

CONSTITUTION OF THE BUET ALUMNI ASSOCIATION OF CALGARY

1.0 Name: The association shall be named "BUET Alumni Association of Calgary "(BAAC), hereafter called the "Association".

1.1 The Association is purely voluntary, non-political and non-religious in nature.

1.2 The Association will be run under the provisions of this Constitution. Modus operandi for any matter that is not covered under this Constitution shall be decided upon by the Executive Committee as and when arises, and once decided shall establish a precedent.

2.0 Office: The Head Office of the Association shall be in Calgary, Alberta.

3.0 Aim: The Association shall bring together all BUET-alumni in Calgary & adjacent areas and contribute in the uplift of BUET.

4.0 Objectives: The major objectives of the Association are as following:

1. To enhance, promote and uphold the name and fame of The Bangladesh University of Engineering & Technology (BUET) in Bangladesh and abroad.
2. To support efforts to bringing togetherness and fellow feeling among the BUETians for enhancing the quality of education and research, and for establishing state-of-the-art educational and research facilities at BUET.
3. To facilitate intellectual exchanges between BUET and advanced institutions in Canada.
4. To offer career counselling and mentorship to students, graduates and others associated with BUET.
5. To develop a stronger fellowship among the members of the Association.
6. To provide support to the members and their families and the students of BUET in distress, and to organize humanitarian activities in times of national calamities.

5.0 Membership: All graduates, postgraduate and honorary degree holders of BUET, EPUET and AEC shall be eligible to be General Member of the Association, subject to their acceptance of the terms and conditions and payment of such fees as may be determined by the Association.

5.1 General Member: All graduates, postgraduates and honorary degree holders of BUET, EPUET and AEC living in Calgary, Alberta and/or other parts of Canada shall be eligible for general member by paying membership fee determined by the Association;

5.2 Associate Member (Non-voting): Subject to payment of such fees and fulfillment of such other conditions as may be prescribed by the Association, Associate membership shall be open to those who have not received any degree from BUET, EPUET, and AEC, but are:

- (a) current or former faculty members or officers of BUET, EPUET and AEC;
- (b) current or former members of the syndicate or the academic council of BUET, EPUET and AEC;
- (c) former student of BUET, EPUET & AEC and obtained their graduation, postgraduation from other institutes in Bangladesh and/or abroad.

5.3 Life Member: All Members (General Members and Associate Members) of the Association can become life members of ABUETA (Association of BUET Alumni) by paying the stipulated fee to ABUETA.

5.4 Rights and Privilege: All Members shall have equal rights and privilege, such as;

- (a) can vote to elect the executive committee;
- (b) become an executive of the Association (BAAC);
- (c) nominate a member for the EC, etc.

5.5 Membership will be cancelled if Annual Membership Fee, to be determined by the Executive Committee, is not paid for two consecutive years.

5.6 All Members shall abide by the rules and regulations of the Association and support activities for achieving its objectives.

6.0 **Governance:** The Association shall be run by an Executive Committee (hereinafter called the Committee) consisting of fourteen members elected in the Annual General Meeting. Each Committee shall collectively carry out the activities of the Association during its two-year tenure.

6.1 The Committee shall consist of the following office bearers:

i. **Chairman:** shall lead and represent the Association, oversee all activities, and preside over all meetings.

ii. **Vice Chairman (2 positions):** shall assist the Chairman, oversee all constitutional matters, and assume the responsibilities of the Association in his absence; Association will elect 2 Vice Chairman.

iii. **General Secretary:** shall execute the decisions and co-ordination of programs and activities, prepare and keep minutes of all meetings, maintain administrative and office activities, and communicate with the members.

iv. **Joint Secretary (2 positions):** shall assist General Secretary to execute his duties mentioned above and assume responsibilities of General Secretary in his absence.

v. **Treasurer:** shall be the custodian of all assets including fund, raise, maintain and operate them, and prepare and execute budget.

vi. **Secretary- profession, education & research:** shall undertake efforts for enhancing the quality of education and research at BUET, facilitate intellectual exchanges, and offer career counselling and professional guidance.

vii. **Secretary- Communication & IT** shall develop and maintain the website, maintain an updated record of all members, and the group email communication on behalf of association.

viii. **Secretary- social & cultural and sports:** shall arrange for all sports, cultural, recreational and social activities, and explore community development activities.

ix. **Secretary- membership & organization:** shall maintain liaison with all the members and provide information to the new Members. Shall maintain public relations with other organizations, and promote BUET Alumni Association, Calgary. The executive committee, upon necessity, can co-opt up to 4 (four) members of the good standing to carry out the specific responsibility or task during its tenure only.

x. **Secretary- Special assignment:** shall coordinate the activities of various events organized by the association and provide support to EC members.

xi. **Ex-officio Members (2 positions)** - the immediate Past Chairman and General Secretary: shall bridge the present Committee with the past activities, help to develop strategies and raise resources, and perform any other task as assigned by the Committee.

xii. **Advisor (5 positions)** - Executive Committee will select an Advisory Council consisting of 5 Advisors from the members of good standing for its tenure only. The Advisory council will work concurrently with Executive Committee.

6.2 The Executive Committee may form Subcommittee(s) to undertake specific responsibility or task during its tenure only.

6.3 The Chairman and General Secretary shall not hold the same office in the Committee for more than two consecutive terms.

6.4 The Committee shall resolve disputes and take appropriate disciplinary action against any Member found involved in anti-Association activities.

7.0 **Election:** The election of the members of the Executive Committee shall be held at the Annual General Meeting every two years and conducted by an Election Commission (hereinafter called the Commission).

7.1 The Executive Committee shall form a Commission with a minimum of 3 (three) members of good standing in advance of at least 30 (thirty) days from the expiry of its tenure.

7.2 The Commission shall decide upon its own modus operandi to hold an Election within 25 (twenty-five) days of its formation.

7.3 The entire Committee or any of its Members may be removed in a General Meeting by a three-fourth majority of the members present.

8.0 Meetings

8.1 **Annual General Meeting:** The Association shall hold one Annual General Meeting (hereinafter called the AGM), once during its term, shortly before the expiry of its tenure, for which all members in good standing shall be notified with an agenda at least 15 (fifteen) days prior to the meeting.

8.2 The agenda for an AGM shall include:

- i. Ratification of the minutes of previous AGM
- ii. Presentation of the Annual Activity Report by the General Secretary
- iii. Presentation and approval of the Financial Statement by the Treasurer, Audit Report, and selection of Auditor
- iv. General discussions
- v. Any other matter(s) requiring discussion or approval by the Members
- vi. A special presentation by a Member or any other invited eminent person on a socially, culturally or technically important or interesting topic.
- vii. The election of the Executive Committee for the following term.

8.2 **Extraordinary General Meeting:** An Extraordinary General Meeting (hereinafter called the EGM) can be called when it deems necessary:

either by the General Secretary with the approval of the Committee to put forward any program, or to discuss an important issue;

or by the President on written request by at least one-half plus one of the total numbers of the members in good standing within 3 (three) weeks of receiving such request.

The notice of the EGM shall accompany the copy of the requisition and the signature of the requesting members.

8.3 **Executive Committee Meeting:** The General Secretary shall call such meetings with the consent of the President at least once in every 2 (two) months. All Committee members shall be notified at least 5 (five) days in advance.

8.3.1 Minutes of all meeting(s) (AGM, EGM and ECM) recording proceedings and decisions shall be ratified in the following meeting of same nature.

8.4 **Quorum:** A third of the total members of the Association in good standing will constitute a quorum of any General Meeting (AGM and EGM). Failing this, the meeting shall be adjourned and reconvened after 30 (thirty) minutes. 20 (twenty) percent of the voting members shall constitute a quorum in the reconvened meeting.

8.4.1 A simple majority of the Executive Committee Members shall constitute a quorum for any Executive Committee meeting.

8.5 The issues of all Meetings shall be decided by simple majority of the members present. In case of a tie, the chairperson shall have the casting vote.

9.0 General

9.1 **Amendment:** Constitution may be amended in a General Meeting (AGM or EGM) by three-fourth majority of the present members in good standing.

9.2 **Audit:** the books of the Association shall be audited every year by an auditor selected in an AGM, and the Report must be ratified in the next AGM.

9.3 **Conflict of Interest:** An Executive Committee Member with conflict of interest preventing him from acting in an impartial manner on an issue will voluntarily excuse himself from any discussions on that matter.

9.4 **Dissolution:** Dissolution will invoke a General Meeting. After dissolution, all remaining assets and fund after discharging of the liabilities shall be distributed to some activities at BUET.