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CONSTITUTION OF
BANGABANDHU SHEIKH MUJIBUR RAHMAN
MARITIME UNIVERSITY ALUMNI ASSOCIATION
2016



BANGABANDHU SHEIKH MUJIBUR RAHMAN
MARITIME UNIVERSITY, BANGLADESH

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CONSTITUTION
BANGABANDHU SHEIKH MUJIBUR RAHMAN MARITIME
UNIVERSITY ALUMNI ASSOCIATION

Rationale and Preambles

1. The victory over maritime boundary delimitation with neighbouring countries opened a new window in the maritime arena of Bangladesh. Vast sea area along with scarcity in land based resources has made it imperative to boost up our economy through effective exploration of sea resources. Keeping this in perspectives honourable Prime Minister Sheikh Hasina outlined the concept of blue economy and underscored the importance of effective manpower in the maritime sector.
2. In order to foster blue economy through creating effective human resources the first ever specialised university Bangabandhu Sheikh Mujibur Rahman Maritime University (BSMRMU), Bangladesh was established in 2013 after the name of the Father of the nation Sheikh Mujibur Rahman. The University aims at bringing all maritime professional to a common platform to share knowledge and carryout research for the advancement of maritime sector and developing effective human resources in this sector.
3. Alumni maintain links with respective educational institutes and fellow graduates. They significantly contribute in organising social events, publishing newsletter or magazine and rising funds for the institutions. To provide a forum for graduates and other maritime professional Bangabandhu Sheikh Mujibur Rahman Maritime University, Alumni Association (BSMRMUAA) is here by constituted. In order to function smoothly this constitutions is adopted. The constitutions provide guide lines for membership, functions and other relevant activities of this association.

General Provisions of the Associations

4. **Name.** This association shall be known as BSMRMU Alumni Association in short BSMRMUAA.
5. **Location of the Office.** The Secretariat office of the association shall be at BSMRMU.
6. **Nature of the Association.** The association shall be of non profitable and non political.

Objectives of the Association

7. The objectives of the association are as follows:
 - a. To provide a forum for members of the BSMRMU Alumni Association to interact and sustain a sense of belonging through mutually beneficial contacts.
 - b. To create a sense of brotherhood, co-operation mutual harmony, and affection amongst the members of the association.
 - c. To facilitate and encourage alumni to contribute toward improvement of infrastructure for all round development of the current students of BSMRMU.
 - d. To provide avenues for drawing upon the knowledge and expertise of the alumni for furthering the cause of BSMRMU as a centre of Maritime Excellence and thus contribute to blue economy.
 - e. To create a forum for BSMRMU to exchange views and experiences and share it with the present students of the university.
 - f. To foster linkages amongst the alumni and promote personal and friendly relations through meeting and get-togethers, tours/trips etc.

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- g. To organise programs for the entertainment and enjoyment of the members of the Association.
- h. To collect, publish and distribute such information as may be useful to members of the association through News Letter, bulletin and magazines etc.
- j. To render assistance to students of the BSMRMU through grants, scholarships and prizes and to provide assistance in academics, placement or in any other area that is felt as appropriate by the association and BSMRMU.
- k. To help students of the BSMRMU to develop an all round personality.
- l. To encourage games, sports, yoga, etc., at national and international levels by organizing tournaments and competitions at different levels.
- m. To recognise academic, professional and other achievements of the alumni and the current students of BSMRMU.
- n. To create awareness program about important social issues and help develop a sense of national/social responsibility (through activities like medical camps including eye and blood donation camps, etc.) amongst alumni, students and the society, through various activities and means.
- p. To conduct awareness programs about pollution control, pollution related diseases and the need to work towards protection and regeneration of the environment, maintain bio-diversity through protection of flora and fauna etc.
- q. To organize seminars, symposium, workshops, meetings, press conferences and other lawful gatherings from time to time.
- r. To work for promotion and dissemination of useful knowledge and advancement of any form of art, science, culture and philosophy.

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- s. To promote literacy, cultural and other social activities by awareness programs, as adult education classes, lectures, essay competitions, exhibitions, symposiums, cultural programs, press conferences and seminars.
- t. To take up effective, reasonable and lawful steps for the solutions of the problems relating to the members.
- u. To provide legal and medical aid, social and economic help and assistance to needy people.
- v. To undertake all such activities as are incidental of conducive to the attainment of the above aims and objectives.

Scope of Activities of the Association

- 8. The activities of BSMRMU alumni shall be governed by and limited to the objectives as indicated in paragraph 7 above.

Membership of the Associations

- 9. **Members.** All graduates and honorary degree holders of BSMRMU shall be eligible to be members of the BSMRMUAA subject to their acceptance of the terms and conditions and payment of such fees as determined by the Executive Council (EC). Members who have paid the life membership fees shall be called life members.
- 10. **Associate Members.** Those have not received any degrees from BSMRMU, but are current or former faculty members of BSMRMU shall be eligible to be associate members of the BSMRMUAA subject to their acceptance of the terms and conditions and payment of such fees as determined by the EC. Associate members who have paid the life membership fees shall be called life associate members. Associate members shall not be eligible to vote in any election of BSMRMUAA.

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11. **Professional Members.** Those have neither received any degrees from BSMRMU, nor are either current or former faculty members of BSMRMU but current or former maritime professionals shall be eligible to be professional members of the BSMRMUAA subject to their acceptance of the terms and conditions and payment of such fees as determined by the EC. Professional members who have paid the life membership fees shall be called life professional members. Professional members shall not be eligible to vote in any election of BSMRMUAA.

12. **Patrons.** The EC may elect person, who has contributed highly significant services to BSMRMU alumni either by making generous donations of funds or material resource or by rendering outstanding services to BSMRMU alumni, a patron. A patron may or may not be a member, associate life member or professional of BSMRMUAA. A patron, who is not a member or life member, shall not be eligible to vote in any election of BSMRMUAA. By virtue of the appointment Vice Chancellor (VC), BSMRMU shall be the chief patron of BSMRMUAA.

13. All categories of members of BSMRMUAA shall abide by the association's rules and regulations.

Admission Procedure to the Association

14. The following procedures shall be followed for admission in BSMRMU:

a. **Members and Associate Members.** Any one seeking for membership of BSMRMUAA shall apply to the Secretary General of the EC on the prescribed form (enclosed herewith) duly filled in along with the requisite subscription/ fee and other relevant materials as directed from time to time.

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b. **Professional Members**. Any one, seeking for professional membership shall apply to the Secretary General of the EC on the prescribed form duly filled in along with the requisite subscription/fees and other desired documents. The membership shall be granted on approval of the EC of the Association.

c. **Patrons**. The EC on a proposal by any Council members submitted in writing to the Secretary General shall elect distinguished persons as Patron by majority vote.

Fees/Subscription

15. Fees/subscriptions for membership shall be initially as shown in the following table.

| Ser | Type of Membership | Fees/Subscriptions | Remarks |
|-----|---------------------------|---------------------------------|----------------------------|
| 1. | Members | BDT 1,000/00 USD 15/00 | Annual |
| 2. | Life Members | BDT 10,000/00 USD 150/00 | Life Time |
| 3. | Associate Members | BDT 1,000/00 USD 15/00 | Annual |
| 4. | Life Associate Members | BDT 10,000/00 USD 150/00 | Life Time |
| 6. | Professional Members | BDT 2,000/00 USD 30/00 | Annual |
| 7. | Life Professional Members | BDT 20,000/00 USD 300/00 | Life Time |
| 8. | Patrons | BDT 5,00,000/00 USD 6,500/00 | Minimum Funds/resources |

16. The membership subscriptions/fees shall be revised from time to time by the EC of BSMRMUAA as may be deemed expedient.

Rights and Privileges of Members

17. The rights and privileges shall be as follows:
- a. Every member, associate member, professional member and patron in good standing shall have the right to be present at all general body meetings to state his/her views.
 - b. Every member shall have the right to vote and propose patrons for admission into BSMRMUAA.
 - c. Every member shall have the right to be a candidate of the election for the EC of BSMRMUAA.
 - d. Every member, associate member, professional member and patron shall be entitled to receive of a copy of publications of all literatures, Journals, informative materials of BSMRMUAA either free of cost or at a rate, as decided by the EC.
 - e. Members shall elect the EC and shall appoint Auditor(s) in a manner stated herein after.

Members Responsibilities and Procedures for Dissociation

18. A member or associate member is expected to abide by the rules and regulations of BSMRMUAA and support its activities aimed at fulfilling its objectives. He/she must not indulge in such actions directly or indirectly as may be detrimental to the interest of BSMRMU alumni. If however any such indulgence is proven against any member or associate member the EC may decide to cancel his/her membership.

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19. Members, associate members, professional members and patrons may formally dissociate themselves from the BSMMUAA through a letter addressed to the president BSMMU alumni indicating the reasons for their decision.

20. If a dissociated member or associated member or professional member wishes to be re-associated with BSMMUAA, he/she shall be required to make a fresh application.

21. Members occupying the elected position may resign from their positions for reasons that shall be made known in a letter addressed to the president. The EC shall take decision on each resignation case.

Governance of the Associations

22. The organisational structure of BSMMUAA shall consist of BSMMU Alumni Council constituted of the members of BSMMU alumni at the top. The council shall elect the EC which shall have the responsibility of planning and implementing programmes and activities of BSMMU alumni. The EC shall constitute several task based committees e.g. Finance Committee for executing and monitoring programmes and activities. The organisation of BSMMUAA shall therefore have the following hierarchical set up.

- a. BSMMU Alumni Council
- b. Executive Council
- c. Task Based Committees

Alumni Council

23. All members of the BSMMUA shall form Alumni Council. The council shall be the supreme authority in all matters of the association. The council shall at

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its Annual General Meeting (AGM) elect its EC office bearers. Other responsibilities are to:

- a. Approve the name of Auditor(s) in a manner herein provided.
- b. Consider and approve the audited balance sheet and income and expenditure of the Association
- c. Consider and approve such matters of general policy as may be referred to it by EC.
- d. Any other such things as may be conducive to the aims and objectives of BSMRMUAA.

The Executive Council

24. The EC shall consist of maximum 30 (thirty) members. The distribution shall be as follows:

- a. Maximum 12 (twelve) shall come from BSMRU faculties. The current Direct Student Counselling and Guidance (DSCG), president/**general secretary** of BSMRMU Teachers Association (BSMRMUTA) and director finance, BSMRMU shall be ex-officio members. The remaining positions shall be filled up by the faculty members nominated by the academic council, BSMRMU.
- b. Minimum 12 (twelve) members shall be elected exclusively from the alumni who are not members of BSMRMU faculty.
- c. Maximum 03 (three) members shall be from nominations by the EC amongst professional members and/or patrons.

25. A council position that may become vacant due to resignation, retirement or death of one who occupied it shall be filled through election or nomination as applicable at the next AGM. For the interim period EC may fill in the position with a suitable member of BSMRMU Alumni Council.

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26. The duration of the tenure of the EC shall be 03 (three) years.

Task Based Committees

27. Task based committees shall be formed time to time as deemed necessary by the EC. The Terms of Reference (TOR) of such committees shall be determined by the EC duly approved by the Alumni Council.

Election of the Executive Council

28. Saved the nominated members, all EC members shall be elected by the members of BSMRMU Alumni Council from among the eligible candidates seeking election. Any accidental delay in holding the election in due time will require existing EC members to continue in the office provided that such delay shall not exceed 60 (sixty) days from the date of expiry of the term of the office of the outgoing EC.

29. **Eligibility for Election.** Only members and life members shall be eligible for the election. A member can serve the EC for maximum 02 (two) consecutive terms or 06 (six) consecutive years. However, a member, who has served for two consecutive terms, can be re-elected after the elapse of 03 (three) years since completion of the last term as EC member.

30. **Voting.** Voting shall be by the way of secret ballots. No member and/or life members shall be entitled to vote or contest in the election unless all his/her dues are paid in full. The updated directory of members and life members shall serve as the voter's list.

31. **Nominations and Candidacy.** The president EC shall appoint in consultations with the EC a 3-4 members Nominating Committee (NC) which shall include one of the Vice Presidents as the chairman. The other members of

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NC shall be from Alumni Council of BSMRMUAA. At least 45 (forty five) days prior to the AGM the president EC shall make public announcement of the names of NC, the date, time and place of AGM and election, last date of submission and withdrawn of nominations papers. The committee thus appointed shall be responsible for formalising nominations for the EC Positions. The other responsibilities shall be as follows:

- a. Developing the Nomination Form and having this approved by President EC. Information given in the form shall include a short resume, address, membership number and signature of the candidates.
- b. Screening of the nominations papers, accepting complete nominations papers and rejecting incomplete papers.
- c. Scrutinising the complete nomination papers and preparing list of eligible candidates at least 20 (twenty) days prior to the date of election.
- d. A candidate may withdraw his/her candidacy by a written and signed request to the NC. The NC shall prepare the final list of candidates and their short resume and post them in appropriate locations at least 15 (fifteen) days prior to the date of election.

32. **Holding Elections.** For holding election the President EC shall appoint an Election Commissioner among the Alumni Council members who is not be a candidate for EC position and inform NC at least 07 (seven) days prior to the election date. The Election Commissioner shall be responsible to prepare the ballot paper pre-approved by the president, and ballot boxes for use in the election. The election commissioner in consultation with president EC shall conduct the election following a secret ballot system and submit the result of the election to the president EC during the AGM. The president EC shall announce the result as a part of AGM agenda.

Structures of Executive Council

33. **Elected Office Bearers.** Following office bearers shall be elected through direct voting of the members and life members of BSMRMUAA.

- a. President
- b. Vice President (Liaison and Public Relations)
- c. Vice President (Programs)
- d. Secretary General
- e. Secretary (Project Management)
- f. Secretary (Member Services)
- g. Minimum 6 X Members

34. **Nominated Office Bearers.** Following office bearers shall be nominated by Academic Council of BSMRMU and/or EC as appropriate. However some of the nominations shall be ex-officio.

- a. Co-coordinator (DSCG, BSMRMU, ex-officio)
- b. Treasurer (Director Finance, BSMRMU, ex-officio)
- c. Vice President (Member Relation)
- d. Vice President (Research & Development)
- e. Joint Secretary General (President/General Secretary, BSMRMUTA)
- f. Secretary (Finance)
- g. Maximum 6 X Members from BSMRMU Faculty members
- h. Maximum 3 X Members from Professional Members and/or patrons

Meetings of the Bodies of BSMMRU Alumni

35. **Annual General Meeting.**

- a. The BSMMRU Alumni shall hold the first AGM within 18 (eighteen) months of its incorporation. Thereafter, AGMs shall be held once in every calendar year but not allowing more than 15 (fifteen) months to elapse between the date of one AGM and that of the next.
- b. Election of the EC shall be held at the AGM of BSMMRU alumni. Members shall be notified about the AGM at least 30 (thirty) days before the date of election.
- c. The President or on his advice the Secretary General of the EC, shall call all meeting of the Council by serving notice at least 24 (fourteen) days before each AGM.
- d. The President may call Extra-Ordinary General Meetings (EGMs) if these are considered needed. Adopting a special resolution in an EGM shall require at least 21 (twenty one) days' notice given to the members about the proposed resolution.
- e. The President shall call an EGM if at least one-tenth of the Council members have made a written request explaining the necessity for such a meeting.
- f. To constitute quorum in an AGM or EGM, at least one tenth of the total number of BSMMRU Alumni or one hundred, whichever is smaller, shall be required to be present, which shall include at least one-third of the EC members.
- g. If quorum is not fulfilled in an AGM of EGM within 01(one) hour of the specified time, the AGM or EGM shall be reconvened within 14 (fourteen) days. There shall be no quorum requirement for the reconvened AGM or EGM.

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h. Decisions taken by the BSMRMU alumni in a meeting (AGM or EGM) shall require support of simple majority of the members present. In case of a tie in voting, the President EC shall have an additional casting vote.

j. The Participants of the AGM shall consider and approve, as they may deem fit, the annual budget of BSMRMU Alumni, the audited yearly financial statements and the annual report placed by the EC for consideration.

36. **Executive Council.**

a. The EC shall meet at the call of the President at least 04 (four) times during a year.

b. At least 07 (seven) days' notice to the members shall be given for holding EC meetings.

c. Presence of one-third of the EC members shall be required to establish quorum for EC meetings.

d. Decisions at EC shall require support of majority of the members present. In case of tie, the President shall have an additional casting vote.

e. The President (in his absence, the senior-most Vice-President) shall preside over EC.

Duties and Responsibilities of Office Bearers President

37. **The President.** The President shall guide the EC in planning and implementing programs and activities of BSMRMU Alumni. He /She will represent BSMRMU Alumni in important negotiations, and maintain close contact with the Vice chancellor of BSMRMU concerning matters of mutual interest. The President shall be responsible to call all meetings of the Alumni Council and of the EC, and to preside over them. He /She shall be responsible to appoint specific

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committees as and when needed and to appoint personnel to fill approved staff positions following standard procedures. The President shall be responsible to ensure that the AGMs, EGMs, and elections are conducted properly. He /She shall consult the Vice-Presidents and Secretaries on important matters concerning BSMRMU Alumni and try to build consensus on difficult issue that may be faced. The President shall strive to enhance and uphold the image and reputation of BSMRMU Alumni and to achieve the purposes for which it was established. He shall be responsible to ensure that major developments concerning BSMRMU Alumni are reported to the Council. The President shall perform such other duties as may pertain to his/her office. The President shall remain accountable to the Alumni Council through the EC.

38. **The Coordinator.** The DSCG, BSMRMU shall be the Coordinator of BSMRMU Alumni. He /She shall coordinate all activities and programs of BSMRMU Alumni vis-à-vis BSMRMU, and maintain liaison between the Association and BSMRMU.

39. **The Treasurer.** The Director Finance of BSMRMU shall be the treasurer of BSMRMU Alumni. He/ She shall be the custodian of all funds and other liquid assets of BSMRMU Alumni, and be responsible for ensuring that all pertinent accounts and books of BSMRMU Alumni are properly prepared and maintained. Jointly with the President and Secretary General, the Treasurer, shall be responsible for all financial transactions of BSMRMU Alumni. He/ She shall, with the approval of the EC, arrange for proper and timely auditing of the financial activities of BSMRMU Alumni by a reputable accounting firm. He /She shall undertake any other relevant function at the request of the President.

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40. **Vice President (Liaison & Public Relations)**. The Vice President (Liaison & Public Relations, VP-LPR) shall be responsible for membership drive and for liaising with prospective patrons and donors of BSMRMU Alumni. The VP-LPR shall work closely with the President, the other Vice-Presidents, and the Secretaries in developing plans and programs to attract support of prospective members and donors in implementing BSMRMU Alumni's programs and activities, and in promoting the cause that BSMRMU Alumni stands for. He /She shall be responsible for maintaining liaison with the media and for arranging, in cooperation with other concerned Trustees, for publicizing chosen events to Members, alumni at large, patrons, sponsors and others through print (publication), electronic and visual media. The VP-LPR shall inform the EC of his activities and shall, at the request of the President, undertake other (special) responsibilities.

41. **Vice President (Programme)**. The Vice-President (Programs (VP-P)) shall be responsible for planning and overseeing development projects to achieve the objectives of BSMRMU Alumni and for getting the plans approved by the EC. He /She shall maintain linkage with BSMRMU management in relation to common interests. The VP-P shall consult the President, the other Vice-Presidents, Secretary (Finance), Treasurer, and other members in planning and executing the task, and shall work closely with the Secretary Project Management. He /She shall, at the request of the President, undertake other (special) responsibilities for BSMRMU Alumni.

42. **Vice-President (Member Relations)**. The Vice-President (Member Relations (VP-MR)) shall be responsible for liaising with the members, patrons, donors, and well-wishers of BSMRMU Alumni for fostering the image and reputation of BSMRMU Alumni, and keeping them informed of its events and

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developments. This shall be achieved through use of appropriate communication channels, including the web page of BSMMRU Alumni and the print and visual media. He /She shall consult the President; other Vice-Presidents; Secretary (Member Services), Secretary (Finance), the Coordinator and Treasurer in planning his/her activities and be responsible to have these approved by the EC. He/ She shall work closely with the Secretary (Communication & Publication) on important matters that are of common interest for both. The VP-MR shall, at the request of the President, undertake other (special) responsibilities for BSMMRU Alumni.

43. **Vice President (Research & Development)**. The Vice President (Research & Development (VP-R&D)) shall be the pivotal person responsible for identifying, in consultation with BSMMRU authority and senior faculty and using his/her best judgment, priority areas in which BSMMRU Alumni should contribute its resources for research and development. He /She shall take leadership role in preparing specific proposals to the EC of BSMMRU Alumni for such developments. He /She shall undertake other related responsibilities at the request of the President.

44. **Secretary General**. The Secretary General shall be the executing officer of the EC and shall prepare and maintain all office records. He/ She shall be responsible for organizing meetings of the Alumni Council and the EC and for preparing and keeping records of the proceedings. He/ She shall have the overall responsibility for managing the appointed staff, for safe-keeping the books and records of BSMMRU Alumni and for making correspondence with members and others on general matters that concern BSMMRU Alumni. He /She shall be responsible for managing the properties of BSMMRU Alumni, and for preparing and maintaining an up-to-date directory of current and prospective members and

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patrons of BSMRMU Alumni. The Secretary General shall support the activities of the President and those of the EC and other committees by providing appropriate resources needed for them to function properly. He shall carry out such other duties as may be requested by the President.

44. **Secretary (Finance)**. The Secretary (Finance) shall be responsible for preparing annual budgets for BSMRMU Alumni in consultation with other members in the EC. He/ She shall strive to identify prospective donors and sponsors for BSMRMU Alumni activities that will require external financial support. The Secretary, Finance shall ensure that that all financial transactions of BSMRMU Alumni are conducted properly, transparently and following the best corporate standards. He/ She shall undertake any other relevant function at the request of the President.

45. **Secretary (Project Management)**. Secretary (Project Management) shall be responsible for the management of the development projects that are undertaken by BSMRMU Alumni. He/ She shall consult the President and Vice-President (Programs) on all important matters, and keep the EC informed of his/her activities regularly. He/ She shall undertake any other relevant function at the request of the President.

46. **Secretary (Member Services)**. The Secretary, Member Services shall be responsible for planning and implementing appropriate services to the members of BSMRMU Alumni and for having the activity plans approved by EC. He/ She shall solicit and utilize ideas from the council members and donors about their expectations in this area and formulate action plans keeping these expectations in perspective. Examples of service may include organizing seminar, workshop, symposium, special lectures, fellowship events and special events of BSMRMU

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Alumni. He/ She shall work closely with the Secretary General in maintaining up-to-date records of all Members, Associate Members, Professional members and Patrons and address their relevant queries. He/ She shall consult the President, Vice-President (Liaison & Public Relations) and other EC members on important matters. He/ She shall undertake, at the request of the President, other relevant functions of BSMRMU Alumni.

47. **Secretary (Publication & Communication)**. The Secretary (Publication & Communication) shall be responsible for the planning, development and printing of BSMRMU Alumni's publications of various kinds (e.g. news letter, bulletins, journals, etc.). He /She shall also be responsible for their distribution. He/ She shall publicize the programs and activities of BSMRMU Alumni and appropriate news about its members through press reports, newspaper articles, etc. He/ She shall strive to keep the members, patrons and donors well-informed of the achievements and plans of BSMRMU Alumni. The secretary (publication and Communication) shall consult the Vice-President (Member Relations) on important issues and obtain prior approval of the EC for all major plans and programs in the area of publication and communication. He/ She shall undertake, at the request of the President, other functions of BSMRMU Alumni.

48. **Joint Secretary General**. President/General Secretary, BSMRMUTA shall perform the duties of the Joint Secretary General. He /She shall provide support and assistance to the Secretary General in all his/her activities and functions. He/ She shall work as a team member with other members in the EC and undertake specific responsibilities that may be assigned to him/her by the President. The Joint Secretary General shall officiate the Secretary General during his/her absence.

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Notices

50. Generally, BSMRMU Alumni shall send notices to its members either by postal service, courier service, mobile phone SMS, or e-mail. In matters related to AGM, EGM, and election, multiple means must be used. In special cases, such as Grand Reunions, BSMRMU Alumni may resort to notification in popular local newspapers in addition to other means. The accidental omission to give notice to any member shall not invalidate the proceeding of any general meeting.

Seal of BSMRMU Alumni

51. The BSMRMU Alumni shall have a common seal, which shall remain under the custody of the EC. Every instrument to which the seal of BSMRMU Alumni is affixed shall be countersigned by the President of BSMRMU Alumni or any other person authorized by him.

Books of Accounts

52. The EC shall keep or cause to be kept all necessary books of account of BSMRMU Alumni, particularly with regard to the following:

- a. All sums of money received and spent by BSMRMU Alumni and the matter in respect of which the receipts and expenditures took place.
- b. All the assets and the liabilities of BSMRMU Alumni.
- c. Sales and purchases of goods and materials by BSMRMU Alumni.

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53. The books of account shall be kept at the registered office of BSMRMU Alumni or at such other place as may be decided by the EC. The books of account of BSMRMU Alumni shall be open to inspection of the members of BSMRMU Alumni upon request and at times mutually arranged by the responsible officer and the requesting members.

Financial Year and Budget

54. The financial year of BSMRMU Alumni shall be from 1st July to 30th June. At least 03 (three) months before the commencement of each financial year, the EC will prepare a budget estimate for the next year showing the probable receipt and expenditure of BSMRMU Alumni for placing the same at the AGM for approval of BSMRMU Alumni 's Council.

Auditor

55. A reputed chartered accounting firm shall be appointed every year by the EC as the auditors of BSMRMU Alumni to audit its accounts. It is the EC that is responsible to prepare the annual financial statements. The audit will be conducted in accordance with Bangladesh Standards on Auditing (BSA).

Amendment of Articles

56. Any amendment or modification to the articles and by-laws of the Constitution of BSMRMU Alumni shall require the approval of the two-thirds members of the EC and ratification by the two-third majority of the Members in an AGM or EGM.

Indemnity

57. The members of the EC and other officers, and servants of BSMMRU Alumni shall be indemnified for all losses and expenditures incurred by them in the discharge of their respective official duty except those losses and expenditures that accrued due to their willful act, neglect or misuse of their authority in the discharge of their respective official duty. The loss to BSMMRU Alumni caused by willful act, neglect or misuse of their authority shall be compensated by the officers responsible for them out of their personal resources.

Disciplinary Action

58. All Members and Associate Members of BSMMRU Alumni shall be expected to abide by the rules and regulations of BSMMRU Alumni that have been formulated by the appropriate authority of BSMMRU Alumni and to support activities for achieving its objectives. Any Life Member or Associate Life Member found to violate the rules and regulations and/or to act against the interest of BSMMRU Alumni shall be subjected to appropriate disciplinary actions that will be determined by the EC.

Chapter of BSMMRUAA

60. The BSMMRUAA gradually shall have its chapter either on department/year or location based as deemed appropriate by BSMMRU alumni Council and EC.

Enclosures

1. Membership Form