

# **THE CONSTITUTION**

OF

BY-LAWS

BWDB ENGINEERS' ASSOCIATION

**THE CONSTITUTION AND BYE-LAWS**  
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**The Constitution  
of  
Bangladesh Water Development Board Engineers Association**

**~~Proposed in the meeting  
held on 26.12.2022 and came into effect from 26.12.2022~~**

Bangladesh Water Development Board Engineers Association

Pani Bhaban, 72 Green Road, Dhaka

# Foreword

Being desirous of framing an Association by some of the engineers, Bangladesh Water Development Board Engineers Association is formed in 2022 with a view to the welfare of the engineers of Bangladesh Water Development Board. ~~The Association has been running on printed constitution since its approval in Annual General Meeting of 2022 held at Dhaka.~~

The proposal is placed in EGM held at Pani Bhaban Multipurpose Hall, 72, Green Road, Dhaka on 26/12/2022 for approval.

~~Bangladesh Water Development Board Engineers Association EGM held at Dhaka on 26<sup>th</sup> December 2022 approved this constitution and came into force from 26<sup>th</sup> December, 2022 for future guidance.~~

# **PROPOSED AMENDMENT OF THE CONSTITUTION OF BWDB ENGINEERS' ASSOCIATION**

## **CHAPTER-I: Name and Location**

1. The organization will be known as the BWDB Engineers' Association from now.
2.
  - a) The Head Office of the Association will be in Dhaka.
  - b) The Zonal Office of the Association will be in each zonal head quarter.

## **CHAPTER-II: Objectives**

3. **The objectives of the Association shall be as follows:**
  - ~~a) To ensure better environment for rendering service as public servant.~~
  - ~~b) To promote democratic behavior, rule of justice and freedom of speech among this Engineering Community.~~
  - ~~c) To promote equal human rights among the community.~~
  - ~~d) To reduce professional grievances among the community.~~
  - ~~e) To encourage patronage of the juniors by the senior.~~
  - a) To preserve the BWDB engineers' interests and work toward improving the working Conditions.
  - b) To encourage efficiency in the practice and profession of engineering.
  - c) To establish the BWDB Engineers' code of conduct and professional ethics.
  - d) To advance the interests of the engineering profession as a whole and aiding the information transfer for the benefit of humanity.
  - e) To promote just and honorable dealing, mutual respect and understanding amongst the BWDB Engineers.
  - f) To advance the cultural and social endeavors of the member engineers.

## **CHAPTER-III: Activities**

### **Activities:**

4. **With a view to achieving the objects mentioned in Chapter-II above, the Association will take any or all the following steps:**
  - a) To present the group's problems collectively and request redress in accordance with the constitution.
  - b) To offer improvements to the engineering profession to the competent authorities, and to work toward implementing those improvements.
  - c) To co-operate with others organizations in matters concerning engineering profession and the common interest.
  - d) To schedule study tours of technical works for technical works for training and knowledge advancement, hold frequent meetings to debate and exchange opinions on professional themes.
  - e) To hold technical sessions, seminars, and symposiums, publish journals and technical papers, and promote the Association's operations while expressing and disseminating information on professional topics.

- f) To extend sympathy and or financial assistance to a member in distress or to the family of any incapacitated for active life.
- g) To promote cultural activities among the BWDB engineers.
- h) To do all such acts and things as to incidental or conducive to the attainment of the objects of the Association.

## **CHAPTER-IV: Membership**

### **Qualifications:**

5. a) All engineers of BWDB having BSc in Engineering Degree ,Joined BWDB in 9<sup>th</sup> grade or, above and ~~is a Associate Member/Member/Fellow of Institute of THE INSTITUTION OF ENIGNEERS, BANGLADESH(IEB)~~
  - b) Member of the Association after retirement from BWDB will be entitled to become an honorary member.
  - c) The Seniority of the members will be determined by the Service Seniority and promotion of any post in current charge of any members will be treated as the rank of that post.(should be removed.)
- ~~*All members are equal in the community. Special rights are given to elected representative only to execute their responsibility as per this constitution.*~~

### **Admission to membership:**

6. A person qualified for membership shall be so admitted only after he has made a written request in the prescribed form and paid such fees as prescribed in Schedule-I.

### **Cessation of membership:**

7. The membership of the Association will cease owing to:
  - a) ~~Any member who has broken code of ethics of IEB as enclosed in schedule –H.~~
  - b) ~~Any member who have failed to cast his vote for 3 consecutive election whatsoever shall be automatically cease to be member. If a member do not east vote in any election whatsoever he shall be fined amount specified in Schedule-I of this constitution.~~
  - b) Any member who has not paid his subscription for two consecutive years will automatically cease to be member of the Association and will have to pay the full entrance fee including all arear dues for re-enrolment of the membership with the permission of the executive committee.
  - b) Any member who resigned from BWDB to get job in other organization.
  - d) Conduct on the part of a member prejudicial to the interest of the Association. When action against a member is to be taken under clause (b) and (c) the Secretary General will by order in writing (i) inform him of the action proposed to be taken in regard to him and the ground of that action. (ii) Give him reasonable opportunity showing cause against that action before Senate.

### **Rights/ Privileges:**

8. Members of the Association will, subject to this constitution and the bye- laws made there

under, enjoy all the rights and privileges and may be conferred by this Association from time to time. The rights and privileges of every member will be personal to himself, and will not be transferable by his own act or by operation of law.

### **Resignation:**

9. ~~Any member may resign from his membership by a written communication to the Secretary General. Senate will accept/reject the resignation. If accepted resignation shall take effect from the date of receipt of the application.~~

## **CHAPTER-V**

### **General Body:**

10. a) All the members of the Association will form the General body.  
 b) Chief Patron: The Honorable Director General, BWDB will be designated as Chief Patron as Ex- Officio.  
 c) Advisory Panel: The Honorable Additional Director General, Planning, East and West BWDB shall be designated as Member of the Advisory Panel.  
 d) On promotion either regular or current charge of any member of the Executive Committee as DG, Executive membership will automatically be cancelled on the date of holding the promoted post. and will act as the chief patron of the Association. ~~The post so vacant shall be filled up by vice president (who have got the most vote in election) for the post of president for maximum period of 21 working days. Chief election commissioner shall declare election schedule and conduct election within this time.~~

### **Executive Committee:**

11.	<del>The affairs of the Association shall be administered by a committee of management here in after called the Executive Committee and the Senate. The Executive Committee and Senate Members shall be elected by the members in accordance with the Rules and Regulations of the Association prescribed later in this constitution.</del>		
	a)	One President.	
	b)	One Secretary General.	
	c)	Five Organizing Secretary	
		(i) Three from Civil Cadre.	
		(ii) One from (E/M).	
		(iii) One from Computer Cadre.	
	f)	One Treasurer.	
	g)	One Cultural and Sports secretary.	
	h)	Welfare secretary.	

Elected Senate of 21(21) members as follows:

- (ii) Three from amongst the Superintending Engineer.



(iii) Four from amongst the Executive Engineer/ System Analyst
(iv) Six from amongst the Sub-Divisional Engineer/ Programmer (One from civil and one from E/M will be restricted)
(v) Eight from amongst the Assistant Engineer. (Two from civil and one from E/M & one from Computer cadre will be restricted all are )

### **Zonal Committee:**

12. There will be Zonal Committee at every zone of BWDB Except Dhaka having Jurisdiction over the respective zone to look after the local problems as well as general problems of the Bangladesh Water Development Board Engineers. The Zonal Committee will comprise of the following members:

(i) One Chairman.

(iii) One Member-Secretary.

(iv) Three Members.

members of the Zonal committee will be elected by the voters of that zone as per rules and regulations of the Association.

### **13. Qualification of the Office Bearers of the Executive Committee**

<del>a) President: Any member not below the rank of Additional Chief Engineer.</del>
<del>b) Secretary General: Any member not below the rank of Superintendent Engineer/Equivalent rank.</del>
<del>c) Organizing Secretary: Any member not below the rank of the Sub-Divisional Engineer.</del>
<del>d) Treasurer: Any member not below the rank of Sub-Divisional Engineer/ Equivalent rank and posted at Dhaka.</del>
<del>e) One Cultural, Sports and welfare secretary: Any member not below the rank of Sub-Divisional Engineer/ Equivalent rank and posted at Dhaka.</del>
<del>f) Senate Member: As mentioned in Article 11.</del>

b)

### **14. Terms of Executive Committee:**

The terms of the office of the Executive Committee and the Zonal committee will be maximum of two years.

### **15. Powers of Executive Committee:**

a)	The executive committee will administer the affairs of the Association in accordance with the provision of the Constitution. It will submit an Annual Report at the Annual General meeting on the proceedings of the meetings held and other activities of the Association performed during the year, transmitting there with the report of the Account of the Association and any other report that may be of interest to members.
b)	The Executive Committee will have power to appoint any sub- committee consisting of members of the Association for special works for a specified period as and when an occasion so demands.
c)	<del>Budget of receipts and expenditure for each year will be prepared and approved in the Annual General Meeting. The Senate shall the have power to disburse the amount to meet current expenses from the fund of the Association</del>
	<del>i) The admission fee and the rate of Annual subscription shall be as mentioned in Schedule I and shall be updated as per Article 35(I).</del>
	<del>ii) By Laws, Rules &amp; Regulations may be framed by the Senate, and shall be approved in General Election of the Members.</del>
	<del>iii) Any amendment of the constitution might be proposed by Any member. He will send his proposal to the General Secretary who without any change in forms and substance shall place it before senate. Senate shall send it to the EC(Election Commission) for General Election.</del>

## **CHAPTER VI**

### **16. Function of the Executive Committee and The Senate:**

- a) ~~The Executive Committee and the Senate will be in executive control of the Association.~~
- b) Subject to the Control of the General Body, the duties ~~of the Executive Committee and the Senate~~ Shall be as follows:
- i) To manage the affairs of the Association.
  - ii) To manage subscription and donations.
  - iii) To incur expenditure with in approved budget provision and maintain accounts properly and rendered.
  - iv) To arrange the Annual and emergency General Meeting.
  - v) To take such other steps as may be assigned by the General body.

### **17. Meetings:**

- a) AGM: The Annual General Meeting of the Association will normally be held at Dhaka between November and December each year. The Annual General Meeting of the Association will transact the following business and such other business as may be placed by the Executive Committee or as the General

Meeting may by unanimous decision decide to transact:

Presentation of the Annual Report.

Presentation of the Audited Accounts

Presentation of the Annual Budget.

Declaration of the New Executive Committee and its installation subject to clause-13

Any other items with the permission of the chair.

b) The Executive Committee ~~with approval from Senate~~ may call a General Meeting of the Association whenever the business of the Association so requires, either on its own initiative or in response to a written request from at least 20 members. The Secretary General will provide notice convening the meeting within three days of the date of receipt of any such request for an emergency general meeting

c) Normally at least fourteen days' notice shall be given in writing to all members for any General Meeting and a copy of the Agenda for such a meeting shall be circulated and however, only three days notice shall be given in writing to all members of the Association for an Emergency General Meeting.

d) All meetings will normally be held at Dhaka and the exact place and time shall be notified by the Secretary General on each occasion.

f) In any meeting of the Association, the president or in his absence, of the Vice- presidents present will preside over the meeting during its deliberation. If neither the President nor any of the Vice-president is present in the meeting, the members Present will elect one from amongst themselves to preside over the meeting. The president of the meeting will conduct its deliberations in accordance with the constitution and shall have the right of casting his vote only in case of a tie.

g) The Association in any general Meeting may raise any resolution in conformity with the objects of the Association and pass the same accordingly.

### **18. Meeting of the Executive Committee:**

~~i) Meeting will be held at Dhaka on First Saturday of Each Month.~~

~~ii) President shall preside over the meeting~~

~~ii) General Secretary shall prepare summary of work done for presentation on the Senate meeting.~~

~~iv) General Secretary shall summarize issues to be discuss in the Senate meeting.~~

~~iii) Any Member of Executive Committee shall attend meeting either physically or virtually.~~

~~iv) If any Member for any reason whatsoever is absent in the meeting he shall be fined amount as stated in schedule I.~~

~~v) Honorarium for attending such meeting shall be as stated in Scheduler I.~~

~~vi) If any member fails to be present in 3 (three) consecutive meeting shall be subject to impeachment. Procedure for impeachment shall be outlined later in this constitution.~~

### **19. Meeting of the Senate:**

~~i) Meeting will be held at Dhaka on Second Saturday of Each Month.~~

~~ii) General Secretary shall be only representative of the Executive Committee and he shall preside over the meeting.~~

~~iii) First Agenda of the meeting shall be grievance redress sub-committee report as per article 37(III).~~

~~iv) Second Agenda of the meeting shall be honorary member assistance sub-committee as per article 38(III).~~

~~iv) Third Agenda of the meeting shall be work done by the Executive committee.~~

~~v) Any other Agenda can be added or deleted as Senate may think worthy of.~~

~~vi) General Secretary shall summarize issues to be discuss in the Senate meeting.~~

~~vii) Any Member of Senate shall attend meeting either physically or virtually.~~

~~viii) If any Member for any reason whatsoever is absent in the meeting he shall be fined amount as stated in schedule I.~~

~~ix) Honorarium for attending such meeting shall be as stated in Scheduler-I.~~

~~x) If any member fails to be present in 3 (three) consecutive meeting shall be subject to impeachment. Procedure for impeachment shall be outlined later in this constitution.~~

### **19. Conduct and Voting in Meeting:**

- i) The Conduct of all meetings shall be in the manner as directed by the president except AGM. The Executive. Committee meeting/adjourned meeting will form a quorum with the attendance of 13 (thirteen) members
- ii) In case of animus regarding any decision normally shall be decided by majority of votes, each member having the right of exercising one vote only. The president shall not vote with the rest of the members but when the vote are equal, shall have a casting vote.

### **20. Proceedings of Meeting:**

The Proceedings of all meetings shall be recorded during their progress by one of the Joint Secretaries to be assigned. The minutes of the meeting will be notified and issued by the Secretary General along with Office Secretary.

### **21. Maintenance of Fund:**

Fund of the Association shall be kept in the scheduled Bank as determined by the Executive Committee and the account shall be operated jointly by the Secretary General and the Treasurer. The Account shall be in the name of the Association.

### **22. Accounts:**

- a)
  - i) The audited accounts of the Association shall be kept in such a form as may be approved by the General Body and shall be closed on the 31st day of December each year. The Secretary General shall incorporate the accounts in the Annual report of the Association.
  - ii) All vouchers shall be approved by the Secretary General with the recommendation of the Treasurer.
- b) No Member shall have any claim on any property of the Association. In case of dissolution of the Association, the General Body shall decide the way in which, the assets are to be disposed of.
- c) The Executive Committee shall have no power to incur any debt on behalf of the Association without the permission of the General Body.

### **23. Budget:**

The annual budget of the Association shall be prepared jointly by the Secretary-General and the Treasurer

which will be placed and approved in the Executive Committee before its placing in the Annual General Meeting for final approval.

#### **24. Audit:**

a) The Executive Committee will appoint one registered chartered accountant or a member of the Association not below the rank of Executive Engineer to audit the accounts" of the Association annually before placing the same to Annual General Meeting.

#### **25. Duties of President:**

Subject to Control of the Executive Committee, The President of the Executive Committee, The President of the Association shall administer as the active head of the Association in the following way:

i) To Control the Association as a whole.

ii) To give permission of all meetings for the interest of the Association

iii) To preside over all the meetings of the Association except in case of absent in the meeting

iv) Normally the President shall not exercise his vote in the meeting but in case of a tie, he shall have the right of casting vote.

v) He has the right to over-rule any decisions and can give his verdict accordingly.

#### **26. Duties of Vice-Presidents:**

a) The Vice-Presidents of the Association will look after the welfare of the Association and make liaison with the President of the Association.

b) The senior Vice-President (selected by election) will conduct the executive committee meeting in case of absence of the President and in case of absence of both President and Senior Vice-President the next Vice President will preside over the meeting and will take decisions accordingly.

#### **27. Duties of the Secretary General:**

a) Subject to the control of the Executive Committee, the following shall be the duty of the Secretary General.

i) To make the correspondence of the Association and sign all letters, notices and papers under the direction of the committee.

ii) To attend meeting of the Association, read out at the commencement of every meeting, the minutes of the of the previous meeting so recorded by the joint Secretary as the case may be.

iii) To preserve and record properly all letters, papers and documents of the Associations with the help of Office Secretary.

iv) To place before and record properly all letters, papers and documents of the Associations with the help of Office Secretary.

v) To maintain an upto-date list of members of the Association with their addresses, changes of address being properly recorded in the register by the Organizing Secretary

vi) To prepare an annual report on the activities of the Association for presentation at the Annual General Meeting.

vii) To arrange for wide publicity of the activities of the Association through the normal publicity organs and other means.

viii) To take such steps as thought necessary to carry out and make effective the resolutions of the Association and to bring to the Association as well as to the notice of the General Body, the special difficulties or extra ordinary circumstances arising since the last general meeting for their consideration.

ix) To do such other things as may be required for the interest of the Association and directed by the President

x) To incur expenditure of contingent in nature upto a limit of Taka 5000/-(five thousand) at a time subject to provision in the budget or to the approval by the Executive Committee as the case may be.

xi) To call meeting as per approval of the president.

b)

i) To receive subscription or any other money on behalf of the Association and deposit the same in the bank through Treasurer and operate such accounts jointly on behalf of the Association.

ii) To assure to give normal printed receipt through the Treasurer for any money received by the Association.

iii) To make disbursement and maintain exact account with vouchers of all such payment through Treasurer.

iv) To realize annual subscription from members and issue notices to those whose subscription fall into arrears.

### **28. Duties of Joint Secretaries:**

The senior most Joint Secretary will act as Secretary General in his absence. One of the Joint Secretary will record the proceedings of the meeting during the meeting when assigned by the Secretary General; he will help the Secretary General in presenting the same in the next meeting and assist in all matters.

### **29. Duties of Organizing Secretary**

He will take necessary steps for promotion of membership and allied affairs subject to approval of the Executive Committee and also maintain on upto date list of members of the Association with their address, changes of address being properly recorded in the register.

### **30. Duties of Assistant Organizing Secretary**

The Assistant Organizing Secretary will act as Organizing Secretary in his absence. He will take necessary steps along with Organizing Secretary for promotion of membership and allied affairs subject to approval of the Executive Committee and also maintain on upto date list of members of the Association with their address, changes of address being properly recorded in the register. He will help Secretary General assist in all matters.

### **31. Duties of Treasurer:**

a) To maintain financial accounts of the Association in the proper form.

b) To operate the fund of accounts kept in the schedule Bank according to the decisions taken by the proper authority of the Association

c) To collect monthly / Annual Subscriptions from the members of the Association, make-correspondences to members for collection of such subscriptions as may be done to the individual members. He may collect money/donations from the members/other organizations as per decisions of the Executive Committee /General Body as the case may be for the interest of the Association. All vouchers of expenditures to be approved by the General Secretary require recommendation of the Treasurer.

d) To submit annual budget and Accounts of expenditures in the Executive Committee meeting before placing the same in the Annual General Meeting /General Meeting. The Accounts of the Association should be properly audited as per rules of the constitution.

e) He is liable for all sorts of money transactions from the accounts of the Bank and maintenance upto-date pass-book of the Bank

### **32. Duties of Publication, Office, ICT, Cultural, Sports and Welfare Secretary:**

#### **Publication Secretary:**

He will be responsible for all the publications made under provision of article 4(e) of the constitution subject to approval of the Executive Committee.

#### **Office Secretary:**

He will be Responsible for maintaining the office record of the Association and he will also keep liaison with general members regarding activities of the Association.

**Cultural Secretary:-**

He will be responsible for promotion of cultural activities of the association. He will assist the Secretary General specially in the event of holding commemorative days general function and ceremonies and such events of any kind when situation demands

**Sports Secretary:-**

He will be responsible for promotion of sports activities amongst the members. He will assist specially Secretary General in holding Annual sports of the association/in a year. He will also arrange friendly games, matches as per consultation with Secretary General between the association and other friendly organization as when situation so occurs.

**Welfare Secretary:**

As though the association is a welfare organization as being the Welfare Secretary- of the association he will assist Secretary General to look after the welfare of the member of the association and also assists Secretary General to run the welfare 'trust' under the guide lines of the Executive Committee.

**ICT Secretary:**

He will be responsible for operating and maintaining different kinds of online activities like running the website, member database management, circulated online meeting notice, operated online meetings etc of the association. He will assist with Secretary General and Election Commission to run the association along with election period as when situation so occurs.

## **CHAPTER VII**

### **33. Election: Method of Election**

1. a) The Election of the Executive Committee and zonal Committee shall take place bi-annually by secret balloting on or before 15<sup>th</sup> December. The out-going office bearers will be eligible for re-election for the same post for consecutive two terms.
- b) The main posts of the Executive committee ie. President, General Secretary and Treasurer (For serial no. (a) and (f) of clause 11) shall be from amongst the qualified members posted at Dhaka. Other Posts of the executive committee members shall be open to all as per qualification of Clause 8.

If any such member comes out successful as President/ General Secretary/ Treasurer in the election, in that case the Director General, BWDB will be requested to make provisions for the elected Secretary General to be posted at Dhaka under the same capacity to a suitable position deemed fit by the authority.

- c) No members of the Association eligible for participating as well as for voting in the election for the office bearers until his annual subscriptions are cleared upto-date or otherwise decided by the Executive Committee.

- d) The member interested to participate in the election, his name should be proposed by a member and to be seconded by a member of the Association in the prescribed form of nomination. The cost of each nomination form shall be decided by the Executive Committee, which to be purchased in the name of the proposed candidate.
- e) One can participate in one secretarial post (for serial no. (a) to (i) of clauses (7) and in one member post (for serial no. (j) of clause-7) as per his qualification. If one is elected in two posts (Executive committee or Zonal Committee), one post is to be surrendered as per his will within seven days from the declaration of the election result and that post shall be filled up by by-election or co-option by the Executive Committee:
- f) Candidate for office bearer of the Executive Committee shall be is per 'their qualification (4 per clause no. 12 & 39 (b),(e) ) but voter will be all eligible member as clause 39(c)

### **34. Election Commissioner:**

- i) The Executive committee will form 'Election Commission' on or before 31<sup>st</sup> August for conducting the election with the following members:
- a) One Chief Election Commissioner.
  - b) One Deputy Chief Election Commissioner.
  - c) Three Election Commissioner.
- ii)
- a) The Chief Election Commissioner shall be at least of the rank of Chief/Addl. Engineer (as per service seniority) and member of this association.
  - b) The Deputy Chief Election Commissioner shall be at least of the rank of Superintending Engineer (as per service seniority) and member of this association.
  - c) The others Election Commissioner will be any member of the Association.
- iii) Election schedule with appropriate conditions and sufficient time will be made by the Election Commissioner under intimation to the Executive Committee and the Zonal Committee respectively and complete the Election including the declaration of the result within three days of the election held.
- iv) In case, the Executive Committee fails to form the election commission and complete the election by 15<sup>th</sup> December, the standing executive body will automatically stand void after 31<sup>st</sup> December. In such situation, the past President or past Secretary General or any general member shall intimate the subject to the Chief Patron. The Chief Patron within a week shall appoint Election Commission as per required qualification for the new Election.
- v) The Election Commission shall assume over the power of the Executive Committee since Executive Committee stood void will conduct the election within 28<sup>th</sup> February in the same procedure mentioned above and hand over the charges of Executive Committee to newly elected Executive Committee within 15 days from the date of election held.



## CHAPTER VIII

### **35: Amendment of the fee:**

- i. ~~Executive committee in its first meeting during a financial year shall amend all the fee mentioned in schedule I in each financial year considering CPI published by Bangladesh Bank and Prevailing market prices of the service.~~

## CHAPTER IX

### **36. Specialist Advisor :**

- I. ~~Executive committee shall appoint 1(one) legal advisor, 1(one) IT advisor and 1(one) audit advisor with fee mentioned in schedule I in its inaugural meeting from outside of the members/honorary members during taking over of the charge.~~
- II. ~~Once specialist advisor appointed as per Article 36(I) they can only be removed by general voting of the members.~~
- III. ~~Executive committee shall decide which matter have to be sent to the specialist advisor.~~
- IV. ~~Executive committee reserves all the right to outright reject their advices without showing any reason whatsoever.~~
- V. ~~Executive committee must publish any specialist advices taken without modification in forms and substances in its monthly report.~~

## CHAPTER X

### **37. Grievance Redress Committee:**

- I. ~~Senate shall at inaugural meeting appoint grievance redress sub-committee consists of the following members a) One Senate member from SE. b) One Senate Member from the XEN c) One Senate Member from SDE d) One Senate Member from AE.~~
- II. ~~Grievance Redress sub-committee collectively or individually will hear any or all grievance by any member of the association.~~
- III. ~~The sub-committee shall report all the grievances heard as per Article 37(II) in the next monthly senate meeting without any change in forms and substances of the grievance.~~

~~IV. The senate shall discuss on the grievance and decided by vote whether it shall be included or not in monthly Senate Report and any further actions required to redress the grievance.~~

## CHAPTER XI

### **38. Honorary member Assistance sub-committee:**

- ~~I. Senate shall at inaugural meeting appoint honorary member Assistance sub-committee consists of the following members a) One Senate member from SE. b) One Senate Member from the XEN.~~
- ~~II. Honorary member Assistance sub-committee collectively or individually will hear any or all help sort by any honorary member of the association.~~
- ~~III. The sub-committee shall report all the assistance asked as per Article 38(II) in the next monthly senate meeting without any change in forms and substances of the grievance.~~
- ~~IV. The senate shall discuss on the assistance and decided by vote how the matter shall be addressed.~~

**SCHEDULE –I**

<b>Article</b>	<b>Amount</b>
<b>7(a)</b>	<b>BDT-1000/-</b>
<b>15(e)(i)</b>	<b>Admission Fee:BDT 2000/-</b> <b>Annual Subscription:BDT 1000/-</b>
<b>18(iv)</b>	<b>BDT-1000/-</b>
<b>18(viii)</b>	<b>BDT-1000/-</b>
<b>36(I)</b>	<b>Legal Advisor:BDT 1000/hour.</b> <b>IT Advisor: BDT 500/hour.</b> <b>Audit Advisor: 1000/hour.</b>



## **Schedule-II**

### **Appendix-A THE INSTITUTION OF ENGINEERS, BANGLADESH**

#### **CODE OF ETHICS**

**(Approved in the 476th Central Council Meeting IEB held on 6.8.2003)**

1. I solemnly promise that as a member of The Institution of Engineers, Bangladesh I shall uphold and advance the integrity, honor and dignity of the engineering profession using my knowledge and skill and shall hold paramount the safety, health and welfare of the public and shall try to comply with the principles of sustainable development in the performance of my professional duties.
2. I shall be honest and impartial and serve with complete fidelity the public, employer and clients I shall not accept remuneration for services rendered other than that from my employer or with my employer's permission
3. I shall perform services only in areas of my competence
4. I shall build my professional reputation on the merit of my services and shall not compete unfairly with others
5. I shall act in professional matters for my employer or client as faithful agent or trustee and shall avoid conflict of interest and avoid deceptive acts.
6. I shall issue public statements only in an objective and truthful manner, and shall not in a self-laudatory language or in any manner derogatory to the dignity of the profession, or professional bodies, neither advise or write articles for publication, nor shall authorize such advertisements to be written or published by any other person
7. I, without disclosing the fact to my employer in writing shall not be director of or have a substantial financial interest in, nor be an agent for any company, firm or person carrying on any contracting, consulting or manufacturing business which is or may be involved in the work to which my employment relates, nor shall I receive directly or indirectly any royalty, gratuity or commission or any article or process used in or for the purpose of the work in respect of which I am employed unless of until such royalty, gratuity or commission has been authorized in writing by the employer
8. I shall support the professional and technical societies of my discipline
9. I, in connection with work in country other than my own shall order my conduct according to these rules, as far as they are applicable ; but where the country has recognized standards of professional conduct, I shall adhere to them
10. I shall not offer, guide, solicit or receive, either directly or indirectly any political contribution in an amount intended to influence the award of a contract by the public authority
11. I solemnly promise I shall avoid bribery and extortion in any form. If I encounter such acts done by any member. I shall be ethically bound to report it to the Ethical Review Board (ERB) of IEB (ERB is to be formed)
12. I shall continue my professional development throughout my career, and shall provide opportunities and support for the professional development of the engineers under

my supervision

13. A member who shall be convicted by a competent tribunal of ^criminal offence, which in the opinion of the disciplinary body renders him unfit to be a member, shall deemed to have been guilty of improper conduct.

## **BY-LAWS**

### **35. Rules and Regulations:**

- i)
  - a) An admission fee of Tk. 2000/-(Two Thousands) shall be payable by each member on just joining the association. Each member of the Executive Engineer and above shall pay an annual subscription of Tk. 1000/- (One Thousand) at a time. Each member below the rank of the Executive Engineer shall pay an annual subscription of Tk. 500/- (Five Hundreds) at a time.
  - b) The life member subscription shall be Tk. 10,000/- (Ten thousand) at a time. Ten (10) years of service and Five (5) years' experience as a member of this association are mandatory for becoming a life member.
  - c) "A year" for the purpose of this rule shall be reckoned from the 1st day of January to the 31st day of December.
  - d) Subscription shall-generally be due on the first day of January every year in advance.
  - e) Admission fee and annual subscription may be revised from time to time by the Executive Committee.
- ii) The Executive Committee man receive donations from member and shall have power to raise special subscription from the members whenever necessary and may also receive donations from other organizations for the welfare of the Association.

### **36. Fund:**

The Executive Committee shall control the fund of the Association, and is empowered to spend annually up to 10,000/- (Ten Thousands) only

for any one purpose beyond the approved budget. Expenditure in excess of the sum at a time will require the sanction of the General Body.