



# Constitution of the DELL Alumni Association, PUC (DAAP)

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## Preamble

We, the graduates and former students of the Department of English Language and Literature (DELL), Premier University, Chattogram, with the intent to stimulate sustainable development and promote educational exchange, hereby establish the **DELL ALUMNI ASSOCIATION, PUC (DAAP)**. This constitution is effective from the inauguration of the first elected executive committee.

## Article I: Name & Address of the Organization

### Section A: Name

The name of the organization will be the DELL ALUMNI ASSOCIATION, PUC (DAAP), also known as DAAP Alumni.

### Section B: Registered Office

The registered office of the association: Room No- 108, Department of English Language and Literature, Premier University, Chattogram, Bangladesh.

### Section C: Web Address

The association's Facebook group address is:

<https://web.facebook.com/groups/373714446330779>

### Section D: Definitions

- The Association refers to DELL ALUMNI ASSOCIATION, PUC (DAAP).
- The University refers to Premier University, Chattogram.
- Alumni refers to both alumni and alumnae of the Department of English Language and Literature.

## Article II: Objectives & Goal

### Objectives:

1. To build a professional and social network among alumni members, both nationally and globally.
2. To create a platform for the career development of students and graduates of the DELL Department.
3. To support and encourage the growth of quality education and development in the DELL department.

### Goal:

To promote strong professional relationships, foster interaction, and facilitate the generation of

funds for social events, financial support for alumni, scholarships, and student amenities within the department.

## **Article III: Membership**

### **Section A: General Member/Life Member**

Any graduate of the Department of English Language and Literature, Premier University (B.A., M.A., or other qualifications), who agrees to the provisions of this constitution, is eligible for membership.

### **Section B: Honorary Member**

Any faculty member who has served in the Department of English Language and Literature or has significantly contributed to the Association may be nominated and elected as an Honorary Member by two-thirds of the Executive Committee.

### **Section C: Rights of General Members**

Members have the right to vote in elections, receive publications and notifications about the Association's activities, and participate in events. Financial benefits require the approval of two-thirds of the Executive Committee.

### **Section D: Fees**

1. The Registration fee will be Taka 2,000/- (or US \$20) for General Member.
2. The Annual Subscription fee will be Taka 2,000/- (or US \$20) for General Member.
3. The Subscription fee will be Taka 50,000 (or, US \$500) for Life Member as single time.

These rates can be changed from time to time with the approval of the majority of Executive Committee members of the Association.

### **Section E: Procedure for Membership**

Any DELL graduate, stated in Article III, Section A, who wants to be a member of the association, must apply using the prescribed form of the association or by approved procedure. After submission, the applicant will receive a membership confirmation along with an Identification Number (ID).

### **Section F: Termination of Membership**

Membership may be terminated on the following grounds:

- ❖ Resignation.
- ❖ Death of the Member.
- ❖ Any conduct that will fully violate the Constitution.

❖ Upon approval of 3/4th of the executive members on proposed issues/events.

❖ Any member fails to pay the annual fee for 5 consecutive years.

## **Article IV: Executive Committee**

An executive committee shall consist of one executive member from each graduate batch, core committee members (1-5 of Section A), one Advisor, and one Honorary Executive Member.

The members of this committee shall be elected or selected at the Annual General Meeting (AGM) and by the provision of this constitution. This committee will hold for a period of two years.

1. The President, Vice-President, General Secretary, Joint Secretary, Treasurer and Executive Members must be former students of Premier University and shall be the members of DELL Alumni Association, Premier University.

2. The President, Vice-President, General Secretary, Joint Secretary, Treasurer and Executive Members, shall be elected by the members of DELL Alumni association, Premier University.

3. The Chair of the Department of English Language & Literature shall act as an Advisor to the Executive committee, but he cannot veto on any of the decisions made by the Executive Committee/Alumni Association.

4. One of the Faculty Members of DELL shall be selected as an Honorary Executive Member of the Executive Committee by the Executive Committee Members, but he/she cannot veto on any of the decisions of the Executive Committee/Alumni Association.

5. If an executive committee position (1-5 of Section A) is vacant by any means, the vacant position will be filled in (until the next AGM) from the 'executive members' by majority vote of the executive committee.

## **Section A**

The Executive Committee shall consist of the President, Vice President, General Secretary, Finance Secretary, Executive Members, Advisor and Honorary Executive Member. General Secretary shall act as Chief Executive of the Executive Committee. The Executive Committee shall consist of the following persons –

1. Advisor to the Alumni	1 Person
2. President	1 Person
3. Vice President	1 Person
4. General Secretary	1 Person
5. Treasurer	1 Person
6. Joint Secretary	1 Person

7. Cultural Secretary	1 Person
8. Organizing Secretary	1 Person
9. Executive Member(s)	Variable (one member form each graduate batch)

The Executive Committee shall meet at least two times a year to carry out the business of the association and shall submit an annual report of the association activities at the Annual General Meeting. However, Emergency Meetings (General and/or Executive) can be convened by the General Secretary upon approval of the President in times of need. The Committee shall establish standing, ad-hoc, sub and overseas committees as needed to fulfill the mission and objectives of the Association.

### **Section B: Duration of the Executive Committee**

The Members of the Executive Committee will be elected (and/or selected) for two consecutive years. The duration may be extended in extraordinary circumstances such as natural calamity etc.

### **Section C: Duties, and responsibilities of Executive Committee**

#### **President**

The duties of the President:

- ❖ To preside over all meetings and functions of the association and to serve as the Chairperson of the Executive Committee.
- ❖ To appoint any special officers, the standing committees, program committees for efficient functioning of the association.
- ❖ To meet the advisory council at least once a year on matters involving the stated purpose of the association and functions of the executive committee.

#### **Vice President**

The duties of the Vice President:

- ❖ To assist the President in carrying out his/her duties and responsibilities in any way as desired by the President.
- ❖ In the event of absence or incapability of the President, the Vice-President shall perform all duties of the President.

#### **General Secretary**

The duties of the General Secretary:

- ❖ To act as the Chief Executive of the Executive Committee.

- ❖ To record the minutes of all Executive Council meetings and Annual General Meeting.
- ❖ To take continuous initiatives to increase membership of associations.
- ❖ To issue letter for fund raising and other developmental activities on behalf of association.
- ❖ To keep records of all expenses of association pre-approved by the Executive Committee.
- ❖ To coordinate all the activities and duties of the Joint, the Cultural and the Organizing Secretary.

### **Treasurer**

The duties of the Treasurer:

- ❖ To monitor the association funds.
- ❖ To keep an accurate record of receipts and disbursements.
- ❖ To submit an annual financial statement and audit report at the AGM.
- ❖ To ensure all bank cheques cosigned by the President, the General Secretary and the Treasurer.

### **Joint Secretary**

The duties of the Joint Secretary:

- ❖ To be responsible for membership development and the welfare of the Members.
- ❖ To assist the General Secretary in carrying out his/her duties and responsibilities in any way as desired by the President.
- ❖ In the event of absence or incapability of the General Secretary, the Joint Secretary shall perform all duties of the General Secretary.

### **Cultural Secretary**

The duties of the Cultural Secretary:

- ❖ To plan and organize social and cultural programs including excursions, picnics and other similar events with prior approval of the Executive Committee.

### **Organizing Secretary**

The duties of the Organizing Secretary:

- ❖ To scrutinize all applications for new membership and recommend acceptance of such applications as per rule.

- ❖ To organize and maintain the alumni activities in coordination with the General Secretary and assist in the printing and publication of alumni magazines, newsletters, websites, members' directory, social media presence etc.

### **Chief Advisor**

The duties of the Chief Advisor:

- ❖ To coordinate communication of the association and DELL.

- ❖ To provide thoughtful suggestions to the association for future initiatives.

- ❖ To act as the coordinator of the programs scheduled to arrange by DELL Alumni Association.

### **Honorary Member**

The duties of the Honorary Member:

- ❖ To communicate with all members and the Department,

- ❖ To assist the advisor in carrying out his/her duties and responsibilities.

- ❖ To take initiatives to enhance the image of the Association.

### **The Executive Committee Members:**

The duties of the Executive Committee Members:

- ❖ To work in cooperation with the office-bearers for all activities.

### **The Sub-Committee Members:**

The duties of the Sub-Committee Members:

- ❖ To carry out such duty as directed by the President of the DELL Alumni Association.

### **Section D: Election:**

- ❖ The Executive Committee shall be elected, by the general members of the alumni association for a two-year term in an Annual General Meeting.

❖ In case of inability to hold the annual general meeting for any unforeseen circumstances, the existing committee shall continue with the office but shall hold the annual general meeting at the first opportunity.

❖ The election shall be conducted by an Election Commission of the Association consisting of one Election commissioner (Treasurer of ex-executive committee) and two members appointed by the Executive committee at least two months before the election date. The members of the Election Commission shall be selected from the members of the association who will not intend to contest in the election.

❖ The authority to cancel any vote or to settle any dispute on election shall be reserved by the Election Commission. In case of tie for any post, a toss shall be done by the Election Commission to declare the winning candidate.

❖ Any person intended to participate in the election shall have to be the member of the alumni association and his subscriptions and other dues to the association shall have to be cleared up to the end of the year of election.

❖ The Election Commission shall have to publish the list of all eligible members of the DELL Alumni Association at least 30 days before the election. Any eligible member intending to participate in election shall have to submit nomination paper duly filled up in a prescribed form by the Election Commission.

❖ The nomination paper shall accompany a money-receipt of taka 10,000 (Ten Thousand) for the post of President, vice president, General Secretary, and Treasurer, and taka 5,000 (Five Thousand) for the post of members of the Executive Committee. The money shall be non-refundable and paid in cash to the office of the organization.

❖ The Election Commission shall declare, at least one month before the election schedule specifying the last dates of submitting nomination paper, scrutinizing the same, publishing the list of valid candidates, timing of taking election, the procedure of giving votes and publishing the results of the election.

### **Section E: Meetings**

❖ The Association President shall chair all Association meetings.

❖ If the President is absent, Vice President shall chair the meetings.

❖ If both the President and the Vice President are absent, the General Secretary shall chair the meetings.

❖ A quorum for an Executive committee should be two-thirds or 5 EC members at least.

❖ A quorum for an annual general meeting should be one-fifth or 50 members at least.

## **Section F: Special Meeting**

A special meeting of the Association shall be called by the Committee as required. A special meeting shall be notified at least 15 days before the meeting.

## **Section G: Audit**

- ❖ An independent audit team shall be formed in each AGM consisting of three people who shall make an audit of the annual work and expenditure of the association.
- ❖ The Auditors shall be required to prepare a report or certificate for the next annual general meeting.

## **Article V: Advisory Council**

The Advisory Council of the Association shall consist of 5 (Five) members. The Executive Committee will select the Advisory Council. The duration of the Advisory Council shall be for a period of 2 years. The Executive Committee will take advice and guideline from the Advisory Council as and when required. The composition of the Advisory Council will be as follows:

1. Two faculty members of the Department of English Language & Literature, Premier University, Chittagong.
2. Immediate past President and General Secretary of the Association.
3. A well-known Alumni member.

## **Article VI: Fund**

1. Membership fees, subscriptions, donations received from the members, well-wishers and the business community will contribute to the funding of the Association.
2. Earning through publication of journals, booklets, newsletters, books, and souvenirs etc. will contribute to generating the funding of the association.
3. Earning through conducting professional training programs, research projects and consultancy will also contribute to develop the funding of the Association.

## **Article VII: Amendment**

This constitution may be amended at any General Meeting of the Association by the Affirmative vote of three-fourths of the members present and voting, provided by the Executive Committee, has previously considered the merits of the amendment.



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(Signature)  
President  
DELL Alumni Association

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(Signature)  
General Secretary  
DELL Alumni Association