

# **CONSTITUTION OF THE BUBT CSE ALUMNI ASSOCIATION**

The BUBT CSE Alumni Association fosters a lifelong spirit of belonging and pride by connecting alumni, students and friends of BUBT and each other.

The subsequent section describes its formation, membership and operating process.

## **Article-I: Name**

The name of the organization shall be “**BUBT CSE Alumni Association**” (BUBTCSEAA).

## **Article-II: Location**

The principal office of the BUBT CSE Alumni Association shall be located at the campus of Bangladesh University of Business and Technology (BUBT).

## **Article-III: Vision, Mission and Objectives**

- **Vision:** To engage BUBT CSE Alumni community in the support and advance cause of BUBT
- **Mission:** BUBT CSE Alumni Association will act as a credible, independent and collaborative voice.
- **Objectives:**
  - To establish a market driven approach to support BUBT CSE Alumni Association in all possible ways throughout their lives.
  - To maintain the university and community partnerships through an integrated approach for building relationship with the university and each other.
  - To build and promote the “Next Generation” of advocacy, which is aligned and integrated with BUBT’s mission and policy.
  - To build a unique, industry based innovation team that positions the Alumni Association at the forefront of technology and alumni programming.
  - To develop a culture that attracts and retains the best talent and make BUBT CSE Alumni Association at the “Best Place” to work.

## **Article-IV: Purpose**

The general purpose of this Association shall be to promote the general welfare and effectiveness of CSE graduates of BUBT, through

- Strengthening the ties among former CSE graduates of Bangladesh University of Business and Technology (BUBT)
- Stimulating the interest and activity of the BUBT CSE Alumni
- Preserving and furthering the mission of the department of CSE and BUBT at large
- Providing and promoting opportunities for volunteer engagement, professional association and career development leadership & fellowship among alumni
- Encouraging alumni to contribute their time talent & financial support to the Alumni Association for the betterment of the graduates of CSE and BUBT at large.

#### **Article-V: Core Values**

BUBT CSE Alumni Association is committed to excellence in all its activities and is dedicated to the following core values:

- **Loyalty:** Pride in and commitment to the future that we are building together as a university, department and an alumni community, while honoring our history, culture, traditions and achievements.
- **Integrity:** Transparency and ethical behavior in all of our activities
- **Diversity:** Recognizing and valuing differences and seeking alternative perspectives and inclusiveness in all that we do.
- **Innovation:** Striving to be an industrious leader in alumni relations through a creative and transformational business model.
- **Continuous Improvement:** Pursuit of excellence through agility and responsiveness to stakeholders and the environment.

#### **Article-VI: Membership**

The membership of the “BUBT CSE Alumni Association” (BUBTCSEAA), will be as below:

1. **Regular Members:** All registered Alumni of the Department of CSE will be Regular Members of the Association.
2. **Active Members:** Active members will be selected from the regular members, who will communicate with other members. Active members will entitle to all the privileges including voting. Only Active members may hold elected office.
3. **Honorary Members:** Experts in the IT sector, professionals and senior officials of BUBT will be eligible to become honorary members. Honorary members will be selected from majority support of active members.
4. **Faculty Members:** All non-alumni faculty members of the Department of CSE are eligible to join the Alumni Association. The dues-paying members will elect a representative to the Alumni Association Executive Committee

#### **Article-VII: Executive Committee and Officers**

The Executive Committee of the Alumni Association will consist of

Sl. No	Name of the Post	Number
1	President	1
2	Vice President	2
3	General Secretary	1
4	Joint Secretary	2
5	Treasurer	1
6	Organization Secretary	1
7	Joint Organization Secretary	2

8	Research Secretary	1
9	IT Publication and Media Secretary	1
10	Cultural Secretary	1
11	Office Secretary	1
12	General Members	15

Total number of committee members: **29 (Twenty-Nine)**

From each academic year, one representative preferably may join. All posts will be filled up by the direct votes/selection process by the active members. The Registrar of BUBT and student representative of CSE department will be co-officio members of the Executive Committee without any voting power.

Candidates for the Executive Committee must be active members of the association. All eligible persons may place said name for election/selection to the Executive Committee.

Election/selection to the Executive Committee shall be coordinated by the alumni office. If election process needs to constitute the executive body, then candidates receiving the highest number of votes shall be declared elected. Otherwise selection will happen on the basis of the support of the active members and the existing executive committee members. All terms shall be two (2) years.

Executive Committee members may serve a maximum of three (3) successive terms in their respective positions. After serving three (3) successive terms, the Executive Committee Member cannot be elected/selected for the position until one full term has been completed by another qualified candidate. In the event that no representative is named in the election/selection process to represent a class or faculty, the Executive Committee may appoint someone.

Election/selection to the Executive Committee will not be a requirement. Any Executive Committee member who completes three (3) years on the Executive Committee is eligible to continue to attend meetings in an advisory capacity without vote and without holding office. He/she may become a member of a committee but cannot chair or vote. The President/General Secretary along with the Executive Committee, may appoint up to six (6) additional Executive Committee Members from prior membership who will have no voting power, but will enjoy others membership privileges. All terms shall be for two (2) years. At-large members may serve a maximum of three (3) successive terms in their position. After serving three (3) successive terms, the at-large member cannot be re-nominated for the position until one full term has been completed by another qualified candidate.

The Executive Committee shall consist of the elected/selected officers and committee leaders recommended by the President/General Secretary and this decision will be approved at the annual meeting. Candidates for the officer positions will be elected/selected based on the process established by the existing President/General Secretary/Nominating Committee. The Executive Committee will be responsible for monitoring the overall operation of the association and implementation of Executive Committee policies on its behalf. Meetings of this committee may be called at any time by the President/General Secretary of the Association.

Officers of the Association will consist of a President, Immediate past President, General Secretary, Treasurer and Organizing Secretary. The term of office for members of the Executive Committee will be

for two (2) years, and the officer or committee leader will not hold the same office for more than three (3) successive terms.

#### **Article-VIII: Duties of Executive Committee**

##### **President**

It shall be the duty of the president to

- Preside over association meeting and represent the association
- Organize events related to the association through approval of the BUBT authority.
- Call special meeting/AGM as needed.
- Plan the overall program of BUBT CSE Alumni.
- Maintain liaison with the office of BUBT and the student affairs.

##### **Vice President**

It shall be the duty of the Vice President to

- Preside over meetings in absence of the president and represent BUBT CSE Alumni association.
- Assist the President to organize events.
- Maintain liaison with the office of BUBT and the student affairs.

##### **General Secretary**

- In absence of the President/Vice President, General Secretary will preside over the meeting.
- Keep the record of membership.
- Record and preserve the attendance and minutes of all meetings.
- Keep the file of BUBT CSE Alumni association.
- Issue notices of meetings and conduct the general correspondence of the association.
- Maintain liaison with the office of BUBT and the student affairs.

##### **Joint Secretary**

It shall be the duty of the Vice President to

- Execute all the activities in the absence of the General Secretary.
- Execute any task by the President or the General Secretary.

##### **Treasurer**

It shall be the duty of the Treasurer to

- Receive all funds and process, request for payments and maintain accounts.
- Keep an itemized account of all receipts and expenditure and prepare reports.
- Prepare the budget for different programs
- The Treasurer of the Association shall be responsible for reporting on the financial status of the Association at its regular Executive Committee meetings and whenever requested by the Executive Committee.

### **Other Secretaries**

They will perform their duties as per decision of the EC.

Executive Committee members shall be responsible for conducting the business of their committee and reporting such business to the president and General Secretary.

### **Article-IX: Meetings**

Meeting times and places shall be circulated to all members of the Executive Committee. The Executive Committee will meet twice annually (recommended) to consider any business presented to the Executive Committee. Executive Committee meetings are open to all active members of the Association.

However, special meetings may be called by the President with the approval of the EC

### **Article-X: Quorum**

More than fifty percent (50%) of executive committee members, excluding general members, needs to be present in a meeting to form a quorum.

### **Article-XI: Dues**

Dues shall be determined by the Executive Committee at each annual meeting. For each active member, dues have been fixed at Tk. 1,000 (BDT. One Thousand Only) per year (currently not applicable).

### **Article-XII: Registration**

To be a Regular Member of the Association, every alumni of the department of CSE of BUBT has to go through a registration process by filling up a registration form. This registration process will be conducted by CSE department of BUBT (currently not applicable).

### **Article-XIII: Fund**

A joint account will be opened in the name of “**BUBT CSE Alumni Association**” (**BUBTCSEAA**) at any bank. The president, General Secretary and Treasurer will have the signing authority for this account.

### **Article-XIV: Amendments**

This Constitution may be amended by a two-thirds vote of the Executive Committee Members present at a regular meeting. Proposed amendments shall be submitted in writing to the Executive Committee Members at least 30 days prior to the meeting at which such amendments are to be considered.

### **Article-XV: Powers and Duties of the Executive Committee**

The Executive Committee shall serve as the governing body of the Association. Any officer of the Association who, in the opinion of the Executive Committee, has not or is not carrying out his/her responsibilities can be removed by two-thirds vote of the Executive Committee.

### **Article-XVI: Vacancy**

If any vacancy occurs in the post of the President, then the First Vice President shall assume the post for the remaining of the term and vacancies in any other post shall be filled by the joint consent of the EC.

#### **Article-XVII: Executive Committee (Ad-hoc)**

The first Executive Committee will be created on Ad-hoc basis for one year.

After the expiry of the tenure of the ad-hoc Executive Committee, a regular Executive Committee will be elected by a general election of BUBT CSE Alumni members for a period of two years.

#### **Article-XVIII: Effective Date and Fiscal Year**

This Constitution became effective on 1<sup>st</sup> January, 2020 by the Annual Meeting. The fiscal year of the Association shall be the period from 1<sup>st</sup> January to 30<sup>th</sup> December. Whenever the term “year” is employed in this Constitution, it shall refer to the fiscal year of the Association. The members of the first elected committee are the founding member of this association. Dues payments made “during the current membership term” refer to payments made within the current calendar year (not applicable now).

Signature

**(Abu Hena Md. Shahin)**

President  
January 01, 2020

**(Mehedi Hasan Nahid)**

General Secretary  
January 01, 2020