



## **CONSTITUTION OF INSTITUTE OF STATISTICAL RESEARCH AND TRAINING ALUMNI ASSOCIATION (ISRTAA), UNIVERSITY OF DHAKA**

### **CONTEXT**

Institute of Statistical Research and Training (hereinafter referred to as 'ISRT'), popularly known as ISRT, was established in 1964 by the third statute of the University of Dhaka with Dr. Quazi Motahar Husain as the founding Director. The main aim and objective of this institute was to provide facilities for advanced studies in statistics and to conduct survey and research on statistical methods and analysis and training. The first journal in statistics in Bangladesh called 'Bulletin of the Institute of Statistical Research and Training' came into existence with an inaugural issue on the occasion of the first graduation ceremony of the Institute in March 1967, which was later renamed as *Journal of Statistical Research* and recognized as an international journal. Initially the Institute offered post-graduate degrees in Statistics (MStat), Demography (MDemo), MPhil and PhD along with a number of short courses in Statistics. The Institute started undergraduate courses in Applied Statistics in 1994. Since then the Institute offers 4-year Bachelor of Science (B.S.) and 1-year Master of Science (M.S.) degrees in Applied Statistics, and also M Phil and PhD degrees.

In the view of setting up of an alumni association of graduates in Applied Statistics from ISRT, an online group was created in 2005 with the initiatives from ex-students. This group served as a common, virtual platform for the graduates till 2009. On 04 July 2009, an ad-hoc convening committee was formed in order to undertake the preliminary activities to establish the official alumni association in ISRT. The convening committee was mandated to carry out the following activities:

- a) Develop alumni database
- b) Prepare constitution of the alumni association
- c) Initiate registration
- d) Plan future activities (e.g., arrange inaugural general meeting of the alumni members).

The members of the convening committee were:

Prof. Dr. M Sekander Hayat Khan (Chair), Asst Prof Md. Asaduzzaman, Asst Prof Md. Israt Rayhan, Md. Mahfuzul Islam Kiron, Karar Zunaid Ahsan, SM Kamrul Ahsan, Chinmoy Das, Jamil Akhter Lipu, Md. Mahbubul Haque Azhar, Sohel Mohammad Akash, Ashraful Khokon, Harun -Or- Rashid, Md. Shahidur Rahman, Md. Shofiqul Islam, Mujtaba Kabir, Tanha Mahjabeen, Sharif Mahmood, and A.R.M. Mahfuzul Haque.

On 18 May 2013, an ad-hoc committee was formed to finalize the ISRTAA constitution and register the alumni association. The ad-hoc committee was comprised of the following persons: Dr. Hasinur Rahaman Khan (Chair), Dr. Enayetur Raheem and Kamrul Hasan Kochi (Co-Chairs), Karar Zunaid Ahsan (Secretary), Ashraful Islam Khokon (Communication Secretary), and Nabil Awan (Joint Secretary). A three-member sub-committee (Karar Zunaid Ahsan, Nabil Awan, Ashraful Islam Khokon) was also formed to draft the constitution of the alumni association. The committee finalized the draft for the alumni whose initial name was fixed as "Applied Statistics Alumni Association (ASAA)".

After more than four years, on 10 June 2017, Prof. Dr. Israt Rayhan, Dr. Hasinur Rahaman Khan, Nabil Awan and others organized an alumni Iftar party where it was decided that on next 18 July 2017, the existing ad-hoc committee would be revised to finalize the ISRTAA constitution and to register the alumni association. On 18 July 2017 the ad-hoc committee was revised. The committee was comprised of the following persons: Dr. Hasinur Rahaman Khan (Convener), Ashraful Islam Khokon (Joint Convener-1), Shofiqul Islam (Joint Convener-2) and 18 members--Muzahidul Qaium, Tofazzal Hossain, Azahar, Iftakhar Alam, Liton-Sajal Kanti, Kishor Kumar, Azad Uddin, Nahidul Hasan, Shaon, Pollab, Tanvir, Nitu, Zahidur Rahman, Humayera Islam, Mazaharul Islam, Elizabeth Bianka, Ovizit Chandra, and Noor Mohammed. A new eight-member sub-committee (Dr. Hasinur Rahaman Khan, Muzahid Feroj QM, Prof. Dr. Israt Rayhan, Dr. Lutfor Rahman, Ashraful Khokon, Dr. Iftakhar Alam, Shofiqul Islam and Liton-Sajal Kanti) was also formed on that day to revise the initial draft of the constitution of the alumni association under alumni's proposed name "Institute of Statistical Research and Training Alumni Association (ISRTAA)". It was decided on the batch representative meeting held on 11 November 2017 that 11 new batch representatives of M. Stat and M. Demography will be included to the existing ad-hoc committee that was formed on July 28, 2017 to organize the reunion of ISRTAA and to announce formally the formation of the ISRTAA. The newly added batch representatives were Yousuf Chowdhury, Iqbal Ahmed, Prof. Dr Rejuan Hossain Bhuiyan, Jamal Mohammed Abu Naser, Md Mustafa Kamal, Md Rezaul Karim, Ahsanul Alam, Md. Mahbubur Rahman, Md. Masud Reza, Md Abul Hosain and Md. Jahangir Hossain.

On January 27, 2018 a general meeting and reunion of the ISRT graduates under ISRTAA banner was organized in which Prof. Dr. M. Sekander Hayat Khan presided over the meeting and the Honorable Vice Chancellor, University of Dhaka formally announce the formation of ISRTAA as chief guest. The ISRT director Prof. Dr. Israt Rayhan and the above ad-hoc committee played the key role to organize this event. After discussions with the alumni members and with full consensus, two formal committees were formed: the Board of Trustees (BOT) and the Executive Committee (EC). Members of these two committees shall be treated as founding members. The BOT comprised of 9 members-- Professor Dr. M. Sekander Hayat Khan (Chair), Professor Dr. PK Motiur Rahman (Vice Chair), Dr. Md Hasinur Rahaman Khan (Member Secretary as EC President), Professor Dr. Israt

Rayhan (member as Director of ISRT), Professor Dr. Syed Shahadat Hossain (member as nominee of ISRT Academic Committee), Professor Dr. Amir Hossain (member as nominee of ISRT Academic Committee), Mr. Abu Yusuf Choudhury (member), Mr. Jamal Mohammed Abu Naser (member), Dr. Mohammad Sohrab Uddin (member). The EC comprised of Dr. Md Hasinur Rahaman Khan (President), Mr. Iqbal Ahammed (Vice President-I), Mr. Md. Mustafa Kamal (Vice President-II), Md Ashraful Islam Khokon (Secretary), Mr. Md Masud Reza (Joint Secretary-I), Mr. Sajal Kanti Howlader (Joint Secretary-II), Dr. Iftakhar Alam (Treasurer), Mr. Md. Azad Uddin (Cultural Affairs Secretary), Mr. Anaet Shawon (Communication Secretary). The members are Prof. Rejuan Hossain Bhuiyan, Mr. Mohammad Ahsanul Alam, Mr. Md. Shaheen Howlader, Professor Dr. Tamanna Howlader, Mr. Mohammed Tofazzal Hossain, Mr. Md. Mahbubul Haque, Mr. Md Shofiquil Islam, Mr. Md Nahid Ul Hasan, Mr. SM Alimanzir Pallab, Mr. Tanvir Khan, Mr. Rashedul Hoque, Mr. Md. Hasan Tajrian, Mr. Anindya Dev and Mr. Md. Mazharul Islam.

## **ARTICLE 1: CONSTITUTION**

- 1.1 This document is the constitution of the Institute of Statistical Research and Training Alumni Association (ISRTAA), University of Dhaka, the provision for which is stipulated under the Laws of University of Dhaka (promulgated by the Bangladesh Ordinance No. 1 of 1972).
- 1.2 This constitution includes ruled and regulations for the internal management and administration of the Institute of Statistical Research and Training Alumni Association (ISRTAA).

## **ARTICLE 2: NAME, OFFICE AND ADDRESS**

- 2.1 The name of this association is the “Institute of Statistical Research and Training Alumni Association, University of Dhaka” (hereinafter referred to as “ISRTAA”) and its duration shall be perpetual. ISRTAA is the official association of the ISRT alumni, University of Dhaka. ISRTAA will remain a not-for-profit, non-political organization, as registered under the Societies Registration Act XXI of 1860 being No. of [\*\*\*-\*\*] with the Registrar of Joint Stock Companies and Firms, Dhaka, Bangladesh.
- 2.2 The office of ISRTAA would be located at the Institute of Statistical Research and Training (ISRT), University of Dhaka, Dhaka 1000, Bangladesh.
- 2.3 Primarily, the communication within ISRTAA shall be maintained via internet. Communications may include discussion, exchange of opinion, voting, etc., which may be conducted via e-mail, postal mail, the alumni webpage (<http://www.isrtalumni.org/>) and ISRT official webpage (<http://www.isrt.ac.bd/alumni>).

### **ARTICLE 3: MISSION, GOALS AND OBJECTIVES OF ISRTAA**

- 3.1 The mission statement of ISRTAA is promoting, fostering, and maintaining links between the alumni members and ISRT, University of Dhaka.
- 3.2 The major goals and objectives of ISRTAA are:
  - 3.2.1 To promote the interests of ISRT graduates and ISRT, and to aid in the academic development of ISRT.
  - 3.2.2 To facilitate and support reunions, meetings, and social events with the alumni members.
  - 3.2.3 To assist ISRT students with financial and logistic support and extend co-operation and support to research activities undertaken at ISRT at individual level.
  - 3.2.4 To organize special events such as seminar, symposiums, and promote and Conferences on Applied Statistics to share research activities conducted by the alumni statisticians at home and abroad and other researchers, and to honour renowned statisticians for their contributions to application and development of statistical methods.
  - 3.2.4 To develop collaboration at different levels between the alumni statisticians and ISRT to improve the quality of teaching and research in ISRT.
- 3.3 In order to promote the objectives outlined above, ISRTAA activities will include, but not be limited to: financial assistance in the form of scholarship etc for ISRT students, the organization of conferences, seminars, workshops and lectures; the sponsorship and undertaking of study and research in ISRT, participation in conferences and meetings in collaboration with other professional associations such as the Bangladesh Statistical Association (BSA), Royal Statistical Society (RSS), American Statistical Association (ASA), International Statistical Institute (ISI) and similar organizations; publication of newsletters, proceedings of conferences, research findings, books, etc.; and maintenance of a current directory of members and other professional experts. ISRTAA may support charitable and other causes consistent with its goals and objectives.

### **ARTICLE 4: GOVERNANCE OF THE ALUMNI ASSOCIATION**

- 4.1 The organizational structure of ISRTAA will consist of registered alumni (as general members), a Board of Trustees (BOT), the Executive Committee (EC), and the Finance Committee in the following hierarchical order:
  - a) The Board of Trustees
  - b) The Executive Committee

- c) The Finance Committee
- d) General members
- e) Other committees (ad-hoc)

**ARTICLE 5: BOARD OF TRUSTEES (BOT)**

- 5.1 There shall be a Board of Trustees (BOT) of ISRTAA. The BOT will provide strategic directions during conflict resolutions, as well as guide in the amendment and revision of the constitution as well as the operational procedures of the Association and the EC.
- 5.2 The BOT will consist of nine (9) members. The nine-member committee of BOT will be comprised of a chairperson, one vice-chairman, one general secretary and six general members. The director of ISRT and two representative of ISRT academic committee (current full time faculty members, with the positions of Associate Professor and above) and two co-opted members will be as BOT members. The BOT is authorized to co-opt at most two additional members, if needed, for general interest of the association.

- Chairperson: one
- Vice-Chairperson: one
- Member Secretary: [President, EC]
- Members: [Director of ISRT]  
[Two representatives of AC of ISRT]  
[Three Co-opted members]

- 5.3 The co-opted members of the BOT would be the former ISRT faculty members, present and/or former faculty members, renowned professionals, distinguished and senior alumni members.
- 5.4 The Director of ISRT as a member of the BOT will provide institutional support to alumni activities and liaison between the ISRTAA and ISRT.
- 5.5 The size and structure of BOT may be changed with common between the BOT and EC and with final approval from the general body.
- 5.6 The duration of the BOT shall be 3 years.

- 5.7 The Chairperson and Vice-chairperson of the BOT shall be nominated by the current BOT and EC. The new Chairperson of the BOT will nominate the new co-opted members in discussion with the BOT and EC. The tenure of the co-opted members of the BOT will also be three years.
- 5.8 All the members of the BOT, who are not the alumni of ISRTAA will automatically be regarded as the Honorary Alumni of ISRTAA.

#### **ARTICLE 6: EXECUTIVE COMMITTEE (EC)**

- 6.1 There shall be an Executive Committee (EC) of the ISRTAA. The main responsibility of the EC will be to develop action plan in consultation with BOT and execute the plan on activities decided. The EC shall ensure that the activities are in line with the goals and objectives of ISRTAA.
- 6.2 The Executive Committee (EC) shall consist of 23 members: a President, two Vice Presidents, a Treasurer, a General Secretary, two Joint Secretaries, a Cultural Affairs Secretary, a Communication Secretary, and fourteen general members.
- 6.3 Two EC positions (Three General Members) shall be nominated by the ISRT Academic Committee and the other members of the EC shall be nominated by the alumni members.
- 6.4 The tenure for the EC shall be three years. A Member of the EC can only be reselected for two consecutive terms in the same position.
- 6.5 If an EC position falls vacant for resignation or other reasons the existing EC will co-opt from the general members in consultation with the BOT.
- 6.6 The EC will draw up a set of operating procedures to guide them and follow standard parliamentary procedures in conducting EC meetings. The EC will represent the alumni association and responsible for its activities/operations.
- 6.7 The President is the chief executive of ISRTAA. The President shall preside over all EC meetings, and represents the organization to outside bodies. The President may sign, with the General Secretary and Treasurer, all contracts or other instruments which the Executive Committee has authorized to be implemented. The President, with due authorization of the Executive Committee, shall also designate all office delegate(s) and representative(s) to other groups.
- 6.8 The Vice Presidents (VPs) are second in order of precedence to the President and shall carry out the President's functions in his/her absence or when authorized by the President.
- 6.9 The general Secretary is responsible for all administrative matters including keeping minutes of Executive Committee and General Meetings, and coordination in the execution of Executive Committee decisions. The Secretary shall also prepare and present the Annual

Report at the Annual General Meeting. General Secretary shall maintain the alumni database and the cyber network communication, via e-mail, group mails, newsgroup, or web site to update the Members on upcoming events and activities.

- 6.10 The Joint Secretaries are second in order of precedence to the Secretary and shall carry out the Secretary's functions in his/her absence or when authorized by the Secretary. The Joint Secretaries will also serve the duties related to Publication and Research, which comprised of publication of Alumni news and events, as well as maintaining a database on research activities by the alumni members. The Secretary shall distribute the tasks to the Joint Secretaries for his/her smooth functioning.
- 6.11 The Treasurer shall manage the financial affairs of ISRTAA, including maintenance of up-to-date records of all financial transactions, preparation of accounts and budgets. The Treasurer shall also prepare and submit the (Annual) Balance Sheet and Income Statement for audit purpose. The Treasurer will also serve as the Member Secretary of the Finance Committee.
- 6.12 The Communications Secretary shall be responsible for maintaining liaison with concerned alumni, stakeholders and others suggested by the EC.
- 6.13 The Cultural Affairs Secretary shall be responsible for planning and arranging cultural, social as well as sports events on behalf of ISRTAA and will play important role in arranging reunion of the association.
- 6.14 EC may form several special/sub committees with the members for the important purposes of the associations including arranging reunion, conference, workshop and any other development activities.
- 6.15 The EC shall attempt to hold regular consultations or meetings at intervals to be determined by it, and also as necessitated by circumstances. The General Secretary of EC shall call all EC meetings in consultation with the President of EC. The consent of a simple majority of the existing Members of the EC shall be needed to pass any resolution.
- 6.15 The EC shall form any subcommittee whenever necessity arises. The EC shall have the right to dissolve such subcommittee on valid grounds. For examples, the EC could form Overseas Alumni Chapters (OAC) subcommittees for different parts of the worlds for the purpose of serving to engage ISRT community of international alumni and overseas-based alumni; the EC could form the batch representatives to facilitate the association's activities.

## **ARTICLE 7: FINANCE COMMITTEE (FC)**

- 7.1 There shall be a Finance Committee (FC). The FC will look after the financial aspect of the Association. The FC shall consist of five members: a Chairperson, a Member Secretary, and three members.

- 7.2 The director of ISRT as a member of the BOT shall be appointed as the Chairperson of the FC. S/he shall preside over all FC meetings and represent the FC. The FC Chair will present audit reports to the BOT following the bi-annual meetings of the FC.
- 7.3 The Treasurer of the EC shall act as the Member Secretary of the FC.
- 7.4 Among the other three members of the FC, one shall be nominated by BOT, and two members shall be nominated by the EC.
- 7.5 The Members shall assist the FC Chair and the Treasurer to review financial documents and prepare audit report. In case of absence of the FC Chair, any member of FC authorized by the FC Chair shall carry out the Chair's functions.
- 7.6 The term of the FC shall be three years for a term.
- 7.7 The FC will review financial transactions of ISRTAA (incurred by the EC and sub-committees) bi-annually and present a report in the AGM.
- 7.8 The Finance Committee (FC) will function as a technical body of the BOT and oversee the fiduciary aspects of the alumni association and periodically review/audit financial transactions of ISRTAA to ensure a high standard of accountability.

#### **ARTICLE 8: MEMBERSHIP**

- 8.1 The following graduates shall be eligible to become life members of ISRTAA on registration with fees:
- a. All graduates of ISRT, which includes graduates in Applied Statistics, Masters in Statistics (MStat.), Masters in Demography (MDemo), and Bachelor of Science (Honors) in Applied Statistics.
  - b. MPhil and/or PhD degree holders from ISRT.
  - c. Dipoloma in Statistics degree holders from ISRT.
  - d. Any ISRT faculty member who is not graduated from ISRT is eligible to become an honorary life member.
- 8.2 A person, if eligible for ISRTAA membership, can apply for membership in a prescribed form and become a life member on approval by the Executive Committee.
- 8.2.1 An ISRT graduate/eligible person can become a life member upon paying the membership fee.
- 8.2.2 Membership fee: The membership fee for a life member will be BDT 2000. Each year the EC shall review membership fee for Life Members.



- 8.2.3 For the ISRT graduates who are staying and working outside the country the life membership fee will be USD 100-Only. Each year the EC will review the membership fee.
- 8.2.4 The Treasurer shall update and maintain a list of ISRTAA life members.
- 8.3 Any revised membership fee shall be effective from January 1 of the following calendar year. Membership fees shall be non-refundable.
- 8.4 Members have the right to (a) nominate and be nominated to elective positions of BOT, EC and FC; (b) vote in any election or on any resolution or issue concerning ISRTAA affairs; (c) attend general meetings of ISRTAA, discuss on meeting agenda, and insert agenda for discussion in the general meetings; (d) advise for improvement of ISRTAA's activities; (e) work for Election Commission (see Annex A) for appointing the EC through election.
- 8.5 A Member may be censured, suspended or expelled from ISRTAA for participation or involvement in any activity detrimental to the interests of ISRTAA. A Disciplinary Committee appointed by the EC will investigate and report to the EC for disciplinary actions. The member can be called for explanation by the Disciplinary Committee. The EC shall review the case and take necessary actions on the basis of the report given by Disciplinary Committee. The decision of the EC shall be considered as final. If the explanation is not satisfactory, he/she may be expelled from the organization by at least two-third votes of the Executive Committee.
- 8.6 The EC shall organize a general meeting every year at a suitable time.

## **ARTICLE 9: MEETINGS OF THE ASSOCIATION**

- 9.1 There shall be an Annual General Meeting (AGM) of ISRTAA, open to all members, at which the EC will present a report on matters pertaining to ISRTAA.
- 9.2 The AGM will take place once in every calendar year, and not allowing more than fifteen months to elapse between the dates of two consecutive AGMs.
- 9.3 Members shall be notified the date, time, place and proposed agenda of the AGM at least two weeks prior to the meeting.
- 9.4 The President on his/her discretion, on request of EC members, or on advice of the BOT Chair shall call emergency meeting of EC. In case the President ignores the request to convene a meeting, the majority of the EC members can submit a petition to the BOT Chair to call a special meeting. A special meeting can also be requested by a written petition from two-thirds of the EC members of ISRTAA to the BOT Chair.

- 9.5 The President of ISRTAA (or the Vice President in his/her absence) shall chair all General Body Meetings, with BOT Chair or anybody nominated by BOT as the Chief Guest. The chair will rule on all procedural matters in the General Meetings.
- 9.6 The President of EC, in consultation with the BOT Chair, may call Extra-ordinary General Meetings (EGMs) to adopt special resolution(s). Convening EGMs will require at least two-week's notice to the BOT and ISRTAA.
- 9.7 In all AGMs and EGMs, a simple majority of those present shall be required to table a motion with the exceptions noted elsewhere in these by-Laws. Voting on any amendment proposed by Members shall be completed within sixty days of receipt by the EC of a valid petition for this purpose.
- 9.7 Quorum for the AGMs or for the EGMs shall be considered with at least three BOT members and eight EC members, in addition to the Chairperson/Vice-Chair and President/Vice-President. 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 EC for the meeting.
- 9.8 Other than the AGM, the BOT meeting shall hold at least two times each year, at regular intervals.
- 9.8.1 The BOT meetings shall be called by the BOT Chair, with a seven days' prior notice to the BOT members along with the meeting agenda. For exceptional cases, the BOT Chair can call for an emergency meeting with a shorter notice. If the BOT Chair/vice Chair is absent or unable to preside over the meetings, the senior-most BOT member shall perform these duties.
- 9.8.2 The BOT Chair shall advise the EC President who is also the secretary of BOT to organize Board meetings and maintain records of the meeting proceedings.
- 9.8.3 Quorum for the Board meetings shall be considered with at least three BOT members, in addition to the BOT Chair or BOT Chair-designate.
- 9.8.4 Board may call EC and/or FC to send representatives to Board meetings.
- 9.8.5 Board decisions shall require simple majority of the BOT members present in the meeting.
- 9.9 The EC shall organize at least two meetings each year, at regular intervals.
- 9.9.1 The EC meetings shall be called by the General Secretary with approval from the President, EC, with a seven days' prior notice to the EC members along with the meeting agenda. For exceptional cases, the President can call for an emergency meeting with a shorter notice. If the President is absent or unable to preside over the meetings, the Vice-President shall perform these duties.

- 9.9.2 The EC Secretary shall organize EC meetings and maintain records of the meeting proceedings.
- 9.9.3 Quorum for the EC meetings shall be considered with at least one-third of the EC members, in addition to the EC President or Vice-Presidents.
- 9.9.4 EC meeting decisions shall require simple majority of the EC members present in the meeting.
- 9.10 The FC shall meet at least two meetings each year, at regular intervals.
  - 9.10.1 The FC meetings shall be called by the FC Chair, with a seven days' prior notice to the FC members along with the meeting agenda. For exceptional cases, the Chair can call for an emergency meeting with a shorter notice.
  - 9.10.2 The Member Secretary shall organize FC meetings and maintain records of the meeting proceedings.
  - 9.10.3 Quorum for the FC meetings shall be considered with at least two FC members, in addition to the FC Chair or Member Secretary.
  - 9.10.4 FC meeting decisions shall require simple majority of the FC members present in the meeting.
- 9.11 The meetings stated under Article 9, Sections 9.8 – 9.10, may be held jointly as deemed necessary.

## **ARTICLE 10: FINANCIAL MANAGEMENT**

- 10.1 Any financial management will be done under direct control and supervision of FC.
- 10.2 Sources of funds of ISRTAA would be the membership fees and donations received from other institutions/individuals supporting the goals and objectives of ISRTAA.
- 10.3 There should be an account for management of general fund (money accumulated by membership fees, donation and others).
- 10.4 The account in the name of ISRTAA will be operated by three members consisting of the FC chairperson, Treasurer and the President of the EC.
- 10.5 The EC will decide where to spend and how much to spend. But for any major expenditure, approval of FC is must. For operation of the account, the signatory of the ISRTAA account will be the Treasurer and at least one of the other two members as outlined in Section 10.4.
- 10.6 The financial year of ISRTAA will be from 1 July to next year 30 June. Each year on assumption of office, the Treasurer, under the direction of the EC, will prepare a budget (or estimates of income and expenditure) for the current year. The budget will be presented by

the EC in the light of actual income and expenditure before ISRTAA members at the AGM for approval.

- 10.7 The EC shall keep all necessary books of accounts of ISRTAA, particularly on money received and spent by the EC and sub-committees. The books of accounts will also monitor the assets and liabilities of ISRTAA and be open for the FC members. Any other individual may inspect the books of accounts of ISRTAA with the permission of BOT Chair and proper notification to EC President and Treasurer.

#### **ARTICLE 11: FORMATION AND RECEIPTS OF FUND**

- 11.1 Membership fee, subscription, donations received from the members, well-wishers, Government and business community will constitute the fund of the organization.
- 11.2 Earnings through publication of journal, booklets, News Letters, books, souvenirs, etc. may also contribute to the fund of the organization.
- 11.3 Earnings through training programs, research and other projects, consultancy may also contribute to the fund of the organization.
- 11.4 All receipts shall be taken in the official Receipts Book printed by the organization and counter-signed by the General Secretary. The Treasurer will take all the receipts with the Receipts Book and deposit the same in the bank account(s). The treasurer will report the status of fund in every FC meeting.

#### **ARTICLE 12: AMENDMENT**

- 12.1 This constitution may be amended in any Annual General Meeting (AGM) of the organization by the affirmative vote of the two-third of the members of the General Body present in person and participated in voting, provided the Executive Committee has previously considered the merits of the amendment.
- 12.2 No amendment shall be put to vote, unless written notice thereof, stating the proposed amendment, shall have been mailed or delivered personally to the members of the organization at least fifteen days prior to the General Meeting at which the vote on the proposed amendment is to be taken.