

বুয়েট তড়িৎ ও ইলেকট্রনিক কৌশল এলামনাই এসোসিয়েশন

# BUET Electrical and Electronic Engineering Alumni Association

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## Constitution and Bye Laws of the BUET Electrical and Electronic Engineering Alumni, Association

### Constitution of the BUET Electrical and Electronic Engineering Alumni, Association

#### 1. Name

The Name of the organization shall be *Electrical and Electronic Engineering Alumni Association of Bangladesh University of Engineering & Technology* hereafter referred to as the Association.

Short title: EEE BUET Alumni Association

#### 2. Location

The office of the association known as the Head Quarter shall be located at the Department of Electrical and Electronic Engineering, ECE Building, West Palashi Campus, Bangladesh University of Engineering & Technology (BUET), Dhaka-1205.

#### 3. Status of the Association

The persons who are and all others who may hereafter become members of the Association shall forever hereafter, so long as they continue to be such members, be one Body Corporate by the name of “*Electrical and Electronic Engineering Alumni Association of Bangladesh University of Engineering and Technology*” and by the same name shall have Perpetual succession and a Common Seal with power to break, alter and make anew the said Seal from time to time at their will and pleasure and by the same name shall and may sue and be sued in all the courts of law and in all manner of action and Pertaining to a Body Corporate including the power to take and hold personal. Property and power to purchase, take on lease and hold lands, tenements,

hereditaments or any interest in any land, tenements, hereditaments whatsoever in Bangladesh for the purpose of the Association and the power to sell, let or lease, alienate or otherwise of the same or any part thereof.

#### **4. Aims and Objectives**

The aims and Objectives of the Association shall be:

- 4.1. To explore and establish all possible ways and means or participation of the Alumni in the overall development of the profession and the department for mutual benefits.
- 4.2. To periodically assess the application of Electrical and Electronic Engineering discipline in different sectors of the economy and to find ways and means to widen the scope of contribution of the Alumni.
- 4.3. To maintain liaison between the Electrical and Electronic Engineering Department, BUET (Alma mater) and the Alumni.
- 4.4. To promote social welfare of the members of this Association.
- 4.5. To inculcate alumni pride, alumni cohesion and intra alumni benefits by initiating different functions to promote interactions among the alumni. These will also generate social and cultural cohesion among the Alumni and their families.
- 4.6. To safeguard, promote and advance the professional interests of the members of the Association.
- 4.7. To keep members informed regarding the additions to and improvements in the, Current activities and futures plans of the department.
- 4.8. To take effective steps along with creation of a permanent fund, to be called "The Capital Fund" for attainment of the following objectives:
  - 4.8.1. To help procure equipment, instruments, apparatus, spares parts etc. for the departmental laboratories and various research projects.
  - 4.8.2. To offer Scholarships to deserving postgraduate students.
  - 4.8.3. To offer loans on easy terms to meritorious and needy undergraduate and post graduate students.
  - 4.8.4. To Provide travel and other expenses to post graduate students for attending conferences/seminars abroad.
  - 4.8.5. To purchase relevant books and journals for the department.
  - 4.8.6. To modernizes the department in various ways.

- 4.9. To undertake any other activity which the Association considers desirable for the interest of the Alumni, Department, University and the country at large.
- 4.10. To enter into contracts, acquire assets, raise funds and incur expenditure in pursuance of the objectives and Policies of the Association in accordance with the relevant laws.
- 4.11. To maintain liaison with the Alumni Association with similar objectives at home and abroad.

## **5. Membership**

### **5.1. Membership of the Association will consist of:**

- 5.1.1. Electrical and Electronic Engineering (EEE) graduates (the abbreviation “EEE” will also represent former Electrical Engineering (EE), or any other name of the degree offered by the present Department of EEE, BUET, approved by a competent authority) of the then Ahsanullah Engineering College (AEC), the then East Pakistan University of Engineering and Technology (EPUET) and the Bangladesh University of Engineering and Technology (BUET).
- 5.1.2. All members and former members of teaching staff of the “EEE” Department of AEC, EPUET and BUET.
- 5.1.3. Alumni who have obtained postgraduate degree/s from the Department of EEE, BUET are also eligible to become the member of the Association.

### **5.2. Honorary Membership of the Association:**

The Executive Committee of the Association may propose to offer any Honorary Membership of the Association to any renowned person in an AGM, irrespective of the person’s academic degree. Honorary Members need no regular fee to pay and they have no voting right in any meeting/election of the Association.

### **5.3. Members may form group(s) to promote specific aims and objectives enumerated in article 4, with prior endorsement by the Executive Committee.**

## **6. Executive Committee (EC)**

- 6.1. The Honorable Vice Chancellor, BUET, may act as the Chief Patron and the respected Head of the Department of EEE will act as the Adviser to the EEE Alumni Association. However, their presence in any EC meeting or in any AGM is optional.
- 6.2. The affairs of the Association shall be vested in the governing body called the “Executive Committee” which shall be elected to office by the “General Body” in accordance with the Rules and Regulations of the Association and shall comprise of 18 (eighteen) persons:

- 6.2.1. One President
- 6.2.2. Two Vice-Presidents (1 for AFC\*, 1 for ICC\*)
- 6.2.3. One General Secretary
- 6.2.4. One Treasurer
- 6.2.5. One Joint Secretary
- 6.2.6. One Membership Development Secretary
- 6.2.7. One Social Activities Secretary
- 6.2.8. Members (10) with the following criteria:
  - a) The immediate past president of the Executive Committee
  - b) The immediate past General Secretary of the Executive Committee
  - c) Two members from EEE graduates of last<sup>#</sup> 1 decade (last 1 to 10 years)
  - d) Two members from EEE graduates of last but 1 decade (11 to 20 years)
  - e) Three members from the remaining EEE graduates
  - f) BIIS Secretary of the Dept. of EEE, BUET (Ex-Officio)

\*AFC (Administrative and Finance Committee), \*ICC (International Collaboration Committee) as defined by the Bye-Laws 5.1 and 5.2 respectively.

<sup>#</sup>Counting starts backward from the date of election.

- 6.3. Alumni who are member of the Association are eligible to seek election, provided they have completed after graduation 15 (fifteen) years for the position of President and Vice President and 10 (ten) years for the position of general Secretary and Treasurer.
- 6.4. The Executive Committee upon election can co-opt the vacant position (if any) of Member, provided that such number shall not exceed half of the vacant positions.

## **7. Term of Executive Committee Members**

- 7.1. The term of each Executive Committee shall be for two association years. An association year is from 1<sup>st</sup> January to 31<sup>st</sup> December of the calendar.
- 7.2. No Executive Committee member of the Association shall be eligible for re-election for the same post for more than two consecutive terms.
- 7.3. Any Executive Committee member who is absent in two consecutive meetings of the Executive Committee without informing the President or the General Secretary, or is absent in three consecutive meetings, will automatically lose their position. The Executive Committee in that case will co-opt a replacement from among the general members.

7.4. A member of the Executive Committee may relinquish position by handing in signed letter to the President. President may relinquish position by handing in signed letter to one of the Vice presidents. All such relinquishment shall be effective on the day the Executive Committee shall approve.

## **8. Power of Executive Committee**

- 8.1. The Executive Committee shall exercise all powers on behalf of the Association in accordance with the provisions laid down in the constitution.
- 8.2. The Executive Committee shall have power to appoint any sub- committee consisting of Members of the Association for special works as and when it deems necessary.
- 8.3. The Executive Committee may create such subsidiary bodies as Trusts with a view to advancing and realizing the aims and objectives of the Association.
- 8.4. A budget of receipts and expenditure shall be prepared and approved in the Annual General Meeting. The Executive Committee shall submit accounts for the preceding year and budget for the following year in the Annual General Meeting.
- 8.5. The Executive Committee shall have power to disburse any amount to meet expenses from the fund of the Association in accordance with approved budget.

## **9. Sub Committee**

The Executive Committee may constitute sub-committees from amongst the members of the Association and delegate any of its power to such committee, as laid down in the Bye Law. The sub-committee so formed shall be headed by an Executive Committee member.

## **10. Executive Committee Meeting**

The Executive Committee meeting shall be held ordinarily at the Head Quarter. The notice of such meetings shall be conveyed to each Executive Committee member with the agenda, not less than 7 (seven) days before the meeting. An emergency meeting of the Executive Committee may be called at 2 (two) days' notice. The Executive Committee shall meet at least three times a year. The quorum of a meeting shall be one third of the total Executive Committee members. An Adjourned meeting shall not require quorum. Requisition for an Executive Committee meeting may be made by at least 6 (six) Executive Committee members to the President.

## **11. Annual General Meeting and the Annual Re-union**

- 11.1. The Annual General Meeting and the Annual Re-union of the Association shall be held once every year. Usually, the President will chair the events.
- 11.2. The Annual General Meeting of the Association will be held any time during the year or concurrently With Annual Re-union, and shall transact the following business and such other business as may be placed by the Executive Committee or as the General Meeting may desire to transact.
  - 11.2.1. Presentation of the Annual Report by the General Secretary.
  - 11.2.2. Presentation of the Accounts (Financial Report) by the AFC Chair/Treasurer.
  - 11.2.3. Presentation of the Annual Budget by the AFC Chair/Treasurer.
  - 11.2.4. Election of new Executive Committee (every two years).
  - 11.2.5. Appointment of Auditors.
  - 11.2.6. Any other item with the permission of the Chair.
- 11.3. The annual re-union shall transact the following business and such other business as may be determined by the Executive Committee:
  - 11.3.1. Address, by the President of the Association and the Chief Guest.
  - 11.3.2. Ceremony for the award of certificates, medals and other distinctions, if any.
- 11.4. Extra Ordinary General Meeting
  - 11.4.1. The President shall call an Extra Ordinary General Meeting on the requisition of at least 50 members within 15 days of request of such a requisition. Such a meeting shall transact only agendum/agenda as has been given in the requisition.
  - 11.4.2. The President shall have right to call an Extra Ordinary General Meeting of the Association at his own initiative if such meeting is deemed necessary in the interest of the Association.
  - 11.4.3. All such ordinary general meeting shall be held at the Head Quarter.
- 11.5. Quorum for General Meeting: The quorum for Annual General Meeting shall be **one fifth** of voting members resident in Bangladesh and for the Extra Ordinary General Meeting, **one fourth** of voting member.

## **12. Bye Laws**

The Executive Committee shall have power to frame bye-laws in conformity with the provisions of the Constitution.

**13. Interpretation**

In case of any doubt or dispute, relating to the interpretation of this Constitution or the Bye-laws, the decision given by the Executive Committee shall be final.

**14. Arbitration**

In case of any controversy regarding the rights & liabilities of any member of the Association under the Constitution and decision of the EC on the interpretation, the same shall be settled by arbitration in accordance with the Bye-Laws 6.2.

**15. Amendment of the Constitution**

The Constitution of the Association may be amended only in Annual General Meetings and Extra Ordinary General Meetings. Amendment of the Constitution may be proposed by the Executive Committee.

Members with voting rights intending to propose any amendment should do so by forwarding the proposals, duly signed by at least 75 members, to the General Secretary so as to reach him no later than month before the Annual General Meeting. The amendments may be passed by 2/3 majority of the total number of members present with voting rights.

**16. Seal**

The seal of the Association shall be affixed to such certificate, deeds or documents as required to be sealed, only by the General Secretary who shall sign every instrument in which the seal of the Association is so affixed.

**17. Dissolution**

The Association may be dissolved by 2/3 majority of the General Body (Bangladeshi Resident members with voting rights) as defined in the Bye-Laws in a General Meeting exclusively convened for the purpose.

# **Bye-Laws**

## **1. General**

As per the provision of the article 12 of the constitution of this association, the following Bye-Laws have been formed. In these Bye-laws, unless there is anything in the subject of context inconsistent therewith:

- 1.1. The “constitution” means the constitution of the Association framed and adopted originally in and as may be subsequently amended from time to time.
- 1.2. “Bye-Laws” mean the Bye-Laws of the Association framed hereunder in accordance with the provision in the constitution and having its effects and validity subject to the constitution.
- 1.3. The “Executive Committee” means the Executive Committee of the Association constituted in accordance with Constitution and Bye-Laws.
- 1.4. “Executive Committee Members” mean the members of the Executive Committee of the Association.
- 1.5. “General Meeting” means a meeting of the members of the Association Whether Annual Ordinary or Extra Ordinary duly called and constituted, and any adjourned meeting thereof.
- 1.6. “Member” means any member of the Association whose subscription, if any or any other money payable to the association has been paid fully.
- 1.7. “General Body” mean all members of the Association.
- 1.8. “Article” means article of the Constitution.
- 1.9. “Clause” means clause of the Bye-Laws.

## **2. Membership**

Membership/Honorary Membership of the Association shall be restricted to the groups mentioned in Article 5 of the Constitution. A register/digital database shall be maintained at the Alumni office for all members.

## **3. Organization (The Executive Committee)**

The Executive Committee shall be elected from the General Body by the members of the Association every two years in a general meeting to be called the Election General Meeting.



#### **4. Meetings**

- 4.1. One of the General Meetings of the Association shall be designated by the President as the Election General Meeting for which 30 days' notice shall be given in writing and/or by notification through publicity media. An **Election Commission** shall be nominated by the Executive Committee prior to the Election General Meeting. The Election Commission shall announce the procedure and schedule, and conduct election for the Executive Committee of the Association.
- 4.2. The proceedings of the General Meeting shall be conducted by the President of the Executive Committee and only the decision as approved by the majority shall be recorded.
- 4.3. Every member shall have a single vote while present in the General Meeting. There shall be no proxy-vote.
- 4.4. The General Meeting shall provide guidelines for the Executive Committee.

#### **5. Finance and Accounts**

##### **5.1. Administrative and Finance Committee (AFC)**

The Administrative and Finance Committee shall consist of one of the Vice - Presidents, General Secretary, Treasurer and two Executive Committee members nominated by the President. The Vice-President and the Treasurer shall respectively be the Chairman and the Secretary of this Committee. One of the duties of the Committee shall be to arrange and manage the Association's finances. The Treasurer shall be responsible for maintaining due accounts of all incomes and expenditures of the Association.

##### **5.2. International Collaboration Committee (ICC)**

The International Collaboration Committee shall consist of one of the Vice - Presidents, Joint Secretary, Ex-Officio Member and two other Executive Committee members nominated by the President. The Vice - President and the Joint Secretary shall respectively be the Chairman and the Secretary of the ICC.

##### **5.3. Bank**

All funds of the Association shall be deposited with any scheduled bank(s) in Bangladesh and all withdrawals from the Association funds shall be effected by means of cheques signed by one of the officials from President/General Secretary (to be decided in EC meeting) and the Treasurer. i.e. the bank account shall be operated by joint signatures.

#### 5.4. Auditors

Accounts of the Association shall be audited every 2 (two) years and subsequently approved in the Annual General Meeting of the election/regime change year.

#### 5.5. Receipts

The Treasurer shall receive all payments to the Association, and shall issue a machine numbered printed receipt from his bound receipt book for the time being in use. Only one receipt book shall be in use at a time.

#### 5.6. Maintenance of Cash Book

The Treasurer shall maintain a cash book for the record of receipts and expenses and the procedure for maintenance of the cash book shall be according to standard practice.

### 6. Miscellaneous

#### 6.1 Member Database Committee

The Member Database Committee shall consist of the BIIS Secretary (as Ex-Officio member of the Association), the Membership Development Secretary, and two other Executive Committee members nominated by the President. The BIIS Secretary and the Membership Development Secretary shall respectively be the Chairman and the Secretary of this committee.

#### 6.2 Arbitration Board

As per the provision of the article 14 of the constitution of this association, this Bye Law suggests an Arbitration Board to be formed by the Adviser (respected Head of the Department of EEE, BUET) of the Association (or his nominated person) in the Chair. Formation of the Board (member number, selection etc.) is in complete discretion of the Adviser.

#### 6.3 Notices Regarding Bye-Laws

Notice of making revocation, alterations or amendment of any of the Bye-laws shall be published in the appropriate publication of the Association as soon as possible.

#### **Note:**

- BUGS may review the name of this proposed body (in light of OBE requirement)
- More sections in the constitution and bye-laws may be suggested by BUGS