



დამტკიცებულია რექტორის 2018 წლის N215 ბრძანებით

**Petre Shotadze Tbilisi Medical Academy  
Regulations of Alumni Association**

**Initial draft of the document:**

<b>N</b>	<b>Decision-making body</b>	<b>Protocol/order number</b>	<b>Date</b>
	<b>Rector</b>	<b>Order N215</b>	<b>11.07.2018</b>

**Amendments**

<b>N</b>	<b>Decision-making body</b>	<b>Protocol/order number</b>	<b>Date</b>	<b>Paragraph</b>	<b>Content</b>

### **Paragraph 1. General provisions**

TMA Alumni Association (hereinafter referred as Association) promotes interests, wellbeing and educational goals of TMA graduates, as well as serves to establish and maintain mutually beneficial relations, while ensuring their continuous inclusion within TMA activities.

### **Paragraph 2. Goals of Alumni Association**

The Alumni Association strives to:

1. Establish and develop long-term professional and interpersonal relationships between members of association;
2. Establish and develop workplace relationships between TMA graduates and students;
3. Disseminate information regarding TMA graduate's success stories and achievements
4. Facilitate graduate career development,
5. Promote and support TMA activities;
6. Bond and maintain strong relations with students and student unions
7. Enhance awareness among graduates regarding social responsibility of their activities;

### **Paragraph 3. Membership of Alumni Association**

- 3.1 Any graduate of TMA is eligible to become a member of Alumni Association. In order to apply for prospective membership, candidate should fill and submit corresponding electronic form (<http://goo.gl/vcV5T2>; <https://goo.gl/xHzKV6>).
- 3.2 Members of the Association are obliged to attend Association meetings. Failure to show up for two and more meetings without advanced notice and plausible reason; as well as avoidance of activities, intended by the Paragraph 7 of present regulations may result into termination of membership.
- 3.3 Each member of the Association is automatically a representative and ambassador of Alumni Association.

### **Paragraph 4. Administrative body of the Alumni Association**

- 4.1 Administrative body of Alumni Association is the Executive Committee, members of which are elected electronically from the members of Alumni Association via blind ballot method.
- 4.2 Executive Committee membership candidate can be nominated by several members of the Alumni association. Alternately, it is possible to introduce a candidate through self-nomination.
- 4.3 Executive Committee membership candidate must fulfill requirements, prescribed by Paragraph 6 of present document.
- 4.4 Composition of the Executive Committee is revised and renewed once in 4 years..
- 4.5 Chair of the Executive Committee is elected from the pool of its' members by the duration of 2 years.

#### **Paragraph 5. Executive Committee Membership and Chair elections**

- 5.1 Executive Committee is composed upon submission of an application on behalf of the Department of Career Support, Student and Alumni Relations.
- 5.2 Executive Committee should consist of 3 members at least.
- 5.3 Chair of the Association is elected via secret ballot, taking into consideration the principles of justice and equal opportunities.
- 5.4 Voting during secret ballot is carried out electronically.
- 5.5 Election date should be announced at least 60 calendar days before the election takes place. Candidates should get registered no later than 30 calendar days before election day.
- 5.6 Chair of the Association is selected by majority of votes.
- 5.7 In case of a draw between candidates, should be held second tour of elections in accordance to the 5.2 and 5.3 Articles of present document. Candidate with majority of votes shall be elected as a Chair of the Association.

#### **Paragraph 6. Requirements and functions of Association Chair**

- 6.1 Requirements towards Chair of the Association:
  - 6.1.1 Introduce the vision;
  - 6.1.2 Introduce motivation;
- 6.2 Functions of the Association Chair:
  - 6.2.1 Administering meetings of the Association;
  - 6.2.2 Together with the members of Executive Committee develop strategy of the Association;
  - 6.2.3 Monitoring implementation and fulfillment of the Committee decisions;
  - 6.2.4 Introducing annual report of conducted activities to the Rector of TMA;

#### **Paragraph 7. Main directions of Alumni Association activities:**

- 7.1 Organizing short-term study courses and workshops;
- 7.2 Facilitating and participating in scientific forums and clinical conferences through active cooperation with TMA;
- 7.3 Planning and implementing timeline of public lectures;
- 7.4 Establishing new contacts, as well as using existing ones, in order to facilitate international studies and provide students with counselling regarding educational opportunities abroad;
- 7.5 Facilitating networking between foreign colleagues and TMA; as well as organizing joint lectures, seminars and other scientific activities.
- 7.6 Organizing and delivering trainings for students and teaching staff
- 7.7 Conducting trainings for students and teaching staff members of TMA
- 7.8 Identifying and inviting trainers towards necessary directions
- 7.9 Planning and implementing joint research activities with TMA

- 7.10 Planning, implementing and disseminating joint public lectures regarding present topics and challenges of medicine, up-to-date treatment and preventive measures, as well as ensuring preparation of video lectures and their availability via official web-page of TMA and other means of electronic communication.
- 7.11 Participating within scientific-research projects, conducted at TMA;
- 7.12 Participating within planning and implementation processes of postgraduate development plans;
- 7.13 Contributing development of educational programmes;
- 7.14 Active participation within extracurricular activities;
- 7.15 Participation within TMA conducted surveys;
- 7.16 Contributing student research projects;

### **Paragraph 8. Executive Committee Sessions**

- 8.1 Executive Committee sessions should be held twice per year, during Spring and Fall.
- 8.2 In case of necessity, extraordinary general meetings of the Executive Committee can be invited by the Chair of the Committee, or at least  $\frac{1}{2}$  of Committee and  $\frac{1}{2}$  of Executive Committee members.
- 8.3 Attendance to the general meetings of the Executive Committee is possible through appearance in person, as well as by Skype conference call.
- 8.4 Executive Committee resolutions are taken by a majority votes of present members.
- 8.5 Each member of the Committee has a right to introduce a topic for consideration.