



THE UCT ALUMNI ASSOCIATION CONSTITUTION

*As approved at the Annual General Meeting of the
UCT Alumni Association, 17 December 2014*

1. NAME

1.1. The name of the Association shall be:

THE UNIVERSITY OF CAPE TOWN ALUMNI ASSOCIATION

2. OBJECTS

The objects of the Association shall be, through the branches of the association:

2.1. To promote among its members support for the University of Cape Town (UCT), and to maintain close ties with the University;

2.2. To act as a conduit for the views of its members to UCT, and from UCT to its members;

2.3. To assist in and promote fundraising activities by or for UCT;

2.4. To achieve the aforesaid objectives by communication with its members through the medium of newsletters, similar publications and the UCT website; by facilitating and assisting with reunions of its members; by the arranging of social / educational functions and activities for its members; by promoting internet access by alumni to the UCT website; or in any other manner that may be considered appropriate.

3. MEMBERSHIP AND HONORARY VICE PRESIDENTS

3.1. The members of the Association shall comprise;

3.1.1. the members of Convocation of UCT, as defined in law, and

3.1.2. any former students, other than members of Convocation, who shall have completed at least one year of study at UCT.

4. MANAGEMENT

4.1. The affairs of the Association shall be managed by the **Alumni Advisory Board** ("The Board") which shall consist of:

4.1.1. The President of Convocation of UCT, ex officio;

4.1.2. The Vice Chancellor of UCT or his/her nominee, ex officio;

4.1.3. The six (6) members of the Council of UCT elected by Convocation.

4.1.4 Seven (7) additional members to be elected at an AGM for a two-year term of Office, the number of members to be elected at each AGM being the number of vacancies at that time, provided that;

4.1.4.1 an elected member's membership shall terminate should he or she absent himself or herself from any two consecutive meetings of the Board without having tendered an apology; provided also that an elected member's membership shall terminate if he or she fails to attend a meeting in any year; and

4.1.4.2 a person shall not be eligible for election after having served for three consecutive terms, but may after an interval of two years be elected to serve up to three further terms only and not thereafter; and

4.1.4.3 additional members to be co-opted by the Board to fill any vacancy that may arise between AGMs, the term of office of a co-opted member to be until the next AGM (at which the AGM shall elect a member to fill the vacancy).

4.1.5 The person presiding at the AGM shall remind the AGM to have regard to the historic under-representation of women, in particular black women and black people in general on university committees”

5. ALUMNI ADVISORY BOARD: MEETINGS AND POWERS

5.1. The Board has the power to co-opt additional members as it deems fit.

5.2. The Board shall, at its first meeting following the Annual General Meeting of the Association, choose from among its members, a Chairperson and Vice-Chairperson who shall act as such until the next Annual General Meeting. The Chairperson may, or may not, be the President of Convocation, as the Board decides.

5.3. The Board shall meet at least twice per year.

5.4. Seven (7) members shall form a quorum at each meeting.

5.5. The meetings of the Board shall be presided over by the Chairperson, or in his/her absence, the Vice-Chairperson, or failing both of them, one of its members, elected from those present, for that meeting.

- 5.6. The convener or Chairperson of each branch of the Association or his/her duly appointed delegate may attend any meeting of the Board.
- 5.7. Minutes of all Board meetings shall be kept.
- 5.8. The Association and The Board shall at all times receive the assistance of the UCT Development and Alumni Department and the alumni/ae officer, who shall act as secretary to the Board and be responsible for keeping minutes of its meetings.
- 5.9. The Board shall control all funds allocated to it by UCT or from any other source.
- 5.10. The Board may, in its sole discretion, out of any funds under its control, financially assist any branch requiring such assistance.
- 5.11. The Association shall not be liable for any debts or liabilities incurred by any branch.
- 5.12. The Board shall receive and consider all reports from branches.
- 5.13. The Board may suspend or dissolve any branch should it be in breach of any of the terms of this Constitution, after having in writing required the said branch to remedy such breach within twenty-one (21) days and such branch having failed, without good cause, to do so.

6. THE ROLE OF THE ALUMNI ADVISORY BOARD

- 6.1. The Board shall function as an advisory body to the University and to the Vice-Chancellor of the day, via the Alumni Office, or directly. The Board will aim to ensure that the UCT Development and Alumni Department and UCT alumni/ae work together to build a dynamic and robust alumni programme, one that will translate into a vibrant and supportive UCT alumni community.
- 6.2. The Board, shall have three roles, namely:
 - 6.2.1. To serve as the “conscience” and the “voice” of the UCT alumni community by expressing concerns both about actions taken (or not taken) by the University, as well as about circumstances and opportunities in the wider society that might impact upon the University;
 - 6.2.2. To establish and oversee the branches and chapters of the Association around the world; and
 - 6.2.3. To advise the Development and Alumni Department on relevant alumni events and alumni communications.

7. EXECUTIVE COMMITTEE

- 7.1. To conduct day-to-day running of the affairs of the Association between meetings of the Board there shall be an Executive Committee consisting of the Chairperson; Vice-Chairperson of the Association; one of the six members of the Council of UCT elected by Convocation, nominated by their number; and one of the seven elected members of the Board, nominated by their number. The alumni/ae officer shall act as secretary to the Executive Committee.
- 7.2. The Executive Committee shall meet whenever deemed necessary by the Chairperson.
- 7.3. Any decisions of the Executive Committee shall be placed before, and be subject to confirmation by, the Board at its next meeting.

8. ANNUAL GENERAL MEETING

- 8.1. There shall be an Annual General Meeting of the Association held annually. It shall, whenever possible, be held on the same day as the Annual General Meeting of Convocation.
- 8.2. The agenda of the Annual General Meeting shall include:
 - 8.2.1. A report by the Chairperson of the Association;
 - 8.2.2. Election of seven (7) elected members of The Board;
 - 8.2.3. Consideration of the motions submitted to the Annual General Meeting;
 - 8.2.4. Any other competent business for the Annual General Meeting.
- 8.3. Notice of the Annual General Meeting shall be given by the alumni/ae officer to all branches of the Association, and by notice on the UCT website, and by email to alumni/ae, not less than a month before the date of the Annual General Meeting.
- 8.4. Notice of any motion for consideration at the Annual General Meeting shall be given in writing to the alumni/ae officer not less than twenty one (21) days before the date of the Annual General Meeting. The alumni/ae officer shall forthwith cause notice of the motion to be placed on the UCT website.
- 8.5. A quorum at the Annual General Meeting shall be twenty (20) members.
- 8.6. The Annual General Meeting shall be presided over by the Chairperson or in his or her absence, the Vice-Chairperson or failing both of them a member of the Association elected by those present at the meeting.
- 8.7. Only members of the Association shall be entitled to vote at an Annual General Meeting.

9. SPECIAL GENERAL MEETING OF THE ASSOCIATION

9.1. A Special General Meeting shall be called on the requisition thereof by not less than twenty (20) members, or at the instance of the Board for the purpose of considering any motion of which notice has been given to the alumni/ae officer. Such notice shall accompany the requisition for the meeting. The provisions of clauses 8.1 to 8.7 above shall apply, with the necessary changes in context, to all Special General Meetings.

10. BRANCHES

- 10.1. A branch of the Association may be established:
- 10.1.1. in any town in the Republic of South Africa, or in any town or country outside of the Republic of South Africa where there are at least twenty (20) members;
 - 10.1.2. by, or on application by such members to, the Board which shall, in consultation with the alumni/ae officer, appoint a Convener of such branch who shall act as such until the election of Chairperson of that branch.
- 10.2. The functions of a branch shall be to promote the objects of the Association by arranging reunions of, and social / educational functions and activities for, its members, either alone or in conjunction with other branches. All branches shall be assisted in carrying out their functions by the Development and Alumni Department and the alumni/ae officer.
- 10.3. The affairs of the branch shall be managed by a branch committee consisting of a Chairperson, a Secretary, a Treasurer, and two additional members who shall all be elected at the first meeting of the branch in each calendar year, and who will continue to act as such until the next such meeting. Any member of the branch committee shall not be eligible for re-election after having served as such for five (5) consecutive years, unless specially requested by the majority of members of the branch to stand for re-election, save that no member shall serve for more than two consecutive terms of five years each.

- 10.4. The branch committee shall call at least two meetings of members of the branch in each calendar year; meetings may be combined with any reunion or social / educational function the committee may arrange.
- 10.5. The branch committee shall:
- 10.5.1. Keep minutes of all its meetings and of meetings of members;
 - 10.5.2. Be empowered to collect subscriptions from members of the branch, the amount of which shall be determined by branch committee;
 - 10.5.3. Be empowered to open and operate a bank or savings account in respect of which at least two members of the branch committee shall have signing powers;
 - 10.5.4. Keep records of all financial transactions;
 - 10.5.5. Report annually to the Chairperson of the Board of the Association on its activities during the past year, which report shall include a full audited financial statement. Such report shall be furnished to the Chairperson not less than twenty-one (21) days before the date fixed for the Annual General Meeting of the Association;
 - 10.5.6. Be empowered, having regard to the special requirements or circumstances of the branch, to frame and promulgate rules for its members for the efficient running of the branch. The annual report of the branch shall include a copy of such rules as amended;
 - 10.5.7. Report to the Chairperson of the Association the views of the branch members, whenever requested by them to do so, on all matters pertaining to the affairs or activities of UCT, and act as the channel of communication between its members and UCT and vice versa.
- 10.6. Each branch shall be constituted as a Voluntary Association in terms of a constitution to be approved by the Board of the Association, which shall make provision for such branch to have separate legal personality from its members, and to be responsible for its own debts and liabilities apart from either its members, or the Association itself.
- 10.7. Any branch may be suspended or dissolved by the Board of the Association as set out in clause 4.11 above, or be dissolved by a two-thirds majority of members of that branch at Special Meeting convened for that purpose.
- 10.8. Should a branch be dissolved the balances of the funds held by it shall be paid to UCT for such use as the branch may decide or failing such decision, to the Association.

11. AMENDMENT OF CONSTITUTION

11.1. This Constitution shall be amended only by a two-thirds majority of those members present and entitled to vote at an Annual or Special General Meeting of the Association, provided that notice has been given of the proposed amendment as required by clause 8.4 above.

12. DISSOLUTION OF ASSOCIATION

12.1. The Association may only be dissolved by a decision of the Association in a Special General Meeting called for the purpose, in the form of a motion as required by clause 9 above;

12.1.1. adopted by a two-thirds majority; and

12.1.2. supported by at least fifty (50) members of the Association present and voting at the meeting.