**INSTITUTIONAL REGULATORY CODE**

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| --- | --- | --- | --- |
| **Policy Framework** |  | **Regulations/rules** |  |
| **Policy** |  | **Terms of Reference** | **X** |
| **Procedure (Manual)** |  | **Local document** |  |
| **Guidelines** |  | **Other (name)** |  |

**Title:** **Alumni Association Terms of Reference**

**Approval Authority:** Council **Category:** Governance

Senate Academic

Management Committee (Mancom) Management

**Responsible Officer:** Deputy Vice-Chancellor: Resource and Operations

**Designated Officers: Communications and Marketing Director**

**Deputy Registrars**

**First approved: Last amended:**

**Effective implementation date: Review date:**

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**Reference number:**   **Replaced number:**

**Section reference (please indicate below):**

|  |  |  |  |
| --- | --- | --- | --- |
| Teaching & Learning |  | Registrar | **X** |
| Research, Innovation & Engagement |  | Vice-Chancellor’s Office |  |
| Resources and Operations | **X** |  |  |

**Approved by :**

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| --- | --- | --- | --- |
| Management Committee (Mancom)  Resolution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Approval date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of approval: |  | Council  Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Approval date: \_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of approval: |  |
| Senate  Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Approval date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of approval: |  | Executive in charge  Approval date:  Signature of approval: |  |

**1. PREAMBLE**

1.1 We, the Alumni of CUT do establish the terms of reference for the association

**DEFINITIONS AND INTERPRETATION**

3.1 In this Constitution, unless the contrary is explicitly stated, the following words and expressions will have the following meaning:

**“Academic employee”:** Any person appointed to teach or conduct research at CUT, and any other employee designated as such by the CUT Council;

**“Act”:** means thehe Higher Education Act, 1997(Act No. 101 of 1997), as amended.

**“The/this Terms of Reference”:** The Terms of Reference of the CUT Alumni Association.

**“Alma mater”:** A university attended by an individual, suggesting that a university provides intellectual nourishment to its students.

**“Alumni”:** The convocation and those persons with some academic association with CUT, as contemplated in terms of subparagraph 5.2 of this Constitution.

**“Alumni Association”:** The Alumni Association of CUT, as contemplated in terms of paragraph 5 of this Constitution.

**“Chapters”:** Any regional-, city- or town-based group of CUT Alumni.

**“Chapter Charter::** A written proposal plan submitted on behalf of the chapter to the executive for application for recognition and status.

**“Cohort members”:** Members of the Alumni Association who belong to different ten-year periods of graduation since CUT’s inception.

**“Credit-bearing short course”:** A short learning programme for which credits are awarded.

**“Electronic voting system”:** The process of nomination, casting and counting votes with the aid of electronic means.

**“Convocation”:** means a person who received a qualification at CUT and, in addition, the Vice-Chancellor and Principal, the Deputy   
Vice-Chancellors (DVCs), the Registrar, academic employees on the permanent staff establishment (excluding fixed-term and full-time non-academic employees) of CUT, professors emeriti, and other retired academic employees of CUT.

**“Council”:** The CUT Council as introduced in terms of Section 26(2)(a) of the Act, and compiled in terms of Section 27(4) of the Act and paragraph 4 of the CUT Statute.

**“CUT”:** The Central University of Technology, Free State.

**“Executive Committee”:** The Executive Committee of the Alumni Association, as contemplated in paragraph 8 of this Constitution.

**“President”:** An office bearer as defined in terms of paragraph 6.2 of this Constitution.

**“Senate”:** The body responsible for academic matters, as contemplated in terms of paragraph 5 of the CUT Statute.

**“Statute”:** The CUT Statute, as amended.

**“Registrar”:** The head of the University's administration. The role of the Registrar is usually combined with the role of the Secretary of the University's statutory bodies.

**“Office bearers”:** Persons holding positions of authority in the Alumni Association.

**“Vice-Chancellor and Principal”:** The CUT Vice-Chancellor and Principal, as contemplated in paragraph 10.2 of the CUT Statute.

3.2. In the event of a dispute as to the interpretation of any clause in this Constitution, the dispute will be referred to the Registrar, for determination by the Executive Committee (Exco) of the CUT Council, in the presence of the Registrar.

**2. MISSION**

2.1 The mission of the Alumni Association is aligned with that of CUT, as the Association seeks to recognise and acknowledge the wealth of talent and intellectual capital resident in the people of South Africa and the world at large. The Alumni Association hopes to represent the interests and aspirations of its members, both nationally and internationally. Against this background, the CUT Alumni Association seeks to:

FUNCTIONS OF THE ALUMNI ASSOCIATION

2.1.1 unite members of the Alumni Association into one cohesive unit;

2.1.2 where appropriate, represent members interests that they are not affected by the University’s policies and goals;

2.1.3 implement programmes to support members in pursuit of their own development, in order to better serve CUT and its people;

2.1.4 cultivate and extend members’ loyalty to CUT while continuously conveying a positive image of their alma mater

2.1.5 support CUT in the maintenance of high academic standards;

2.1.6 2.1.7 Initiate fundraising projectsfor the advancement of the institution.

2.1.8 ensure alumni interests are represented within the institutional statutory and governance structures

**3.**

**4. NAME**

The Alumni Association will be known as **THE CENTRAL UNIVERSITY OF TECHNOLOGY, FREE STATE ALUMNI ASSOCIATION** (hereinafter referred to as “the Alumni Association”).

**5. MEMBERSHIP OF THE ALUMNI ASSOCIATION**

5.1 Membership of Alumni Association comprise:

5.1.1 CUT convocation; and

5.1.2 other persons who are academically or otherwise affiliated to CUT, subject to the approval of the application for affiliation by the Alumni Executive Committee

5.2

**ELECTIONS OF OFFICE BEARERS**

6.1 6.2 The Alumni Association will elect from amongst its members a President, who will act as the Chairperson at all meetings of the Alumni Executive Committee and the Association, the Vice-President, and Treasure who will hold office for a period of 4 (FOUR) years from the date of the meeting at which they were elected, as well as a

6.4 All the Alumni Association Executive Committee members will serve on the Committee for a period of 4 (FOUR) years.

6.5 The President, Vice-President and Treasurer will be elected by means of an electronic voting system, where at least 100 (ONE HUNDRED) members of the Alumni Association captured on the alumni database, would constitute a threshold.

6.6 The system and nomination procedure thereof will be determined by an electoral committee, comprising of one outgoing executive member, Alumni Office representation and the registrar, will ensure an external monitoring service provider is appointed and the processes thereof will be communicated on the CUT Alumni webpage.

6.7 The results of the election of a President, Vice-President and Treasurer, and other five additional members by means of an electronic voting system, will be confirmed at the elective AGM of the Alumni Association.

6.8 The registrar or any other person delegated by the registrar will be the secretary of the Alumni Association

**7. FUNCTIONS AND POWERS OF THE EXECUTIVE COMMITTEE**

7.1 The Alumni Association elects from amongst its members, and in a manner determined in the terms of reference, an Executive Committee to deal with matters referred to it by the Alumni Association, in accordance with the terms of reference recommended by the Alumni Association, as well as any other matters of interest to the Alumni Association, or requested for attention by Management and/or the CUT Council.

7.2.1 President of the Alumni Association, who will act as the Chairperson at all meetings, and who should not be an employee of CUT;

7.2.2 Vice-President, elected by the Alumni Association;

7.2.3 Secretary or, as delegated by the Secretary, one of the Deputy Registrars of CUT;

7.2.4 Treasurer, as elected by the Alumni Association; and

7.2.5 five additional members elected to form part of the Executive Committee, who may serve on the Committee for a maximum of 2 (TWO) consecutive terms.

7.2.6 Vice-Chancellor, executive head and official election officer

7.2.7 Alumni Relations Office

7.2.8 Fundraising Office

7.3 The Executive Committee will have the right to co-opt a maximum of 2 (TWO) members of the Alumni Association. Such co-opted members will be full voting members of the Executive Committee, for a period of office not exceeding the period terminating at the close of the elections at an AGM.

7.4 The membership of any member of the Executive Committee will be automatically terminated if his/her conduct is found to be in contempt of the associations code of conduct and found to be guilty by the Executive committee decision.

7.5 The membership of any member of the Executive Committee will be automatically terminated if he/she misses three alumni executive meetings without prior written notice.

7.6 meet whenever the President deems it necessary in order to manage and conduct the day-to-day affairs of the Alumni Association in between Alumni Annual General meetings;

7.6.2 in particular, manage and execute the plan of action of the Alumni Association;

7.6.3 address any urgent matters referred to it by the Alumni Association, Management, Council or other statutory bodies prior to the next meeting of the Alumni Association; and

7.6.4 raise funds from amongst alumni and other sources for the work of the Alumni Association and the University.

7.6.5 the alumni executive at the next AGM will be able to fill any vacancies should it arise within the committee and such person will serve the remainder of the term of current office

**8. CHAPTERS**

8.1 Chapters may be established in any province in the Republic of South Africa, or in any country outside the Republic of South Africa.

8.2 A new chapter that seeks recognition will submit in a form of an application a charter that will be approved by the alumni executive to give status and recognition to a chapter

**9. ELECTION ROLL OF THE ALUMNI ASSOCIATION**

9.1 The Secretary of the Alumni Association is responsible for the establishment and maintenance of the roll of the Alumni Association which shall be the election roll and a database of the alumni association.

9.2

**10. PRESIDENT OF THE ALUMNI ASSOCIATION**

10.1

10.2 If both the President and the Vice-President are absent, the members present at a meeting elect a Chairperson from their own ranks, under the direction of the Secretary of the Alumni Association, provided that such a Chairperson is not an employee of CUT.

10.3 The President of the Alumni Association will be a member of Council, where he/she will:

10.3.1 represent the views of alumni, whilst generally acting in the interest of CUT;

10.3.2 be accountable, via the Executive Committee, for the manner in which he/she conducts him-/herself; and

10.3.3 report on deliberations of Council meetings, normally at the first meeting of the Executive Committee after a Council meeting, or at any meeting of the Alumni Association, when called upon by the Executive Committee to so report.

10.4 The Deputy President of the Alumni Association will be a member of the Institutional Forum, he/she will:

10.4.1 be accountable, via the Executive Committee, for the development and implementation of a code of conduct for the executive committee members and alumni association in general

10.4.2 the

10.5 The Treasure of the Alumni Association will be a member of the fundraising committee, he/she will:

10.5.1 be accountable, via the Executive Committee, for the development and implementation of a budget that will be in line with the strategy as adopted by the alumni executive committee.

10.5.2 the Treasure will report to the alumni association on the financial status of the association at each annual general meeting

10.6 The Registrar will be the secretary of the Alumni Association or may nominate a delegate to support the function, he will be a statutory and custodian of the alumni intellectual property, he/she will:

10.6.1 be accountable, via the Executive Committee, for the development and implementation of statutory required processes within the alumni association and ensure compliance thereof

10.6.2 the Secretary will be responsible for issuing out notice for all general and alumni association meeting as required by the terms of reference.

**11. AGM OF THE ALUMNI ASSOCIATION**

11.1 The President or, if the office of the President is vacant, the Vice-President, annually convenes a meeting of the Alumni Association.

11.2 Notice of such a meeting must be given at least 4 (FOUR) weeks prior to the date of the meeting.

11.3 Notice of an AGM will be published in the appropriate CUT publications,and advertised and announced in appropriate external media approved by the Executive Committee.

11.4 40 members of the Alumni Association, will constitute a quorum. In the event that a quorum at the meeting of the Alumni Association is not reached, the meeting may adjourn, and another meeting may be convened, with at least 7 (SEVEN) days’ notice after the AGM, but by no later than 21 (TWENTY-ONE) days after the AGM. Any member who wishes to raise any matter at such a meeting must submit written motions in respect of the said matter to the Secretary or the President of the Alumni Association at least 2 (TWO) weeks prior to the date of the meeting.

11.5 If a follow-up or postponed meeting does not have a quorum at a scheduled sitting, the meeting will proceed; depending on whether the executive and chairperson are present.

11.6 Attendance of, or participation in, the AGM may be by means of Skype and any other acceptable method of videoconferencing, provided that such members have arranged with CUT for such facilities 7 (SEVEN) days prior to the AGM.

11.7 Subject to the approval of the Alumni Executive Committee, any member of the Alumni Association will be entitled to attend its meetings as an observer. The Alumni Association will not be liable for traveling and/or other expenses incurred by such a person as a result of such attendance.

**12. EXTRAORDINARY MEETINGS OF THE ALUMNI ASSOCIATION AND THE EXECUTIVE COMMITTEE**

12.1 An extraordinary meeting or emergency meeting of the Alumni Association or the Executive Committee may be convened if and when deemed necessary.

12.2 An extraordinary meeting of the Alumni Association or the Executive Committee must be convened by the President of the Alumni Association, upon a request signed by 5 (FIVE) members of the Executive Committee, or 40 members of the Alumni Association, and a separate motion/motions containing a matter/matters for discussion.

12.3 An extraordinary meeting as contemplated in subparagraph 12.2 must be held within 2 (TWO) months after receipt of the request.

**13. AGM PROCEDURES OF THE ALUMNI ASSOCIATION**

13.11 Voting by proxy will be permitted in the following manner:

13.11.1 Each member of Alumni Association is entitled to appoint one proxy, who is also a member of the Alumni Association, to attend, speak and, in the event of an election, vote in the place of that member at the AGM.

13.11.2 Forms of proxy, which will be available from the Alumni Relations Office, must be completed in their entirety, and must be lodged with the proxy before the AGM.

13.11.3 In the event of a vote, the forms will count as one vote.

13.11.4 The completion and lodging of a form of proxy will not preclude the relevant member from attending the AGM, and speaking and voting in person thereat, to the exclusion of any proxy appointed in terms hereof, should such a member so wish.

**14. MEETINGS OF THE EXECUTIVE COMMITTEE**

14.1 The Executive Committee will meet whenever required to by the President, provided that at least four meetings are held each year.

14.2 Meeting dates for the year will be scheduled by the Secretary’s office, in conjunction with the President of the Alumni Association, and in accordance with the planning of CUT’s calendar of events and meetings.

14.3 Notice of ordinary meetings of the Executive Committee will be given by the Secretary at least 4 (FOUR) days before the date determined for the meeting of the Executive Committee.

14.4 In any meeting of the Executive Committee, 5 (FIFTY) plus one of the members will constitute a quorum. In the event that the members present do not constitute a quorum fifteen minutes after the stated time of the ordinary meeting, the meeting will adjourn, and another meeting will be convened to a date not earlier than 7 (SEVEN) days, or not later than 21 (TWENTY-ONE) days, after the date of the ordinary meeting.

14.5 All decisions will be taken by an ordinary majority of votes, except in a vote to rescind a decision previously taken, in which case a two-thirds majority of those present at a meeting will be required.

14.6 Subject to the approval of the Executive Committee, any member of the Alumni Association will be entitled to attend its meetings as an observer. Neither the Alumni Association nor the Executive Committee will be liable for traveling and/or other expenses incurred by such a person as a result of such attendance.

**15. INDEMNITY**

15.1 In terms of the KingIV Report, the office bearers and members of the Executive Committee, as well as the Alumni Officers, should act in the best interest of the Alumni Association, where every decision should be a rational decision based on intellectual honesty.

15.2 Failure to properly perform their duties and exercise the utmost care and skill will result in the members being held personally liable for situations in which their decisions are to the detriment of the Alumni Association.

**16. ADMINISTRATION**

CUT will establish a relevant unit normally the Alumni Relations Office from where the Executive committee will operate and a reasonable budget will be provided for operating costs.

**17. AMENDMENTS TO THE CONSTITUTION**

17.1 This Constitution will only be amended or replaced if two-thirds of the majority of members entitled to vote at an AGM or special meeting vote in favour of such an amendment, which amendment will be submitted to the CUT Council for approval.

17.2 The proposed amendments will be submitted to the Registrar in the form of a motion at least 28 (TWENTY-EIGHT) days prior to an AGM.

17.3 The incoming Executive committee shall commit to provide strategic oversight and take ownership of program adopted in the previous administration through a compulsory hand-over process.

**18. DISSOLUTION OF THE ALUMNI ASSOCIATION**

18.1 The Alumni Association may be dissolved by a decision at an AGM of the Association called for that purpose, in the event that:

18.1.1 the office bearers of the Alumni Association are incompetent, and thus unable to effectively and efficiently execute their duties to ensure the smooth operation and management of the Alumni Association; and

18.2 Such a decision must be supported by two-thirds majority of members of the Alumni Association at the AGM.

**19. COMPLIANCE OFFICER**

The Registrar and Executive in charge of Resource and Operations

**20. RESPONSIBLE OFFICER**

Deputy Registrars

Communications and Marketing Director

**21. SIGNATURES OF APPROVAL**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**

**VICE-CHANCELLOR AND PRINCIPAL DATE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**

**CHAIRPERSON OF COUNCIL DATE**