

# **THE CONSTITUTION & BYE-LAWS**

## **Old Placidians' Association (OPA)**

(Estd.1955)



### **St. Placid's School & College (SPSC)**

Patherghata, Chattogram, Bangladesh.

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Published on the month of December & year 2024 after EGM on 28 November 2024



## **THE CONSTITUTION & BYE-LAWS** **Old Placidians' Association (OPA)** **(Estd. 1955)**

This OPA Constitution & Bye Laws have been printed as per the resolution on the proposal of the OPA EC-2024 to form a Sub-Committee to recommend the necessary amendments to the OPA Constitution & Bye Laws (Article XIV & Bye Laws-VII). According to the Articles & Bye Laws an OPA EGM held on Thursday, 28 November 2024 at Chittagong Club Level Zero Hall where around 160++ OPA Life members attended and this OPA Constitution was adopted by anonymously all present OPA Life Members at EGM.

The procedures for calling the EGM 2024 (28/11/2024) at Level Zero Hall, Chittagong Club) are as follows:

**10<sup>th</sup> September 2024:** OPn. Mohammed Yakub as EC Member informed to run the OPA smoothly few proposals are raised by him in the OPA EC meeting 10<sup>th</sup> September 2024 and approved by major OPA EC members to call an EGM for those amendments. OPn. PP. Dr. Mashfique Ahmed Chowdhury was selected as OPA Constitution Amendment Committee convener.

**23 October 2024:** After reviewing all proposals, an EGM is called on 9 November 2024 by informing OPA Members by postal mail, OPA Whatsapp Group, OPA Facebook Group & OPA Website on 23 October 2024.

**5 November 2024:** After that few of the OLS Sub Committee members requested OPA Patron to call meeting with OPA Past Presidents and Past EC members to discuss about the EGM proposals and to fix a new date for EGM after that meeting. So by request of honorable OPA Patron OPA EC called a meeting inviting all OPA Past Presidents and Past few EC Members on 20 November 2024.

**6 November 2024:** 6<sup>th</sup> November OPA General Secretary informed OPA Life Member by OPA Whatsapp Group, Facebook Group & OPA Website that 9<sup>th</sup> November 2024 is postponed and new date for egm will be announced soon.

**20 November 2024:** On 20<sup>th</sup> November 2024 OPA Patron, Few OPA Past Presidents, OPA Past EC members and OPA EC members discussed about EGM and fixed a new date for EGM on 28<sup>th</sup> November 2024 at SPSC.

**21 November 2024:** It was notified to all OPA members about the EGM date is on 28<sup>th</sup> November 2024 at SPSC Hall by SMS, Whatsapp, Facebook on 21<sup>st</sup> November 2024.

**27 November 2024:** On 27<sup>th</sup> December suddenly for an incident SPSC Principal has informed OPA President that OPA EGM cannot be held at SPSC Auditorium on 28<sup>th</sup> November for security reason. Urgently OPA President decided to shift the venue from SPSC to Chittagong Club Level Zero Hall and have informed about it to OPA EC members official whatsapp group and got acceptance from major OPA EC members to shift the venue. For the incident there was normal situation in city of Chittagong, all exams of school in city including SPSC held normally and many programs were held normally at Chittagong on that day. The shifting of Venue is informed by whatsapp group, sms, facebook and opa website on 27 November 2024.

**28<sup>th</sup> November 2024:** At last OPA EGM is held at Level Zero Hall Chittagong Club on 28<sup>th</sup> November 2024. OPn. PP Mohammed Yakub also sincerely hoped that this constitution will prove to be a stepping stone for the future.

The convener and co-convener of OPA Constitution Sub Committee then gave a brief description of the stupendous work that was done in shaping the new constitution. Over there many OPns took part in

the discussion of the proposal. After detailed discussion by members present and further amendments, the new proposed proposals of constitution amendment were accepted by the house after it was proposed by Past President OPn. Mohammed Yasin Chowdhury and seconded by Past Vice President OPn. Mahabubur Rahman.

None of the OPA Members present were on contrary of any of the proposals at the end of meeting when convener OPn. PP. Dr. Mashfique Ahmed Chowdhury raised voting for it.

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Old Pupils' Association

## The Constitution & Bye Laws

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## FOREWORDS

A constitution contains the fundamental principles that outline the purpose, structure, and limits of an organization. Essentially, the constitution provides a foundation upon which an organization operates. A body of fundamental principles or established precedents according to which an organization is acknowledged to be governed. The constitution covers the fundamental principles, but does not prescribe specific procedures for operating an organization.

Bye Laws set forth in detail the procedures the members must follow to conduct business in an orderly manner. Amendments and updating of any constitution and bye laws are an ongoing process. OPA Constitution and Bye Laws are no exceptions.

This Constitution was first adopted on 9th October, 1955. A revised Constitution was adopted on 28th September 1966. Since then the Constitution has been revised, amended a number of times, as and when deemed fit, and were adopted in AGMs, EGMs as under:

In the AGM held on 5th October 1990, October 1991 and in the EGM held on 25th October, 1999 was revised and amended. In the AGM held in October 2001 it was decided to review and correct the errors. Such corrections were carried out and approved in the EGM held on 12th December 2002. It also covered the additional amendments adopted in the EGMs held on 12th December 2002 and on 18th September 2011. This Constitution have again been proposed and accepted by the EGM held on 7th November 2013 followed by the proposed and accepted amendments by the EGM held on 1st May 2019.

Subsequently, the current amendments of the then edition of the OPA Constitution & Bye Laws as proposed by the “OPA Constitution & Bye Laws Amendment Sub-Committee” formed in 2022 were unanimously approved in the EGM held on Monday, January 31, 2022 in the SPSC Auditorium, SPSC, Patherghata, Chattogram.

According to the Articles & Bye Laws an OPA EGM held on Thursday, 28 November 2024 at Chittagong Club Level Zero Hall where around 160++ OPA Life members attended and this OPA Constitution was adopted by anonymously all present OPA Life Members at EGM.

May this OPA Constitution and Bye Laws ensure that those who make decisions on behalf of our Association fairly represent the member’s opinion. May it also set out the ways in which those who exercise power may be held accountable to the members they serve.



# Old Placidians' Association

St. Placid's School & College (SPSC)  
Patherghata, Chattogram, Bangladesh.

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## OPA EXTRA-ORDINARY GENERAL MEETING Sub Committee Signatures

### Ex-Officio Members

OPn. DR. A A M SHAHED PARVEZ KHAN <b>President, OPA EC 2024</b> LM No: 1401	OPn. SYED MERAJUL HOQUE (MISKAT) <b>Vice President</b> LM No: 785	OPn. MD. TANVIR TAOSIB TASKIN <b>General Secretary</b> LM No: 1185
OPn. MD. ASIF IQBAL Treasurer, OPA EC 2024 LM No: 602	OPn. RAYHAN MURSHED 1st Joint Secretary LM No: 1437	OPn. OLIVER B. GOMES 2nd Joint Secretary LM No: 1408

### Convener & Co-Conveners

OPN. PP. DR. MASHFIQUE AHMED CHOWDHURY <b>Convener, Sub Committee</b> LM No: 99	OPN. PP. MOHAMMED YAKUB <b>Co-Convener, Sub Committee</b> LM No: 86	OPn. ABU NASER MD SHAFIUL AZIM <b>Co-Convener, Sub Committee</b> LM No: 1639
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### OPA EC Members

OPn. MD. IMRAN MEAH CHOWDHURY Executive Member LM No: 818	OPn. A. S. M. MAMUNUR RAHMAN Executive Member LM No: 760
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All present OPA Life Member's signature at the EGM attached  
at the back of this constitution

# **The OPA Constitution & Bye Laws**

## **Preamble**

**We the members of  
Old Placidians' Association (OPA),  
the former students of different batches of our  
Alma Mater  
St. Placid's School & College (SPSC),  
in order to foster our  
unity, fraternity, harmony and solidarity do abide by this Constitution  
& Bye Laws created neither by the court nor by the lawyers, but by  
the members of this Association  
who are the protectors of this Constitution & Bye Laws  
as they are themselves protected by this Constitution & Bye Laws.**



## Constitution of Old Placidians' Association.

### **Article 1 : The name of the Association:**

#### **Section 1:**

The name of the Association shall be Old Placidians'. Association briefly to be referred to as the "OPA" or, simply, "Old Placidians' Association".

#### **Section 2:**

The address of the Association shall be C/O St. Placid's School & College, Patherghata, Chattogram, Bangladesh

#### **Section 3:**

There shall be a logo of Old Placidians' Association as inscribed in the Constitution.



#### **Section 5:**

Old Placidian Life Member refers to individuals who had been a student of St. Placid's School & College, Patherghata, Chattogram, for at least 3 (three) consecutive academic years.

#### **Section 6:**

##### **Abbreviations:**

In this Constitution

Short Cut	Abbreviations
OPA	Old Placidians' Association
this Constitution	OPA Constitution
Bye Laws	OPA Bye Laws
Association	Old Placidians' Association
SPSC	St. Placid's School & College
EC	Executive Committee
AGM	Annual General Meeting
EGM	Extra-Ordinary General Meeting
Term or Tenure	12 months from January 01 to December 31.
Grace period (Jan 1 – Feb 15)	Should the election be held late for any reason whatsoever, a grace period shall be up till following February 15 <sup>th</sup>
Patron	Principal of St. Placid's School & College
School Authority	Authority of St. Placid's School & College
President	OPA President
GS	General Secretary, OPA
OLS	OPA Literacy School
LM	OPA Life Member

### **Article II OPA Object :**

The functions/objectives of OPA shall be:

1. To give past SPS pupils opportunities of meeting one another
2. To keep alive the interests of the OPA in the progress and development of the School
3. To foster contact and spirit of solidarity among the Old Placidians
4. To promote mutual assistance among the Old Placidians in the fields of employment, social service, etc
5. To cooperate with the authorities of SPS, whenever called upon to do so, in such matters as may be of value and importance to the School

### **Article III Activities :**

The activities of the Association shall consist mainly of the following:

**Section 1** - Recreational activities, in the form of sport, friendly matches etc.

**Section 2** - Social, cultural and fellowship activities, in the form of reunion, social days, events, picnics, etc.

**Section 3** - Literacy and School activities, in the form of school debates, forums, OPA Literacy School (OLS), etc.

**Section 4** - Benevolent activities, in the form of creating funds to be used as donations, stipends, scholarship, trust, OLS etc. The scope of work can be extended, if agreed in AGM, without amending the Constitution.



**Article IV Meetings :**  
**Section 1**

**Executive Committee Meetings (EC):** The Executive Committee shall meet at least once in every two months. The quorum for meeting shall be one third of the EC members. The proceedings of all the meetings of the Executive Committee shall be recorded in the minute's book maintained by the General Secretary. The secretary will inform EC members at least 48 hours before about the meeting time and venue by whatsapp, or sms or email. On the day of meeting also secretary will send a soft reminder about the meeting. Only EC members are allowed to be present in the meeting. If any OPA member required attending beyond OPA EC then it should be informed earlier to all EC members by the General Secretary. Any of decision of EC meeting will be done by majority of votes of OPA EC members who have voting rights as EC member.

**Section 2**

**Annual General Meeting (AGM):-** The Annual General Meeting shall ordinarily be held during the month of January every year. A maximum grace of 15 days will be allowed beyond 31st January to hold such meeting, if the incumbent EC fails to hold the AGM within this date (15 February), the EC will be bound to resign as per article VIII (Section 5). At the AGM, the President shall be the Chairman of the meeting, in his absence, the Vice-President. If even Vice President also absent for any reason the President may authorize any other EC member to conduct the AGM.

The Agenda for the AGM shall be as follows :

- I. To adopt the minutes of the last AGM
- II. To adopt the annual report of the Association including internal audit report- Bye Law VI, Section-14 III.  
To pass the annual audited accounts
- IV. To appoint auditors
- V. To elect the Executive Committee for the following year
- VI. To select a Reunion Convener for the Reunion in the relevant year
- VII. To deal with any other business, provided due notice for the same has been given/issued as per Article IV Section 3.
- VIII. To present the Minutes of the last EGM (in the relevant year when EGM held in any year.)

**Notice for Annual General Meeting:** A 15 (fifteen) days (prior) notice of the Annual General Meeting shall be given to all members of the Association through Electronic Media. This notice has to be published in the OPA website and all registered Life members must be informed electronically by SMS, email, Whatsapp, Facebook & OPA Website at least 15 days before AGM.

The quorum for the AGM, shall be 100 (one hundred) members. (refer to section 4 (a) below).

Annual Report and Annual OPA Accounts Audited Report, OLS Audited Accounts Report has to be published in OPA Website before 48 hours of AGM. It has to be notified all OPA Members through whatsapp or facebook or other electronic media.

**Section 3 :**

Notice for any other business to be discussed at the AGM (refer to article XIV –Amendment and Bye-Law VII-Amendments), shall have to be submitted to the General Secretary at least 07 (seven) days before the date of the AGM.

**Section 4 :**

**Extraordinary General Meeting (EGM)**

(a)When an AGM is not held due to lack of quorum, in the specified time, the AGM will stand adjourned, an EGM shall be convened after 30 (thirty) minutes to complete the agenda of the AGM. For an EGM on this ground only, no formal notice shall be issued and no quorum shall be required (in other words the provisions of article XIV and Bye-Law VII shall not apply in such case).

(b) The EC can call an EGM at any point of time for which no requisition is required from any Life Members.

(c) Except for above-mentioned section 4(a) & 4(b), all other EGM shall require an application to OPA EC with 50 OPA Life Members valid signature & phone numbers. Such notice shall be issued by the General Secretary provided written notice for amendments in constitution or any other matter has been given by at least 50 (fifty) eligible Life Members.

(d) The quorum for EGM shall be 50 (fifty) members. In case the quorum is not fulfilled the meeting will stand dissolved and a next date will be proposed /announced. Should the second EGM also fail to meet the quorum the proposal stands cancelled.

**Notice to OPA Members for EGM:** 15 Days Prior to EGM Date OPA EC should send notice to all OPA Life Members regarding EGM through Electronic Media such as SMS, Whatsapp, OPA Facebook Group, OPA Website etc. All amendments proposal or any other issues has to be published in OPA OPA Website.

## **Section 5 :**

Cutoff Date - OPA Executive Committee shall have to set a Cutoff Date at least 10 days prior to AGM/EGM to update their records regarding all applicable fees and dues. Only those updated and fully paid members may participate in the AGM/EGM. Only the Life Members of the Association shall have voting rights in the AGM/EGM.

## **Article V Membership.**

### **OPA Membership:**

Any ex-SPSC student who had studied for at least 3(three) consecutive academic years at St. Placid's School & College, duly certified by the SPSC authority may join OPA as a Life Member if he has obtained at least any one of the following educational qualifications: Matriculation, Junior Cambridge, Senior Cambridge, Secondary School Certificate or equivalent from any educational institution.

a) Verification of OPA LM: To be an OPA LM, Applicant must submit SSC Certificate Photocopy, SPSC Testimonial or SPSC student verification letter and NID.

b) References from OPA LM : OPA LM applicant need to take signature in OPA Life Membership form from two of the OPA existing Life Member, as one of them is proposer and other one is seconded. The proposer & seconded LM must know this new OPA LM and ensure that they study at least 3 years at SPSC. If any false declaration made by proposer and seconded then they may lose OPA Life Membership. Proposer & Seconded must be 3 years of OPA Life Membership.

There are three categories of membership in the OPA which are as follows:

**Life Member:** Ex-students of SPSC may join OPA as Life Member on filling up Membership Form, after being proposed and seconded by Life Members of OPA in good standing and having been paid Tk: 5,000/- (Five Thousand) only, as one-time fee. There will be no Annual Fee for Life Members. Life Members shall get an ID Card from OPA on payment of fee fixed by EC. Such ID card will be valid for Life Members. Life Members may participate in any program arranged by OPA and also have voting rights in AGM and EGM. Only eligible Life Members can contest for EC Membership.

a) **Associate Life Member:**

i) Spouse of OPN's may enroll as an "Associate Life Member" on payment of one-time fee of Tk: 2,000/- (Taka Two Thousand) only.

ii) Non OPn Son/Daughter of OPns those who have completed their Matriculation, Junior Cambridge, Senior Cambridge, Secondary School Certificate or equivalent from any other educational institution may apply to enroll as an "Associate Life Member" on payment of one-time fee of Tk: 5,000/- (Taka Five Thousand) only.

Associate Life Member shall have no voting rights, cannot be part of a quorum or be elected as a member of the Executive Committee. An Associate Life Member may, however, be co-opted in Sub-Committees as and when required by the EC

c) **Faculty Member:**

All present and past teachers who have taught at SPSC for at least 5 (five) years, may join as OPA Faculty Member. Such member shall have to pay Tk: 500/- (Taka Five Hundred) only, as Annual Fee. If he so desires may pay Tk 5,000/- (Taka Five Thousand) only, as life time fee to become an OPA Faculty Life Member. Members under this category shall not have voting rights at any AGM/EGM or form quorum or contest election unless they are also members under category b. Faculty Members may participate in any program arranged by OPA.

## **Article VI Executive Committee :**

Section 1: Executive Committee shall be the apex body of the Association. General management of Executive Committee shall include but are not limited only to the AGM, EGM, Reunion, OLS, supplies, OPA Magazine, in addition, the Executive Committee may also organize, perform and undertake all other programs, events, activities, projects, etc. on behalf of the Association, as and when need arise within their fiscal term 31st December. No program/event/egm is allowed to organize after the term 31st December. After the term OPA EC should organize AGM and prepare Annual Report and Audited Accounts before AGM Date (15 February). The Executive Committee shall be the sole owner of OPA trademark, logo, insignia, property and goodwill.

The general management of the Association shall be vested in the Executive Committee (EC) elected for a period of around 12 (twelve months) from the date of handover & takeover to next year AGM (within 15 February). The programs and events should be completed by the OPA EC within from the handover & takeover date to 31<sup>st</sup> December. OPA EC should organize AGM & Election by 31<sup>st</sup> January. Should the AGM & Election be held late for any reason whatsoever, a grace period up till following February 15<sup>th</sup> shall be allowed to the incumbent Executive Committee to conduct all the duties as mentioned under Article VI. Failure to do AGM within 15 February, Article VIII Section 5 Resignation en-masse will be followed.

The proceeding of all the meetings of the Executive Committee shall be recorded in the minute book by the General Secretary.

**The EC shall comprise of the following 20 members:**

a) **Patron:** The incumbent Principal, in the absence of the Principal the incumbent Vice Principal of St. Placid's School & College (SPSC).

- i. Shall have no voting right in the affairs of Executive Committee & also cannot contest in OPA EC Election.
- ii. In case the Patron is also an OPA Life Member, then he shall have all the privileges and rights of an OPA Life Member to cast vote in OPA EC Election. Cannot take part in cast of voting of OPA Executive Committee executive posts such as President, Vice President, GS, Joint Secretary, Treasurer and Joint Treasurer Etc. Patron will conduct whole OPA EC election procedures on the day of AGM.

b) **President:** An elected EC Member.

Such person must have the following qualifications and experience to be elected as the President:

- i. Minimum age 45 years and
- ii. Educational Qualifications: Pass Graduate Degree BA, BBA, BSc, B. Com. or equivalent from a Govt. authorized institution.

c) **Immediate Past President (IPP):**

- i. Shall be an OPA President of the immediate previous term.
- ii. Shall have no voting right in the affairs of the Executive Committee.
- iii. Shall have rights of an OPA Life Member in casting his vote in electing the OPA Executive Committee members. Cannot take part in voting of OPA Executive Committee executive posts such as President, Vice President, GS, Joint Secretary, Treasurer and Joint Treasurer Etc.

d) **1<sup>st</sup> Vice President:** An elected EC Member.

e) **2<sup>nd</sup> Vice President:** An elected EC Member.

f) **General Secretary:** An elected EC Member.

g) **1<sup>st</sup> Joint Secretary:** An elected EC Member.

h) **2<sup>nd</sup> Joint Secretary:** A teacher of St. Placid's School & College nominated by the School authority and/or by the Principal or Vice Principal in absence of the Vice Principal of St. Placid's School & College.

- i. Shall have no voting right in the affairs of the Executive Committee.
- ii. In case the incumbent is an OPA Life Member, then he shall have all the privileges and rights of an OPA Life Member in casting his vote in electing the OPA Executive Committee members. Cannot take part in voting of OPA Executive Committee executive posts such as President, Vice President, GS, Joint Secretary, Treasurer and Joint Treasurer Etc.

i) **Treasurer:** An elected EC Member.

j) **Joint Treasurer:** An elected EC Member.

k) **Executive Committee Members:** 10 (eleven) other elected EC Member.

**Section 2:**

Elected EC members shall not be eligible to contest in the election for more than 2(two) consecutive terms of one year each. However, the same member shall be eligible to be a candidate for election to an Executive post after abstaining from election for at least one term/year.

**Section 3:**

The EC shall be elected at the AGM of the Association. Vacancy that may occur during the AGM shall be filled in by co-opting from the floor as per Bye-Laws-1, sec: 7. Any vacancy that may occur during the term of the EC, the same shall be filled in by co-option from the eligible members by the Executive Committee. The co-option shall take place no later than 30 (thirty) days after the post gets vacant. (The cooption of EC shall be held as per provisions of Bye Law I Section-7) Such cooption will be done from the same group in which the co-opted member's position has fallen vacant. However, if such member is not available or not willing to be co-opted in the said group then co-option may be done from other groups by the Executive Committee.

**Section 4:**

The EC shall be empowered to appoint, at any time at their discretion, sub-committees for any purpose, in which it may also co-opt other Life, Associate Life and Faculty Members of the Association. In every sub-committee there shall be at least one member of the Executive Committee.

**Section 5:**

The EC shall be empowered to convene, on a motion of its own, an Extraordinary General Meeting (EGM), at any time, provided at least 15 (Fifteen) days notice is given to all the members of the Association as per provisions of article XIV and Bye Laws VII.

**Section 6:**

The Executive Committee shall be collectively responsible to the members of OPA.

**Section 7:**

In the absence of the President, the Vice President will chair the meeting. In the absence of the Vice Presidents, the members present at the said meeting will appoint a Chairperson to chair the Executive Committee meeting.

**Section 8:**

- a) The 3 (three) office bearers of the Executive Committee, such as, Patron, Immediate Past President (IPP) and 2<sup>nd</sup> Joint Secretary shall hold their offices by virtue of their positions as per Article VI.
- b) All other 17 (Seventeen) members of the Executive Committee shall be directly elected by the Life Members of their respective slots of batches at the AGM through secret ballot, unless elected uncontested.
- c) After the direct election of the Executive Committee is held, but before electing a President by the elected Executive Committee members, the aspirant(s)/candidate(s) for the office of the President shall declare himself/themselves and submit his/their required documents & qualifications to justify for the Post of the President to the Election Committee and all the elected Executive Committee members. Thereafter, the election for the posts of the President, along with the elections for the offices of Vice President, General Secretary, 1<sup>st</sup> Jt. Secretary and Treasurer shall be held by secret ballot amongst the elected EC Members.
- d) The elected President on discussions with other Executive Committee members shall amicably decide and distribute the Sub Committees on or before the date of handing over of the charge by the outgoing EC within 15 days of the AGM.

**Section 9:**

The Executive Committee shall devise and effectively carry out plans which shall guide and assist the members of the Association in discharging their responsibilities on matters relating to OPA. The President shall be responsible for holding regular meetings of the Executive Committee and the General Secretary shall report on all activities.

**Section 10**

**Fund Management:** The EC shall not spend in excess of Tk:6,00,000/- (Taka Six Lac) only, per year from the OPA funds to cover the annual expenses for running of the OPA including stipend, AGM/EGM, OPA/EC meeting expenses, Printing, etc. However, the amount may be revised if needed at any EGM.

The EC shall prepare a separate yearly budget for the OPA Literacy School. Further funds required for any activity envisaged/planned by the EC, shall be raised by them by way of donation, contribution, sponsorship, etc. until such time that OLS Sub Committee can create an adequate and separate fund for the OLS to make it self-reliant.

**Article VII Reunion Committee :**

**Section 1:**

The Reunion should take place every three years preferably within the last quarter of the year. Such event should be organized by the Reunion Committee. At the Annual General Meeting, preceding the proposed Reunion, an eligible Life Member will be selected as the Convener of the Reunion. If a suitable or interested candidate not be available at the AGM, the incoming EC will select a suitable Convener within 3 (three) months after the handover and takeover meeting. The EC under the guidance of the said Convener shall form the Reunion Committee. The Reunion Organizing Sub-committees should have the designated members as under

- 1) Chairman (Incumbent President)
- 2) Vice Chairman (Incumbent Vice President)
- 3) Convener (Selected at the AGM)
- 4) 1st Joint Convener
- 5) 2nd Joint Convener
- 6) General Secretary Reunion (Incumbent General Secretary)
- 7) Treasurer Reunion (Incumbent Treasurer)
- 8) Associate Treasurer Reunion
- 9) Member In charge Registration
- 10) Member In charge Entertainment
- 11) Member In charge Magazine, Printing and Publication

- 12) Member In charge Establishment & Decoration
- 13) Member In charge Venue Management / Security
- 14) Member In charge Cultural Program
- 15) Member In charge Publicity
- 16) Member In charge Games & Fun Fair
- 17) Member In charge Reception
- 18) Member In charge Overseas Liaison, Host and Accommodation
- 19) Member In charge Raffle

These Members In charge may take 3(three) or more OPA members to constitute respective Sub-Committees for discharging of their responsibilities. The Chairman and Convener will be ex-officio members of all Sub-Committees. The Reunion Convener shall be responsible for calling all Reunion related committee meetings.

**Section 2:**

The Executive Committee shall finalize the Reunion Committee with the guidance of the Convener so selected at the AGM and thus form the Reunion Organizing Committee.

**Article VIII Duration of Membership :**

**Section 1:**

Life/Associate/Faculty membership shall continue during the entire existence of the Association unless terminated as provided under section 2 of this Article.

**Section 2**

**Membership Suspension/Termination:**

- a) Membership of any Life/Associate/Faculty Member shall be suspended
  - i) for non-payment of OPA dues.
  - ii) if convicted or declared insane by a competent court of law
  - iii) for act of gross misconduct, false declaration, misappropriation, embezzlement and serious breach or flagrant violation of rules of the Association.
  - iv) for any action or deed directly or indirectly subversive to the interests of the OPA.
  - v) for any breach of conduct, act of destruction or deliberately creating impediment in the smooth running/functioning of the affairs of OPA EC/AGM/EGM

b) In the event of any of the above mentioned offence, the EC shall form a 3 to 6 members Disciplinary Action Committee (DAC) which shall probe into the charges and submit their report with recommended action within 45 (forty five) days from the date of appointment of DAC to the EC save.

c) An EC member shall cease to remain a member of the EC of OPA for non-attendance of 3 (three) consecutive EC meetings without prior written information to the President/General Secretary. If an EC member is absent for 4 meetings (even absent last 3 meetings with valid reason/informed) he will be disqualified from EC post and co-option will be done for the vacant post. In the event of an EC member losing his membership on the above mentioned ground the EC may co-opt some other Life Member to fill the vacancy till the next AGM is held.

d) If any objections rise against any elected candidate's qualifications or certificate fraud or DOB wrong declaration after the election any time any OPA member may be complained to the OPA Executive Committee to investigate. The OPA EC will form a 3 to 6 members action committee to scrutinize the complain. If any fraud or false declaration found by action committee the elected candidate will be terminated from OPA Life Membership.

e) OPA membership will be suspended if any OPA Life Member proposes or seconded an OPA Life Member who is not studied at SPSC for 3 consecutive years at all.

**Section 3:**

**Resignation.** The resignation of any member from the Association shall be in writing (addressed to the President or the General Secretary) which will be decided by the Executive Committee, provided that all outstanding fees/dues of the said member to the Association have been settled. Should the President resign/leave the Vice President will take over till next Election.

**Section 4**

**Property Interest** – Forfeiture. Any person whose membership in this Association has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the Association. In such a case, all belongings, files,

documents, property of the Association in possession of the said member shall be handed over to the President or the General Secretary

### **Section 5**

**Resignation en-masse:** In the event of a situation where the Executive Committee during their term/tenure of their office within 31st December or within the grace period of following February 15<sup>th</sup> is left with no alternatives other than to offer to resign in a body (en-masse), an EGM shall be convened by the Patron (Principal, or Vice Principal in absence of the Principal, SPSC), to consider the resignation of the Committee. If accepted at the EGM, an Ad-hoc Committee with a Chairman along with 10(ten) other Life Members who shall be selected from amongst Life Members. Such Ad-hoc Committee shall be responsible for the management of the affairs of the Association for the interim period, till the next Annual General Meeting. In such an event, the Patron (Principal, or Vice Principal in absence of the Principal, SPSC), shall issue the EGM notice as per article IV (Section 4, b).

## **Article IX Community, National and International Affairs :**

### **Section 1**

This Association shall neither adopt nor circulate resolution or views, nor take corporate action dealing with national affairs or international policies of a political nature.

### **Section 2**

**Branch Association:** On formal application in prescribed Application Form with an Application Fee of amount as and when decided by and submitted to the incumbent EC, after conducting proper scrutiny and subject to granting formal permission by issuing “Charter of Chapter” by the incumbent EC, “Old Placidians” Association (OPA) Chapter (*location*)” may be formed from time to time at various places in Bangladesh and overseas, where ten or more Old Placidians reside. The formation of such Chapters shall be communicated to the General Secretary of the Old Placidian’s Association, C/O St. Placid’s School & College, Patherghata, Chattogram, who shall advise the EC the activities of such Chapters from time to time.

### **Section 3**

**Relation with other Organizations:** The Association shall maintain cordial relations with all organization of a similar nature and shall, at the discretion of EC, co-operate with various social, sports, educational and cultural organizations in the city of Chittagong, elsewhere in Bangladesh and overseas.

### **Section 4**

#### **a) OPA Logo, Name & Identity Policy:**

The official registered OPA Logo shall be of a design as follows:



#### **Official colors of OPA Logo shall be Navy Blue & White:**

**Navy Blue** color signifies reliability, bravery, stability, honor, power, communication, expression, and inner guidance and truth. Navy Blue auras usually show up in people who are deep thinkers, yet when they speak, share powerful truths. Navy Blue people are often silent, trustworthy, calm, and are often peacemakers who help open channels of communication between people who are in disagreement.

**White color** signifies purity, cleanliness, and peacefulness.

OPA incumbent EC shall be the sole owner of the OPA logo.

The Executive Committee, its officers and authorized staffs may use the Association trademarks/logo/insignia in the promotion and furtherance of the Association’s purposes and general operations, so long as such use is done in accordance with the policies adopted from time to time by the Executive Committee. The name, goodwill, emblem, logo and other insignia of this Association may not be used, published or distributed by any OPns, Non OPns, individuals, groups, or by any entity (legal or natural, in corporate or any other form) organized and/or controlled by any OPn member or members for any purpose except those expressly authorized by the provisions of the constitution or by policies of the Association; and no other individual or entity (legal or natural, incorporated or any other form) may use the name, goodwill, logo, emblem and other insignia of the Association without such written consent and permission as shall be required by the EC.

**b) Unauthorized Use of official OPA Logo, Name or Identity:** In the event the EC receives sufficient evidence that an OPn Member, Non OPA Member, group or individual is engaged in any unauthorized circulation of news, pictures, image, propaganda, rumor, publicity, fake news in any social print or electronic media, cell phones. sms, emails, website detrimental to the image of the Association or use, sale, purchase, manufacture and/or distribution of items bearing the OPA

logo or name, such individual or entity shall be notified to immediately cease and desist any such unauthorized use and be subject to appropriate action as determined by the EC.

**c) Continued Violation:** In the event that the EC receives sufficient evidence that any OPn Member, Non OPn Member, group or individual continues such unauthorized practice the EC shall take any or all of the following actions:

- i) The EC may unilaterally cancel OPA membership of the offending OPA Member without further notifications.
- ii) Additional sanctions shall also be assessed by the EC.

#### **Article X, Acceptance of object and compliance with Constitution and Bye Laws :**

A member, by payment of admission fee and dues, and by signing the application form, hereby accepts the principles of Old Placidians' Association as expressed in its objectives and submits to and agrees to comply with and be bound by these Constitution & Bye Laws. No member shall be absolved from the observance of the Constitution and its Bye Laws on the plea that such member has not received a copy of these documents (Articles of Association and Bye Laws).

#### **Article XI, Arbitration:**

##### Section 1:

Should any dispute arise between any member or members, or a former member or members, and the Association, or with any office bearer or the Executive Committee of the Association, concerning membership or any alleged breach of the Constitution & Bye Laws or concerning the expulsion of any member from the Association, or for any account whatsoever, which cannot be satisfactorily settled under the procedure provided in these Constitution & Bye Laws, for such purpose, the matters in difference shall be settled by arbitration. Each party shall appoint an arbitrator & 3 other OPA Life members. The Patron, 2 OPA Past President (selected by Patron) will be umpire. Only eligible Life Members of the Association of suitable standing and above 50 years of age may be appointed as an arbitrator or an umpire. The decision arrived at by the Umpires, shall be final and binding on all parties.

##### Section 2

#### **Arbitration Resolution Procedures:**

- a) An arbitration petition shall have to be filed by the complainant(s) with the General Secretary.
- b) Within 10 days of receiving the petition it shall be the duty of the President to call an EC meeting to update the members and discuss the matters relating to taking necessary steps as per the Arbitration Resolution Procedures.
- c) The General Secretary shall notify both the parties, i.e. the complainant(s) and the defendant(s) to appoint their respective arbitrators & 3 members and officially submit their names to the EC within 10 days of the notice issued, along with their:  
Arbitration Fees of reasonable will be determined by the EC and the amount must be paid vide Pay Orders in favor of OPA to the General Secretary to meet their arbitration expenses within the stipulated period of 10 days.
- d) General Secretary shall notify both the arbitrators, on behalf of the complainant(s) and the defendant(s) to unanimously select an umpire within next 5 days.  
Within next 15 days the umpire and both the arbitrators of complainant(s) and the defendant(s) shall collectively settle and resolve the dispute.
- e) After settlement of the dispute the umpire shall have to submit a written report duly signed by him, and also by both the arbitrators and both the parties to the EC within the stipulated period of time as and when determined by the EC.
- f) The residual amount of the Arbitration Fee of the winning party shall be refunded to them. After deduction of his/their incurred expenses the entire amount of the Arbitration Fee of the losing party shall be forfeited.
- g) In case the complainant(s) fail to comply with any or all of the steps of this Arbitration Resolution Procedures within the stipulated period, his complaints shall be treated as null and void including forfeiture of entire amount of his Arbitration Fees by the Executive Committee.
- h) In case the defendant(s) fail to comply with any or all of the steps of this Arbitration Resolution Procedures within the stipulated period, the umpire shall take unilateral decision against the defendant(s) which shall be treated as final and binding on the defendant(s) including forfeiture of the entire amount of his Arbitration Fees by the Executive Committee.

If any party is not happy with the decision of Umpire then the party may go for legal procedures according to Bangladesh Govt. Law.

#### **Article XII, Dissolution of the Association :**

The Association may be dissolved voluntarily if two thirds of all Life Members of the Association decide to do so. Such notice of dissolution should be given to the EC in which case an EGM of the Association shall be called to decide the matter. An EC meeting will be called subject to the authenticity of such a notice. In case of agreement on voluntary dissolution, an 11 (eleven) member Ad-Hoc Committee of eligible Life Members shall be constituted by the members present at the EGM.

The Principal(Vice Principal in absence of the Principal of SPSC)shall be the custodian of all assets and liabilities, if any, of the dissolved Association. The decision given by such Ad-Hoc committee shall be binding on all members.

### **Article XIII, New Bye Laws :**

The Association shall adopt new Bye Laws which are fully consistent with the Constitution of the Association, embodying additional provision for proper management provided the same has been approved and adopted by EGM.

### **Article XIV, Amendments :**

#### **Section 1**

Except as otherwise provided in various sections, these Constitution & Bye Laws may be amended only by an EGM. The EGM will be governed by Article IV (Section 4) and/or Bye Law VII concerning Constitution & Bye Laws amendments. The OPA EC can call an EGM to amend OPA Constitution at any point of time for which no requisition is required from any Life Members.

#### **Section 2**

Amendments to these Constitution & Bye Laws except as otherwise provided in sections of this article, may only be proposed collectively by at least 50 (fifty) eligible Life Members, or by the Executive Committee itself.

#### **Section 3**

Procedure. Any proposal to amend this Constitution as per Article XIV, Section-2 shall be submitted to the General Secretary.

The General Secretary of the Association shall mail copies of all proposed amendments to all Life Members of the Association at \ along with the notice of the EGM.

#### **Section 4:**

##### **Automatic Update:**

When amendments to the OPA Constitution and Bye Laws are passed at an EGM, any amendments that would have an effect on these OPA Constitution and Bye Laws shall automatically be updated in these OPA Constitution and Bye Laws at the close of the said EGM.

### **Article XV Handover and Takeover Meeting:**

Within 15 (fifteen) days of AGM, Election Committee shall set a date for handover and takeover meeting inviting all immediate past EC members and newly elected EC members. The following task will be accomplished in this meeting:

- a) The outgoing Committee shall handover all documents, files, records, assets and liabilities to the newly elected Executive Committee. All FDRs in original lying with the Principal of St. Placid's School & College will be shown to the new committee.
- b) Outgoing committee shall hand over the last AGM minutes and record of all minutes of all past meetings held at the EC, AGMs and EGMs and Committee and Sub Committees, to the incoming General Secretary.
- c) Outgoing OPA Executive Committee has to provide a list of the existing Life Membership, Associated Life Membership and Faculty Membership to the incoming Executive Committee at handover/takeover meeting. This List must be signed by IPP, the incoming President and General Secretary.
- d) Outgoing Treasurer shall hand over all accounts, books of accounts, reports, etc. to the incoming Treasurer compiled till 3 (three) days before the AGM date.

### **Article XVI**

#### **OPA Literacy School (OLS):**

OPA Literacy School (OLS) shall be a non-profit and free educational institution, completely free from charging any tuition or any other fees from its students and their guardians. It shall exclusively be managed and run by the OPA.

OLS Sub Committee:

Every year OPA EC will form an OLS Sub-Committee where following post will be selected as follows:

OLS Patron: SPSC Principal

OLS Chairman: OPA President

OLS Principal: SPSC Vice Principal

OLS Convener: Select an EC Member (Minimum Qualification Post Graduate Degree BA, BBA, B. Com, BSC or Equivalent)

OLS Secretary: OPA General Secretary

OLS Treasurer: OPA Treasurer

OLS Members: 5 more members from OPA EC or Any OPA Life Member



OLS Accounts: OLS accounts (cash & Bank) will be maintained by OPA Treasurer, OPA President & OPA Secretary. President & any one Treasurer or Secretary will sign the cheque of OLS Bank Accounts. Every 3 Months OLS Treasurer will Present Accounts at EC Meeting and also he will present Audited OLS Accounts report at the OPA AGM. If new bank account is required have to be passed at OPA EC Meeting. OLS FDR should be kept under the custody of SPSC Principal.

OLS Sub Committee Responsibilities: Arrange salary of the OLS Teachers, monitor teaching system and improve quality of education, arrange OLS sports & other events, arrange donation for OLS, arrange donation for the OLS nutrition program, arrange books & stationeries for OLS students and arrange school uniform.

Donation to OLS from OPA: OPA may arrange a fun fair every year in SPSC if allowed by SPSC and the revenue generated from the fun fair will be donated to OLS by the OPA EC meeting decisions. Also OPA may raise fund for OLS. If required OPA may donate donations from OPA fund.

OLS fund only may be used to pay teachers salary, exam expenses, and stationery purchases. Other expenses may need decision from OPA EC Meeting.

## **Article XVII**

### **CJKS Councilor:**

When CJKS notice received by OPA for new CJKS Councilor selection, OPA GS will inform all OPA Life Members about new appointment of CJKS Councilor-ship as OPA Representative. Any OPA Life member may apply to OPA EC to be a CJKS OPA Councilor at that time. OPA EC members will select councilors by secret vote which will be conducted by OPA Election Committee (SPSC Principal). At that time a notice of CJKS Councilor Nomination form will be sent to all OPA Life members when CJKS Councilor selection will be processed. If candidates for CJKS OPA Councilor are more than the allotted CJKS Councilor then voting may be arranged with elected OPA EC members to select the councilors for full one term of CJKS.

At the 1<sup>st</sup> year just after elected each CJKS OPA Councilor has to pay 1 Lac taka donation to OPA Account to run CJKS sports events for OPA Team. After first year every year each CJKS OPA Councilor has to pay 50,000 Taka donations per year to run the CJKS sports event. CJKS OPA Councilor should arrange OPA Sport Team to participate CJKS Sports Events. If 1 or more candidates not found who are willing to donate the above amount then OPA EC may select any OPA EC member or Any OPA Life Member as CJKS Councilor.

## **Bye Laws of Old Placidians' Association**

### **Bye-Law 1: Election of The Executive Committee:**

#### **Section 1:**

Election shall be conducted by an Election Committee headed by the Principal, in the absence of the Principal the incumbent Vice Principal of St. Placid's School & College (SPSC). He shall nominate 2 (two) Life Members as Election Co-Conveners, who are not contesting the OPA EC Election & not a member of current Executive Committee.

#### **Section 2:**

##### **Procedure:**

- a. Within 15 (fifteen) days prior to the Election, the Election Committee shall draw-up an election schedule commensurate with the Constitution and shall circulate the Nomination Forms accompanied with the notice of the Annual General Meeting to all members in order to enable an intending candidate to submit his nomination for contesting in the Executive Committee election. The election notice (signed by election convener) will be sent electronically to all OPA Members along with AGM Notice by OPA General Secretary through whatsapp/sms/facebook post/website post/email.
- b. The Election Convener will arrange a Nomination Form Submission Box at OPA office which will be locked by the Election Convener. The lock will be purchased by Election Convener and all the keys of the lock will be kept to the Election Convener.
- c. An intending candidate or any member on his behalf shall be required to submit his nomination form duly filled in and signed by him. Written/Scanned/Email nomination paper duly filled in and signed by the candidate will be accepted by the Election Committee. The nomination must be deposited in a sealed box kept for the purpose in the office of SPSC Principal (Election Convener) on or before the date and time, which, in any case shall be at least 10 (ten) working days before the date fixed for the Annual General Meeting. At the time of submitting the Nomination Form all the candidates shall deposit PO favoring OPA for Tk: 3,000/-(Taka Three Thousand) only, per candidate as

non-refundable nomination fee along with their educational certificates. Mandatory for all candidates (OPA Life Member only) be passed Secondary School Certificate (SSC)/O level (Equivalent) from any School to be duly certified by the SPSC authority or 1st class Gazetted Officers.

Additionally, they should have minimum 3 years full term or more of OPA Life Membership on or before the date of applying for nomination, to be duly certified by the incumbent EC. Such candidates must clear all the dues and outstanding in his name if any, with the OPA before he files such nomination.

- d. On the day of Nomination form box opening day the election committee will open the OPA Election Nomination Box. On that day all Present OPA EC members are allowed to be present, each candidate with one OPn. Representative may attend on that day of Opening of Nomination form box. Also past any OPA EC members are also welcome to join on the day of Nomination box opening day. The initial screening of the nomination papers and the prescribed supporting documents shall be done by the Election Committee in presence of the candidates or their authorized representatives on the last date of submission of the applications. Any mistakes made on form or unfilled any point in form will be disqualified from election.
- e. Each group voter list signed by election convener must be ready on the day of Nomination box opening day by the OPA GS.
- f. The initial screening of the nomination papers and the prescribed supporting documents shall be done by the Election Committee in presence of the candidates or their authorized representatives on the last date of submission of the applications.
- g. Within 2(two) working days after submission and initial screening of the nomination papers and the prescribed supporting documents the Election Committee shall properly verify and scrutinize the authenticity and genuineness of all the documents and certificates duly submitted by all the candidates, if necessary, be verified with the valid issuing authorities of the documents/certificates. By this time candidates may submit complaint against any other candidates to the election committee via email or letter submitting Election Convener.
- h. Within 3 (three) working days after proper verification and scrutiny of the authenticity and genuineness of all the documents and certificates the Election Committee shall announce the names of the candidates whose nomination papers and prescribed supporting documents have been found valid as per Election schedule and the initial list of candidates eligible to stand for election will be published.
- i. However, complaint(s) in regards to any Candidate's educational certificate or birth date or passing year/rejection against any application(s) shall be lodged by any aggrieved candidate (s) with the Election Committee within 48 hours after the initial list of eligible candidates is published. No objections will be accepted after 48 hours of publication of the initial list. The Election Convener's decision regarding the appeal shall be final and binding on all and the Final List of candidates found valid for the election shall be published immediate thereafter.
- j. Election Committee on its own or on the complaint of any elected EC member may seek or request submission of educational, DOB certificates and other relevant evidence of documents, etc. of the elected President within 7 (seven) days from the date of election is held. And, all such verification shall be done within next 7 (seven) days, ie. within 14 (fourteen) days from the date of election is held.

The Election Convener will verify the certificate(s) on its own in consultation with his committee. Should the Election Convener find any false declaration given by the member, the said members shall stand disqualified immediately and also be terminated from the Association. In any case, the decision of the Election Convener shall be final and binding. The vacant post in case of disqualification shall be filled in by co-option by the incumbent Executive Committee at their sole discretion.

**The following Life Members will be eligible to qualify for election to the EC representing the year of their passing out:**

<b>Group No.</b>	<b>Year of Passing SSC or Equivalent</b>	<b>Number of Candidates to be Elected</b>
<b>1</b>	<b>1955 - 1978</b>	<b>3 (Three) Members</b>
<b>2</b>	<b>1979 - 1985</b>	<b>3 (Three) Members</b>
<b>3</b>	<b>1986 - 1992</b>	<b>3 (Three) Members</b>
<b>4</b>	<b>1993 - 2000</b>	<b>3 (Three) Members</b>
<b>5</b>	<b>2001 - 2007</b>	<b>3 (Three) Members</b>
<b>6</b>	<b>2008 - 2014</b>	<b>1 (One) Member</b>
<b>7</b>	<b>2015 - 2022</b>	<b>1 (One) Member</b>

Note: Till such time this Constitution remains valid and in order to give the younger members a chance to be elected to the EC of OPA, following 2022, every year, there will be an increase of 1 (one) year to the above periods in every group keeping pre 1955 constant in view of OPA having been founded in 1955.

**Section 4:**

The Election Committee shall approve or disapprove the nomination proposal as per schedule and shall notify the candidate or the proposer of his decision and such decision shall be displayed on the OPA notice board with the final list of candidates.

**Section 5:**

The Election Committee shall set forth rules and regulations for grouping/schedule of the candidates, conduct the election, supervise the counting of votes and maintain fairness of the election in the strictest manner. Should there be any election in any group only the eligible Life Members of that particular group will vote for the candidates in the said group.

**Section 6:**

The election of the Executive Committee shall be conducted by secret ballot. The office bearers shall be selected from the elected Executive Committee members by consensus or ballot. In case the intending candidate (s) for the office of the President express(es) reluctance or fail to qualify for any reason whatsoever, Election Convener shall directly co-opt an EC member from the floor of the AGM eligible for the office of the President as per Article VI Section b, i& ii. In all matters to complete the election process the decision of the election Convener shall be taken by all as final and binding.

**Note:** Only in this case the total number of the incumbent EC shall be 21 instead of 20. Rest of the provision shall remain unchanged.

**Section 7:**

Any vacancy of candidate (s) in a group will be co-opted from the respective group in the AGM who is eligible to become an EC member (Bye Law: 1, Sec-2.b.) by the Election Convener, failing which the incumbent EC shall co-opt a Life Member who is eligible to become an EC member (Bye Law: 1, Sec-2.b.) from any other group within 30 days from the date of vacancy. The co-opted EC member shall also have to pay Tk: 2,500/- (Taka Two Thousand & Five Hundred) only, as fees.

**Bye-Law II: Membership Fees and Dues:**

**Section 1:**

An Old Placidian who had studied for at least 3(three) consecutive academic years at St. Placid's School & College, duly certified by the SPSC authority may become a Life Member by paying a one-time fee of Tk: 5,000/- (Taka Five Thousand) only.

**Section 2**

- i) Spouse of OPN's may enroll as an "Associate Life Member" on payment of one-time fee of Tk: 2,000/- (Taka Two Thousand) only.
- ii) Non OPn Son/Daughter of an OPn those who have completed their Matriculation, Junior Cambridge, Senior Cambridge, Secondary School Certificate or equivalent from any other educational institution may apply to enroll as an "Associate Life Member" on payment of one-time fee of Tk: 5,000/- (Taka Five Thousand) only.

However, an Associate Life Member shall not be entitled to contest elections/motion/proposal or vote in an election/ motion/option/ proposal of the Association.

**Bye-Law III: Duties of Office Bearers**

**Section 1:**

**PRESIDENT.** The responsibilities for this position shall be as follows:

- a) Serve as chief executive officer for this Association.
- b) Preside at all meetings of the Executive Committee (EC) of this Association.
- c) In collaboration with the EC Members and Sub-Committee Chairpersons, implement a plan for the growth, community engagement, operational improvement and the fulfillment of humanitarian services as presented and approved by the Executive Committee (EC).
- d) Issue the call for regular meetings and special meetings of the Executive Committee (EC).
- e) Appoint Sub Committees and Special Committees and cooperate with Chairpersons to effect regular functioning and reporting of such committees.
- f) See that regular elections are duly called, noticed and held.
- g) Ensure the Association is operating in accordance with OPA Constitution & Bye Laws.
- h) Ensure proper administration of Association operations by ensuring that all EC Members and OPA Members adhere to the OPA Constitution and By-Laws.

- i) Encourage conflict resolutions and solve disputes in a fair and transparent fashion utilizing the Dispute Resolution Procedure if needed.
- j) Be an Ex-Officio Member of all the Sub Committees and Advisory Committees of this Association.
- k) Serve as a mentor to Vice Presidents to ensure the continuance of effective leadership.
- l) In case of tie on any decision of the Executive Committee, shall exercise the power of his casting vote.

**Section 2:**

**IMMEDIATE PAST PRESIDENT (IPP).**

- a) Shall serve as a member of the Executive Committee of the Association and perform such duties as may be requested by the President or the Executive Committee.
- b) He and the other OPA Past Presidents shall serve as mentors to the OPA President and Vice Presidents and ensure fraternity and harmony among the OPA members.

**Section 3:**

**VICE PRESIDENT:** The responsibilities for this position shall be as follows:

- a) Conduct an Annual EC quality assessment and collaborate with the EC Members, specifically the members of the Sub-Committees and Sub Committee Chairpersons during his term as Vice President to develop a plan for the growth, community engagement, and the fulfillment humanitarian services to be presented and approved by the Executive Committee (EC)
- b) Serve as a key member of the Executive Committee (EC) along with other members of the EC:
  - 1) Ensure that new members are provided with an effective orientation so new members understand how the Association operates with the support of other EC Members.
  - 2) Identify potential leaders and encourage their development as future leaders.
  - 3) Encourage members to participate in all the OPA activities round the year
- c) Take a key role in membership retention & growth and ensure organizational excellence by measuring member satisfaction and utilizing feedback to improve Association operations.
- d) Network with the officers of other Sub Committees to gain ideas that may be applied to the Association.
- e) Gain in-depth knowledge of Association initiatives that support growth and the expansion of humanitarian services.
- f) If the President is unable to perform the duties of his office for any reason, the Vice President next in rank shall occupy his position and perform his duties with the same authority as the President.
- g) Oversee the functioning of such Sub Committees of this Association as the President shall designate.

**GENERAL SECRETARY.** He shall be under the supervision and direction of the President and the Executive Committee (EC) shall act as the liaison officer between the OPA Members and the Association. The responsibilities for this position shall be as follows:

- a) Prepare and submit regular monthly and other reports to the Executive Committee (EC) containing such information as may be called for by the Executive Committee (EC) of this Association.
- b) Be an Ex-Officio Member of all the Sub Committees and Advisory Committees of this Association.
- c) Have custody and keep and maintain general records of this Association, including records of minutes of meetings; attendance; committee appointments; elections; member information, addresses, emails, cell numbers and telephone numbers of members; etc. and issue notices at the instruction of the President, as and when needed.
- d) Deliver in a timely manner, at the conclusion of his term in office, the general records of the Executive Committee to his successor in office.

**Section 5:**

In the absence of the General Secretary, the 1<sup>st</sup> Joint Secretary shall discharge the duties and responsibilities of the General Secretary.

2<sup>nd</sup> Joint Secretary shall participate in the OPA activities and communicate the same to fellow teachers and will foster fellowship with the teachers of SPSC and the old Placidians

**Section 6:**

**TREASURER:** The responsibilities for this position shall be as follows:

- a) To prepare final accounts up to 31st December and have the same audited by the auditors appointed in the preceding AGM
- b) To prepare accounts from 1st January of the last accounting year till 3(three) days before the AGM date and also AGM accounts after the AGM.
- c) Receive all monies, from the Secretary and otherwise, and deposit the same in a Bank or Banks recommended by the President and approved by the Executive Committee (EC).

- d) Arrange for issuance, in cooperation with the Secretary, quarterly or semi-annual statements for dues and other financial obligations owed to this Association and report payments to the Executive Committee (EC).
- e) Pay out monies in payment of Association obligations only on authority given by the Executive Committee (EC).
- f) Have custody and keep and maintain general records of Association receipts and disbursements.
- g) to maintain record, monitor, manage and renew Fixed Deposit Instruments keeping the EC informed
- h) Prepare and submit monthly and semi-annual financial reports to the Executive Committee (EC).
- i) Deliver, in a timely manner, at the conclusion of his term in office, the financial accounts, funds and records of the Association to his successor in office.
- j) To perform such other duties as pertains to the office of the Treasurer
- k) To prepare final accounts up to 31st December and have the same audited by the auditors appointed in the preceding AGM
- l) Other than members annual fees, neither he nor any EC member shall accept in cash any payments /donations/ subscriptions/ advertisements etc.
- m) To issue receipts within 7 days of all payments so received by him from any source whatsoever
- n) To maintain pre-numbered single receipt book for all receipt of all funds by the Association
- o) Serves as Chairperson for the Finance Sub-Committee.
- p) Upon retirement from office he shall hand over all accounts and statements and book of accounts or any other property of the Association to the incoming Treasurer or to the President.

**By Law, IV Formation of Sub-Committees :**

**Section 1:**

- a) The President shall, subject to the approval of the Executive Committee, constitute the following “sub committees”. In constituting such sub-committees, there should be provision for continuity of membership, either by appointing one or more members for a second term subject to the discretion of the EC:
  - i) Stipend Sub-Committee
  - ii) News Letter & Magazine Sub-Committee
  - iii) OPA Literacy School (OLS)Sub-Committee
  - iv) Games and Sports Sub-Committee
  - v) OPA Membership Scrutiny Sub-Committee
  - vi) Social & Cultural Sub-Committee
  - vii) Fellowship Activities Sub-Committee
  - viii) Fun fair Sub-Committee
  - ix) Any other Sub-Committee(s) that the EC may decide to form
- b) The President may also, subject to the approval of the Executive Committee, constitute specific sub-committee(s) for a specific purpose as deemed necessary.
- c) The General Secretary and Treasurer shall be ex-officio members of all sub-committees.
- d) Each Sub-Committee shall transact such business as delegated to it in the Bye-Laws and such additional business as may be referred to by the President or the Executive Committee. Except where special authority is given by the Executive Committee, a sub-committee shall not take any action until a report has been submitted to the Executive Committee and approved by it.

**Bye- Law V. Duties of Sub-Committees:**

**Section 1:**

**Stipend Sub-Committee.** This committee shall through press advertisement and notice board display, call for applications from old Placidians still pursuing their studies in SPS or at any Colleges or Universities. The committee shall scrutinize these applications in consultation with the Principal of SPSC and select the most deserving, poor but meritorious students to offer the OPA stipends and propose the same to the Executive Committee for taking a final decision in this regard. Stipends are to be allocated within the budget approved by the Executive Committee.

**Section 2:**

**News Letter and Magazine Sub-Committee:** This committee shall publish a half yearly News Letter on behalf of the Association, to stimulate interest and improve attendance, announce programs of forthcoming meetings and gatherings, publish Highlights of the previous meetings, promote fellowship, carry articles of interest to the members of OPA, on SPS & OPA Literacy School activities, publish education oriented articles and generally report news of the Association, of its members and related programs.

**Section 3:**

**Games & Sports Sub-Committee:** This Sub-Committee shall arrange various friendly games with students of SPS, Teachers of SPS, Old Placidians, other clubs, schools, etc. At least one friendly game must be held during the term of the EC.

**Section 4:**

Debate and Literary Sub-Committee. This Sub-Committee shall arrange inter-school debates and literary competition to foster and develop friendship and fellowship between students and various institutions. At least one debate competition shall be held during the term of the EC.

**Section 5:**

Community service Sub-Committee: This Sub-Committee shall devise and carry out plans which will guide and assist the members of this Association in discharging their responsibilities in their community services. The convener of this sub-committee shall be responsible for community service activities of the Association and shall supervise and coordinate the work of any committee that may be appointed on any project of the community service.

**Section 6:**

Fellowship Activities Sub-Committee: This Sub-Committee shall promote acquaintance and friendship among the members, promote participation by members in OPA recreational and social activities and do such work in pursuance of the general objective of the Association as may be assigned by the President of the Executive Committee.

**Section 7:**

Funfair Sub-Committee: This Sub-Committee shall organize and hold a Funfair every year to raise funds for the OPA Literacy Centre. All Funfair accounts shall be maintained properly under the **Treasurer** and the amounts so collected shall be deposited in the OPA bank accounts. Such accounts shall have to be passed by the EC as soon as their meeting following the Funfair is held.

**Section 8: – Other Sub-Committees:**

- a) **Program Sub-Committee.** This Sub-Committee shall prepare and arrange the programmes for the regular and special meetings of the Association.
- b) **Public Relation Sub-Committee.** This Sub-Committee shall devise and carry out plans:
  - i) to give the public a general information about OPA, its history, objects, and scope and
  - ii. to secure proper publicity for the Association.
- c) **Partners in Service Sub-Committee.** This Sub-Committee shall devise and carryout plans, which will guide and assist the members of this Association in building relationships with other organizations within the community.

**Bye-Law VI, Finance:**

**Section 1:**

- a) Budget has to be approved by the EC for maximum of Taka 6,00,000/- (Taka Six Lac) only, for a term (handover & takeover date to next AGM date) for the following:
- b) amount needed for all OPA routine expenses like AGM, EGM, EC meeting expenses, post, SMS, printing, stationery, salary etc.
- c) for all other OPA activities like stipends, functions, game, debates, gold medal distribution and others programs.
- d) all amounts needed over and above Tk: 6,00,000/- (Taka Six Lac) only, shall have to be raised by the EC through donations, contribution, sponsorship, advertisements, etc.
- e) a separate budget shall be presented by the President, General Secretary and the Treasurer to the EC for the OPA Literacy School. Such budget will only be spent from the income of the OPA fund and/or from donations until such time that OLS Sub Committee can create an adequate and separate fund for the OLS to make it self-reliant.
- f) this constitution bars the EC from spending any money in excess of the budget so fixed by the Constitution. Beyond 6,00,000 (six lac) taka. OPA EC is allowed to donate OPA Literacy School (OLS) by the approval OPA EC Meeting. Also beyond 6,00,000 taka SSC Scholarship is allowed to pay with EC Meeting Approval from the SSC Scholarship Fund 5 Lac Taka.
- g) this constitution bars the EC from spending any money in excess of the budget so fixed by the Constitution.
- h) no withdrawals shall be made from the any OPA Bank Account (even event bank account such as OPA Reunion Bank Account, OPA Picnic Bank Account, Bkash Account etc.) by the Executive Committee, after the end of the Fiscal Year (31st December). Only Sales of Election Nomination Papers & sponsor for OPA AGM amount may be withdrawn by the Executive Committee 3 days before the AGM.
- i) without EC authorization no amounts will be transferred from OPA Literacy account to the General Fund Account.
- j) no withdrawals shall be made from the OPA any Bank Account by the Executive Committee, after the end of the Fiscal Year. Provisional funds for the following AGM & OPA Gold Medal scholarship should be withdrawn during the month of December. The Provisional Fund cash withdrawn from bank must not exceed “Total Expenses”

allowed in Bye-Law VI , Finance, Section 1a less total expenses made this year (from handover & takeover date to 31st December). Only Sales of Election Nomination Papers & sponsor for OPA AGM amount may be withdrawn by the Executive Committee at the time of AGM or before AGM. The Provisional funds must be kept as Cash in hand, under the sole custody and responsibility of the Honorary Treasurer.

- k) The Period for the 6,00,000 Taka budget expenditure is from the day of Handover & Takeover to next year AGM date (within 15 Feb)
- l) Beyond 6,00,000 Taka OPA EC are not authorized to do any development or interior work expenses from OPA Fund at OPA Office or School. If any development of OPA Office need, may be done by arranging donation or applying fee to OPA Members.
- m) After handover and takeover, previous EC Committee is not allowed to withdraw/collect any cash from the OPA Bank Accounts/Bkash Account, even it is any event account (eg. Reunion account).
- n) If any OPA EC has spend over allotted budget fixed at Bye-Law VI , Finance: Section 1a then an EGM/AGM is required to take the decision against the OPA EC.

## **Section 2:**

The **Treasurer** shall

- a) transact the current financial business of the Association and shall submit to the Executive Committee, quarterly consolidated income and expenditure accounts, cash position and cash flow statement to all the EC Members by email and/or by post.
- b) shall submit annually a duly audited statement of the Association's financial position to the Executive Committee for approval prior to placing the same before the members at the Annual General Meeting.
- c) shall prepare accounts from 1st January of the last accounting year till 3(three) days before the AGM date including AGM accounts and submit to the new Executive Committee at the AGM date/Handover & Takeover date.

## **Section 3 :**

The Treasurer shall be empowered to hold a petty cash fund of Tk: 5,000/- (Taka Five Thousand) only, except at the time of the yearend where provisional funds for the following AGM & Gold Medal scholarship, would be withdrawn during the month of December. Such petty cash statement of expenses shall also be submitted to all EC members with the quarterly statement of accounts as per these Bye Laws.

## **Section 4 :**

The post office bank pass-book, other bank cheque books, statement of the Association's bank accounts shall remain in the custody of the Treasurer. All cheques and withdrawal instrument on behalf of the Association shall bear the signature of the President along with signature of any one of the following:

1. The Treasurer
2. The General Secretary

## **Section 5 :**

The Treasurer shall deposit within 7 (seven) days, all funds of the Association in banks to be determined by the Executive Committee. A part-time accountant on an honorarium basis if needed, as decided by the EC, may be employed to maintain upto date books of accounts of the Association. The EC shall maintain only 2 (two) bank accounts namely OPA Literacy School and OPA General Fund.

## **Section 6 :**

Any expense exceeding Tk: 5,000/- (Taka Five Thousand) only, shall be paid by cheque upon vouchers signed by the Treasurer, General Secretary and countersigned by the President.

## **Section 7:**

The EC shall not draw any money from the OPA Fund 3 (three) days prior to the AGM. All expenses to run OPA after the AGM till handover/ takeover is not done, will continue to be made under the advice and knowledge of the new committee so elected.

## **Section 8 :**

The fiscal (financial) year of this Association shall be from 1<sup>st</sup> January to 31<sup>st</sup> December each year. OPA Treasurer should prepare audited report from 1<sup>st</sup> January to 31<sup>st</sup> December every year and present & passed it at following OPA AGM. This has to be published at OPA Website/OPA Facebook/Whatsapp before the AGM day.

## **Section 9 :**

At the beginning of each fiscal year, as mentioned in section 1 of Article VI of Bye Laws, the Executive Committee shall prepare a budget for Tk:6,00,000/- (Taka Six Lac) only, or less. However, any expenditure in excess of Tk:6,00,000/- (Taka Six Lac) only, as stipulated under section 1 Article VI Finance of Bye Laws, cannot be made unless approved by the EGM.

**Section 10 :**

The Annual accounts must be audited every year by a firm of Chartered Accountants appointed by the AGM.

**Section 11:**

The EC may decide to employ a full-time office Secretary and/or full time or part time office staff to carry out the day to day routine work of the Association. Honorarium for such employment shall be fixed by the EC.

**Section 12:**

At the end of each year any surplus cash available with the Association beyond the budget amount should be converted by the EC into Fixed Deposit with attractive interest rates.

**Section 13:**

All FDRs and other saving instruments in favor of “Old Placidians” Association” must be submitted to the Principal of St. Placid’s School & College for safe custody on behalf of OPA. The Principal will acknowledge receipt of all such FDRs to the EC that is so appointed every year by the AGM. Treasurer will collect FDR instruments from the Principal for the purpose of renewal against a written request made by the President and General Secretary jointly. Treasurer shall be accompanied by a representative of Principal for such renewals.

Request for any encashment of the said FDRs for meeting the excess over budget expenses of OPA shall have to be approved by an EGM. However, encashment may be allowed for any better investment in the form of interest with any other Financial Institution provided majority members of the EC so agree. In such case also the Principal will send his representative after seeing EC meeting decisions signed by all present EC members.

**Section 14:**

An internal audit of accounts shall be carried out once every 6 (six) months by 2 (two) senior Life Members or any other persons, well versed in accounts so appointed by the EC on the recommendation of the President. Such internal audit report shall form part of Annual Report to be submitted at the AGM.

**Bye Law VII, Amendments:**

These Bye Laws may be amended at any EGM, a quorum being present, by majority votes of all members present, provided that notice of such proposed amendment has been mailed to each member at least 15 (Fifteen) days before such meeting as per provisions and procedure of Article XIV of this Constitution.

**OLD PLACIDIANS’ ASSOCIATION (OPA)**  
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