

**The Constitution of
International University of Business Agriculture & Technology EEE Alumni Association**



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4, Embankment Drive Road, Sector 10, Uttara Model Town, Dhaka – 1230, Bangladesh.
E-mail: info@ieeeeea.org
Web: www.ieeeeea.org

Editors

- Engr. Syed Wasif Ahsan
- Engr. Nafis Rahman
- Engr. Mehedi Hasan Rana
- Engr. Md. Jamal Munsif
- Engr. S M Rezaul Karim
- Engr. Imrul Hasan
- Engr. Md. Samiul Islam Chowdhury
- Engr. Sadik Shahriar Haque Sifat
- Engr. Md. Habibur Rahman

Publicity & Publication Division

- Engr. Shahidul Hasan
- Engr. Md. Askandar Hossain
- Engr. Md. Eftiaz Hossein

Concept & Design by:

- Engr. Nafis Rahman
- Engr. Md. Jamal Munsif

Supported by:

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Table of Contents

S/N.	Topics	Page
1	Preamble	1
2	Article I: Name	1
3	Article II: Mission, Vision, Values & Objectives	1
	a Section I: Mission	1
	b Section II: Vision	2
	c Section III: Values	2
	d Section IV: Objectives	2-3
4	Article III: By-laws	3
	a Section I	3
	b Section II	3
5	Article IV: Membership	3
	a Section I: Eligibility	3-4
	b Section II: Rights & Privileges of Members	4
	c Section III: Membership Fees	4-5
	d Section IV: Membership Suspension/ Cancellation or Resignation	5
6	Article V: Governance	5
	a Section I: Alumni Advisory Board/ Board of Direction	5
	b Section II: Composition of the Board	5-6
	c Section III: Organogram of the IUBAT EEE Alumni Association	6-7
	d Section IV: Roles and Responsibilities	7-10
	e Section V: Election & Term of Office	10
	f Section VI: Responsibilities of the Board	10-11
	g Section VII: Quorum & Voting	11
7	Article VI: Committees	11
	a Section I: Standing Committees	11-12
	b Section II: Ad-Hoc Committees	12
8	Article VII: Meetings	13
	a Section I: Regular Meeting of the Executive Committee	13
	b Section II: Annual General meeting (AGM)	13
	c Section III: Special Meetings	13

Table of Contents Cont'd

S/N.	Topics		Page
9	Article VIII: Finances		13
	a	Section I: Fiscal Year	13
	b	Section II: Budget	13
	c	Section III: Formation & Receipts of fund	14
	d	Section IV: Receipt Management	14
	e	Section V: Fund Deposit & Reporting	14
	f	Section VI: Financial Accountability	14
	h	Section VII: Management of Fund	14-15
10	Article IX: Audit		15
11	Article X: Amendments		15
	a	Section I: Proposal of Amendments	15-16
	b	Section II: Approval of Amendments	16
12	Article XI: Control on Social Media Platform		16
13	Article XII: Indemnity		16
14	Article XIII: Disciplinary Action		16
15	Article XIV: Adoption		17
16	Article XV: Winding Up/Dissolution of the Association		17

Constitution of The International University of Business Agriculture and Technology EEE Alumni Association

Preamble

The **IUBAT Electrical and Electronic Engineering (EEE) Alumni Association** is established to create a lifelong bond between the Department of Electrical and Electronic Engineering at the **International University of Business Agriculture and Technology (IUBAT)** and its alumni. The association aims to support alumni in their professional and personal growth while contributing to the continuous development of the university. This constitution sets out the objectives, structure, and operational guidelines of the IUBAT EEE Alumni Association.

Since its inception in **1991**, **IUBAT** has produced a significant number of graduates, many of whom are well-placed, experienced, and eager to connect with their alma mater to support its flourishing as a center of academic excellence both nationally and globally. The university recognizes the vital contributions of its alumni in achieving its goals and aims to establish a strong link through the formation of the Alumni Association.

This constitution outlines the objectives, structure, and operational guidelines of the IUBAT EEE Alumni Association. In its alumni meeting on October 15, 2022, at 3 PM, the IUBAT DEEE formed an Alumni Organizing Committee to develop rules and regulations for alumni activities through the IEEEAA, which shall be a non-political, non-communal, and non-profit organization.

Article I: Name

The name of the organization shall be the **IUBAT EEE Alumni Association (IEEEAA)**. It's a benevolent organization of the former students of the Dept. of EEE, IUBAT.

Article II: Mission, Vision, Values and Objectives

Section-I: Mission

The mission of the IUBAT EEE Alumni Association is to create a supportive network of EEE graduates, promote their professional development, and foster a strong connection with IUBAT to contribute to the advancement of the Department of Electrical and Electronic Engineering and the university at large.

- To foster connection and support through programs and services that inspire lifelong success and pride in our alma mater.
- To cultivate a strong sense of community and support by offering programs and services that enhance lifelong achievement and reinforce pride in our alma mater."

Section-II: Vision

To be a globally connected alumni community that actively contributes to the technological advancement and reputation of IUBAT EEE graduates while fostering lifelong personal and professional growth.

- Network. Engage. Flourish. Celebrate

Section-III: Values

The principals mentioned below are essential for achieving Success in the Alumni Association

- **Honesty & Respect:** We uphold truthfulness, diversity, and fairness in all our actions
- **Integrity & Accountability:** Our action demonstrates our principles, and we take responsibility for both
- **Commitment to Excellence and Analytical Precision:** We pursue excellence with enthusiasm, dedication, and fervor
- **Quest for Innovation:** We foster innovation, resilience, and versatility among our students, faculty, and staff.

Section-IV: Objectives

Objectives of the IUBAT EEE Alumni Association:

1. **Strengthen Relationships:** To build strong, lasting relationships among EEE alumni, faculty, and current students through cultural, social, and welfare programs, fostering a sense of community.
2. **Mentorship and Networking:** To create mentorship and networking opportunities between alumni and current students, facilitating the sharing of knowledge, experience, and professional advice.
3. **Promote Professional Development:** To encourage professional development, career growth, and lifelong learning for alumni by organizing training programs, workshops, and events that address relevant industry trends and challenges.
4. **Host Educational Events:** To organize seminars, symposiums, workshops, debates, and discussions on EEE and allied fields, benefiting both alumni and current students while contributing to the growth of the discipline.
5. **Scholarships and Financial Aid:** To offer stipends, scholarships, and fellowships to support poor and meritorious students in pursuing higher education opportunities.
6. **Employment and Placement Support:** To create an employment and placement cell that helps graduates secure suitable positions based on their education and training.
7. **Celebrate Alumni Achievements:** To highlight the achievements of EEE alumni, thereby enhancing the reputation of both the alumni and the IUBAT EEE Department through various media, journals, and publications.

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8. **Support EEE Education and Research:** To actively support the Department of Electrical and Electronic Engineering in its academic, research, and community service activities, contributing to the advancement of EEE education and practice.
 9. **Contribute to University Development:** To encourage alumni participation in university development, including academic programs, research initiatives, and infrastructure projects, fostering stronger ties between alumni and the university.
 10. **Foster Unity and Collaboration:** To unite members in the spirit of friendship, fellowship, and mutual understanding through reunions, picnics, sports, and other social events, promoting a collaborative and engaged alumni community.
 11. **Ethics and Professionalism:** To promote efficiency, high ethical standards, and excellence in the Electrical and Electronic Engineering profession, reinforcing the importance of integrity and responsibility in the field
 12. **Environmental Initiatives:** To contribute to environmental protection through plantation and forestation programs, and to support broader social responsibilities, including disaster relief during natural calamities
 13. **Financial Accountability:** To operate with financial transparency and accountability, ensuring all resources are managed responsibly to support the association objectives.
 14. **Governance and Management:** To formulate policies and by-laws for the effective operation and management of the organization, ensuring long-term sustainability.
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Article III: Bylaws

Section I:

The Bylaws are established to govern the operations and administration of IUBAT EEE AA, referring specifically to IUBAT EEE AA Bylaws.

Section II:

Proposed changes to the Bylaws must be sent to all IEEE AA Directors at least 15/20 days before the Board meeting where the vote will take place. A two-thirds majority of voting members, with a quorum present, is required to approve, amend, or revoke a Bylaw.

Article IV: Membership

Section-I: Eligibility

Membership in the IUBAT EEE Alumni Association is available to several categories of individuals:

1. **Members:** Any person, irrespective of age, sex, or religion, who possesses a graduate or undergraduate degree from the Department of Electrical and Electronic Engineering (EEE) at

IUBAT, shall be eligible to be members of the IEEEAA, subject to their acceptance of the terms and conditions and payment of such fees as determined by the Executive Council (EC). Members who have paid the life membership fees shall be called Life Members.

2. **Associate Members:** This category includes current and former faculty members, staff, and any individuals who have spent at least one academic year in the EEE department. This membership allows for the inclusion of those who have contributed to the department but may not have graduated from it.
3. **Honorary Members:** Reserved for individuals who have made significant contributions to the EEE department or the Alumni Association. Honorary Members are selected by the Board of Directors in recognition of their exceptional service and dedication.
4. **Patrons:** The EC may elect person, who has contributed highly significant services to IEEEAA either by making generous donations of funds or material resource or by rendering outstanding services to IEEEAA, a patron. A patron may or may not be a member, associate or life member of IEEEAA. A patron, who is not a member or life member, shall not be eligible to vote in any election of IEEEAA. By virtue of the appointment Vice Chancellor (VC), IUBAT shall be the chief patron of IEEEAA.

All categories of members of IEEEAA shall abide by the association's rules and regulations.

Section-II: Rights and Privileges of Members

Members of the IUBAT EEE Alumni Association (IEEEAA) are entitled to a range of benefits, including:

1. **Participation in Alumni Activities:** Members can engage in various events, programs, and activities organized by the association to foster community and networking.
2. **Voting Rights:** Only General Members have the right to vote in elections for the Board of Directors, allowing them to have a say in the leadership and direction of the association.
3. **Eligibility for Board Candidacy:** Members can run for positions on the Board of Directors, giving them the opportunity to actively contribute to the governance and future of the association.
4. **Access to Alumni Resources:** Members are granted access to valuable alumni networks, resources, and support systems, aiding their professional and personal development.
5. **Communication and Updates:** Members receive regular updates, news, and communications from both the association and IUBAT, keeping them informed of relevant activities and opportunities.

Section-III: Membership Fees

The Board of Directors will re-establish the membership fees, if required, for general and associate members. Honorary members are granted membership without any fees.

1. **Members & Life Members:** Annual subscription fee of BDT 500 (Five Hundred only) for members & For Life Members lifetime subscription fee of BDT 10,000 (Ten Thousand only).
2. **Associate Members:** No membership fee, open to faculty and staff involved with EEE dept.
3. **Honorary Members:** No fee, awarded for significant contributions to IEEEAA.

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4. **Patrons:** One time subscription fee of BDT 25,000 (Twenty Five Thousand) Only.

Section-IV: Membership Suspension / Cancellation or Resignation

1. **Suspension/Expulsion:** Any member acting against the organization's interests may be suspended or expelled by the Parliamentary Board, in consultation with the Alumni Advisory Board, after a meeting of the Executive Committee. A 14-day notice will be given for the member to explain their position before any action is taken.
1. **Resignation:** A member may resign, subject to the Executive Committee's acceptance. Resignations may be delayed until all debts are cleared and organizational property is returned.
2. **Membership Termination:**
 - The member resigns, and it's accepted by the Executive Committee
 - The member acts against the organization's interests.
 - The member is impeached by a two-thirds vote in a general or extraordinary meeting.
3. **Reinstatement:** A member whose membership was terminated for any of the above reasons may apply for reinstatement with a commitment to avoid further infractions. Reinstatement requires payment of entry fees and outstanding dues, subject to Executive Committee approval.

Article V: Governance

Section-I: Alumni Advisory Board / Board of Directors

The IUBAT EEE Alumni Association (IEEEAA) shall be governed by a **Alumni Advisory Board** or the **Board of Directors** responsible for setting the association's strategic direction, managing its policies and programs, and overseeing financial matters.

Section-II: Composition of the Board

The Board of Directors or Alumni Advisory Board will be composed of the following key roles:

1. **President:** Serves as the chief executive officer, providing overall leadership and acting as the primary representative of the association.
2. **Sr. Vice-President:** Assists the President in leadership, oversees key initiatives, and steps in during the President's absence or when delegated specific tasks.
3. **Vice President:** Supports the President in their duties and steps into a leadership role when the President & Sr. Vice-President is unavailable.
4. **General Secretary:** Maintains official records, manages communication within the association, and oversees day-to-day administrative functions.
5. **Organizing Secretary:** Organizes and oversees alumni events, reunions, and seminars to engage members and foster connections

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6. **Treasurer:** Responsible for financial management, including budgeting, financial reporting, and coordination of fundraising activities.

Section-III: Organogram of the IUBAT EEE Alumni Association

The **IUBAT EEE Alumni Association (IEEEAA)** organogram shall consist of the following positions, with the exception of the President, all roles may be held by more than one person. They will collectively be responsible for setting the association's strategic direction, managing policies and programs, and overseeing financial matters.

1. **Advisor Board**
 - Compiled of 5- 10 Honorable Members
2. **President**
 - Single Person
3. **Sr. Vice President**
 - Compiled of 2 - 4 Honorable Members
4. **Vice President**
 - Compiled of 2 - 5 Honorable Members
5. **General Secretary**
 - Single Person & 2 Asst. Team Members
6. **Organizing Secretary**
 - Single Person & 2 Asst. Team Members
7. **Treasurer**
 - Single Person & 2 Asst. Team Members
8. **Publicity & Publication Secretary**
 - Single Person & 2 Asst. Team Members
9. **Office & Alumni Affairs Secretary**
 - Single Person & 1 Asst. Team Members
10. **Women Welfare Secretary**
 - Single Person & 1 Asst. Team Members
11. **Sports & Cultural Secretary**
 - Single Person & 3 Asst. Team Members
12. **Social Welfare Secretary**
 - Single Person & 1 Asst. Team Members

13. International Affairs Secretary

- Single Person & 3 Asst. Team Members

14. Education & Research Secretary

- Single Person & 2-5 Asst. Team Members

15. Executive Member

- A Single Team of 10 Team Members.
-

The positions and structure of the IUBAT EEE Alumni Association, as outlined in this document, may be subject to change or modification upon mutual agreement and collaborative discussions among President, the Board of Directors and the members of the association. Any amendments must be in accordance with the constitution and the strategic needs of the association, ensuring alignment with its goals and objectives.

Section-IV: Roles and Responsibilities

The following positions within the IUBAT EEE Alumni Association (IEEEAA) are designed to ensure the effective functioning of the organization. Each role plays a vital part in achieving the association's objectives, fostering collaboration, and ensuring sustained growth and engagement.

1. **Advisor Board:** Provides guidance and strategic advice to the association, helping shape long-term goals and ensuring the association aligns with its mission.
 - Provide Strategic Guidance
 - Support Leadership Development
 - Facilitate Networking and Outreach
 - Offer Expert Advice on Policies and Programs
 - Fundraising and Resource Support
 - Provide Oversight and Accountability
 - Act as a Liaison Between Alumni and the University
1. **President:** Serves as the chief executive officer, providing overall leadership, acting as the primary representative, and ensuring the association's objectives and programs are executed.
 - Oversee and guide the overall activities of the alumni association.
 - Act as the primary representative and spokesperson for the association.
 - Chair executive meetings and ensure decisions align with the association's goals.
 - Collaborate with the General Secretary and other members for smooth functioning.
 - Foster connections between alumni and the university, and represent alumni interests.
 - Approve annual budgets and association plans.
2. **Sr. Vice President:** Assists the President in leadership duties, oversees key initiatives, and steps in for the President when necessary or when delegated specific tasks.
 - Assist the President in fulfilling responsibilities and acting as President in their absence.

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- Oversee the functioning of different committees and guide Vice Presidents in their roles.
 - Assist in strategic planning and ensure the association's objectives are met.
 - Represent the association at events or meetings when delegated by the President.
3. **Vice President:** Supports the President and Sr. Vice President, assumes leadership roles in their absence, and assists in managing association activities.
- Support Sr. Vice President and President in executing alumni initiatives.
 - Oversee specific areas such as alumni engagement, social welfare, or international relations depending on designation.
 - Assist in coordinating events and programs.
 - Mentor new graduates and help create networking opportunities.
4. **General Secretary:** Manages communication within the association, maintains official records, and oversees day-to-day administrative functions.
- Maintain and organize all documentation and records related to alumni association activities.
 - Schedule, plan, and send notices for meetings, including preparing meeting agendas.
 - Ensure execution of the association's plans and programs with the help of the Organizing Secretary.
 - Communicate decisions and updates to all members of the association.
 - Prepare and present annual reports on the association's progress and achievements.
5. **Organizing Secretary:** Organizes and manages alumni events, reunions, seminars, and other engagement activities to foster connections among members.
- Coordinate and manage all events, meetings, and activities organized by the association.
 - Act as the liaison between the General Secretary and other departments.
 - Ensure the smooth logistical execution of association programs.
 - Assist in preparing event budgets, schedules, and communications.
6. **Treasurer:** Responsible for the financial management of the association, including budgeting, financial reporting, and coordinating fundraising activities.
- Manage all financial matters of the association, including fundraising and membership dues.
 - Prepare the annual budget and financial reports.
 - Maintain records of all income, expenses, and financial transactions.
 - Ensure financial transparency and accountability in all association activities.
 - Work closely with the President and General Secretary on budget approval and financial planning.

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7. **Publicity & Publication Secretary:** Handles communication efforts, promotes events, oversees publications, and maintains the association's visibility across media platforms.
 - **Main Role:** Lead all communication and publication efforts of the association.
 - Oversee the preparation and distribution of newsletters, brochures, and other promotional materials.
 - Maintain the association's social media presence and website updates.
 - Collaborate with the Assistant Team to ensure consistent and clear messaging.
 - Promote events, activities, and achievements of the association to alumni and the broader community.
 8. **Office & Alumni Affairs Secretary:** Oversees internal and external communications, including newsletters, social media, and outreach, while managing alumni relations.
 - **Main Role:** Handle administrative and alumni relationship matters.
 - Oversee the day-to-day operations of the alumni association office.
 - Maintain up-to-date records of alumni, membership details, and important documents.
 - Act as the primary point of contact for alumni inquiries.
 - Coordinate with the Assistant to manage alumni outreach and engagement activities.
 9. **Women Welfare Secretary:** Leads initiatives that support women's empowerment, addresses their welfare needs, and advocates for gender equality within the alumni community.
 - **Main Role:** Advocate for the well-being and empowerment of female alumni.
 - Plan and execute programs focused on women's development, mentorship, and networking.
 - Address specific challenges and opportunities for female alumni within the community.
 - Work with the Assistant to coordinate activities related to women's welfare and gender equality.
 10. **Sports & Cultural Secretary:** Organizes sports events and cultural activities, fostering alumni engagement and celebrating talents within the community.
 - **Main Role:** Manage and promote sports and cultural activities among alumni.
 - Organize alumni sporting events, tournaments, and cultural festivals.
 - Foster engagement by encouraging participation in cultural and recreational events.
 - Collaborate with the Assistant Team to plan activities and ensure smooth execution.
 11. **Social Welfare Secretary:** Plans and implements community service projects and promotes social responsibility within the alumni network and broader society.
 - **Main Role:** Manage and promote sports and cultural activities among alumni.
 - Organize alumni sporting events, tournaments, and cultural festivals.
 - Foster engagement by encouraging participation in cultural and recreational events.
 - Collaborate with the Assistant Team to plan activities and ensure smooth execution.

12. **International Affairs Secretary:** Represents alumni from specific geographic regions, ensuring international alumni stay connected and engaged with the association.

- **Main Role:** Facilitate relationships with international alumni and external organizations.
- Establish and maintain connections with alumni living abroad.
- Promote global networking opportunities and assist with organizing international alumni events.
- Work with the Assistant Team to manage outreach and engagement with international alumni and partners.

13. **Education & Research Secretary:** Facilitates academic initiatives, supports research projects, and promotes educational programs that advance knowledge in Electrical and Electronic Engineering.

- **Main Role:** Promote education and research activities among alumni and final year students.
- Facilitate workshops, seminars, and conferences focused on education and professional development.
- Encourage alumni participation in research initiatives and academic collaboration.
- Collaborate with the Assistant Team to develop and implement education-focused programs.

14. **Executive Member:** Contributes to decision-making, supports the implementation of the association's initiatives, and collaborates with other officers to achieve organizational goals.

- **Main Role:** Provide support and participate in key decision-making processes.
- Attend executive meetings and contribute to discussions on association activities.
- Assist in organizing events, fundraising, and strategic planning.
- Work as a part of the 10-member team to support the President and other executive members.

Section-V: Election and Term of Office

1. Members of the Board of Directors shall be elected or selected by the general membership during the Annual General Meeting (AGM).
2. Board members shall serve a term of two (2) years, with the option for re-election for an additional term.
3. Elections shall be conducted in accordance with guidelines set forth by the Election Committee, which is appointed by the Board.

Section-VI: Responsibilities of the Board

1. The Board shall meet at least four (4) times a year to review the progress of the association, discuss new initiatives, and make decisions regarding the association's operations.
2. The Board is responsible for setting the strategic direction of the IEEEAA and ensuring alignment with the association's mission and objectives.

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3. The Board shall approve annual budgets, review financial reports, and oversee fundraising efforts.
 4. The Board is responsible for maintaining communication with alumni, faculty, and students, and ensuring the engagement of the alumni community.

Section-VII: Quorum and Voting

Quorum

- A quorum for executive meetings shall be defined as the presence of at least 50% of the total executive committee members. This includes the President or Sr. Vice President and at least three other executive members from key roles (General Secretary, Treasurer, or Organizing Secretary).
- Decisions of the Board shall be made by a majority vote of those present. In the event of a tie, the President shall cast the deciding vote.

Voting

- Decisions made during meetings require a simple majority vote of those present, unless specified otherwise for particular issues.
- In the event of a tie, the President (or the Sr. Vice President in the President's absence) shall cast the deciding vote.
- Voting can take place through a show of hands, voice votes or secret ballots as decided by the President or General Secretary.
- All executive members, including the President, Vice Presidents, Secretaries, and Executive Members**, are eligible to vote on all issues.

Article VI: Committees

Section-I: Standing Committees

The following standing committees shall assist the Board in its work:

1. **Event Planning Committee:** Responsible for organizing events such as reunions, networking events, and workshops.
 - Main Role: Plan and organize events for the alumni association.
 - Coordinate logistics, budgeting, and scheduling for events such as reunions, conferences, and social gatherings.
 - Ensure events align with the goals of the association and provide opportunities for alumni engagement.
 - Work with other committees, such as the Communications and Outreach Committee, to promote events effectively.

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2. **Mentorship and Professional Development Committee:** Manages alumni mentorship programs, career guidance, and professional growth initiatives.
 - Main Role: Facilitate mentorship opportunities and promote professional growth.
 - Create mentorship programs connecting senior alumni with current students and recent graduates.
 - Organize workshops, webinars, and networking events focused on career development.
 - Foster partnerships with companies and industries for job placements and internships for alumni
 3. **Finance and Fundraising Committee:** Assists the Treasurer with budgeting, financial planning, and fundraising efforts.
 - **Main Role:** Oversee financial management and fundraising efforts for the association.
 - Prepare and manage the annual budget, ensuring proper allocation of resources for events and programs.
 - Organize fundraising initiatives, such as donation drives, sponsorships, and endowment programs.
 - Ensure financial transparency by maintaining accurate records of income, expenses, and reporting to the executive committee.
 - Work closely with the Treasurer to assess financial needs and propose strategies for sustainable funding.
 1. **Communications and Outreach Committee:** Oversees the association's communications, including newsletters, website updates, and social media engagement.
 - Main Role: Manage the association's communication strategies and outreach efforts.
 - Develop and distribute newsletters, social media content, and other promotional materials.
 - Act as the main point of contact for media and public relations.
 - Engage with alumni through surveys, updates, and community-building initiatives to keep them informed and involved.
 2. **Membership and Recruitment Committee:** Works on recruiting new members and maintaining alumni membership engagement.
 - Main Role: Manage membership drives and recruit new members.
 - Oversee alumni membership registration, ensuring accurate records.
 - Develop strategies to attract new alumni members and retain existing ones.
 - Coordinate membership benefits and ensure alumni feel valued through their involvement in the association.

Section-II: Ad-Hoc Committees

The Board of Directors may establish ad-hoc committees to address specific **issues or projects**, such as strategic planning or special events.

Article VII: Meetings

Section-I: Regular Meeting of the Executive Committee

- Held twice or thrice with a **seven-day notice** signed by the General Secretary and Organizing Secretary.
- If quorum is not met, an adjourned meeting can be held without further notice at a time and venue decided during the adjourned meeting.

Section-II: Annual General Meeting (AGM)

- The Annual General Meeting of the IEEEAA shall be held once a year at a time and place determined by the Board of Directors.
- The purpose of the AGM is to review the annual report, approve financial statements, elect Board members, and discuss the future direction of the association.
- Notice of the AGM shall be given to members at least 30 days in advance.

Section-III: Special Meetings

Special meetings may be called by the President or at the request of at least 20% of the general membership. Notice of special meetings must be given at least 14 days in advance.

- May be called by the President, if necessary, with a 24/48-hour notice.
- Discusses urgent matters like annual accounts, audit reports, annual plans, budgets, or filling vacant Executive Committee positions.

Article VIII: Finances

Section-I: Fiscal Year

The fiscal year of the IEEEAA shall be from January 1 to December 31 of the following year.

Section-II: Budget

1. The Treasurer, in collaboration with the Finance and Fundraising Committee, shall prepare an annual budget for approval by the Board of Directors.
2. The budget shall include detailed allocations for:
 - Events
 - Communications
 - Administrative expenses
 - Other operational costs as deemed necessary.

Section-III: Formation and Receipts of Fund

1. The fund of the organization shall consist of
 - Membership fee, subscription, donations received from the members, well-wishers, Government and business community will constitute the fund of the organization.
 - Earnings through publication of journal, booklets, News Letters, books, souvenirs, etc. will also contribute to the fund of the association.
 - Earnings through training programs, research and other projects, consultancy services will also contribute to the fund of the association.

Section-IV: Receipt Management

1. All receipts must be recorded in the official **Receipts Book**, which shall be:
 - Printed by the association
 - Counter-signed by the President, General Secretary, or Joint Secretary

Section-V: Fund Deposit and Reporting

1. The Treasurer shall:
 - Collect all receipts and deposit funds into the association's bank account(s)
 - Report the status of the fund at 30-day intervals
 - Present a financial report to the Board at each quarterly meeting and a full financial statement at the AGM.
 - Ensure the financial accounts are audited annually by an independent auditor, as deemed necessary by the Board.

Section-VI: Financial Accountability

1. The Treasurer shall present a financial report to the Board at each quarterly meeting and a full financial statement at the **Annual General Meeting (AGM)**.
2. The financial accounts shall be audited annually by an **independent auditor**, as deemed necessary by the Board.

Section-VII: Management of Fund

1. On recommendation by the Parliamentary Board, the Treasurer will open a bank account or accounts in order to make transactions of fund of the organization.
2. All bank accounts shall be operated by 2-person joint signature of the Treasurer and the General Secretary/President. Also a mobile banking account i.e Nagad, Bkash, Rocket may be opened.
3. In pursuance of the decision by the Executive Committee, the President and the General Secretary/Joint Secretary will be able to spend or approve spending up to Taka 5,000 (five thousand) in a single bill at their individual capacity.

In emergency cases, this limit can be exceeded by a joint decision of the President, the General Secretary/Joint Secretary and the Treasurer, but approval shall be taken in the next meeting of the Executive Committee.

4. The Treasurer will keep not more than Taka 5,000 (five thousand) at a time with him for maintaining regular incidental expenses.
5. A report on all receipts and expenditures is to be placed in the Annual General Meeting for approval.

Article IX: Audit

1. A practicing-chartered accountant and a Committee consisting of two members of the Association nominated by the President and approved by the Parliamentary Panel shall audit all the books of accounts and financial records of the organization and submit a report thereof.
2. One or both of the Committee members shall counter-sign all the bills paid by the organization after proper verification. Any objection arisen there shall be recorded properly for presentation to the Parliamentary Panel.

Article X: Amendments

Section-I: Proposal of Amendments

Procedure for Amendments

1. Amendments to this constitution may be proposed as follows:
 - Any proposed amendment must be submitted in writing (electronic or hardcopy) and approved by a **three-quarters vote** of the Board of Directors at **two consecutive meetings** or through a petition signed by at least **40 out of 50 alumni members**.
 - Upon approval, the President shall present the proposed amendment for publication to all contactable alumni members using effective communication methods, including but not limited to:
 - a. Technology Review
 - b. Email
 - c. Social media
 - d. Association website

Effective Date

- Proposed amendments will become effective **sixty days** after the date of publication unless within that period, **sixty alumni members** petition the Board to present the amendment for a full-membership vote.

Voting Process

- If a petition is received, the President must notify all contactable alumni members about the proposed amendment, setting a voting period of **30 to 90 days** from the notice.
- Votes must be submitted through a secure method approved by the Board of Directors.
- The Board will review the results, and the amendment will take effect only if approved by a majority of voting members.

Section-II: Approval of Amendments

- Amendments must be approved by a **two-thirds (2/3) majority** of the members present at the **Annual General Meeting (AGM)** or at any **special meeting** convened for this purpose.
- No amendment shall alter the mission or overarching purposes of the Association.

Article XI: Control on Social Media Platform

Social media has become a powerful tool for digital alumni engagement and fostering a sense of community among graduates, social media viz. Facebook, Twitter, LinkedIn etc. can be a powerful tool for engaging alumni, there may be challenges that association should be aware of when using these platforms for alumni engagement, so considering the challenges, association should carefully plan their social media engagement strategies. No multiple pages in the same name cannot exist, IEEEAA authority can take any legal action against such practices if found.

Article XII: Indemnity

The members of the EC and other officers, and servants of IEEEAA shall be indemnified for all losses and expenditures incurred by them in the discharge of their respective official duty except those losses and expenditures that accrued due to their willful act, neglect or misuse of their authority in the discharge of their respective official duty. The loss to IEEEAA caused by willful act, neglect or misuse of their authority shall be compensated by the officers responsible for them out of their personal resources.

Article XIII: Disciplinary Action

All Members and Associate Members of IEEEAA shall be expected to abide by the rules and regulations of IEEEAA that have been formulated by the appropriate authority of IEEEAA and to support activities for achieving its objectives. Any Member or Associate Or Life Member found to violate the rules and regulations and/or to act against the interest of IEEEAA shall be subjected to appropriate disciplinary actions that will be determined by the EC.

Article XIV: Adoption

This Constitution shall take effect immediately upon approval by a two-thirds (2/3) majority of the membership present at the inaugural Annual General Meeting.

- This Constitution shall take effect immediately upon approval by a **two-thirds (2/3) majority** of the membership present at the inaugural **Annual General Meeting (AGM)**.
- All members shall receive a copy of the Constitution prior to the meeting to facilitate informed voting.
- The adoption of this Constitution will establish the governance framework for the IEEEAA and guide its operations moving forward.

Article XV: Winding Up/ Dissolution of the Association

- If the circumstances warrant dissolution of the association, an extra ordinary General Body Meeting will be called to adopt such a resolution. The association will stand dissolved if the resolution is adopted by two third majority.
- The winding-up process shall ensure that all debts and obligations are settled before distribution of any remaining assets.
- A final report shall be provided to the membership detailing the winding-up process and the handling of any remaining assets.
- In the event of the dissolution of the IEEEAA, any remaining assets shall be transferred to the Department of Electrical and Electronic Engineering at IUBAT.
- These assets will support student scholarships, academic programs, or other beneficial initiatives.

Adopted on this [15th September 2024] by the IUBAT EEE Alumni Association Board of Directors.

This detailed constitution provides a clear framework for the **IUBAT EEE Alumni Association** with provisions for governance, financial management, and engagement with alumni. It ensures professionalism, transparency, and alignment with the values of the Department of Electrical and Electronic Engineering at IUBAT.