

**TANDABUI
INSTITUTE**
ALUMNI ASSOCIATION

ALUMNI CONSTITUTION

Revised Edition 2024

DECEMBER 2024

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This is the first edition of Tandabui Institute alumni association (TIAA) which serve as unit for past students and graduates of tandabui institute.



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Preamble

We, the graduates of the Tandabui Institute of Health, in recognition of the enduring bond formed during our time at the institution, establish this Constitution to provide a framework for collaboration, support, and mutual development among alumni. This Association shall strive to promote excellence, professional networking, and a commitment to societal betterment while upholding the values and reputation of TIHEST.

Article I:

Name and Establishment

1. Name

The organization shall be known as the TIHEST Alumni Association, hereinafter referred to as "**the Association.**"

2. Establishment

The Association was formally established on **23 December 2023** as a representative body to connect, unite, and empower all graduates of the Tandabui Institute of Health (TIHEST), fostering a lifelong bond among alumni and with the institution.

3. Office Location

The official office of the Association shall be located within the premises of TIHEST or at an alternative location determined by the Executive Committee to best serve the operational needs of the Association.

Article II: Objective and Functions.

1. Objectives:

- a. Foster enduring relationships among alumni.
- b. Provide professional, academic, and personal support.
- c. Enable alumni to contribute to TIHESST's growth and development.
- d. Promote community outreach and social impact initiatives.
- e. Recognize alumni for excellence and contributions to society.

2. Functions:

- a. Organize alumni reunions and events.
- b. Offer mentorship programs for students.
- c. Maintain an alumni database for networking.
- d. Mobilize resources to support the Association and institutional goals.

Article III: Membership

1. Eligibility:

a. Full Membership:

Open to all individuals who have successfully graduated from TIHESST, regardless of their program of study or graduation year. Full members form the core of the Association and are entitled to all rights and privileges.

b. Associate Membership:

Available to individuals who attended TIHESST but did not complete their studies. Associate members are encouraged to participate in activities and initiatives that promote the Association's goals.

c. Honorary Membership:

Honorary membership is conferred by the Executive Committee upon individuals who have demonstrated exceptional support or contributions to TIHESST or the Alumni Association. This includes, but is not limited to, distinguished faculty, benefactors, or supporters.

2. Membership Fees:

a. Fee Structure:

The fee structure for membership shall be determined annually by the Executive Committee and presented for approval during the Annual General Meeting (AGM). This ensures transparency and alignment with the Association's financial needs.

b. Payment Requirements:

All members must pay their dues annually to maintain active membership. Failure to remit fees within the stipulated period may result in suspension of membership rights until fees are fully paid.

Article III: Membership

3. Rights of Members:

a. Full Members:

Full members hold the right to:

- Vote in all elections and decision-making processes of the Association.
- Run for or hold any office within the Association.
- Actively participate in events, programs, and activities organized by the Association.
-

b. Associate and Honorary Members:

- Associate and honorary members may attend meetings, social events, and programs.
- They are encouraged to contribute to discussions but are not eligible to vote or hold office.

Article IV: Governance

1. Structure:

The governance of the TIHEST Alumni Association shall be vested in the following bodies, each serving distinct but complementary roles to ensure the smooth functioning of the Association:

a. The General Assembly:

- The General Assembly is composed of all registered members of the Association.
- It serves as the supreme decision-making body, responsible for approving major decisions, policies, and amendments to the Constitution.
- The Assembly meets annually during the Annual General Meeting (AGM) and may convene extraordinary meetings as needed.

b. The Executive Committee:

- The Executive Committee is entrusted with the day-to-day management of the Association.
- It implements the policies, decisions, and strategies approved by the General Assembly.
- The Committee ensures that the Association's objectives and functions are executed effectively and in line with the Constitution.

2. Composition of the Executive Committee:

The Executive Committee shall consist of the following key positions, with each role playing a vital part in the governance and operations of the Association:

a. Chairperson:

- Serves as the overall leader and representative of the Association.
- Presides over all meetings, including the General Assembly and Executive Committee sessions.
- Provides strategic direction and oversees the implementation of the Association's goals and activities.

Article IV: Governance

b. Vice Chairperson:

- Assists the Chairperson in their duties and assumes leadership in the Chairperson's absence.
- Coordinates special initiatives and ensures smooth collaboration among committee members.

c. Secretary:

- Maintains records of all meetings, resolutions, and correspondence.
- Handles administrative duties and ensures proper documentation of the Association's activities.

d. Treasurer:

- Manages the finances of the Association, including budgeting, accounting, and financial reporting.
- Ensures transparency and accountability in all financial matters.

e. Public Relations Officer (PRO):

- Manages communication and engagement with members, partners, and the public.
- Promotes the Association's initiatives and maintains its positive image.

f. Event Coordinator:

- Organizes and oversees events, including reunions, awards, and community outreach programs.
- Ensures proper planning, execution, and evaluation of all events.

g. Other Positions:

- Additional roles may be created by the General Assembly to address emerging needs or initiatives (e.g., Membership Coordinator, IT Officer).

3. Term of Office:

Article IV: Governance

a. Duration of Service:

- Members of the Executive Committee shall serve a term of two (2) years.
- After completing the initial term, an Executive Committee member may seek re-election for one additional term, making a maximum of four (4) years in office.

b. Election and Transition:

- Elections for the Executive Committee shall be held during the Annual General Meeting, with all eligible members of the General Assembly entitled to vote.
- A proper handover process shall be conducted to ensure continuity and the smooth transition of responsibilities.

c. Vacancy and Replacement:

- If a position becomes vacant during the term, the Executive Committee may appoint an interim member to serve until the next General Assembly election.

Article V: Meetings

Annual General Meeting (AGM):

a. Frequency: The AGM shall be held once every calendar year to allow for an annual review of the Association's progress, financial standing, and to engage in crucial decision-making. This is an opportunity for members to come together, exchange ideas, and shape the direction of the Alumni Association.

b. Agenda: The AGM's agenda shall include:

- A report from the Chairperson on the activities and accomplishments of the Association during the year.
- Presentation of financial statements, including income, expenses, and future financial planning.
- Election of new Executive Committee members (if applicable) as per the election cycle.
- Discussion of future initiatives, including social impact projects, networking events, and potential collaborations with TIHEST.
- Open floor for alumni to raise issues, make suggestions, or vote on key decisions.

Special Meetings:

a. Convening Special Meetings: Special meetings may be called by:

- The Chairperson at any time when urgent or critical decisions must be made that cannot wait until the AGM.
 - A written request from at least 25% of active members, ensuring that significant interest from the membership base can call for additional meetings when necessary.
- b. Purpose:** Special meetings may be convened to address specific issues, such as policy changes, financial concerns, or any other urgent matter that requires member input outside the regular AGM cycle.

Article V: Meetings

Quorum:

- **a. Quorum Requirements:**
 - For an AGM or Special meeting to proceed, one-third of registered members must be present to ensure that the decisions made reflect the broader will of the membership.
 - A quorum for any Executive Committee meeting shall consist of at least 50% of the members of the Executive Committee, ensuring that decisions are made by a majority of the leadership.

- **b. Decision-Making:**
 - Decisions shall be made by simple majority vote unless otherwise specified in the constitution or by-laws. This means that the majority of those present at the meeting shall decide the outcome.
 - In case of a tie, the Chairperson will have the casting vote to break the deadlock.

Article VI: Finances

Funding Sources:

a. Membership Fees:

The Association shall collect annual membership fees from its members to support its activities, programs, and operational costs. The fee structure shall be determined by the Executive Committee and approved at the AGM.

b. Donations and Sponsorships:

The Association may seek financial support from external sources, including donations from alumni, businesses, or sponsors who align with the Association's mission and values.

c. Fundraising Activities:

The Association shall organize fundraising events and initiatives to generate additional revenue for specific projects, scholarships, or other philanthropic efforts.

- 1. Bank Account:**
 - a. Account Management:** The Association shall maintain a dedicated bank account for managing funds, with the Treasurer and Chairperson designated as signatories. This ensures transparency and proper oversight of financial transactions.
- 2. Financial Oversight:**
 - a. Annual Financial Reports:** The Treasurer shall present an annual financial report at the AGM, outlining all income, expenses, and the current financial status of the Association.
- 3. Independent Audit:** To ensure transparency and accountability, the Association's financial records shall undergo an independent audit. The audit results will be shared with members to build trust and confidence in the Association's financial management.

Article VII: Programs and Initiatives

Recognition Programs:

a. Principal Award of Merit:

This prestigious award recognizes alumni who have demonstrated exceptional career achievements and have made significant contributions to society. The award highlights the alumni's outstanding leadership, innovation, and commitment to improving their communities and professions. The award serves as a source of inspiration to both alumni and current students and encourages continuous striving for excellence.

b. Social Impact Award:

This award is given to alumni who have made notable and impactful contributions to community development. It celebrates individuals who have worked towards solving societal issues, promoting social justice, or improving the well-being of underserved communities. This initiative highlights the value of social responsibility and the positive change alumni can bring to society.

c. Addition Awards:

As deemed necessary by the Executive Committee, the ADDITION Awards may be introduced to recognize alumni in other key areas. These could include awards for innovation, leadership, or unique contributions that align with the core values of the Alumni Association. The ADDITION Awards serve to acknowledge the diverse achievements of alumni in various fields, ensuring that all forms of excellence are celebrated within the Association.

Mentorship Program:

a. Alumni and Student Pairing:

The Alumni Mentorship Program aims to connect experienced alumni with current students to provide professional advice, guidance, and emotional support. Alumni mentors will assist students in navigating their academic and career choices, offer industry insights, and provide practical tips for personal and professional growth. This program fosters a sense of community between alumni and students and builds a culture of continuous learning and development.

Article VII: Programs and Initiatives

b. Mentor Matching:

To ensure meaningful relationships, mentors will be paired with mentees based on common interests, career goals, and professional backgrounds. The Executive Committee will facilitate the pairing process and encourage regular check-ins between mentors and mentees.

Community Outreach:

a. Alumni-Led Initiatives:

The Alumni Association will support and initiate various community outreach programs aimed at addressing pressing societal issues. These initiatives may include health awareness campaigns, educational programs, environmental sustainability efforts, and fundraising for local causes. Alumni can collaborate on projects that align with the Association's core values, focusing on giving back to society and improving the lives of others.

b. Collaborative Projects:

The Association will partner with other organizations, government entities, or NGOs to amplify the impact of alumni-led outreach programs. Alumni are encouraged to take an active role in driving positive change through their expertise, resources, and networks.

c. Volunteering Opportunities:

The Association will facilitate opportunities for alumni to volunteer their time, skills, and resources to support these outreach initiatives. By actively engaging alumni in these programs, the Association aims to strengthen its bond with both the alumni community and society.

Article VIII: Communication

Official Email:

a. Creation and Management:

The IT Department of TIHESST shall be responsible for the creation and management of the official email address for the TIHESST Alumni Association. This email address will be alumni@tihest.org and will serve as the primary channel of communication between the Association, its members, and the institution. The email address will be used for sending out official notices, event invitations, updates, and correspondence relevant to the alumni community.

b. Email Usage:

All official communications from the Association, including newsletters, meeting minutes, announcements, and important notifications, shall be sent to alumni members through this email address. Members are encouraged to check their inbox regularly to stay informed about the activities and opportunities within the Alumni Association.

c. Responsibility and Access:

The Chairperson, Secretary, and Public Relations Officer shall have access to the official alumni email account to manage inquiries, respond to alumni, and send communications. The Executive Committee will ensure that the use of this email account remains professional and in line with the values of the Association.

Website:

a. Maintenance and Updates:

The IT Department of TIHESST shall maintain an official website dedicated to providing updates, information on events, alumni success stories, and resources for members. The website will serve as a platform where alumni can access important news about the Association's activities, recognition programs, and opportunities for involvement.

Article VIII: Communication

b. Content and Features:

The website will include the following features:

- A News and Events Section to share upcoming alumni gatherings, seminars, and other special initiatives.
- An Alumni Directory (accessible to members only) to help alumni connect, network, and collaborate with one another.
- A Resource Center for alumni to access useful tools, such as career development materials, volunteer opportunities, and mentorship resources.
- Recognition Pages to showcase the achievements of outstanding alumni and celebrate their contributions to society.

c. Security and Accessibility:

The website will be designed to be user-friendly and secure, ensuring that alumni can easily navigate through its various sections. It will be made accessible on both desktop and mobile devices. Additionally, the website will adhere to privacy standards to ensure that the personal information of alumni is protected.

d. Communication Hub:

The website will also include a dedicated communication section where alumni can share updates, provide feedback, and engage with one another. It will feature a contact form to allow members to reach out to the Executive Committee for specific inquiries or suggestions.

e. Integration with Email:

The website will be integrated with the official email address, allowing for easy sharing of important news and event updates through both channels. Alumni will be encouraged to sign up for newsletters and notifications directly through the website.

Article IX: Amendments

Amendment Procedure:

a. Proposal of Amendments:

Any member of the Alumni Association, or the Executive Committee, may propose amendments to the Constitution. Proposed amendments must be submitted in writing, clearly outlining the changes or additions to be made. This ensures transparency and gives all members the opportunity to review and consider the proposed changes before the vote.

b. Submission Deadline:

To ensure that there is sufficient time for all members to review and discuss the proposed amendments, all amendments must be submitted in writing at least 30 days prior to the Annual General Meeting (AGM) at which they will be discussed and voted upon. This 30-day period allows the Executive Committee to distribute the proposed amendments to all registered members of the Association well in advance, giving them time to raise any questions, concerns, or objections.

Approval Process:

a. Two-Thirds Majority Vote:

In order for an amendment to be adopted, it must receive approval from a two-thirds majority of the members present at the AGM. This high threshold ensures that the proposed amendment has significant support from the majority of members before it becomes part of the Constitution, reflecting a broad consensus within the alumni community.

b. Voting Procedure:

At the AGM, the proposed amendments will be discussed, and a vote will be held. Each full member in attendance has one vote. The vote will be conducted by a show of hands or through a secret ballot, depending on the nature of the proposed amendment or the preferences of the members present. Once the votes are counted, the amendment will be considered passed if it meets the two-thirds majority threshold.

Article IX: Amendments

c. Record Keeping:

Once an amendment is approved, the amended Constitution will be updated and distributed to all members. The Executive Committee shall maintain an up-to-date record of the Constitution, ensuring that the version in circulation reflects the most current amendments. The approved amendments will be published on the official website and communicated via email to all alumni members for transparency.

Exceptions:

a. Emergency Amendments:

In case of urgent matters that cannot wait for the next AGM, an amendment may be proposed and passed through a special meeting called by the Executive Committee, following the same process but requiring a majority of the active membership to be in attendance. However, this option should only be used for critical changes that affect the immediate functioning or direction of the Association, not for regular changes.

Interpretation of Amendments:

a. Clarification:

If any ambiguities or disagreements arise regarding the interpretation of an amendment, the Executive Committee shall provide clarification based on the intent and purpose of the amendment. If necessary, further amendments may be proposed to resolve such issues.

Article X: Dissolution

Dissolution Procedure:

a. Unanimous Decision by the General Assembly:

The Association may be dissolved if the General Assembly, the highest decision-making body of the Alumni Association, reaches a unanimous decision to do so. A unanimous vote is required to ensure that all members of the Association are in agreement regarding the dissolution. This decision can only be made after a thorough discussion, considering the reasons for dissolution and ensuring that it is in the best interest of the alumni community.

b. Special Meeting for Dissolution:

A special meeting must be convened for the purpose of discussing the dissolution of the Association. The proposal for dissolution must be submitted in writing at least 30 days in advance of the meeting. During the meeting, a detailed discussion will take place about the implications of dissolution, including the transfer of assets, outstanding obligations, and the future of the alumni community.

c. Voting on Dissolution:

The dissolution shall be voted on during the special meeting. For the dissolution to be approved, all voting members present must agree. This ensures that the decision is one made with full consensus, reflecting the unified decision of the membership body.

Approval of Dissolution:

a. Board of Directors and Trustees Approval:

Even after the General Assembly votes for dissolution, the Association shall remain in existence until it has received formal approval from the Board of Directors and Trustees of Tandabui Institute of Health Science and Technology (TIHEST). The Board will review the proposal, assess the implications for both the alumni community and the institution, and ensure that the dissolution aligns with TIHEST's long-term vision and goals.

Article X: Dissolution

b. Final Decision:

The final decision to dissolve the Association will only be made once the Board of Directors and Trustees have reviewed the proposal, considered the potential impact on TIHEST, and given their approval. This additional step ensures that the dissolution is in the best interest of both the alumni and the institution, and that all stakeholders are fully consulted before any action is taken.

Disposition of Assets:

a. Transfer to TIHEST for Educational Development:

In the event of dissolution, any remaining assets of the Association, including financial resources, property, or any other assets, shall be transferred to the Tandabui Institute of Health (TIHEST). These assets will be designated for the educational development of the institution, supporting its mission to enhance academic and professional training in the health sector. This transfer reflects the continuing commitment of the alumni to support TIHEST, even after the dissolution of the Alumni Association.

b. Clear Documentation:

A full record of the Association's assets and their transfer will be maintained by the Executive Committee. This ensures transparency in the dissolution process and provides clarity on how the assets were allocated to TIHEST. Any remaining liabilities or debts shall also be settled before the dissolution is final.

c. Purpose of Asset Transfer:

The transferred assets shall be used solely for educational purposes at TIHEST, such as funding scholarships, supporting research, enhancing infrastructure, or promoting academic programs. The funds will not be diverted to any other non-educational activities or initiatives, ensuring that the alumni's contributions continue to benefit the institution and future students.

Article X: Dissolution

Post-Dissolution Communication:

a. Final Communication to Members:

Once the decision to dissolve the Association is made and the assets have been transferred, the Executive Committee shall formally notify all alumni members of the dissolution and the final status of the Association. This communication will provide a summary of the dissolution process, the rationale behind it, and details regarding the future direction of the alumni community, including any initiatives that may continue under a new structure or partnership with TIHEST.

Future of Alumni Community:

a. Alternative Structures:

If the Association is dissolved but alumni wish to remain active, they may form a new alumni network or structure in collaboration with TIHEST, either within or outside the framework of the institution. In such cases, TIHEST may facilitate the creation of new alumni initiatives or programs that continue the work and spirit of the dissolved Alumni Association.

Article XI: Miscellaneous Issues

Conflict Resolution:

a. Disputes among Members:

In the event of any dispute or disagreement among members, the Executive Committee shall mediate and attempt to resolve the issue amicably. If necessary, an independent third-party mediator may be appointed to facilitate the resolution.

b. Disciplinary Action:

Any member found violating the Constitution or acting against the principles of the Association may face disciplinary action, including suspension or expulsion. Such action shall be determined by the Executive Committee based on the severity of the violation.

Amendment of Rules and Regulations:

a. Creation of Additional Rules:

The Executive Committee may, from time to time, create additional rules and regulations to govern the day-to-day operations of the Association, provided these rules do not contradict the Constitution.

b. Approval of Rules:

All newly created rules and regulations must be approved by the General Assembly during the next AGM, ensuring that the members have a say in any additional amendments to the functioning of the Association.

Indemnity:

a. Protection of Executive Committee Members:

The members of the Executive Committee, when acting in good faith and within the scope of their duties, shall be indemnified by the Association against any personal liability or financial loss arising from their actions in the course of their duties.

Article XI: Miscellaneous Issues

Non-Discrimination:

a. Equal Opportunity:

The Association shall ensure that no member or prospective member is discriminated against based on race, gender, nationality, religion, sexual orientation, disability, or any other characteristic. The Association is committed to fostering an inclusive environment for all alumni.

Code of Conduct:

a. Ethical Conduct:

All members of the Association shall adhere to high ethical standards and integrity. They are expected to respect the values of the institution and the professional, academic, and social objectives of the Alumni Association.

b. Expectations for Professionalism:

Members should maintain a sense of professionalism in all interactions, both within and outside the Association, as their actions reflect the values of TIHEST.

Use of TIHEST Logo:

a. Official Use:

The TIHEST logo, or any variations thereof, shall only be used with prior written consent from the Board of Directors and Trustees of TIHEST. Unauthorized use of the logo is prohibited.

b. Branding Guidelines:

The Executive Committee shall establish official branding guidelines to ensure that the TIHEST logo is used appropriately and consistently in all materials produced by the Association.

Article XI: Miscellaneous Issues

Liability:

a. Limitation of Liability:

The Association shall not be held liable for any personal injury, financial loss, or damage to property incurred by any member during the course of Association activities, except where caused by gross negligence or intentional misconduct by the Association or its members.

Record Keeping:

a. Documentation:

The Executive Committee shall maintain accurate and up-to-date records of all Association activities, financial transactions, and correspondence. These records shall be available for inspection by any member of the Association upon request.

b. Archival Preservation:

Important documents, such as meeting minutes, financial statements, and historical records, will be archived and preserved for future reference.

Dissolution of Sub-Committees:

a. Authority to Dissolve Committees:

The Executive Committee holds the authority to dissolve any sub-committee or working group formed within the Association, as deemed necessary. This shall be done with the approval of the General Assembly.

b. Transfer of Responsibilities:

Upon dissolution of a sub-committee, all ongoing projects, financial obligations, and responsibilities must be transferred to the Executive Committee for further management.

Article XI:

Miscellaneous Issues

Funding of Miscellaneous Activities:

a. Emergency Fund:

The Association may establish an emergency fund to be used for unforeseen expenses related to the operations or activities of the Association.

b. Special Projects:

The Executive Committee may initiate special projects as needed, and funds for these projects will be raised through donations, sponsorships, or dedicated fundraising campaigns.

Special Initiatives and Events:

a. Executive Committee Authority:

The Executive Committee may propose and organize special initiatives and events outside the annual activities, subject to approval from the General Assembly, if required. These initiatives may be aligned with the Association's mission and objectives.

Notice of Meetings:

a. Notification to Members:

Notice of any meetings shall be sent to all members at least two weeks prior to the scheduled date of the meeting. Notices may be sent by email, website updates, or other means as deemed appropriate by the Executive Committee.

Endorsement of External Partnerships:

a. Partnership Agreements:

Any partnership or sponsorship agreements between the Alumni Association and external organizations must be approved by the Executive Committee. The agreements should reflect the values of the Association and enhance its mission and objectives.

Article XI: Miscellaneous Issues

Intellectual Property:

a. Ownership of Creative Works:

Any creative works or intellectual property developed as part of the Association's activities shall remain the property of the Association. Members may be granted rights to use such intellectual property for personal, non-commercial purposes only, subject to prior approval.

For inquiries,
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