June 27, 2026

The President
Bangladesh Marine Academy Alumni Association (BMAAA)

Subject: Handover of Administration

Dear President,

As I formally hand over the administration of the Bangladesh Marine Academy Alumni Association (BMAAA), allow me to express my deepest appreciation for the support I have received from the Executive Committee members and our wider membership. It has been an honor to serve. As you step into this leadership role, I wish to offer a few collaborative observations that I believe can help your new Executive Committee continue to strengthen our beloved Association.

I respectfully submit the following suggestions for your administration's kind consideration:

Financial Reporting: To uphold our shared commitment to organizational excellence, we should look to continuously foster the diligent maintenance of clear, accurate, and up-to-date financial records. Ensuring that comprehensive year-end income and expenditure reviews remain readily accessible. This is a wonderful way to support sound governance and further strengthen trust across our entire membership.

Annual Audit
Prior to submission to the external auditor, the accounts should undergo internal verification by designated members. External auditors know accounting standards, but they don't know our association. Internal audit also promotes strong self-governance, proving to the wider membership that the association values accountability and democratic oversight. Member-auditors bring an intrinsic understanding of the organization’s culture, operational realities, bylaws, and specific member needs. They know exactly where operational bottlenecks occur and can spot irregularities or inefficiencies that a standard financial auditor might look right past.

Banking Procedures
Whenever there is a change in administration, all banking formalities, including signature cards and authorization documents, should be completed promptly to ensure uninterrupted operations.

Association Gatherings
Major gatherings should be organized within reasonable financial limits. A budgetary plan needs to be agreed and approved in the Executive Committee meeting.
Excessive expenditure increases dependence on corporate sponsors, whose interests may not always align with the Association's objectives and independence.
The proposed criteria for external sponsors are:

- Alignment**:** Their corporate values must match our association's ethics and reputation.

- Relevance**:** Their products or services must genuinely interest our specific alumni demographic.

- Privacy**:** They get event visibility but never access to our private member database.

- Reciprocity**:** They offer mutual value, like providing career pipelines or internships for alumni.

Fundraising Priorities
Contributions and donations should primarily be directed toward scholarships, educational programs, and projects that directly benefit our beloved Bangladesh Marine Academy and its cadets.

Allocation of Revenues
Revenue generated through magazine advertisements should be credited entirely to the Magazine account. If profits are generated, they should be deposited into the Association's bank account as part of its long-term assets. The costs of social gatherings should, as far as practicable, be borne by the participants and by external sponsors aligned with our organizational values and interests.

Investment Policy
During our administration, approximately Tk. 30 lakh was invested in Fixed Deposit Receipts (FDRs). The income generated from these investments can help finance the Association's routine operating expenses without placing undue reliance on fundraising. We should maintain a policy to keep investing as much as possible.

Annual General Meeting (AGM)
An Annual General Meeting should be held in accordance with the Constitution in a timely manner, and it remains the principal forum for accountability and organizational governance.

Elections
Elections must be conducted in accordance with the constitution every two years, on time.

Constitution and Bylaws
The revised Constitution, approved by the Extraordinary General Meeting in 2025, should be registered with the Registrar of Joint Stock Companies and Firms (RJSC) without further delay. The bylaws approved by the Executive Committee should likewise be fully implemented.

These recommendations are offered in the spirit of continuity and institutional strengthening. I firmly believe that adherence to these principles will help ensure the long-term stability, transparency, and credibility of our Association.

Although my term as President has concluded, I remain committed to BMAAA and to the welfare of our alma mater. You may always count on my cooperation, support, and active participation whenever my experience or assistance may be of value.

With my best wishes for the success of your administration.

Most sincerely,

Ghulam Suhrawardi (6N)
Past President
Bangladesh Marine Academy Alumni Association (BMAAA)