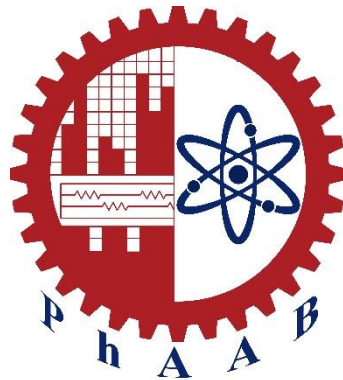


CONSTITUTION

Physics Alumni Association of BUET (PhAAB)

(Approved by Physics/BPGS/2024/1st, 21 January, 2024, Agenda 5)



Department of Physics
Bangladesh University of Engineering and Technology Dhaka-1000,
Bangladesh

Preamble:

We, the degree awardees and faculty members of Department of Physics, Bangladesh University of Engineering and Technology (BUET) through discussion and mutual understanding of cooperation, hereby formally established a completely non-political and non-profitable association named "Physics Alumni Association of BUET" in short "PhAAB". PhAAB is formed with a view to developing, nurturing and maintaining mutual relationship among the former students and current & former faculty members of the Department of Physics, BUET.

Article 1. Name

The name of the organization shall be '**Physics Alumni Association of BUET**', hereinafter referred to as the **PhAAB**.

Article 2. Location

The registered office of the PhAAB shall be located at the Department of Physics, Bangladesh University of Engineering and Technology (BUET), Dhaka-1000. Bangladesh.

Article 3. Aims and Objectives

The aims and objectives of the PhAAB shall be-

- 3.1** To promote social welfare of the members.
- 3.2** To nurture 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.
- 3.3** To keep members informed regarding the additions to and improvements in the current activities and future plans of the department.
- 3.4** To take effective steps along with creation of a permanent fund, to be called "The Capital Fund" for attainment of the following objectives:
 - 3.4.1** To offer Scholarships to deserving postgraduate students.
 - 3.4.2** To undertake any other activity which the PhAAB considers desirable for the interest of the Alumni, Department, University and the country at large.

Article 4. Membership

4.1 Membership of the PhAAB will consist of-

4.1.1 *General Member*: Physics graduates, all existing and former teaching staff of the Department of Physics, BUET (to be considered as a non-voting membership based on yearly subscription).

4.1.2 *Life Member*: Physics graduates and all existing and former teaching staff of the Department of Physics, BUET (to be considered as a voting membership based on one time subscription).

4.2 Person as mentioned in 4.1 can become a member (General/Life) of PhAAB indicated by paying fees as determined by the council.

4.3 Honorary Member: Renowned personnel in home and abroad who have significant contribution in science and technology, have contribution in widening the scope and opportunities of PhAAB alumni, the Physics and humanity in global society as non-voting honorary membership.

Article 5. Council

The affairs of the PhAAB 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 PhAAB and shall comprise of:

5.1 Chief Coordinator- The Head, Department of Physics, BUET.

5.2 President- One

5.3 Vice-President- Two

5.4 General Secretary- One

5.5 Treasurer- One

5.6 Joint Secretaries- Two (*One from the Department of Physics, BUET and one from the alumni of PhAAB working outside of BUET*)

5.7 Communication and Publication Secretary- One

5.8 Executive Members:

i. The immediate past President of the Council.

ii. The immediate past General Secretary of the Council.

iii. One existing faculty member of the Department of Physics, BUET.

iv. Two alumni graduates working outside of BUET.

Article 6. Terms of the Council Members

- 6.1** The term of each council shall be for two calendar years starting from 1st January to 31st December of the calendar.
- 6.2** No Council member of the PhAAB shall be eligible for re-election for the same post for more than two consecutive terms.
- 6.3** Any Council member who is absent in three 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 the general members.

Article 7. Powers of Council

- 7.1** The Council shall exercise all powers on behalf of the PhAAB in accordance with the provisions laid down in the constitution.
- 7.2** The Council shall have power to appoint any sub-committee consisting of Members of the PhAAB for any program/activity when it deems necessary.
- 7.3** The Council may create such subsidiary bodies as Trusts with a view to advancing and realizing the aims and objectives of the PhAAB.
- 7.4** 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.
- 7.5** The Council shall have power to disburse any amount to meet expenses from the fund of the PhAAB in accordance with approved budget.
- 7.6** In case of any vacancy among the office bearers of the council, the council shall have the right to nominate a member to fill the vacancy.
- 7.7** The Council may constitute sub-committees from the members of the PhAAB and delegate any of its power to such committees as laid down in the By Laws. The sub-committee so formed shall be headed by a Council member.

Article 8. Council Meetings

The Council meeting shall be held at the Department of Physics, BUET, Dhaka-1000, Bangladesh. The notice of the meeting shall be conveyed to the Council members with the

agenda, not less than 7 working days before the meeting date. Emergency meetings of the Council to be called by the president. The quorum of a meeting shall be at least 40% 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, and the President will call a meeting within two weeks.

Article 9. Annual General Meeting and Re-Union

9.1 The Annual General Meeting of the PhAAB will be held once a year.

9.2 The Annual General Meeting will be held any time during the year or concurrently with a re-union, and shall transact the following activities approved by the council

9.2.1 Presentation of the annual report, financial report and annual budget

9.2.2 Election of new Council every two year

9.2.5 Appointment of Auditors

9.2.6 Any other item with the permission of the Chair.

Article 10. By Laws

The Council shall have power to frame By Laws in conformity with the provisions of the Constitution.

Article 11. 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.

Article 12. Arbitration

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

Article 13. Amendment of the Constitution

The Constitution of the PhAAB may be amended only in Annual General Meetings and Emergency 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.

Article 14. Seal

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

Article 15. Dissolution

The PhAAB may be dissolved by simple majority of the General Body as defined in the By Laws 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 PhAAB 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 PhAAB 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 PhAAB constituted in accordance with Constitution and By Laws.

1.4 "Council Members" mean the members of the Council of the PhAAB.

1.5 "General Meeting" means a meeting of the members of the PhAAB whether Annual General Meeting or Emergency duly called and constituted and any adjourned meeting thereof.

1.6 "Members" means a member of the PhAAB whose subscription, if any or any other money payable to the PhAAB has been paid fully.

1.7 "Article" means article of the Constitution.

2. Election

2.1 One of the General Meetings of the PhAAB shall be designated by the president as the Election General Meeting for which 30 days' notice shall be given in writing and by

notification through publicity media. An Election Commission shall be nominated by the Council prior to the Election General Meeting. The Election Commission shall announce the procedure and schedule and conduct election for the council of the PhAAB.

2.2 Every member shall have a single vote while present in the General Meeting. There shall be no proxy-vote.

3. Finance and Accounts

3.1 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 PhAAB finances. The Treasurer shall be responsible for maintaining due accounts of all income and expenditure of the PhAAB.

3.2 Bank

All funds of the PhAAB shall be deposited with any scheduled bank(s) in Bangladesh and all withdrawals from the PhAAB funds shall be affected by means of cheques signed by either the President/General Secretary and counter signed by the Treasurer.

3.3 Auditors

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

3.4 Receipts

The Treasurer shall receive all payments to the PhAAB, 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.

3.5 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.