

Bangladesh Marine Academy Alumni Association Society (BMAAA)

Bylaws

For simplicity, Bangladesh Marine Academy Alumni Association Society will be termed as BMAAA

- **Definition:** The **bylaws** are **detailed rules** adopted by BMAAA to regulate **internal operations** and **day-to-day functions**.
- **Purpose:** They provide **specific procedures** for carrying out the provisions of the constitution.
- **Content Includes:**
 - Meeting procedures (notice, quorum, voting)
 - Duties of officers in detail
 - Election procedures
 - Formation and operation of committees
 - Financial management and record-keeping
- **Formality:** More **flexible** than the Constitution. Bylaws can be amended by the Executive Committee (EC) with a simple majority.

Article 1: Membership Fee Structure

a) GENERAL MEMBER

All alumni or ex-cadets who have graduated from the Bangladesh Marine Academy (BMA), Chattogram, since 1962 shall be eligible to become General Members of BMAAA without paying any fees. General Members shall be entitled to limited rights and privileges as defined in the Rules and Regulations but shall not have voting rights.

b) LIFE MEMBER

Any alumnus may become a Life Member of BMAAA upon:

- A one-time payment of BDT 15,000 at the time of application, **or**
- Payment of an annual fee of BDT 1,500 for ten (10) consecutive years.

c) REGISTERED MEMBER

Any BMA alumnus or ex-cadet may become a Registered Member upon payment of the following:

- **Admission Fee:** Minimum BDT 3,000 (one-time, at admission)
- **Annual Fees:**
 - BDT 500 per year (for members without a Certificate of Competency - CoC)
 - BDT 1,000 per year (for members with a CoC)

Annual fees must be paid in advance by **March 31** of each calendar year.
Registered Members shall have **voting rights**.

d) HONORARY MEMBER

Any distinguished individual, whether a Bangladeshi or foreign national, may be awarded Honorary Membership by the Executive Committee. Honorary Members shall not have voting rights.

e) SPONSOR MEMBER

Any organization, regardless of affiliation with the Bangladesh Marine Academy, may be granted Sponsor Membership upon providing annual sponsorship to BMAAA, subject to Executive Committee approval. Sponsor Members shall not have voting rights.

f) MEMBERSHIP FEES

The Executive Committee retains the authority to determine, revise, or adjust the membership fees for all categories as deemed necessary from time to time.

g) MEMBERSHIP FORMS

The membership forms are available at the link <https://bmaaa.org/membership-register-form/>.

Article 2: Communication Protocols

The Executive Committee may, from time to time, initiate group communications using platforms such as WhatsApp, Facebook, or other electronic or print media for defined purposes:

a) BMAAA Executive Committee Group

Restricted to Executive Committee members only. This group is for posting notices or materials directly related to EC affairs.

b) BMAAA Life and Registered Members Group

Accessible only by paid Life and Registered Members. Used for official BMAAA updates and member engagement.

c) BMA Alumni Group

Open to all General Members. Designed for broader alumni interaction and non-political sharing.

Note:

- **Personal advertising and electioneering are strictly prohibited** in all BMAAA digital communication channels.

- **Exemplary stories, achievements, or educational content may be shared** to encourage positive engagement.
- **Political, religious, and other non-related materials are prohibited.**
- All BMAAA group chats, Facebook pages, and other social media platforms shall be closely monitored. The Executive Committee reserves the right to intervene at any time and remove any posts or content without the obligation to provide a specific justification. BMAAA Executive Committee decisions are final.
- All announcements—whether for fundraising or any other purpose—must receive prior approval from the General Secretary, the President, or the Executive Committee, as deemed appropriate.

Article 3: Membership Numbering System

Upon completion of the online membership application, each member will be assigned an **auto-generated membership number** listed on the official BMAAA website.

Format Example: 25L1235E

- 25 – Batch Number
- L – Life Membership (G = General, R = Registered, H = Honorary, S = Sponsor)
- 1235 – Academy Roll Number
- E – Engine specialization (N = Nautical, E = Engine)

Note:

All members are initially listed as General Members. Upon payment of the applicable fees, their status will be updated by the Administrator accordingly.

Article 4: Election Manifesto Requirement

All candidates contesting for any elected office within BMAAA must submit a **written election manifesto** outlining their goals and commitments if elected. This document shall serve as a roadmap for accountability.

- Voters are encouraged to evaluate candidates based on their manifestos.
- Failure to fulfill stated commitments may be considered by voters during future elections.

Article 5: Annual Get-Together Committee

An **Annual Get-Together Committee** shall be formed to organize the association's yearly gathering.

Structure:

- The committee shall consist of **at least three (3) members**, appointed by the Executive Committee.
- The committee may **co-opt additional individuals** as part of a support team, as needed.

Functions:

- Plan and organize **at least one annual gathering** of BMAAA members and their family and friends.
- **Identify suitable locations** and propose a tentative schedule.
- **Prepare and submit an estimated budget** to the Executive Committee for approval.
- The EC may levy a charge per attendee as it deems appropriate.
- Make all logistical and administrative **arrangements for the event**, including venue, communication, and coordination.

Article 6: Annual BMAAA Magazine

The **annual BMAAA magazine** is the association's **public identity and voice**, showcasing its achievements, progress, and unity. To ensure **timely and impactful publication**, the following timeline must be strictly adhered to:

- **Start collecting articles, materials, and advertisements by July 1.**
- **Finalize all content and design work by October 31.**
- **Send the magazine to print** immediately following the **BMA passing out ceremony**.

A **Magazine Committee** shall be established to coordinate all aspects of the publication process.

Timely publication is essential. A delayed release diminishes the magazine's impact and effectiveness as a symbol of our collective success and professionalism.

Article 7: BMA Passing Out Ceremony

The **presence of BMAAA leadership** at the **Bangladesh Marine Academy (BMA) passing out ceremony** is of symbolic and institutional importance. Accordingly:

- The **President of BMAAA** must attend the ceremony in person.
- If the President is unavailable, a **Vice President shall be designated** to represent the association.
- A **VIP dinner shall be organized at the Boat Club**, where high-profile guests and stakeholders will be invited. This event will serve to reinforce BMAAA's commitment to the Academy and its graduating cadets.

Article 8: Procedures for EGM and AGM

All procedures for the Extraordinary General Meeting (EGM) and Annual General Meeting (AGM) of the Bangladesh Marine Academy Alumni Association (BMAAA) shall strictly follow the protocols outlined in the Association's Constitution.

a. Communication Channels

All official notices and correspondence with registered members will be disseminated primarily through the official WhatsApp group:

BMAAA Life and Registered members

Members are requested to use this group exclusively for all official communications.

As a secondary channel, the group email—**bmaaa@googlegroups.com**—will also be used to circulate important updates and documentation.

b. Voting Procedures

YES/NO ballots may be distributed electronically up to 48 hours before the scheduled meeting. These pre-meeting votes will be counted and recorded alongside any votes cast during the meeting, either by a show of hands or a voice vote. The combined tally will constitute the final outcome of the voting.

As the meetings will be held virtually, we will use WhatsApp polls through the “BMAAA Life and Registered Members” group.

- c. **Poll Initiation:** The General Secretary may open the poll at the exact scheduled time of the meetings.
- d. **Participation:** Members can participate by voting during the meeting. These votes will count both towards fulfilling the quorum and for the YES/NO decision on the resolutions.
- e. **Meeting Flow:** After the Chairman’s opening remarks, we will move directly to the polls.
- f. **Agenda Review Window:** Members will have 48 hours before the EGM and AGM to review the respective documents and share their opinions via the WhatsApp group.

Article 9: Annual Report

The General Secretary shall be responsible for preparing and submitting an Annual Report summarizing the key activities, decisions, and progress of the Bangladesh Marine Academy Alumni Association (BMAAA) during the preceding fiscal year. This report must be submitted to the Executive Committee (EC) for prior review and formal approval before its general release.

The contents of the Annual Report must comply with the provisions set forth in Article 2.11 of the Constitution, ensuring transparency, accountability, and proper documentation of the Association’s objectives, programs, financial activities, and governance matters. Once approved

by the EC, the Annual Report will be presented at the Annual General Meeting (AGM) and made accessible to all Association members.

Article 10: Statement of Accounts

The Treasurer shall prepare a complete and accurate **Statement of Accounts** for the Bangladesh Marine Academy Alumni Association (BMAAA), including all receipts, expenditures, bank reconciliations, and financial summaries for the fiscal year.

This Statement must be submitted to the Executive Committee (EC) for review and approval in advance of the Annual General Meeting (AGM). Once approved by the EC, the Statement of Accounts shall be presented to the general body at the AGM for transparency and recordkeeping.

The preparation, approval, and presentation of the Statement of Accounts must strictly comply with the provisions of **Article 28 of the Constitution**, ensuring financial integrity, accountability, and adherence to standard accounting practices.

Article 11: Annual Audit

a) The **Bangladesh Marine Academy Alumni Association (BMAAA)** shall appoint a qualified Auditor or Auditors, duly approved by the Executive Committee (EC), to conduct an independent **annual audit** of the Association's financial statements.

b) The appointed auditors shall:

- Examine and audit the financial records of BMAAA for the relevant financial year.
- Prepare **Audited Financial Statements** in accordance with applicable accounting standards, statutory regulations, and best practices of financial governance.
- Submit the audited financial statements to the EC for review and formal adoption.

The annual audit process shall strictly comply with **Article 24 of the Constitution**, ensuring financial transparency, accountability, and institutional credibility. The final audited report shall be presented to the members at the Annual General Meeting (AGM) and maintained in the Association's official records.

Article 12: Ethics Committee

a) The **Ethics Committee** shall be established to provide oversight, guidance, and recommendations on ethical issues, professional conduct, and matters involving integrity and discipline concerning members of the **Bangladesh Marine Academy Alumni Association (BMAAA)**. The Committee shall play an advisory and regulatory role in upholding the values and principles of the Association.

b) The Committee shall consist of **five (5) members**, selected from among the current Life Members and Registered Members of the Association, ensuring broad representation and impartiality in deliberations.

c) The Ethics Committee shall operate in accordance with the procedures outlined in **Article 28 of the Constitution**, ensuring due process, transparency, and fairness in handling any complaints or ethical concerns brought before it.

d) The Committee shall submit its findings and recommendations to the Executive Committee for further action or resolution, as appropriate.

Article 13: Fundraising Activities

The primary objective of BMAAA's fundraising initiatives is to support scholarships for academically talented cadets from financially disadvantaged backgrounds during their tenure at the Academy and for post-academy training programs.

Additionally, BMAAA may organize fundraising campaigns to assist distressed alumni (excluding their relatives) and to provide aid during natural disasters in Bangladesh. Funds raised for natural disasters shall be disbursed through recognized national government agencies to ensure transparency and proper utilization.

All fundraising activities must receive prior approval through a formal resolution passed by the Executive Committee (EC).

All fundraising, except for scholarships for financially disadvantaged and academically talented cadets, must not be drawn from BMAAA's core funds and shall rely solely on designated contributions raised for those specific purposes.

Article 14: Snap Meetings or Emergency Decision-Making by the Executive Committee

In situations requiring urgent decisions on secondary matters such as fundraising or other time-sensitive issues, the President or the General Secretary, with the President's consent, may initiate a **snap ballot** through digital communication platforms like BMAAA Executive Committee (WhatsApp) or convene a **virtual meeting** (e.g., via Zoom) to seek approval from the Executive Committee (EC).

All decisions made through such emergency procedures must be documented and ratified at the subsequent regular EC meeting.

Article 15: Investment of Funds and Authorization of Expenses

All surplus or unused funds in the BMAAA treasury shall be invested in secure, long-term financial instruments, such as government bonds or similarly stable investments, to ensure maximum return with minimal risk. The earnings or yields from these investments may be utilized to cover operational or programmatic expenditures, subject to approval.

Any annual expenditure exceeding BDT 25,000 must be approved in advance by the Executive Committee (EC). The General Secretary and/or the President shall be authorized to execute payments or disbursements that have received such approval.

Article 16: Actions not explicitly outlined in these bylaws

For any action not explicitly outlined in these bylaws, the Executive Committee (EC) may proceed by a majority vote during an official meeting. Any member of the EC may initiate the convening of such a meeting to deliberate on the proposed action. However, the decision must not conflict with the Constitution. If the matter is deemed significant or major in scope, it must be presented and approved through a vote at the Annual General Meeting (AGM).

Article 17: Official Communication Notice

All notices and correspondence related to the Bangladesh Marine Academy Alumni Association (BMAAA) registered members will be disseminated primarily through the official WhatsApp group: BMAAA LIFE AND REGISTERED MEMBERS. All members are requested to use this group for all official communications.

Additionally, the group email bmaaa@googlegroups.com will serve as a secondary communication channel.

Article 18: Initiate communication with external organizations

The President, or the General Secretary with the President's prior consent, may initiate communication with external organizations, individuals, and government officials solely on matters pertaining to BMAAA's general interests. However, on significant issues, such communication must be preceded by consultation with the Executive Committee (EC) and require approval by a majority vote of the EC.

Article 19: The primary function of BMAAA

All registered members are expected to maintain civil decorum, whether in public, in regular meetings, or in electronic media. They will be subject to the rules as stipulated in the constitution.

Our primary objective is to fulfill the core functions that alumni associations typically perform worldwide, with a special focus on the needs of the maritime sector and the mission of the Bangladesh Marine Academy (BMA). These functions include the following:

a. Strengthening Alumni Unity and Engagement

BMAAA fosters camaraderie among its members across generations and geographies. By organizing reunions, regional gatherings, online forums, and newsletters, we keep alumni connected and cultivate a global network of mariners who share a common heritage.

b. Supporting the Bangladesh Marine Academy

BMAAA plays an essential role in the continued growth and excellence of BMA. Our members contribute to the Academy by offering scholarships, donating learning materials, funding infrastructure improvements, and advising on academic and training enhancements. Our support ensures BMA remains a leading maritime institution in the region.

c. Promoting Employment and Career Advancement

One of our key missions is to assist cadets and graduates in obtaining shipboard training and long-term maritime careers. We build bridges between the Academy and international shipping companies, promote MOUs with manning agencies, and facilitate employment opportunities. Alumni actively mentor cadets, assist with resume building, and share critical industry insights.

d. Mentorship and Knowledge Sharing

Our experienced members regularly engage with cadets and young officers, offering career guidance, technical know-how, and leadership training. These mentorship efforts help shape the professional conduct and global competitiveness of new generations of Bangladeshi mariners.

e. Preserving the Heritage of BMA

BMAAA takes pride in documenting and celebrating the Academy's storied past. Through publications, documentaries, memorabilia, and museum efforts, we preserve the legacy of Juldia and the generations of mariners it has produced. Our work ensures that the institution's contributions to Bangladesh and the world are recognized and remembered.

f. Contributing to National Development and Social Welfare

As seafarers who have served globally, we are committed to giving back. BMAAA coordinates charitable activities, disaster relief contributions, and educational initiatives to support communities in need. We believe in service beyond the sea, embodying the values of discipline, leadership, and social responsibility.

g. Advocacy and Policy Influence

BMAAA acts as a voice for professional mariners. We engage with the Ministry of Shipping, Department of Shipping, and international maritime bodies to advocate for fair CDC policies, improved training standards, and transparent regulatory practices. We strive to protect the reputation of Bangladesh as a respected maritime nation.

h. Raising the Global Profile of Bangladeshi Mariners

Our alumni serve across the world in positions of responsibility and excellence. BMAAA promotes their achievements to elevate the status of Bangladeshi officers in the global shipping community. By doing so, we enhance the reputation of BMA and create new opportunities for future graduates.
