

CONSTITUTION OF TANZANIA DENTAL STUDENTS' ASSOCIATION



"Education, Research and Practice"

2024

CONSTITUTION OF TDSA

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ARTICLE 1

ESTABLISHMENTS, ACRONYM AND LOCATION

- a) There shall be and hereby established Tanzania Dental Students' Association,

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- b) The acronym of the association shall be TDSA,
- c) The headquarters of TDSA shall be situated at school of dentistry, Muhimbili University of Health and Allied sciences (MUHAS).

ARTICLE 2

INTERPRETATIONS AND ABBREVIATIONS

The following words shall have the meaning assigned to them as follows;

TDSA; Tanzania Dental Students' Association,

MUHAS; Muhimbili University of Health and Allied Sciences,

NEC; National Executive Committee,

BEC; Branch Executive Committee,

TDA; Tanzania Dental Association

NGA; National General Assembly

ARTICLE 3

OFFICIAL LANGUAGES

The official languages of TDSA shall be English and or Swahili.

ARTICLE 4

COMPLIANCE STATEMENTS

This is an official document of Tanzania Dental Students' Association, through which all activities of the association guided through. Every Member of the association plus any other stakeholder has an obligation of respecting it and make sure that in any circumstance there is no compromise against the document. TDSA shall comply with government regulations and regulations of specific universities, colleges or institutions where the association is represented.

ARTICLE 5

NON-DISCRIMINATIONS

TDSA is committed to providing equal opportunities and will not discriminate any one on basis of race, religion, color, creed, national origin, sex, age, marital status, disability or status with regards to public assistance.

ARTICLE 6

MEMBERSHIP, RIGHTS AND OBLIGATIONS

a) Membership

All registered dental students at the universities, colleges or institutions in Tanzania are entitled the membership of TDSA.

b) Rights

- (i) All members shall have the right to vote and contest for any elective post in the Association,
- (ii) All members shall participate in all general activities of TDSA Association and hold the office when appointed,
- (iii) All members shall have the Rights of audience and freedom of expression before all organs of TDSA and its entire media,
- (iv) All members shall have the right to attend all Annual General Meetings of the Association, follow closely the functions of the Association and receive notices of meetings, president reports, audited accounts and minutes of meetings of the Association.

c) Obligations

- (i) Respect, promote and preserve this constitution,
- (ii) Endeavor to educate oneself to the best of one's ability for the benefit of humanity,
- (iii) Pay annual membership subscription fees when due,
- (iv) Attend meetings regularly and submit assignments,

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- (v) Exhibit high self-discipline and ethics,
- (vi) Promote oral health,
- (vii) Participate in all activities of TDSA Association.

d) Cessation of membership

Any TDSA member will lose his/her membership upon;

- (i) Ceasing to be a student of a respective university, college or institution by any reason whatsoever,
- (ii) Violation of article 6(c) of this constitution.

ARTICLE 7 ;PRINCIPAL ORGANS

Principal organs shall be;

- a) Executive Committee,
- b) Standing Committee,
- c) General Assembly.

ARTICLE 8

EXECUTIVE COMMITTEE

There shall be and here by establish;

- (i) National Executive Committee,
- (ii) Branch Executive Committee.

(1) NATIONAL EXECUTIVE COMMITTEE

a) Composition

The national executive committee shall comprise of;

- (i) The president elect
- (ii) The vice president,
- (iii) Immediate past president

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- (iv) Secretary general,
- (v) The treasurer,
- (vi) Publicity secretary
- (vii) The chairpersons from all TDSA branches,
- (viii) Patron/matron.

b)The quorum of NEC shall be half of the members

c)Duties

- (i) Conduct and manage all business of the Association,
- (ii) Implement resolutions of the General Assembly,
- (iii) Employ or appoint members for special tasks or programs,
- (iv) Take measures and actions deemed necessary for the implementation of the Association's objectives,
- (v) Evaluate the appropriateness of the constitution by-laws and supplements,
- (vi) Determine the membership fee whenever necessary for approval by the General Assembly,
- (vii) The Executive Committee members shall meet at least once per year.

(2)BRANCH EXECUTIVE COMMITTEE

a) Composition

BEC shall comprise of;

- (i) President,
- (ii) Vice president,
- (iii) Immediate past president,
- (iv) Secretary general,
- (v) Publicity secretary
- (vi) Treasurer,
- (vii) Chairpersons from each standing committee,
- (viii) Patron/matron

b) The quorum of BEC shall be half of the members

c) Duties

Shall exercise the roles mentioned in article 8(2) b of this constitution at their respective branches, except article 8(2) b, vii. Instead they should meet once every month

ARTICLE 9

NATIONAL OFFICE BEARERS

A) Composition;

National office bearers shall be;

- (i) President
- (ii) Vice president

- (iii) Secretary general

- (iv) Treasurer

- (v) Publicity secretary

(B) National office bearers shall be elected by national general assembly.

(C) Duties of office bearers

1) PRESIDENT

- (i) Shall be the chief spokesperson of the association,
- (ii) Shall chair all meetings of the Executive committee and the General assembly at the national level,
- (iii) Shall be the General overseer of all the association's affairs directing other office bearers to perform their duties in accordance with the constitution and resolutions of the Annual General assembly,
- (iv) Shall ensure that the association's objectives are realized and implemented,
- (v) Shall present a report at the Annual General assembly on the work of his/her office,
- (vi) Supervise the implementation of decisions made by the Annual General assembly,
- (vii) Shall be the representative in Tanzania Dental Association (TDA) matters.

2) VICE PRESIDENT

- (i) Shall deputize the president,
- (ii) Shall take over the president's duties in his/her absence,

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- (iii) Shall have the right to inspect and examine all financial records within the custody of the powers delegated to him/her by the president.

3) **SECRETARY GENERAL**

- (i) Shall be the chief Executive officer of the association and subject to the control of the Executive Committee. Shall, in general, supervise and conduct the daily affairs of the association,
- (ii) Shall have the authority to sign, execute and acknowledge on behalf of the association, those instruments necessary for the regular activities or which shall be authorized by resolutions of the Executive Committee,
- (iii) Shall conduct other activities assigned by the Executive Committee or the General assembly of the association,
- (iv) Shall convene, organize and prepare all the meetings of the association. Shall conduct all correspondence, call for all meetings in accordance with TDSA constitution and note down minutes of the meetings,
- (v) Shall have administrative responsibility for the association and shall be a second chief spokesperson of the association,
- (vi) Shall assume all President and Vice - President's duties in their absence.

4) **TREASURER**

- (i) Shall keep all books of accounts,
- (ii) Shall be the custodian of all moves of the association,
- (iii) Shall prepare financial reports for presentation to the General assembly,
- (iv) Shall receive and distribute, under the directive of the Executive Committee, all money belonging to the association, and shall issue receipt for money received,
- (v) Shall advice the president and the secretary on all matters relating to funds of the association and be accountable to members and the Executive Committee,
- (vi) Shall make sure that all legal steps are taken to ensure safe custody of funds and properties of the association and their proper use,
- (vii) Shall be the chief financial adviser to the Executive Committee.

(5) **PUBLICITY SECRETARY**

- I. The Publication Secretary shall be elected by the Annual General Meeting

- II. Shall keep members Informed about TDSA Conferences, Publication and relevant booklets and make them available to the members.
- III. Shall be in charge for Preparation and Publication of TDSA Journal.
- IV. Shall be in charge for updating Information in the TDSA social media.
- V. Shall be in charge of the TDSA notice Board to control flow of Information.
- VI. The publication secretary shall have 1 year term in office; he/she shall be eligible for another term of mandate if he/she meets the criteria to stand for and a motion for vote of confidence the members

D) Tenure of the office

- 1) The tenure of the office of the executive committee officials in article 9(a) shall be one year.
- 2) The office shall fall vacant upon occurrence of any of the following event;
 - (i) Cessation of membership as stated in article 6(d),
 - (ii) Abuse of the office,
 - (iii) Financial fraud and manipulation,
 - (iv) Failure to protect this constitution,
 - (v) Failure to discharge his/her duties.

ARTICLE 10; BRANCH OFFICE BEARERS

A) Composition

Branch office bearer shall be;

- (i) Chairperson
- (ii) Vice chairperson
- (iii) Secretary general

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(iv) Publicity secretary

(v) Treasurer

b) The election of branch office bearer shall abide to article 13 of this constitution.

c) Duties of the office bearers

(1)CHAIRPERSON

- (i) Shall be the chief spokesperson of the association at the branch level,
- (ii) Shall chair all meetings of the Executive committee and the General assembly at the branch level,
- (iii) Shall be the General over-seer of all the association's affairs, directing other office bearer to perform their duties in accordance with the constitution and resolutions of the General assembly at the branch level,
- (iv) Shall ensure that the association's objectives are realized and implemented,
- (v) Shall present a report at the branch General assembly on the work of his/ her office,
- (vi) Supervise the implementation of decisions made by the branch General assembly.

(2)VICE CHAIRPERSON

- (i) Shall deputize the chairperson,
- (ii) Shall take over the chairperson duties in his/her absence,
- (iii) Shall have the right to inspect and examine all financial records within the custody of the powers delegated to him/her by the chairperson.

(3)SECRETARY GENERAL

- (i) Shall be the chief Executive officer of the association and subject to the control of the Executive Committee. Shall, in general, supervise and conduct the daily affairs of the association at the branch level,
- (ii) Shall have the authority to sign, execute and acknowledge, on behalf of the association, those instruments necessary for the regular activities that shall be authorized by resolutions of the BEC,
- (iii) Shall conduct other activities assigned by the BEC or the General assembly of the association,
- (iv) Shall convene, organize and prepare all the meetings of the association at the branch level,

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- (v) Shall conduct all correspondence, call for all meetings in accordance with TDSA constitution and note down minutes of the meetings at the branch level,
- (vi) Shall have administrative responsibility for the association and shall be a second chief spokesperson of the association at the branch level,
- (vii) Shall assume all of the chairperson's and vice chairperson's duties in their absence.

(4) PUBLICATION SECRETARY

- i. Shall keep members informed about TDSA Conferences, Publication and relevant booklets and make them available to the members.
- ii. Shall be in charge for Preparation and Publication of TDSA Journal.
- iii. Shall be in charge for updating Information in the TDSA social media.
- iv. Shall be in charge of the TDSA notice Board to control flow of Information.
- v. The publication secretary shall have 1 year term in office; he/she shall be eligible for another term of mandate if he/she meets the criteria to stand for and a motion for vote of confidence the members

(5)TREASURER

- (i) Shall keep all books of accounts at the branch level,
- (ii) Shall be the custodian of all moves of the association at the branch level,
- (iii) Shall prepare financial reports for presentation to the branch General assembly,
- (iv) Shall receive and distribute, under the directive of the BEC, all money belonging to the association and shall issue receipt for money received,
- (v) Shall advice the chairperson and the secretary general on all matters relating to funds of the association and shall be accountable to members and the BEC,
- (vi) Shall make sure that all legal steps are taken to ensure safe custody of funds and properties of the association and their proper use,
- (vii) Shall be the chief financial adviser to the BEC.

D) Tenure of the office

- a) The tenure of the office of the executive committee officials in article 8(b)1, shall be one year,
- b) The office shall fall vacant upon occurrence of any event mentioned in article 9(d) 2 of this constitution.

ARTICLE 11

STANDING COMMITTEES

A) Establishment

There shall be 5 standing committees in total at the branch level. These are;

- (i) Standing committee on Academic Affairs, Education and Research,
- (ii) Standing committee on professional exchange and publication,

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- (iii) Standing committee on Social welfare,
- (iv) Standing committee on National and international relations,
- (v) Standing committee on projects and fund raising.

b) Structure of the standing committee

- 1) Standing committee shall comprise of
 - (i) The Chairperson,
 - (ii) The Secretary.
- 2) The branch chairperson in consultation with vice chairperson shall appoint both the chairperson and secretary of the standing committees.

c) Activities and roles of standing committee

1) Academic affairs, education and research committee

- (i) Ensure availability of studying facilities and good studying environment,
- (ii) Review of curriculum and faculty requirements as indicated by the prospectus,
- (iii) Promote student research,
- (iv) Prepare and organize student symposium,
- (v) Provide health and oral education to the society,

2) Professional exchange and publication committee

- (i) Prepare dental students' journal, newsletter, and magazine,
- (ii) To give updates to members via internet, mobile phones, banners, etc.

3) Social welfare committee

- (i) Prepare and organize a welcoming first years party,
- (ii) Prepare and organize finalists farewell party,

(iii) Prepare and organize sports, games and any other social activities.

4) National and international relations committee

(i) Promote correspondence with national and international associations, companies and institutions,

(ii) Promote interactions between TDSA and other academic associations,

(iii) Projecting interest of dental students at both national and international level.

5) Project and fund raising committee

(i) Prepare and organize projects

(ii) Create sources of funds.

ARTICLE 12

(1) GENERAL ASSEMBLY

A) Establishment

There shall be and here by established;

1. National general assembly
2. Branch general assembly

(1) NATIONAL GENERAL ASSEMBLY

(a) Establishment

There shall be and here by established national general assembly.

(b) Composition

The national general assembly shall comprise of all members of the association and patron/matron of the association.

(c) Meetings

- i) General assembly shall be held once in every academic year on specified dates noted earlier on annual calendar of the association.

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- ii) The General assembly shall be convened by the president of the association.
- iii) If there are good reasons to postpone the meeting, the president will be expected to make the decision after consulting the vice-president or Secretary General.
- iv) The president may call an emergence General assembly;
 - a) Whenever he/she sees it necessary,
 - b) Whenever he/she receives a written request signed by at least one third of the total number of the members that attend General assembly.
- v) Decision arrived shall be made by the simple majority, vi)The quorum of NGA shall be 25 percent of the total members

(d)Duties

The activities of General assembly shall be to:-

- (i) Approve minutes of the previous General assembly,
- (ii) Receive audited accounts for the previous academic year in the 2nd meeting,
- (iii) Approve budget for the coming academic year in the 1st meeting,
- (iv) Receive president's report
- (v) Elect national office bearers if their term has come to an end, (vi) NGA shall elect 3 members who will conduct elections. (vii)Formulate policies and plans for the association, (viii) Approve/disapprove proposals from the NEC.
- (ix) Make and approve necessary amendments to the constitution,
- (x) other emerging issues.

(02)BRANCH GENERAL ASSEMBLY

A) Establishment

There shall be and here by established branch general assembly.

B) Composition

Branch general assembly should comprise of all members of the branch and the branch patron/matron.

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c) Meetings

- (i) General assembly shall be held at the mid of every semester on specific dates provided earlier on the annual calendar.
- (ii) The General assembly shall be convened by the branch chairperson, if there are good reasons to postpone the meeting, the chairperson will be expected to make the decision after consulting the vice-chairperson or Secretary General.
- (iii) The chairperson may call an emergence General assembly;
 - (a) Whenever he/she sees it necessary,
 - (b) Whenever he/she receives a written request signed by at least one third of the total number of the members that attend General assembly.
- (iv) Decision arrived shall be made by the majority,
- (v) The quorum General assembly shall be fifty percent of the total members.

c) Duties

The activities of General assembly shall be to:-

- i. Approve minutes of the previous General assembly, ii. Receive audited accounts for the previous academic year in the 2nd meeting, iii. Approve budget for the coming academic year in the 1st meeting, iv. Receive the branch chairperson's report
- v. Formulate policies and plans for the association, vi. Approve/disapprove proposals from the BEC.
- vii. Make and approve necessary amendments to the constitution, viii. Other emerging issues.

ARTICLE 13 BRANCHES

- a) There shall be branches of TDSA in the universities, institutions, colleges in Tanzania that have dental students,
- b) The TDSA branches shall adopt the TDSA constitution,

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- c) All TDSA branches shall specify the universities, institutions, colleges that they belong to under the slogan of a full name of TDSA,
- d) The general name of TDSA shall only be used by the NEC.

ARTICLE 14

(a)ELECTIONS

During elections, the following TDSA office bearer shall be elected by members of general assembly.

- (i) Chairperson
- (ii) Vice chairperson
- (iii) Secretary General
- (iv) Publicity secretary
- (v) Treasurer.

(b)Eligibility to contest for election

- (i) Any Dental student who is a TDSA active member shall have the right to contest in the election for any of the posts as per article 13 (a) of this constitution.
 - (ii) A good role model
 - (iii) Creative
 - (iv) Has no any criminal records
- THE FOLLOWING ARE ELIGIBILITY CREITERIA FOR EACH ELECTED CONTESTANT
- **PRESIDENT**
 - i. Should be a recognized student in university
 - ii. Should hold position in any of the TDSA branch/national level of leadership for atleast on one tenure
 - iii. Should come for undergraduate level of education from university which member of the TDSA
 - iv. Should atleast be in 2 year of studies for contesting with proof of participating in activities of the association
 - v. Should not be in his final year of studies nor his/her 1 year of studies
 - **VICE PRESIDENT**
 - i. Should be active member of TDSA

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- ii. Should come from diploma level of education from any college which is the member of the TDSA
- iii. Should be proven to participate in activities of the association for not less than 1 year
- iv. Should be should be in 1 or 2 year of study in respective college but strictly not in his/her final year

- **GENERAL SECRETARY**

- i. Should be active member of TDSA
- ii. Should come from diploma/undergraduate level of education from any college/university which is the member of the TDSA
- iii. Should be proven to participate in activities of the association for not less than 1 year
- iv. should be strictly not in his/her final year of studies

- **PUBLICITY SECRETARY**

- I. Should have soft skills such as microsof word ,ppt and social media management
- II. Should have good communication skills
- III. The Publication Secretary shall have one year term in office; he/she shall be Eligible for re-election of the same office or any other Post if he/she meets the criteria to stand for other tunure

- **TREASURER**

- I. .Shall be responsible for all financial Matters of the chapter.
- II. Shall be one of the Signatories of the chapter.
- III. He/she should be responsible to submit Annual Financial report to the Annual General Meeting of the association.
- iv. Shall document Income and Expenditure statement of the Association.
- v. With the entire supervision of the general secretary, he/she shall meet agreement and/or contracts related to raising fund with an organ within and/ or outside the University/College and that such agreement shall have an approval of entire executive committee of the chapter.

(c)Procedures of election

- I. The applicant shall fill in the application form and submit it to the committee responsible for election affairs appointed under article 13(d)1, which shall list the applications and bring successful applicants to the General Assembly for elections.
- II. . Any full member of TADSA has got the right to contest for the posts stipulated above except those in the final year of studies.
- III. The election shall be valid if 50% of the members of TDSA participated in general assembly voted during elections
- IV. Voting shall be by secret ballot,
- V. Among the contestants the winner should obtain at least fifty percent of the casting votes. If the same is not obtained in the first voting the top winners will have to sit for another voting, where by a simple majority shall apply,
- VI. The election of none of the office bearers of TDSA can be carried out unless the quorum is not less than fifty percent of the voting members.
- VII. during the general election each candidate shall have one representative during Counting of the ballots as witnesses
- VIII. The final result shall be announced by the chairperson of the electoral committee at the Annual General Meeting
- IX. Handing over shall be within seven (7) days after the General Election
- X. Any appeal concerning the general election shall be directed to the patron/matron of the Association.

(d)Electoral committee

(1)Composition

- I. Shall be proposed by the general assembly,
- II. Shall be composed of not more than 7 members representing each branch of TDSA

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- III. The Ex-com members shall not be part of the electoral committee shall continue to run the office until the day of General election.
- IV. Chairperson and secretary of the committee shall come from seven members elected by general assembly
- V. . The electoral committee shall be accountable to Ex-com. If a member of Excom wants to run for a post, He/she shall resign before the nomination of the electoral committee.

(2) Duties of electoral committee

- i. To initiate and coordinate all TDSA elections and by–elections,
- ii. To admister the whole election process including campaign which will commence one (1) week before the general election
- iii. To make use of TDSA funds to facilitate the conduction of elections/by– elections and payment of requisite personnel,
- iv. To compile a vote’s roll at least 24hrs before voting and shall make it available for inspection at least five hours before actual voting starts,
- v. Decision of the Electoral committee shall be final, any appeals against it shall be made through the executive Committee,
- vi. The elections should be within a month after the announcement of electoral committee,
- vii. Elected office bearers in article 13(1)a) vi, above shall come into power immediately at the beginning of the coming new academic year,
- viii. The elected officer will hold the office for one academic year and be eligible for re-election if the voting members wish him/her to continue with their position.

ARTICLE 15

FINANCE AND ACCOUNTABILITY

a) Sources of revenue

The Association shall derive its revenue from;

- (i) Members Annual Subscription Fee,
- (ii) Donations,
- (iii) Grants for specific programs solicited from Local and Intentional NGOs, private and Corporate Funding agencies, Foundations and UN agencies,

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- (iv) Fund raising activities,
- (v) Any other source approved by the association,
- (vi) All members should pay the annual subscription fee before university Registration,
- (vii) The Executive Committee shall propose the annual subscription fee for different types of membership at the Annual General Meeting, and shall make regulations for the Association from time to time when deemed necessary,
- (viii) The property and income of the Association shall be solely to furthering the objectives of the organization.

b) Financial management

- (i) The Executive committee shall authorize the use of all Association funds and properties except cash amounting 50,000/= which will be authorized by both president and Secretary General. Beyond this the Executive committee shall be called to decide,
- (ii) The treasurer shall sign the cheques already countersigned by the President and Secretary General, then withdraw and keep all records of such uses,
- (iii) TDSA will hold an account at the nearest Bank decided by the Executive committee. The Account shall have three Signatories; the permanent member of the association (matron or patron), the chairperson and the treasurer of the association,
- (iv) Class representatives should be responsible for collecting funds from their respective classes,
- (v) All money collected shall be deposited into the TDSA bank account within 24 hours.

c) Financial year

The financial year of the association shall be from September to July of each year

ARTICLE 16

CONSTITUTION AMENDMENTS

- a) Change in the constitution of the association needs a majority vote of the members present at the general assembly,
- b) The quorum for legal valid ballots shall be fifty percent of the general assembly delegates,
- c) Voting shall be by secret ballot.

Article 17

MISCELLANEOUS

- a) No any member or non-member shall use the name of the association (TDSA) without the consent, in writing, of the NEC.