

ALAY THAN KYAW STUDENTS' UNION (ALTK-SU) 2026



**CHARTER, KEY ORGANIZATIONAL
STRUCTURE, RULES, RESPONSIBILITIES,
ROLES, AND KEY ACTIVITIES**

ALAY THAN KYAW STUDENTS' UNION (ALTK-SU) 2026

(CHARTER)

ESTABLISHMENT AND RECOGNITION OF FOUNDERS, CO-FOUNDERS, AND ADVISORS

PREAMBLE

The Alay Than Kyaw Students' Union (ALTK-SU 2026) was established through the goodwill, guidance, and collective efforts of the individuals listed below. Their contributions and support are formally recognized and recorded in this Charter. This recognition shall be permanent and shall remain part of the official history of the Union.

FOUNDER

Mr. Nowas is recognized as the **Founder of ALTK-SU (2026)**. The Founder is the person who initiated and established the Union. The Founder contributed to the vision and foundational principles of the Union. The Founder's role shall be permanently recorded in the history of the Union.

CO-FOUNDERS

The following individuals are recognized as **Co-Founders of ALTK-SU (2026)**:

1. **Mr. Rofit (Maung Tulla)**
2. **U Tin Swe (Mr. Fahd Yousuf) (Maung Tulla)**
3. **Mr. Habizullah (Maung Tulla)**
4. **Mr. Ayas (Zay Kum Dan)**
5. **Mr. Ayas (Ahtet Kan Paingyi)**

The Co-Founders supported the establishment of the Union. They contributed to the development and organizational structure of the Union. The roles and contributions of the Co-Founders shall be permanently recorded in the history of the Union.

Initial Proposal for Establishing ALTK-SU

Advisors

The following individuals are hereby recognized as Advisors of ALTK-SU (2026):

1. **Mr. Faisal (Lay Yar Kwin)**
2. **Mr. Abdul Matha Loeb (Maungdaw)**
3. **Mr. Ansarullah (Zay Kun Tan)**

The Advisors provided guidance and advice for the establishment of the Union. They supported and assisted in the Union's establishment process. The roles and contributions of the Advisors shall be permanently recorded in the history of the Union.

Recognition of Contributions

The Union sincerely acknowledges and appreciates all Founders, Co-Founders, and Advisors for their valuable contributions. Their names shall be recorded in all official documents of the Union. Their contributions shall be recognized and remembered in every annual report. Their names shall also be honored at every Annual General Assembly.

Roles of the Founders, Co-Founders, and Initial Advisors

The Founders, Co-Founders, and Initial Advisors shall be recognized as **Honorary Members of the Union**. They shall be invited to attend General Assembly meetings. They may provide advice and guidance to the Executive Committee. They shall be consulted on major historical matters concerning the Union.

Permanent Record

This provision shall not be removed or amended. The names recorded under this provision shall remain permanent. This provision shall be read at every Annual General Assembly. The Union shall always honor and

Name

The organization shall be known as:

Alay Than Kyaw Students' Union

Abbreviated Name: ALTK-SU



Rules for the Use of the Alay Than Kyaw Students' Union Logo

1. This logo shall be used only on the official documents, announcements, notices, letters, and other documents officially issued by the Alay Than Kyaw Students' Union.
2. The logo shall not be used for personal benefit, commercial purposes, or any other purpose without the official authorization of the Union.
3. Any person who wishes to use the logo must obtain prior official permission from the Union.
4. Any person who violates these rules shall be subject to appropriate action in accordance with the relevant rules and regulations of the Union.

Vision

1. To build a united, inclusive, and capable student community where every student has equal opportunities to learn, participate, and take on leadership roles.
2. To nurture and develop future leaders who are responsible, educated, ethical, and committed to serving the community.
3. To empower students to make positive contributions to education, peace, the community, and the future development of Alay Than Kyaw.

Mission

The Students' Union shall pursue the following missions:

1. To represent and protect the interests and needs of students.
2. To promote and support students' educational and academic development.
3. To encourage and enhance students' leadership skills and participation in volunteer activities.
4. To promote unity, mutual respect, and cooperation among ALTK students.
5. To organize and encourage student participation in educational, cultural, religious, sports, and social activities.
6. To provide appropriate support and assistance to students facing educational difficulties and challenges.
7. To promote equality, inclusion, and non-discrimination for all students.
8. To encourage peaceful dialogue, mutual understanding, negotiation, and conflict-resolution approaches.
9. To protect the dignity and rights of students and their right to be treated fairly.
10. To nurture and develop future leaders who demonstrate responsibility, ethical conduct, cooperation, and a commitment to serving the community.

Key Administrating Bodies

The ALTK Students' Union shall have the following three principal administrating bodies:

(1) General Assembly

The General Assembly shall be the highest representative and decision-making body of the Union.

(2) Executive Committee

The Executive Committee shall be responsible for the day-to-day administration of the Union and for implementing decisions adopted by the Union.

(3) Advisors and Founders' Council

The Advisors and Founders' Council shall provide continuous guidance to the Union and shall oversee and support disciplinary matters and election-related processes.

Responsibilities of the Advisors and Founders' Council

1. The Council shall continuously provide necessary advice and guidance for the activities and affairs of the Union.
2. The Council shall oversee the Union's Disciplinary Committee and provide necessary guidance and direction.
3. When an election is required, the Council may appoint impartial election officials to conduct and oversee the electoral process.
4. Where necessary in disciplinary matters, the Council may assign specific responsibilities to an individual or committee in accordance with established procedures.
5. The structure and membership of the Advisors and Founders' Council may be reviewed annually and amended or reconstituted as necessary.
6. If any person entrusted with a responsibility fails to perform the duties and functions of the Union effectively or violates the Union's rules, the Executive Committee (EC) may remove that person from office in accordance with established procedures. However, before taking disciplinary action or making a removal decision, the relevant evidence must be reviewed impartially, and the person concerned must be given a fair opportunity to respond and present a defense. A person removed from office may appeal the decision to the General Assembly within fourteen (14) days from the date of receiving the decision. After reviewing the appeal, if the General Assembly determines that the person has been cleared of the allegations, the General Assembly may vote on whether the person should be reinstated to their original position.
7. Persons aged 35 years or older shall not be eligible to serve as members of the Executive Committee. However, in order to benefit from their experience and guidance, they may be appointed as new members of the Advisors' Council.

Voting and Decision-Making Rules

Approval of Decisions

A proposal shall be approved and adopted if it receives the support of **two-thirds (2/3) of the total eligible voters** participating in the vote. However, if a proposal does not receive a two-thirds (2/3) majority, the **candidate or proposal receiving the highest number of votes** may be approved in accordance with the rules established in advance for the relevant vote.

Respect for Voting Decisions

Once a decision has been approved through a vote, **all members shall respect and comply with the approved decision** in accordance with the rules and regulations of the Union, even if they hold differing opinions or disagree with the decision.

EXECUTIVE COMMITTEE

Structure, Roles, Responsibilities and Regulations

Preamble

We, the students and youth of **Alay Than Kyaw (ALTK)**, hereby establish the **Alay Than Kyaw Students' Union (ALTK-SU 2026)**.

The Union shall promote and support students' **education, unity, leadership, mutual respect, social responsibility, cultural identity, peace, and well-being**.

The Union shall operate based on the principles of **democracy, transparency, accountability, equality, mutual consultation and cooperation**, while respecting the **rights and dignity** of every student.

Term of the Executive Committee

The term of the Executive Committee shall be one (1) year. Upon completion of the one-year term, an election shall be conducted in accordance with the established procedures to form a new Executive Committee.

EXECUTIVE COMMITTEE

Chairperson

Role

The Chairperson shall lead the Executive Committee and officially represent the Students' Union.

Responsibilities

1. Lead and coordinate the Union's activities, programs, and meetings.
2. Represent the Union in official matters and engagements.
3. Oversee the implementation of decisions adopted by the General Assembly and the Executive Committee.
4. Report and remain accountable to the General Assembly regarding the activities and performance of the Executive Committee.

Regulations

1. The Chairperson shall not misuse their position, authority, or the Union's resources for personal benefit.
2. The Chairperson shall not make major decisions of the Union unilaterally and shall act in accordance with the established decision-making procedures.
3. The Chairperson shall maintain transparency and accountability to the General Assembly and all members of the Union.

Key Activities

1. Organize annual work-planning meetings and leadership meetings.
2. Plan and implement the Union's programs in coordination with members of the Executive Committee.
3. Present the annual report and ensure the systematic handover of responsibilities and duties at the end of the term.

DEPUTY CHAIRPERSON

Role

The Deputy Chairperson shall support the Chairperson and coordinate and oversee the internal affairs and activities of the Executive Committee.

Responsibilities

1. Support and cooperate with the Chairperson in carrying out the duties and responsibilities of the position.
2. Coordinate and oversee the internal affairs, activities, and administrative work of the Executive Committee.
3. In the absence or inability of the Chairperson to perform their duties, temporarily assume the responsibilities of the Chairperson in accordance with the established rules and procedures of the Union.
4. Monitor the implementation of the Union's work plans and programs and provide necessary support and follow-up.
5. Facilitate coordination among Executive Committee members to ensure the effective implementation of approved decisions and activities.

Regulations

1. Respect and comply with the authority, responsibilities, and established roles of the Chairperson and the Executive Committee.
2. Shall not exercise authority or undertake responsibilities beyond those assigned or authorized by the Union.
3. When temporarily performing the duties of the Chairperson, the Deputy Chairperson shall continue to comply with the Charter, rules, regulations, and approved decisions of the Students' Union.
4. The Deputy Chairperson shall not use the temporary authority of the Chairperson for personal benefit or purposes unrelated to the Union.
5. Any major decision made while temporarily performing the Chairperson's duties shall be made in accordance with the Union's esta

GENERAL SECRETARY

Role

The General Secretary shall be responsible for the systematic administration, communication, and maintenance of the official records of the Students' Union.

Responsibilities

1. Prepare meeting agendas, notices, and other necessary documents.
2. Accurately record the discussions, proceedings, and decisions of meetings.
3. Systematically maintain and safeguard the Union's official records, documents, and relevant information.
4. Manage the Union's official correspondence and communication activities.
5. Prepare the necessary documents for the proper handover of responsibilities at the end of the Executive Committee's term.

Regulations

1. The Union's records and documents shall be accurate, reliable, and securely maintained.
2. Official records shall not be altered, deleted, or modified without proper authorization.
3. Confidential information of the Union that requires restricted access shall not be disclosed without authorization.

Key Activities

1. Prepare and maintain meeting minutes and records of decisions.
2. Systematically maintain records relating to members, meetings, and the activities of the Union.
3. Manage the Union's official correspondence and communication activities.

TREASURER

Role

The Treasurer shall manage the Union's finances and funds systematically, transparently, and accountably, in accordance with the established financial procedures and regulations of the Union.

Responsibilities

1. Accurately record the Union's income, expenditures, and financial transactions.
2. Prepare the annual budget and required financial reports.
3. Systematically maintain and safeguard receipts, payment records, supporting documents, and other relevant financial records.
4. Present financial reports to the Executive Committee and the General Assembly at the designated intervals.
5. Provide the necessary information and documents required for the auditing and review of the Union's financial records.

Regulations

1. The Union's funds shall not be solely controlled or managed by one individual.
2. Any significant financial expenditure shall require the **prior approval of at least two (2) members of the Executive Committee.**
3. The Union's financial records and funds shall be subject to regular audits in accordance with the established procedures.
4. The Union's funds shall not be used or misappropriated for personal benefit.

Key Activities

1. Develop financial plans in accordance with the annual budget and work plan.
2. In accordance with decisions of the Executive Committee, systematically collect the monthly contributions established for members of the Students' Union. The Treasurer shall transparently present the monthly income, expenditures, and remaining balance at each monthly Executive Committee meeting. In addition, accurate records of monthly income, expenditures, and balances shall be prepared, documented, and systematically maintained.
3. Prepare the annual financial report and submit it to the General Assembly.
4. Systematically prepare and maintain the documents required for financial audits.

AUDITOR

Role

The Auditor shall independently and impartially examine and oversee the Union's financial records, accounts, and financial documents.

Responsibilities

1. Audit the Union's income, expenditures, and financial transactions.
2. Examine receipts, payment records, supporting documents, and other relevant financial documents.
3. Verify whether the financial records accurately correspond with the Union's actual financial position.
4. Report audit findings, weaknesses, irregularities, and necessary recommendations to the appropriate body.
5. Conduct an annual financial audit and submit an audit report.

Regulations

1. The Auditor shall operate independently from the Treasurer and conduct audits impartially.
2. The Auditor shall not directly manage, handle, control, or use the Union's funds.
3. Audit findings shall be reported accurately, honestly, and transparently.
4. Confidential financial information obtained during the audit process shall not be disclosed without proper authorization.

Key Activities

1. Examine financial records, accounts, and financial transactions.
2. Review receipts, payment records, and other financial documents.
3. Report financial findings and provide recommendations for improvement.
4. Prepare and submit the annual financial audit report.

EDUCATION SECRETARY

Role

The Education Secretary shall promote and support students' educational and academic development and shall plan, coordinate, and effectively implement educational opportunities and learning activities. The Education Secretary shall also provide necessary support to improve students' learning, skills development, and future educational and career opportunities.

Responsibilities

1. Plan, coordinate, and implement educational programs, workshops, and learning activities to support students' academic and personal development.
2. Systematically collect, record, regularly update, and maintain student enrollment lists by village and class. The Education Secretary shall also provide the necessary support for establishing and effectively operating study groups.
3. Collect, verify, organize, and timely share information with students regarding scholarships, training programs, higher education, and other educational opportunities.
4. Provide necessary guidance, counseling, and support to help students achieve their educational and career goals.
5. Organize literary talks, essay competitions, debates, art competitions, and other appropriate educational activities to develop students' literacy, critical thinking, communication, and creativity skills.
6. Identify and assess students' educational needs and develop and implement appropriate special programs to support their skills development.
7. Cooperate, when necessary, with relevant educational and social organizations to support students in accessing scholarships and continuing their higher education.

Regulations

1. Ensure that all students have equal opportunities to participate in educational programs, activities, and opportunities.
2. No student shall be discriminated against on the basis of age, educational level, social status, or any other circumstance.
3. Information regarding scholarships, training programs, and educational opportunities shall be carefully verified for accuracy and shared with students in a timely manner.
4. In implementing educational programs, the safety, dignity, and personal information of students shall be respected and protected.
5. Educational opportunities and programs shall be planned and allocated fairly, transparently, and accountably.

Key Activities

1. Establish class-based study groups and encourage and support regular learning activities.
2. Organize literary talks, essay competitions, debates, art competitions, and other educational activities.
3. Organize and implement educational workshops and student skills-development programs.
4. Conduct information-sharing meetings and awareness programs on scholarships, training opportunities, higher education, and employment opportunities.
5. Collaborate with relevant organizations to expand educational and career development opportunities for students.

SPORTS SECRETARY

Role

The Sports Secretary shall promote and support students' participation in sports and physical health activities and encourage teamwork, discipline, fair play, and healthy competition among students.

Responsibilities

1. Organize and coordinate sports activities, training programs, and sports competitions.
2. Coordinate the activities of sports teams and provide necessary support and assistance.
3. Arrange and maintain sports equipment, playing fields, and necessary safety measures.
4. Promote teamwork, discipline, fair play, mutual respect, and positive sportsmanship among students.

Regulations

1. All sports activities shall be conducted in a safe and secure environment, with equal opportunities for all students to participate.
2. Sports-related funds shall be managed and used transparently in accordance with the established financial procedures of the Union.
3. Fairness, mutual respect, discipline, and sportsmanship shall be maintained in all sports competitions and activities.

Key Activities

1. Organize and conduct football and other sports competitions.
2. Organize sports training sessions and physical health activities in which students can participate.
3. Organize an annual **Sports Day** to promote student participation, teamwork, and physical well-being.

RELIGIOUS, CULTURAL, FUNERAL AND SOCIAL WELFARE SECRETARY

Role

The Religious, Cultural, Funeral and Social Welfare Secretary shall coordinate and organize religious, cultural, funeral, and social welfare activities for students and provide necessary support and assistance in accordance with the needs of the student community.

Responsibilities

1. Organize and coordinate religious and cultural activities, ceremonies, and events.
2. Provide necessary support and assistance to students and their families in cases of funerals, emergencies, and other difficult circumstances.
3. Coordinate appropriate support for students facing financial difficulties in accordance with the established procedures of the Union.
4. Coordinate social welfare assistance for students based on identified needs and established procedures.
5. Coordinate with relevant individuals, organizations, and community groups when additional support or assistance is required.

Regulations

1. All religious beliefs, cultures, traditions, and practices shall be treated with mutual respect and dignity.
2. Social welfare assistance shall be provided fairly, transparently, and with due regard for the privacy and confidentiality of beneficiaries.
3. The personal information, circumstances, and identities of students receiving assistance shall not be disclosed without proper authorization.
4. Welfare assistance shall be provided based on genuine needs and in accordance with the established rules and procedures of the Union.
5. No student shall be discriminated against in receiving social welfare support on the basis of religion, culture, gender, social status, or other personal circumstances.

Key Activities

1. Organize and coordinate religious and cultural ceremonies, events, and activities.
2. Provide necessary support and assistance during funerals, emergencies, and other critical situations.
3. Organize social welfare, mutual-support, and community care activities for students.
4. Coordinate with relevant organizations and community groups to facilitate access to necessary social welfare assistance.
5. Identify students in need of support and coordinate appropriate assistance in accordance with established procedures.

SPOKESPERSON AND COMMUNICATIONS SECRETARY

Role

The Spokesperson and Communications Secretary shall officially represent the Students' Union in public and communicate the Union's approved information, announcements, and official messages in accordance with established rules and procedures.

Responsibilities

1. Issue announcements and official information approved by the Executive Committee through designated communication channels.
2. Respond appropriately to inquiries from the public, students, and relevant organizations based on accurate and officially approved information.
3. Coordinate with the Executive Committee to ensure consistency and clarity in the Union's official messages and public communications.
4. Collect, verify, organize, and disseminate accurate information related to the activities and work of the Union as necessary.
5. Maintain effective communication between the Students' Union, its members, students, the public, and relevant organizations.

Regulations

1. All public statements, announcements, and official communications shall be properly authorized and made in accordance with the established procedures of the Union.
2. Confidential information, personal information, and unauthorized internal matters of the Union shall not be disclosed.
3. The official position, name, or authority of the Union shall not be used for personal benefit, personal campaigning, or purposes unrelated to the Union.
4. Unverified information, rumors, or inaccurate information shall not be presented or published as official information of the Union.
5. The Spokesperson shall clearly distinguish between personal opinions and official statements of the Students' Union when communicating publicly.

Key Activities

1. Draft, prepare, and issue the Union's official announcements, statements, and information.
2. When necessary, organize press briefings, public information sessions, and other communication activities with the approval of the Executive Committee.
3. Receive inquiries, feedback, and recommendations from students, the public, and relevant organizations and communicate them to the appropriate bodies for consideration and follow-up.
4. Systematically disseminate official information through the Union's designated communication channels.
5. Maintain and coordinate the Union's official communication platforms and ensure that publicly shared information is accurate, timely, and consistent.

MEDIA SECRETARY

Role

The Media Secretary shall systematically manage the Students' Union's official media platforms, social media accounts, and media archives, and shall be responsible for accurately documenting, preparing, and disseminating information about the Union's activities and programs.

Responsibilities

1. Manage and maintain the Union's official social media accounts and media platforms in a systematic and responsible manner.
2. Document the Union's activities, events, programs, and other official activities through photographs, videos, and other appropriate media formats.
3. Create, prepare, and schedule appropriate media content related to the Union's activities, including photographs, videos, posts, graphics, and other digital content.
4. Systematically organize, store, and maintain media archives and digital files so that they can be securely accessed and reused when necessary.
5. Coordinate with the Spokesperson and Communications Secretary to ensure that public media content is accurate, consistent, and properly authorized.

Regulations

1. All content published through the Union's official media platforms shall be accurate and properly approved in accordance with the established procedures of the Union.
2. At least one member of the Executive Committee and one member of the Founders' and Advisors' Council shall be designated as administrators of the Union's official social media accounts.
3. Copyright, privacy, personal rights, and intellectual property rights shall be respected and protected when creating, using, or distributing media content.

4. Photographs, videos, posts, graphics, and other content related to the Union's activities shall be published on official media platforms, including Facebook, the official website, X, TikTok, Instagram, and other designated platforms, only after obtaining prior approval from the Executive Committee.
5. Unverified information, unauthorized content, or content that may seriously harm the reputation, dignity, or integrity of the Students' Union shall not be published on official media platforms without proper authorization.
6. Access to official media accounts, passwords, administrative privileges, and digital files shall be managed securely and shall not be shared with unauthorized persons.

Key Activities

1. Systematically publish official information, announcements, and updates about the Union's activities through its official social media accounts and media platforms.
2. Take photographs and record videos of the Union's official events, activities, programs, and other relevant activities.
3. Create, edit, and prepare posters, graphics, videos, photographs, and other appropriate media content.
4. Systematically organize, archive, and preserve the Union's photographs, videos, graphics, and other media records.
5. Regularly monitor the Union's official media platforms and content and make necessary updates, corrections, or improvements.
6. Maintain an organized digital media archive to support the Union's institutional memory and future communication needs.

ORGANIZING SECRETARY

Role

The Organizing Secretary shall systematically plan and coordinate the Union's events, activities, programs, and organizing efforts, and shall promote active participation among members and volunteers.

Responsibilities

1. Plan and organize the Union's events, activities, and programs in accordance with approved plans and schedules.
2. Mobilize Union members and volunteers and appropriately assign responsibilities and tasks.
3. Arrange the necessary venues, equipment, materials, and other logistical requirements for events and activities in advance.
4. Systematically record and maintain records of members' and volunteers' participation and attendance.
5. Coordinate and collaborate with relevant Secretaries, committees, members, and volunteers to ensure the effective implementation of Union activities.

Regulations

1. All events and activities shall be conducted in accordance with the approved plans, schedules, and budgets.
2. Relevant Secretaries, committees, and responsible individuals shall be informed in advance, and necessary coordination shall be carried out before implementing activities.
3. Members and volunteers shall be provided equal opportunities to participate, and no person shall be discriminated against on any grounds.
4. Union resources, equipment, materials, and budgets shall not be used for personal benefit or purposes unrelated to the Union.
5. Responsibilities assigned to members and volunteers shall be distributed fairly and appropriately according to the needs of each activity.

Key Activities

1. Plan and organize the Union's events, activities, programs, and organizing initiatives.
2. Organize coordination meetings, briefings, and task assignments for volunteers.
3. Organize membership and engagement activities that promote active participation, cooperation, and unity among members.
4. Arrange and manage the venues, materials, equipment, and other logistical requirements necessary for Union activities.
5. Compile and maintain participation and attendance records following events and activities.
6. Review activity implementation with relevant members and provide necessary feedback and recommendations for future activities.

HEALTH SECRETARY

Role

The Health Secretary shall promote and support students' health, personal and environmental hygiene, health awareness, disease prevention, and safety awareness, and shall coordinate appropriate health-related support when necessary.

Responsibilities

1. Organize health education talks, discussions, awareness sessions, and other health-related activities for students.
2. Promote personal and environmental hygiene, disease prevention, and appropriate health and safety practices among students.
3. Coordinate access to appropriate health services for students who require health-related assistance and, when necessary, facilitate referrals to relevant health facilities or qualified health professionals.
4. Plan and coordinate necessary health and safety measures for the Union's events, activities, and programs.
5. Coordinate blood donation and emergency blood-support activities with relevant health organizations and qualified health professionals.
6. Promote awareness of basic emergency health and safety practices and encourage students to seek appropriate professional medical assistance when needed.

Regulations

1. Students' health information and personal information shall be handled with strict confidentiality and shall not be disclosed without proper authorization.
2. No diagnosis, medical treatment, or prescription of medication shall be provided without appropriate medical qualifications, authorization, and professional supervision.

3. Health-related information shall be shared only on the basis of reliable health-service information and guidance from qualified health professionals or relevant health authorities.
4. Blood donation and blood-support activities shall be conducted in accordance with the rules, safety standards, and procedures of relevant health organizations and qualified health professionals.
5. The Union shall not present itself as a medical service provider or replace qualified medical professionals or health facilities.
6. Participation in health-related activities, including blood donation, shall be voluntary and shall respect students' informed choice, privacy, and dignity.

Key Activities

1. Organize health education talks, discussions, awareness sessions, and other health-related educational programs.
2. Conduct awareness activities on personal and environmental hygiene, disease prevention, and healthy practices.
3. Arrange health and safety support for the Union's events, programs, and activities.
4. Coordinate and organize blood donation activities in collaboration with relevant health organizations and qualified health professionals.
5. Coordinate with qualified health professionals or relevant health organizations to facilitate blood-group testing for students, where appropriate.
6. Coordinate with blood donors, health professionals, and relevant health organizations to facilitate access to blood support for patients in need.
7. Maintain appropriate records of health-related activities while protecting students' personal and health information.

GENERAL REGULATIONS APPLICABLE TO ALL POSITIONS

1. Every Executive Committee member shall perform the duties and responsibilities associated with their respective position in a responsible, systematic, and timely manner, in accordance with the established rules and procedures of the Union. Where responsibilities are interconnected or require joint action, the relevant members shall coordinate and cooperate with one another.
2. Every Executive Committee member shall perform their duties with integrity, mutual respect, equality, transparency, accountability, and commitment to the interests of the Students' Union.
3. No member shall use, misuse, or access the authority, funds, property, documents, records, information, or other resources of the Students' Union for personal benefit or without proper authorization.
4. Every Executive Committee member shall regularly report, within the designated timeframes, on the progress, outcomes, challenges, and relevant developments of the activities, programs, and responsibilities under their respective areas of responsibility.
5. Every Executive Committee member shall responsibly fulfill the duties assigned to them throughout their **one (1)-year term**. At the end of the term, they shall systematically hand over all relevant documents, records, Union property, information, and other responsibilities to the incoming responsible person or Executive Committee.
6. Every Executive Committee member shall comply with the approved decisions of the Executive Committee and the Charter, rules, and regulations of the Students' Union, and shall coordinate and cooperate with other members to achieve the objectives and goals of the Union.

END OF CHARTER



Charter Development and Review – Contribution

Tin Swe (Mohammed Fahad Yousuf)

Teaching Assistant

Center for Peace and Justice (CPJ), BRAC University and Hubs for Connected Learning Initiatives,
Bard College, USA , Co-Founder of Alay Than Kyaw students Union

Charter Development and Writing

Contributed to the creation and development of the ALTK-SU Charter by supporting its drafting, writing, revision, and refinement as part of the initiative’s documentation and publication process.

Charter Review – ALTK-SU

Reviewed the Charter provisions concerning the **Founders, Advisors, and Executive Committee**, and provided constructive feedback to strengthen the document’s clarity, consistency, structure, and overall development.