

**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 four (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 one hundred (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 (2) months of receipt of such request.
- (6) The secretary must give due notice of extraordinary meetings of the Convocation to each member at least fourteen (14) days before the day determined for such a