

**CONSTITUTION**  
**OF**  
**JHENIDAH EX-CADETS**  
**ASSOCIATION**

*(Approved on 22.4.1978)*

**All amendments till 3 April 2015 incorporated**

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**OF**  
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**PREAMBLE**

We, the ex cadets of Jhenidah Cadet College, with an intention to form an ex-cadets organization maintained a good co-ordination among ourselves since 1970 and, through giving it an official shape on the eighth day of October 1973 established an organization of the ex cadets of Jhenidah Cadet College under the title **JHENIDAH EX-CADETS ASSOCIATION**;

Pledging that the high ideals of serving the nation should be vested in every ex-cadet of Jhenidah Cadet College;

In our General Meeting on this twenty second day of April of the year 1978 do hereby adopt, enact and give to ourselves this CONSTITUTION;

Affirming that it is our sacred duty to safeguard, protect and defend this constitution and to maintain its supremacy as the embodiment of the will of the ex-cadets of Jhenidah Cadet College so that we make our full socio-cultural contribution towards national development, national and international peace and cooperation in keeping with the progressive aspirations of mankind.

#### **1.0 NAME:**

1.01. The association of the Ex cadets of Jhenidah Cadet College shall be termed “**JHENIDAH EX CADETS ASSOCIATION**”. The letters **JEXCA** shall be used as its abbreviation.

#### **2.00 NATURE OF THE ASSOCIATION:**

**2.01** The association will consist only of the ex cadets of **Jhenidah Cadet College**, henceforth called **JCC**. **2.02** It is a non-political, non-profitable, socio-cultural organization.

[Amended in the AGM held in Hotal 71 on 1<sup>st</sup> July 2011 and approved in AGM held on 16<sup>th</sup> March 2013 at Cadet College Club Ltd under the chairmanship of Ex-Cadet Mohammad Nasir Uddin Khan (4/193)]

**2.03.** All offices in this organization are honorary.

#### **3.00. CHARTER OF THE ASSOCIATION:**

**3.01** To foster and maintain bonds of brotherhood amongst the ex-cadet of JCC.

**3.02.** To keep up the tradition and dignity of JCC.

**3.03** To promote the best interest of the College.

**3.04** To help Ex-Cadets of JCC in finding suitable careers as and when necessary.

**3.05** To render all possible assistance to the Ex-Cadets in time of difficulty.

**3.06** To co-operate with various government and non-governmental agencies with a view of furthering the cause of the association.

**3.07** To prepare and maintain a complete record of all the members of JEXCA

**3.08** To organize and promote social welfare with literary and cultural activities to the best of its ability.

**3.09** To keep a close contact with the cadets and staff of JCC.

**3.10** To render voluntary services to its utmost ability during natural calamities or wherever required by the country.

#### **4.00 MANAGEMENT:**

**4.01** There shall be meetings, activities of all categories of members from time to time in accordance with the provisions laid down in the Constitution of JEXCA.

**4.02** There shall be a Governing body called “**EXECUTIVE COMMITTEE**” abbreviated as **EC**. **4.03** The association shall have local bodies termed as “**REGIONAL COMMITTEE**” as its functional unit. **4.04** The office of the EC shall be located at Dhaka.

#### **5.00 FUNCTIONS:**

**5.01** The EC shall have the entire direction of the association within the framework of the Constitution. **5.02** The Regional Committee shall function in accordance with the provisions laid down in this constitution. **5.03** The Regional Committee shall be guided by the over all policy to be framed by the EC.

- 5.04 The association shall not carry out any trade or business or engage in any transaction with a view to monetary gain or profit for any of its offices or members.
- 5.05 No member shall have any personal claim on any property of the association.
- 5.06 The association may have branch organizations and institutions (e.g JEXCA HEALTH SERVICES) to carry out any particular program and/or activities
- 5.07 The Branch organization of JEXCA shall be formed with the consent of the three fourth majority of the members present in a General Meeting having this issue as a part of the Agenda.
- 5.08 The branch organization may have a separate constitution of its own.

#### **6.00 MEMBERSHIP:**

- 6.01 REGISTERED MEMBER: Any Ex-Cadet of JCC shall be entitled to become Registered Member of JEXCA, upon application to the EC in the prescribed form and after payment of the membership fees.
- 6.02. To become a Registered Member an Ex-Cadet should satisfy the following conditions:
- (a) He must have passed at least one Board Examination as a candidate of JCC or he must have studied in JCC for a period of at least two academic years.
  - (b) He should not have been withdrawn from JCC on disciplinary ground.
  - (c) In case any applicant has been withdrawn from JCC on disciplinary ground, EC will discuss the issue in the meeting and take decision as they deemed appropriate
- (Clause 'c' incorporated in AGM 2015 held at CCCL presided over by President Dr. ASM Badruddoza)
- 6.03 ASSOCIATE MEMBER: Any person who has served or is serving as an officer in the teaching or administrative staff of JCC can become as Associate Member on application to EC. There shall be no membership fees required in that case.
- 6.04. HONARARY MEMBER: Persons of acknowledged eminence, those whom the Association desires to honor for their services rendered there to or whose association therewith is deemed to be of benefit to JEXCA may be granted the status of Honorary Member with prior concurrence of the person concerned. No announcement conferring such membership shall be made until two-third majority of the EC consents to the matter.
- 6.05. Wives/ Husbands and children of Registered Members, Associate Members or Honorary Members shall be entitled to enjoy all facilities of the Association.
- 6.06 The term MEMBERS shall be used to mean only the Registered Members of JEXCA. For Associate and Honorary Members there shall be special mentions made. The TERM ALL THE MEMBERS shall include all the three categories of Members.

#### **7.00 CESSATION OF MEMBERSHIP:**

- 7.01** A member who has not paid his subscription for one calendar year shall cease to be a member of the Association. He shall have to pay the enrollment fees, as set by the EC and approved by AGM again for re-enrollment including such portion of the arrear subscription as set by EC.

Amended in AGM 2015 held at CCCL presided over by President Dr. ASM Badruddoza)

**(Currently it is BDT 50, mention the amount in an SOP and Delete this line before print)**

#### **8.00 MEMBERSHIP RESIGNATION:**

- 8.01 Any member may resign his membership by written communication to the EC. 8.02 The resignation shall take effect from the date of the approval of resignation by the EC.

#### **9.00 EXPULSION OF MEMBER:**

9.01 If a member is convicted of a crime which, in the opinion of EC, renders him unfit to be a member of JEXCA, in that case EC may expel him from the association.

9.02 The EC may on hold membership of a member if he becomes mentally un-balanced. The mental condition should be confirmed by a registered psychiatrist. During this period his membership will remain "Dormant" or on hold.

Amended in AGM 2015 held at CCCL presided over by President Dr. ASM Badruddoza

9.03 The EC shall have the right to expel a member for violating rules and regulations of the Association.

9.04 An expelled member may put an appeal to the EC for reconsideration of his case.

#### **10.00 FEES:**

10.01 An Ex-Cadet who desires to become a member of JEXCA shall have to pay a membership or enrollment fee in BDT or its equivalent as decided by EC and approved by AGM.

(Currently it is BDT 50.00 or eq: delete while printing)

10.02. Category wise (student, service, overseas, life) amount of Annual Subscription in BDT or equivalent, payable at a time or in quarters to be set by EC and approved by AGM. The approved amount shall be recorded in Membership SOP and strictly followed

(Amended in AGM 2015 held at CCCL presided over by President Dr. ASM Badruddoza)

(Delete this portion before printing: With effect from 1st July 2011: non-earning students BDT 300.00, Earning: 1,000 only per annum payable at a time or in quarterly installment. Overseas member who is staying abroad for last two years shall have to pay: US \$20 only per annum payable at a time or in half yearly installment. EC proposes to increase the Life Membership fee from BDT 10,000 to 20,000 w.e.f 1 July'15

10.03 The fees are payable to the EC in the form of Cash/ Pay Order/ Bank Draft/ Cheque/ Postal Order/ Electronic fund transfer addressed to JEXCA. Treasurer or an authorized person should issue a duly signed money receipt immediately after receipt of the payment

10.04 31st March, 30th June, 30th September and 31st December shall be the last date for the payment of each installment. A reminder may reach the member from the EC at least 20 days prior to the last date.

10.05 A defaulting member shall have to re-enroll as a member, except for passing out batch, before joining AGM, EOGM, EGM, Election, Re-union, convention or any other JEXCA program as decided by EC. For re-enrollment procedure refer to section 7.01

(Amended in AGM 2015 held at CCCL presided over by President Dr. ASM Badruddoza)

#### **11.00 RESPONSIBILITY OF MEMBERS:**

11.01 It should be obligatory on members to contribute their best towards promoting the aims and activities of the Association and assisting the EC in promoting this aims and activities.

#### **12.00 RIGHTS AND PRIVILEGES:**

12.01 All the members of the Association shall, subject to this Constitution, enjoy all rights and privileges as may conferred by the Association from time to time.

#### **13.00 SET UP OF THE ASSOCIATION:**

13.01 The association shall have 4 (four) sets of organizing bodies:

- (a) The Executive Committee,
- (b) The Regional Committee.

(c) The Intake Representatives (IR)

(d) The Advisory Council (AC),

The executive committee office shall be located at Dhaka.

[Inclusion of IR and AC: Amended in the AGM held in Hotel 71 on 1st July 2011 and approved in AGM held on 16th March 2013 at Cadet College Club Ltd under the chairmanship of Ex-Cadet Mohammad Nasir Uddin Khan (4/193):]

13.02 EXECUTIVE COMMITTEE: There shall be one central EC. The management of the affairs of the Association shall be vested in a directly elected EC. The committee shall have the sole management of the administration, activities, income, funds and properties of the association. The EC shall or may do all acts and deeds shall appear to them necessary or essential to be done for the purpose of carrying into effect the aims and activities of the Association.

The EC may suspend/ discharge any official of EC (except the president) or any member of the Association for faulty action provided three-fourth majority of the EC approves it.

13.03 COMPOSITION OF EXECUTIVE COMMITTEE: The Executive Committee shall consist of: a.

PRESIDENT ONE

b VICE PRESIDENT THREE

c. GENERAL SECRETARY ONE

d. DEPUTY GENERAL SECRETARY ONE

e. TREASURER ONE

f. ORGANIZING SECRETARY ONE

g. CULTURAL SECRETARY ONE

h. PUBLICATION SECRETARY ONE

i. MEMBERS ELEVEN

**AMENDMENT:** In the 2nd Convention of JEXCA, held on 8th July 1993 at Hotel Purbani, Dhaka – under the Chairmanship of Sajjad Hayat (3/99). Amended in the AGM held at JCC during the 4th re-union of JEXCA, on 22nd April 1978 under the chairmanship of Lt Col ABM Ashrafuzzaman of carrying into effect the aims and activities of the association. (It is difficult to understand which part was amended in which AGM)

13.04 QUALIFICATIONS IN RUNNING ELECTION:

An Ex-Cadet of Jhenidah Cadet College who is registered as a member of the Association shall be eligible to contest for a single post. No member shall hold more than one post at a time (implied for posts of EC and Regional Committee).

A member seeking election to the post of President, Vice President and General Secretary is required to have studied in Jhenidah Cadet College for at least 4 academic years or must have passed one board's examination from JCC.

QUALIFICATIONS OF THE OFFICE BEARER OF THE EC:

(a). PRESIDENT

i. Must be a member of JEXCA, An Alumni Organization of Jhenidah Cadet College ii.

Must have passed at least 10 calendar years after passing out of his intake from JCC.

iii. Must have studied in JCC for at least 4 academic years or must have passed at least one board examination from JCC.

(b). VICE PRESIDENT

i. Must be a member of JEXCA, An Alumni Organization of Jhenidah Cadet College ii.

Must have passed at least 7 calendar years after passing out of his intake from JCC.

iii. Must have studied in JCC for at least 4 academic years or must have passed at least one board examination from JCC.

[Amended in AGM held at BMDC, Dhaka on 29th April 1988 chaired by Imdadul Haque 1/35. Further amended in the 4th JEXCA re-union in JCC in 1998 chaired by Tasvirul Islam 2/91 & amended in 2nd JEXCA convention held on 8th July 1993 at Dhaka chaired by Sajjad Hayat 3/99]

(c). GENERAL SECRETARY

- i. Must be a member of JEXCA, An Alumni Organization of Jhenidah Cadet College ii.  
Must have passed at least 5 calendar years after passing out of his intake from JCC.
- iii. Must have studied in JCC for at least 4 academic years or must have passed at least one board examination from JCC.
- iv. Must be able to stay in Dhaka metropolitan city area at least nine months a year during the tenure of his office.

(d). DEPUTY GENERAL SECRETARY

- i. Must be a member of JEXCA, An Alumni Organization of Jhenidah Cadet College ii.  
Must have passed at least 3 calendar years after passing out of his intake from JCC.
- iii. Must have studied in JCC for at least 4 academic years or must have passed at least one board examination from JCC.
- iv. Must be able to stay in Dhaka metropolitan city area at least nine months a year during the tenure of his office.

(e). TREASURER

- i. Must be a member of JEXCA, An Alumni Organization of Jhenidah Cadet College ii.  
Must have passed at least 3 calendar years after passing out of his intake from JCC.
- iii. Must have studied in JCC for at least 4 academic years or must have passed at least one board examination from JCC.
- iv. Must be able to stay in Dhaka metropolitan city area at least nine months a year during the tenure of his office.

(f). ORGANIZING SECRETARY

- i. Must be a member of JEXCA, An Alumni Organization of Jhenidah Cadet College ii.  
Must have passed at least 3 calendar years after passing out of his intake from JCC.
- iii. Must have studied in JCC for at least 4 academic years or must have passed at least one board examination from JCC.
- iv. Must be able to stay in Dhaka metropolitan city area at least nine months a year during the tenure of his office.

(g). CULTURAL SECRETARY

- i. Must be a member of JEXCA, An Alumni Organization of Jhenidah Cadet College ii.  
Must have passed at least 3 calendar years after passing out of his intake from JCC.
- iii. Must have studied in JCC for at least 4 academic years or must have passed at least one board examination from JCC.
- iv. Must be able to stay in Dhaka metropolitan city area at least nine months a year during the tenure of his office.

(h). PUBLICATION SECRETARY

- i. Must be a member of JEXCA, An Alumni Organization of Jhenidah Cadet College ii.  
Must have passed at least 3 calendar years after passing out of his intake from JCC.
- iii. Must have studied in JCC for at least 4 academic years or must have passed at least one board examination from JCC.
- iv. Must be able to stay in Dhaka metropolitan city area at least nine months a year during the tenure of his office.

(i). EXECUTIVE MEMBERS

- i. Must be a member of JEXCA, An Alumni Organization of Jhenidah Cadet College

- ii. Office bearers of the EC of JEXCA, other than the EC members will be elected by President of JEXCA, and the nomination has to be approved by the majority of the elected office bearers of JEXCA

13.05. EXECUTIVE COMMITTEE ELECTION:

EC shall be directly elected at in an AGM by secret ballot of all members of the Association present in the AGM. A member shall have as many votes for each category in the EC as there are posts to be elected, provided he might not cast more than one vote for a candidate.

The voting rights will be restricted to the members who have cleared their subscription up to immediate past year.

An Election Commissioner nominated by the outgoing EC shall conduct the election.

Candidates receiving highest number of votes in category a, b, c, d, e, f, g, h, shall be declared elected and in (b) Candidates receiving highest number of votes shall be declared elected and they shall be termed as FIRST, SECOND AND THIRD VICE PRESIDENT respectively.

COMPOSITION OF EXECUTIVE COMMITTEE:

- a. PRESIDENT ONE
- b VICE PRESIDENT THREE
- c. GENERAL SECRETARY ONE
- d. DEPUTY GENERAL SECRETARY ONE
- e. TREASURER ONE
- f. ORGANIZING SECRETARY ONE
- g. CULTURAL SECRETARY ONE
- h. PUBLICATION SECRETARY ONE

13.06 The Principal of JCC by virtue of his position shall become a patron of the Association.

**AMENDMENT:** In the 2nd Convention of JEXCA, held on 8th July 1993 at Hotel Purbani, Dhaka – under the Chairmanship of Sajjad Hayat (3/99). Amended in the AGM held at JCC during the 4th re-union of JEXCA, on 22nd April 1978 under the chairmanship of Lt Col ABM Ashrafuzzaman of carrying into effect the aims and activities of the association.

All the ex principals of JCC would be considered as patron of the association.

(Amended in AGM 2015 held at CCCL presided over by President Dr. ASM Badruddoza)

13.07 If date overlaps, Election may take place during the Reunion/ Convention where large number of ex cadets can attend and cast their votes. However, if the Reunion/ Convention are not held in the scheduled time and if the EC thinks it to be not possible to arrange the reunion/convention within 2 months, in that case, EC shall hold election in a General Meeting (AGM/EOGM/ EGM). Procedures for General Meeting and Election should be followed and notice for such events should reach all registered members and Regional Presidents at as per Section 14.03 and 17.00.

The said General Meeting /Convention should be arranged before two calendar months of the expiry of EC.

13.08 a) For any controversy regarding election the Election Commissioner's decision shall be the final. b).

However, if the Election commissioner thinks, may refer the case for review to Advisory council (Clause b

incorporated AGM 2015 held at CCCL presided over by President Dr. ASM Badruddoza)

13.09 If the EC fails to hold an election within 2 months after the expiry of their tenure, the EC shall be considered dissolved.

Advisory Council will appoint an Adhoc EC for a period of two calendar months which will declare the date of the election and make necessary arrangement to hold election to appoint new office bearers/EC.

The Adhoc EC will have all the power and authority that of a regular EC, and be guided by Advisory Council.

(Amended in AGM 2015 held at CCCL presided over by President Dr. ASM Badruddoza)

#### 13.10 EXECUTIVE COMMITTEE TERM IN OFFICE:

Elected office bearers of EC shall hold their office for one term of 24 calendar months. i.e have the opportunity to conduct at least one Reunion or one convention and two AGMs.

If an EC starts, for example, from 1 July election should be held by 1 May and EC should handover the charge again on 1 July.

(Amended in AGM 2015 held at CCCL presided over by President Dr. ASM Badruddoza)

#### 13.11 REGIONAL COMMITTEE (RC):

The EC may open Branches/Regional Committees of JEXCA, whenever and wherever the EC deem it necessary. A Region/Branch must have at least 25 ex cadets in its jurisdiction. The Region/Branches shall have a committee constituted as below:

- a. PRESIDENT ONE
- b VICE PRESIDENT ONE
- c. GENERAL SECRETARY ONE
- d. TREASURER ONE
- e. PUBLICATION SECRETARY ONE
- f. MEMBERS FOUR

[Amended in the 3rd re-union held in JCC on 22nd April 1978 under the chairmanship of Lt Col ABM Ashrafuzzaman]  
Proposed new Regional Committee with due evaluation of EC and approval of the AGM may open at a place with at least 25 ex cadets and appoint an ex cadet from RC as coordinating member for the unit who will keep contact and maintain correspondence with the regional committee and EC.

- i. At the end of Regional Committee term the Region /Branch shall inform JEXCA about election/ selection/ nomination of new office bearers, and if any changes in RC within the term and get it endorsed from Central EC.
- ii. For administrative purpose and/or to meet local regulatory requirements RC may have a separate Constitution or Bylaws or Articles of Memorandum and Articles of Association but that has to be reviewed and endorsed by EC and passed by General Meeting (AGM/EGM).
- iii. There should be only one RC in Region /Branch in the form of RC/Local EC/ Trust/ Foundation, etc. However the name of "JEXCA" should be as suffix, e.g. JEXCA-Khulna, JEXCA-Chittagong
- iv. No RC shall overlap their activities in the geographical boundaries of another approved and active RC or take any parallel or counter-productive activities of the parent organization JEXCA

In addition to local fees, if any, all the members of Regions/ Branches will remain liable to pay their fees, subscription etc. directly to the JEXCA.

(Amended in AGM 2015 held at CCCL presided over by President Dr. ASM Badruddoza)

#### 13.12 The Regional Committee shall be responsible to EC.

13.13 It shall be obligatory for the members of the Association to belong to the Regional Committee within the boundaries of which he usually resides and to restrict his enrollment to one RC only. Transfer or attachment from one RC to another RC shall be done through application to the EC. Transferred members shall enjoy all rights and privileges subject to this Constitution, when attachment to new RC is confirmed.



### 13.14 THE INTAKE REPRESENTATIVES (IR)

EC will remain liable to appoint two representatives from each passed out intakes, at the first formal EC meeting of its tenure, who will be named as Intake Representative (IR).

Responsibility of IR is to organize their respective intakes, bridge the communication between EC and the respective Intake and act as custodian of Endowment Fund on behalf of the their intake

[Amended in the AGM held in Hotal 71 on 1st July 2011 and approved in AGM held on 16th March 2013 at Cadet College Club Ltd under the chairmanship of Ex-Cadet Mohammad Nasir Uddin Khan (4/193)]

### 13.15 THE ADVISORY COUNCIL (AC)

Any Ex-Cadet served as President and/or Convenor of JEXCA will be the member of permanent Advisory Council.

In addition to Ex-Cadet Past Presidents and Convenors, three to five senior JEXCA members may also be proposed and approved by EC to be part of Advisory Council, for a period of two years only.

This non-executive body of JEXCA, as a group, may advise and guide JEXCA EC in case of necessity; especially to implement Charter of the Association and also to strict compliance and adherence and continuity of JEXCA constitution and whenever or wherever they may deem fit.

Scope of the AC would be confined to and within the boundaries of JEXCA constitution.

On behalf of EC, preferably, VP-1 will remain responsible for providing all necessary support to the Advisory Council.

EC should regularly update Advisory Council about their decisions, regular operation and activities including sharing of all meeting agenda and minutes.

(Amended in AGM 2015 held at CCCL presided over by President Dr. ASM Badruddoza)

### 13.16: OATH OF THE EXECUTIVE COMMITTEE

- a) Before the newly elected Executive Committee begins the execution of the office they should take an Oath
- b). Oath taking can be conducted by: a representative of the Advisory Council
- c). The oath: "I ..... (name), do solemnly affirm that I will faithfully discharge the functions of the ..... (post) of JEXCA, and will to the best of my ability, preserve, protect and defend the Constitution and Laws of the JEXCA."

(Clause 13.16 incorporated in AGM 2015 held at CCCL presided over by President Dr. ASM Badruddoza)

## 14.00 MEETINGS

### 14.01 EXECUTIVE COMMITTEE MEETINGS

Meeting of the EC shall be held usually in the Central Office. The notice for such meetings shall be sent to each member of the EC not less than 7 days before the meeting. An emergency meeting may be called at a notice sent one day prior to the meeting. The EC shall meet once in 2 months and the quorum of the meeting shall be 9 (nine). An adjournment for the want of quorum shall require no quorum when called to meet at a subsequent date. Any decision of the EC shall require a majority vote of office bearers present. A tie would be decided by casting vote of the President.

### 14.02 REGIONAL COMMITTEE MEETINGS

The RC shall meet as per their convenience to discuss their administrative, socio-cultural and financial proceedings. Every official of the RC shall be informed of the meeting as least 7 days before the meeting date. An emergency meeting may be called at 3 days early notice.

In case of any dispute/contradiction, the relevant proceedings (Notice, Agenda and Minutes) of the RC meeting may be referred to JEXCA. In that case the EC's decision shall be final.

### 14.03 GENERAL MEETING

The EC shall arrange General Meeting, like Annual General Meeting (AGM) every year. Extra Ordinary General Meeting (EOGM) or Emergency General Meeting (EGM) may be organized when the EC thinks it's necessary.

The notice for such meetings shall be sent to all the Members of the association and to the Regional President at least 45 days prior to the date of the meeting. In case of an Emergency General Meeting, where there will be no agenda like Election or Constitution amendment, requirement of 45 days may be relaxed

All the members of JEXCA, shall have the right to join the meeting, if not otherwise restricted by the EC. Any decision of the General Meeting shall require a majority vote of the members present. A tie voting would be decided by a second or third casting of vote. If the proposal remains still undecided, the proposal shall be declared as postponed.

Apart from the cultural programs, to be decided by the EC, the General meeting shall hold business session including presentation of the General Secretary's Reports, Audit and Accounts, Budget (last present and next year), Election and **Installation** of the new EC etc.

The General Meeting may discuss and decide any other issue/ items with the prior notice to the EC.

The quorum of the General Meeting shall be 5% of the member of cadets passed out from JCC or 100 whichever is lower.

(Amended in AGM 2015 held at CCCL presided over by President Dr. ASM Badruddoza)

14.04 The EC meetings shall be presided over by the President of the Association and in his absence any one of the 3 Vice-Presidents shall preside over, and in their absence the GS shall preside over.

Regional Committee meetings shall be presided over by the President of the RC or any one nominated by him.

General Meetings shall be presided over by the President of the Association. In absence of the President the First Vice President and in his absence Second Vice President or Third Vice President shall preside over the meeting.

## 15.00 CONVENTION & RE-UNION

### 15.01 CONVENTION:

There shall be a Quadrennial (once in every four year) convention organized by the EC. There shall be no business session held at the convention. If date coincides and the EC decides there may be a business session like: AGM, EOGM/EGM held in the convention, the quorum of the convention/business session shall be 5% of the members of cadets passed out from JCC or 100 whichever is lower.

Convention shall preferably be spaced between two re-unions.

(Amended in AGM 2015 held at CCCL presided over by President Dr. ASM Badruddoza)

### 15.02 RE-UNION:

The re-union at JCC shall be arranged by the EC in consultation with JCC authority and office of the Governing bodies of the Cadet Colleges.

This re-union shall be held once in every four years or as per the policy and time frame fixed by the of Governing bodies of the Cadet Colleges.

There shall be no business session held at the Reunion. If date coincides and the EC decides there may be a business session like: AGM/EOGM/EGM/ Election held during the Reunion.

The quorum of the business session shall be 5% of the members of cadets passed out from JCC or 100 whichever is lower.

(Amended in AGM 2015 held at CCCL presided over by President Dr. ASM Badruddoza)

#### 16.00. AUDIT AND ACCOUNTS:

16.01 The EC shall be responsible for accounts of the General Fund and shall make public accounts available during AGM/EOGM/EGM as deemed appropriate.

A recognized firm selected by the AGM must audit such accounts. The treasurer of the EC should make the report public 20days before the AGM.

Additionally the EC shall remain responsible to produce an up-to-date internal audited account just at the time of the charge handover to the new committee.

(Amended in AGM 2015 held at CCCL presided over by President Dr. ASM Badruddoza)

16.02 There shall be savings bank account in the name of the Association, which shall be maintained in any commercial bank in Dhaka. It shall be a joint account operated by two of the three persons concerned. The three persons shall operate the account are

- a) The President
- b) The General Secretary
- c) The Treasurer

#### 17.00 AMENDMENT OF THE CONSTITUTION:

17.01 The constitution of the association can be amended during business sessions of Reunion/Convention or in the Annual General Meeting/ Extra ordinary General Meeting /Emergency General Meeting subject to approval of the house.

. Amendment of the constitution can be proposed by

- a. The Executive Committee
- b. Any Regional Committee
- c. Any valid member

Provided a notice is given to the EC at least 30 clear days before the AGM/ EOGM/EGM along with the relevant clause no. and text of current version and proposed amendment

17.02. Any proposal of amendment in the constitution must be passed by the votes of at least two third of the members present in the AGM/ EOGM/EGM or during business session of Reunion and/or Convention.

(Amended in AGM 2015 held at CCCL presided over by President Dr. ASM Badruddoza)

#### 18. FUNCTIONS AND POWER OF THE OFFICIALS OF THE EXECUTIVE COMMITTEE:

##### 18.01 PRESIDENT

- i. He shall preside over the General Meetings and the meetings of the EC.
- ii. He is the ceremonial head of the Association.
- iii. He should remain neutral to all decisions.
- iv. If the house is divided equally he may use his voting power within the framework of the constitution.
- v. He shall have the power to nominate officials as per Constitution.
- vi. He shall be the main custodian of JEXCA constitution and to the best of his ability preserve, protect and defend the Constitution of the JEXCA.”
- vii. President can assign and empower various roles and responsibilities to EC members **(Clause**

**vi and vii incorporated** in AGM 2015 held at CCCL presided over by President Dr. ASM Badruddoza) 18.02

##### VICE-PRESIDENT (VP)

- i. In the absence of President the First Vice-President shall preside over the General Meetings and the meetings of the EC. In the absence of First Vice-President the Second Vice-President will preside

over and if Second Vice-President is absent Third VP will preside over.

- ii. The Vice President presiding over any such meetings shall have all the rights and privileges of the President.
- iii. To resign from the post of a Vice-President he shall have to submit a resignation letter to the President, and the resignation will be effective after the President's approval.
- iv. As assigned by the President three Vice Presidents, should be the functional and cluster heads of one or more major activities, and guide EC members and subcommittees in the areas of: **JEXCA Health Services** including Free-Friday Clinic & Vaccination Centres, Social Welfare, Disaster Management, Sports- Education & Culture, Liaison with Advisory Council and Regional Committees, Planning and Purchase, Asset Management, Finance and Internal Audits, Publication and Communication (print, digital, non digital, social media).

(**Clause iv incorporated** in AGM 2015 held at CCCL presided over by President Dr. ASM

#### Badruddoza) 18.03 GENERAL SECRETARY (GS)

- i. He is the working head of the Association.
- ii. He is responsible along with other officials of the EC for smooth running of the Association.
- iii. He shall preside over the EC meetings in the absence of the President and the Vice Presidents.
- iv. He can call for Emergency Meetings of the EC within the framework of the Constitution.
- v. If he likes to leave the city for a long period, he may authorize any of the secretaries to officiate as the GS.
- vi. If he wishes to resign from the post, he may do that by forwarding a resignation letter to the President. The resignation shall be effective after President's approval.
- vii. He shall be one of the signatories of the joint account of JEXCA
- viii. If any post in EC falls vacant for some reason it shall be the duty of the GS to inform the President of the matter. In such case the President shall nominate one from among the General Members of the EC to fill in that post till the next election. In that case the President shall nominate any member of JEXCA to fill the vacant post of General member of the EC.
- ix. He shall be the custodian of all Standard Operating Procedures (SOPs) SOPs and By-laws and to the best of his ability preserve, protect and defend the SOPs, Bylaws and JEXCA constitution

(**Clause ix incorporated** in AGM 2015 held at CCCL presided over by President Dr. ASM

#### Badruddoza) 18.04 DEPUTY GENERAL SECRETARY (DGS)

- i. The main function of the DGS shall be to assist the GS in all administrative activities of the Association.
- ii. In the absence of the GS he may act as GS (if authorized) and carry out other necessary works as may be required.
- iii. DGS shall look after the office files and maintain all necessary records of the Association.
- iv. To resign from the post, a resignation letter has to be submitted to the President and it will be effective after President's approval.

#### 18.05 CULTURAL SECRETARY (CS)

- i. The main function of the CS shall be to assist GS in all the Socio-cultural activities of the Association.
- ii. In the absence of the GS he may act as GS (if authorized) and carry out other necessary works as may be required.
- iii. To resign from the post, a resignation letter has to be submitted to the President and it will be effective after President's approval.

#### 18.06 ORGANIZING SECRETARY (OS)

- i. The OS shall organize all the members of JEXCA and maintain discipline of the Association.
- ii.

The OS shall help the GS to run the administration of the Association smoothly.

iii. To resign from the post, a resignation letter has to be submitted to the President and it will be effective after President's approval.

#### 18.07 PUBLICATION SECRETARY (PS)

i. The main function of the PS shall be to assist the GS in all the publication related activities and of the Association.

ii. In the absence of the GS he may act as GS (if authorized) and carry out other necessary works as may be required.

iii. To resign from the post, a resignation letter has to be submitted to the President and it will be effective after President's approval.

#### 18.08 TREASURER

i. He shall look after and maintain all the financial accounts of the Association

ii. He along with the GS and President shall maintain a joint in any commercial bank in Dhaka

iii. He shall keep track of all the transactions and file work

iv. In absence of General Secretary he can spend a nominal amount for day-to-day operation, as proposed by EC and approved by AGM. However, multiples of such amount cannot be accumulated to make big purchases

v. He shall have to produce and explain all transactions and accounts to the EC at every meeting of EC

vi. He must inform defaulting a member whose fees are over due

vii. When an Ex-Cadet loses his membership according to clause 7.01 he shall inform both the defaulting member and GS

viii. If he wants to resign from the post, he shall have to submit his resignation letter, with one month prior notice to the President. In that case he shall have to show the accounts to the EC to have a N.O.C from the EC which has to be submitted along with the resignation letter to the President.

(**Clause iv amended** in AGM 2015 held at CCCL presided over by President Dr. ASM Badruddoza)

#### 18.09 MEMBERS IN THE EXECUTIVE COMMITTEE

i. In any decision of the EC they shall have the voting power

ii. If any member wants to resign he shall have to submit the resignation letter to the VP and require the President's approval.

### 19.00 POWER AND FUNCTIONS OF THE OFFICIALS IN THE REGIONAL COMMITTEE

#### 19.01 REGIONAL REPRESENTATIVE

a). A Regional President and his Regional Committee shall be elected by the members of the respective Region

b). The Regional President shall have the complete independence with respect to local administrative matters within the frame work of this constitution

d) He may act in promoting the interest of the Association when directed by the EC for any socio cultural activities or if he thinks he should get the prior approval of the governing body i.e. JEXCA EC

e) His resignation, if not stated in RC constitution, shall be effective at the submission of a resignation letter to President JEXCA subject to approval of EC

f) He may be suspended/ discharged from his duties by the JEXCA EC for faulty actions. In that case EC may nominate any member of the Regional Committee as the New Regional President having all the rights and privileges of an elected Regional representative.

#### 19.02 MEMBERS OF REGIONAL COMMITTEE:

- a. Any registered member of JEXCA, elected/nominated by members residing in concerned region, shall be considered as members of Regional Committee.
- b. They shall have the voting power in any decision in the RC General Meeting and in the Regional Committee Meetings.
- c. For the resignation to be effective a member has to submit his resignation letter to the President Regional Committee. The RC President in consultation with the RC may give the verdict.

#### 20.00 ABBREVIATIONS

- a). JEXCA Jhenidah Ex-Cadets Association, An Alumni Organization of Jhenidah Cadet College.
- b). VP Vice President
- c). GS General Secretary
- d). DGS Deputy General Secretary
- e). OS Organizing Secretary
- f). CS Cultural Secretary
- g). PS Publication Secretary
- h). EC Executive Committee
- i). RC Regional Committee
- j). IR Intake Representative
- k). AC Advisory Council
- l). JCC Jhenidah Cadet College
- m). AGM Annual General Meeting
- n). EOGM Extra-Ordinary Annual General Meeting
- o) EGM Emergency/Special General Meeting
- p) SOP Standard Operating Procedure

#### 21.00 MONOGRAM & FLAG

21.01 There shall be a monogram used by the JEXCA which shall have the following characteristics: i.

It shall be a circle shaped.

- ii. The word **Jhenidah Ex-Cadets Association** shall be written on the borderline.
- iii. The word JEXCA shall be printed in the middle of a bigger “J” comprising major portion of the monogram.
- iv. Three leaves along with a stem shall be in the midst of bigger (J) reflecting three ideals UNITY, HONESTY and SINCERITY

21.02 There shall be a flag of the Association which shall have the following characteristics: i.

It shall be rectangular with a proportion of 5:3 in length and breadth.

- ii. There shall be a circle in the center with a radius equal to one-third of the breadth.
- iii. The letters JEXCA should be engraved across the center of the circle and parallel to the base of the flag. The letters JEXCA should not touch or exceed the circumference of the circle. The letters JEXCA should be engraved in the same style as it is in the Monogram.
- iv. The circle should be green in color and the rest of the flag should be white. The letters JEXCA should be bright silver color. The green color should be used as it is in Bangladesh flag.

## 22.00 FINANCIAL CHAPTER

- a. Any sort of expenditure requires GS's formal proposal from concerned Secretary and/or EC member, GS's written recommendation and EC's prior approval
- b. In case of emergency which is too serious or urgent to wait until the next EC meeting the GS can spend only once up to an amount as approved by AGM on his own and mentioned in Finance SOP; and double the amount only once, as approved by AGM and mentioned in Finance SOP with prior approval of the senior most Vice President at the station.

(Delete before printing: From 1 July 2011, in case of any emergency, the GS can spend up to BDT 5,000 only on his own and up to BDT 10,000 only with the prior approval of the senior most VP at the station.)

- c. All these are emergency expenditure for JEXCA must be approved by the EC in its following meeting.

## 23.00 ENDOWMENT FUND

- 1) There will be a fund generated solely for the purpose of meeting the regular office expenditures of JEXCA, publishing newsletter once in every quarter and meeting the administrative expense of JEXCA Health Services.
- 2) This fund will be identified as "Endowment Fund". This "Endowment Fund" will primarily be kept as fixed deposit or government bond or any other deposit scheme, which generates monthly or quarterly income and is highly secured.
- 3) The EC will have no right to en-cash the endowment fund for the purpose of meeting its expenditures.
- 4) However in case of better investment opportunity, a formal proposal must be framed by EC with conviction after making thorough discussion in an EC meeting. After framing the proposal, EC will pass it to the Advisory Council for its approval by a special resolution (3/4th majority). After the approval by the Advisory Council, the EC will call for an EGM for approval of the proposal as general resolution (simple majority), circulating the details of that proposal to its members and giving at least two weeks' notice. The quorum for such an EGM will be consisting of the intake representatives of at least 50% of the passed out intakes from JCC.
- 5) However, the EC will have access to the interest/ profit generated in order to meet the purposes mentioned earlier in this paragraph.

## 24.00 ASSET MANAGEMENT:

All Fixed and Floating assets should be registered in the name of JEXCA; All papers relating to the assets should be kept up-to-date by the EC by paying all necessary taxes and revenue to the government of Peoples Republic of Bangladesh; All the papers relating to assets should be in custody of GS; Any interference with the assets of the JEXCA must not take place without the unanimous approval of EC and Before providing unanimous approval to any such interference, the EC must notify the members of the advisory council in writing and must also get consent of the members of the advisory council.

[Amended in the AGM held in Hotal 71 on 1<sup>st</sup> July 2011 and approved in AGM held on 16<sup>th</sup> March 2013 at Cadet College Club Ltd under the chairmanship of Ex-Cadet Mohammad Nasir Uddin Khan (4/193)]

## 25.00 SPECIAL MENTION:

- a. The **YEAR OF ESTABLISHMENT** of the association is 1970
- b. The "**FOUNDATION DAY**" of the association is 8th October.
- c. At present there are 4 regions of the Association in Bangladesh.

The Regions are as follows:

- i. **DHAKA REGION** comprising of Dhaka Division.
- ii. **CHITTAGONG REGION** comprising of Chittagong Division.
- iii. **RAJSHAHI REGION** comprising of Rajshahi Division.
- iv. **KHULNA REGION** comprising of Khulna Division.

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