

CONSTITUTION AND BYLAWS

South-East Asia Nursing and Midwifery Education Institution Network (SEANMEIN)

PREAMBLE

In this document the words “SEANMEIN” stands for the South-East Asia Nursing and Midwifery Education Institution Network. This is also referred to as the “Network”. In this document, the singular also serves for the plural and the feminine for the masculine, depending on the context. If the titles designating the World Health Organization (WHO) and/ or Network Officers and members change, the intent should be interpreted according to current terminology.

CONSTITUTION

There shall be a *South-East Asia Nursing and Midwifery Education Institution Network (SEANMEIN)* which is an institution for academic collaboration and cooperation among WHO collaborating centres for nursing and midwifery development and nursing and midwifery institutions in Member countries of the South-East Asia (SEA) Region for specific purposes in consonance with and pursuit of its aims. SEANMEIN is a non-profit, independent educational group.

BYLAWS

I. STATEMENT OF PURPOSE

Article 1: Goal and objectives

1.1 The SEANMEIN has as its primary goal to strengthen and promote standards and quality of nursing and midwifery education as well as bolster the capacity of nursing and midwifery educational institutions in the countries of the SEA Region through collaboration and cooperation in an effort to produce and enhance an adequate and competent nursing and midwifery workforce in countries of the SEA Region.

1.2 The objectives are:

- (a) Share information, experience and resources in the areas of educational and training programmes, curriculum, and capacity-building of teachers, teaching methods, assessment and evaluation, infrastructure as well as research among members.
- (b) Create a common vision of nursing and midwifery education and develop cooperative relationships and collaborations among member institutions.
- (c) Promote the use/ adaptation of WHO global and regional strategies, standards, guidelines and modules in nursing and midwifery.
- (d) Provide recommendations for strengthening the nursing and midwifery workforce, services, and bolstering research and the regulatory body.

II. MEMBERSHIP

Article 2: Categories of membership.

Memberships are available for:

1. WHO Collaborating Centres for Nursing and Midwifery Development or equivalent, and
2. Nursing and midwifery educational institutions in the SEA Region

Experienced leaders in nursing and midwifery education may be invited to serve as advisers to the Network with the consent of the Executive Committee.

III. MEETINGS

Article 3: Purpose and procedures

The meeting of SEANMEIN will be held every two years or as appropriate. The meeting may be organized using information technology. This should be planned in advance by the Executive Committee and conveyed to all SEANMEIN members.

Article 4: Quorum and voting

- 4.1 A quorum for the general meeting is defined as 50% of all full members in attendance.
- 4.2 Decisions are made by a simple majority of those present and eligible to vote, conducted by open or secret ballot
- 4.3 Business which requires immediate action may be conducted by mails or by any means of telecommunication
- 4.4 In case the Executive Committee members could not attend the meeting, they must seek a suitable deputy to represent them.

IV. EXECUTIVE COMMITTEE (EC)

In order to facilitate the conduct of the SEANMEINs' business, there shall be an Executive Committee of six members.

Article 5: Composition of the Executive Committee:

5.1 The Executive Committee members shall be elected by the SEANMEIN members and Nominations should reach the Secretariat prior to the SEANMEIN meeting. Elections shall be conducted either during the meetings or electronically. The members shall serve three years. Members may be re-elected for a second term for a duration of six years at a time.

Article 6: Chair of the EC

6.1 The Chair of the EC shall be nominated by the EC members. The term of the Chair will be three years.

Article 7: Functions and duties of the EC

- 7.1 The duties of the Executive Committee are:
- (a) To set policy and plans of SEANMEIN to achieve its objectives.
 - (b) To transact business on behalf of SEANMEIN.
 - (c) To assume responsibility to implement, monitor and evaluate the SEANMEIN plan.
 - (d) To submit SEANMEINs' annual report to its members.
 - (e) To appoint adviser(s) for the Executive Committee, if needed.
 - (f) To mobilize resources to support SEANMEIN activities.

Article 8: Frequency of EC meetings

8.1 The meeting of the EC may be organized once a year using teleconference or in person, if possible. Communication among members shall be made regularly through email.

V. THE NETWORK SECRETARIAT AND OFFICE

Article 9: The Network Secretariat

The chair of the EC shall serve as the Secretariat of the SEANMEIN.

Article 10: Functions of the Network Secretariat

The Network Secretariat shall

1. Manage the SEANMEIN office and activities as per plan.
2. Coordinate with WHO/SEARO, WHO country offices and other organizations as appropriate.
3. Coordinate with the Global Network of WHO Collaborating Centres for Nursing and Midwifery Development.

Article 11: The office and business

The SEANMEIN office will be located at the institution of the Secretariat. The cost of support staff, facilities, office supplies and communications shall be borne by the institution of the Secretariat.

The majority of the work shall be conducted electronically, in person, telephonically, by fax as well as other means as appropriate. An electronic group email shall be created to facilitate communications.

Article 12: Network website

A website of SEANMEIN should be created, updated and maintained for publicity, and linked to the WHO SEARO webpage.

VI. INCOME AND REVENUE**Article 13: Network income and revenue**

The network may generate income by the following ways:

1. Membership fee;
2. Support from World Health Organization and non-profitable organization; and
3. Incomes or revenues earned from the Network's activities.

VII. RATIFICATION OF BYLAWS

An approval of members present and voting by single majority is required for ratification.

VIII. FINAL PROVISION**Article 14: Revision of Bylaws**

The voting members shall be notified in writing two weeks in advance about proposed revision of the Constitution and Bylaws and such revision can be passed by a two thirds majority vote at a General Meeting.

Article 15: Deciding Authority

The EC will decide in all cases not covered by the Constitution or the Bylaws and any such decision shall be ratified at the next General Meeting.

IX. MEMBERSHIP FEE

Regarding membership fee for institutional members is US \$100 for every three years. During the interim period, the fee shall not be collected.

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