



THE CONSTITUTION & BYE-LAWS

Old Placidians' Association (OPA)

(Estd.1955)

St. Placid's School & College (SPSC)

Patherghata, Chattogram, Bangladesh.

Email: info@opactg.org, opactgbd@gmail.com

Web: www.opactg.org



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

These OPA Constitution & Bye Laws
have been printed as per the resolution
on the proposal of the OPA EC-2020 to form a
Sub-Committee

to recommend the necessary amendments to the
OPA Constitution & Bye Laws (Article XIV & Bye Laws-VII)
that was unanimously adopted in the 31st AGM of OPA
held on Thursday, December 23, 2021.

The floor also unanimously selected
OPn A. Qaiyum Chowdhury (OPA President-2007)
as the Convener of the said Sub-Committee and
entrusted him to constitute the Sub-Committee.

His appointment as the Convener of the
“OPA Constitution & Bye Laws Amendment Sub-Committee”
was confirmed by the OPA EC-2021
vide their letter dated December 29, 2021.

Accordingly a 16-member
“OPA Constitution & Bye Laws Amendment Sub-Committee”
was formed in the 3rd OPA EC-2021 meeting on
Thursday, December 30, 2021 in the OPA Office.

After series of discussions
the hardcopies and softcopies of the
proposed amendments of the then edition of the
OPA Constitution & Bye Laws
by the Sub-Committee had duly been circulated
among all the OPA Life Members through print and electronic media
by mails, courier, emails, sms, etc.

The proposed amendments were duly placed and
were unanimously approved in the
EGM
held on Monday, January 31, 2022,
in SPSC Auditorium, SPSC, Patherghata, Chattogram.

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

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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.

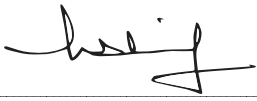
Subsequently, the current amendments of the then edition of the OPA Constitution & Bye Laws as proposed by the “OPA Constitution & Bye Laws Amendment Sub-Committee” formed in 2022 were unanimously approved in the EGM held on Monday, January 31, 2022 in the SPSC Auditorium, SPSC, Patherghata, Chattogram.

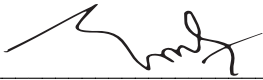
May this OPA Constitution and Bye Laws ensure that those who make decisions on behalf of our Association fairly represent the member’s opinion. May it also set out the ways in which those who exercise power may be held accountable to the members they serve.

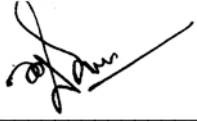


OPA Constitution & Bye Laws Amendment Sub-Committee
 Old Placidians' Association (OPA)
Thursday, December 30, 2021.


Ex-Officio Members:

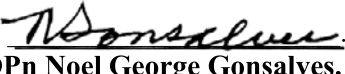
1. 
OPn Md. Wasim Sharif.
 President, OPA EC-2021


2. 
OPn Abu Md. Shazed Chowdhury.
 .General Secretary, OPA EC-2021.

3. 
OPn Sajal Kanti Chowdhury.
 Treasurer, OPA EC-2021.

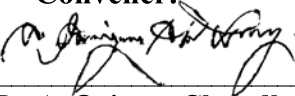
Advisers:

4. 
Rev. Bro. Subrata Leo Rozario CSC.
 Patron, OPA EC-2021 &
 Principal, St. Placid's School & College (SPSC)

5. 
OPn Noel George Gonsalves.
 Former Teacher,
 St. Placid's School & College (SPSC)


6. 
OPn Anselm Lawrence Martin.
 Past Treasurer, OPA, EC-2019.


Convener:

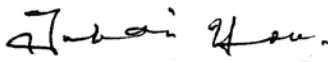
7. 
OPn A. Qaiyum Chowdhury.
 President, OPA-2007.


Members:

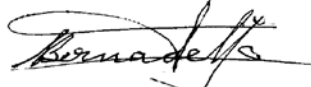
8. 
OPn Prashenjit Datta.
 Immediate Past President, OPA, EC-2021.

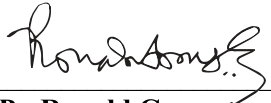
9. 
OPn Mohammed Reaz Khan.
 Vice President, OPA EC-2021.

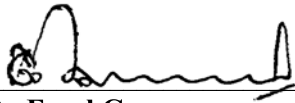
10. 
OPn Mashfique Ahmed Chowdhury.
 Past President, OPA, EC-2019.


11. 
OPn Jubair Hossain.
 1st Jt. Secretary, OPA EC-2021.

12. 
OPn Md. Anis Ullah.
 Immediate Past Secretary, OPA, EC-2020.

13. 
OPn Sylvester Bernadette.
 Member, OPA, EC-2021.

14. 
OPn Ronald Gomes.
 Past Secretary,

15. 
OPn Errol Gomes.
 OPA,EC.Member, OPA, EC-2021 &
 Past Secretary, OPA, EC.

16. 
OPn Mohd. Hafizur Rahman.
 Member, OPA, EC-2020

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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, '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 "OPA" means 'Old Placidians' Association'. "this Constitution" means 'OPA Constitution'. "Bye Laws" means "OPA Bye Laws". "Association" means 'Old Placidians' Association'. "SPSC" means 'St. Placid's School & College'. "EC" means 'Executive Committee', "AGM" means 'Annual General Meeting', "EGM" means 'Extra-Ordinary General Meeting' and "Term or Tenure" means '12 months from January 01 to December 31', should the election be held late for any reason whatsoever, a grace period shall be up till following February 15th. "Patron/Headmaster/Principal" means 'Principal of St. Placid's School & College'. "School Authority" means 'Authority of St. Placid's School & College'. "President" means 'OPA President'. "General Secretary" means 'OPA General Secretary', "OLS" means 'OPA Literacy School'. "OSC" means "OLS Standing Committee".

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 minutes book maintained by the General Secretary.

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, 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.

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 select an OPA Literacy School (OLS) Standing Committee in the relevant year. Article XVI.
- VIII. To deal with any other business, provided due notice for the same has been given/issued as per Article IV Section 3.

Notice for Annual General Meeting: A 15 (fifteen) days' notice of the Annual General Meeting shall be given to all members of the Association. This notice has to be published in the OPA website and all registered Life members must be informed by SMS/ email/ courier service. Also a Newspaper Advertisement/Press Release has to be published 15(fifteen) days prior to AGM. The quorum for the AGM, shall be 100 (one hundred) members. (refer to section 4 (a) below).

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 a notice of at least 15 (fifteen) days. 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.

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..

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

- a) **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 programme arranged by OPA and also have voting rights in AGM and EGM. Only eligible Life Members can contest for EC Membership.
- b) **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 programme 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. 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 term of 12 (twelve months). Should the election be held late for any reason whatsoever, a grace period up till following February 15th shall be allowed to the incumbent Executive Committee to conduct all the duties as mentioned under Article VI.

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 18 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.

ii. In case the Patron is also an OPn Life Member, then he shall have all the privileges and rights of an OPn Life Member

in casting his vote in electing the OPA Executive Committee members.

b) President – An elected EC Member.

Such person should have any one of the following qualifications and experience to be elected as the President:

- i. Minimum age 45 years and a College Graduate (BA, BSc, B. Com. or equivalent).
- ii. In lieu of No. i above, minimum age 60 years and have served OPA EC for minimum 15 (fifteen) full-terms on or before the date of filing his nomination.

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 all the privileges and rights of an OPn LifeMember in casting his vote in electing the OPA Executive Committee members.

d) Vice President: An elected EC Member.

e) General Secretary: An elected EC Member.

f) 1st Joint Secretary: An elected EC Member.

g) 2nd Joint Secretary: An OPn teacher/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 OPn Life Member, then he shall have all the privileges and rights of an OPn Life Member in casting his vote in electing the OPA Executive Committee members.

h) Treasurer: An elected EC Member.

i) Members: 10 (ten) 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 ByeLaw 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 ByeLaws 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 2nd Joint Secretary shall hold their offices by virtue of their positions as per Article VI.

b) All other 15 (fifteen) 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, 1st 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:4,00,000/- (Taka Four 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 Standing 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 Programme
- 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 (three) member Disciplinary Action Committee (DAC) which shall probe into the charges and submit their report with recommended action within 15 (fifteen) days from the date of appointment of DAC to the EC save and except for "Clause V" where the President of the EC alone is empowered to decide on the action to be taken which shall be binding on the

member concerned.

- 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. 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. .

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 15th 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 OPn Member, group or individual is engaged in any unauthorized circulation of news, pictures, image, propaganda, rumor, publicity, fake news in any form in any social print or electronic media, cell phones. sms, emails, websitedetrimental 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 OPn Member without further notifications.
- ii) Additional sanctions shall also be assessed by the EC.

Article X, Acceptance of object and compliance with Constitution and ByeLaws :

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 & ByeLaws, for such purpose, the matters in difference shall be settled by arbitration. Each party shall appoint an arbitrator and both the arbitrators shall unanimously appoint an umpire. Only eligible Life Members of the Association of suitable standing and above 55 years of age may be appointed as an arbitrator or an umpire. The decision arrived at by the arbitrators, or in the event of their disagreement, the decision of the umpire, shall be final and binding on all parties.

Failure to comply with the final and binding decision of the umpire constitutes conduct unbecoming an OPn and is subject to loss of OPA membership privileges and/or OPA membership cancellation.

Under no circumstances, shall any member/party go to the court or file any legal litigation in the court of law for any reason whatsoever. Any member/party going to court or filing any legal litigation in the court of law for any reason whatsoever shall lead to automatic cancellation of his OPA Life Membership/Membership without any notice. All matters of dispute, quarrel, disagreement, sale, purchase and any unforeseen matters shall be resolved through discussion and as specified under Section 2: Arbitration Resolution Procedure.

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 and officially submit their names to the EC within 10 days of the notice issued, along with their:
 - i. Undertakings on judicial stamps that both the parties shall completely abide by this Arbitration Resolution Procedures and shall treat the decisions of the Arbitrators and Umpire as final and binding on both the parties within the stipulated period of 10 days.
 - ii. 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.

In case they fail to select an umpire then the next day the Patron (SPSC Principal, in absence of the Principal, SPSC Vice Principal) shall solely select an umpire that shall be mandatory for both the parties to accept. 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.

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 ByeLaws :

The Association shall adopt new ByeLaws 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 & By 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 & By Laws amendments.

Section 2

Amendments to these Constitution & By 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 ByLaws are passed at an EGM, any amendments that would have an effect on these OPA Constitution and ByLaws shall automatically be updated in these OPA Constitution and ByLaws 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.

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):

i. 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. Its students shall exclusively be of the down trodden and under privileged section of our society. It shall exclusively be managed and run by the OPA with the generous contributions, help, assistance and support from the OPns, philanthropic individuals, business & corporate houses, government & non-government organizations at home and abroad.

ii. Standing Committee of OPA Literacy School (OLS):

A 9-Member Standing Committee shall ensure the total reform of the OPA Literacy School (OLS) within the period of 3 (three) consecutive years from the date of its official functioning.

iii. OLS Standing Committee shall act on the basis of **Accountability: Commitment; Transparency (ACT).**

iv. Qualifications & Formation of OLS Standing Committee:

On recommendation of the Patron, the members of the 9-Member Standing Committee shall be appointed by the incumbent EC every 3-year for 3 (three) consecutive years in the AGM of the relevant year under the joint signatures of the Patron and the incumbent OPA President.

The 9-Member Standing Committee shall be headed by a Convener and consists of a Secretary and a Treasurer and 6 Members.

The incumbent Patron and the incumbent OPA President shall be the Ex-Officio members of the 9-Member Standing Committee

Convener shall be a senior OPn, minimum of 55 years of age, equipped with a blending of administrative, academic and leadership exposures.

Other 6 members shall be the senior OPns of minimum of 45 years of age.

v. **OLS Budget, Finance, Funds & Accounts:**

- a) OLS Standing Committee shall create separate funds through various incentive plans, contributions, donations, zakat, sponsor, advertisement, various fund raising events, etc. so as to make OLS self-reliant and ensure its sustainability.
- b) OLS National Saving Certificates, Current Accounts, Savings Accounts, Foreign Exchange Accounts, Zakat Funds, Mudaraba Accounts, Fixed Deposit Receipts (FDRs), or any other accounts in any other forms shall be maintained in the name of OLS with any reliable and reputable financial/non-financial and/or commercial /non-commercial institutions, capital markets, etc.
- c) All OLS Accounts shall be opened and operated under the joint signatures. Signature of the OLS Treasurer shall be mandatory, AND ANYONE, either the signature of the OLS Convener OR the signature of the OLS Secretary shall be compulsory.
- d) All OLS financial transactions/statements/reports, etc. shall be jointly signed by the OLS Convener, OLS Secretary and OLS Treasurer for the reconciliation by the Internal Auditor for its onward submission to the OPA Executive Committee quarterly/half-yearly every year. Annual Accounts/Financial Reports shall be jointly signed by the OLS Convener, OLS Secretary and OLS Treasurer that shall be audited by the External Auditor for its onward submission to the OPA Executive Committee and for its due approval in the OPA AGM every year.
- e) Once an adequate and dedicated fund can be created by the OLS Standing Committee to make OLS self-reliant, a separate budget shall be presented by the OLS Convener, OLS Secretary and the OLS Treasurer to the EC for the OLS. Such budget will only be spent from the income of the OLS funds.

vi. **Duties of OLS Standing Committee shall be:**

Within the tenure of 5 consecutive years the duties of the 9-Member Standing Committee shall be:

1. To take the entire stock of the current status of the OPA Literacy School (OLS).

- a) Manpower (Current Teachers & Staffs).
- b) Students.
- c) Logistics.
- d) Academic & Curriculum.
- e) Administrative.
- f) Curricular Activities.
- g) Financial.
- h) Future plan.

2. Assess the feelings, grievances, expectations, opinions, suggestions and recommendations of the existing teachers & staffs.

3. Formulate a comprehensive Master Plan for:

- a) Immediate (1 to 3 Yrs.).
- b) Mid Term (4 to 7 Yrs.).
- c) Long Term (8 to 10 Yrs.)

4. Determine & Prepare Administrative & Financial Policy:

- a) OLS Vision & Goals.
- b) Organization Structure.
- c) Shall establish a sustainable global network of the OPns, philanthropic individuals, business & corporate houses,
- d) Government & non-government organizations located at home and around the world in anticipation of having their continued assistance, support and generous contributions for the OLS.

5. For each and every levels of OLS teachers and staffs prepare:

- a) Job Analysis, Job Descriptions & Job Specifications.
- b) Service Rules, Salary Structures, Salary Scales, Bonuses, Incentive Plans, Provident Funds, Gratuity, etc.
- c) Selection & Recruitment Policy.
- d) Qualifications and Appointment Policy.
- e) Orientation, Training & Development Policy.
- f) Effective & Efficient Teaching Methodology.
- g) Performance Appraisal Policy
- h) Performance Evaluation Policy.
- i) Promotion & Disciplinary Action Policy.
- j) Teacher & Staff Exit Policy.
- k) Teacher & Staff Exit Evaluation Policy, etc. etc.

6. Prepare Academic Policy for the OLS teachers & students:

- a) Qualification, Selection & Admission Policy.
- b) Compatible & Need Based Academic Curriculum.
- c) Ratio of Numbers of Students; Per Teacher; Per Class Policy.
- d) Provisions for Person to Person cum Distance Learning.
- e) Congenial Learning Environment Equipped with Modern Technologies, Logistics & Amenities.
- f) Safety, Health, Nutrition & Hygiene Policy.
- g) Effective & Efficient Learning Methodology.
- h) Adequate Numbers of Books & Stationeries.
- i) Proper & Affordable Uniform.

- j) Co-Curricular Activities, Sports & Games.
- k) On & Off Campus Knowledge & Skills Development Training Programs.
- l) Tripartite Counseling for Students; Teachers; Guardians.etc.

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 Co-Conveners, who are not contesting the election to assist him. The term of an Election Committee will end after 15 working days from the date of the election is held.

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.
- b. 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/Fax/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: 2,500/- (Taka Two Thousand Five Hundred) only, per candidate as non-refundable nomination fee along with their educational certificates and photocopies of NID duly attested by the gazetted officers. Mandatory for all candidates be Graduates of St. Placid's School & College. i.e., passed Secondary School Certificate (SSC) from St. Placid's School & College) to be duly certified by the SPSC authority. 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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. Noobjections 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.
- g. 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 membershallstand 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:

GROUP NO	YEAR OF PASSING OR EQUIVALENT	NUMBER OF MEMBERS THAT CAN APPLY
1	(1955-1977)	3 (Three) Members
2	(1978-1982)	3 (Three) Members
3	(1983-1989)	3 (Three) Members
4	(1990-1995)	2 (Two) Members
5	(1996-2001)	2 (Two) Members
6	(2002-2006)	1 (One) Member
7	(2007-2017)	1 (One) Member

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 2017, every year, there will be an increase of 1 (one) year to the above periods 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-op 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 19 instead of 18. 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-op 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.

Section 4:

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 1st Joint Secretary shall discharge the duties and responsibilities of the General Secretary.

2nd 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) Debate & Literacy Sub-Committee
 - vi) Social & Cultural Sub-Committee
 - vii) Fellowship Activities Sub-Committee
 - viii) Funfair 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 programmes.

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) **Programme 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 approved by the EC for maximum of Tk: 4,00,000/- (Taka Four Lac) only, for a year 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: 4, 00,000/- (Taka Four 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 Standing 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.
- g) without EC authorization no amounts will be transferred from OPA Literacy account to the General Fund Account.
- h) no withdrawals shall be made from the OPA Gen. Fund 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. Funds related to sales of Nomination papers can be collected by the Executive Committee at the time of AGM. The Provisional funds must be kept as Cash in hand, under the sole custody and responsibility of the Honorary Treasurer.

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 year of this Association shall be from 1st January to 31st December each year.

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:4,00,000/- (Taka Four Lac) only, or less.

However, any expenditure in excess of Tk:4,00,000/- (Taka Four 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.

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 ByeLaws 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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