

Constitution

Japanese Universities Alumni Association in Bangladesh (JUAAB)

PREAMBLE

We, the Japanese university alumni in Bangladesh, being conscious of the need for forging and fostering the bonds of friendship and amity that so happily exist between the peoples of Bangladesh and Japan through academic knowledge, socio-cultural understanding and mutual appreciation of our age-old heritage and also taking into cognizance the happy and historical occasion of the 30th year of Japan's diplomatic recognition to the People's Republic of Bangladesh in the year 2002, with due solemnity and pride, do hereby establish "JAPANESE UNIVERSITIES ALUMNI ASSOCIATION IN BANGLADESH (JUAAB)" and adopt the following articles of the Constitution for a legally tenable and smooth functioning organization, which will be governed by the laws of Bangladesh, as supreme, in case of any dispute, whatsoever.

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Article I: Name and Location of Headquarters

The name of the Association shall be “JAPANESE UNIVERSITIES ALUMNI ASSOCIATION IN BANGLADESH” (hereinafter referred to as JUAAB), the headquarters of which shall be located in Dhaka, Bangladesh.

Article II: Logo



JUAAB shall have a logo as given in the left hand side. In the logo, the national flags of Bangladesh and Japan are encircled by two kanji – the first kanji ‘*nichi*’ of ‘*Nihon*’ symbolizes Japan and another kanji ‘*dai*’ of ‘*Daigaku*’, Represents University. The rising sun, common in the two flags, is placed at the middle of the emblem and thus shared by the two flags.

Article III: The Aims and Objectives

JUAAB, being a voluntary, non-political and non-profit organization, shall have the following aims and objectives:

1. To promote friendship, co-operation and mutual understanding among the alumni of Japanese universities in Bangladesh.
2. To promote academic exchange and exchange of scientific, technological and cultural activities between Bangladesh and Japan.
3. To strengthen the bonds of friendship between Bangladesh and Japan, by organizing different national socio-cultural events of the two countries.
4. To organize courses on Japanese Language, Ikebana, Bonsai, Origami and other aspects of Japanese culture.
5. To publish newsletters, journals, periodicals and other materials in print and/or on electronic media in pursuance of the aims and objectives of the Association.
6. To provide counseling to the Bangladeshi students preparing to study in Japan and to share experiences with the Bangladeshi students who are currently studying in Japan.
7. To promote awareness among promising Bangladeshi students about the academic system and opportunities for higher studies in Japan.
8. To organize seminars, conferences and training courses on different social, scientific and technological areas important for both the countries.
9. To extend support for continuing research, consulting services and welfare for the professional interests of the members of the Association.

- 10 To promote a non-political and non-profit making nature of the Association.
- 11 To promote and support cultural and other related activities in different organizations by the JUAAB members.
- 12 To establish functional linkage between the associations running with the supports from the Embassy of Japan in Bangladesh, like JICA, JSPS, Japan Foundation, Bangladesh Ikebana Association (BIA), etc.
- 13 To enhance ability to make the association self-sustaining by nature, a sub-body of JUAAB, named “JUAAB Welfare Foundation” may be established (see Article XVIII) .

Article IV: Membership

The Association shall have three categories of membership:

1. General Members

Citizens of Bangladesh having at least one academic degree (Bachelor, Master, Doctorate or equivalent) from a Japanese university shall be eligible for general membership. For general member to become life member, provision in article VII will be applied.

2. Associate Members

Associate membership shall be open to the following categories of Bangladeshi nationals:

- i. Graduates who have undertaken a course of post-graduate studies and/or research in a Japanese university for not less than one academic year.
- ii. Undergraduate students who have undertaken a diploma course in a Japanese university/college for not less than three academic years.
- iii. Graduates from a Japanese College of Technology (3-year course) or a Japanese Professional Training School (2-year course).
- iv. Graduates who have attained a valid Monbukagakusho scholarship for Japanese studies (one year course) or teacher’s training (one year course).
- v. Any other Bangladeshi university graduate who has completed a recognized academy/research activities over three months in Japan.

3. Honorary Members

The Executive Committee may confer honorary membership on any person of eminence as a token of respect or in recognition of his/her contribution toward furthering the aims of the association.

Article V: Advisers and Patron

1. Adviser

Life member of JUAAB who has completed twenty years after graduation from a Japanese university is eligible for consideration as adviser by the Executive Committee (EC). The number of advisers in the Advisory Council (AC) shall be limited to seven. The AC shall be approved by the patron.

2. Patron

The Ambassador of Japan in Bangladesh will be the Patron of the Association.

Article VI: Privileges and Obligations of the Members

All members, as part of their obligations to JUAAB, shall be devoted to uphold the aims and objectives of the association and shall refrain from doing anything contrary to the objectives, spirit and ideals of the association.

1. General Members

- i. Have the right to compete in the EC and other elections, to nominate or second a candidate for election and to vote in the election.
- ii. Have the right to be informed about and present in the Annual General Meeting (AGM), Extra-ordinary General Meeting (EGM), council meeting, etc. and to participate in the decision making process.
- iii. Have such other privileges as may be conferred by JUAAB.

2. Associate Members, Honourary Members, Advisers and the Patron

Have all the privileges and benefits of general members except the right to vote in general meeting or election or be a candidate for the EC.

Article VII: Subscriptions and Donations

1. General members shall pay an membership application fee of Tk.200/- (Tk. two hundred only) and annual membership fee of Tk.500/- (Tk. five hundred only).
2. Life membership fee shall be Tk. 5000/- (Tk Five thousand only).
2. Associate members shall pay an application fee of Tk.100/- and annual membership fee of Tk.200/- (Tk. two hundred only).
3. The Association may accept fees/donations in cash or kind from any person/organization to supplement the budget of JUAAB.
However, necessary formalities shall be done to accept any foreign donation.
4. Yearly membership fee shall be paid by 31 March of the calendar year. Members who fail to pay his/her yearly membership fee for two consecutive years shall automatically lose his/her membership of the Association. He/she can, however, be reinstated after paying all arrears and reapplying for membership

Article VIII: Annual General Meeting (AGM)

1. The AGM of JUAAB shall be held once a year and a thirty-day notice shall be needed for this purpose.
2. The quorum for an AGM shall be at least one-fifth of the total paid general members enrolled for the current year.
In the event of there being no quorum, the meeting shall be adjourned for half an hour from the scheduled starting time and shall be reconvened at the said venue. But it shall have no power to alter, amend or make additions or deletions to any of the existing rules in the constitution.
3. The General Secretary of JUAAB shall give one month notice in writing to all general members of JUAAB requesting them to put forward any proposal which they may wish to be included in the agenda for the AGM. Such proposal shall be in writing and must reach the General Secretary not later than two weeks before the AGM. With the approval of the EC, the proposal may be included in the agenda under miscellaneous items.

Article IX: Business of the AGM

The AGM shall, *inter alia*,

1. Receive the Annual Report
2. Receive the Statement of Accounts of the previous year.
3. Elect Office Bearers and Auditors for the ensuing year (if applicable)
4. Have general discussions and resolutions on the agenda of meeting.

Article X: Extraordinary General Meeting (EGM)

1. An EGM shall be called by the Executive Committee of the Association if necessity arises or on the written request of at least one third of the total paid up members, i.e. whose dues are clear. Fourteen day's written notice shall be given to all members about this meeting.
2. The quorum of an EGM shall be one-eighth (1/8) of the total paid-up general members. In the event of there being no quorum, the meeting shall be adjourned for half an hour from the scheduled starting time and shall be reconvened at the said venue. But it shall have no power to alter, amend or make additions or deletions to any of the existing rules in the constitution.

Article XI: Executive Committee (EC)

1. The Executive Committee (EC) shall be elected by secret ballot or by consensus of the general body at the AGM of JUAAB and shall hold office for two years. The election will be conducted by the election commission as per provision in

article XII.

2. The EC shall consist of 15 (fifteen) members as follows:-

i.	President	... 1 (one)
ii.	Senior Vice-President	... 1 (one)
iii.	Vice-President1 (one)
iv.	General Secretary	... 1 (one)
v.	Treasurer	... 1 (one)
vi.	Joint Secretary	... 1 (one)
vii.	Research and Publication Secretary	...1 (one)
viii.	Cultural Secretary	...1 (one)
ix.	Member	... 7 (seven)
	Total	= 15 (fifteen)

The immediate past President and General Secretary of the Association, if not elected in the next EC, will automatically be the ex-officio members of the EC in addition to the above 15 listed members.

3. The tenure of the EC shall be two years from 1 April to 31 March of the alternate year.
4. In the event of any vacancy occurring in the EC for any reason, the EC shall co-opt any general member to fill the vacancy in consultation with the Advisory Council.
5. If any EC member fails to attend 3 consecutive meetings of the EC without prior written notice to the EC, the post of the said member can be declared vacant by the EC.
6. If any EC member has to be on an overseas assignment for a continuous period of six months or above, his/her post in the EC shall stand vacant automatically.

Article XII: Election

1. The election of the EC shall be held in the month of February/March of every alternate year.
2. An Election Commission comprising three members of the Advisory Council (AC) with one of them as the Chief Election Commissioner will be formed by EC when the decision for holding an election is taken.
3. Once the Election Commission is formed it shall act as an independent body and shall carry out all activities for successful holding of the election and JUAAB secretariat will provide all necessary help. Details of the election procedure shall be decided by the Election Commission within the framework

of the JUAAB Constitution.

4. The Election Commission will issue notice for holding the general election of the EC for the new tenure at least 30 days before the election day. The notification shall contain all the detailed procedures and necessary documents i.e. nomination papers, etc.
5. The election shall be held by secret ballot or by consensus at the election meeting.
6. In order to give opportunities to a wider group of members, the elected President, Vice Presidents, General Secretary, Joint Secretary, Treasurer, Research and Publication Secretary and Cultural Secretary shall not be eligible for holding the particular post for more than two consecutive terms. In case of Vice President, if a person holds the office either as Senior Vice President or Vice President or both for two consecutive terms in a row, he/she shall not be eligible for contesting for the Vice Presidents posts. However, one can contest again in the same post after a gap of consecutive 2 terms.
7. A member can submit not more than 3 (three) nomination papers in 3 (three) posts at a time. The Election Commission, after receiving the nominations within the due date, shall scrutinize the nomination papers on the next working day and list of the valid candidates shall be displayed on the notice board in the JUAAB head office. However, a candidate who wants to withdraw his/her candidature shall be given subsequent 5 days time to do so. Candidates who intend to withdraw their candidature shall give written notification to the Chief Election Commissioner.
8. The Election Commission shall prepare a final list of the candidates after the withdrawal time is over and send it to the members along with a short personal profile of the candidates.
9. The Election Commission shall declare the result on the election day.
10. The Election Commission may charge a nominal fee for preparing the personal profile etc. relating to the candidates of all the executive posts. The EC shall charge a fee for purchasing a nomination paper.
11. The tenure of the EC shall be for 2 years commencing from 1 April to 31 March of the alternate year. If for any unavoidable reason the election cannot be held in due time, the AC will assume responsibility from the EC from 1 April for holding a general election within 3 months. In the case of a delayed election the tenure of the next EC will be shortened by the delayed time. However, if the AC also fails to arrange an election then at least 50 paid up general members can issue a written notice signed by them for convening a requisition meeting to form an ad-hoc committee. The ad-hoc committee thus formed should obtain the endorsement of the patron of JUAAB and publish the formation of the committee in one Bangla and one English national daily

newspaper. The ad-hoc committee will then select a new five- member Advisory Council and a new three-member Election Commission in accordance with the constitutional procedure stated in article XII and XIII. The new Election Commission once formed will complete election within ninety days.

12. If an EC is dissolved by the AC vide Article XIII (vi), the tenure of the next elected EC shall be for the remaining part of the year from the date the new EC assumes office plus the subsequent two full calendar years, provided the remaining part of the year is less than six months. If the remaining part of the year from the date of assuming office by the new EC is more than six months, the tenure of that EC shall be for the remaining part of the year plus the subsequent full calendar year. In any case, the tenure of the EC shall end on 31 March.

Article XIII: Duties and responsibilities of the Advisory Council/Executive Committee

1. Functions and authorities of Advisers

- i. Seven (7) Advisers shall be selected by the unanimous decision of the EC from amongst the senior members of JUAAB as mentioned in Constitution Article No. V.1.). Members of the AC will select one of them as Chairman by consensus for a period of 2 years in their first meeting and it should be notified to the President of the EC. All decisions except dissolving the EC should be taken by a simple majority decision.
- ii. The AC shall be formed for a period of 2 years. No Advisor shall continue for more than two terms.
- iii. The Election Commission will be formed from the members of the Advisory Council.
- iv. The members of the council will be like ‘elder statesmen’ and any problem creating a deadlock in the EC for any reason may be referred to the Advisory Council for suggestions by the President of the EC. EC may take AC’s suggestions to resolve the crisis.
- v. The AC can request the President of the EC for meetings to discuss important issues and the JUAAB Secretariat shall provide all assistance to arrange such meetings.
- vi. In case of any crisis/deep difference of opinion in the EC, two third of the members of the EC can seek in writing intervention by the AC. The AC shall try to solve the crisis amicably. However, if they fail to resolve the crisis they can also call an EGM and hear the opinion of the members and as a last resort, as per general body opinion in full quorum EGM, the AC by an unanimous decision can dissolve the EC and call for a new general

election.

2. Functions and authorities of President

- i. The President shall preside over all the meetings of the Association. In case of absence or inability of the President to attend, a Vice-President according to serial order shall take the Chair. In case of absence or inability of the President and Vice-Presidents to attend, the members present at the meeting shall select one person from the attending members to chair the meeting.
- ii. The President shall guide the Association in all matters relating to the Association.
- iii. The President shall be responsible for the smooth functioning of various sections of the Association.
- iv. The President shall bring, to the notice of the Executive Committee, all matters considered to be detrimental to the cause of the Association, for proper action.
- v. The President shall perform any other duties as assigned by the EC.
- vi. The President may inform the AC any major issue relating to the JUAAB.

3. Functions and authorities of the Vice-Presidents

- i. The Vice-Presidents shall assist the President in all matters relating to the Association.
- ii. The Vice-Presidents according to serial order shall take charge of the duties of the President in his/her absence or inability to attend unless otherwise mentioned.
- iii. Any other duties assigned to them by the President or the EC.

4. Functions and authorities of the General Secretary

- i. The General Secretary in consultation with the President of the EC shall call the EC, AGM, EGM and other 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 and other EC members.
- ii. The General Secretary shall keep records of the minutes of the proceedings of all meetings of the Association and get them confirmation in the following meeting.
- iii. The General Secretary shall maintain the requisite records of the

Association.

- iv. The General Secretary shall discharge the functions assigned to him/her by the EC.
- v. The General Secretary shall submit the yearly report of activities of the Association with prior approval of the EC to the AGM.
- vi. The General Secretary shall discuss with the President of the EC regarding inclusion in the agenda of any written request to solicit support/cooperation from JUAAB by the members in different organizations for cultural and other activities as stated in article II(11) of the Constitution.

5. Functions and authorities of the Treasurer

- i. The Treasurer of the Association shall maintain proper accounts of all income and expenditure of the Association.
- ii. He/She shall present the accounts of the Association to the EC/General Body from time to time when asked by them.
- iii. He/She shall be responsible for collection of subscriptions and funds.
- iv. The Treasurer shall present the yearly expenditure report and budget of the Association to the general body.

6. Functions and authorities of the Joint Secretary

- i. The Joint Secretary shall assist the General Secretary in official work as and when necessary.
- ii. He/She shall discharge the duties of the General Secretary in his/her absence or inability as and when necessary.
- iii. He/She shall perform any other duties which may be assigned to him/her by the EC.

7. Functions and authorities of the Research and Publications Secretary

The Research and Publication Secretary shall be responsible for all types of publication and publicity works of the Association in consultation with the EC.

8. Functions and authorities of the Cultural Secretary

The Cultural Secretary shall be responsible for all cultural activities of the Association in consultation with the EC.

9. Functions and authorities of the Members of the Executive Committee

The Members of the Executive Committee shall co-operate with other office bearers of the Association in discharging all the activities of the Association.

Article XIV: Meeting of the Executive Committee

1. The meeting of the EC shall be held at least two in every three months for which a notice of seven days shall be required.
2. One third of the EC members shall form the quorum for the meeting and all decisions if not mentioned otherwise shall be made by a simple majority. In case of a tie, the President shall exercise the casting vote.
3. In the absence of a quorum the meeting shall stand adjourned and be reconvened within a week and proceed even without a quorum.
4. An extraordinary Executive Committee meeting may be called by the President/General Secretary with twenty four hours' notice in case of any matters of emergency. The quorum for such a meeting shall be one fifth of the total EC members.

Article XV: Financial Power

1. Official receipts, which are maintained as 'Receipt Book' under the Treasurer's custody, shall be issued by the Treasurer for all sums received on behalf of the "JUAAB".
2. The bank accounts of the Association shall be opened in any local bank and shall be operated under the joint signatures of the President/General Secretary and the Treasurer.
3. The President and General Secretary shall have the power to spend a maximum of Tk.10,000/- at a time without prior sanction of the EC. Any such expenditure shall have to be approved in the subsequent EC meeting.

Article XVI: Auditors

One certified Accountant/Accounting Firm shall be appointed as Auditor by the EC at each AGM. He/they will audit each year's accounts and present a report upon them to the AGM. He/she may be required by the President to audit the association's accounts for any period within their tenure of office at any date and make a report to the committee.

Article XVII: Alterations to the Constitution

1. Amendments to the Constitution shall only be made at the AGM/EGM having full quorum.

2. Proposed amendments to the Constitution shall be submitted in writing to the General Secretary at least twenty-one days before the AGM/EGM and the proposed amendments shall be circulated to the members with the agenda.
3. Amendments to the Constitution shall be made with a two third majority vote of the General Members present.

Article XVIII: JUAAB Welfare Foundation (JUAAB-WEF)

To enhance JUAAB's ability to make it self sustaining, JUAAB Welfare Foundation (JUAAB-WEF) may be formed as a sub-body of JUAAB. The foundation may raise fund from the donation of individuals and organizations. This money may be utilized to enhance the activities of JUAAB, if necessary, under JUAAB constitution. All life members of JUAAB shall be eligible to be the members of JUAAB-WEF. The foundation shall be run by the By-laws developed by the JUAAB Executive Committee, as per the rules and regulations of the registration authority.

Article XIX: Termination or Suspension

1. If any member is convicted of a criminal offense or adjudged as bankrupt or he/she makes a composition or arrangement with his/her creditors under the provision of any statute, he/she shall thereupon be ceased to be a member of JUAAB.
2. The EC may propose to the AGM to suspend or terminate the membership of any member whose conduct, whether on the JUAAB premises or elsewhere, is or has been, in the opinion of the EC, contrary to the interest and spirit of JUAAB or injurious to its reputation. Membership may be terminated in the AGM by the decision of the two-third majority.

Article XX: Dissolution

1. JUAAB shall not be dissolved except with the consent of not less than two-third of the general members for the time being resident in Bangladesh expressed in person at a General Meeting specially convened for the purpose.
2. In the event of JUAAB being dissolved as set out above, all debts and liabilities lawfully incurred on behalf of JUAAB shall be fully discharged, and the remaining funds or other assets shall be disposed of, as decided by the General Meeting.