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Convocation: Institutional Rule



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Convocation: Institutional Rule

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¹ Rules Owner: Head(s) of Responsibility Centre(s) in which the rules function.

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Institutional Rules: Convocation

Stellenbosch University Convocation is regulated by Chapter 4 of the SU [Institutional Statute](#) and these Institutional Rules.

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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.¹

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:²

- 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 Registrar³ must keep a list of members of the Convocation referred to in 3.1.⁴

3.3 Only a person whose name appears on the members' list may vote.⁵

3.4 A member of the Convocation may resign in writing to the Registrar.⁶

3.5 A person who has resigned may apply in writing to the Registrar to be re-admitted as a member.⁷ 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.

¹ Institutional Statute Stellenbosch University Chapter 4 Section 48(1)

² Institutional Statute Stellenbosch University Chapter 4 Section 47(1)

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

⁴ Institutional Statute Stellenbosch University Chapter 4 Section 47(2)

⁵ Institutional Statute Stellenbosch University Chapter 4 Section 47(3)

⁶ Refer to the Procedure in Respect of the Membership and Meeting of the Convocation for details.

⁷ 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.⁸
- 4.1.2 The Convocation Executive Committee consists of:⁹
 - a. the President¹⁰ of the Convocation who will serve as Chairperson at meetings of the Convocation;¹¹
 - b. the Vice-President¹² who will serve as Chairperson at the meetings of the Convocation in the absence of the President;¹³
 - c. the Secretary¹⁴ 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.¹⁵
- 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.¹⁶ 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.¹⁷
- 4.2.2 Members of the Convocation Executive Committee are nominated and elected following the University's Convocation Executive Committee nomination and election procedure.

⁸ Institutional Statute Stellenbosch University Chapter 4 Section 51(6)

⁹ Institutional Statute Stellenbosch University Chapter 4 Section 51(1)

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

¹¹ Institutional Statute Stellenbosch University Chapter 4 Section 50(6)

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

¹³ Institutional Statute Stellenbosch University Chapter 4 Section 50(6)

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

¹⁵ Institutional Statute Stellenbosch University Chapter 4 Section 51(2)

¹⁶ Institutional Statute Stellenbosch University Chapter 4 Section 51(5)

¹⁷ Institutional Statute Stellenbosch University Chapter 4 Section 51(1)

4.3 Vacating of Convocation Executive Committee office¹⁸

- 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 Convocation¹⁹

- 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.²⁰
- 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;²¹
 - b. send regular reminders to the members;
 - c. ensure that the formal notice of a meeting includes the agenda;²²
 - 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;²³
 - e. submit the record of a meeting to the Registrar.²⁴
- 5.6 The quorum of meetings of the Convocation is 250 members²⁵
- a. If there is no quorum within half an hour after the scheduled time for the meeting, the

¹⁸ Institutional Statute Stellenbosch University Chapter 4 Section 51(3)

¹⁹ Institutional Statute Stellenbosch University Chapter 4 Section 50

²⁰ Institutional Statute Stellenbosch University Chapter 4 Section 51(4)

²¹ General Rules with Regard to the Procedure for Meetings point 6

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

²³ Institutional Statute Stellenbosch University Chapter 4 Section 50(6)

²⁴ Institutional Statute Stellenbosch University Chapter 4 Section 50(11)

²⁵ 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.²⁶

- 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.²⁷
- 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.²⁸
- 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;²⁹ and
- 7.2 Nominate persons for election as Chancellor of the University.³⁰

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.

²⁶ Institutional Statute Stellenbosch University Chapter 4 Section 50(8)

²⁷ General Rules with Regard to the Procedure for Meetings point 59

²⁸ General Rules with Regard to the Procedure for Meetings point 62

²⁹ Institutional Statute Stellenbosch University Chapter 4 Section 48(2)

³⁰ Institutional Statute Stellenbosch University Chapter 4 Section 48(2)

Stellenbosch University

Procedure in respect of the membership changes

1 Introduction

This document sets out the process that must be followed for membership changes of the Convocation.

2 Member change of address

- 2.1 A member must notify the Registrar of a change of address¹ by sending a notification to konvokasie@sun.ac.za.
- 2.2 Change of address notification must include the full name, surname, and identity number of the member along with the details of the address changes.

3 Resignation of Member

- 3.1 A member of the Convocation may resign in writing to the Registrar² by sending a notice to konvokasie@sun.ac.za.
- 3.2 Notice of resignation must include full name, surname, and identity number of the member.
- 3.3 The Registrar must acknowledge receipt of the resignation and the membership will end on the date of receipt of the e-mail.
- 3.4 Once the Registrar confirms the resignation, the member will be removed from the Convocation members list by the Registrar or their delegate.

4 Re-Admission of Member

- 4.1 A person who resigned from the Convocation may apply to be readmitted as a member³ by sending a short motivation to the Registrar at konvokasie@sun.ac.za. Within ten days of receipt of the application, the Registrar will refer the application to the Convocation Executive Committee for their consideration.
- 4.2 The Convocation Executive Committee has ten business days from receipt of the application to consider the application and respond to the application in writing.

¹ Institutional Statute Stellenbosch University Chapter 4 Section 47(2)

² Institutional Statute Stellenbosch University Chapter 4 Section 47(4)

³ Institutional Statute Stellenbosch University Chapter 4 Section 47(5)

Stellenbosch University

Convocation meeting procedures

1 Introduction

This document sets out the process that must be followed for Convocation meetings.

2 Convocation meetings

2.1 Meeting frequency

2.1.1 The Convocation will have one meeting per annum.

2.2 Notice of meeting

2.2.1 The President must give proper notice of a meeting.¹

2.2.2 The Office of the Registrar, supported by the Alumni Relations Office, must publish the date of the Convocation meeting on the SU website and electronically forward it to all members within a reasonable time before the meeting.

2.2.3 The formal notice must include the date, time, place, venue, the agenda² of the meeting and the minutes of the previous meeting.

2.2.4 The process for participating in the meeting electronically must be recorded in the notice.

2.2.5 Details of a meeting may be changed by giving reasonable notice.³

2.2.6 The President may postpone a meeting of which proper notice has been given by notifying as many members as are reachable.⁴

2.3 Agenda Setting

2.3.1 The Secretary of the Convocation⁵ will consult with the President before placing a motion on the agenda.⁶

2.3.2 Members will be reminded via e-mail that the agenda for the meeting will close at a specific time and date.

2.3.3 Once the President announces that the agenda is closed, no additional points or motions may be added.

2.3.4 A member can submit a motion for inclusion on the agenda, but another member must second the motion.⁷

2.3.5 The motion can only be valid if it is clear and concise, and the Secretary of the Convocation receives it by the provided deadline.⁸ Motions will be made available to members with the agenda.

¹ General Rules with Regard to the Procedure for Meetings point 5 and 6

² General Rules with Regard to the Procedure for Meetings point 9

³ General Rules with Regard to the Procedure for Meetings point 7

⁴ General Rules with Regard to the Procedure for Meetings point 8

⁵ Institutional Statute Stellenbosch University Chapter 4 Section 51(1)

⁶ General Rules with Regard to the Procedure for Meetings point 11

⁷ Motions must be submitted as set out in the General Rules with Regard to the Procedure for Meetings section II

⁸ General Rules with Regard to the Procedure for Meetings point 11

2.4 Meeting participation

- 2.4.1 Members can either participate in person at the meeting or participate electronically. No proxy will be allowed.
- 2.4.2 Members who accept the electronic meeting invitation will receive an e-ticket that they must use to register before the start of the meeting.
- 2.4.3 Physical participation:
 - a. If a member attends the physical meeting, he/she must register at registration points set up at the entrance of the venue before the meeting starts. If the member received an e-ticket before the meeting, this ticket is used to verify the member's identity.
 - b. During registration, the member must provide some form of identification (identification document/driver's license). The name on the identification document/driver's license/or individual e-ticket must correspond with the name on the register. Only in this case will the member be registered as present.
 - c. Once registered, the member will be handed a ballot and counted towards a quorum.
- 2.4.4 Electronic participation:
 - a. Members who wish to participate electronically must register by following the link provided in the notification for the meeting at least 48 hours before the meeting starts. Members will not be able to register on the day of the meeting.
 - b. Members who indicate that they will participate electronically will be authenticated following an online process during online registration and must have a valid e-mail address.
 - c. Once the member's identity is authenticated, the member will receive a link to enable them to participate electronically. The member will receive the link before the meeting.
 - d. Once the member signs in before the meeting, they will count towards a quorum.
 - e. Virtual meeting platforms limit the number of participants allowed in terms of the licensing agreement. The capacity limitation will be communicated to the members in the meeting notification, and members must be admitted on a first-come, first-served basis until capacity is reached. Members that cannot be accommodated virtually may join the physical meeting if possible.
 - f. If the Convocation meeting is conducted electronically, members can vote by registering on an app or website. The use of hard copy ballot papers will then be limited to members physically attending the meeting, if applicable.
 - g. Electronic participation will count towards a quorum if a member can vote in motions in real-time.

2.5 Meeting procedure

- 2.5.1 Meetings will be recorded by the Secretary of the Convocation for record-keeping purposes.
- 2.5.2 The President will read, or regard as having been read, the minutes of the last annual meeting and every extraordinary meeting held since. After the meeting approves the minutes, the President will sign the minutes to confirm them.⁹
- 2.5.3 The meeting will regard the minutes as read if a copy of the minutes was delivered to each person who is entitled and able to attend the meeting, within a reasonable period before the time stipulated for the meeting.¹⁰
- 2.5.4 The minutes of the previous meeting must be approved by the meeting on a proposal by a member and seconded by another member. The Secretary of the Convocation must record the approval.
- 2.5.5 The President will welcome members to the meeting and will introduce the keynote speaker, if applicable, for the meeting.
- 2.5.6 The meeting will deal with all motions, and members will vote on motions received before the agenda is closed.
- 2.5.7 A simple majority vote will decide all matters, and in the case of an equal outcome, the President may exercise a casting vote.
- 2.5.8 All ballot papers and electronic votes carry equal weight. The outcome of the vote will be announced at the meeting at an appropriate time.
- 2.5.9 A representative of the Alumni Relations Office, the office of the Registrar, and the Secretary of the Convocation or their delegate will count all the physical ballots to ensure transparency. Electronic votes will be added to the ballot votes.
- 2.5.10 The President, Rector, and Keynote speaker will have an opportunity to address, provide feedback or deliver their speech to the Convocation. The duration of any address, feedback or speech delivered at the meeting will be limited to 20 minutes.
- 2.5.11 After the formal agenda, the meeting will be closed.

2.6 Record of meeting¹¹

- 2.6.1 The minutes consist of an abridged, impartial version of all decisions taken at a meeting.¹²
- 2.6.2 The Secretary of the Convocation will submit the preliminary record of the meeting, approved by the Executive committee of the Convocation, to the Registrar within thirty business days after the meeting, highlighting the advice that the Convocation wishes to submit to the Council and Senate.
- 2.6.3 At the next available Senate and Council meeting, the Registrar must submit the advice received from the Convocation.

3 Extraordinary Meetings

- 3.1 The President of the Convocation must call an extraordinary meeting upon receipt of a written request signed by one hundred or more members.
- 3.2 The notice of the extraordinary meeting must include the date, time, place, venue, and the

⁹ General Rules with Regard to the Procedure for Meetings point 20(1)

¹⁰ General Rules with Regard to the Procedure for Meetings point 20(2)

¹¹ General Rules with Regard to the Procedure for Meetings point 69 to 73

¹² General Rules with Regard to the Procedure for Meetings point 68

matter to be discussed.

- 3.3 The extraordinary meeting must at least be conducted electronically.
- 3.4 No other matter except for the purpose for which the meeting was called, may be discussed at an extraordinary meeting.
- 3.5 The date of the extraordinary meeting must be published on the SU website and electronically forwarded to all members by the Alumni Relations Office within a reasonable time before the meeting.

Stellenbosch University

Procedure to nominate and elect the Convocation Executive Committee

In the event of an inconsistency between different versions of this document, the English version prevails.

1 Purpose and objectives of the Convocation Executive Committee

The Convocation Executive Committee helps the Convocation achieve its objective and perform its functions. It gives effect to decisions of the Convocation.¹

2 Application and scope

2.1 Follow this process

2.1.1. to nominate and elect the Convocation Executive Committee.

2.1.2. regardless of whether the nomination and election of the Convocation Executive Committee member(s) take place before or after the member's current term in office expires.

2.2 Only members of the Convocation may participate in and be eligible for nomination and election to the Executive Committee.

3 Notice of election and call for nominations

3.1 The Secretary of the Convocation must notify the Registrar in writing of an upcoming vacancy in the Convocation Executive Committee ninety days before the term of the member ends or as soon as possible after an unscheduled vacancy arises.

3.2 The Office of the Registrar will electronically call for written nominations from the members of the Convocation to elect suitable candidates.

3.3 The Office of the Registrar must send the call for nominations in time to ensure that the election is held as soon as possible before the vacancy arises or as soon as possible after an unscheduled vacancy arises.

4 Nominations and campaigning

4.1 Nominations will be open for thirty (30) days after the members have been notified electronically.

4.2 Members must forward nominations to konvokasie@sun.ac.za or submit them electronically through the designated nomination and election portal as applicable. Members must submit nominations on the prescribed form.

4.3 A member must be nominated for election by one proposer. Four other members must second the nomination.

4.4 Nobody may sign a nomination form more than once whether they propose or second a nomination or are nominated. This means that the same person may not be a proposer and at the same time a seconder on the same nomination. The same applies to the person that

¹ Institutional Statute Stellenbosch University Chapter 4 Clause 51(6)

is being nominated. That member may also not sign his/her own nomination as a proposer/seconders.

- 4.5 A nominated member must accept the nomination and must include a vision statement in his/her acceptance, as indicated on the nomination form.
- 4.6 A member could be nominated for more than one vacancy on the Convocation Executive Committee. The member can only be appointed to one position. Once the member is appointed, all further nominations of that member fall away.
- 4.7 A member is appointed to the position for which they have received the most votes.
- 4.8 After the 30-day nomination period, the Registrar, or their delegate, will verify that the nominations and participating members are valid. Nominations by non-members are invalid.
- 4.9 If the Registrar receives only one valid nomination per vacancy, no election will take place. In that case, the Registrar will inform the members of the Convocation that the candidates will serve on the Executive Committee.
- 4.10 If there are more valid nominations than vacancies, the Registrar will provide an electronic link to members to vote.
- 4.11 Nominated members may campaign through their personal social media platforms after the nominations have been published and during the elections, until the elections are concluded. Candidates who use the SU logo, brand, database, or mailing list will be disqualified as candidates.

5 Voting

- 5.1 Voting will take place on an online platform.
- 5.2 Members have ten (10) days to cast their vote digitally as a once off.
- 5.3 Members can vote online for one candidate per vacancy.
- 5.4 Nobody may vote on behalf of another member.
- 5.5 By voting online the member assumes responsibility for compliance with the Convocation Executive Committee election rules. Transgression of the rules amounts to fraud and is a criminal offence. The Internal Audit function will investigate all cases where fraud is suspected, and it may lead to criminal prosecution.

6 Announcement of Convocation Executive Committee

- 6.1 After the election, the Registrar will inform the successful candidate(s) that they have been appointed and will announce their appointment to the members of the Convocation.
- 6.2 The Registrar will inform unsuccessful candidates within a reasonable time.

Stellenbosch University

Procedure to nominate, elect and appoint Convocation Members to serve on the Council and Institutional Forum

In the event of an inconsistency between different versions of this procedure, the English version prevails.

1. Application and scope

- 1.1. The Convocation must follow this process to nominate, elect and appoint members to the Council and Institutional Forum.¹
- 1.2. The Convocation must nominate candidates to serve on the Council² and the Institutional Forum.³
- 1.3. Only members of the Convocation may participate in and be eligible for nomination, election, and appointment to the Council or Institutional Forum.
- 1.4. Follow this process:
 - 1.4.1. to nominate and elect the members to serve on the Council and Institutional Forum (whichever is relevant)
 - 1.4.2. regardless of whether the nomination and election of the member(s) take place before or after the member's current term in office expires.

2. Notice of election and call for nominations

- 2.1. The Secretary of the Convocation must notify the Registrar in writing of an upcoming vacancy in the Council or Institutional Forum before the term of the member ends or as soon as possible after an unscheduled vacancy arises. Should the Secretary fail to notify the Registrar within a reasonable time, the Registrar may act within their discretion and continue with the procedure.
- 2.2. The Office of the Registrar will electronically call for nominations from the members of the Convocation to nominate suitable candidates.
- 2.3. The Office of the Registrar must send the electronic call for nominations within a reasonable period before or when the term of the member serving on these bodies ends, or when an unscheduled vacancy arises.

3. Nominations and campaigning

- 3.1. Nominations will be open for 30 calendar days after the members have been notified electronically.
- 3.2. Members must forward nominations to konvokasie@sun.ac.za or submit them electronically through the designated portal. Members must submit nominations on the prescribed form.

¹ Institutional Statute Stellenbosch University Chapter 4 Section 49 (1)

² Institutional Statute Stellenbosch University Chapter 2 Section 6 (k)

³ Institutional Statute Stellenbosch University Chapter 2 Section 29 (2)(d)

- 3.3. A member can be nominated for election by one proposer. Four other members must second the nomination.
- 3.4. Nobody may sign a nomination form more than once whether they propose or second a nomination. This means that the same person may not be a proposer and at the same time a seconder on the same nomination. The same applies to the person that is being nominated. That member may also not sign their own nomination as a proposer/seconder.
- 3.5. A nominated member must accept (on the request of the proposer) the nomination electronically in the prescribed format. A nominated member must include a vision statement and meet any other requirements in their acceptance, as indicated in the call for nominations and/or on the nomination form.
- 3.6. A member could be nominated for more than one vacancy on the Council or Institutional Forum, respectively, as applicable.
- 3.7. The member can only be appointed to one position. A member of the Convocation will be appointed to the position for which they have received the most votes as the successful candidate.
- 3.8. Once the member is appointed, all further nominations of that member fall away.
- 3.9. After the 30-calendar day nomination period, the Registrar, or their delegate(s), will verify that the nominations and the participating members are valid. Nominations by non-members, or that do not comply with this procedure or requirements are invalid.
- 3.10. If the Registrar receives only one valid nomination per vacancy, no election will take place. In that case, the nominee will be appointed to the Council or Institutional Forum, as applicable. The Registrar will notify the Convocation of this.
- 3.11. If there are more valid nominations than vacancies, the Registrar will provide an electronic link to members to vote. All elections will be conducted electronically.
- 3.12. Nominated members may campaign through their personal social media platforms after the nominations have been published and during the elections until the elections are concluded. Candidates who use the SU logo, brand, database, or mailing list will be disqualified as candidates.

4. Voting

- 4.1. Voting will take place on an online platform.
- 4.2. Members have ten (10) calendar days to cast their vote digitally as a once-off.
- 4.3. Members can vote online for one candidate per vacancy.
- 4.4. Nobody may vote on behalf of another member.
- 4.5. By voting online the member assumes responsibility for compliance with the election rules. Transgression of the rules amounts to fraud and is a criminal offence. The Internal Audit function may investigate all cases where fraud is suspected, and it may lead to criminal prosecution.

5. Announcement

- 5.1. The member who receives the most votes for the position they stood for will be considered the successful candidate and appointed in the relevant position.

- 5.2. The Registrar will announce members appointed to the Council or Institutional Forum, as applicable.
- 5.3. After the election, the Registrar will inform the successful candidate(s) that they have been appointed Council or Institutional Forum as applicable and will announce their appointment to Convocation
- 5.4. The Registrar will inform unsuccessful candidates within a reasonable time.