

August 23, 2020

## NOTICE REGARDING CONSTITUTION

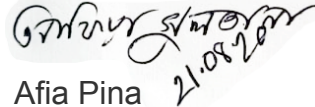
A meeting was held on July 10, 2020 on the constitution of MSJ Alumni Association, ULAB. At the meeting, 11 members of the convening committee discussed various aspects of the constitution. The constitution was unanimously passed by a majority vote.



Ariful Islam Arman

President

MSJ Alumni Association, ULAB



Afia Pina

General Secretary

MSJ Alumni Association, ULAB



# CONSTITUTION

MSJ Alumni Association, ULAB

## CONSTITUTION OF MSJ ALUMNI ASSOCIATION, ULAB

<b>A. PRINCIPALS</b>	
1.	<b>RATIONALE AND BACKGROUND</b>
	The Background of the Media Studies and Journalism (MSJ) Alumni Association of University of Liberal Arts (ULAB) is to unite all MSJ graduates into one organization for the purpose of fostering and facilitating fellowship and communication among present and former students, faculty, and staff members of the department. The Association advances the Mission and Core Values of the University through active participation of the members of the Association. The Association is committed to creating a life-long relationship between its members and the University Community. This is accomplished by providing the opportunity to share knowledge, networking, to be of service in a volunteer capacity through university and community service, to engage in philanthropy, and to promote media education among the country. The Association has formed on February 7, 2020 with a 15-member convening committee.
2.	<b>NAME</b>
	The name will be 'MSJ Alumni Association, ULAB' which may also refer by ULAB MSJ Alumni.
3.	<b>LOCATION OF OFFICE</b>
	ULAB permanent campus.
4.	<b>OBJECTIVES</b>
	The objectives of the organization are as follows:
4.1	To develop stronger bond and cohesion among the members and well-wishers of ULAB MSJ Alumni.
4.2	To enhance and uphold professional competency and integrity of the members.
4.3	To appropriately link, liaise, and complement the activities of the various societies or clubs of ULAB MSJ graduates.
4.4	To provide support to the members and their families as well ULAB MSJ students/staff members in distress and to organize humanitarian activities in times of national calamities.
4.5	In collaboration and consultation with ULAB authority, to carry out the following activities:

		4.5.1	Enhance, uphold and promote the image of ULAB and its MSJ Department.
		4.5.2	To encourage, foster and promote close relations among the alumni, faculty (recent and previous) and current students.
		4.5.3	To guide and assist Alumni who have recently completed their courses of study at the MSJ department to keep them engaged in productive pursuits useful to the society.
		4.5.4	To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the Alumni.
		4.5.6	To maintain and update the database of all the alumni of the department and to interact with them.
		4.5.7	To utilize the rich experiences of old students of the department for the benefit and progress of the present students.
		4.5.8	To provide guidance to the present students in their endeavor for better employment and higher studies.
		4.5.9	To create fund for poor students either by way of cash or kind for their education purpose.
		4.5.10	To maintain a web platform of database and information and employment and higher study opportunity to assist the members in securing suitable jobs and scholarship.
		4.5.11	Develop and maintain a marketing plan for a strong membership program and other such income-oriented programs.
		4.5.12	To promote cultural, academic, and literary advancement of its members.
		4.5.13	Conducting targeted programs and activities designed to: strengthen the relationship between the University and its Alumni and friends; attract qualified students; recognize achievement and contributions to the University and MSJ department.
		4.5.14	Facilitate intellectual exchanges between ULAB MSJ and advanced universities and institutions of Bangladesh.
		4.5.15	Develop and maintain a database of all members, which would include information on areas of their special expertise and interest, and maintaining regular communication with them through mails, publications, and web page that would facilitate their participation in the activities of ULAB MSJ Alumni.
		4.5.16	Arrange social activities such as reunions, picnics, dinners, cultural programs, and exchange visits for greater social cohesion among

		members.
	4.5.17	Conduct conferences, seminars, symposia, workshops, and discussion forums on relevant national issues that are of interest to members and others.
	4.5.18	Set guidelines for ethics and disciplines for the members of ULAB MSJ Alumni.
	4.5.19	Liaise with other similar associations, institutes and universities.
	4.5.20	To promote media education and engaging with research.
5.	<b>RESTRICTION ON DISTRIBUTION OF INCOME</b>	
	No portion of ULAB MSJ Alumni's income, assets or properties shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the persons who at any time are or where Members or Executive Members of ULAB MSJ Alumni. Provided that nothing herein contained shall prevent the payment, in good faith, of remuneration to any officer or staff or servant of ULAB MSJ Alumni or other persons in return for any services actually rendered to ULAB MSJ alumni.	
6.	<b>AMENDMENTS</b>	
	All amendments to the Constitution of ULAB MSJ Alumni shall be subject to scrutiny and approval by the general members of ULAB MSJ Alumni through AGM in presence of Board of Trustees and Executive Committee.	
	<b>B. BY LAWS</b>	
1.	<b>GOVERNANCE OF ULAB MSJ ALUMNI</b>	
	1.1	The organizational structure of ULAB MSJ Alumni shall consist of ULAB MSJ Alumni Board of Trustees and Executive Committee at the top.
	1.2	The Executive Committee, which shall have the responsibility of planning and implementing programs and activities of ULAB MSJ Alumni. The Executive Committee shall constitute several task-based committees for executing its programs and activities, and for monitoring progress by taking advice and suggestions from Board of Trustees.
	1.3	The organization of ULAB MSJ Alumni will therefore have the following hierarchical set up.  Board of Trustees  Executive Committee  Finance Committee  Other Committees, which may be formed from time to time by the Executive Committee and Board of Trustees.

2.	BOARD OF TRUSTEES	
	2.1	The Board will consist a maximum of Ten (10) Trustees. Their distribution will be as follows:
	2.1.1	Maximum five (5) of the Trustees will come from among ULAB MSJ faculty and admin; maximum five (5) will come from Alumni member.
	2.1.2	A Trustee position that may become vacant due to resignation, retirement, or death of one who occupied it, it shall be filled through nomination, as applicable, at the next Annual General Meeting (AGM). For the interim period, the Board may fill in the position with a suitable member of ULAB MSJ Executive Committee.
	2.1.3	Board of Trustees shall manage the affairs of the board; evaluate the efficiency, administration, and effectiveness of the Association and its Executive Committee; and propose goals and objectives to ensure that the Association is meeting the continuing and evolving needs of the Association.
	2.1.4	Board of Trustees can absolute the Executive Committee any time if the two-third of the Trustees come in an agreement that the Committee is not performing as per requirements. In that case, the Board of Trustees will form a Medial Committee to hand over the responsibilities and also form an Election Commission to arrange an election within 90 days.
3.	TENURE PERIOD FOR ALUMNI MEMBER ON BOARD OF TRUSTEES	
	The duration of the tenure of alumni members of the Board of Trustees shall be three (3) years maximum.	
	3.1	FORMATION OF BOARD OF TRUSTEE
	3.1.1	After forming the first elected executive committee Board of Trustee will be nominated by the Head of the MSJ department and MSJ Alumni Coordinator which will be revised after each election. Previous active executives will be selected from alumni and by position HoD, Alumni Coordinator, Graduate Coordinator, Undergraduate Coordinator, and Alumni admin officer will be included.
	3.1.2	Head of the Department of Media Studies and Journalism will chair the Board.
4.	ELECTION COMMISSION AND EXECUTIVE COMMITTEE	
	Executive Committee is an elected committee by the valid member of the association.	

	A three-member Election Commission will be set up by the Board of Trustees before each election to arrange the election and smooth handover of responsibilities.	
	The President and other Trustees shall strive to ensure that the election of the above-indicated positions is held in a fair and friendly environment. They will encourage individuals with best qualification, dedication and interest to serve to be candidates for the positions.	
	<p>Executive Committee will consist of:</p> <p>President (1)</p> <p>Vice President (1)</p> <p>General Secretary (1)</p> <p>Joint General Secretary (1)</p> <p>Secretary, Finance (1)</p> <p>Secretary, Member Services (1)</p> <p>Secretary, Publication &amp; Communication (1)</p> <p>Executive Member (4)</p>	
	4.1	SETTLING DISPUTE RELATING TO ELECTIONS
		A three-member tribunal will be setup by the Board before each Election to settle any dispute that may arise. The decision of the Tribunal shall be final.
	4.2	RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE
	4.2.1	RESPONSIBILITIES OF PRESIDENT
		<ul style="list-style-type: none"> <li>• Presides at all meetings of the Association. The President shall, jointly with the General Secretary, be responsible to the Association for the supervision.</li> <li>• Serves as a member ex-officio of all committees.</li> <li>• Implement the policy and decisions of the Association.</li> <li>• Make innovative plan of actions and executive the activities.</li> <li>• Calls special meetings of the Executive Committee.</li> <li>• Reports on all activities at the Annual General Meeting and files a copy of this report with the Alumni Coordinator.</li> <li>• Performs any other duties with the objectives of the Association.</li> </ul>
	4.2.2	RESPONSIBILITIES OF VICE PRESIDENT

			<ul style="list-style-type: none"> <li>• Assists the President with administrative oversight of committees of the Board and any other Association obligations.</li> <li>• Performs any other duties incident to the office of Second Vice President, in accordance with the objectives of the Association.</li> </ul>
		4.2.3	RESPONSIBILITIES OF GENERAL SECRETARY
			<ul style="list-style-type: none"> <li>• The General Secretary shall be responsible for holding program, recording, reviewing and distributing the minutes of all meetings</li> <li>• Keep all proper financial accounts and records information.</li> <li>• Issue notice of all the meetings in consultation with the President.</li> <li>• Submits reports to the Executive Committee meetings as well as General Meeting.</li> </ul>
		4.2.4	RESPONSIBILITIES OF JOINT GENERAL SECRETARY
			<ul style="list-style-type: none"> <li>• The Joint general secretary will assist General Secretary at all his work.</li> </ul>
		4.2.5	RESPONSIBILITIES OF SECRETARY, FINANCE
			<ul style="list-style-type: none"> <li>• Will receive all money receivable by the Association and deposit the same in a Bank(s) account.</li> <li>• Will pay all dues payable by the Association. All cheques and vouchers shall be signed by him and countersigned by either President or General Secretary.</li> </ul>
		4.2.6	RESPONSIBILITIES OF SECRETARY, MEMBER SERVICES
			<ul style="list-style-type: none"> <li>• Compiles and maintains membership lists, records receipts of dues and contributions, and gives information to members of nonprofit organization: Compiles and maintains membership lists and contribution records.</li> <li>• Welcomes new members and issues membership cards.</li> <li>• Explains privileges and obligations of membership, discusses organization problems, adjusts complaints, and provides other information to members.</li> </ul>
		4.2.7	RESPONSIBILITIES OF SECRETARY, PUBLICATION AND COMMUNICATION
			<ul style="list-style-type: none"> <li>• Organize and facilitate events and advocacy interventions</li> </ul>



		related to Mass media
		<ul style="list-style-type: none"> <li>Ensure the update of the website and social media accounts, publish newsletter in order to raise visibility of the association.</li> </ul>
	4.2.8	RESPONSIBILITIES OF EXECUTIVE MEMBER
		<ul style="list-style-type: none"> <li>The president of the association will assign the responsibility and duty of the executive members.</li> </ul>
	4.3	TENURE OF EXECUTIVE COMMITTEE
		The duration of the tenure of the Executive Committee shall be one (1) year. Board of Trustees will form the Election Commission ninety (90) days before the ending of the term.
5.	FINANCE COMMITTEE	
	5.1	Finance Committee will consist of five members. The members are President, General Secretary, Finance Secretary, Alumni Admin Officer, and MSJ Alumni Coordinator. MSJ Alumni Coordinator will chair the committee.
	5.2	Committee has to check and approve the yearly financial report before presenting it to AGM or any other bodies.
	5.3	Committee may recommend internal or external audit if necessary.
6.	MEMBERSHIP	
	All graduate degree holders of ULAB MSJ Department shall be eligible to be Members of ULAB MSJ Alumni, subject to their acceptance of the terms and conditions will be decide by the Executive Committee.	
7.	MEMBERS' RESPONSIBILITIES AND PROCEDURE FOR DISSOCIATION	
	7.1	A Member is expected to abide by the rules and regulations of ULAB MSJ Alumni and support its activities aimed at fulfilling its objectives. S/he must not indulge in such actions, directly or indirectly, as may be detrimental to the interest of ULAB MSJ Alumni. If however any such indulgence is proven against any Member, the Board may decide to cancel his/her membership.
	7.2	Members occupying elected positions may resign from their positions for reasons that shall be made known in a letter addressed to the President. The Board shall be responsible for taking a decision on each resignation case.
8.	MEETINGS OF THE BODIES OF ULAB MSJ ALUMNI	
	8.1	Annual General Meeting (AGM)
	8.1.1	ULAB MSJ Alumni shall hold the first AGM within six (6) months of its incorporation. Thereafter, AGMs shall be held once in every

			calendar year but not allowing more than fifteen (15) months to elapse between the date of one AGM and that of the next.
		8.1.2	Nomination of the members to the Board of Trustees shall be held at the AGM of ULAB MSJ Alumni. Members will be notified about the AGM at least thirty (30) days before the date of election.
		8.1.3	The President, or on his advice the Secretary General of the Executive Committee shall call all meetings of the Council by serving notice at least fourteen (14) days before each AGM.
		8.1.4	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 twenty one (21) days notice given to the members about the proposed resolution.
		8.1.5	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
		8.1.6	To constitute quorum in an AGM or EGM, at least 50% attendance from Trusty Board and 80% attendance from Executive committee are required in AGM.
		8.1.7	If quorum is not fulfilled in an AGM or EGM within one hour (1 hr) of the specified time, the AGM or EGM shall be reconvened within 14 days. There shall be no quorum requirement for the reconvened AGM or EGM.
		8.1.8	Decisions taken by the Council 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 shall have the casting vote.