*: Candidates should hold or have held notable positions within their profession or industry.
- c) *Commitment to UJ's mission, vision, values and strategic objectives*: Candidates should understand and commit to UJ's mission, vision, values and strategic objectives.

11. Terms of office of members of the Executive Committee

11.1 Exco members who also serve on Council (by virtue of an election by Convocation) hold office as members of the Exco for the same period that they serve on Council (as determined by the Statute).

11.2 All other elected office-bearers hold office for a period of three years.

11.3 Exco members may be re-elected once, subject to the provisions of the Statute.

11.4 The term of office of a person elected to fill a vacancy on the Exco, excluding the President or Deputy President, is a full term (three years), starting from the date that the election results are announced (to be read with clause 12.2).

12. Termination of membership and vacancies

12.1 A member of the Exco vacates their office before their term expires if the member:

12.1.1 Resigns in writing to the Registrar.

- 12.1.2 Is absent from three consecutive meetings without tendering an apology to the Secretariat.
 - 12.1.3 Fails to or ceases to meet or comply with the stipulations of the Policy on General Standard.
 - 12.1.4 Is declared insolvent, provisionally or finally, by a court of law.
 - 12.1.5 Is found guilty of an offence and sentenced to imprisonment without the option of a fine. A person is not regarded as being sentenced until an appeal against the conviction of a sentence has been determined or the time for an appeal has expired.
 - 12.1.6 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 grounds of conduct contrary to the letter and spirit of this Convocation Constitution (the HRSEC also has the power to impose a lesser sanction).
- 12.2 Apart from the President and Deputy President's positions, a position on Exco that becomes vacant within six months after the outcome of the election for the position, will be filled by the next candidate in accordance with the election results for that particular position and for the remainder of the term of the exiting member of Exco. If the vacancy arises after a six-month period, the vacancy will be filled by the normal process of nominations and elections, as set out in the UJ Policy on Nominations and Elections, and the term of office will be for a full term.

PART D: GENERAL

13. General principles of good governance

Convocation and Exco members:

- 13.1 Are committed to the general principles of good governance, including transparency, accountability, institutional autonomy, communication, codetermination, inclusivity, knowledge stewardship, and institutional effectiveness.
- 13.2 Are committed to realising the vision of the University by acting in accordance with UJ's mission and its core values.
- 13.3 Acknowledge and support the key roles of the other internal structures of UJ.
- 13.4 Commit themselves to consciously refrain from acting outside their powers.

- 13.5 Act in accordance with the fiduciary duty and the duty of care and skill, including good faith that is owed to UJ.

14. Amendments to the Constitution

- 14.1 The Convocation Constitution forms part of the Rules. Council may grant, revoke or reassign to other structures or officials the authority to issue Rules.
- 14.2 Council approves the Constitution of the Convocation as well as subsequent amendments. The Convocation Constitution is reviewed from time to time, as required, or under the following circumstances:
- 14.3 At the request of the Convocation expressed in a resolution:
- 14.3.1 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.
 - 14.3.2 Supported by two-thirds of members present at a quorate meeting of the Convocation.
 - 14.3.3 In other instances, after consultation with the Convocation, provided that for justifiable reasons, the Council may amend the Convocation Constitution temporarily (not more than 12 months) without prior consultation with the Convocation, but where amendments will only become permanent after consultation with the Convocation.

15. Dissolution

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

16. Addendum - Nomination Process for Convocation and Council Positions

17. Version Control

- Approved by Convocation on 27 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 on 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 by Council on 14 June 2018
- Amendments approved by Council on 23 November 2018
- Amendments approved by Council on 23 June 2022, after consultation with Convocation
- Amendments approved by Council on 19 June 2025, after consultation with Convocation

Addendum - Nomination Process for Convocation and Council Positions

1. Positions open for nomination

Corporate Governance shall issue a formal call for nominations to all Convocation members for the following positions (as stipulated in Clause 3 of the Convocation Constitution):

- The President
 - The Deputy President
 - Three additional Convocation members, elected by the Convocation
 - Two Convocation representatives to serve on Council, who must be external to the University.
- Note: Members of the Convocation Executive Committee (excluding ex officio members) are eligible for nomination and election to the Council positions, provided they are external to the University.*
- Note: External to the University means that Convocation members are neither a registered student nor employed in any capacity, whether remunerated or not, by the University.*

2. Eligibility (detailed in Clause 10 of Convocation Constitution)

- All nominees must be Convocation members (see Clause 4 of the Convocation Constitution).
- All nominees must meet the eligibility criteria and profile requirements as stipulated in the Constitution (see Clause 10).

3. Submission of Nominations

- Nominations must be submitted by Convocation members within the stipulated nomination period.
- Each nomination must include:
 - The nominee's full name and contact details.
 - The nominee's ID/Passport number.
 - The nominee's student/staff number.
 - A profile or motivation that aligns with the requirements outlined in the Constitution.
- Nominations must be submitted in the prescribed format and through the official channel as communicated in the call for nominations.
- The nomination also needs to include the following information pertaining to nominators and seconders:
 - Full name and contact details.
 - ID/Passport number.
 - Student/staff number.
- The conditions for nominations must be adhered to as outlined in the Call for Nominations (Conditions include: Self-nominations are not permitted; Only one Nomination or Secondment per member will be permitted).

4. Vetting of Nominees

- All nominees shall undergo a vetting process to ensure eligibility and compliance with institutional policies and Convocation Constitutional requirements.
- The vetting process shall be conducted by Corporate Governance. Further verification checks will be conducted through a third-party service provider.
- By consenting to be nominated, nominees consent to the vetting processes and procedures, and will be required to sign relevant consent forms (shared by Corporate Governance) – non-consent will result in nominees being removed from the nomination list.

5. Publication of final candidate list

- A final list of vetted candidates shall be published and made accessible to all Convocation members prior to the voting period.

6. Voting Process

- Voting shall be conducted in accordance with the relevant institutional policy and procedures.
- All eligible Convocation members shall be entitled to vote.
- Nominations and elections shall be conducted via a secure online system, ensuring accessibility, transparency, and integrity of the process.

7. Announcement of results

- Results shall be verified and ratified by the designated electoral authority, as per the Nomination and Election Policy.
- Successful candidates shall be formally notified, and announcements will be published on the relevant platforms.

8. General provisions

- Corporate Governance shall oversee the overall coordination of the nomination and election process.
- Any disputes or irregularities shall be addressed in accordance with the institution's dispute resolution mechanisms.