

## INSTITUTIONAL REGULATORY CODE

Policy framework		Regulations/rules	
Policy		Constitution	X
Procedure (manual)		Local document	
Guidelines		Other (name)	

**Title:** Alumni Association Constitution

**Category:** Governance   
 Academic  
 Management

**Approval authority:** Council   
 Senate

Management Committee (Mancom)  
 Executive Manager in charge

**Responsible Officer:** Executive Manager in charge of Resources and Operations

**Designated Officer:** Executive Manager in charge of Resources and Operations

**First approved:** 26/11/2016

**Last amended:**

**Effective implementation date:** 01/01/2017

**Review date:** 26/11/2019

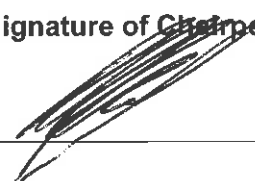
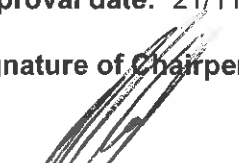
**Reference number:** A/3.7.3

**Replaced number:**

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

Teaching and Learning		Registrar	
Research, Innovation and Engagement		Vice-Chancellor's Office	
Resources and Operations	x		

**Approved by (please tick below):**

<p><b>Management Committee (Mancom)</b></p> <p><b>Resolution:</b> Mancom 12/16/15</p> <p><b>Approval date:</b> 20/09/2016</p> <p><b>Signature of Chairperson:</b>  </p>	<p><b>Council</b></p> <p><b>Resolution:</b> CM 18/16/06</p> <p><b>Approval date:</b> 26/11/2016</p> <p><b>Signature of Chairperson:</b>  </p>
<p><b>Executive Committee of Council</b></p> <p><b>Resolution:</b> E EC 1/16/05</p> <p><b>Approval date:</b> 21/11/2016</p> <p><b>Signature of Chairperson:</b>  </p>	

## **1. PREAMBLE**

- 1.1 The Higher Education Act (Act No. 101 of 1997) establishes the Alumni Association as a statutory structure and alumni body of the University, and the Central University of Technology, Free State (CUT) Statute makes provision for the competencies, intellectual and financial advancement of the Alumni Association, as well as the competency to adopt their own Constitution.
- 1.2 CUT strives to fulfill a crucial role in the lives of its graduates, in the lives of those who are academically affiliated with CUT, and in the development of the Central region and South Africa at large.
- 1.3 CUT is committed to its mission, which is aimed at improving the lives of our people by creating a vibrant African University within the ambit of the Constitution of the Republic of South Africa.
- 1.4 Therefore, the CUT Alumni Association accepts this Constitution to give effect to the powers conferred upon it, as envisioned in the CUT Statute.

## **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:
  - 2.1.1 unite members of the Alumni Association and other interested groups into one cohesive unit;
  - 2.1.2 where appropriate, represent members when their interests are 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;
  - 2.1.5 support CUT in the maintenance of high academic standards;
  - 2.1.6 continuously convey a positive image of CUT; and
  - 2.1.7 provide financial support to CUT, for the advancement of the students.

## **3. DEFINITIONS AND INTERPRETATION**

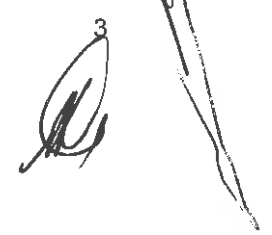
- 3.1 In this Constitution, unless the contrary is explicitly stated, the following words and expressions will have the following meaning:

**“Academic employee”:**

Any person appointed to teach or conduct research at CUT, and any other employee designated as such by the CUT Council.

<b>“Act”:</b>	The Higher Education Act (Act No. 101 of 1997), as amended.
<b>“The/this Constitution”:</b>	The Constitution of the CUT Alumni Association.
<b>“Alma mater”:</b>	A university attended by an individual, suggesting that a university provides intellectual nourishment to its students.
<b>“Alumni”:</b>	The convocation and those persons with some academic association with CUT, as contemplated in terms of subparagraph 5.2 of this Constitution.
<b>“Alumni Association”:</b>	The Alumni Association of CUT, as contemplated in terms of paragraph 5 of this Constitution.
<b>“Chapters”:</b>	Any regional-, city- or town-based group of CUT Alumni.
<b>“Cohort members”:</b>	Members of the Alumni Association who belong to different ten-year periods of graduation since CUT’s inception.
<b>“Credit-bearing short course”:</b>	A short learning programme for which credits are awarded.
<b>“Electronic voting system”:</b>	The process of casting and counting votes with the aid of electronic means.
<b>“Convocation”:</b>	Persons on whom a certificate, diploma or degree was conferred by 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.
<b>“Council”:</b>	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.
<b>“CUT”:</b>	The Central University of Technology, Free State.
<b>“Executive Committee”:</b>	The Executive Committee of the Alumni Association, as contemplated in paragraph 8 of this Constitution.
<b>“President”:</b>	An office bearer as defined in terms of paragraph 6.2 of this Constitution.

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- “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.

#### 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 The Alumni Association comprises the following members:

5.1.1 CUT convocation; and

5.1.2 former CUT students who have completed a credit-bearing short course at the University, or any other persons who are academically or otherwise affiliated to CUT, subject to the approval of the CUT Council.

5.2 In order to ensure that the Alumni Association functions efficiently, membership of the Association may be dependent upon payment of membership fees, which amount will be determined during an Annual General Meeting (AGM) of the Association from time to time.

#### 6. OFFICE BEARERS OF THE ALUMNI ASSOCIATION

6.1 The Registrar will be the Secretary of the Alumni Association.

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, and who will hold office for a period of 3 (THREE) years from the date of the meeting at which he/she is elected, as well as a Vice-President, who will act as Chairperson in the absence of the President.

- 6.3 The Alumni Association will elect from amongst its members a Treasurer, who functions in conjunction with the Alumni Office, and who holds office for a period of 3 (THREE) years.
- 6.4 All the Alumni Association Executive Committee members will serve on the Committee for a period of 3 (THREE) years.
- 6.5 The President, Vice-President and Treasurer will be elected by means of an electronic voting system, where at least 40 (FORTY) 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 CUT, 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, by means of an electronic voting system, will be confirmed at the AGM of the Alumni Association.

7. **COMPOSITION AND FUNCTIONS OF THE EXECUTIVE COMMITTEE OF THE ALUMNI ASSOCIATION**

- 7.1 The Alumni Association elects from amongst its members, and in a manner determined in the Constitution, an Executive Committee to deal with matters referred to it by the Alumni Association, in accordance with the Constitution 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 The Executive Committee comprises the:
- 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 members elected to form part of the Executive Committee, who may serve on the Committee for a maximum of 2 (TWO) consecutive terms.
- 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 dishonourable, and the Executive Committee finds him/her unsuitable to remain in office.

7.5 The functions of the Executive Committee are to:

- 7.5.1 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 Parliament meetings;
- 7.5.2 in particular, manage and execute the plan of action of the Alumni Association;
- 7.5.3 address any urgent matters referred to it by the Alumni Parliament, Management, Council or other statutory bodies prior to the next meeting of the Alumni Parliament; and
- 7.5.4 raise funds from amongst alumni and other sources for the work of the Alumni Association and the University.

## **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 where there are at least 15 (FIFTEEN) former CUT students.

8.2 The functions of the chapters include:

- 8.2.1 providing inputs to the Alumni Association and the Executive Committee on matters that affect the alumni and the University;
- 8.2.2 raising funds for the Alumni Association, by means of fundraising activities within the discretion of the chapters;
- 8.2.3 recruiting members for the Alumni Association;
- 8.2.4 being responsible for the organising and efficient planning of social gatherings;
- 8.2.5 informing the Alumni Association about planned upcoming events, to enable the inclusion of such activities in the Alumni Association's publication; and
- 8.2.6 ensuring the overall efficacy of each chapter, and the survival thereof.

## **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.

9.2 The roll will be *prima facie* evidence that any person whose name appears thereon at the time of claiming to vote as a member of the Alumni Association, is so entitled to vote, and is entitled to all the rights and privileges of a member of the Alumni Association, and that any person whose name does not appear on the roll, is not so entitled.

9.3 The names of new graduates and diplomates of CUT are deemed to have been inscribed on the Alumni Association roll after degrees, diplomas or certificates have been awarded. A member so registered is required to furnish his/her address to the Secretary, and to notify him/her of any change of address.

## **10. PRESIDENT OF THE ALUMNI ASSOCIATION**

10.1 In the absence of the President, the Vice-President, who is elected by the Alumni Association, will act on behalf of the Alumni Association, and will perform all the functions, and exercise all the duties, of the President.

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- 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 an *ex officio* 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 Parliament, when called upon by the Executive Committee to so report.

## 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% (FORTY PER CENT) plus one of the members of the Alumni Association, as well as 10% (TEN PER CENT) of the total number of chapter representatives and cohort members, 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 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.
- 11.6 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 PARLIAMENT 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 at least 50% plus one of the members of the Executive Committee, or 30% of the 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**

- 13.1 Once a meeting has been constituted by the reading of the notice in terms of which it was convened, a meeting commences with the reading and confirmation, by the signature of the Chairperson, of the minutes of the previous ordinary meeting, and of all subsequent extraordinary meetings.
- 13.2 Any objection to such minutes must be raised and determined prior to the confirmation thereof.
- 13.3 A member may not, without the permission of the meeting, speak more than once on a motion or amendment thereof, but the mover of the motion or amendment may respond.
- 13.4 In addition to his/her ordinary vote, the Chairperson has a casting vote in the event of an equality of votes.
- 13.5 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 a member should be likewise recorded.
- 13.6 A motion or amendment thereof must be seconded and, if the Chairperson so directs, such a motion or amendment must be in writing.
- 13.7 A motion or amendment may not be withdrawn without the permission of the meeting.
- 13.8 The Chairperson may permit the discussion of a matter of which notice was not duly given, provided that such a discussion is unopposed.
- 13.9 The ruling of the Chairperson on a point of order of procedure is binding, unless immediately challenged by a member, in which event such a ruling must be submitted without discussion to the general meeting, whose decision is final.





- 13.10 A copy of the resolutions of the Alumni Association, and a statement on such other matters as the Alumni Association may determine, and duly certified by the Chairperson and Secretary, are submitted to the Secretary, for the information of any of the University's statutory bodies, as may have been specifically directed.
- 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, 50% (FIFTY PER CENT) 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 King III 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**

- 16.1 CUT will:
- 16.1.1 identify a unit, normally the Alumni Relations Office, from which the Executive Committee will operate; and
- 16.1.2 provide the relevant unit, normally the Alumni Relations Office, with a reasonable budget for operating costs, which may include funds for the Executive Committee to attend quarterly meetings.
- 16.2 The annual meetings of the Alumni Association will be funded by the funds generated by the Alumni Association, with whatever subsidy CUT may afford to provide, when deemed affordable.
- 16.3 The Alumni Association must generate its own funds, for which the Executive Committee will account.
- 16.4 Anything done under any provision of the Constitution of the Alumni Association before this Constitution came into operation, is deemed to have been done under the corresponding provision of this Constitution.
- 16.5 Any existing rules in force upon the commencement of this Constitution continue to apply, until replaced by any provision of the Constitution, or any rule that may be made in terms of the Constitution.

**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.

**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

18.1.2 for any other reason that the CUT Council may deem necessary.

18.2 Such a decision must be supported by at least 40% (FORTY PER CENT) plus one of the members of the Alumni AGM, as well as 10% (TEN PER CENT) of the total of chapter representatives and cohort members.

**19. RESPONSIBLE OFFICER**

The Executive Manager in charge of the Resources and Operations portfolio is the Responsible Officer.

**20. DESIGNATED OFFICER**

The Executive Manager in charge of the Resources and Operations portfolio is the designated Officer.

