

## CONSTITUTION OF BARISHAL EX-CADETS' ASSOCIATION (BEXCA)

*(This constitution shall be prospectively applied in its entirety and all existing rules, regulations, bi-laws, customs, usages of BEXCA shall be subject to this constitution.)*

### PREAMBLE

We, The ex-cadets of Barishal Cadet College (BCC), with an intention to form an ex-cadets organization to maintain a good coordination among ourselves since 1986 and, through giving it an official shape on 30.11.1988, established an organization of the ex-cadets of Barishal Cadet College under the title of BARISHAL EX-CADETS' ASSOCIATION (BEXCA) pledging that the high ideals of serving the nation should be vested in every ex-cadet of Barishal Cadet College.

This Constitution has been approved by the EGM on Friday, 13th of February 2023.

Affirming that it is our noble duty to safeguard, protect and defend this continuation and to maintain its supremacy as the embodiment of the will of the Ex-Cadets of Barishal Cadet College so that we make our full socio-economic & 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 Ex-cadets of Barishal Cadet College shall be termed "BARISHAL EX-CADETS' ASSOCIATION". The letters 'BEXCA' shall be used as its abbreviation.

### 1.02 DEFINITIONS

"Advisory Committee"- Advisory Committee means the committee of advisors.

"Batch Representative"- Any member of a batch who has been nominated through a consensus of all members of that batch.

"BEXCA Fund"- BEXCA fund includes all money raised using BEXCA Banner and Logo, subscription fees, donations, event-registration fees, sponsorship, profit from investment, interest generated from the fund, proceeds of sale of assets.

"BEXCA Liaison Office" - BEXCA recognised office in Barishal Metropolitan City for bringing operational efficiency and better coordination with various authorities including the Authority of Barishal Cadet College.

"BEXCA Office"- Any registered office of BEXCA in Bangladesh

"Chapter- An autonomous body of BEXCA formed outside Bangladesh with a membership of at least 50 (Fifty) Members.

“Constitution Amendment Body”- Shall be composed of the Advisory Committee, The Executive Committee and Batch Representatives.

“Court”- Means any court of law established according to the Constitution of Bangladesh or in any country with which Bangladesh has a diplomatic relationship.

“EGM”- Extraordinary General Meeting means any meeting convened by the EC to address an issue of utmost importance.

“Election”- Election means and includes online and / or electronic voting in person in a secret ballot.

“Electronic Voting” - A form of computer-mediated voting in which voters make their selections with the aid of a computer.

“Emergency EC Meeting” : Any meeting shall be considered as an emergency meeting if and only if it is certified (in written format) by at least one of the members of the Advisory Committee.

“Executive Committee”- The elected committee of BEXCA

“General Meeting”- General Meeting means Annual General Meeting.

“Online” - Connected to, served by, or available through a system and especially a computer or telecommunications system (such as the Internet)

“Registered Member”- Any Excadet of Barishal Cadet College who paid subscriptions.

“Sub-committee”- Any ad-hoc committee formed by the Executive Committee on any subject matter or purpose.

## 2.00 NATURE OF THE ASSOCIATION:

2.01 This Association will consist only of the Ex-Cadets of Barishal Cadet College, henceforth called BCC.

2.02 It is a non-political, socio-economic & 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 Ex- Cadets of BCC.

3.02 To keep up the tradition and dignity of BCC.

3.03 To promote the best interest of the college and its ex-cadets

3.04 To support Ex-Cadets of BCC 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 work for the overall welfare of its members.

3.07 To cooperate with various government and non-governmental agencies with a view of furthering the cause of the Association.

3.08 To prepare and maintain a complete record of all the members of BEXCA.

3.09 To organize and promote social welfare with literary, cultural and sports activities to the best of its ability.

3.10 To keep in close contact with the cadets, teachers and staff of BCC.

3.11 To render voluntary services to its utmost ability during natural disasters whenever required.

3.12 Maintain liaison with other Ex-Cadets' Associations, Cadet College Club Limited and other organizations for flourishing BEXCA activities.

#### 4.00 MEMBERSHIP:

The Chief of Army Staff, Chief of Naval Staff, Chief of Air Staff and Adjutant General of Cadet College Governing Body and the Principal of BCC shall be ex-officio patrons of the Association.

4.01 To become a Member, an Ex-Cadet should have a *cadet number* as a cadet of BCC.

4.02 Registered Member: - *Any Ex-Cadet of BCC shall be entitled to become REGISTERED MEMBER of BEXCA upon application to the EC in the prescribed form and after payment of the membership fees.*

4.03 Associate Members: - *Any person who has served or is serving as an officer, in teaching or administrative staff of BCC can become an ASSOCIATE MEMBER on application to the EC.*

*There shall be no membership fees required for an associate member.*

4.04 Honorary Members: *Persons of acknowledged eminence, those whom the Association desires to honor for their services rendered thereto or whose association therewith is deemed to be of benefit to BEXCA 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.*

4.05 Spouses and children of Registered Members, Associate Members or Honorary Members shall be entitled to enjoy all the facilities of the Association subject to payment of appropriate subscription fees

4.06 Life Member : Any member of BEXCA who paid the life membership subscription fee. He will be a registered member for life.

4.07 NRB Members: Any member of BEXCA permanently residing abroad and paid an appropriate subscription fee. He will be an NRB registered member.

#### 5.00 CESSATION OF REGISTERED MEMBERSHIP:

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 all the arrears payment of fees for reinstatement.

#### 6.00 MEMBERSHIP SURRENDER:

6.01 Any member may surrender his membership by written communication to the EC.

6.02 The membership shall cease to exist upon approval by the EC and shall be effective from the date of the approval.

#### 7.00 EXPULSION OF MEMBER:

7.01 If a member is convicted of a crime by a court of law in Bangladesh or anywhere *in the world*, which, shall render him unfit to remain as a member of BEXCA and shall be expelled by the EC immediately.

The EC shall take any such decision upon completion of the *due process of law*.

7.02 The EC may expel a member if he becomes mentally imbalanced. A registered psychiatrist should confirm the mental condition.

7.03 The EC shall have the right to expel a member for violating rules, regulations and *code of conduct* of the Association by following the *due process*.

7.04 An expelled member may make an appeal to the Advisory Committee for reconsideration of his case.

#### 8.00 FEES:

8.01 An Ex-Cadet who desires to become a member of BEXCA shall have to pay a membership fee as decided by the EC.

8.02 Any proposed increase of the membership fee shall be approved through AGM or EGM. Any such change shall be notified to all members through appropriate platforms.

8.03 The EC shall determine the category of an Ex-Cadet regarding payment of subscription for Students, Service-holder, Businessman, NRB Ex-Cadets etc.

9.00 RIGHTS AND PRIVILEGES:

9.01 All the members of the Association shall, subject to this constitution, enjoy all rights, privileges and carry out responsibilities as may be conferred by the Association from time to time.

10.00 Structure and Formation of BEXCA:

10.01 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 BEXCA.

10.02 There shall be an "EXECUTIVE COMMITTEE" abbreviated as EC.

10.03 The office of the EC shall be located in Dhaka.

11.00 COMPOSITION OF EXECUTIVE COMMITTEE:

EXECUTIVE COMMITTEE: There shall be one Executive Committee. The management of the affairs of the Association shall be vested in an elected EXECUTIVE COMMITTEE. The COMMITTEE shall have the sole management of the administration, activities, income, funds and properties of the association. The Executive Committee shall or may do all acts and deeds as shall appear to them necessary or essential to be done for the purpose.

The Executive Committee shall consist of: -

- (a) PRESIDENT 1 (One)
- (b) VICE PRESIDENT 05 (Five)
- (c) *SECRETARY GENERAL* 1 (One)
- (d) TREASURER- 1 (One)
- (e) *JOINT SECRETARY GENERAL- 01* (One)
- (f) *JOINT TREASURER- 2* (Two)
- (g) ORGANIZING SECRETARY 1 (One)
- (h) *JOINT ORGANIZING SECRETARY* 1 (One)
- (i) OFFICE SECRETARY 1 (One)
- (j) *JOINT OFFICE SECRETARY- 1*(One)
- (k) *PUBLIC RELATIONS SECRETARY- 1* (One)

- (l) CULTURAL AND PUBLICATION SECRETARY- 1(One)
- (m) OVERSEAS SECRETARY 1 (One)
- (n) SPORTS AND ENTERTAINMENT SECRETARY 1 (One)
- (o) SOCIAL WELFARE SECRETARY 1 (One)
- (p) HEALTH SECRETARY 1 (One)
- (q) ICT SECRETARY 1 (One)
- (r) MEMBER 11 (eleven)

*12.00: Formation of Subcommittees:*

*The EC shall have the authority to form subcommittees on following area of activities:*

- a) Membership and Disciplinary Subcommittee*
- b) Welfare Fund Subcommittee*
- c) Liaison Office Subcommittee*
- d) Education and Career Guidance Subcommittee*
- e) Constitution Reform Subcommittee*
- f) Finance and Audit Subcommittee*
- g) Crisis Management Subcommittee*
- h) ICT Subcommittee*
- i) Games and Sports Subcommittee*
- j) Cultural and Publication Subcommittee*

*Provided that the Executive Committee shall have power to form any other subcommittee as the EC considers it necessary for efficient and expeditious administration of BEXCA.*

12.01 a) *EC shall form the subcommittees within Twenty Eight days of its installation.*

*b) The members of each subcommittee shall not exceed 7(seven).*

*c) All sub-committees shall submit a half yearly report to the EC. The JSG (Joint Secretary General) shall compile all reports and publish it on the BEXCA Website within one (01) month which will be accessed by BEXCA members only.*

### *13.00 FUNCTIONS OF THE EXECUTIVE COMMITTEE:*

*13.01 The Executive Committee shall be responsible for overall direction of the association within the framework of this Constitution.*

*13.02 No member shall have any personal claim on any property of the Association.*

*13.03 The EC shall be responsible for preparing and updating the Standard Operating Procedure for all activities of the Association including operation of accounts, procurements and subcommittees.*

*13.04 The EC may suspend/discharge any official of EC for criminal conviction, fraud to BEXCA members and their families, corruption or any clear conflict of interest in carrying out the duties of EC provided two-third majority of the EC approves it.*

*13.05. There should be a separate subcommittee (e.g. Membership and Disciplinary Subcommittee) for dealing with disciplinary issues with a separate appeals process . The terms of reference of the said subcommittee and the appeals process could be drawn out by the EC and the appeal shall lie with the Advisory Committee and thus the decision of the Advisory Committee shall be final.*

### *14:00 Liaison Office:*

*There should be only one Liaison Office in Bangladesh*

*14.01 The operation of the Liaison Office shall be governed by the following provisions:*

- a) The Executive Committee shall establish a Liaison office in Barishal. to bring efficiency in BEXCA activities.*
- b) Liaison office shall not have any separate committee or constitution. This office shall operate under the guidance of the Executive Committee. The EC shall form a subcommittee with members residing in that city with responsibilities to run the liaison office under its guidance and terms of references.*
- c) Liaison office may raise funds of its own to meet up its own expenses. It can organize events for and with BEXCA Members in consultation with the Executive Committee.*
- d) The Liaison Office Sub-committee shall remain accountable to the Executive Committee for all its activities.*

### *15.00 BEXCA CHAPTERS*

*The Association might have its chapters to carry out activities for members under the chapter.*

*15.01 Any chapter of BEXCA shall be formed through accreditation with the consent of two-third majority of members present in an Annual General Meeting having this issue as a part of the Agenda. This accreditation shall be renewed every two years through an AGM.*

15.02 Any Chapter shall have its own constitution which should be approved by BEXCA Executive Committee. Chapters can have their own bank account and fund raising process.

15.03 All chapters shall deposit twenty five percent of its annual operating profit to BEXCA Fund.

15.04 The Executive Committee of BEXCA and its chapters shall have a relationship of mutual consultation on its activities.

#### 16.00 QUALIFICATION IN RUNNING ELECTION OF DIFFERENT POSTS: -

Subject to the provisions of this Article any Ex-Cadet of Barishal Cadet College who is registered as a member shall be eligible to contest for a single post. No member shall hold more than one post at a time.

#### 16.01 QUALIFICATION OF THE OFFICE BEARERS OF THE EC:

##### A. President

- a. Must be a member of BEXCA.
- b. Must have passed at least Twenty calendar years after passing out of his intake from the BCC and *at least 3 years being a registered member of BEXCA.*

- a. Must be a member of BEXCA.
- b. Must have passed at least Eighteen calendar years after passing out of his intake from the BCC and *at least 3 years being a registered member of BEXCA.*

##### C. Secretary General

- a. Must be a member of BEXCA.
- b. Must have passed at least Fifteen Calendar years after passing out of his intake from the BCC and *at least 3 years being a registered member of BEXCA*

##### D. Joint Secretary General

- a. Must be a member of BEXCA.
- b. Must have passed at least five calendar years after passing out of his intake from the BCC *at least 2 years being a registered member of BEXCA*

##### E. Treasurer

- a. Must be a member of BEXCA.
- b. Must have passed at least Fifteen calendar years after passing out of his intake from the BCC and *at least 2 years being a registered member of BEXCA* .

##### F. Secretaries and Joint Secretarial Positions:

- a. Must be a member of BEXCA.
- b. Must have passed at least three calendar years after passing out of his intake from the BCC and *at least 1 year being a registered member of BEXCA.*

##### G. Subcommittee Members:

- a. *Must be a member of BEXCA.*
- b. *Must be a registered member of BEXCA.*



**17.00 FUNCTIONS AND POWERS OF THE OFFICE BEARERS OF THE EXECUTIVE COMMITTEE:**

**17.01 PRESIDENT:**

(a) He shall preside over the General Meetings and the Meetings of the EC.

(b) He is the Ceremonial Head of the Association.

(c) He should remain neutral to all decisions.

(d) If the house is divided equally he may use his voting power within the framework of this Constitution.

**17.02 VICE-PRESIDENT:**

a) In absence of the President, senior most Vice-President among the present Vicepresidents shall preside over the General Meetings. During EC meetings the same procedure shall be carried on in the absence of the President. The Vice-President presiding over any such meeting shall have all the rights and privileges of the President. 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.

b) *The Seniority of the Vice Presidents shall be based on the basis of Seniority (i.e. Cadet College Batch and Cadet No.) among Five Vice Presidents, if there is no election among them.*

c) *VP (1) will oversee and follow up the activities of subcommittees mentioned in 12.02(a), 12.02 (b)*

d) *VP (2) will be the focal person with BCC Authority and will oversee and follow up the activities of sub committees mentioned in 12.02(c), 12.02 (d).*

e) *VP (3) will oversee and follow up the activities of subcommittees mentioned in 12.02(e), 12.02 (f)*

f) *VP (4) will oversee and follow up the activities of subcommittees mentioned in 12.02(g), 12.02 (h)*

g) *VP (5) will oversee and follow up the activities of subcommittees mentioned in 12.02(i), 12.02 (j)*

**17.03 SECRETARY GENERAL:**

(a) He is the WORKING HEAD of the Association.

(b) He is responsible along with other officials of the EC for the smooth running of the Association.

(c) He shall preside over the EC meetings in the absence of the President and the vice-presidents.

- (d) He can call for an emergency meeting of the EC within the framework of the Constitution.
- (e) If the SG likes to leave the city for a long period; he may authorize the Joint Secretary General to officiate as the SG.
- (f) *He shall be one of the signatories of the joint account of BEXCA.*
- (g) *The Secretary General shall be responsible for developing and managing the agenda of EC Meeting, AGM and EGM.*

#### 17.04 TREASURER:

- (a) He shall look after and maintain all the financial accounts of the Association.
- (b) He along with the President and the Secretary General shall maintain a joint account in any scheduled Bank.
- (c) He shall keep track of all the transactions and file work.
- d) He shall have to produce and explain all transactions and accounts to the EC at every meeting of the EC.
- (g) *Treasurer shall extend all support to the Audit and Accounts subcommittee and he shall sit with the audit and accounts subcommittee in each quarter of the year.*
- (h) *If he wants to resign from the post, he shall have to submit his resignation letter, with one month prior notice to the EC. In such a case he shall submit updated accounts to the EC and obtain N.O.C from the EC. The resignation letter along with the NOC shall be submitted to the President for final approval.*

#### 17.05 JOINT SECRETARY GENERAL (JSG)

- (a) *The main function of the JSG shall be to assist the SG in all the administrative activities of the Association; he shall act as the Secretary General and shall be entrusted with the duties, responsibilities and powers of the Secretary General.*
- (b) *In the absence of the SG he may act as SG and carry out other necessary works as may be required.*
- (c) *JSG shall maintain and/or coordinate with the Advisory Committee.*
- (d) *JSG shall be the focal person for providing all support to the Election Commission.*

17.06 Joint Treasurer (1):

*(a) Joint Treasurer (1) shall assist the Treasurer in all his activities and shall be accountable for all of his duties to the Treasurer.*

*(b) Every six months Joint Treasurer(1) shall submit the updated members list along with the default members list to the EC and he shall be responsible to inform the defaulting member whose fees are overdue. He will be responsible for collecting the subscription fees.*

*(c) Joint Treasurer (1) shall be an ex-officio member of the Membership and Disciplinary Subcommittee.*

17.07 Joint Treasurer (2)

*(a) Joint Treasurer (2) shall assist the Treasurer in all his activities and shall be accountable for all of his duties to the Treasurer.*

*(b) Joint Treasurer (2) shall prepare updated accounts with the help of Audit and Accounts Subcommittee on a quarterly basis.*

*(d) Joint Treasurer (2) shall be an ex-officio member of the Audit and Accounts Subcommittee.*

17.08 ORGANIZING SECRETARY (OS):

*(a) The OS shall organize all the members of BEXCA and maintain discipline of the Association.*

*(b) The OS shall help the GS to run the administration of the Association smoothly.*

*(c) The OS shall coordinate with the Batch Representatives of BEXCA.*

*(d) The OS shall coordinate between the EC and Convening Committee for any event of BEXCA. He shall perform as the Liaison person during and before any event of BEXCA.*

17.09 JOINT ORGANIZING SECRETARY (JOS):

*(a) The JOS shall organize all the members of BEXCA and maintain discipline of the Association.*

*(b) The JOS shall help the GS and OS to run the administration of the Association smoothly.*

17.10 OFFICE SECRETARY:

*(a) The Office Secretary shall help the EC to run the administration of the Association smoothly*

*(b) The Office Secretary shall maintain official records of all the members of BEXCA, meeting minutes, other official documents, files, maintain the office space and office staff.*

- (c) *The Office Secretary shall be responsible for publishing all the notices, letters, and notifications to EC and BEXCA members.*

**17.11 PUBLIC RELATION SECRETARY (PRS):**

- a) *He shall be the communications focal for BEXCA*
- b) *He shall maintain close contact with concerned Government Officials, Cadet College Club Ltd, other Cadet College Associations, members of the Press and Media.*

**17.12 CULTURAL AND PUBLICATION SECRETARY:**

- (a) *The main function of the Cultural and Publication Secretary shall be to assist the GS in all the Socio-Cultural activities of the Association.*
- (b) *He shall be responsible for bringing out BEXCA publications from time to time as decided by the Executive Committee.*
- c) *He shall be responsible for holding Annual Cultural Events for BEXCA.*

**17.13 SPORTS AND ENTERTAINMENT SECRETARY:**

- (a) *The Sports and Entertainment Secretary shall organize games, sports (indoor and outdoor) and entertainment events on different occasions of BEXCA.*

**17.14 SOCIAL WELFARE SECRETARY:**

- (a) *The SWS shall organize different social activities of BEXCA*
- (b) *The SWS shall be the ex-officio member secretary of the BEXCA Welfare Fund Subcommittee.*

**17.15 OVERSEAS SECRETARY (OvS)**

- (a) *The Ovs shall maintain the register of the members of the BEXCA and actively pursue the ex-cadets of BCC to be a member of BEXCA.*
- (b) *He shall be responsible person to coordinate between non-resident Bangladeshi BEXCA members and BEXCA Chapters (if any)*
- (c) *He shall be an ex-officio member of any chapter of BEXCA.*

**17.16 MEMBERS IN THE EXECUTIVE COMMITTEE**

*(a) In any decision of the EC they shall have the voting power.*

*(b) EC Shall allocate ex-officio member secretary or member from the members of Executive Committee in various sub-committee (except those mentioned in the Constitution).*

*Provided that all Office bearers and members of the EC, shall submit their resignations to the EC subject to approval of the President.*

#### 18.00 ADVISORY COMMITTEE:

*There shall be an advisory committee for BEXCA. Following criteria shall be used to select this council:*

- a) Any Member of BEXCA ( who have passed at least twenty calendar years after passing out of his intake from the BCC) and at least 3 years being a registered member of BEXCA.*
- b) The advisory committee members should not exceed five in numbers.*
- c) EC shall form the Advisory Committee within fifteen days of its installation.*
- d) The advisory committee should be nominated by the executive committee.*
- e) The duration of the advisory committee shall be for 25 calendar months or until the next EC takes the office.*
- f) Members of the committee shall not be allowed to take part in any election for immediate one cycle after expiry of their tenure.*
- g) No member shall be allowed to be part of this committee for more than two terms.*
- h) The Advisory Committee shall play the role of ombudsman within the bexca framework. Under this role the committee shall deal with all issues of appeals including membership, disciplinary issues, election and voting rights.*
- i) The EC and Advisory Committee shall seat at least twice a year.*

#### 19.00 BEXCA Election Commission:

*19.01 There shall be an Election Commission to conduct the election of the Executive Committee.. The Commission shall have the following structure:*

- a) Chief Election Commissioner - One*
- b) Election Commissioners - Four*

#### 19.02 ELIGIBILITY OF ELECTION COMMISSIONERS

- a) *The Executive Committee shall form the Election Commission in consultation with the Advisory Committee.*
- b) *Ten years must elapse from the year of passing out of the Cadet College before a member becomes eligible to be a member of the Election Commission. Must be a Registered member of Bexca for at least 2 years.*
- c) *The Members of the Election Commission shall be independent and impartial.*
- d) *The Members of the Election Commission shall display the highest level of integrity in conducting the election.*
- e) *The Election Commission Members must not be part of the election campaign of any candidate in a direct or indirect way.*
- f) *The Election Commission Members shall be disqualified for any elected office of BEXCA for the next term. However, they may become a member of any subcommittee or reunion committee or any convening committee.*

*19.03 Tenure of the Election Commission:*

- a) *This commission should be formed on an ad-hoc basis.*
- b) *The duration of the Election Commission shall be maximum 90 days and minimum 45 days before the day of the election*
- c) *The Election Commission shall cease to exist once the elction results are officially published.*
- d) *For the tenure of the Election Commission, The Executive Committee shall not hold any event except the Annual General Meeting. The EC will only carry out the day to day activities of the association.*

*19.04 Functions of the Election Commission:*

- a) *The Executive Committee must provide all support to the Election Commission to conduct the election.*
- b) *The commission shall decide the date and venue of the election in consultation with the Executive Committee to coincide with the Annual General Meeting of BEXCA.*

**19.05 EXECUTIVE COMMITTEE ELECTION:**

EC officials shall be directly elected by secret ballot of all eligible members of the Association.

- a) *Elections shall be conducted online and/or electronically. The Election Commission shall facilitate the casting of votes electronically or online for in person attendees.*
- b) *The Election Commission shall be responsible for management of the election which includes publication of the updated voter list, determining the eligibility and ineligibility of voters and candidates,ensuring that the online and electronic voting process is flawless.*
- c) *The Election Commission shall publish the final voter list before 21 (Twenty One) Days of the upcoming election along with the schedule and modus operandi of the election.*

d) *Election commission shall have the authority to decide on the eligibility of voters and candidates to take part in the election. However, such a decision must be subject to the appeal process.*

e) A member shall have one vote for each post. The voting rights will be restricted to the members who have cleared their subscription up to 45 (Forty Five) days before the election.

19.06 The election shall be conducted by the Election Commission. Candidates receiving highest number of votes in category (a) (c) (d) (e) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) of Article (11.00) shall be declared elected and in Category (b) of Article (11.00) candidates receiving highest, second highest, third highest, fourth highest and fifth highest number of votes shall be declared elected and they shall be termed as FIRST, SECOND, THIRD, FOURTH AND FIFTH VICE PRESIDENT respectively. In category (f) of Article (11.00) candidates receiving the highest, second highest number of votes shall be declared elected and they shall be termed as Joint Treasurer-1 and Joint Treasurer-2 respectively.

19.07 Office bearers of the EC of BEXCA, other than the Executive Members, shall be elected by the members of BEXCA. Eleven Executive Members shall be selected by the majority of the Executive Committee upon proposal from the President and the General Secretary.

19.08 In case of premature vacancy of any EC post, The Executive Committee shall decide on the selection of a suitable member for the vacant post OR the member next in order shall have the responsibility for the continuation of the vacant post.

19.09 For any controversy regarding the election, the Election Commissions' decision shall be the final.

19.10 If the EC fails to hold an election within three months from the scheduled date of Election, the Executive Committee shall be considered to be dissolved automatically and at that time the Advisory Committee shall perform the role of EC to conduct the Election.

19.11 EXECUTIVE COMMITTEE TERM IN OFFICE: Elected office bearers of EC shall hold office for one term consisting of twenty four calendar months.

19.12 EC MEMBER TERMINATION: Any member failing to attend consecutive three regular meetings without prior notice to the General Secretary will automatically be vacated from said appointment. Any BEXCA member shall be selected for the vacant post by the Executive Committee for the rest of the tenure.

## 20.00 MEETINGS:

### 20.01 EXECUTIVE COMMITTEE MEETING:

a) The Executive Committee meeting shall be held at least once in two calendar *months*.

b) *Meetings of the Executive Committee shall be held in person and/or online. Such meetings shall be held at the BEXCA Office unless the majority of the EC decides otherwise.*

- c) The notice for such meetings shall be sent to each member of the EC not less *than 7 days before the meeting*.
- d) An emergency meeting may be called at a notice sent one day prior to the *meeting*.
- e) *The EC shall meet at least once in two months and the quorum of the meeting shall be one-third of the total EC Members. An adjournment for want of quorum shall require no quorum when called to meet at a subsequent date*
- f) *Any decision of the EC shall require a majority vote of office bearers present. A tie vote would be decided by casting a vote of the president.*
- g) *The Executive Committee shall meet with all batch representatives at least twice in a calendar year or in every twelve months. Such meetings shall be held with the aim to broaden the scope of engagement of all batches equally in the BEXCA decision making process.*
- h) *The EC meetings shall be presided over by the President of the Association and in his absence any of 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 Association.*

#### 20.02 Annual GENERAL MEETINGS:

- a) *The EC shall hold the Annual General Meeting within twelve calendar months (Gregorian Calendar) of its installation ceremony*
- b) *Every EC Committee must hold two Annual General Meetings during their tenure. The AGM shall be held in person and/or online.*
- c) *The notice for such meetings shall be sent to all the members of the Association at least 15( fifteen) days prior to the date of the meeting.*
- d) *The Annual General Meeting shall be presided over by the President and conducted by the General Secretary.*
- e) *All the members of BEXCA shall have the right to join the meeting if not otherwise restricted by the EC.*
- f) *The quorum for the AGM shall be one-tenth of the Members of BEXCA or presence of 100 (one hundred) members of BEXCA, whichever condition is fulfilled.*
- g) *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 a third casting of vote. If the proposal remains still undecided, the proposal shall be declared as postponed.*
- h) *In the Annual General Meeting, The EC shall present a statement of its activities for the past year, Annual Audit and Accounts, compiled reports from subcommittees and any other issue as the EC deems fit.*

#### 20.03 RE-UNION:



- a) A Reunion of BEXCA shall be held once in every four years or any other convenient time as suggested by Cadet College Authority.
- b) The Reunion shall be arranged at Barishal Cadet College premises or any other place with the consultation of the college authority.
- c) *There shall be a separate Reunion Convening Committee which shall be formed by EC with the consultation of Advisory Committee and Batch Representatives at least six months before the Reunion.*
- d) *The Reunion shall not hold any business of the EC including Elections, installation of the new committee, AGM, EGM, Meeting of any subcommittee and meeting of the Executive Committee.*

#### 21.00 AMENDMENT OF THE CONSTITUTION:

- a) *The Amendment of the Constitution of the Association is deemed to be a matter of extraordinary importance. Such a matter shall attract highest attention and broader consensus.*
- b) *The Constitution of the Association can only be amended through an EGM (Extraordinary General Meeting) with three weeks of notice to the general body of members. The notice shall include the proposed amendment and its justification.*
- c) *Such notice shall only be served upon approval by the majority of the Constitution Amendment Body. This body shall meet at least four weeks before the EGM. Such a meeting shall be held with seven days notice to all members of the body.*
- d) *All amendments of the Constitution of the Association shall be approved by two third majority of the Members attending the EGM.*
- e) *EGM shall be held in person and/or online.*

#### 22.00 AUDIT AND ACCOUNTS:

- a) *The Executive Committee shall be responsible for Accounts of all Bexca funds and shall share the details with all BEXCA members during the Annual General Meeting. The Treasurer shall play the role of key person for audit and accounts.*
- b) *Such Accounts must be audited by a recognized audit firm competitively selected by the EC before the next Annual General Meeting and the audit report should be shared with all members of BEXCA at least three working days prior to the AGM.*
- c) *All accounts and audit reports shall be shared with BEXCA Members by publishing it on the BEXCA website, Official Facebook Page, by email and/or any other method as appropriate.*
- d) *The Association shall maintain bank accounts in any scheduled bank or financial institution with the approval from the EC. Any such Bank Account shall be in the name of "Barishal Ex-Cadets' Association" and must be operated with the signature of two of the following three BEXCA officials; (i) The President (ii) The General Secretary (iii) The Treasurer.*
- e) *All BEXCA funds shall be handed over to the newly elected EC within 10(ten) working days of its installation.*

f) *Any sort of expenditure requires the approval of the Executive Committee and all sorts of expenditure requires the primary consent of the Treasurer.*

g) *In case of necessity, The Treasurer can spend any justified amount only with approval of the President and General Secretary.*

#### **23.00 WELFARE FUND**

a) *BEXCA shall have a welfare fund for its members.*

b) *BEXCA Welfare fund subcommittee shall operate the welfare fund.*

c) *BEXCA Welfare fund shall be deemed as a BEXCA fund and the subcommittee shall be accountable to the EC.*

d) *All batches shall donate an amount decided by the EC.*

e) *BEXCA shall contribute at least ten percent of its annual income to the BEXCA Welfare fund.*

f) *The fund disbursement policy shall be prepared and updated by the BEXCA Welfare Fund Subcommittee with the prior approval of the EC.*

g) The duration of the Subcommittee shall be the same as the Executive Committee.

#### **24. 00 MONOGRAM AND FLAG:**

24.01 There shall be a monogram used by the BEXCA, which shall have the following characteristics: -

(a) It shall be a circle shaped.

(b) The words Barishal Ex-Cadets Association shall be written on the borderline.

(c) The circle shaped monogram seems like a Banyan Tree where seven half circle along with a rectangular & a circle represent our ex-cadets combinedly where they are bound with their hand which means the unity of our ex-cadets.

24.02 There shall be a FLAG for the Association, which shall have the following characteristics-

(a) It shall be rectangular with a proportion of 7:3 in length and breadth.

(b) There shall be a circle in the center with a radius equal to one-third of the breadth. (c) The letters BEXCA should be engraved across the center of the circle and parallel to the base of the flag. The letters BEXCA should be engraved in the same style as it is in the Monogram.

(d) The circle should be green in colour and the rest of the flag should be white. The letters BEXCA should be of bright silver colour. The Green colour should be used as it is in the Bangladesh flag.

#### **25.00 SPECIAL MENTIONS:**

25.01 The "YEAR OF ESTABLISHMENT" of the Association is 1988.

25.02 The " FOUNDATION DAY" of the Association is 30th November.

#### **26.00 Acronyms :**

The following abbreviations shall be used for convenience.

## BEXCA Barishal Ex-Cadets' Association

VP Vice-President  
SG Secretary General  
JSG Joint Secretary General  
OS Organizing Secretary  
SWS Social Welfare Secretary  
EC Executive Committee  
BCC Barishal Cadet College  
AGM Annual General Meeting  
EGM Extraordinary General Meeting

### Schedule – 'A'

#### Terms of Reference (TOR) of Sub-Committees:

The List of Terms of Reference below for each subcommittee is non-exhaustive. The EC may update the TOR as they deem fit.

#### Membership and Disciplinary Subcommittee

This sub-committee shall be responsible for the following:

- 1) Deal with qualification and disqualification of members
- 2) Shall be responsible for preparing and updating Code of Conduct for BEXCA members
- 3) Shall deal with complaints on disciplinary issues
- 4) Shall submit a report to the EC as and when necessary on membership and disciplinary issues.
- 5) May be responsible for any additional duties and responsibilities as determined by the EC.

#### Welfare Fund Subcommittee

This sub-committee shall be responsible for the following:

- 1) BEXCA shall have a welfare fund for its members. The said fund is to be maintained by the Welfare Fund Sub committee.
- 2) This Subcommittee shall be responsible to provide financial support to the Ex Cadets of BCC and his family in case of insolvency resulting from the member's death or disability.

- 3) The fund will be used to treat prolonged/critical/fatal illness of an Ex Cadet or his family.
- 4) Social Welfare Secretary shall be the ex-officio member secretary.
- 5) Treasurer shall be an ex-officio member of this committee.
- 6) The Subcommittee shall be responsible for formulating and updating the policy to determine beneficiaries of this fund. Such policy and subsequent updates shall be approved by the Executive Committee.
- 7) There must be a Standard Operating Procedure for administering the fund.
- 8) This subcommittee may raise funds on its own from various Batches of BCC and other sources (which uphold core values of BEXCA).

#### Liaison Office Subcommittee

This sub-committee shall be responsible for the following:

- 1) Shall be responsible for coordination with the Liaison Office in Barishal and EC.
- 2) Shall be responsible for overseeing the income and expenses of the Liaison office.
- 3) Shall Submit a report to the EC every six months.
- 4) Shall ensure the liaison with BCC authority and participate at any event at BCC premises as and when invited by the College Authority.
- 5) Shall cooperate with the education and career guidance subcommittee regarding any career counseling event which will take place at BCC Campus for the present cadets.

#### Education and Career Guidance Subcommittee

This sub-committee shall be responsible for the following:

- 1) Provide guidance on education to Cadets and Ex-cadets of BCC.
- 2) Provide support on academic issues wherever possible
- 3) Provide career counseling to outgoing cadets ( class XI and XII) and Ex-cadets. 4) Provide support in furthering career to ex-cadets wherever possible

#### Organizational Development SUB-COMMITTEE

This sub-committee shall be responsible for the following:

- a) After installation of the EC, the previous year's Organizational Development Subcommittee shall make a presentation to the newly formed EC in the first meeting to give an overview on the Constitution and their duties enshrined in the Constitution of BEXCA..

- b) While preparing Standard Operating Procedure (SOP) by EC, it may take advice and/or consultation with the Subcommittee.
- c) Upon getting the request from EC, this Subcommittee shall be bound to assist the EC to prepare SOP in accordance with the Constitution of BEXCA.
- d) The role of this subcommittee shall be limited to SOP, updating bi-laws and scrutiny of future constitutional reform proposals.

#### CULTURAL AND PUBLICATION SUBCOMMITTEE

This sub-committee shall be responsible for the following:

- a) This subcommittee shall cooperate with the EC to arrange cultural events of BEXCA.
- b) This committee shall oversee that all the reports are duly published in the official website of BEXCA.
- c) Cultural and Publication Secretary shall be the ex-officio member secretary of the subcommittee.

#### Finance and Audit Subcommittee

This sub-committee shall be responsible for the following:

- a) This committee shall observe and oversee all the incomes and expenditures of EC.
- b) Before each event of BEXCA, the respective event committee shall submit a budget proposal to the committee. The committee shall peruse the budget proposal submitted to it and give necessary recommendations to the EC (if any).
- c) Committee can submit its recommendation to the EC on any issues involving financial importance.
- d) Committee shall inform the Treasurer of any financial irregularities that appear before them.

#### Crisis Management Subcommittee

This sub-committee shall be responsible for the following:

- 1) Will support Cadets and Ex-cadets including their spouse, Children, parents, parent inlaws and siblings on medical issues ( blood collection, finding an appropriate doctor, hospital admission etc.) wherever possible.
- 2) Will provide support to Cadets and Ex-Cadets on matters involving law enforcing agencies ( for filing a police complaint, accelerating an investigation, securing police protection from criminal elements etc) wherever possible.

- 3) Will not handle matters where court of law is involved and/or matters where any cadet, excadet is prima facie on the wrong side of the law.
- 4) Will not handle matters where national security issues are involved.

#### ICT Subcommittee

This sub-committee shall be responsible for the following:

- a) The ICT Secretary shall be the ex-officio member secretary for this subcommittee.
- b) This subcommittee shall always work to update the BEXCA Website .
- c) This subcommittee shall regularly update the BEXCA online directory.
- d) This Subcommittee shall cooperate with all other subcommittees regarding publishing the BEXCA Event schedule, Notices from the EC and Subcommittee, Meeting Minutes of EC. They will differentiate among the updates which shall be accessible by BEXCA Members and which shall be for the public.
- e) This subcommittee will cooperate with the Audit and Accounts Subcommittee and the Treasurer of BEXCA regarding any payment for BEXCA Accounts through online gateway using the BEXCA website and BEXCA app.
- f) The subcommittee shall take necessary steps to launch an app (software) for BEXCA Members which can be accessible from laptop, pc, mobile set, tab, pad or any device which is compatible with the digital world.
- g) This subcommittee shall take steps to provide separate official email for BEXCA EC and Subcommittees.

#### Games and Sports Subcommittee

This sub-committee shall be responsible for the following:

- a) The Sports & Entertainment Secretary shall be the ex-officio member secretary for this subcommittee.
- b) While arranging any games and sports event of BEXCA, this subcommittee will act as a convening team for arranging such carnival.
- c) The subcommittee shall propose a schedule of sports and entertainment events for the tenure of the EC within ten days of its formation. After getting approval from the EC, this subcommittee will work according to the mandate of EC.
- d) This subcommittee will ensure only the BEXCA Members (those who paid subscription fee of BEXCA) can join and participate in any sports, entertainment and religious events of BEXCA.