



# Zewail City Alumni Association (ZCAA) Constitution

February 2021

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# 1 Name

The name of the association is Zewail City Alumni Association (abbreviated ZCAA).

## 2 Mission & Vision

### 2.1 Mission

Our mission is supporting Zewail City in its pursuit of excellence and building a place for the Alumni to keep ties with their alma mater by supporting their needs, elevating their connections, and assisting their career's development. As Zewail City's alumni association, we are intrigued to do our duties as Zewail City's advocates for alumni in Egypt and abroad so all of us can give back to our community and country. Moreover, we look forward to facilitating alumni engagement in Zewail City and providing projects that help in the development of science and technology in Egypt. The association also serves as a channel of communication representing all alumni with Zewail City's current students and administration to contribute to improve the education and research quality. We aspire to inspire young Zewailians and support their journey to help them gain the unique Zewail City spirit that Dr. Zewail instilled in each of us.

### 2.2 Vision

The current ZCAA vision follows Ahmed Zewail's eagerness to contribute to the Egyptian community through propagation of knowledge. The motivation that Zewail inspired to the growing Zewail City community was reflected in substantial achievements. Many Zewail City Alumni joined reputable institutions all over the world where their knowledge continues to grow. Other Alumni started or joined businesses in the Egyptian/Arabic market and expanded their experiences. The positivism that many alumni delivered can be best promoted through organization and connection. This vision aims to utilize the energy and spirit Zewail inspired to us and ensure a well-connected powerful Zewail City community. By establishing supportive alumni connections, the network will be sustained and expanded by the endeavours of newcomers and people sharing the same mentality. A strong ZCAA network will motivate, help and guide students directly to achieve their goals. Also, connecting and conveying expertise members possess to the Egyptian market and industry. This cooperation among talented and enthusiastic Zewail City alumni will be utilized to boost their potential, and hence Zewail City, nationally and globally. The vision's statement represents the shortcut focus members should look up to. Also, a thesis where resources and strategies should be deployed to achieve.

## 2.3 Vision Statement

Be the center : Connect a strong Zewail City Alumni network to drive leading advancements.

## 3 Membership

Any person who has received a degree from Zewail City is considered an alumnus of Zewail city and is eligible to be a member of the association. Alumni/ae Members enjoy full membership, including its privileges and while adhering to its responsibilities. They are entitled to vote for amendments to this constitution, are eligible for any position in the association and shall be entitled to any other privileges, if any, as provided by this Constitution or the Bylaws.

## 4 Hierarchy

The association consists of the alumni association body, the board of trustees, the executive board, and a court.

### 4.1 Alumni Association Body

- Everyone who is a graduate of University of science and technology at Zewail city and signs the participation form to join the alumni association is part of the body.
- Any incentive or benefit that the association offers will be extended to everyone in the body according to the benefits package.
- Anyone in the body can nominate themselves to become one of the board of trustees, or to fill any other position in the structure.

### 4.2 Board of trustees

A board of 10 members from the body that is elected by the rest of the body at the beginning of each election year. All the members of the alumni association body have the right to vote in the presidential election. Their responsibilities include:

- Helping the executive board with consultation, building connections, fund raising, public relations/representation, content development, etc.
- Monitoring the workflow of the executive board and interfering with ideas, improvements, or problem solutions, if needed.

- Reviewing the bimonthly report from the president and offering possible improvements, if necessary.
- In case of an unsolved disagreement in the executive board, a team from the board of trustees is formed to make a decision after hearing from the involved personnel.
- In case of a substantial breakdown (failure of a big event, multiple reports against the president, etc), the board of trustees should meet and decide on an action. This action should be taken by the votes of the majority.
- Assigning regional director for main regions around the globe where a significant number of Zewail City alumni are present.

### 4.3 Executive board

The executive president has the right to suggest the board structure that he/she finds suitable. However, the following positions are mandatory: the president, vice president, treasurer and secretary. The four committees presented below are suggestive and are not binding to the president, however, they were designed to specifically serve the purpose and tasks of the association. The responsibilities of each of the board positions are presented below:

#### 4.3.1 President

The president is elected from the alumni association body according to the aforementioned outlined procedure. In details, the president's responsibilities include:

- Presenting all the voices and make sure every voice is heard, understood, and counted.
- Leading ZCAA and makes sure it moves towards its missions by assisting in planning, evaluating and execution of alumni programs.
- Directing ZCAA plans.
- Representing ZCAA in public events/media and with the university.
- Meeting with the university high board and managing representatives.
- Speaking up the members' needs and their rights.
- Encouraging other alumni to give their time, talent, and treasures to Zewail City.
- Coordinating the work between the committees and ensures the smoothness of the workflow.
- Submitting a bimonthly report detailing the events, activities and progress made by the association to the board of trustees.

### **4.3.2 Vice president**

The vice president is elected with the president on the same ticket from the alumni association body according to the aforementioned outlined procedure. The vice president helps with all the president's responsibilities and leads the association in case of absence of the president. In details, the responsibilities include:

- Facilitating the communication between the president and association members and between the association members and each other.
- Constructing the vision and plans with the president.
- Helping the president with the recruitment of the other board members.
- Attending meetings on behalf of the president and acting as the president in case of the president's absence.
- Helping with the execution of the events organized by the association by recruiting/hunting members, forming teams, etc.

### **4.3.3 Secretary**

A secretary should be recruited by the president from the alumni association body according to the aforementioned outlined procedure. Responsibilities include:

- Preparing meetings' agenda, and coordinating the time.
- Organizing, recording, documenting all meetings.
- Attending all meetings.
- Summarizing meetings, takeaways, and tasks.
- Checking and managing emails with the communication team.
- Documenting all the events organized by the association.
- Organizing all the documentation of the association in an easily accessible way for all members.

### **4.3.4 Treasurer**

This should be a highly trusted, transparent and respected person. Moreover, the treasurer should be good with documentation, and able to keep track of money in and out. The treasurer should be recruited by the president from the association body according to the aforementioned outlined procedure. The treasurer's responsibilities include:

- Presenting money status and overview to all ZCAA members and board.

- Managing bank accounts or keeping up with the bank accounts owners.
- Implementing ZCAA policies regarding documentation and accounting of receipts and other financial information.
- Maintaining a positive professional relationship with partner financial institutions.
- Minimizing financial risks and being able to sustain the budget.
- Preparing an annual budget for submission to the board.

#### 4.3.5 Committees

There are four committees that should be formed to facilitate the work of the executive board. The president can form more committees and add them to the structure in case of organizing activities or events, or if other needs emerge, according to the aforementioned outlined procedure. The president with the aid of the vice president should recruit the heads of these committees, and then the committees' heads can recruit/hunt their committee members if need be. The minimum number of committees is four, and they are:

- **Rules and Procedures Committee**

Their responsibilities include:

- Formulating and updating the handbook.
- Developing constitutional amendments.
- Setting and adjusting internal Bylaws (elections, nominations, term of office, etc.)
- Formulating and maintaining code of conduct code of ethics within the association.

- **Execution Committee**

This committee is in charge of taking the plans/activities developed by the board into action. The target audience of the committee can be classified into 3 categories: Alumni, Students, and Community.

- *Alumni - Alumni*
  - \* Organise Trips/field visits.
  - \* Annual meetings.
  - \* Benefit packages events.
  - \* Job pool: A place to share job vacancies from the alumni circles to one another.
- *Alumni - Students*
  - \* Majors knowledge transfer.
  - \* Career options/opportunities sharing.

- \* Student union support.
- \* Funding helping with grad projects.
- *Alumni - Community*
  - \* Scientific culture awareness campaigns.
  - \* Alumni Scholarship.
  - \* Fundraising campaigns.

- **Membership Committee**

Their responsibilities include:

- Accepting new members.
- Collect and update the member’s database.
- Responsible for communication with all members whenever needed.
- Collect and supervise membership subscription fees.

- **Communication Committee**

Their responsibilities include:

- Marketing for the association events.
- Representing the association on all platforms.
- Represents a contact point for anyone who wants to reach out.
- The speaking channel and mic on behalf of the whole ZCAA team and individual members.
- Keeping the website up to date with all the updates from the association.

#### 4.4 The Court

- The court is not a standing committee. Unlike the executive board and the board of trustees, the court has special roles and is held once called upon.
- The court consists of 3 members, they’re chosen in the last general meeting before the starting of the new elections of the board of trustees and executive board.
- The court is acting as an independent delegate chosen from the association body, it is the highest judicial authority in ZCAA, it has the power to call for general meetings and proceed with the impeachment of the board of trustees.
- The court is responsible for holding the board of trustees elections and announcing the winners. When a complaint, that has at least 5% of the association body backing it, is filed against the board of trustees, the court has to open an investigation and call for a general meeting, and based on



their decision, they can call for a vote among the whole body to impeach the whole board of trustees and call for an election for the new one. The new board of trustees is an acting one and the rest of the period is not counted towards the final count of periods.

## 5 Nominations and Elections

### 5.1 Board of Trustees

- **Eligibility for Position**

- To be an executive volunteer in the association for at least one year. (To be effective after 3 years from the first presidential elections)
- Does not hold any other executive positions in the association.
- Hadn't proved guilty in any filed case against him/her.
- Introduce a strategic development agenda upon applying for elections.
- Good understanding of the constitution.

- **Period**

- The seats of the board of trustees are eligible for two years.
- Maximum numbers of consecutive periods per each member are two periods.
- There is no maximum for the total number of periods.

- **Dates**

- Board of trustees nomination date. (Opens July 1st, elections July 15th)
- Transition period lasts till Sept 15th

- **Process**

- Eligible applicants apply for the nomination form announced on July first
- The association court validates the candidates applications.
- The association court runs the elections on July fifteenth.
- The association court announces the results after their voting.
- The board shall choose a head by internal votes.
- The board head decides in cases of perfect equal votes, otherwise, his/her vote is just equivalent to the other members.

- **Transition**

- The new and old board shall have an overlap of 3 months as a transitional period. The new board runs the next presidential election.

- **Resignation**

- Any board of trustees may file a resignation for the rest of board anytime during his/her period.
- At least 50% of the board of trustees should agree for the resignation to be accepted.
- The board of trustees may accept up to 4 resignations per period. The board of trustees is eligible to continue the period with 7 members only.
- After the fourth resignation is accepted, a re-elections opens for all the missing 4 members or up.
- These 4 or more complementary members will not count from their two periods of time.

- **Revocation**

- Member
  - \* Any trustees board member is eligible to file a case to be voted among for all the board of trustees body. Votes above 50% within the board shall be achieved to exclude a member.
  - \* If a member wishes to nominate him/herself for presidency (or any executive board position), his membership of the board of trustees is revoked.
- All board members
  - \* Any association body member is eligible to file a case to be voted for by all the association body. Votes above 50% shall be achieved to exclude the whole board.

## 5.2 President and Vice

- **Eligibility for Position**

- Must be member of the Association body (Alumni)
- To be an executive volunteer in the association for at least one year. (To be effective after 3 years from the first presidential elections)
- One president is elected by the entire association body every period
- Does not hold a leadership position in another organization that would constitute conflict of interest with ZCAA (as judged by board of trustees)

- **Period**

- One period for the president (and executive team) is one year
- Maximum number of periods a president can serve is 6 periods.
- Maximum number of consecutive periods a president can serve is two periods.

- **Dates**

- Nomination opens Aug 1st, elections on Aug 15th
- Transition period till Oct 15th

- **Process**

- The president and the vice are nominated on the same ticket
- The vice president is the one responsible for continuing the period if the president is not available or became unfit to continue
- The old board of trustees (plus 3 delegates from the newly elected board if exists) will supervise the election process
- The verdict is reached based on 50% + 1 votes
- If no nominee achieves that limit, reelection between top two nominees will be performed and the winner will be decided based on the same criterion

- **Resignation**

- If the president resigns or is impeached, the vice assumes the position.
- If the vice cannot assume the position for any reason, the board of trustees delegates one of its members as acting president (not counted as one of the periods for that person).

- **Revocation/Impeachment**

- To impeach the president, an impeachment request must be filed from a body member.
- The request must get an initial approval of 5% from the members to be considered.
- The board of trustees will study and decide on the impeachment request based on the constitution amendments.

### 5.3 Executive Board

- **Eligibility for Position**

- Must be member of the Association body (Alumni)

- **Process**

The president recruits body members of the other major positions of the executive board, namely, vice president, treasurer, secretary, and the committees heads, according to the following recruitment procedure:

- Open a call for members to nominate themselves for each of these positions
- The elected president shall form an executive committee from the nominees pool, and document the selection process
- After reviewing the selection documentation, the Board of Trustees shall vote that the proposed committee either assume their positions or demand the president form another committee, citing the rationale behind their decision

## 5.4 The Court

- **Eligibility for Position**

- Any member of the association body can nominate himself/herself in the last general meeting to become a court member.
- Hadn't proved guilty in any filed case against him/her.
- Have adequate knowledge of the association constitution.

- **Period**

- Their seats at the court are eligible for one year.
- Max numbers of consecutive periods per each member are two periods.
- There is no maximum for the total number of periods.

- **Dates**

- Nomination and election happens during the last general meeting of the association body before the new elections (Before July 15th)

- **Process**

- Members of the association body nominate themselves during the last general meeting.
- Voting happens at the same time in an open anonymous poll.
- The highest 3 constitute the court.
- In case of equal votes in the third position, a secondary poll determines the winner.

- **Transition**

- The new court has to have at least one meeting with the old one to discuss any outstanding cases from the previous period, different rules, etc. However, each court is responsible for finishing the outstanding cases within one month maximum from the new court election, if it didn't happen, the case is dropped and a new case should be filed to the new court.

- **Resignation**

- Any court member could resign at any time, a new member is selected in the next general meeting, the newly elected member does not have this period counted towards the total number of periods.

## **6 Meetings**

### **6.1 Annual Meeting of Members**

The Annual Membership meeting of the Members of the association shall be held annually on the day selected by the Board of trustees.

### **6.2 Special Meetings**

Special meetings of Members of the association may be called by the Board of trustees, the court, or by the President. Special meetings shall be held at a time fixed by the Board, but in no event shall the time be fixed for a date less than fifteen (15) or more than forty-five (45) days after receipt by the association of a written request for a special meeting from a person or persons entitled to call the same.

### **6.3 Notice**

Notice of the Annual Membership meeting and any special meetings shall be by e-mail to each Member at the email address, and by publication in the official website. Such a notice shall be given at least fifteen (15), but not more than sixty (60) days before the meeting. The notice shall specify the date, time of the meeting, and the general nature of the business to be transacted.

## **7 Penalties**

In any case of ethical and/or professional misconduct, the code of conduct shall be applied.

## 8 Finance

- The annual budget shall be prepared by the finance committee headed by the treasurer. Supplements to the budget can be added by the finance committee from time to time.
- Necessary expenses of the annual budget shall be paid by the treasurer. The majority of the executive committee shall approve any other non-budgeted expenditures.
- All the association's assets shall be used for its own purposes according to the approved plan. No member shall use any part of the funds of the association for his/her own benefit.

## 9 Amendments

- Any of the constitution sections can be amended upon a call from any of the association members.
- Any amendment proposal shall be signed from at least 5% percent of the members.
- After signing, the amendment proposal shall be sent to the court and the board of trustees.
- A meeting shall be held between the court and the board of trustees to approve the proposal.
- After approval, the amendment is being voted on from all the association body.
- If the court has proposed an amendment, the change could be proposed for voting after sending such a proposal to all the association body.
- If the board of trustees has proposed a change, it shall be approved by the rules and producers committee then pushed to voting phase.
- Any other member of the body rather than court members, and board of trustees members shall follow the basic process of signatures, approvals, and voting.

## 10 Dissolution

Upon dissolution or the termination of the association, any remaining assets shall be distributed to other non-profit organizations - including Zewail City - that are deemed by the Board of Trustees to operate for the purposes of the association. No member of the association in any position or a single individual shall be entitled to receive any share of such distribution

## 11 Appendix I: Exceptional rules for the founding team

- An “ACTING” president and vice president shall be elected from the founding team.
- The acting president and his/her team will lead the association till the first elections Aug 2021.
- This shall not be counted as a presidency period for the acting president.
- Graduate members of the founding team have the right to nominate themselves to become the first acting president and vice president of the association.
- All members of the founding team (including undergraduate members) have the right to elect the first acting president and the vice.
- Since the first board of trustees will be elected in July 2021, an acting court shall be formed of three delegates of the founding team before the election.
- The acting court will volunteer to organize and supervise the election process.
- The acting court members do not have the right to nominate themselves or elect the president.
- The acting court will open the application for nomination.
- Each nominee will have a vice president on his/her ticket.
- After the nomination window closes, the acting court will hold the elections.
- If only one nominee exists, a referendum will be held.
- The nominee wins if he/she achieves 50% of the votes or more.
- If more than one nominee is competing, the winner is the nominee achieving 50% of votes plus one or more.
- If no nominee achieves that limit, reelection between top two nominees will be conducted.
- The acting court will announce the results and the new acting president and vice will assume their positions immediately.
- The president shall decide on the hierarchy of his/her team.

- The executive board members and committees' members are chosen based on the same criteria described on the Hierarchy and nominations and elections sections of this constitution.
- The founding team will remain functioning during the transition period of 3 months.
- The acting court shall be responsible for the elections and formation of the first board of trustees in July 2021.
- The first board of trustees shall be responsible for the elections of the first "FULL" president (and vice) in August 2021.