

INSTITUTIONAL RULES FOR CONVOCATION GOVERNANCE STRUCTURES

CHARTER OF THE CONVOCATION ADVISORY BOARD

Document type: Institutional Rules
Policy Category: Governance

Document number: R 68/18

1. COMPOSITION

1.1 The Convocation Advisory Board is an overarching advisory body which will consist of the following:

- (a) The President of the Convocation¹, who will serve as Chairperson of the Board and who will be assisted by the ex officio and twelve (12) elected/appointed members.
- (b) The Vice-Chancellor and Principal and the Registrar (ex officio) or their duly authorised representatives.
- (c) The Executive member responsible for the Alumni Relations Office (if not either the Vice-Chancellor and Principal or the Registrar).
- (d) Twelve (12) members are elected/appointed as set out in paragraph 4 below (Procedure for the nomination and election/appointment of the Advisory Board).
 - (i) Members of the Convocation Advisory Board must be in good standing with the University. Any person who is not in good standing with the University shall not be eligible for appointment, election, reappointment or re-election as a member of the Convocation Advisory Board. This implies that such person must be regarded as having complied with all his or her financial obligations and not be subject to any form of sanction or disciplinary censure.
 - (ii) Members of the Convocation Advisory Board must not currently be in the employ of the University or any other university, or a registered student at the University of Pretoria or any other public or private higher education institution with a campus in South Africa, or a member of another university's council and/or formal alumni/convocation governance structures.
 - (iii) The members of the Convocation Advisory Board must represent the diversity of the University community and its Alumni in terms of race and gender.

¹ The President of the Convocation is elected in accordance with the procedure provided for in the Institutional Rules.

- (iv) The members of the Convocation Advisory Board must represent the diversity of professions and subject disciplines of the University community and its Alumni. At least one of the elected/appointed members must have expertise and experience related to the humanities cluster and one member expertise and experience related to the sciences, engineering and technology (SET) cluster.
- (e) The Convocation Advisory Board will consist of a total of fifteen/sixteen (15/16) members, subject to paragraph 1.1(c) above.
- (f) The Convocation Advisory Board must elect a Deputy Chairperson, Secretary and Finance Officer from amongst its ranks.
- (g) The elected/appointed members of the Advisory Board will serve for a term of four (4) years and will be eligible for re-appointment for a maximum of two (2) consecutive terms.
- (h) In the event of a vacancy arising, the person filling such vacancy will be appointed for the balance of the term of the member who created the vacancy. Such a member will be allowed to serve two further consecutive terms after the expiry of the balance of the term.

1.2 Membership of any Convocation governance structure is voluntary without any remuneration attached.

1.3 Office bearers to whom responsibilities related to the Convocation have been assigned such as the Head: Alumni Relations or his/her duly authorised representative, may attend the meetings and participate in discussions, but may not vote.

2. MEETINGS

2.1 The Convocation Advisory Board meets at least twice a year or whenever the President of the Convocation or the Vice-Chancellor and Principal may deem it necessary.

2.2 The quorum of meetings of the Advisory Board is eight (8) voting members.

2.3 The President of the Convocation (Chairperson) has a casting vote in the event of any tie of votes.

2.4 The Head: Alumni Relations will be responsible for providing the required administrative support to the Convocation Advisory Board, which includes arrangements related to meetings of the Board as well as secretariat duties.

3. ROLE OF THE ADVISORY BOARD

3.1 Members of the Convocation Advisory Board are elected to act in their own individual capacities and not as representatives of a particular stakeholder group.

- 3.2 The role of the Convocation Advisory Board will include the following:
- (a) The Board will function as an advisory body to the University and the Vice-Chancellor and Principal.
 - (b) The primary objective of the Board will be to ensure that all Alumni and other Convocation members work together to build a dynamic Alumni community.
 - (c) The Board must support the University in its fundraising efforts.
 - (d) The Board will act as the official forum for all its members and foster a sense of belonging, and commitment towards their *alma mater*, and promote the positive image and reputation of the University.
 - (e) The Board may discuss any matter that relates to the University or is referred to it by Council, and regular reports of its activities will be provided to Council.
 - (f) The Board will oversee and guide the activities of the various Alumni Associations consisting of Regions/Branches, Clubs and Special Interest Groups, including Profession-based Alumni Associations, and report to the University Council on a regular basis via the President of the Convocation or the Vice-Chancellor and Principal.
 - (g) The Board will advise the Alumni Relations Office on relevant Alumni events and Alumni communications where applicable.
- 3.3 The Convocation Advisory Board will collaborate closely with the Vice-Chancellor and Principal.
- 3.4 The President of the Convocation will serve on the Council of the University of Pretoria (ex officio) as one of the four (4) Convocation members on Council, while the remaining three (3) Convocation members will be elected/appointed in accordance with the procedure set out in the relevant Charter.

4. PROCEDURE FOR THE NOMINATION AND ELECTION/APPOINTMENT OF THE MEMBERS OF THE ADVISORY BOARD

- 4.1 The nomination and election/appointment processes for members of the Convocation Advisory Board will be managed by the Alumni Relations Office in conjunction with the Office of the Registrar.
- 4.2 The appointment of members of the Convocation Advisory Board will be made by a committee known as the Members' Committee, comprising the Chairperson of Council, the Vice-Chancellor and Principal and the President of the Convocation.
- 4.3 The following processes will be applicable whenever the members of the Convocation Advisory Board are elected/appointed:

4.3.1 Notice of election and call for nominations

- (a) Whenever the Convocation has to elect/appoint members of the Convocation to serve on the Convocation Advisory Board, the Registrar will call for written nominations from the members of the Convocation for suitable candidates to be elected for a period of four (4) years in the press and in any other appropriate way.
- (b) The methods employed for calling for nominations for the purpose of electing members of the Convocation to serve on the Convocation Advisory Board include the following:
 - Advertisement in the national press
 - UP website and Alumni website
 - Email to all members of the Convocation.
- (c) The call for nominations must be publicised as widely as possible amongst all stakeholder groups.

4.3.2 Nominations

- (a) Only members of the Convocation of the University of Pretoria may participate in the nomination and election/appointment process.
- (b) All nominations must be in writing and lodged with the Registrar at least three weeks, or such longer period as may be deemed appropriate, before the commencement of voting on the the published election date.
- (c) The closing date for the submission of nominations is at 16:00 on the date determined by the Registrar.
- (d) No person may sign more than one nomination form whether as a proposer or as seconder.
- (e) The Registrar must ensure that nomination forms and all relevant information are accessible on the Alumni website and can be provided on request, provided that reasonable notice is given.
- (f) The nominated candidates must comply with the applicable criteria for election as members of the Convocation Advisory Board as set out in paragraph 1.1(d) above.
- (g) Each nomination must be signed by at least four (4) members of the Convocation. The nominations must be in writing and accompanied by an abridged CV of the nominee, his/her written acceptance of the nomination as well as written consent that his/her information may be published on the UP and/or Alumni website. Full contact details of the nominee and the person nominating the candidate must be provided.
- (h) The abridged CV of the candidate must indicate the degree/s obtained and the date/s upon which such a qualification/s were obtained, as well as an indication

of the current position (work) the candidate holds and may, *inter alia*, be used for the ballot paper.

- (i) The information on duly nominated candidates will be made available to Convocation members by way of:
 - UP web/Alumni website
 - Email to all Convocation members.
- (j) The names of all the candidates will be included on the ballot paper.

4.3.3 Voting

The members of the Convocation will vote on the appointability of the nominees for appointment to the Convocation Advisory Board. Voting will take place by means of an electronic voting system supplemented by a paper-based system (if required) as set out below.

- (a) The Registrar shall act as the electoral officer and will be supported by staff of the Alumni Relations Office of the University.
- (b) Voting may take place by means of an electronic voting system supplemented by a paper-based system (if required). The decision whether to have an electronic voting process only or an electronic voting process supplemented by a paper-based process, will be made by the Executive, taking into consideration the technical difficulties, logistical issues and costs.
- (c) If the Executive decides on a combination of an electronic and paper-based voting process, the following four methods will be employed to cater for the different needs of members of the Convocation:
 - (i) Electronic voting on the UP web/Alumni website following the instructions set out on the UP web/Alumni website.
 - (ii) Sending ballot papers via email to members of the Convocation on the Alumni database with working email addresses.
 - (iii) Making ballot papers available on the UP web/Alumni website which can be downloaded, completed and returned as indicated.
 - (iv) A facility will be established to which members of the Convocation can direct enquiries and from which ballot papers can be obtained. The ballot papers can be completed and returned as indicated.
- (d) If the Executive decides on an electronic process only, subparagraphs (ii) to (iv) above will not apply.
- (e) The Registrar must ensure that, if applicable, ballot papers as well as all relevant information are accessible on the UP web/Alumni website or can also be provided on request, provided that reasonable notice is given.

- (f) No person may vote more than once via the various processes employed whether electronic or paper-based. The Registrar must ensure that only eligible voters participate in the election. No proxies will be allowed.
- (g) Voting officially begins on a date determined and announced by the Registrar. If applicable, the electronic voting facility created on the UP web/Alumni website will go live at 09:00 on such date, while the facility will be shut down at 16:00 on the announced closing date.
- (h) All votes cast via the UP web/Alumni website in a web-based voting process will be recorded electronically on a UP database.
- (i) In the case of a partially paper-based voting process, ballot papers that are received by post, fax, or are scanned and emailed, or which are delivered by hand before the announced closing date will be processed.
- (j) In the case of a combined voting process, the results of the web-based and paper-based voting process will be tallied.
- (k) Ballot papers must contain the voter's full names, surname, date of birth, ID number, cell phone and/or telephone number as well as email address, if possible. Ballot papers that are received by post, fax, or are scanned and emailed, or which are delivered by hand, must also contain the signature of the voter.
- (l) In cases where duplication is identified (a voter voting twice), affected ballots will not be taken into account at all.
- (m) After voting has closed, the various voting totals will be finalised and verified in a manner deemed appropriate by the Registrar. The Registrar may secure the services of the University's co-sourced internal auditors to assist in this process.
- (n) The results of the voting by the Convocation on the appointability of duly nominated candidates as well as their full CVs, will be submitted to the Members' Committee. The Members' Committee will consider the outcome of the voting process in appointing the members of the Convocation Advisory Board from amongst the nominees, having due regard to considerations of diversity of race, gender and expertise.

Note: This could mean that the persons appointed may not necessarily be the candidates who obtained the highest number of votes.
- (o) The outcome of the election/appointment process are made public by the Registrar at a time and place he or she deems appropriate.

4.3.4 Confidentiality of voting

- (a) Access to all the personal information obtained via the voting process is restricted to a limited number of staff members and the UP co-sourced internal auditors and is used purely for administrative and verification purposes.
- (b) Such staff members and auditors undertake to maintain strict confidentiality at all times.

5. REVIEW OF THE CHARTER

These rules shall be reviewed every 4 (four) years or otherwise whenever deemed necessary during the intervening period.

6. DOCUMENT METADATA

Document number:	<i>R 68/18</i>
Document version:	<i>First approved version</i>
Document approval authority:	<i>Council</i>
Document approval date:	<i>21 November 2018</i>
Document owner:	<i>Registrar</i>
Document author(s):	<i>Office of the Registrar</i>
Date:	
Visibility:	
Display on staff intranet	√
Display on student intranet	
Display on public web	√