

# **NATIONAL INSTITUTE OF TRANSPORT**



## **CONSTITUTION OF NIT ALUMNI**

***Draft***

**2016**

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# **CONSTITUTION OF THE CONVOCATION OF THE NATIONAL INSTITUTE OF TRANSPORT**

## **ARTICLE I: NAME**

- 1.1** The Convocation of National Institute of Transport (NIT) (hereinafter referred to as Convocation) is an entity of the National Institute of Transport established in 2015.

## **ARTICLE II: HEAD OFFICE**

- 2.1** The head office of the Convocation shall be situated at the National Institute of Transport. The address shall be P.O. BOX 705, UBUNGO, DAR ES SALAAM, TANZANIA.

## **ARTICLE III: VISION AND MISSION**

### **Vision:**

- 3.1** Serve as an association of professional and ethical excellence in public and private domains for the development of the National Institute of Transport and beyond.

### **Mission:**

- 3.2** Mobilize NIT Alumni and well-wishers to support the Institute and participate in the enhancement and improvement of intellectual and material well-being of Institute community, including fostering unity, ethical and professional relations among members of the Convocation and between the Convocation and National Institute of Transport.

## **ARTICLE IV: AIMS AND OBJECTIVES**

- 4.1** Contribute to the welfare, prestige and excellence of the National Institute of Transport.
- 4.2** Represent the interests, and promote, protect, exercise and maintain the rights and responsibility, of *its alma mater*.
- 4.3** Take interest in matters pertaining to the governance, administration and academic functions of the Institute and make recommendations thereon.
- 4.4** Foster a spirit of "*Alma Mater*" and maintain a good image of the Institute as a whole, and promote community and business interests and respect for the Institute.
- 4.5** Encourage and promote a spirit of collegiality and unity among members of Convocation within and outside the Institute.

- 4.6 Create in the alumni, a sense of responsibility, obligation and accountability towards the community and especially towards the Institute.
- 4.7 Liase and consult with all other Higher Learning Institutions on matters of common interest and foster unity.
- 4.8 Encourage and support financial contributions from Alumni and well-wishers to the Institute.
- 4.9 Award prizes to distinguished Alumni who have made significant achievements and/or contribution to their profession, community or Institute.
- 4.11 Award scholarships to potential beneficiaries.

## **ARTICLE V: MEMBERSHIP**

- 5.0 The membership of the Convocation shall consist of regular, associate, honorary and affiliate members.

### **5.1 Regular Members**

The regular membership shall include: -

- The Rector,
- The Deputy Rectors
- All present and past/retired members of the academic staff,
- All persons who are graduates from the National Institute of Transport

### **5.2 Associate Members**

The associate membership shall include:-

Any person who has contributed to the welfare of the Convocation or to the Institute provided that the Annual General Meeting (AGM) has approved his/her name for associate membership.

### **5.3 Honorary Members**

The honorary membership shall include:-

- Any person who has received an honorary degree from the Institute.
- Any person whom the Annual General Meeting confers honorary membership for his/her exceptional contribution to the Convocation or to the Institute.

- Such persons as the Rector may, upon recommendation by the President of the Convocation, appoint to be honorary members of the Convocation.

#### **5.4 Affiliate Members**

The affiliate membership shall include:-

Any graduate from other Higher Learning Institutions and Universities with interest of identification with the National Institute of Transport and for this purpose have had part-time teaching at the Institute.

### **ARTICLE VI: RIGHTS AND OBLIGATIONS OF MEMBERS**

#### **6.0 Regular Members**

Regular members shall have the following rights, duties and obligations:-

- (i) Attend all General Meetings and Special General Meetings of the Alumni.
- (ii) Participate in activities of the Alumni and give assistance in the actions undertaken by it.
- (iii) Elect persons or be elected to any of the organs of the Convocation.
- (iv) Be elected, nominated or appointed as observers or representatives of the Alumni to any meetings, conferences, seminars or any other activity which the Alumni may be required to participate.
- (v) Observe the constitution and all the decisions regularly taken by the organs of the Convocation and express any ideas freely.
- (vi) All paid-up members shall be entitled to benefit from the activities of Alumni.

#### **6.1 Associate, Honorary and Affiliate Members:-**

Shall have the same rights, privileges, duties and obligations of ordinary members with the exception that they cannot be elected to any of the position of Convocation or the Executive Committee of Convocation (ECC).

### **ARTICLE VII: CONVOCATION ROLL**

**7.1** The Secretary shall cause to be compiled and maintain a Convocation Roll of National Institute of Transport upon which shall appear the names and

addresses of all persons who are members.

**7.2** Eligible member of the Convocation shall register his or her name and address with the Convocation Secretary and notify him or her of any changes thereof.

**7.3** The roll shall be *prima facie* evidence that any person whose name appears thereon is entitled to all the rights and privileges of a member of Convocation, and that any person whose name does not appear thereon is not so entitled.

## **ARTICLE VIII: CONVOCAATION OFFICE BEARERS**

**8.1** The office bearers of the Convocation shall consist of:-  
The President  
The Vice President  
The Honourable Secretary General - DR - ARC  
The Treasurer  
The Newsletter Editor  
Three elected members  
Gender relations

**8.2** The Convocation at every third Annual General Meeting shall elect from among its members, the convocation office bearers as mentioned above who will hold office for a period of three years from the meeting at which they are elected.

**8.3** The President of the Convocation shall, subject to his/her continuing to be qualified to be a member of the Convocation and unless he/she sooner dies or resigns, hold office for a period of three years and shall be eligible for re-election.

## **ARTICLE IX: FUNCTIONS OF THE OFFICE BEARERS**

### **9.0 President**

- (i) The President, who shall be the Chief Executive Officer of the Convocation, shall preside at the AGM and ECC meetings;
- (ii) Shall be competent to represent the Convocation, make statements on behalf of the Convocation, and perform any other duties required by this constitution, or act upon decisions taken at the AGM or by the ECC;
- (iii) Shall represent the Alumni in the Institute Council;

- (iv) Shall prepare and present annual report on the activities of the ECC and Convocation for adoption by the Annual General Meeting;
- (v) Shall be a signatory to all Convocation financial transactions.

## **9.2 Vice President**

- (i) Shall perform all functions and exercise/all powers of the President if he/she absent and while doing so has the same privileges as the president;
- (ii) Shall act as Chairperson in case of incapacitation or resignation of the President.

## **9.3 The Secretary**

- (i) Shall deal with all correspondence relating to the Convocation;
- (ii) Shall issue notices of meetings of both the Executive Committee of the Convocation and Annual General Meetings at least two weeks and three weeks, respectively;
- (iii) Shall prepare and circulate the agenda for Executive committee meetings and Annual General meetings;
- (iv) Shall keep records and minutes of all meetings;
- (v) Shall receive items of agenda from the members in the form of motions to be considered in the Annual General Meetings;
- (vi) Shall report to the Council and Rector any resolution made;
- (vii) Shall disseminate to Convocation members news, circulars and forthcoming Alumni events;
- (viii) Shall be a signatory to the Convocation financial transactions.
- (ix) Shall report to the Council the activities of the Convocation.

## **9.4 The Treasurer**

- (i) Shall receive and bank under the directions of the ECC all money belonging to the Alumni;
- (ii) Shall maintain and keep financial records of the Alumni;
- (iii) Shall, with the approval of the ECC, make payments;
- (iv) Shall prepare and present annual audited reports to the Annual General Meeting;
- (v) Shall be a signatory to the Convocation financial transactions.

## **ARTICLE X: EXECUTIVE COMMITTEE OF CONVOCATION**

**10.1** The composition of the Executive Committee of Convocation hereafter referred to as ECC shall consist of the following members:

The President  
The Vice President  
The Honourable Secretary General - DR - ARC  
The Treasurer  
The Newsletter Editor  
Three elected members  
Gender relations

## **10.2 Rules Governing the Executive Committee of the Convocation**

- (i) All ECC Members shall be elected at the Annual General Meeting of Convocation and shall hold office for a period of three years;
- (ii) The President, Vice President, and Treasurer shall not serve more than two consecutive terms in the same position;
- (iii) No more than two Convocation members employed by the Institute in an administrative capacity may be elected into the ECC;
- (iv) Should any member of the ECC elected by the AGM of the Convocation, vacate office before the expiration of the due period of office, ECC may appoint a member of Convocation to fill such vacancy. Such member shall fill the position for the remainder of the period of office;
- (v) Should the position of President become vacant during the term of office, the Vice President shall fill the position for the remainder of the period of office;
- (vi) Should the position of Vice President become vacant during the term of office the ECC may elect a member of the Convocation to fill the position for the remainder of the period of office;
- (vii) In the absence of both the President and the Vice President at a meeting the members present shall elect from amongst themselves, an acting Chairperson for the meeting;
- (viii) No member serving on the ECC at another Institute shall be eligible for election to ECC;

## **10.3 Functions of the Executive Committee of the Convocation**

- (i) The management of the business of the Convocation and its functioning shall be vested in the Executive Committee of Convocation hereinafter referred as ECC.
- (ii) Make recommendations and provide advice to the Convocation Office regarding functions and events that should be organised and arranged on behalf of Convocation that are in keeping with the principles, aims and objectives of this constitution.
- (iii) Establish Sub-committees if deemed necessary for the realisation of the principles, aims and objectives of this constitution;



- (iv) Represent Convocation, where necessary, at events, meetings and/or functions of the Institute or outside of the Institute;
- (v) Advise and suggest possible fund-raising initiatives which can be pursued in line with the principles, aims and objectives of, related fund raising of the Institute;
- (vi) Recommend to AGM for awards of scholarships to potential
- (vii) Beneficiaries or prizes to distinguished Alumni who have made significant achievement to Convocation and/or Institute;
- (viii) Open and operate a separate banking accounts with Council approved financial institution, into which shall be deposited all monies received directly for the Convocation from sources within and outside the Institute;
- (ix) In conjunction with the Treasurer and the Convocation Office, maintain all financial records and transactions of the Convocation, which shall be in accordance with the Institute's financial regulations;
- (x) Prepare annual budget of the Convocation for Annual General Meeting;
- (xi) Discuss Any Other Business referred to ECC by the Annual General Meeting.

## **ARTICLE XI: MEETINGS**

**11.1** The Convocation shall have three types of meetings:-

- (a) Annual General Meeting (AGM)
- (b) Special General Meeting (SPM)
- (c) The Executive Committee Meeting (ECM)

**11.2** Annual General Meeting

- (i) The Secretary in consultation with the President of Convocation shall convene the AGM;
- (ii) The Annual General Meeting (AGM) will be held each year, one day before the Institute's graduation day at such time and place as the EC may determine;
- (iii) Notice of the AGM shall be published in the appropriate Institute publications, advertised and announced in the appropriate external media as approved by EC at least three weeks prior to the date of the meeting;
- (iv)  $\frac{1}{3}$  of the members shall constitute a quorum at the meeting of the Convocation;
- (v) Any member who wishes to raise any matter at such meeting must submit written motions in regard to the said matter to the

- Secretary of Convocation at least three weeks before the date of the meeting;
- (vi) Every motion received shall be signed by the proposer and the seconder, both of whom, and in their absence, their nominees, must be present at the AGM, to speak to the motion;
  - (vii) Any motion to amend or rescind a previous resolution of the Convocation shall be carried by at least two thirds of the members present at the meeting;
  - (viii) The ruling of the Chairperson on a point of order of procedure is binding, unless immediately challenged by a member, in which event such ruling must be submitted without discussion to the meeting whose decision is final;
  - (ix) Any matter deemed to be of an urgent nature may, without prior notice, with leave of the Chairperson and a majority of the members present, be considered at such meeting.

### **11.3 Functions of Annual General Meeting**

- (i) Hold election of office bearers of the Convocation and any other committee(s) deemed necessary;
- (ii) Amend and ratify on NIT Convocation Constitution;
- (iii) Review the policies of the Alumni;
- (iv) Declare a vote of no confidence on any official or member;
- (v) Approve the annual budget for presentation to the Institute Administration;
- (vi) Approve distinguished award beneficiaries;
- (vii) Deliberate on any other matters referred to the AGM

### **11.4 Agenda for the Annual General Meeting**

The agenda for the Annual General Meeting will be as follows:-

- (i) Opening of the Meeting
- (ii) Adoption of the Agenda
- (iii) Confirmation of the minutes of the previous meeting
- (iv) Matters arising from the minutes of the previous meeting
- (v) Matters arising from ECC meetings
- (vi) Treasurer's Audited Report
- (vii) President Annual Report
- (viii) Election of Office Bearers (After the end of three years)
- (ix) Any Other Business with the leave of Chair

### **11.5 Annual General Meeting Resolutions**

- (i) The Secretary shall report to the Council the activities of the Convocation and shall transmit to the Rector and the Council or as the case may be, any resolution passed by the Convocation;

- (ii) The Secretary shall send a copy of the minutes of every meeting of the Convocation to the Rector.

### **11.6 Special General Meeting**

- (i) The President may convene a Special General Meeting of the Convocation if and when required;
- (ii) Notices in writing of such meeting shall be sent to all members, and where practicable in press advertisement not less than seven days before the date of such meeting;
- (iii) Not less than  $\frac{1}{3}$  of the members of the Convocation may also request
- (iv) The Special General Meeting for a specific purpose in writing to the Secretary and such meetings shall be held within 60 days after receipt of the request

### **11.7 The Executive Committee of the Convocation Meetings**

- (i) The Executive Committee shall meet at such times and places whenever required to by the President.
- (ii) Meeting dates for the year shall be scheduled by the Secretary in conjunction with the President of Convocation and in accordance with the planning of the Institute's calendar of events and meetings.
- (iii) The Secretary shall give notice of ordinary meetings of ECC at least seven days before the date determined for the meeting of the ECC.
- (iv) The quorum for ECC meetings shall not be less than one half of the members.
- (v) Notice of the agenda of ECC meetings shall be given at least seven days before the date of the meeting.

## **ARTICLE XII: REPRESENTATIVE TO THE COUNCIL**

- 12.1** (i) Election of a member of the Convocation to the Council is in the manner determined by the Convocation.
- (ii) The elected President of Convocation shall automatically be regarded as a duly elected Convocation representative to the Council.
- (iii) The Convocation representative to the Council shall not serve more than two consecutive terms of three years.

## **ARTICLE XIII: OBLIGATION OF INSTITUTE ADMINISTRATION**

- 13.1** (i) Provide the Convocation with a reasonable budget for operating costs, meetings and events;
- (ii) Make available reasonable office accommodation from which the ECC can function;
- (iii) Provide the ECC with reasonable access to any Institute venue or facility for the purpose of carrying out the business of Convocation or of its ECC.

#### **ARTICLE XIV: ELECTIONS**

- 14.1** (i) The general elections of the Convocation office bearers (Executive Committee) of Convocation shall be held at the Annual General Meeting every three years and shall be in the manner determined by the AGM;
- (ii) Any regular member of the Alumni shall be eligible for election to one of the vacant posts provided he or she is resident in Tanzania;
- (iii) The elections shall be organized by the Returning Officer who is the Secretary of Convocation;
- (iv) All the elections shall be by secret ballot and by majority vote;
- (v) In the event of an equality of votes, the Chairperson presiding the meeting shall have a casting vote in addition to his or her deliberate vote;
- (vi) The nomination form papers will contain the names of the vacant posts, to be filled in one sheet and will be circulated to ordinary members with the names of eligible members;
- (vii) The regular member shall propose one name for each of the vacant post and submit the duly filled nomination form to the Secretary;
- (viii) The Returning officer and appointed scrutinizers shall short list not more than three names for each vacant posts by using popular nominations criteria;
- (ix) During the AGM, Convocation members will individually be availed with a ballot paper that contains the list of candidates and their corresponding vacant post to be voted in through secret ballot;

- (x) The Returning Officer and scrutinizers shall count the votes and prepare a statement showing candidates who have been validly nominated to fill the vacant posts of Convocation and Executive Committee;
- (xi) The Returning Officer shall announce the results of the elections during the AGM under item of the agenda on elections;

## **ARTICLE XV: NIT CONVOCATION EDITORIAL BOARD**

**15.1** There shall be Editorial Board of the NIT Convocation, which will comprise of:

- Editor in Chief who shall be the Chairperson
- Two Assistant editors
- Two Advisors
- The terms of office of the Editorial board shall be three years with eligibility for re-election.

**15.2** Functions of the Editorial Board

- (i) Publish the NIT Convocation documents as recommended by ECC or AGM;
- (ii) Distribute/circulate and sell the convocation publications

## **ARTICLE XVI: FINANCE**

**16.1** The sources of the Convocation Funds shall be from:-

- (i) Institute annual budget;
- (ii) Membership fee to be decided by AGM from time to time.
- (iii) Subscription fees payable annually to be determined by the Annual General Meeting from time to time.
- (iv) Donations and contributions from friends and well-wishers.
- (v) Other sources of funds, e.g. fund raising activities, grants, advertisements, interest in stocks, shares and bills and businesses.
- (vi) Registration fees for participation in the annual events to be determined by the ECC from time to time.

**16.2** The funds of the Alumni shall be used only for activities in furtherance of the objectives of the Alumni.

**16.3** All moneys shall be received by and paid to the Treasurer who shall deposit to any of the Bank(s) approved by the Institute Administration.

**16.4** No major payments shall be made out of the Bank account without the approval of the ECC authorizing such payment.

- 16.5** A petty cash account shall be kept by the Treasurer.
- 16.6** Audited financial report shall be submitted in writing by the Treasurer to the ECC for examination and finally to the Annual General Meeting.
- 16.7** The financial year of the Alumni shall be from 1<sup>st</sup> February to 31<sup>st</sup> January.

## **ARTICLE XVII: AUDITORS**

**17.1** The Auditors shall be the Institute Internal Auditors.

- (i) All the Convocation Accounts records and documents shall be open for inspection by Auditors at any time;
- (ii) The Treasurer shall produce an account of receipts and payments and a statement of assets and liabilities made up to a date, which shall be not less than four weeks and before the date of the Annual General Meeting;
- (iii) The Auditors shall examine such annual accounts and statements; and
- (iv) The Auditors shall clarify that they are correct, duly vouched and in accordance with the Institute financial regulations or report the vice versa.

**17.2** A copy of the Auditors report on the accounts and statements shall be furnished to all members during the Annual General Meeting;

**17.3** An Auditor may be paid such honorarium for his duties as may be determined by the Annual General Meeting;

**17.4** No Auditor may be an office bearer or a member of the ECC.

## **ARTICLE XVIII: SIGNING OFFICERS**

**18.1** All instruments in writing requiring the signature of the Convocation will be signed by the President and one other elected member of the Executive or by such persons as the ECC may determine.

## **ARTICLE XIX: RETURNING OFFICERS AND SCRUTINEERS**

**19.1** At all elections the Secretary shall act as Returning Officer and shall be assisted by two scrutinizers appointed by the President or, if the President is a candidate, or is absent, by the AGM

## **ARTICLE XX: VOTE OF NO CONFIDENCE**

**20.1** Office bearers may be removed from office by a vote of no confidence either at the Executive Committee of Convocation or Annual General

Meeting. Such vote of no confidence shall be by not less than half of the members present.

#### **ARTICLE XXI: RESIGNATIONS**

**21.1** Any officer can resign by tendering written resignation to the Secretary and such resignation shall be effective with effect from ratification from either the Executive Committee of the Convocation or the Annual General Meeting.

**21.2** The Executive Committee of the Convocation shall fill offices falling vacant due to resignation for such period until an Annual General Meeting is called.

#### **ARTICLE XXII: AMMENDMENTS TO CONSTITUTION**

**22.1** The power to make, alter, amend or repeal this constitution is vested in the AGM. It shall be necessary in order to amend or repeal the said constitution that the two thirds 2/3 majority of AGM vote affirmatively.

#### **ARTICLE XXIII: INTERPRETATION**

**23.1** If any part of this constitution is in dispute, the President shall appoint a committee of three members excluding the Executive Committee of the Convocation officials to help to read and interpret and propose for adoption. In case the dispute is not resolved, the AGM shall appoint a Committee of not less than three and not more than five to constitute an arbitration panel.