



## INSTITUTIONAL REGULATORY CODE (IRC) (Policies, Procedures, Rules etc.)

*To be completed by initiator of policy/policy owner:*

<b>1. POLICY TITLE:</b>	Alumni Association Constitution
<b>2. FIELD OF APPLICATION:</b> (All persons to whom policy applies)	Members of Alumni Association
<b>3. COMPLIANCE OFFICER(S):</b> (Persons responsible for ensuring policy implementation)	Alumni Relations Officer, Alumni Association Office Bearers
<b>4. STAKEHOLDER CONSULTATION</b> (State the stakeholder group/s consulted during policy formulation/revision)	Alumni Association, Alumni Association Executive, Convocation
<b>5. DESIGNATION OF POLICY OWNER:</b> (Person responsible for maintaining policy)	Director: Alumni Relations
<b>6. NAME OF POLICY OWNER:</b>	Mr Paul GG Geswindt

### **POLICY HISTORY** *(To be completed by policy owner)*

Decision Date (Compulsory)	Status (New/Revised/ No Changes)	Implementation Date (Compulsory if "new" or "revised")	Approving Authority (If "new" or "revised". N/A if no changes)	Resolution Number e.g. 07/11-10.2 (Minute number. N/A if no changes)	Policy Document Number (e.g. D/.../07 N/A if no changes)	Pending date for next revision (Compulsory)
23 May 2006	New	On approval	Alumni Association	AA06.04	D/682/06	2008 AGM
14 May 2008	Revised	On approval	Alumni Association	AA08.06	D/498/08	2010AGM
27 May 2009	Revised	On approval	Alumni Association	AA09.09	D/498/08 (03-06-2008_16h12)	2011AGM
21 May 2012	New combined structure	Recommended to Council	Convocation	CON12.8.1	D/498/08 (31-05-2012_18h32)	n/a
21 May 2012	New combined structure	Recommended to Council	Alumni Association	ALU12.7.1	D/462/12 (01-06-2012_12h52)	n/a
22 June 2012	Revised	Once relevant changes to Statute have been approved and gazetted by Minister.	Council	C12.33	D/498/08 (31-05-2012_18h32)	2015 AGM

### *For office use only*

<b>SUBJECT</b> (Broad policy field):	Governance and Management
<b>SUBJECT NUMBER:</b>	100
<b>CATEGORY</b> (Policy sub-field):	Alumni Association
<b>CATEGORY NUMBER:</b>	105
<b>IRC NUMBER:</b>	105.01



**Constitution of the Alumni Association**

**of**

**Nelson Mandela Metropolitan University**

## ARRANGEMENT OF CONSTITUTION

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## 1. DEFINITIONS

“**Act**” means the Higher Education Act, 1997 (Act 101 of 1997), as amended;

“**certificate**” means, for the purpose of paragraph 5.1.2, a qualification for which the prescribed minimum period of study is at least one (1) academic year;

“**Council**” means the governing body of Nelson Mandela Metropolitan University;

“**Extended Management Committee**” means a sub-committee of the Management Committee of the Nelson Mandela Metropolitan University;

“**Institutional Forum**” means the body composed as contemplated in paragraph 33 of the Statute;

“**Management Committee**” means the executive management structure of Nelson Mandela Metropolitan University;

“**NMMU Trust**” means the independent trust established for the benefit of Nelson Mandela Metropolitan University;

“**seat of the University**” means Port Elizabeth;

“**Statute**” means the Statute of Nelson Mandela Metropolitan University made by the Council in terms of section 32(1)(a) of the Act;

“**Student Alumni Society**” means the registered student society of Nelson Mandela Metropolitan University responsible for pre-alumni relations;

“**University**” means Nelson Mandela Metropolitan University;

“**Vice-Chancellor**” means the academic head and chief executive and accounting officer of the University.

## 2. NAME AND STATUS OF ALUMNI ASSOCIATION

2.1 The Alumni Association is known as the Alumni Association of Nelson Mandela Metropolitan University (hereafter referred to as the Association).

2.2 The Association is recognised by the Council as a structure of the University in terms of paragraph 3(1) of the Statute.

## 3. MISSION

The Association supports and enhances the realisation of the University’s vision and mission through maintaining and expanding positive relationships with its members and through utilising and maximising their expertise, goodwill and influence in support of the University.

## **4. GOALS AND FUNCTIONS**

- 4.1 The goals of the Association are:
  - 4.1.1 To enhance the image of the Association both inside and outside the University community as –
    - (a) an important stakeholder body in the University; and
    - (b) an asset to the University to support the realisation of the University's vision, mission and goals.
  - 4.1.2 To foster loyalty to and pride in the University among members through effective communication so that they may positively influence others.
  - 4.1.3 To provide and foster the provision of opportunities for members to contribute in financial and other meaningful ways to the advancement of the University.
  - 4.1.4 To promote, protect and maintain the rights of the Association.
  - 4.1.5 To promote the ideals and purpose of the University to constituencies and stakeholders of the University.
- 4.2 The Association must establish an Executive Committee of the Association and may establish such other structures as it deems expedient to achieve the goals of the Association.
- 4.3 The Association may enter into co-operation agreements with the NMMU Trust, the Student Alumni Society or other structures in order to achieve any mutual goals and objectives.
- 4.4 The Association elects –
  - 4.4.1 two (2) members to the Council; and
  - 4.4.2 one (1) member to the Institutional Forum in accordance with the provisions of paragraphs 9 and 10, respectively.
- 4.5 The Association may discuss and state its opinion on any matter relating to the University, including matters referred to it by the Council for its input.
- 4.6 The Association must submit a copy of the resolutions of the Association, and a statement of such matters as the Association may determine, to the Chairpersons of the Council and Senate for the information of the Council and Senate.

## **5. MEMBERSHIP**

- 5.1 The Association consists of –
  - 5.1.1 the Vice-Chancellor and members of the Extended Management Committee;
  - 5.1.2 persons to whom a certificate, diploma or degree, including honorary degrees, has been awarded or conferred by the University, the former University of Port

Elizabeth or the former Port Elizabeth Technikon, including the former institutions which preceded the establishment of the Port Elizabeth Technikon;

- 5.1.3 academic employees appointed to permanent positions at the University;
  - 5.1.4 professors emeriti and other retired academic employees of the University and former institutions referred to in subparagraph 5.1.2;
  - 5.1.5 such other employees who were entitled to membership of the Convocations of the former University of Port Elizabeth and former Port Elizabeth Technikon; and
  - 5.1.6 any person to whom the Executive Committee of the Association, upon invitation to or application by such person, has granted membership of the Association.
- 5.2 The Secretary of the Association contemplated in subparagraph 6.1.4 maintains a database of members of the Association.
- 5.3 It is incumbent upon every member of the Association to notify the Secretary in writing of any change of address or name or any other relevant contact details.
- 5.4 Only registered members are entitled to vote at a meeting of the Association.
- 5.5 A member may notify the Secretary of the Association in writing that he or she does not wish to continue to be a member of the Association.

## **6. OFFICE-BEARERS**

- 6.1 The office-bearers of the Association are –
- 6.1.1 the President;
  - 6.1.2 the Vice-President;
  - 6.1.3 the Treasurer; and
  - 6.1.4 the Secretary.
- 6.2 The President, Vice-President and Treasurer each holds office for a period of three (3) years; provided that a person may not serve in the same office for more than two (2) consecutive terms.
- 6.3 The Secretary holds office for the duration of his or her appointment as Head: Alumni Relations. The Secretary acts as secretary of the Association and the Executive Committee referred to in paragraph 13, provided that the Executive Committee of the Association may designate any other person to assist the Secretary in this regard.
- 6.4 The office-bearers contemplated in subparagraphs 6.1.1 to 6.1.3 are elected by the Association in the manner determined in paragraph 7, provided that a full-time student of the University or any other tertiary institution is not eligible for election as an office-bearer.
- 6.5 If a vacancy occurs in the office of President during his or her term of office –
- 6.5.1 the Vice-President becomes President for the period as determined by the Executive Committee of the Association; and

- 6.5.2 the Executive Committee of the Association elects from among its members a Vice-President for the period contemplated in subparagraph 6.5.1.
- 6.6 The provisions of subparagraph 6.5.2 apply with the necessary changes in the event of a vacancy in the office of Vice-President during his or her term of office.
- 6.7 In the event of a vacancy in the office of Treasurer during his or her term of office, the Executive Committee may designate a member to fill such vacancy for the remainder of the period of office concerned.

## **7. ELECTION OF PRESIDENT, VICE-PRESIDENT AND TREASURER**

- 7.1 When it becomes necessary, the Association elects from among its members a President, a Vice-President and a Treasurer.
- 7.2 The Secretary of the Association, by written notice in at least one (1) local newspaper and by means of electronic mail or any other manner deemed appropriate by the Secretary, invites members of the Association to nominate, in writing, candidates for the office of President or Vice-President or Treasurer.
- 7.3 A nomination, together with an abridged curriculum vitae of the nominee, must be lodged with the Secretary on a date determined by him or her.
- 7.4 Each nomination must be signed by at least three (3) members of the Association and countersigned by the nominee to denote his or her acceptance of the nomination.
- 7.5 If only one (1) candidate is nominated for one of the offices, the Secretary declares such person to be duly elected. If more than one candidate is nominated for one of the offices, an election is held at a meeting of the Association.
- 7.6 The President, Vice-President and Treasurer are elected by closed ballot by a simple majority of the members present at a meeting of the Association, provided that in the event that none of the nominees for a portfolio acquired a simple majority of the vote of the members present, a second round of voting will take place in order to elect the candidate from the two nominees who acquired the highest number of votes in the first round. Furthermore, that in the event of a tie of votes, the outcome will be determined by lot at the discretion of the Chairperson.
- 7.7 The Vice-Chancellor or his/her nominee acts for the duration of the election of the President as Chairperson of the meeting.

## **8. ELECTION OF MEMBERS TO EXECUTIVE COMMITTEE OF ASSOCIATION**

- 8.1 The provisions of paragraphs 7.1 to 7.6 apply with the necessary changes to the election of four (4) members to the Executive Committee contemplated in subparagraph 13.1.1 (e) for a period of office of three (3) years.

- 8.2 In the event of a vacancy occurring during the term of office of any of the four members, the Executive Committee may designate a member to fill such vacancy for the remainder of the period of office concerned.

## **9. ELECTION OF MEMBERS TO COUNCIL**

- 9.1 The Statute provides for the election of two (2) members of the Association to the Council for a period of office of four (4) years, on the understanding that the Council determines the knowledge and experience required of such members to be elected to the Council.
- 9.2 The provisions of paragraphs 7.1 to 7.6 apply with the necessary changes to the election of a member of the Association to the Council; provided that such member –
- 9.2.1 may not be an employee or student of the University; or
- 9.2.2 may not have a contractual relationship with the University in terms of which he or she receives regular remuneration.

## **10. ELECTION OF MEMBER TO INSTITUTIONAL FORUM**

- 10.1 The Statute provides for the election of one (1) member of the Association to the Institutional Forum for a period of office of three (3) years.
- 10.2 The provisions of paragraphs 7.1 to 7.6 apply with the necessary changes to the election of a member of the Association to the Institutional Forum.

## **11. MEETINGS**

- 11.1 Meetings of the Association are held at the seat of the University.
- 11.2 An Annual General Meeting will normally be held in May, but not later than September.
- 11.3 Notice of such meeting must, at least three (3) weeks before the date of the meeting, be advertised in one local newspaper, by means of electronic mail to members, on the webpage of the Association and in any other manner deemed appropriate by the Secretary of the Association.
- 11.4 A member who wishes to raise a matter at the meeting must submit such matter in writing to the Secretary of the Association at least one (1) week before the date of the meeting.
- 11.5 A special meeting of the Association –
- 11.5.1 may be convened by the President, after consultation with the Executive Committee of the Association, if and when required;



- 11.5.2 must be convened by the President, after consultation with the Executive Committee, upon a written request signed by at least twenty-five (25) members, stating the purpose of the meeting in the request;
- 11.5.3 must be held within thirty (30) days after receiving a written request;
- 11.5.4 members must be given not less than five (5) days notice thereof; and
- 11.5.5 members may not address any matter other than those for which the meeting is convened.
- 11.6 The President of the Association acts as Chairperson at meetings of the Association. In the absence of the President from any meeting of the Association, the Vice-President presides at such meeting. In the absence of both the President and the Vice President from any meeting, the Secretary of the Association initiates an election for an acting chairperson for such meeting from among the members present.
- 11.7 Forty (40) members constitute a quorum at any meeting of the Association; provided that if no quorum is present, the meeting is adjourned to a date not more than seven (7) days later, at which meeting the members present constitute a quorum.

## **12. MEETING PROCEDURE**

- 12.1 After its constitution, by reading the notice in terms of which it was convened, an Annual General Meeting commences with the reading and confirmation, by the signature of the Chairperson, of the minutes of the previous Annual General Meeting and of any subsequent special meetings.
- 12.2 Any objection to such minutes must be raised and determined prior to confirmation thereof.
- 12.3 A member may not, without the permission of the Chairperson speak more than once on a motion or amendment thereof, but the mover of the motion or amendment may reply.
- 12.4 Except where otherwise provided in the Constitution, all matters are decided by a simple majority of the members present at the meeting.
- 12.5 In addition to his or her ordinary vote, the Chairperson has a casting vote in the event of a tie of votes.
- 12.6 If a meeting so resolves, the number of votes in favour of or against a motion must be recorded in the minutes, and, at the request of a member, the Chairperson must further direct that the vote of such member be likewise recorded.
- 12.7 A motion or amendment thereof must be seconded and, if so directed by the Chairperson, must be in writing.
- 12.8 A motion or amendment may not be withdrawn without the permission of the meeting.

- 12.9 The Chairperson may permit the discussion of a matter of which notice was not duly given, provided such discussion is unopposed.
- 12.10 A point of order may be raised when a member is of the opinion that –
- 12.10.1 there is a deviation from the matter under discussion;
- 12.10.2 a member uses insulting or repulsive language; or
- 12.10.3 discussions are contrary to the procedural rules.
- 12.11 The ruling of the Chairperson on a point of order is binding, unless immediately challenged by a member, in which event such ruling must be submitted without discussion to the meeting, whose decision is final.

### **13. MANAGEMENT OF ASSOCIATION**

#### **13.1 COMPOSITION, FUNCTIONS AND POWERS OF EXECUTIVE COMMITTEE OF ASSOCIATION**

13.1.1 The Executive Committee consists of –

- (a) The President, who is the Chairperson;
- (b) The Vice-President;
- (c) The Treasurer;
- (d) The Secretary being the Head: Alumni Relations;
- (e) The four (4) members of the Association elected at a meeting of the Association;
- (f) The two (2) members of the Association elected to the Council;
- (g) The one (1) member of the Association elected to the Institutional Forum
- (h) The Dean of Students;
- (i) The Chief Executive Officer of the NMMU Trust;
- (j) The Director: Marketing and Corporate Relations;
- (k) An Executive Dean designated by the Deputy Vice-Chancellor: Academic;
- (l) The Chairperson of the Student Alumni Society (SAS) or his/her nominee;
- (m) The President of the Students' Representative Council (SRC) or his/her nominee.

13.1.2 The members referred to in subparagraph (h)-(m) above serve in an advisory capacity on the Committee.

13.1.3 Members serving in an advisory capacity do not have any voting rights.

13.1.4 The term of office of -

13.1.4.1 the members contemplated in subparagraph 13.1.1 (a) to (d) runs concurrently with their term of office as office bearers of the Association;

13.1.4.2 the members contemplated in subparagraph 13.1.1 (e) is three (3) years;

- 13.1.4.3 the members contemplated in subparagraph 13.1.1 (f) and (g) runs concurrently with their term of office in their elected capacities;
  - 13.1.4.4 the members contemplated in subparagraph 13.1.1 (h) to (j) is equivalent to the duration of their employment in their respective capacities;
  - 13.1.4.5 the member contemplated in subparagraph 13.1.1 (k) is determined by the Deputy Vice-Chancellor: Academic;
  - 13.1.4.6 the members contemplated in subparagraph 13.1.1 (l) and (m) is equivalent to the term of office of the Student Alumni Society and Students' Representative Council, respectively.
- 13.1.5 The Executive Committee, bearing responsibility for the management of the Association –
- (a) has full authority over the assets and business of the Association;
  - (b) reports annually to the Association on its activities, plans and finances;
  - (c) may appoint committees to assist it in the realisation of the goals of the Association;
  - (d) may co-opt additional persons as advisory members without voting rights on the Committee;
  - (e) may, subject to the approval of the organisational entity or division in which the Alumni Relations Office is located, appoint a member of the Association as a member of an appointments committee for Alumni Relations staff;
  - (f) provides input and support with regard to alumni relations and alumni fund raising strategies, programmes and funding thereof; and
  - (g) performs such other functions as determined by the Association.

## **13.2 MEETINGS AND MEETING PROCEDURE OF EXECUTIVE COMMITTEE**

- 13.2.1 At least four (4) ordinary meetings of the Executive Committee are held during an academic year. Notice of such meetings must be given by the Secretary at least two (2) weeks before the date of the meeting by means of electronic mail.
- 13.2.2 A special meeting of the Executive Committee may be convened by the Chairperson if and when deemed necessary, provided that -
- (a) the meeting must be convened by him or her upon a written request signed by at least one-third ( $\frac{1}{3}$ ) of the members of the Executive Committee;
  - (b) the purpose of the meeting is stated in the request; and
  - (c) such meeting be held within thirty (30) days and at least seven (7) days' notice thereof be given to members.

- 13.2.3 In the event of the absence of the President or the President and Vice-President from a meeting of the Executive Committee, the provisions of paragraph 11.6 apply with the necessary changes.
- 13.2.4 Fifty percent plus one (1) of the voting members contemplated in paragraph 13.1.1 (a)-(g) constitutes a quorum for any meeting of the Executive Committee; provided that if no quorum is present, the meeting is adjourned to a date not more than seven (7) days later, at which meeting the members present constitute a quorum.
- 13.2.5 Any member of the Association may attend a meeting of the Executive Committee, provided that such member -
- (a) notifies the Secretary at least twenty four hours before the meeting that he or she wishes to attend;
  - (b) may not participate in the deliberations of the Executive Committee; and
  - (c) may not vote on any matter on the agenda.
- 13.2.6 Unless determined otherwise by the Executive Committee, the meeting procedure of the Association contemplated in paragraph 12 applies with the necessary changes to the meetings of the Executive Committee.

### **13.3 ROLE OF ALUMNI RELATIONS OFFICE**

#### **13.3.1 The Alumni Relations Office –**

- (a) develops strategic and operational plans for the Alumni Relations Office in consultation with the Executive Committee;
- (b) reports to the Executive Committee on its operations at meetings of the Executive Committee;
- (c) provides administrative and operational support to the Association and its Executive Committee for purposes of furthering the mission and goals of the Association;
- (d) executes resolutions of the Association and its Executive Committee, where applicable;
- (e) reports annually on its activities in the above regard at the Annual General Meeting of the Association.

### **14. DISSOLUTION OF ASSOCIATION**

#### **14.1 This Association may be dissolved provided that -**

- 14.1.1 at least two-thirds ( $\frac{2}{3}$ ) of the members present at an Annual General meeting of the Association vote in favour of such dissolution; and
- 14.1.2 the Council approves the dissolution of the Association in which case the date of the Council decision shall be regarded as the date of dissolution of the Association.

14.2 In the event that the Association is dissolved, all of its assets and property become the property of the University.

## **15. INDEMNIFICATION**

The office-bearers and the members of the Executive Committee of the Association shall be indemnified by the Association against all proceedings, costs and expenses incurred by reason of any omission, negligence and other act done in good faith in the performance of their duties for and on behalf of the Association and they shall not be personally liable for any liabilities of the Association.

## **16. APPROVAL AND AMENDMENTS TO CONSTITUTION OF ASSOCIATION**

The Constitution of the Association and any amendments thereto must be adopted by two-thirds ( $\frac{2}{3}$ ) of the members present at a meeting of the Association contemplated in paragraph 11, and approved by Council upon recommendation by the Association.

Constitution adopted on 21 May 2012