

CONSTITUTION

of the

JICA Alumni Association of
Bangladesh (JAAB)

April 15, 2013

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CONSTITUTION OF THE
JICA Alumni Association of Bangladesh (JAAB)
(As amended in AGM held on 09.03.2013)

<u>Article-I</u>	:	<i>Name</i>
		The name of the Association shall be the “Japan International Co-operation Agency (JICA) Alumni Association of Bangladesh (JAAB)” herein after referred to as the “JICA Alumni Association of Bangladesh (JAAB)”.
<u>Article-II</u>	:	<i>Definition and Interpretation</i>
1.		Unless there is anything contrary or repugnant to the subject content.
	i	“Association” means JICA Alumni Association of Bangladesh (JAAB) ;
	ii	“President” means a person elected as the President under this Constitution ;
	iii	“Vice-President” means a person elected as a Vice-President under this Constitution ;
	iv	“General Secretary” means a person elected as General Secretary under this Constitution ;
	v	“Treasurer” means a person elected as Treasurer under this Constitution ;
	vi	“Joint Secretary” means a person elected as “Joint Secretary” under this Constitution ;
	vii	“Member of the Executive Committee” means a person elected as a Member of the Executive Committee under this Constitution ;
	viii	“Constitution” means the constitution of the Association ;
	ix	“Executive Committee” means the Executive Committee constituted under this constitution ;
	x	“Fees and Charges” shall include admission fee, yearly subscription and all other charges and fees that may be levied under this Constitution ;
	xi	“Government” means the Government of the People’s Republic of Bangladesh ;
	xii	“Member” means a person duly enrolled as a member of the Association ;
	xiii	“Misconduct” means conduct unbecoming of a gentleman and includes conviction by a criminal court on a charge involving moral turpitude ;
	xiv	“Rule” means rule framed under this Constitution ;
	xv	“Sub-Committee” means Sub-Committee constituted under this Constitution ;
	xvi	“Voting Member” means the life and/or active member who is enrolled as voter ;
	xvii	“Year” means the period from the 1 st day of January to the 31 st day of December ;
	xviii	“Seal” means the seal of the Association.
<u>Article-III</u>	:	<i>Location</i>
	A.	The Registered office of the Association shall be in Dhaka.
	B.	Branches of this Association may be established at any other place as the Executive Committee deem it necessary.
<u>Article-IV</u>	:	<i>Objectives</i>
		The objectives of the Association shall be to :
	A.	Maintain, foster and develop friendship among the members.
	B.	Keep members informed about up-to-date JICA,s activities and technical information.
	C.	Co-ordinate and improve the social welfare and cultural programmes and activities.
	D.	Develop contacts with JICA and various training institutions in Japan with a view to exchanging information, materials etc. of mutual interests. and
	E.	Contribute to the strengthening and development of friendly ties and co-operation in as many areas as possible between Bangladesh and Japan.
<u>Article-V</u>	:	<i>The Adviser</i>
		The Association may request eminent person to become Adviser. The Adviser will be appointed by the Executive Committee. He/she serves to advise in general works of the Association and shall be in his/her position in the same period as the term of office of the

		President of the Executive Committee appointing him. He/she may be invited to join the meeting but he/she will have no right to vote.
<u>Article-VI</u>	:	<i>Membership</i>
		Membership in the Association shall consist of Life, Active and Honorary Members.
	A.	Active Members shall be any participant who attended meetings, seminars, observation tours and training programs in Japan organized and/or sponsored by JICA ;
	B.	Honorary Member shall be (i) The officials of JICA and the Embassy of Japan, donor agencies or other Japanese institutions who are contributing in socio-economic activities or in promotion of trade and commerce or other Japanese Technical Co-operation programme. (ii) The citizens of Bangladesh in recognition of his/her contribution to the Association. Such decision shall be taken by the Executive Committee.
	C.	Life Members shall be from the active members on payment of prescribed fee for life membership.
	D.	The honorary membership shall be accorded by nomination while other members shall require to apply to the Association in the prescribed form along with documentary evidence showing his/her eligibility for the purpose and such application shall be approved by the Executive Committee of the Association.
<u>Article-VII</u>	:	<i>Membership fee and Donation.</i>
	A.	The admission fee for membership, life membership and yearly subscription shall be the amount fixed by the Annual General Meeting from time to time ;
	B.	The Association shall be eligible to receive donation from any person or organization with approval of the Executive Committee ;
	C.	An Honorary Member shall not be required to pay any fees or yearly subscriptions.
<u>Article-VIII</u>	:	<i>Activities.</i>
		The Association shall undertake such activities as well serve its purpose :
	A.	Arrangement of training courses, holding of seminar/workshop, Japanese language courses for Bangladeshi people and Bengali language courses for the Japanese and also other foreign nationals ;
	B.	To encourage deeper understanding of Japan, arrangement of film show of cultural and technical nature ;
	C.	To extend the assistance and co-operation to the people who reside in or visit Bangladesh in connection with JICA activities for the promotion of socio-economic, technical and friendly relationship between Japan and Bangladesh. And also to provide logistic support to JICA and the Embassy of Japan ;
	D.	Send off parties for would be JICA participants leaving for Japan and welcoming parties for those returning to Bangladesh ;
	E.	Collection and circulation of printed technical and other material of mutual interest ;
	F.	Compilation and upkeep of a comprehensive directory of the members ;
	G.	To Publish Newsletter/Magazine/Journals and technical papers for dissemination of knowledge and technical know-how among the members of the association as well as the people of Bangladesh ;
	H.	To carry out commercial activities, consultancy services, research activities for the material and intellectual benefit of the members as well as of the Association ;
	I.	To initiate and execute the activities related to Human Resource Development, Poverty Alleviation and Eradication of illiteracy and sustainable environmental development ;
	J.	To provide relief to the people at the time of natural disasters and to assist in their rehabilitation ;
	K.	To award stipend and financial grant to the children of the members of the association ;
	L.	To provide financial assistance to the distressed member or his family for medical care and treatment ;
	M.	To observe important national days Bangladesh and Japan as well as the international day

		observed under the auspices of United Nations ; and
	N.	Any other activities that are regarded as serving the purpose of the Association.
<u>Article-IX</u>	:	<i>Management.</i>
		Subject to the control of the General Body custody of funds, properties and records of the Association and their management and operation shall be vested in the Executive Committee consisting of 29 (twenty nine) posts.
	A.	The President shall act as Chairman of all General Body meetings and Executive Committee meetings. He/she shall also represent the Association in the dealings with outside persons.
	B.	In absence of President one of the Vice President shall act or represent the Association.
	C.	The General Secretary shall keep all records (except financial) of the Association and shall be responsible for their correctness. He/she shall keep minutes of all General Meeting and Executive Committee Meetings.
		The General Secretary shall also be responsible for conducting all business on behalf of the Association as authorized by the Executive Committee.
	D.	The Join Secretaries will assist General Secretary in the performance of his duties.
	E.	The Treasurer shall collect and disburse all money on behalf of the Association and shall keep account of all monetary transaction. He shall not keep more than Tk. 2000.00 in the form of cash and money in excess of this shall be deposited in a bank as decided by the Executive Committee. Monetary transactions of the Association shall be made through a Bank account to be opened with the approval of Executive Committee. The Bank account shall be operated jointly by any two of the following :
	1.	President
	2.	General Secretary
	3.	Treasurer
	F.	Organizing Secretary shall be responsible for membership drive and any other matter concerning the association assigned to his/her by the Executive Committee.
	G.	The Office Secretary will assist General Secretary in keeping all records, documents, minutes, proceedings and other important papers/letters etc.
	H.	Publication Secretary shall be responsible for publishing journals, press release, newsletter, magazines and periodicals or any others publications of the association as authorized by the Executive Committee.
	I.	Cultural Secretary shall be responsible for organizing the cultural activities like cultural function, language course and arrangement of film shows etc. of the association as authorized by the Executive Committee.
	J.	Seminar and Research Secretary shall be responsible for organizing seminar/workshop/conference/group meeting etc. and consultancy work, research activities of the association as authorized by the Executive Committee.
	K.	Social Affairs Secretary shall be responsible for organizing picnics, games and other social welfare activities and when necessary as authorized by the Executive Committee.
	L.	Sports Secretary shall be responsible for organizing games on family day and other activities and when necessary as authorized by the Executive Committee.
	M.	Other member of Executive Committee shall render necessary co-operation and active assistance in the management of the Association.
	N.	Vacation of office:-
		A vacancy in the Executive Committee may occur when-
	a.	An Office-Bearer of a Member of the Executive Committee is expelled from the Association.
	b.	An Office-Bearer of a Member of the Executive Committee tenders his/her resignation in writing from the Executive Committee.
	c.	A vacancy in the office of the Vice-President or the General Secretary or the Treasurer or the Join Secretary shall be filled through election by the members of the Executive Committee.
	d.	A vacancy in the Office-Bearer of the Executive Committee shall be filled up by co-option by the Executive Committee Members residing in Dhaka.
	e.	The Executive Committee shall fill up the resultant vacancies in the membership of the

		Executive Committee by co-option from amongst the Active Members residing in Dhaka.
	O.	Meetings :-
	a.	The Executive Committee shall meet at least once in a month.
	b.	The quorum in a meeting of the Executive Committee shall consist of ten members of the Executive Committee including the Office-Bearer.
	c.	An ordinary meeting of the Executive Committee shall require clear 3 (three) notice.
	d.	An emergency meeting of the Executive Committee may be convened by the President with such notice as he/she may deem fit.
	P.	Functions :-
	a.	The Executive Committee shall prepare the Annual Budget of income and expenditure of the Association, the Annual Report of the activities of the Association and the Financial Report of the accounts of the Association.
	b.	The Executive Committee shall prescribe all fees and charges.
	c.	The Executive Committee shall screen and decide all applications for membership of the Association.
	d.	The Executive Committee may frame rules for regulating its own procedures and the procedures of the various Sub-Committees.
	e.	The Executive Committee may take disciplinary action against any member according to the provisions of the Constitution.
	f.	The Executive Committee may appoint such Sub-Committees for such purposes as it may deem fit.
	g.	The Executive Committee may also assign specific responsibilities to such Members of the Executive Committee as it may deem necessary.
	h.	A Sub-Committee formed by Executive Committee may also assign specific responsibilities to such Members of such Sub-Committee or to such members of the Association as it may deem fit.
	i.	No rule framed and no fees and charges levied by the Executive Committee shall be effective unless such rule or fees and charges as the case may be are circulated through the notice board of the Association for at least seven days.
	j.	Rules framed and fees and charges levied by the Executive Committee may be revoked/modified by the General Meeting.
	k.	If any member of Executive Committee absents from attending three consecutive Executive Committee meeting without reasonable ground, his/her membership shall be vacant and Executive Committee may co-opt new member from amongst the voting members.
	l.	Executive Committee reserves the right to select contact persons from the organization which represent at least 15 life and active members. Contact persons may attend extended Executive Committee meeting whenever necessary.
	m.	The Executive Committee shall have the power to make such by-laws as are not inconsistent with the provision of this constitution for regulating the affairs of the association and for the conduct of its own business and that of any sub-committee that may be appointed by the Executive Committee.
<u>Article-X</u>	:	<i>General Body</i>
		General body will consist of all life and active members. The ultimate power of the Association is vested in the General Body.
<u>Article-XI</u>	:	<i>Executive Committee</i>
		The Executive Committee shall consist of the following members and office bearers:
	a.	President-One
	b.	Vice President-Three
	c.	General Secretary-One
	d.	Joint Secretary-Three

	e.	Treasurer-One
	f.	Organizing Secretary-One
	g.	Office Secretary-One
	h.	Publication Secretary-One
	i.	Seminar and Research Secretary-One
	j.	Cultural Secretary-One
	k.	Social Affairs Secretary-One
	l.	Sports Secretary-One
	m.	Member-Thirteen (One post is reserved for disabled Person)
<u>Article-XII</u>	:	<i>General Meeting</i>
		There shall be two kinds of meeting of the General Body:
	(A)	Annual General Meeting. &
	(B)	Extra Ordinary General Meeting
	(a)	The Annual General Meeting will be held at least once in a year in a convenient date to be decided by Executive Committee. The quorum in a General Meeting shall consist of at least 60 (sixty) voting members or 20% of the members whichever is less.
	(b)	Without prejudice to the powers that may be exercised by a General Meeting under this Constitution or under any Rules that may be framed under this Constitution, the following business may be transacted in an Annual General Meeting :
		1. Confirmation of the proceeding of the previous meeting ;
		2. Consideration of the question of expulsion of any member ;
		3. Consideration of disposal of permanent assets of the Association ;
		4. Amendment of the Constitution ;
		5. Consideration of the Rules of the Association ;
		6. Consideration of the Annual Report of the Activities of the Association ;
		7. Presentation, consideration and passing of the Annual Budget of the Association ;
		8. Consideration of the Annual Audit Report of the Association ;
		9. Any other matter on which the Executive Committee may seek advice and guidance.
	(c)	All Members of the Association shall have right to participate in a General Meeting ;
	(d)	There shall be at least clear 14 (fourteen) day's notice for a General Meeting. Such notice shall be notified in the notice Board of the Association and shall also be circulated to all members by post. The period of 14 (fourteen) days in this clause shall be calculated from the date on which such notice is posted.
	(e)	An Extra Ordinary General Meeting may be requisitioned by not less than 50 voting members for consideration of a specific agenda.
	(f)	Such requisition shall be submitted in writing to the President who shall cause the meeting to be convened within 21 (twenty one) days from the date of receipt of the requisition.
	(g)	An adjourned meeting can be convened on a date to be decided by the Executive Committee.
	(h)	In the Extra-Ordinary General Meeting no matter outside the agenda may be discussed.
	(i)	1. All decision of a General Meeting shall, unless otherwise provided therein, come into effect on the day the decision are made.
		2. Such decisions shall be notified within 30 (thirty) days from the date on which they are taken.
<u>Article-XIII</u>	:	<i>Election of the Executive Committee :</i>
	(a)	The election of the Executive Committee of the Association shall be held every three years on a convenient day in the month of December through secret ballot voting. However the President may extend the time limit for holding Election not exceeding 3 (three) months with the approval of the Executive Committee due to National emergency or any other unavoidable circumstances.
	(b)	The election shall be conducted by an Election Commission appointed by the Executive Committee. The members of the election commission shall not be eligible for contesting

		in the election. The Election Commission shall consist of a Chairman and one or two more members as decided by the Executive Committee.
	(c)	The Voter's list of the election shall be prepared from among the life and active members of the Association two months before the date of election. Members who have paid their membership fee for the current year shall be eligible for voting or for seeking election. The life and active members enlisted in the voter's list are only entitled to take part in the election (contest and cast vote). The same voter list shall be published by the General Secretary 45 (forty five) days before the election.
	(d)	A notice of the election starting the date and place fixed for the election shall be given by the Chairman of the Election Commission to all members of the Association not less than 60 days before the date of election.
	(e)	Any life and active members willing to contest in the election shall be required to collect the nomination paper from the JICA Alumni Association office in schedule time.
	(f)	The candidate for the post of office bearers must be a member of the Association of at least one year's standing at the date submitting the nomination.
	(g)	No one in receipt of a salary from the funds of the association shall be eligible for election as member of the Executive Committee.
	(h)	The nomination papers in the prescribed form of the eligible candidates duly proposed and seconded by the active members of the association must reach the Election Commission at least 30 days before the date of election. The Election Commission shall scrutinize the nomination papers after the closing time of receiving of the nomination papers and publish the names of the candidates for the election. Any candidate or his representative may remain present at the time of scrutiny if he/she so desires.
	(i)	Any candidate can withdraw his/her candidature twenty days before the date of election by submitting a withdrawal letter in prescribed form to the Election Commission.
	(j)	The final list of the contesting candidates shall be published fifteen days before the date of election by the Election Commission.
	(k)	The ballot papers will be issued by the Election Commission to all the voters at the time of election.
	(l)	The voter shall mark the names of the candidates for whom he/she votes on the ballot paper.
	(m)	The Election Commission shall scrutinize and count the votes after the closing time of the election.
	(n)	In case of a tie in ballot the decision will be taken on the basis of a toss.
		The results of the election shall be declared by Election Commission.
<u>Article-XIV</u>		Cancellation of Membership :
		A member can be expelled from the organization if s/he cannot give satisfactory reply to a show case notice.
<u>Article-XV</u>	:	<i>Subscription :</i>
		Annual subscription as laid down by the rules will be paid by the each member by the due date. The financial year extend from 1 st April to 31 st March.
<u>Article-XVI</u>	:	<i>Funds :</i>
		The funds of the Association shall comprise of :-
		(a) The annual subscription from members ;
		(b) Voluntary donation by individuals or institutions ; and
		(c) Money collected by other normal means.
<u>Article-XVII</u>	:	<i>Audit :</i>
		Two members of Association, who are not member of the Executive Committee shall be elected as Internal Auditors at General Meeting and will hold office for three years. They will be required to audit each year's account and present a report to the Executive

		Committee. Executive Committee will place the report in general meeting. Besides, after every three years accounts should be audited by a Registered Chartered Account Firm.
<u>Article-XVIII</u>	:	<u>Affiliation :</u>
		The Association by approval of the General Body may affiliate with organizations in order to further their mutual aims and objectives.
<u>Article-XVIX</u>	:	<u>Interpretation :</u>
		In the interpretation of these rules the decision of the Executive Committee shall be final unless counter amendment is made by the majority vote of active members at a General Meeting.
<u>Article-XX</u>	:	<u>Amendments of the constitution :</u>
		Amendments to the constitution may be made only by a two thirds majority of the voting members present at a meeting of the General Body. The text of the proposed amendments must be presented in writing to the General Secretary 21 days before a meeting of the General Body is convened and should be sent to all members of the Association at least ten days in advance of such a meeting. Members unable to attend a meeting of the General Body may vote upon such proposed amendments either by correspondence or by duly accredited member present at the meeting of the General Body. No alterations or additions to this constitution shall come into force without the prior approval of the appropriate registering authority.
<u>Article-XXI</u>	:	<u>Dissolution :</u>
		A proposal for the dissolution of the Association shall be sent in written notice to all members of the Association at least one month before a meeting of the General Body specially convened for this propose and such dissolution shall be pronounced only by a two third majority vote of the voting members. The same General Body shall determine the manner in which the assets of the Association shall be disposed off. Members unable to attend the meeting of the General body may vote as indicated under Article-XIX. Notice of dissolution duly signed by the four principal office bearers shall be given within 14 days of the dissolution to the appropriate registering authority. In such case all its debts and liabilities, any assets, income or property whatsoever the same shall not be paid or distributed amongst the members of the association but shall be given or transferred to some other association having objects similar to the objects of the association to be determined by the votes of not less than three-fifth members of the association.

Sd/-
(Dr. Md. Aminul Islam)
General Secretary

Sd/-
(Dr. Khondaker Showkat Hossain)
President