

CONSTITUTION

BUET Chemistry Alumni Association (CAAB)



**Department of Chemistry
Bangladesh University of Engineering and Technology
Dhaka-1000, Bangladesh**

1. Name:

The name of the organization shall be BUET Chemistry Alumni Association (CAAB)

2. Location

The registered office of the association known as the Head Quarter shall be located at the Chemistry Department, Bangladesh University of Engineering & Technology, Dhaka-1000.

3. The 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 "Chemistry Department 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 of 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 Chemistry discipline in different sectors of the economy and to find ways and means to widen the scope of contribution of alumni.
- 4.3 To maintain liaison between the Chemistry Department, BUET (Alma mater) and the Alumni.
- 4.4 To promote social welfare of the members.
- 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, spares and chemical 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 modernize 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 Alumni Association with similar objectives at home and abroad.

5. **Membership**

- 5.1 Membership of the Association will consist of:

Life Member: Chemistry graduates and all members and former members of teaching staffs of the Department of Chemistry, Bangladesh University of Engineering & Technology (BUET).

Seed Member: Current postgraduate students of the Department of Chemistry, BUET as non-voting seed membership.

Honorary Member: Part-time teaching staffs and thesis co-supervisors in the postgraduate programs of Department of Chemistry, BUET as non-voting honorary membership. Renowned personnel in Home and Abroad (who deems to have significant role in widening the scope and opportunities of CAAB alumni, the chemistry and humanity in global society) as non-voting honorary membership.

- 5.2 Persons as mentioned in Article 5.1 can become a member of the Association as indicated by paying fees as determined by the Council.

6. **Council**

- 6.1 The affairs of the Association shall be vested in the governing body called the Council which shall be elected to office by the General Body in accordance with the Rules and Regulations of the Association and shall comprise of:
 - 6.1.1 One President
 - 6.1.2 One Vice-President
 - 6.1.3 One General Secretary
 - 6.1.4 One Treasurer
 - 6.1.5 Two Joint Secretary (One from the department of Chemistry, BUET and one from the alumni of CAAB working outside of BUET but residing in Dhaka.)

6.1.6 One Social Secretary

6.1.7 Executive Members:

- (a) The immediate past president of the Council.
- (b) The immediate past General Secretary of the Council.
- (c) The Head, Department of Chemistry, BUET.
- (d) One existing faculty of the Department of Chemistry, BUET.
- (e) Four alumni of CAAB working outside of BUET but residing in Dhaka.
- (f) Two alumni graduates working outside of BUET but residing in Bangladesh.

7. Terms of the Council Members

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

8. Powers of Council

- 8.1 The Council shall exercise all powers on behalf of the Association in accordance with the provisions laid down in the constitution.
- 8.2 The Council 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 Council 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 Council shall submit accounts for the preceding year and budget for the following year in the Annual General Meeting.
- 8.5 The Council shall have power to disburse any amount to meet expenses from the fund of the Association in accordance with approved budget.

9. Sub-Committees

The Council may constitute sub-committees from amongst the members of the Association and delegate any of its power to such committees as laid down in the ByLaw. The sub-committee so formed shall be headed by a Council member.

10. Council Meetings

The Council meeting shall be held ordinarily at the Head Quarter. The notice of such meetings shall be conveyed to each Council member with the agenda, not less than 14 days before the day of the meeting. An emergency meeting of the Council may be called by president. The Council shall meet at least once a year. The quorum of a meeting shall be one third of the total council member. An Adjourned' meeting shall not require quorum. Requisition for a Council meeting may be made by at least 5 (five) Council 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.

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 Council or as the General Meeting may desire to transact.

11.2.1 Presentation of the Annual Report

11.2.2 Presentation of the Accounts.

11.2.3 Presentation of the Annual budget

11.2.4 Election of new Council every two year

11.2.5 Appointment of Auditors

1.2.6 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 Council:

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 20 members within 30 days of request of such a requisition. Such a meeting shall transact only such agenda as has been given in the requisition.

11.4.2 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 extra ordinary general meeting shall be held at the Head Quarter.

11.5 Quorum for General Meeting

The quorum for the annual general meeting and extraordinary general meeting shall be one fifth of voting members.

12. By Laws

The Council shall have power to frame By 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 By Laws, the decision given by the Council shall be final.

14. Arbitration

In case any controversy regarding rights and liabilities of any member of the Association under the Constitution, the same shall be settled by arbitration in accordance with the By Laws.

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 Council. Members with voting rights, provided that members intending to propose any amendment to the Constitution, should do so by forwarding the proposals, duly signed by at least 20 members, to the General Secretary so as to reach him no later than a month before the Annual General Meeting. The amendments may be passed by 2/3rd majority of 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 simple majority of the General Body as defined in the ByLaws in a General Meeting exclusively convened for the purpose.

By Laws

1. Definitions

In these By 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 "By Laws " mean the By 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 Council" means the Council of the Association constituted in accordance with Constitution and By Laws .
- 1.4 "Council Members" mean the members of the Council 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 "Members" means a 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 By Laws .

2. Membership

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

3. Organization (the Council)

The Council shall be elected from the General Body by the members of the Association every two years in a general meeting.

4. Meetings

- 4.1 The General meeting of the Association shall be convened as and when necessary by the President of the Council or by the President on requisition in writing by twenty voting members of the Association. The quorum for a requisition meeting shall be one fourth of the members.
- 4.2 A three membered Election Commission shall be arranged by the Council prior to the General Meeting. Any life member of CAAB is eligible to be part of the Election Commission. The Election Commission shall conduct the election of the office bearers of the Association. The election notification shall be made through social media.
- 4.3 The proceedings of the General Meeting shall be conducted by the President of the Council and only the decision as approved by the majority shall be recorded.
- 4.4 Every member shall have a single vote while present in the General Meeting. There shall be no proxy-vote.
- 4.5 The General Meeting shall provide guidelines for the Council.

5. Finance and Accounts

5.1 Administrative and Finance Committee

The administrative and Finance Committee shall consist of one of the Vice-Presidents, General Secretary, Treasurer and two Council 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 income and expenditure of the Association.

5.2 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 either the President/General Secretary and counter signed by the Treasurer.

5.3 Auditors

Accounts of the Association shall be audited every two years and subsequently approved in a general meeting.

5.4 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.

5.5 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 By Laws

Notice of making revocation, alterations or amendment of any of the By Laws shall be published in the appropriate publication of the Association as soon as reasonably practicable. Notice so published shall be deemed to have been duly served on the members on the date of issue of the publication in which the notice appears.

6.2 Inspection of Records

The minutes of all General Meetings of the Association shall be open to all members, at all reasonable times on previous notice to the General Secretary in writing. The minutes of any meeting of the Council shall be open to inspection of any Council member, at all reasonable times. The accounts of the Association shall be opened to any number of the Council and on previous notice in writing to the General Secretary.

6.3 Access to Property

All Books, Drawings, Communications, etc., the property of the Association not being on loan, shall be accessible to members at all reasonable times. None of the property of the Association shall be taken out of the premises of the Association without the consent of the Council.

6.4 Arbitration

For the purpose of setting any dispute by arbitration under the Constitution, the parties in dispute shall, until regulations in this behalf are framed by the Council, be governed by the provisions of the Arbitration Act of the country, subject to the provisions that the Board of Arbitration shall consist of one representative from each party and an umpire who shall be the President of the Association or his nominee.

6.5 Dissolution

If upon dissolution of the Association, at any time there remain after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be parted with or distributed among members of the Association but shall be given or transferred to some other institution or institutions having objective similar to the objective of the Chemistry Alumni Association of Bangladesh University of Engineering and Technology to be determined by the members of the Association at or before the time of dissolution and in default thereby such Judge of any Court of Law in Bangladesh as may have or acquired jurisdiction over the matter.

The amendments made/proposed by the committee shall be incorporated in the constitution. However, the amendment made in 6.1.8 shall be implemented from the next term 2020-2021.