

INSTITUTIONAL RULES FOR CONVOCATION GOVERNANCE STRUCTURES

CHARTER OF THE ALUMNI ASSOCIATIONS

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1. BACKGROUND

- 1.1 From benchmarking in the sector, it became evident that the trend was to establish profession-based alumni associations and group networks in addition to the traditional alumni associations. All associations/groups enjoy certain benefits (e.g. access to the library, etc) at a fee.
- 1.2 Alumni Associations will function under and report to, as well as be assisted by the central Alumni Relations Office and in terms of the specific rules governing their establishment, composition, membership fees, benefits, activities, fundraising, etc.

2. OBJECTIVES

- 2.1 In accordance with the overarching aims of the Convocation, the previously mentioned substructures must support and promote the University's vision, mission and strategic objectives and foster a sense of belonging and commitment towards their *alma mater* among Alumni.
- 2.2 The University requires from Alumni that they act in the best interests of the University and that they will help to grow the stature and status of the University.
- 2.3 These substructures must act as the official forum for all their members and promote interaction between Alumni among themselves as well as between Alumni, faculty members and students.

3. ESTABLISHMENT AND FUNCTIONING OF ALUMNI ASSOCIATIONS

- 3.1 Establishing these associations will promote the strategic objective of garnering support amongst Alumni for the University and its activities.

- 3.2 The establishment of Alumni Associations, which include Regions/Branches (both national and international), Clubs and Special Interest Groups, including Profession-based Alumni Associations, must take place in accordance with a valid constitution and must consist of no less than fifty (50) members.
- 3.3 The constitutions of Alumni Associations must be submitted to the University via the Registrar's Office for approval in order to be regarded as valid. The University will provide assistance with the drafting of these constitutions.
- 3.4 Existing Alumni structures will be provided with a timeframe within which they must comply with the new Rules.
- 3.5 An Alumni Association will offer benefits to its members such as facilitating networking amongst members and between members and the University, assisting with social events such as reunions, Alumni breakfasts, etc. by offering administrative and marketing support.
- 3.6 An Alumni Association will plan its Alumni programme and activities in conjunction with the Convocation Advisory Board and the Alumni Relations Office.
- 3.7 Alumni Associations must charge membership fees, which will be paid into a University bank account and will be subject to annual audit. Such funds will be used for the specific association's functions and activities.
- 3.8 Alumni Associations must function in accordance with the approved Institutional Rules and shall not have legal personality separate from that of the University.
- 3.9 They may not procure funds in the name of or on behalf of the University without the University's prior approval and in such instances financial reporting must be done in accordance with the relevant UP policies.
- 3.10 They may only use the University's trademarks and branding with the written consent of the University and as agreed with DUR.
- 3.11 The University Council has the authority to disband any group/structure contemplated in this paragraph if, in its sole discretion, any such group/structure does not comply with the principles set for the UP Convocation Structures, e.g. by bringing the name of the University into disrepute. In such instances, the group/structure must receive written notification of the intent to disband it together with the reasons and be provided with an opportunity to state its case in writing within 10 days.
- 3.12 When a group/structure has been disbanded, any funds raised accrue to the University and will be utilised in accordance with the Rules governing the specific group.
- 3.13 Alumni Associations will be given the opportunity to nominate qualifying Convocation members for election to serve on the Convocation Advisory Board in accordance with the provisions set out in the Charter of the Convocation Advisory Board.

4. SUPPORT BY ALUMNI RELATIONS OFFICE

- 4.1 Support will be provided by the Alumni Relations Office as set out in the Terms of Reference of the Alumni Relations Office.
- 4.2 The various Alumni Associations will be responsible for developing their own Alumni programmes and managing such programmes. The Alumni Relations Office will provide guidance, administrative support as set out in the Terms of Reference of the Alumni Relations Office and ensure that the programmes are coordinated and integrated.
- 4.3 The Alumni Office will coordinate the annual funds allocated to these groupings as well as financial reporting in accordance with the relevant UP policies, should this be applicable.

5. REVIEW OF THE CHARTER

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

6. DOCUMENT METADATA

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