

# DHAKA UNIVERSITY MICROBIOLOGY ALUMNI ASSOCIATION, INC. (DUMAA)

## Constitution of the DUMAA

### **ARTICLE I: NAME AND LOCATION**

#### *Section 1:*

The association shall be named "Dhaka University Microbiology Alumni Association, Inc." also inscribed as DUMAA in abbreviated form, and henceforth referred to as the organization.

#### *Section 2:*

The organization's headquarter shall be in the United States of America (USA) at such a location permitted by US law and the certificate of incorporation as may be determined by the Executive Committee.

### **ARTICLE II: OBJECTIVES**

The organization is a voluntary, nonprofit and nonpolitical forum organized exclusively for scientific, cultural, educational and charitable programs.

#### *Section 1:*

The objectives of DUMAA are:

- A. To help the Department of Microbiology, Dhaka University, Dhaka, Bangladesh, with Capital Equipment, Laboratory set up, Books, Journals and other Financial assistance.
- B. To share ideas and experiences among the alumni of the DU Microbiology Department of all countries of the world.
- C. To establish contact among the scientists, students, trainees in the profession, and to provide assistance in their pursuit of employment opportunities and career enhancement.
- D. To conduct seminars, workshops and educational programs in conjugation with other national and regional meetings.
- E. To work as a forum for specific recommendations to various research and educational institutions and Government organizations for the improvement of the standards of education, science and technology.

#### *Section 2:*

- A. No part of the net earnings or assets of the organization shall be used to the benefit of or be distributable to its members, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payment and distribution in the furtherance of the purpose set forth in Article II hereof.
- B. The organization shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code of 1954, or the corresponding provision of any future U.S. or Internal Revenue Law, or (b) by a corporation, contribution to which are deductible under section 170 (c) (3) of Internal Revenue Code of 11954, or the corresponding provision of any future U.S. Revenue Laws.

- C. The organization may make contributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Law or the corresponding provision of any future laws.

**ARTICLE III: MEMBERSHIP ELIGIBILITY**

The membership of the DUMAA shall consist of Members and Honorary Members.

- A. A member of DUMAA shall be a person who is a graduate (B. Sc. Honors and/or M. Sc.) of the Department of Microbiology, University of Dhaka, Bangladesh.
- B. Honorary Membership may be granted to: (a) a individual who has made significant contributions during the establishment of the Department of Microbiology, University of Dhaka (b) individual who has contributed by teaching and training Microbiology students and extending laboratory and research facilities to them.
- C. Honorary Members will not have the right to vote and shall not be elected as an executive committee member.

**ARTICLE IV: MEMBERSHIP FEES**

*Section 1:*

A person who is eligible may become a member of DUMAA by supplying his/her contact address, telephone and e-mail address and by paying annual dues as determined by the executive committee.

*Section 2:*

Members and Honorary Members must subscribe to the constitution and By-laws of DUMAA to obtain and retain membership.

*Section 3:*

Only members of the DUMAA who have paid their dues for the current year at least 6 weeks prior to the election shall be eligible to vote.

*Section 4:*

Fiscal year of the DUMAA will be from January 1 to December 31.

*Section 5:*

A minimum contribution of US \$25 is required per year to maintain general membership of DUMA and DUMA students living abroad. Honorary Membership requires a minimum of \$50 per year to maintain the membership. Membership fees for students or graduates residing in Bangladesh are US \$5 or the equivalent in Taka. Fees are subject to change upon approval of Executive committee. A life membership may be obtained with a minimum one-time contribution of US \$400.

**Article V: ADMINISTRATION AND OFFICES**

*Section 1:*

The general management of the DUMAA shall be vested upon the Executive Committee.

*Section 2:*

The Executive Committee shall be composed of the President, two Vice Presidents, General Secretary, Treasurer (all executive board members must be US residents) and six members of the board of directors.

*Section 3:*

Any vacancies in the office of any of the Vice Presidents, the General Secretary or the Treasurer shall be filled from one of the Members of the Board of directors. Any permanent vacancy due to the President will be filled by one of the Vice Presidents determined by the vote of the members of the Executive Committee. Vacancy caused by any of the Members shall be filled by appointment from the President to any qualified member(s) with the consent of the Executive Committee.

*Section 4:*

DUMAA activities shall be maintained via Cyber network. All communications, Election, Selection, vote, discussion, exchange of opinion maybe conducted via e-mail, e-group, etc.

**Article VI: MEETINGS OF THE GENERAL BODY**

*Section 1:*

There shall be at least one meeting (online, on the net via e-mail group network) of the entire membership per year. Time and date of such meetings shall be determined by the Executive Committee and e-mailed to all members at least 4 weeks prior to the meeting.

*Section 2:*

If the Executive Committee ignores the request of the general members to convene a meeting, 2/3 of the total members of the general body can call a requisition online meeting. General Secretary shall conduct the online meeting.

*Section 3:*

In the absence of the General Secretary, the executive committee or general body shall elect a member amongst himself or herself to preside over such requisition online meeting. The presence of 20% of the general members shall form a quorum on such meeting.

**Article VII: MEETING OF THE EXECUTIVE COMMITTEE**

*Section 1:*

The Executive Committee shall communicate via Internet network or telephone conference call as often as needed to be to conduct business, but at least twice every year. The General Secretary must mail the notice and agenda of the meeting at least 15 days in advance. If the President/General Secretary ignores the request of the Executive Committee members to convene a meeting, the majority of the Executive Committee members can call a special meeting.

*Section 2:*

Quorum for the Executive Committee meetings shall be considered 3 members or more. For the meeting by mail, quorum shall be maintained as the same number of responses by mail by the set date as requested by the Secretary. In case of an emergency and on anticipation of lack of a quorum the President shall have the right to designate one Chairperson of any Subcommittee to act as a member of the Executive Committee for the meeting.

**Article VIII: SUBCOMMITTEES**

The Executive Committee shall form any subcommittee whenever necessity arises. The Executive Committee may dissolve any such subcommittee when it decides that the purpose of that subcommittee has been served.

**Article IX: REGIONAL SECTIONS**

1. Regional Sections may be founded in any area within the U. S. A. comprising of one or more states provided that the number of members of that area are ten (10) or more. All Regional Sections shall be bound by the Constitution and By-Laws of the DUMAA and all Regional Section members must be members of the parent organization, the DUMAA.

2. DUMAA Executive Committee will contact the Chairman or a faculty member nominated by the Department of Microbiology, Dhaka University, to serve as representative to help DUMAA in implementing its goal to meet the need of the Department.

**ARTICLE X: DUTIES AND RESPONSIBILITY**

The duties and responsibilities of the members of the Executive Committee shall be as follows:

**A. The President**

- (i) The President shall be the Chief Executive Officer of the DUMAA, shall be responsible for carrying out the objectives of the DUMAA and shall perform all duties incident to the office of the president and such other duties as may be designated by the Executive Community.
- (ii) The President shall preside over all meetings of the DUMAA and of the Executive Committee.
- (iii) The President may sign, with the General Secretary and Treasurer, all deeds, mortgages, bonds, contracts or other instruments which the Executive Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Executive Committee to some other agent of the organization.
- (iv) The President shall make such appointments as are required or authorized by the Constitution and the Executive Committee.
- (v) The President, with due authorization of the Executive Committee, shall designate all office delegate(s) and representative(s) to other groups.

**B. The Vice Presidents**

- (I) The Vice Presidents shall assist the President in discharge of his/her functions.
- (ii) The Vice Presidents shall perform such other duties and functions as assigned by the President of the Executive Committee.
- (iii) In the absence of the President, the Executive Committee shall empower one of the Vice Presidents to perform all the duties and responsibilities of the President.

**C. The General Secretary**

- (i) The General Secretary shall perform all duties incident to the office of the secretary. He/she, with the advice of the President or one of the VP's, shall convene meetings, make correspondence and furnish annual reports.
- (ii) The Secretary shall keep the minutes of the meetings of the organization and of the Executive Committee and perform all duties assigned to him/her by the President or Executive Committee.
- (iii) General Secretary shall maintain the DUMAA database and the cyber network communication, via e-mail, group mails, newsgroup, or web site to conduct meeting, election, group discussion, etc.

**D. The Treasurer**

- (i) The Treasurer shall be responsible for collection of all types of funds of the DUMAA including the membership fee, and shall be the custodian of the funds of the DUMAA.
- (ii) The Treasurer shall present to the Executive Committee a proposed budget for the ensuing fiscal year and this budget in the final form shall be approved by the Executive Committee prior to the beginning of the fiscal year.
- (iii) The Treasurer shall make a complete financial report at the annual business of the DUMAA.
- (iv) The Treasurer and the President/General Secretary shall jointly operate the DUMAA's bank account in any US based bank, located in the USA. Either of these two office bearers shall have the authority to sign bank checks and perform other financial activities of the DUMAA upon approval by the President or the Executive Committee.

**ARTICLE XI: THE AUDITORS**

The Executive Committee shall designate/appoint two members amongst the members of the DUMAA, other than the members of the Executive Committee, as the Auditors of the DUMAA who shall audit all financial transactions of the DUMAA.

**ARTICLE XII: AMENDMENTS**

Amendments of the Constitution can be made by the general membership only by mailed or e-mail ballot. Any proposed amendment shall be submitted to the Executive Committee in writing by at least five (5) active members. The Executive Committee shall place the proposed amendment(s) to the general members within two months of the receipt of such proposal(s). The proposed amendment(s) can only be adopted by an affirmative vote of at least two thirds of the responses received from the general members.

**ARTICLE XIII: ELECTIONS**

*Section 1:*

The election to all elective positions should be held every five (5) years. A simple majority should decide all elections.

*Section 2:*

A member maybe reelected or reappointed by the executive committee.

*Section 3:*

Members in good standing for 5 consecutive years are eligible to be nominated for an Executive Committee member and nominee must have significant contribution & interest for DUMAA.

*Section 4:*

Members in good standing for 3 consecutive years are eligible to be nominated for a Member of the Board of Directors and nominee must have significant contribution & interest for DUMAA.

*Section 5:*

The election shall be held in the fourth quarter of the election year. The executive committee shall decide the date of the election and appoint, from amongst the members of DUMAA, but other than the members of the Executive Committee, a three member Election Committee comprising of an Election Commissioner and two members.

*Section 2:*

The election committee, in consultation with the executive committee, shall make procedures and regulations for conducting the election. In discharging this function, the election committee shall be independent and autonomous of any division or number of DUMAA, but shall be bound by the constitution and by-laws of DUMAA.

*Section 3:*

In case of any controversy or objection, the decision of the election committee shall be final.

*Section 4:*

The outgoing executive committee shall transfer all related documents of the society to the newly elected executive committee within two months of the new fiscal year.

**ARTICLE XIV: DISSOLUTION**

The decision of dissolution of DUMAA can be made by majority of the general membership only. Upon the dissolution of DUMAA, the elected officials shall, after paying or making provisions for the payment of all the liabilities of DUMAA, dispose of all the assets exclusively for the purpose of DUMAA in such a manner, or to such organizations organized exclusively for charitable, cultural or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code 1954 or the corresponding provision of any future U.S. Internal Revenue Law, as the elected officials decide. Any such assets not so disposed of shall be disposed of by the court of appropriate jurisdiction of the country in which the principal office of DUMAA is then located, exclusively for such purposes or to such organization or organizations as the said court determine to be organized and operated exclusively for such purposes.

**ARTICLE XV: FOUNDER COMMITTEE MEMBERS:**

The following Members shall constitute the Founder Executive Committee of the DUMAA:  
President: Dr. Akhter Molla (1<sup>st</sup> Batch); 2. Executive VP: Dr. Ashfaque Hossain (2<sup>nd</sup> Batch); 3. VP: Dr. A. K. Azad (3<sup>rd</sup> Batch); 4. General Secretary: Dr. Afzal Chowdhury (4<sup>th</sup> Batch); and 5. Treasurer: Dr. Syed Shaheduzzaman (9<sup>th</sup> Batch).

The Executive committee has nominated the following as the founder members of the Board of directors: 1. Dr. Golam Morshed (2<sup>nd</sup> Batch); 2. Dr. Afsar Ali (3<sup>rd</sup> Batch); 3. Dr. Sameera Sayeed (5<sup>th</sup> Batch); 4. Dr. Abu B. Siddiqui (6<sup>th</sup> Batch); 5. Dr. Abdul Quayum Khan (9<sup>th</sup> Batch); and 6. Mrs. Subarna Khan (Honors 1<sup>st</sup> Batch).

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**Amendments:** Article IV Section 5: Effective September 1, 2000, revised based on members vote. Modifications are highlighted.