

RESPONSIBILITIES of the REGIONAL OFFICES

Realizing the significant contribution of open and distance education, on-line education and eLearning applications in democratizing learning opportunities to mankind, and recognizing that the development of open and distance education, on-line education and eLearning can be obtained through friendship and close exchanges among institutions of Open and distance education, on-line education and eLearning applications.

UROs are vital units and the sub-type of the UDEEEWANA which are nonprofit units of legally established under UDEEEWANA's structure umbrella. Their main responsibilities are to organize and to be in contact at any levels of learning institutions with its members of the regionally. Here primarily concerned with education at a distance, open blended, i.e. education in which the systematic teaching and the communication between students and teachers or institutions take place mainly by multiple means.

According to the main aim of the UDEEEWANA, UROs will be able to foster developments in open, distance and flexible, e-Learning providing a platform for co-operation and collaboration by developing links between the region and institutions, networks, companies and other agencies in the field in their responsible geographical region. The UROs may also develop any kind of relationships and links with any distance education associations or institutions in the field, if they hope some certain benefits for their regional developments and for their individual members or member intuitions.

The main objectives of UDEEEWANA's UROs can be mentioned as below to foster high standards in the practice of distance education in their own region.

Main objectives of the regional offices are as follows here:

- **to make available information about current developments in distance and e-Learning in their indicated region;**
- **to help promote education at any level by distance education/ learning/teaching, blended, eLearning or flexible education systems, and develop its potentialities in their indicated region;**
- **to promote co-operations and collaborations between existing institutions and networks involved in the region and also participate in world-wide international co-operations and collaborations, by taking part in projects for promoting such activities and encourage, by supporting and assisting all type members of regional office in the elaboration of collaborative projects in their indicated region;**
- **to widen the educational opportunities available to all the people of the region and to improve the cost of member institutions by exchanging management information, teaching materials and research providing or using distance and e-Learning in their indicated region**
- **to help promote professional and ethical standards amongst distance educators in their indicated region;**
- **to co-operate with official bodies or units and others directly or indirectly interested in education at a distance in their indicated region;**
- **to coordinate, support conferences, workshops and seminars to support professional development in the field of distance and e-Learning for their region;**
- **to coordinate, support its individual of institutional members participating to the conferences, workshops and seminars to support professional development in the field of distance and e-Learning for their region or in other places;**
- **to coordinate mutual recognition, quality assurance and accreditation practices by either developing guidelines or counseling in their indicated region;**
- **to facilitate cooperation with other similar regional or other bodies and foster research and development in distance and e-Learning by establishing liaison with the international distance education community in their indicated region;**
- **to coordinate mutual recognition, quality assurance and accreditation practices by either developing guidelines or counseling in the region and also participate in world-**

wide international;

- **to print and publish or broadcast UROs news (imprint or electronically or both, if necessary) a newsletter, leaflets, gazette, books, articles and such other publications as the regional shall determine from time to time and that the regional office approves to assist in reaching its objects for their indicated region.**
- **to undertake any activities which from time to time are seen by the regional office to be in the interests of distance education in the region;**
- **to do all other things incidental or conducive to the attainment in all the above objectives.**
- **to subscribe to, become a member of and co-operate with any other distance education, club or organization, whether incorporated or not, whose objects are altogether or in part similar to those of the association by only informing head office. Provided that the association shall not subscribe to or support with its funds any club, association or organization that does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed in their indicated region;**
- **to buy, sell or organize as a coordinator deal in all kinds of technology, project, study materials packs, commodities and provisions for their member institutions of the association, or persons on the regional office's premises for their indicated region;**
- **to purchase, take on lease or in exchange, hire and otherwise acquire land, buildings, easements, or property, real or personal, and any rights or privileges that may be necessary for the purposes of or associated with the objects of the regional office.**
- **to enter into any kind of arrangements and agreements with any governmental or authority that are incidental or conducive to attain the objects and exercise of the powers for their indicated region.**
- **to obtain from any governmental or authorities any rights, privileges or concessions that the regional office believes desirable to obtain and to carry out those rights, privileges and concessions;**
- **to appoint, employ, remove, suspend any employees or other persons as may be necessary for the purposes of the UROs ;**
- **to remunerate any person or body corporate for services rendered or to be rendered for their region.**
- **to construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences that may directly or indirectly advance for the regional office's interests; and to contribute to subsidies or otherwise assist in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control of UORs property and buildings for their region.**
- **to invest and deal with money of the for their region not immediately required in such a way as for their region from time to time approves;**
- **to take, acquire or hold any shares, debentures or securities of any company or body corporate for their region;**
- **to lend and advance money or give credit to any person or body corporate, to guarantee or give indemnity for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person and body corporate in the advancement of the regional office objects in their region;**
- **to borrow or raise money, either alone or jointly with any other person or legal entity in such a manner as the regional office approves. To secure any money or advances borrowed either jointly or with others by way of charge, mortgage, lien or other security on the whole or part of the regional office 's property and assets and purchase, pay off or redeem such securities;**
- **to draw, accept, endorse, execute or issue promissory notes, bills or lading and other negotiable or transferable instruments;**
- **to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any of the regional office 's property or rights to further the regional offices objects;**
- **to take or hold mortgages, liens, charges, to secure the payment of purchase price² or any unpaid balance of the purchase price, for any part of the regional office's**

property sold by for their region, from purchasers and others.

- to take any gift or property, whether subject a special trust or not, for any one or more of the objects for their region;
- to undertake written appeals, public meetings or other activity as the regional office deems necessary or expedient, to procure contributions to the regional office's funds by way of donations, annual subscriptions or otherwise;
- to purchase or acquire or undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated regions with which the head office is authorized to amalgamate;
- to transfer all or any part of the property, assets, liabilities and engagements of the region to any one or more of the regional office with which the regional office is authorized to amalgamate;
- to make and provide donations for patriotic, charitable or community purposes.
- to do all other things as are incidental or conducive to the attainment of the objects or the exercise of the powers for their region;
- Membership process of the Regional Offices based on individual and intuitional membership understanding and consist of three categories as full, associate and honor Membership as described clearly in UDEEEWANA's Constitution. For autonomous legally established institutions of higher learning primarily involved in distance education.
- Full membership is limited to dedicated open and distance teaching institutions located within this regional area and whose primary mode of instructional delivery is the distance mode.
- Associate membership which is open to all institutions active in promoting or delivering education by the distance mode through departments, faculties, centers or schools of external or off campus studies and programs. Associate members will have the right to participate in all of the meetings and activities of the regional office except the right to sit in the Ex. Comm. meeting and the right to vote in the Annual Meeting of the General Body. All full and associate member institutions shall be represented by their respective heads or their nominees; these nominees will also represent their heads in the Executive Board of the UDEEEWANA, whenever appropriate. For individuals and non-commerce educational organizations who wish to support the aims and objectives of the regional and to participate in its activities in a meaningful way for promoting such activities and encourage, by supporting and assisting financially, technically or organizally all type members of regional office in the elaboration of collaborative projects.
- Honor membership can be given as honor of the by URO' or as honor by UDEEEWANA' executive committee. Donor supporting membership which is open to individuals, institutions and organizations wishing to make significant financial contributions in support of the regional office by the informing and suggesting to the head office.

Membership fees for registered membership shall be payable at such a time to time as the regional office sees fit, for their regional conditions and necessities.

At any member/s style may resign from the regional office membership by notifying such intention to the head office in writing. Any member/s contravening the provisions of constitution or acting of the UDEEEWANA in a manner harmful to the regional meaning may, on the recommendation of the Executive Committee, be expelled by UDEEEWANA's decision of the Meeting of the General Body by a two majority. A member who has resigned or has been expelled has no claim upon the regional office's funds, nor upon repayment of any contribution made but is liable for any contribution due in the current financial year. And als can not apply once more before two years after

The meeting of the regional office administrators or steering committee shall consist of the full members of the regional office. The Meeting of the General Body shall meet every year to:

- determine the general policy, procedural rules, programs and activities of the regional office;
- approve the budget, annual report and financial statement; and
- elect officers of the steering Committee, if need be.

The director of the UROs shall organize and realize convene the meeting by notice in writing to all members not less than 6 months prior to the date of the meeting. Such notice shall be accompanied by a provisional agenda. Each members and institutions shall have one vote. Only one representative designated by the member institution has the right to vote. All decisions shall be taken by a simple majority of votes. In the event of an equality of votes, the chairman shall be entitled to a casting vote. Voting shall be by secret ballot.

Director and Steering Committee of the regional office will be vested in a Directory Board which will consist of:

- Director and six other members, of which one will be the immediate FORMER DIRECTOR of the URO; and including four standby co-members.
- The regional steering committee will be so constituted that each of the following regions will be represented from all member/s countries.

The director URO and regional steering committee will be promoted for three-year period by obeying President of UDEEEWANA in one week period after regional office election.

Steering committee of UROs will prepare and present yearly realized action plan and financial movement report to the regional director and director will submit this singed report to the head office of UDEEWANA.

Regional director and steering committee will be responsible for:

- maintaining a record of members, collecting membership subscriptions and actively promoting the regional office's aims and objectives;
- conducting correspondence with members of the regional office and outside agencies in accordance with board policies and in consultation with them for the prepare three-year action (short, middle and long term) plans for regional office;
- responsibility for all the financial transactions of the regional office, maintaining budgetary control and preparing statements of accounts for requested for presentation to the UDEEEWANA's Annual General Meeting; providing administrative and logistical support and advice to the organizing institute of the Annual Conference of UDEEEWANA;
- providing administrative support to the Executive Committee of UDEEWANA and carrying out the decisions made by the executive as required especially related subject for to solve the regional problems.

The working language of the regional office shall be essentially English in general-international meetings- But also they can use their regional language, too. But all discussing should be summarized in English to distribute or publish in UDEEEWANA's newsletter.

The financial year of the UROs shall be through January 1st to December 31st of every year. Each member of the regional office shall pay an annual membership fee to be determined by the Meeting of the General Body. The regional office shall seek funds from national and international bodies to support, in particular, objectives.

The Steering Committee shall prepare an operational budget for consideration and approval by the Meeting of the General Body. The accounts of the regional office shall be scrutinized annually by a duly qualified auditor who shall be elected by the Executive Committee.

The President or the Secretary-General with the authority of the Executive Committee shall fulfill routine financial obligations on behalf of the regional office and to represent at law. In this case director and steering committee will be charge of responsibility to realize all the mentioned activities and accepting of the mentioned UROs budget.

IMPORTANT NOTE: This UORs administrable process can be change or update according to the new conditions, limitations and any technical and bureaucratic developments of the member intuitions in the regional countries.