



CONSTITUTION
OF
CMC 18 ALUMNI ASSOCIATION



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PREAMBLE

We, the Doctors of 18th Batch of Chittagong Medical College, with an intention to form an alumni organization maintained a good co-ordination among ourselves since 1982 and, through giving it an official shape on the 27th day of month of April of 2017 established an organization of the Doctors of 18th Batch of Chittagong Medical College under the title CMC 18 ALUMNI ASSOCIATION;

Pledging that the high ideals of serving the nation should be vested in every doctor's of 18th Batch of Chittagong Medical College;

In our General Meeting on this twenty second day of November of the year 2017 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 Doctors of 18th Batch of Chittagong Medical College so that we make our full medical, health and socio-cultural contribution towards national development, national and international peace and cooperation in keeping with the progressive aspirations of mankind.

1.00 NAME:

- 1.01. The association of the Doctors of 18th Batch of Chittagong Medical College shall be termed "CMC 18 ALUMNI ASSOCIATION". The letters "CMC 18" shall be used as its abbreviation.

2.00 NATURE OF THE ASSOCOATION:

- 2.01 The association will consist only of the doctors of 18 the Batch of **Chittagong Medical College**, henceforth called CMC.
- 2.02 It is a non-political, non-profitable, **Socio-Cultural** Organization.
- 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 doctors of CMC.
- 3.02. To keep up the tradition and dignity of CMC.
- 3.03 To promote the best interest of the College.
- 3.04 To help doctors of CMC in finding suitable careers as and when necessary.
- 3.05 To render all possible assistance to the Doctors 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 CMC 18 th Batch.
- 3.08 To organize and promote medical and health, and social welfare with literary and cultural activities to the best of its ability.
- 3.09 To keep a close contact with the doctors and staff of CMC.
- 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 CMC 18.
- 4.02 There shall be a Governing body called “**EXECUTIVE COMMITTEE**” abbreviated as **EC**.
- 4.03 The office of the EC shall be located at Dhaka or anywhere in Bangladesh as EC finds it convenient

5.00 FUNCTIONS:

- 5.01 The EC shall have the entire direction of the association within the framework of the Constitution.
- 5.02 No member shall have any personal claim on any property of the association.
- 5.03 The association shall have branch organization to carry out any particular health and socio-cultural program.

6.00 MEMBERSHIP:

- 6.01 **REGISTERED MEMBER:** Any doctors of CMC 18 shall be entitled to become Registered Member of CMC 18, upon application to the EC in the prescribed form and after payment of the membership fees.
- 6.02. To become Registered Member doctors of CMC 18 should satisfy the following conditions:
- (a) He must have passed at least one Professional Examination as a candidate of CMC or he must have studied in CMC for a period of at least two academic years.
 - (b) He should not have been withdrawn from CMC on disciplinary ground.
 - (c) He, who being admitted as CMC 18 but does not satisfy clause 6.02. (a); if willing to be a member , shall be entitled upon the approval of the EC.
- 6.03 **ASSOCIATE MEMBER:** Any doctor of CMC and also any doctor who has served or is serving as an officer in the teaching or administrative staff of CMC can become as Associate Member on application to EC and will not have any voting power.
- 6.04. **HONORARY 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 CMC 18 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. The honorable members will not have any voting power.
- 6.05 The term MEMBERS shall be used to mean only the Registered Members of CMC 18. For Associate and Honorary Members there shall be special mentions made.

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 again for re-enrollment including such portion of the arrear subscription.

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 CMC 18, in that case EC may expel him from the association.
- 9.02 The EC may expel a member if he becomes mentally un-balanced. The mental condition should be confirmed by a registered psychiatrist.

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 A doctor who desires to become a member of CMC 18 shall have to pay a membership or enrollment fee as decided by EC.

10.02 The fees are payable to the EC in the form of *Cash* or Pay Order/ Bank Draft/ Cheque/ Postal Order addressed to CMC 18.

10.03 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.

10.04 Category wise monthly/ annual/ life membership subscription (student/ service-holder/ businessman) etc and also the method of collection of fees will be determined at AGM/ EGM.

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 2 committees:**

(a) **The Executive Committee,**

(c) **The Advisory Council (AC),**

The Executive Committee Office shall be located preferably at the capital city Dhaka or anywhere in Bangladesh as EC finds it convenient.

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	TWO
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	THIRTEEN

13.04 **QUALIFICATIONS IN RUNNING ELECTION:**

Any doctors of 18 batch of Chittagong Medical College who is registered as a member of the Association shall be eligible to contest for a single post provided fulfilling the requirements of the 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 Chittagong Medical College for at least 5 academic years or must have passed Final professional examination from CMC.

EC members must be able to reside in Bangladesh at least nine months of a year during the tenure of his office.

QUALIFICATIONS OF THE OFFICE BEARER OF THE EC:

(a). **PRESIDENT**

- i. Must be a member of CMC 18, An Alumni Organization of Chittagong Medical College
- ii. Must have passed final Prof Examination from CMC.
- iii. Must have studied in CMC for at least 5 academic years.

(b). **VICE PRESIDENT**

- i. Must be a member of CMC 18, An Alumni Organization of Chittagong Medical College
- ii. Must have passed final Prof Examination from CMC.
- iii. Must have studied in CMC for at least 5 academic years

(c). **GENERAL SECRETARY**

- i. Must be a member of CMC 18, An Alumni Organization of Chittagong Medical college
- ii. Must have passed final Prof Examination from CMC.
- iii. Must have studied in CMC for at least 5 academic years

(d). **DEPUTY GENERAL SECRETARY**

- i. Must be a member of CMC 18, An Alumni Organization of Chittagong Medical college
- ii. Must have passed one Prof Examination from CMC.
- iii. Must have studied in CMC for at least 2 academic years

(e). **TREASURER**

- i. Must be a member of CMC 18, An Alumni Organization of Chittagong Medical college
- ii. Must have studied in CMC for at least 5 academic years or must have passed final professional examination from CMC.

(f). **ORGANIZING SECRETARY**

- i. Must be a member of CMC 18, An Alumni Organization of Chittagong Medical College.
- ii.. Must have studied in CMC for at least 2 academic years or must have passed at least one professional examination from CMC.

(g). **CULTURAL SECRETARY**

- i. Must be a member of CMC 18, An Alumni Organization of Chittagong Medical College
- ii. Must have studied in CMC for at least 2 academic years or must have passed at least one professional examination from CMC.

(h). **PUBLICATION SECRETARY**

- i. Must be a member of CMC 18, An Alumni Organization of Chittagong Medical College
- ii. Must have studied in CMC for at least 2 academic years or must have passed at least one professional examination from CMC.

(i). **EXECUTIVE MEMBERS**

- i. Must be a member of CMC 18, An Alumni Organization of Chittagong Medical College.

13.05. **EXECUTIVE COMMITTEE ELECTION:**

EC shall be directly elected at AGM by 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 shall be declared elected.

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

The ex principals and principal of CMC would be the members of the advisory committee of the association.

13.07 AGM will be held in Reunion. If the re-union is not held in the scheduled time and if the EC thinks it to be impossible to arrange the re-union within two months, only in that case, the EC may hold election in a EGM.

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

13.09 **EXECUTIVE COMMITTEE TERM IN OFFICE:**

Elected office bearers of EC shall hold office for one term of about 24 calendar months i.e. up to the next re-union/ AGM.

13.10 **The Advisory Council (AC)**

The present and past Principals of CMC and teachers of CMC 18 and any nationally eminent doctor personalities will be the member of AC. This non-executive body of CMC 18, as a group, may advise and guide CMC 18 EC incase of necessity or whenever they may deem fit. Scope of the AC would be confined within the boundaries of CMC 18 constitution.

14.00 MEETINGS:

14.01 **EXECUTIVE COMMITTEE MEETINGS**

Meeting of the EC shall be held usually in the Central Office or any place they decide to be convenient. The notice for such meetings shall be sent to each member of the EC 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 11 (eleven). 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 GENERAL MEETING

The EC shall arrange General Meetings when the EC thinks it necessary. The notice for such meetings shall be sent to ALL THE MEMBERS of the Association at least 15 days prior to the date of the meeting. All the members of CMC 18 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.

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

General Meetings shall be presided over by the President of the Association. In absence of the President the Vice President shall preside over the meeting.

15.00 RE-UNION:

- 15.01 **RE-UNION:** A Re-union shall be held every year. One re-union shall decide a scheduled date for the next re-union. Apart from the cultural programs to be decided by the EC, the re-union shall hold business session including presentation of the reports, Audit and accounts, Budget, Election and Installation of the new EC, etc. The re-union may discuss and on any other issue/ items with the permission of the EC. Constitution amendment (if any) shall also be taken up and decided as and when necessary, proposed within the framework of this constitution. The quorum of the re-union shall be 10% of the member of CMC 18.

16.00 AUDIT AND ACCOUNTS:

- 16.01 The EC shall be responsible for Accounts of the General Fund and shall make public accounts during following re-union. A recognized firm selected by the EC before the next re-union must audit such accounts. The treasurer of the EC should make the report public during reunion.

- 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 in the / AGM/ Extra Ordinary AGM subjected to approval in the re-union. Amendment of the constitution can be proposed by
- a) The EC
 - b) Any proposal of amendment in the Constitution may be passed by votes of at least two third of the members present in the re-union.

18.00 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.

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 any one member proposed 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.

18.03 GENERAL SECRETARY (GS)

- i. He is the working Secretary 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 CMC 18

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 CMC 18 to fill the vacant post of General member of the EC.

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 CMC 18 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 of the Association.
- ii. 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. He shall have to produce and explain all transactions and accounts to the EC at every meeting of EC
- v. He must inform a member whose fees are over due
- 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.

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.
- iv. Any members of EC, except president) may be suspended or discharged from his duties by the EC for faulty actions. In that case EC may nominate any member of the EC.

19.00 ABBREVIATIONS

- a. CMC 18 18th Batch of Chittagong Medical 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. CMC Chittagong Medical college
- j. AGM Annual General Meeting
- k. EOAGM Extra-Ordinary Annual General Meeting
- l. AC Advisory Council

20.00 MONOGRAM & FLAG

- 20.01 There shall be a monogram used by the CMC 18 Alumni Association which shall have the following characteristics:
 - i. It shall be a circle shaped.
 - ii. The word Chittagong Medical College shall be written on the borderline.
 - iii. The word 18th Batch shall be below the Circle.
 - iv. Snake with the stand the universal medical sign will be in the circle.

- 20.02 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 monogram should be within the circle and fill the circle of the flag. The name CMC 18 Alumni Association should be written below the Circle parallel to the Base of the flag keeping the Circle in Mid position.
 - iv. The circle outline should be red in color and the rest of the flag should be white. The monograms color should be as it is. The CMC 18 Alumni Association should be written in bright green color. The green color should be used as it is in Bangladesh flag.

21.00 FINANCIAL CHAPTER

- a. Any sort of expenditure requires GS's consent.
- b. In case of any emergency, the GS can spend up to BDT 5,000.00 (Taka Five Thousand) only on his own and up to BDT 10,000.00 (Taka Ten Thousand) only with the prior approval of the President.
- c. All these are emergency expenditure for CMC 18 must be approved by the EC in its following meeting.

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