

# Stellenbosch University

## The mandate of the Convocation

### 1 Purpose and objectives of the Convocation

The Council and Senate recognise the Convocation as a University structure in terms of Chapter 4 of the Stellenbosch University Statute.

The objective of the Convocation is to promote the welfare of the University by maintaining a mutually beneficial relationship between the University and the members of the Convocation. The Convocation advises the Council and Senate, in this respect.<sup>1</sup>

### 2 The legal status of the Convocation

The Convocation is part of the Stellenbosch University (SU) community. It is not a separate legal entity and cannot litigate against the SU.

### 3 Convocation composition

#### 3.1 The Convocation is composed of:<sup>2</sup>

- a. anyone who obtained a qualification from the University;
- b. the Rector, the Vice-rectors, Chief Operating Officer and the full-time academic staff of the University; and
- c. former full-time academic staff of the University who have retired.

#### 3.2 The Registrar<sup>3</sup> must keep a list of members of the Convocation referred to in 3.1.<sup>4</sup>

#### 3.3 Only a person whose name appears on the members' list may vote.<sup>5</sup>

#### 3.4 A member of the Convocation may resign in writing to the Registrar.<sup>6</sup>

#### 3.5 A person who has resigned may apply in writing to the Registrar to be re-admitted as a member.<sup>7</sup> The Registrar must refer the matter to the Convocation Executive Committee for a decision.

#### 3.6 Participation in the Convocation is voluntary without any remuneration attached.

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<sup>1</sup> Institutional Statute Stellenbosch University Chapter 4 Section 48(1)

<sup>2</sup> Institutional Statute Stellenbosch University Chapter 4 Section 47(1)

<sup>3</sup> The appointment, duties, and term of office of the Registrar is set out in Chapter 3 Section 45 of the Institutional Statute Stellenbosch University

<sup>4</sup> Institutional Statute Stellenbosch University Chapter 4 Section 47(2)

<sup>5</sup> Institutional Statute Stellenbosch University Chapter 4 Section 47(3)

<sup>6</sup> Refer to the Procedure in Respect of the Membership and Meeting of the Convocation for details.

<sup>7</sup> Institutional Statute Stellenbosch University Chapter 4 Section 47(4) and (5)

## 4 Convocation Executive Committee

### 4.1 Composition

- 4.1.1 The Convocation Executive Committee helps the Convocation achieve its objective and perform its function. It gives effect to decisions of the Convocation.<sup>8</sup>
- 4.1.2 The Convocation Executive Committee consists of:<sup>9</sup>
- a. the President<sup>10</sup> of the Convocation who will serve as Chairperson at meetings of the Convocation;<sup>11</sup>
  - b. the Vice-President<sup>12</sup> who will serve as Chairperson at the meetings of the Convocation in the absence of the President;<sup>13</sup>
  - c. the Secretary<sup>14</sup> of the Convocation; and
  - d. two members elected as set out in 3.2 (Procedure for the nomination and election of the Convocation Executive Committee).
- 4.1.3 A member of the Convocation Executive Committee holds office for three years and may be re-elected but may not hold their office for more than three consecutive terms.<sup>15</sup>
- 4.1.4 A person elected to fill a vacancy in the Convocation Executive Committee will hold office until the expiry of the three-year term of the other members of the Convocation Executive Committee.<sup>16</sup> The person elected to fill a vacancy in the Convocation Executive Committee may be elected again but may not hold the office for more than three consecutive terms.

### 4.2 Election of the Convocation Executive Committee

- 4.2.1 Only a Convocation member is eligible to be elected as a member of the Convocation Executive Committee.<sup>17</sup>
- 4.2.2 Members of the Convocation Executive Committee are nominated and elected following the University's Convocation Executive Committee nomination and election procedure.

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<sup>8</sup> Institutional Statute Stellenbosch University Chapter 4 Section 51(6)

<sup>9</sup> Institutional Statute Stellenbosch University Chapter 4 Section 51(1)

<sup>10</sup> The election of the Convocation Executive Committee is set out in the Procedure to nominate, elect, and appoint the Convocation Executive Committee.

<sup>11</sup> Institutional Statute Stellenbosch University Chapter 4 Section 50(6)

<sup>12</sup> The election of the Convocation Executive Committee is set out in the Procedure to nominate, elect, and appoint the Convocation Executive Committee.

<sup>13</sup> Institutional Statute Stellenbosch University Chapter 4 Section 50(6)

<sup>14</sup> The election of the Convocation Executive Committee is set out in the Procedure to nominate, elect, and appoint the Convocation Executive Committee.

<sup>15</sup> Institutional Statute Stellenbosch University Chapter 4 Section 51(2)

<sup>16</sup> Institutional Statute Stellenbosch University Chapter 4 Section 51(5)

<sup>17</sup> Institutional Statute Stellenbosch University Chapter 4 Section 51(1)

### 4.3 Vacating of Convocation Executive Committee office<sup>18</sup>

- 4.3.1 A member of the Convocation Executive Committee vacates their office before their term expires if the member:
- a. resigns in writing to the Registrar;
  - b. is absent from three consecutive meetings of the Convocation Executive Committee without making prior apology to the Secretary;
  - c. becomes permanently incapable of performing the functions of a member of the Convocation Executive Committee, as determined by the other members of the Committee;
  - d. is declared insolvent, provisionally, or finally, by a court of law; or
  - e. 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 or sentence has been determined or the time for an appeal has expired.

## 5 Meetings of the Convocation<sup>19</sup>

- 5.1 The President, or in the absence of the President, the Vice-President, must call an annual meeting of the Convocation.
- 5.2 The President must call an extraordinary meeting at the written request of 100 or more members of the Convocation.
- 5.3 The Vice-President will act as President should a vacancy occur in the office of the President.<sup>20</sup>
- 5.4 The President must clearly state the purpose of an extraordinary meeting, and no other business may be conducted at that meeting.
- 5.5 The Secretary must:
- a. give reasonable and proper notice of a meeting;<sup>21</sup>
  - b. send regular reminders to the members;
  - c. ensure that the formal notice of a meeting includes the agenda;<sup>22</sup>
  - d. request members present at the Convocation to elect a Chairperson from their ranks should both the President and Vice-President be absent from the meeting;<sup>23</sup>
  - e. submit the record of a meeting to the Registrar.<sup>24</sup>
- 5.6 The quorum of meetings of the Convocation is 250 members<sup>25</sup>
- a. If there is no quorum within half an hour after the scheduled time for the meeting, the

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<sup>18</sup> Institutional Statute Stellenbosch University Chapter 4 Section 51(3)

<sup>19</sup> Institutional Statute Stellenbosch University Chapter 4 Section 50

<sup>20</sup> Institutional Statute Stellenbosch University Chapter 4 Section 51(4)

<sup>21</sup> General Rules with Regard to the Procedure for Meetings point 6

<sup>22</sup> Institutional Statute Stellenbosch University Chapter 4 Section 50(5) and General Rules with Regard to the Procedure for Meetings point 9

<sup>23</sup> Institutional Statute Stellenbosch University Chapter 4 Section 50(6)

<sup>24</sup> Institutional Statute Stellenbosch University Chapter 4 Section 50(11)

<sup>25</sup> Institutional Statute Stellenbosch University Chapter 4 Section 50(7)

Chairperson for the meeting must postpone the meeting to a time and date not more than 14 days later, at which meeting the members who are present form a quorum.<sup>26</sup>

- 5.7 The Convocation will conduct meetings in line with the Membership and Meeting of the Convocation Procedure.

## **6 Decision-making**

- 6.1 The Convocation takes decisions on majority vote.<sup>27</sup>
- 6.2 Each member has one vote. Each ballot paper and electronic vote carries equal weight.
- 6.3 In the event of a tie, the Chairperson may exercise a casting vote.<sup>28</sup>
- 6.4 The Registrar must submit advice received from the Convocation to the Council and the Senate.

## **7 Responsibilities**

In order to promote the welfare of the University by maintaining a mutually beneficial relationship between the University and the members of the Convocation, the Convocation must:

- 7.1 Elect members from its ranks to the Council and the Institutional Forum;<sup>29</sup> and
- 7.2 Nominate persons for election as Chancellor of the University.<sup>30</sup>

## **8 Review of convocation mandate**

- 8.1 This mandate will be reviewed by the Convocation Executive Committee every five years or otherwise whenever deemed necessary during the intervening period.
- 8.2 The Convocation Executive Committee will table the mandate for approval at the Senate and then the Council.
- 8.3 The Executive Committee of the Council and the Executive Council of the Senate may approve the mandate on behalf of the Senate and Council if formally instructed to do so.

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<sup>26</sup> Institutional Statute Stellenbosch University Chapter 4 Section 50(8)

<sup>27</sup> General Rules with Regard to the Procedure for Meetings point 59

<sup>28</sup> General Rules with Regard to the Procedure for Meetings point 62

<sup>29</sup> Institutional Statute Stellenbosch University Chapter 4 Section 48(2)

<sup>30</sup> Institutional Statute Stellenbosch University Chapter 4 Section 48(2)