



UNIVERSITY OF ZULULAND

CONVOCATION AGM 2019 - CONCEPT PROJECT PLAN

DE Janse van Rensburg
February 2019

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1. INTRODUCTION

This plan is intended to outline processes involved in the Annual General Meeting (AGM) of the University of Zululand Convocation to be held on 27 March 2019.

The project plan covers the following:

- Statutory Requirements
- Agenda Setting
- Election/Voting
- Security
- Communication and Marketing
- Planning & Infrastructure
- Milestones

This plan includes planning regarding Physical, Financial and Human Resources as required to ensure the success of the AGM.

The plan takes into account the University's Statute and Higher Education Act 101 of 1997 (as amended)

Project Sponsor: Mr. DE Janse Van Rensburg (Registrar)

2. STATUTORY REQUIREMENTS

2.1 UNIZULU Statute

It is crucial to understand and clear all statutory requirements in order to properly plan for the AGM. Provisions relating to the Convocation are captured in the University of Zululand Statute under clauses 47 – 53. For ease of convenience, the clauses are set out herein below:

47. Membership

- (1) The Convocation shall consist of-
 - (a) all persons who have obtained a qualification from the University, as approved by the Senate and the Council;
 - (b) all the persons, other than persons referred to in subparagraph (c), who immediately before the commencement of this Statute were members of the Convocation of the University; and
 - (c) the Vice-Chancellor, the Deputy Vice-Chancellor(s), the Executive Officials, the Registrar, the Deans of faculties, the academic employees on the staff establishment of the University, professors emeriti, retired employees and such other persons as the Council may determine.
- (2) The functions of the Convocation are to-
 - (a) facilitate liaison between the University and its former students and academic employees;
 - (b) create networks and canvass support for the strategic objectives of the University, and
 - (c) organise former students and academic staff members of the University with a view to facilitating representation of this constituency on appropriate governance structures.
- (3) The Registrar of the University must keep the official roll of the Convocation (the members' list) and a member is required to register his or her name and address with the Registrar and notify him or her of any change of address.

- (4) The official roll of the Convocation is conclusive evidence of membership of the Convocation and only a person whose name appears on the roll at the time of his or her claiming the right to vote as a member of the Convocation is entitled to do so.
- (5) The Registrar must remove a member's name from the members' list as soon as practicable after notice of the resignation or death of a member.

48. President, Vice-President and Secretary of the Convocation

- (1) The President and the Vice-President of the Convocation are elected by the Convocation from among its ranks at a general meeting and hold office from the close of the meeting for a period of (4) years.
- (2) In case of death or resignation of a President, the Vice-President acts as President until a successor has been elected at the next general meeting of the Convocation.
- (3) The provisions of paragraph 22 relating to the election of the Chairperson and the Deputy Chairperson of the Council apply, with the necessary changes, to the election of a President and a Vice-President of the Convocation.
- (4) The Convocation must elect a secretary to the Convocation from among its members by means of a secret ballot and such person must obtain a majority of the votes of the members present at a meeting of the Convocation. The Vice-Chancellor may appoint an employee of the University to assist the secretary or to act in his or her place when necessary.
- (5) The Vice-Chancellor and Executive Officials of the University are not eligible as candidates for the President, Vice-President or Secretary of the Convocation.
- (6) The term of office of the Secretary of the Convocation is four (4) years.

49. Meetings and meeting procedures

- (1) The Convocation must hold at least one general meeting every four (4) years.
- (2) The secretary must give due notice of such a meeting to every member at least eight weeks before the meeting.
- (3) Notice of any motion or matter for discussion at a meeting must be given to the secretary in writing one month before the date of the general meeting.
- (4) The President may with the approval of the meeting allow any motion of which due notice has not been given in terms of subparagraph (3) to be discussed and action to be taken thereon.
- (5) Extraordinary meetings of the Convocation may be called by the President at any time and must be called by the secretary on receipt of a written request signed by at least 100 members stating, in the form of specific motions, the matters to be considered at such a meeting. The meeting must be convened within two months of receipt of such request.
- (6) The secretary must give due notice of extraordinary meetings of the Convocation to each member at least (14) days before the day determined for such a meeting, stating the date, place and time of the meeting. The notice shall be accompanied by an agenda and supporting documentation where applicable.
- (7) The Convocation shall determine its own meeting procedures with due observance of generally accepted norms and practices of fair administrative process.
- (8) The first act of each meeting after its constitution by the reading of the notice calling such meeting must be to confirm by way of the signature of the President the correctness of the minutes of the previous meeting and of any other meetings held subsequently, provided that any objections to the minutes must be raised and resolved before confirmation of the minutes.
- (9) A member may not without the leave of the meeting speak more than once to a motion or any amendment thereof, but the proposer of any motion or an amendment have the right of reply.
- (10) A motion or amendment must be seconded, and, if it is so directed by the President, be in writing and no motion or amendment may be withdrawn without the consent of the proposer and the seconder.
- (11) The ruling of the President on any matter of order or procedure is binding unless immediately challenged by a member, in which case it must be submitted without

further discussion to the meeting for a vote, the outcome of which will be binding.

50. Executive Committee of the Convocation

- (1) The Executive Committee of the Convocation consists of the President, the Vice-President, the Secretary and a maximum of two (2) additional members elected by the general meeting of the Convocation.
- (2) The Executive Committee of the Convocation meets at least once a semester to attend to the affairs of the Convocation in consultation with the University Management.
- (3) The provisions of paragraph 48 will, with the necessary changes, apply to the election, and arrangements in the case of death or resignation of the additional members elected to the Executive Committee of the Convocation.
- (4) The Executive Committee of the Convocation determines its own meeting procedures with due observance of generally accepted norms and practices of fair administrative process.
- (5) The Executive Committee of the Convocation is accountable to the general meeting of the Convocation and reports regularly on its activities between meetings.
- (6) Executive Officials of the University are not eligible to serve on the Executive Committee of the Convocation.

51. Quorum

- (1) One hundred members form a quorum, but if a meeting is adjourned owing to failure to reach a quorum, a special meeting must be convened within eight weeks and the members present at such a meeting will be deemed to form a quorum.
- (2) Notwithstanding the failure to reach a quorum at an annual meeting, the meeting may proceed with the election of office bearers and other formal business, provided that no decisions can be taken on motions put to such a meeting.
- (3) All matters must be decided by a majority of votes of the members present at the meeting.
- (4) The President has an ordinary vote on every matter and, in the case of an equality of votes, also a casting vote.
- (5) If it is so decided by the meeting, the number of votes for or against any motion must be recorded in the minutes, and at the request of any member the President must direct that the vote of such member be recorded.

52. Election of member of the Convocation to Council

The Convocation, at a general meeting and in line with its constitution, must elect an Executive Committee from which an additional member will be elected to serve as a member of Council as contemplated in section 18(1)(h) of the statute.

53. Submission of resolutions to Council and Senate

A copy of all resolutions and statements of the Convocation, duly certified by the President and by the secretary of the Convocation, must be sent to the Chairperson of Council and to the Chairperson of Senate for the information of Council and Senate.

2.2 CONSENSUS ON IMPORTANT INTERPRETATIONS

2.2.1 Who are Convocants?

Considering the above provisions, it is clear that the following individuals are all convocants:

- i. all persons who have obtained a qualification from the University;
- ii. the Vice-Chancellor and the Deputy Vice-Chancellor(s);
- iii. the Executive Officials;

- iv. the Registrar;
- v. the Deans of faculties;
- vi. the current **academic** employees on the staff establishment of the University (support staff is excluded apart from Executive Officials as above);
- vii. professors emeriti (all-inclusive as they appear in the university calendar of 2016)
- viii. retired employees (those who worked with the university until retirement as evident in the university records as being pensioners);
- ix. and such other persons as the Council may determine (Council did not determine any other persons to be part of the convocation)

It is therefore important to have two distinct registration points namely:

- all graduates (1964 – 2016); and
- all staff (as per items ii – ix above)

Attention is drawn to clause 47(4) in that ***the official roll of the Convocation is “conclusive evidence of membership” of the Convocation and only a person whose name appears on the roll at the time of his or her claiming the right to vote as a member of the Convocation is entitled to do so.***

If a person’s name does not appear, the matter can be dealt with after the meeting, but he/she will not be allowed entry into the hall to partake in the AGM. The Convocation role is ***prima facie evidence in respect of attendance and voting.***

The Vice-Chancellor and Executive Officials of the University are not eligible to contest for the office of President, Vice-President or Secretary and neither can they be elected onto the Executive of the Convocation.

2.2.2 Voting for President/Vice-President, Secretary and a maximum of two additional members

The AGM will serve to elect the President, Deputy-President, Secretary and no more than two executive officials. According to clause 48 (2) clause 22 of the statute must be used as **guidance** in election of the President/Vice-President and Secretary.

Clause 22 states that:

22. Chairperson and Deputy Chairperson of the Council

- (a) A Chairperson and Deputy Chairperson of Council shall be elected at the first meeting of Council constituted in accordance with this Statute and thereafter as and when it becomes necessary.
- (2) If a vacancy occurs in the position of Chairperson or the Deputy Chairperson of Council:
 - (a) Council shall elect a Chairperson and Deputy Chairperson from among its members, who are not employees or students of the University, and who will hold office for a period of four years, or for such shorter period as he or she may be a member of Council.
 - (b) Nominations for the Chairperson or Deputy Chairperson of Council must be given in writing to the secretary to Council on or before a date determined by him or her.
 - (c) Each nomination must be signed by at least three (3) members of Council and countersigned by the nominee to denote his or her acceptance of the nomination.
 - (d) For the duration of the election of a Chairperson, the Vice-Chancellor acts as Chairperson of the meeting.

- (e) If only one candidate is nominated, the Registrar shall declare him/her as being duly elected. If more than one candidate is nominated for one of the offices, voting takes place by secret ballot
 - (f) A candidate may be elected to the office of Chairperson or Deputy Chairperson of Council only by a majority of the members present at a meeting.
 - (g) If no candidate receives a majority of votes, successive rounds of voting take place. In each successive round of voting, the candidate receiving the least votes in the previous round of voting is eliminated as a candidate.
- (3) The Deputy Chairperson of Council shall act as the Chairperson in the absence of the Chairperson and in the absence of both the Chairperson and the Deputy Chairperson the members present at the meeting shall elect a Chairperson from their own ranks to chair the meeting. While the Deputy Chairperson or another elected Council member acts as Chairperson, he or she is vested with all the powers and performs all the functions of the Chairperson of Council.

If one considers the prescribed election procedure it is clear that:

- The AGM will serve to elect the President, Deputy President, Secretary and Executive of the Convocation. Nominations should be made for President/Vice-President (this was done with the advertisements issued on 31 January 2019 with closing date for nominations being 11 March 2019.
- If only one candidate is nominated, the Registrar shall declare him/her as being duly elected.

Nominations are still open. All attendees are required be verified prior to the AGM by submitting a copy of their identity document to the Office of the Registrar on or before 18 March 2019.
(SEE ADVERT)

President:

Still to be announced

Vice-President (Deputy President)

Still to be announced

- Voting will be by secret ballot.
- Majority rule applies, but if not obtained, successive voting, each time eliminating the candidate with lowest votes (See clause 22(2)(g))
- The quorum is 100 members (One hundred), however note section 51 (2) which states that: ***“Notwithstanding the failure to reach a quorum at an annual meeting, the meeting may proceed with the election of office bearers and other formal business, provided that no decisions can be taken on motions put to such a meeting.*** This means that the AGM can continue even without meeting the 100 quorum requirement.
- The Secretary voting takes place by secret ballot. Nominations will be made at the meeting and displayed on a big screen. The same will apply to nominees to serve on the executive.
- A maximum of two additional members may be selected to the Executive of the Convocation by secret ballot.

Executive Officials of the University are not eligible to serve on the Executive Committee of the Convocation.(See clause 50(6))

2.2.3 Selection to Council

Clause 52 highlights the procedure of selecting members to Council. In terms of clause 18(h) the President of the Convocation are automatically selected as a member of Council.

Clause 18 (h) however determines that “**one additional member**” of the Convocation must be elected by the Convocation from its executive. One need to consider clause 52(8) which regulates that: “

The convocation, at its general meeting and in line with the constitution, must elect its Executive **from which** an additional member will be elected to serve as a member of Council.

2.2.4 Compliance to Statute

All provisions have been complied with regard to nonfiction and publicising of the AGM in print and electronic media as prescribed.

3. AGENDA SETTING

Since the provisions of the statute are now clear, we can continue to the agenda. The provisional agenda of the meeting has been communicated by means of the several notices.

The communicated agenda is outlined herein below:

1. Opening and Welcome (Registrar)
2. Adoption of Minutes of previous meeting (President)
3. Report from the President
4. Elections
 - 4.1 Elections – President
 - 4.2 Elections - Vice-President
 - 4.3 Elections - Office Bearers
 - 4.3.1 Secretary
 - 4.3.2 Executive members
 - 4.4 Council Representative (from Executive)
5. Address by Incoming President
6. Date of next meeting
7. Closure

For the agenda see Annexure. The process of election will be explained later herein.

4. VOTING

As discussed above the elections will take place secret ballot in respect of all positions. viz.

- The President
- The Vice-President
- Secretary
- No more than two Executive members
- Council Representative

4.1 Explanation of Voting Process

- **Registration**

To participate in the elections delegates must have registered with the office of the Registrar on or before 18 March 2019 for vetting purposes.

- **Seating**

Convocants will be allowed to sit anywhere in the dedicated seating area.

- **Voting**

Voting will commence after the adoption of the minutes of the previous meeting. The names of the candidates will be displayed on the big screen in the hall. Convocants will be asked to vote casting a secret ballot. Voting for President and Vice-President will be concluded first. Delegated staff members will assist the Registrar in counting the votes.

The outcome will be announced directly after counting by the Registrar. Members who did not make it into any one of the two portfolios will be allowed to be nominated to contest the Secretary or Executive Portfolios.

5. SECURITY

The university will need FULL security for the event. PSD will have to ensure that an event certificate is obtained. The proposal is that the following security be present:

- Protective Services Department
- Other Private Security (if needed)

A request will be submitted to PSD for a full security plan which will be attached hereto. It is envisaged that security officers be:

- at the each entrance of BZ Hall
- at each registration desk
- below stage
- inside at emergency exits
- inside for crowd control
- outside for crowd control

No person who has not been vetted as stipulated in the advertisement will be allowed entrance to the AGM and must be removed by security.

Action: Mr Goosen

6. COMMUNICATIONS & MARKETING

The department will be responsible for the décor and branding.

The department will ensure that the hall is equipped with big screens on the side of the stage, for display purposes as well as proper sound system with microphones.

Provision will be made for catering for approximately 700 people. The printing of the programme, banners as well as welcome packs will be provided by the CMD.

Ballot boxes for each portfolio and ballot papers with university emblem. Pens for voting.

Action: R Ntheledi/G Nhleko

7. PLANNING & INFRASTRUCTURE

King Bhekuzulu Hall will be set-up by Mr Mahlinza. The Furniture and Related Assets required are:

	ACTION	MANAGER	DATE	COMMENTS
36	Chairs	Mr Mahlinza	26 March 2019	
16	Tables	Mr Mahlinza	26 March 2019	
5	Direction Boards	Mr Mahlinza	26 March 2019	
24	Divider Panels	Mr Mahlinza	26 March 2019	
1	Podium	Mr Mahlinza	26 March 2019	

Action: Mr Mahlinza

8. ICT INFRASTRUCTURE

The Furniture and Related Assets required from ICT are:

	ACTION	MANAGER	DATE	COMMENTS
7	PC'S	N Zungu	26 March 2019	
	WiFi Connectivity	N Zungu	26 March 2019	

Action: Mr N Zungu

9. HUMAN RESOURCES

The office of the Registrar will assist.

Action: Registrar

10. EVENT CHECKLIST –CONVOCATION AGM 2016

The checklist below should be used to ensure that milestones are reached and to establish accountability for each role player.

Item	Completed Y/N	Service Provider	Remarks	Responsible Person
1. Booking of Venue	Yes	Internal	Venue Management contact Mr Mahlinza or 073 247 8455 For Cleaning contact Dumile on 083 697 8637	S Mahlinza 57838 (Speed Dial)
2. Décor for Stage and Branding	No	TBC	Catering Company to also provide a front cover only for the stage	T Mthembu (Buyer)Catering Company,

				R Ntheledi 26/03/2019
3. Sound/PA System for +-500, microphones x2 for the audience and 1 for the podium	No	Tbc		T Mthembu (Buyer) and R Ntheledi
4. Catering for 500 people (Finger Lunch plus 1 soft drink per person)	No	Tbc		T Mthembu (Buyer) and R Ntheledi
5. Branded gifts(key Rings, pens and folder cover)	No(Awaiting Quotation)	Amandla Signs		R Ntheledi
6. Programme	Yes	ProcessLitho		Registrar
7. Invitations	Yes(22/8/16)		Sent to 3975 emails, Sms notifications still to be sent	R Ntheledi / G Nhleko
8. Advertising	Yes		Zululand Observer 01/02/2019 Mercury 01/02/2019	R Ntheledi / G Nhleko
9. Security	Yes	Internal	To be requested towards the day of the event	PSD
10. Accreditation/Verifications	No	Internal	To be done on 18 March 2019.	Registrar and ICT staff
11. Printing (Programme, and Rules as per the University Statute)	Yes	Internal	To be done second week of March	R Ntheledi

11. CLOSURE

The newly elected President will be asked to deliver his address to the Convocation after which the event will be closed.

Expected Time of Closure: 13h00.

CONFIDENTIAL

**UNIVERSITY OF
ZULULAND**

AGENDA

For the Annual General Meeting (AGM) of the Meeting of the CONVOCATION to be held at
King Bhekuzulu-Hall, KwaDlangezwa Campus on 27 March 2019 at 11H00

1. OPENING & WELCOME	Registrar
2. APPROVAL OF MINUTES OF PREVIOUS MEETING	President
3. ADDRESS BY OUTGOING PRESIDENT	President
4. ELECTION	Registrar
4.1 President of the Convocation	
4.2 Vice-President of the Convocation	
4.3 Secretary	
4.4 Two Executive Officials	
4.5 Council Representative	
5. ADDRESS BY NEWLY ELECTED PRESIDENT	
6. DATE OF NEXT MEETING	
7. CLOSURE	