

THE SOCIETIES REGISTRATION ACT, 1860
ACT No. XXI OF 1860

RULES & REGULATIONS

OF

Bangladesh Marine Academy Alumni Association Society

DEFINITION

1. In this rules and Regulations unless thereby anything in the subject of context inconsistent therewith:

- a) **'ALUMNI'** means "ANY EX CADET GRADUATED OR PASSED OUT FROM BANGLADESH MARINE ACADEMY SINCE 1962.
- b) **'Rules and Regulations'** or **'Rule'** means the Rules and Regulations of "**Bangladesh Marine Academy Alumni Association Society**".
- c) **Memorandum of Associations** means the Memorandum of Association of "**Bangladesh Marine Academy Alumni Association Society**".
- d) **General Members of the Alumni Association** means "ANY EX CADET GRADUATED OR PASSED OUT FROM BANGLADESH MARINE ACADEMY SINCE 1962 but not having voting right.
- e) **'Year'** means in respect of accounting, the financial year and in other respect, the English Calendar year.
- f) **'Executive Committee'** means the Executive Committee of "**Bangladesh Marine Academy Alumni Association society**" duly formed for the purpose.
- g) **'Chapter or branch'** means "Any Group of Alumni living abroad consisting of minimum 10 members approved by the Executive Committee of the "**Bangladesh Marine Academy Alumni Association society**".
- h) **"Special Resolution"**, **"Extra Ordinary Resolution"** have the meanings assigned thereto respectively by the act.
- i) **"The President & Vice President"** means the President & Vice President of the "**Bangladesh Marine Academy Alumni Association society**" for the time being,
- j) **"The General Secretary"** & the **Asst. General Secretary** means the **"General Secretary"** & the **Asst. General Secretary** of the "**Bangladesh Marine Academy Alumni Association society**" for the time being.
- k) **"The Secretary"** means the **"Secretary"** of the "**Bangladesh Marine Academy Alumni Association society**" for the time being.
- l) **"Treasurer"** means the **Treasurer** of the "**Bangladesh Marine Academy Alumni Association society**" for the time being.
- m) **"The Office"** means the Registered office of the "**Bangladesh Marine Academy Alumni Association society**" for the time being.
- n) **"The Register"** means the Register of Members to be kept pursuant to the Act.
- o) **"Proxy"** includes Attorney duly constituted under a power of attorney.
- p) **"In Writing"** means written or printed, partly written and partly printed and includes lithography, type printed and other means representing word in a visible form.

CATEGORIES OF MEMBERSHIP AND ELIGIBILITY

2. Types of Membership:

- a) **GENERAL MEMBER**: All alumni of Bangladesh Marine Academy (BMA) and/or ex Cadet who graduated from the Bangladesh Marine Academy (BMA) since 1962 will be eligible to become general member of the Bangladesh Marine Academy Alumni Association society and shall be subject to such rights and privileges as provided in the Rules and Regulation of the Society.

- b) **LIFE MEMBER**: An alumni may become life member of the "**Bangladesh Marine Academy Alumni Association Society**" upon payment of a subscription fee of BDT 15,000/- at the time of submission of application for membership. Alternatively, an alumni may become life member of the Society upon payment of an annual fee of Tk. 1500 for consecutive 10 years. All life members shall have voting rights and shall be eligible for contesting in the election of the Executive Committee of the Society. Executive Committee shall have the authority to enhance or reduce the membership fees from time to time. Once an alumni become life member he shall be exempted from any further admission fee.

- c) **REGISTERED MEMEBER**: Any alumni and/or ex-Cadet of the Bangladesh Marine Academy (BMA) shall become a registered member of the "**Bangladesh Marine Academy Alumni Association Society**" upon payment of the first annual fee. The minimum admission fee is BDT 3,000/- at the time of admission. The annual fee for members without Certificate of Competency is BDT 500/- per year, while the annual fee for members with Certificate of Competency is BDT 1,000/- per year. The annual fee shall be paid in advance within **31st March** of the current year. All registered members shall have voting rights.

- d) **HONORARY MEMEBER**: Any reputed individual (Bangladeshi or other citizen) is eligible to be an Honorary Member of the "Bangladesh Marine Academy Alumni Association Society" as approved by the EC. An honorary member shall not have any voting right.

- e) Upon the successful completion of the entire process of unification between Jaldia Marine Academy Alumni Association (JMAAA) and the Society, all the members of JMAAA shall automatically become the members of the society. The General Members, Life Members and Registered Members of JMAAA shall automatically become the General Members, Life Members and Registered Members of the Society respectively. The members of JMAAA shall have the same rights and obligations that are exercised and enjoyed by a corresponding member of the Society.

- f) Any member of the Society can be known as or referred to as a "Juldian".

- g) **SPONSOR MEMBERSHIP**: Any organization, not necessarily associated with Bangladesh Marine Academy, who wishes to provide an annual sponsorship to the alumni is eligible for Sponsor Membership subject to the approval of the EC of BMAAA.
- h) **MEMBERSHIP FEES**: Executive Committee will decide the membership Fee time to time (for all types of membership) as deemed necessary & appropriate.
- i) **MEMBERSHIP FORM CLOSING/COMPLETION**: Any member upon paying the membership fees, will fill up the form from the website or from the Dhaka/Chittagong office by collecting the hard copy & will return the Chittagong office by hand/courier/post; the same form upon inserting the membership no. & the signatures, will be forwarded to the individual member by any suitable means of communication.

MEMBERSHIP FEES

3. Executive Committee will decide the membership Fee time to time as deemed necessary & appropriate.

THE EXECUTIVE COMMITTEE

4. The **Bangladesh Marine Academy Alumni Association Society** shall be governed by an elected Committee herein after referred to as the "Executive Committee".

- a. The Executive Committee shall consist of 16 members from and amongst life members and registered members wherein there will be President, Vice Presidents (2), General Secretary, Asstt. General Secretary, Treasurer and other 10 (Ten) members and shall be elected every two years. Each member of the Executive Committee shall be atleast 25 years of age.
- b. The Executive Committee members shall hold office for max. two years but are eligible for election for a further 2 (two) term.
- c. Any Executive Committee member who ceases to be a member of the **Bangladesh Marine Academy Alumni Association Society** shall automatically cease to be an EC member/office bearer thereof. In case of any vacancy, the Executive Committee will co-opt eligible members for the vacant posts.
- d. Meetings of the Executive Committee shall be held at every 3 months. The president shall determine the date and place the meeting. The agenda must be circulated 15 days prior to the meeting.
- e. Minimum 6 (six) members of the Executive Committee shall constitute the quorum of a meeting.

- f. The Executive Committee may form sub-committees assign to a Committee such powers as it may deem if within the vested power of the Committee itself and reserve the right to review, amend or withdraw any decision of such committee.
- g. The Executive Committee may make decisions or take such action as deemed necessary in accordance with the aims and objectives of the Bangladesh Marine Academy Alumni Association.
- h. **Advisers** - An advisory panel shall be formed from the members of the Ex Cadets being valid Life / Registered members, by the EC committee upon formation of the same, ideally with 5 members, but the EC shall be at liberty to increase the nos. of the advisers.
- i) The members of the **Bangladesh Marine Academy Alumni Association Society**, are primarily Deck & Engine Officers, almost equally distributed.
For the purpose of harmony & balancing, efforts shall be made so that the ratio of the 2 departments does not exceed 60:40, that means there should not be more than 60 pct from either side in all the groups & sub-groups the Ex. Committee, Sub-Committees, Advisers etc.

PRESIDENT

5. The President shall, unless prevented by illness or other sufficient cause, preside over all meetings of the committee and at general meetings.
- a) He/she will also spearhead the direction of the Bangladesh Marine Academy Alumni Association.
 - b) The President shall guide the Alumni in all matters related to the Bangladesh Marine Academy Alumni Association society.
 - c) The President shall be responsible for smooth operation of the Bangladesh Marine Academy Alumni Association.
 - d) The President will preside over all the meeting de the Bangladesh Marine Academy Alumni Association society and shall perform any other duties as assigned by the executive committee.
 - e) The President shall be atleast 45 years of age.

VICE PRESIDENT

6. The Vice President shall assist the President in all matters relating to the Bangladesh Marine Academy Alumni Association society.

- a. The Vice-President-1 shall take the charge of the President in his/her absence or inability to attend unless otherwise mentioned. Similarly Vice President-2 shall take the charge in the absence of the President & the 1st Vice-President or in their inability to attend unless otherwise mentioned.
- b. The Vice-President-1 will preside over all meetings in absence of the President. Similarly Vice-President-2 shall preside in the absence of the President & the 1st Vice-President or in their inability to attend unless otherwise mentioned.
- c. The Vice-President shall be atleast 45 years of age.

GENERAL SECRETARY

7. The General Secretary in consultation with the President of the EC shall call all Executive Committee, General and special meetings as laid down in the Constitution or as desired by the EC. The agenda for such meetings should be decided in consultation with the President.

- a. The General Secretary shall keep records of the minutes of the proceedings of all meetings of the Alumni and get confirmation in the following meetings.
- b. The General Secretary shall deal with all correspondence of the Bangladesh Marine Academy Alumni Association Society under the general supervision of the Executive Committee. In cases of urgent matters where the Executive Committee cannot be consulted, he/she shall consult the president. The decision so reached shall be subject to ratification or otherwise at the next Executive Committee meeting.
- c. The General Secretary shall discharge the functions assigned to him/her by the executive committee.
- d. The General Secretary shall submit the yearly report of the activities of the **Bangladesh Marine Academy Alumni Association Society** which needs prior approval of the Executive Committee.
- e. The General secretary shall appoint an office Secretary on behalf of EC in order to help him in all communication, transaction, maintaining of records, payment & record of Bills/vouchers, coordination with the members, following of Bank matters, preparing of Accounts arranging of EC meetings, events, AGM, liaison with all depts., etc.
- f. The General Secretary shall be atleast 40 years of age.

ASST. GENERAL SECRETARY

8. The asst. General Secretary shall assist the General Secretary in all matters relating to the Bangladesh Marine Academy Alumni Association society.

- a. The asst. General Secretary will discharge the duties of the General Secretary in his/her absence or inability, as and when necessary.
- b. He/she will perform any other duties which may be assigned to him/her by the Executive Committee &/or the General Secretary.

TREASURER

9. The treasurer shall receive and also disburse, under the direction of the Executive Committee, all moneys to/from the Alumni and shall issue receipts for all moneys received by him and preserve vouchers for all moneys paid by him and the treasurer is responsible to the Executive Committee for producing proper books of accounts and for all money received and paid in favour of the alumni.

- a. He/she shall present the books of accounts of the Alumni to EC/General body from time to time when he/she is asked by them.
- b. He is responsible for the complete statement of accounts & reconciliation of the same, for producing in the AGM upon passing in the EC committee.
- c. He is responsible for preparation & execution of the audits & any other legal Submissions including Society matters.

EXECUTIVE COMMITTEE MEMBERS

10. The Executive members shall cooperate with other office bearers of the Bangladesh Marine Academy Alumni Association Society in discharging all the activities of Association of Bangladesh Marine Academy society.

VOTING RIGHT

11. Only the listed (having dues up-to-date) Life and Registered members will have the voting rights in the Annual General Meeting, Extraordinary General Meeting, special meeting and any Election of the **Bangladesh Marine Academy Alumni Association Society.**

ELECTION

12. The election of the Executive committee shall be held at every two years; first election will be held within 2 years of registration. Only Life Members and Registered Members shall have voting rights and will be able to cast votes.

- a. An Election Commission comprising three members, including one Chief Election Commissioner will be formed by the EC to conduct the election when the decision for holding an election is taken, and appeal board consisting of 3 members shall also be formed for the same purpose.
- b. Once Election Commission is formed, it will carry out all the activities for successful holding of the election and the secretariat will provide necessary help. The Election Commission shall formulate all the necessary and relevant procedures of the Election and implement them accordingly. All the relevant procedures shall be set by complying and adhering with all the relevant laws of Bangladesh.
- c. The election shall be held by secret votes and or secret postal ballots or by other forms of secret ballot as deemed appropriate by the Election Commission, but however, a curtail date is to be fixed for secret ballot papers, prior to day of election. Votes can be casted either in person or electronically subject to approval of the Election Commission.
- d. The election commission will start counting the votes soon after the curtail time of casting vote and after counting will declare the result, preferably on the Election Day or the next. In the event of any reason beyond control of the Election Commission, if counting is not possible, Immediately after the curtail time, the ballot boxes are to be kept under seal in the custody of the 3rd party like a bank or nearest police station. On the date of counting, prior to start, the intactness of the seal of the box must be ascertained.
- e. In the event of any vacancy occurring in the EC during the tenure, the EC shall co-opt any general member to fill the vacancy.

FINANCIAL YEAR

13. The financial year of the **Bangladesh Marine Academy Alumni Association Society** shall be from 1st January to 31st December.

- a) A membership fee from members shall be collected to fund the functions of the **Bangladesh Marine Academy Alumni Association society**.
- b) The Executive Committee shall be responsible for the allocation of funds of the **Bangladesh Marine Academy Alumni Association society** and shall in general use the funds for :

- i. Administration expenses of the offices and the cost of meetings.
- ii. The travel and accommodation costs of any EC member or Office secretary spent solely for the purpose of the association.
- iii. The cost of the journal and other publications by the **Bangladesh Marine Academy Alumni Association society**.
- iv. Subvention for members to attend international meetings.
- v. The cost of organizing conferences, meetings, symposium, re-union etc.
- vi. The travel and accommodation costs of overseas specialists invited by the **Bangladesh Marine Academy Alumni Association society** to conduct educational and training programmes.
- vii. Dues payable for membership to international societies
- viii. Any other issues decided by the Executive Committee.

BANKING

14. The **Bangladesh Marine Academy Alumni Association Society** shall open bank accounts in the name of the **Bangladesh Marine Academy Alumni Association Society** with any schedule Bank / Banks and such bank accounts shall be operated under such signatures as will be decided by the Executive Committee from time to time.

A copy of the auditor's report on accounts and statements together with such accounts and statements shall be furnished to all members at the same time as the notice convening the annual general meeting is sent out. An auditor may be paid such honorarium for his duties as shall be decided by the annual general meeting appointing him. And the auditor shall not be appointed amongst the member of the committee of the Alumni.

GENERAL MEETING

15. There shall be two classes of general meetings of the Bangladesh Marine Academy Alumni Association society: Special General Meeting and Annual General Meetings; 15 members out of the first 50 members plus 10 pct of the total members excluding first 50 nos, present amongst the Life & Registered members of the alumni, shall form the quorum for any Annual General Meeting.

SPECIAL GENERAL MEETING

16. Special General Meeting (Extraordinary General meeting) will need 14 days notice and 20% of the Life and Registered members present shall form the quorum. Two Third (2/3) Majority will be reqd to pass the resolution.

ANNUAL GENERAL MEETINGS

17. The Annual General Meeting shall be held once in every calendar year. Notice in writing of such a meeting accompanied by the annual statement of account and the agenda for the meeting shall be sent to all members not less than 21 days before the date of the meeting.

- a. The agenda for any annual general meeting shall consist of the following:
 - i. Confirmation of the minutes of the previous annual general meeting.
 - ii. Consideration and approval of the audited accounts and audited financial statements.
 - iii. Election of office bearers and the committee members when election is due.
 - iv. Appointment of the auditors.
 - v. Such other matters as the committee may decide or as to which notice shall have been given in writing by a member or members to the secretary at least two weeks before the date of meeting.

LEGAL ENTITY

18. Bangladesh Marine Academy Alumni Association Society is a non-profit making organization.

- a. There shall be no contractual or legally binding relationship between the Executive Committee and it's members, beyond that of a member's commitment to pay their membership fees.
- b. The **Bangladesh Marine Academy Alumni Association society** shall not be liable for any debts incurred by any member.

INDEMNITY

19. Every member of the Board of Directors or any Sub-committee, auditor, employee or servant of the Alumni shall be Indemnified against all liabilities arising out of acts and things done by him in performance of duties of Alumni, by way of damages otherwise, and all losses, costs, charges and expenses which he may incur or become liable by reason of any contract entered into or any act or deed done by him as such member, auditor, officer, employee servant in any way or about the discharge of his duties.

WINDING UP

20. Bangladesh Marine Academy Alumni Association Society may, by a resolution taken in a General Meeting in that regard, decide to voluntarily wind up the **Bangladesh Marine Academy Alumni Association Society**. In the event of any such winding up or dissolution or for any other reason, property and assets remaining in surplus after satisfaction of all debts and liabilities, shall be given or transferred to some other institutions having objects similar to those of the Alumni or as may be decided by the 3/5th voters in a General Meeting of the members of the **Bangladesh Marine Academy Alumni Association Society**.

ACCOUNTS AND AUDIT

21. An auditor or auditors shall be appointed by the Society. The auditors shall undertake, perform and prepare all the necessary audit of the financial statements of the Society every year. The audited financial statements shall be presented at a general meeting for consideration and approval. Every account when audited and signed by the Auditors and Executive Committee and approved at a general meeting shall be conclusive unless so far as any error is discovered therein before the audit of the next successive year's accounts. Whenever such an error is discovered the same shall forth with be rectified.

The remuneration of the auditors shall be fixed by the Society in general meeting except where they are appointed by the Executive Committee, in which case the Executive Committee decides their remuneration.

Accepted as new printed Memorandum of Association and Rules and Regulations (Bangladesh Marine Academy Alumni Association Society) Changed from Alumni Association of Bangladesh Marine Academy Society) Vide special resolution dated 25.11.2018.