



**STATUTES OF
THE COPPERBELT UNIVERSITY**

2024

STATUTE VIII

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THE CONVOCATION

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STATUTE VIII
THE CONVOCATION

1. The Convocation of the University

There shall be a Convocation of the University whose function shall be to advise University Management on developmental matters related to academic or general administration of the University and to encourage co-operation among its members, especially in regard to resource mobilization and development projects for the benefit of the University, and the Convocation shall consist of: -

- (1) the Vice-Chancellor, the Deputy Vice-Chancellor responsible for academic affairs, the Deputy Vice-Chancellor responsible for research and innovation and the full-time academic staff of the University;
- (2) former full-time academic staff of the University who have left the service of the University on account of their having reached retirement age or upon the expiration of their contracts of service; and
- (3) all persons who graduated or obtained a qualification accredited by the Senate who are the University alumni.

2. Members' list of the Convocation

- (1) The Registrar shall keep and periodically update the members' list of the Convocation which shall include the member's name and address along with any changes in this information.

- (2) The members' list shall be conclusive of membership of the Convocation and the members' right to a vote.
- (3) The Registrar shall remove a member's name from the members' list as soon as practicable upon notice of the resignation of the member.
- (4) If a person who has previously resigned as a member of the Convocation wishes to be re-admitted as a member, the person shall apply in writing to the Registrar, who shall refer the matter to the Executive Committee of the Convocation for a decision.

3. Election, term of office and functions of the Executive Committee of the Convocation

- (1) The Executive Committee of the Convocation shall consist of the President, Vice-President, Secretary and two other members of the Convocation elected by the Convocation from their ranks, and shall hold office for a period of three years or until the next meeting of the Convocation if before the end of the period no meeting of the Convocation has been held, provided that the term of members may be amended to ensure continuity of membership.
- (2) In the case of the death or resignation of the President, a successor shall be elected at the next ordinary meeting of the Convocation.
- (3) In the case of the death or resignation of the President, the Vice-President shall serve as President until a successor is elected in terms of subparagraph (2).
- (4) The function of the Executive Committee of the Convocation shall be to handle all matters that arise between annual meetings.

4. Chairperson at Meetings

The President, or in the President's absence, the Vice-President, shall serve as Chairperson at all meetings of the Convocation, and in the event of both being absent, the members present shall elect from their ranks a chairperson for the specific meeting.

5. Meetings

- (1) The President shall call an annual meeting of the Convocation at Kitwe.
- (2) An extraordinary meeting of the Convocation shall be called by the President, or if the President fails to do so, by the Vice President, upon the signed, written request of at least one hundred members stating in the form of specific motions the proposed matters for consideration.
- (3) The Executive Committee of the Convocation may on occasion convene a meeting at a location other than Kitwe.

6. Notice of the Meeting

Notice of a meeting of the Convocation, including notice of the matters to be discussed, must be sent at least twenty-one days before the date of the meeting to members of the Convocation and must also be published in such media considered appropriate by the President of the Convocation, or the Vice-President.

7. Quorum and Procedure

Paragraph 4 of Statute II, with the exception of subparagraph (3) thereof, shall apply, with the changes required by the context, to meetings of the Convocation, provided that: -

- (a) fifty members shall constitute a quorum for meetings;
- (b) the first act of an annual meeting shall be the approval of the minutes of the preceding meeting and the confirmation thereof by signature of the Chairperson;
- (c) the Executive Committee of the Convocation may allow any matter to be discussed at a meeting if at least seventy-two hours before a meeting a written notice signed by at least ten members of the Convocation has been given to the Secretary; and
- (d) any motion arising from the discussion shall be submitted in writing to the President of the Convocation during the meeting for a decision on whether the motion will be tabled or not.

8. Amendment of this Statute

This Statute shall be subject to amendment as deemed necessary by the Council pursuant to Section 29 of the Act.