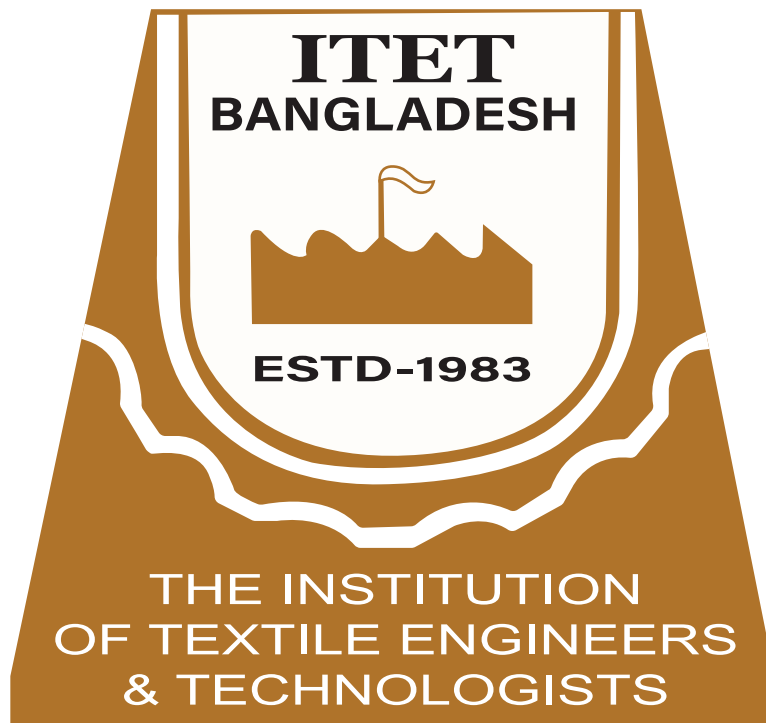


# CONSTITUTION



দি ইন্সটিটিউশন অব টেক্সটাইল ইঞ্জিনিয়ার্স এন্ড টেকনোলজিস্টস্ (আইটিইটি), বাংলাদেশ

**The Institution of Textile Engineers and Technologists (ITET), Bangladesh**

Eastern Plaza, (7th Floor), Room No. 34/C-D, Sonargaon Road Dhaka-1205, Bangladesh

# CONSTITUTION

## Article - I

### **PREFACE:**

Whereas several Textile Engineers and Technologists desirous of forming a society in the name and style "The Institution of Textile Engineers and Technologists, Bangladesh" met on 15th August, 1983 in Dhaka.

And whereas in the said meeting an advisory Committee and preparatory Committee were formed to draft, among other things, the constitution of the proposed Institution.

And whereas the aforesaid committee drafted a constitution and presented the same in the general meeting on 27.4.84 at Bangladesh Management Development Centre for consideration and approval.

And whereas in the said general meeting the Textile Engineers and Technologists present had a thread bare discussion and suggested necessary corrections and modifications to be incorporated and to be placed in the next general meeting.

And whereas another general meeting held on 17.8.84 at Atomic Energy Commission, Dhaka and The Textile Engineers and Technologists approved the draft constitution.

And whereas several Textile Engineers and Technologists desirous of forming a society in pursuance of Act XXI of 1960 under their respective signature for registration of the Society/Commission under the name "The Institution of Textile Engineers and Technologists, Bangladesh".

Now, therefore, "The Institution of Textile Engineers and Technologists, Bangladesh" at its Extra Ordinary General Meeting held on 17th August, 1984 at Dhaka approves, enacts and gives ourselves this constitution to come into effect from this day the 17th August, 1984.

## Article - II

### **NAME AND LOCATION:**

2.1 Name: The name of the Organisation shall be "THE INSTITUTION OF TEXTILE ENGINEERS AND TECHNOLOGISTS, (ITET) BANGLADESH".

2.2 Location: The registered Office of the Institution known as the Head Quarter shall be located in Dhaka.

## Article - III

### **PRINCIPLES AND OBJECTS:**

3.1 The Principles and objects of the Institution are as follows:-

3.1.1 To promote and advance the knowledge of the art of Production Textile: (threads/fabrics) of every description with acquisition and application of Science and Technology.

3.1.2 To promote the profession and practice of Textile Engineering and Technology in Bangladesh.

3.1.3 To encourage the study of Textile Technology for persons desirous of qualifying themselves to practice, teach or profess Textile Engineering and Technology.

3.1.4 To grant Diploma, Certificates or any kind of recognition of Competency to the practice or profess Textile Engineering and Technology.

3.1.5 To define, regulate and enforce rules of professional conduct among the members of the Institutions.

3.1.6 To encourage and regulate the professional activities in Engineering high standard and efficiency in practicing or professing Textile Technology.

3.1.7 To arrange seminars and Lectures for discussion and publications of advance development in Textile Technology

3.1.8 To help in the acquisition and inter -change of scientific and technical knowledge among the members of the Institution.

3.1.9 To set up a National Textile Library and to publish Textile Journal.

3.1.10 To encourage original research in Textile Science and Technology and utilisation of the Country's material and resources.

3.1.11 To foster the systematic study of problems relating to the Textile Industry and to obtain statistical and other informations regarding the production and usage of raw and manufactured Textile materials and machinery.

3.1.12 To constitute an authority for the determination and recognition of technical and trade standards, usage, terms, defination etc. for the Textile Industry.

3.1.13 To encourage and to facilitate preservation of historical heritage relating to Textile.

3.1.14 To foster Co-operation and to Co-ordinate with similar Institutions in other countries and with Universities and Colleges in Bangaldesh and in other countries for furthering the objective of the Institutions.

3.1.15 To do all such other things in the opinion of the Council of the Institite deem necessary in furthering all or any of the before named principles and objects.

#### **Article - IV**

#### **MEMBERSHIP:**

##### **4.1 Classification of Membership:**

The Membership of the Institution shall be as follows:-

- a. General Member.
- b. Honorary Member
- c. Life Member
- d. Student Member
- e. Patron Member

## **4.2 QUALIFICATION OF MEMBERS:**

**4.2.1 General Members:** A person would be considered eligible to be a General Member if he/she has any of the following qualification and professional experiences:

- a) B.Sc. degree in Textile Engineering/ Technology or Equivalent.
- b) Chartered Member of the Textile Institute of the U.K. or Equivalent.
- c) Post Graduate Degree/ Diploma in Textile Technology or Equivalent.
- d) Diploma in Textile Engineering/Technology.
- e) Certificate in Textile Engineering /Technology with minimum 3 years experience.
- 1) B.Sc. or above in Natural or applied science with min. 3 years experience.
- g) H.S.C./S.S.C. with 7 years experience in the field of Textile Technology.
- h) B.Sc. or Diploma from other discipline and have 5 years experience in the field of Textile Technology.

Persons who would be nominated for the general membership should be of min. 23 years old. Persons whose qualification and experience fall into category of f,g,h, of above may have to appear either in the written or viva or both the examination as the membership committee deem necessary.

**4.2.2 Student Member:** Any one pursuing a course of Textile Engineer/Technology leading to either B.Sc. degree, Diploma or Certificate, etc. and is 18 years of age is eligible to be a student member.

**4.2.3 Patron Member:** Any textile mills, or Organisation related to Textile or other than Textile willing to patronise the Institution can become a patron member.

**4.2.4 Honorary Member:** Distinguished persons other than textile technologists who have served in the textile Industry for many years in various ways like Scientists.

Economists, Engineers, Directors, Secretary, Chairman or Equivalent position shall be eligible to be the Honourary Member.

**4.2.5 Life Member:** Shall be decided by the National Council of the Institution.

**4.3** Members of all classification shall pay a entrance fee and a membership subscription yearly or half yearly as decided by the Council. The Council shall decide all type of fees and subscription and shall also review such fees and subscription as may be necessary time to time. Persons transfer from one class to another shall not be required to pay the entrance fee.

## Article - V

### NATIONAL COUNCIL (CENTRAL EXECUTIVE COMMITTEE)

**5.1** There shall be a National Council to be formed and be elected in accordance with the constitution and by laws for the management of the Institution. This Council will be elected by the vote of the voting members and have empowered to make laws and rules of the Institution and take necessary executive duties.

**5.2** The National Council shall consist of the follows:-

1. The President.
2. The Immediate past president.
3. Two vice-president.
4. The Secretary General.
5. Joint Secretary General.
6. The Treasurer.
7. 12 Member's.

## Article - VI

### POWERS AND FUNCTIONS OF THE COUNCIL

**6.1 President:** The president shall hold office between two annual general meeting. He shall preside over all Council meeting. General meetings with authority of casting vote.

**6.2 Vice President:** The Vice Presidents will discharge function of the President in the absence of the President with the same power as are exercisable by the President.

**6.3 Secretary General:** The Secretary General is responsible for running of the Head Quarter in an efficient manner and as such he is directly incharge of the routine duties thereof..

i). Until otherwise determined by the Council and subject to their supreme control, supervision and guidance, the Secretary General shall have charges of all the correspondences, proceedings of the Council and the General meeting, Election documents and deeds and records of the Institution.

ii). He shall prepare the Annual Report of the Institution.

iii). He shall circulate among members notice and other information.

iv). He may delegate powers to the Joint Secretary General.

**6.4 Joint Secretary General:** The Joint Secretary General will discharge function of the Secretary General in absence of Secretary General.

**6.5. Treasurer:** The Treasurer shall receive all money and deposit same in a bank recommended by the National Council. He shall payout money only on authority of the National Council. He shall prepare and submit quarterly finance reports to the Finance Committee.

## **Article - VII**

### **ELECTION OF THE NATIONAL COUNCIL**

7.1 Duration of the Council-One year.

Amendment: The duration of National Council have been fixed for two years as amended in December 1986.

7.2 Election of the President, Vice-President, Secretary General, Joint Secretary General, Treasuregr and members shall be held at a date be time and place to be decided by the Council.

Election to these officers of the National Council shall be held every year by secret ballot send by post or physical presence by all general and life members only of the Institution in accordance with the provision of the bye-laws.

## **Article - VIII**

### **MEETING**

8.1 Meeting of the National Council: At least once a month.

8.2 Quorum of National Council: At least 1/3 plus 1 members must be present in the meeting of the National Council.

8.3 A General Meeting which shall be called the Annual General Meeting of the Institution shall be held in the month of Nov. & Dec. in each year in Dhaka or in such other month or at such other place as the Council may decide from time to time and at such meeting there shall take place the election of National Council, the consideration of the Annual Report and accounts and such business as is usually transacted at Ordinary General Meeting.

8.4 Subject to any specific requirement in the constitution or there bye-laws the Council may whenever it deems fit shall call for a postal ballot of voting members or for an Extra Ordinary General Meeting of the Institution with in 30 days from the receipt by it of an requisition in writing signed by not less than 30 voting members and stating the object of the proposed meeting. The notice calling the meeting shall state the business to be transacted. No, resolution passed at an Extra Ordinary General Meeting shall take effect unless subsequently sanctioned by a simple majority of those voting in a postal ballot of voting members.



## **8.5 NOTICE OF MEETING TO BE GIVEN:**

The Secretary General shall sent to each voting members a notice for the Annual General Meeting or an Extra Ordinary General Meeting at least 21days before the date of such meetings specifying the date, place and time of the meeting and business to be transacted thereof.

## **8.6 QUORUM OF GENERAL MEETING:**

No business shall be transected at any general meeting of the Institution unless a quorum of less than 31 general members are present at the commencement of such business. If within half an hour from the time appointed the meeting, a Quorum is not present in the meeting, if convened upon the requisition of voting members shall be dissolved; in any other case, it shall stand adjourned to the same days in the following week. On the date to which the meeting was adjourned the meeting shall proceed to business not withstanding that less than 31. General Mernbers be present.

### **Article - IX**

## **ADVANCE**

9.1 Source of fund: Yearly subscription, Examination fees, Collection from Publication, Donation etc.

## **9.2 MAINTENANCE OF ACCOUNTS:**

a) The Finance Committee will consists of Treasurer and other 4 Council Members. The Treasurer shall be the Chairman of this Committee.  
One of the function of the Committee is the arrangement and management of the Institution finance, At the start of each financial year the committe will prepare a budget of proposed expenditure which will be presented by the Secretary General before the Council.

### **b) BANK:**

All funds of the Institution shall be deposited with a schedule bank as approved by the Council. The account of Institution will be operated jointly by the President or Secretary General and Treasurer.

### 9.3. AUDITORS:

A firm of Auditors shall be appointed by a resolution at each Annual General Meeting for ensuing year for auditing the accounts of the Institution. Annual statement of accounts shall be signed before it is submitted by the Secretary General to the Annual General Meeting.

## Article - X

### 10.1. STANDING COMMITTEES :

The Council may constitute Standing Committee and delegate any of its power to such committees as laid down in the bye-laws. The Standing Committee so formed shall in the exercise of the power so delegated, conform to the bye-laws that may from time to time be framed by the Council. All standing committees shall be headed by Council members.

10.2. The following and any other standing committee may be constituted for helping the Council in advancing the aims and objects of the Institutions:-

**i. Finance Committee:** (already mentioned in article 9.2.a)

**ii. Membership Committee:** Members of the Committee shall be Council Members. This committee will set a goal to increase the membership of the Institution. The committee will also examine and scrutinise the membership application for the approval.

**iii. Research, Publication and Seminar Committee:** This Committee shall be composed of min, 5 members, out of 5 members minimum two members must be the member of the National Council.

Members other than the National Council shall be appointed by the National Council.

## **Article - XI**

### **SECTIONS:**

The Council may from time to time establish sections with their own committees and other necessary officers (either appointed by the Council or elected in manner prescribed by the Council) in such localities and for such areas or in respect of any particular branch or branches of the work of the Institution as the Council may from time to time decide the object thereof being to promote locally or more efficiently general or particular aims and objects of the Institution. The Council may from time to time issue such regulations and it may deem proper and expedient for the regulation of such sections. No section or its committee or officers shall incur any obligations (financial or otherwise) so as to bind the Institution on the Council or officers, thereof specific section of the Council expressed by writing signed by the Secretary General or other proper officer of the Institution.

## **Article XII**

### **SEAL:**

The seal of the Institution shall be fixed to such certificate, deeds or documents as required to be sealed only by the President or the Sr. Vice-President and the Secretary General shall sign every instrument in which the seal of the Institution is so fixed.

# AMENDMENTS

(In the Grand Convention on 25th July 1995 at Hotel Sonargaon, Dhaka)

## Article - iv

### MEMBERSHIP

#### Clause No-4.1:

#### Classification of Membership.

The provision of Student Member and Honourary Member are not to be executed.

#### Clause No. 4.2 :

#### Qualification of Member.

The eligibility of general and life membership is to be restricted only within the clause a, b, c, and d with 5 (five) years experience. All other clauses such as e, f, g, h and clauses 4.22 & 4.2, 4 are not to be executed.

## Article - V

The name National Council is to be replaced by the name Central Executive Committee.

#### Clause-5.2

A 25 members Central Executive Committee shall be constituted instead of present 18 members committee and the formation of the committee (Central Executive Committee) will be as follows;

<b>S1. No.</b>	<b>Position/Post</b>	<b>No.Of Position/Post</b>
<b>01</b>	<b>President</b>	<b>1</b>
<b>02</b>	<b>Senior Vice-President</b>	<b>1</b>
<b>03</b>	<b>Vice-President</b>	<b>3</b>
<b>04</b>	<b>Secretary General</b>	<b>1</b>
<b>05</b>	<b>Joint Secretary General</b>	<b>2</b>
<b>06</b>	<b>Treasurer</b>	<b>1</b>
<b>07</b>	<b>Organising Secretary</b>	<b>1</b>
<b>08</b>	<b>Education and literature Secretary</b>	<b>1</b>
<b>09</b>	<b>Asst. Education and literature Secretary</b>	<b>1</b>
<b>10</b>	<b>Press &amp; Publication Secretary</b>	<b>1</b>
<b>11</b>	<b>Asst. Press &amp; Publication Secretary</b>	<b>1</b>
<b>12</b>	<b>Sports and Cultural Secretary</b>	<b>1</b>
<b>13</b>	<b>International Affair's Secretary</b>	<b>1</b>
<b>14</b>	<b>Employment and Investment Secretary</b>	<b>1</b>
<b>15</b>	<b>Social Welfare Secretary</b>	<b>1</b>
<b>16</b>	<b>Asst. Social Welfare Secretary</b>	<b>1</b>
<b>17</b>	<b>Office Secretary</b>	<b>1</b>
<b>18</b>	<b>Executive Members</b>	<b>5</b>

President of the Sectional Committee will be ex-officio member of the Central Executive Committee.

An Advisory Committee shall be formed as mentioned in the new clause 5.3.

### **5.3 ADVISORY COMMITTEE**

For better functioning of ITET and to involve the senior and experienced Textile Personnel with the ITET, there will be a nine member Advisory Committee. The committee will form by the Central Executive Committee and the duration of the committee will same as the Central Executive Committee. A life member or General Member of ITET only would be considered for the member of the Advisory Committee.

### **5.4 Power and Functions of the Advisory Committee.**

The members of the Advisory Committee may present in the executive meeting as invitee. They can take part in the discussion and can advice to any decision making. But in case of any agenda needed to be placed for voting, the advisory committee member's will maintain their neutrality and will not take part in voting.

## Article - VI

### POWERS AND FUNCTIONS OF THE COMMITTEE:-

The powers and functions of the Central Executive committee are as follows:

**6.1 President:** The President shall hold office for two years term. He shall preside over all executive committee meeting, general meeting with authority 'of casting vote.

**6.2 Senior Vice-President:** The Senior Vice-President will discharge function of the President in the absence of the President with the same power of the President.

**6.3 Vice-President:** The Vice-Presidents will discharge function of the President according the serial in the absence of the Ppresident and the Senior Vice-President with the same power of the President.

**6.4 Secretary General:** The Secretary General is responsible for running of the Head Quarter in an efficient manner and as such he is directly incharge of the routine duties thereof.

i). Until otherwise determined by the Central Executive Committee and subject to their supreme control, supervision and guidance, the Secretary General shall have charges of all the correspondences, proceedings of the Central Executive Committee and the General meeting, Election documents and deeds and records of the Institution.

ii). He shall prepare the Annual Report of the Institution.

iii). He shall circulate among members notice and other information.

iv). He may delegate powers to the Joint Secretary General.

**6.5 Joint Sectetary General:** The Joint Secretary General will discharge function of the Secretary General in absence of Secretary General.

**6.6 Treasurer:** The Treasurer shall receive all money and deposit the same in the Bank Account of Institution. He shall payout money only on authority of the Central Executive Committee. He shall prepare and submit Quartarly finance reports to the Finance Committee.

**6.7 Organising Secretary:** He is to perform the Organising works of the ITET and will co-ordinate with the President & Secretary General as their desire.

**6.8 Education and literature Secretary:** He will implement the Educational & literatural side of the ITET as per decision of the Central Executive committee.

**6.9 Asst. Education and literature Secretary:** He will assist the functions of the Education & literature Secretary.

**6.10 Press & Publication Secretary:** He Will perform the Information and Publication functions of the ITET.

**6.11 Asst. Press & Publication Secretary:** He will assist the functions of the Information and Publication Secretary.

**6.12 Sports and Cultural Secretary:** He will organise sport and cultural activities of the ITET.

**6.13 International Affair's Secretary:** He is responsible for communiting with international Textile Institutions Associations & Organisations on behalf of ITET. **6.14 Employment and Investment Secretary:** He will deal with problems and opportunities associated with employment of ITET members and investment in the field of Textile.

**6.15 Social Welfare Secretary:** He will do the social activities of the ITET.

**6.16 Asst. Social Welfare Secretary:** He Will assist the activities of the social welfare Secretary.

**6.17 Office Secretary:** He will maintain the ITET Central Office and do the Official works.

**6.18 Executive Members:**

(a) They will perform the job which will be given by the Central Excutive Committee.

(b) In absence of the President, Senior Vice-President and all Vice-Presidents according to Serial, a member will preside the Central Executive Committee Meeting.

## Article VII

7.2 Election of the 25 member Central Executive Committee shall be held at a date, time and place to be decided by the central executive committee.

A live members Election Commision with a Chief Election Commissioner and four Election Commissioner Shall be nominated by the Central Executive Committee.

The Election Commission shall conduct the election in accordance with the election, by laws approved in the General Meeting.

Election of the Contral Executive members shall be held by secret ballot by all General and Life Members of the Institutions.

**Printed by: 7th Central Executive Committee**



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**The Institution of Textile Engineers & Technologists (ITET), Bangladesh**  
 House# 6, Road# 2, Sector# 11, Uttara, Dhaka-1230, Bangladesh. Mobile: 01711-876114

Ref:

## AMENDMENTS

**(In the Extra Ordinary General meeting on 17th July 2012 at ITET office, Eastern Plaza.)**

**4.2.1.** A General member must renew his membership every year. To renew membership, a member has to pay annual membership fee within July - December. Otherwise his/her membership will be invalid.

According to the Clause no. a, b & c; the Accreditation Council will decide the eligibility of General and Life Membership. The Accreditation Council will be formed in a meeting of Central Executive Committee.

**4.2.1.(d)** One who has passed from Textile Institute / College of textile technology/BUTex, Tajgon, Dhaka will be eligible for membership.

### ELECTION OF THE CENTRAL EXECUTIVE COMMITTEE:

#### 7. Election Commission:

**7.(a)** Election Commission is consist of Maximum 7 Members as follows:-

(i) Chief Election Commissioner- 1 (one)

(ii) Election Commissioner-6 (six)

(iii) This Election commission will be formed by the joint-meeting of executive committee & Advisory Committee

**7.(b)** ITET Advisory Committee will oversee and monitor the election procedure. They have right to advice election commission, if necessary. If any of advisers take part in the election, he will not be allowed to perform as an Adviser of election commission.

**7.(c)** In order to accomplish a free and fair election, Election Commission will receive necessary rules and regulation in regards of election from the EC of I'TET (if necessary)





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Ref:

7.1) Duration of the Council-One year.

**Amendment:** The duration of National Council have been fixed for two years as amended in December 1986.

7.1.(i) Election must be conducted in every two years from the date of takeover. Due to unavoidable circumstances, if election does not held in scheduled time, the existing committee may extend their tenure for a maximum period of 3 (three) months.

7.1.(ii) If the election does not held within the extended period, the Executive Committee and the Advisory Committee will form a Convening Committee comprises 11 members within 7 days in a Joint Meeting. This Convening Committee-must-have to conduct the election within 90 days from its formation. After election result, the Convening Committee must handover the power to the newly elected committee. The Convening Committee will not take any decision except conducting election. The Advisory Committee will work with the Convening Committee.

7.2.(i) Non political (Slogans, involvement of political leaders, followers are banned)

7.2.(ii) Panel/Group/Individual.

7.2.(iii) Candidate is not allowed to go to Voter's working places/residences.

7.2.(iv) Poster, festoon, Banner, Gate is strictly prohibited.

7.2.(v) Candidate can send his CV with election manifestos to the voters, picture of candidate is only allowed, the statement should be in A4 size paper.

7.2.(vi) Panel Brochure/Panel Candidate lists should be published in A-4 size Paper.

7.2.(vii) SMS is allowed for election campaign.

7.2.(viii) Voter will not be entertained by the candidate during election.

7.2.(ix) Gate, Poster, Festoon, Banner are not allowed in the polling centre. Candidate can eceive the voters but the followers are not allowed to accompany him (voter).

7.2.(x) Polling booth will be arranged by the Election Commission.

7.2.(xi) Panel will be introduced centrally in one meeting followed by refreshment. Written permission from the election commission is necessary for introducing meeting of panel/group/individual.

7.2.(xii) All campaigns must be stopped 24hrs prior to the election date.

# **CONSTITUTION OF THE INSTITUTION OF TEXTILE ENGINEERS & TECHNOLOGISTS.**

## **ITET-BANGLADESH WELFARE TRUST**

### **1. Preamble:**

It has been closely observed in the past days that-

(1) some of the members of The Institution of Textile Engineers & Technologists, Bangladesh suddenly died leaving behind the family with small child/children and having no earning member (s) in the family. As a result, the family members were found financially in a very miserable condition.

(2) In some other cases the ITET members became seriously ill and were unable to bear the cost of medical treatment.

The numbers of such destitute members have been increasing sharply with the day by day growth of the Institution. In such cases the members of ITET tried heart and soul to help them voluntarily at personal level. To make this helping program a rational & universal one for all the members of ITET the need for some kind of institutional arrangements has been strongly realized. The following constitution has been proposed for approval by the Executive Committee & Advisory Council

### **2. Name of the Organization:**

The name of the organization will be "The Institution of Textile Engineers & Technologists, Bangladesh Welfare Trust" in brief "ITET- Bangladesh Welfare Trust," a subsidiary organization of The Institution of Textile Engineers & Technologists, Bangladesh

### **3. Address:**

The office of the "ITET- Bangladesh Welfare Trust," will be in the Head office of The Institution of Textile Engineers & Technologists, Bangladesh.

### **4. Aims & Objective of the Trust:**

To help the destitute active members of The Institution of Textile Engineers & Technologists, Bangladesh of their family members (spouse & children only) in case of-

(a) Serious illness of the members of their family members (spouse & children only)

(b) Immature or sudden death of any member of ITET, Bangladesh.

## **5. Beneficiaries of the Trust:**

The Life and General active members of ITET, Bangladesh who donate at least Tk. 2000/- (Taka Two thousand only) in the fund of the Trust will be eligible for getting help from the ITET-Bangladesh Welfare Trust.

## **6. Source of Fund:**

6.1. The fund for the Trust will be collected as donation from different legal sources by the Executive Committee, Trustee Board and members of ITET, Bangladesh.

6.2. The fund for the Trust will also be collected as subscription of at least Tk. 2000/- by each & every member of ITET, Bangladesh.

6.3. At least 40% of the collected ITET membership fee to be deposited in the Welfare Trust of ITET, Bangladesh by the running Executive Committee of ITET, Bangladesh.

## **7. Management of the fund:**

7.1. For the management of the fund an account will be opened in a scheduled bank in the name of "ITET-Bangladesh Welfare Trust"

7.2. The account will be operated by the joint signature of the Chairman of Welfare Trust and ITET President who also an Executive members of Welfare Trust.

7.3. The cash money of the Trust will be invested in a scheduled bank as fixed deposit.

7.4. Only the profit amount will be distributed among the deserving applicants by the Trustee Board.

7.5. No money can be distributed without the approval of the formal Trustee Board meeting.

7.6. There will be an annual budget for distribution from the Trustee Board.

7.7. None of the applicants will have the entitlement to receive help from the ITET Welfare Trust more than once in a year and not more than three times in life time.

7.8. The destitute member who wish get help from the Trust must apply in a prescribed form with all original documents and the application to be submitted to the Secretary General of ITET, Bangladesh. The Secretary General will send the received application(s) to the Chairman of the Welfare Trust for decision.

7.9. At least four meeting of the Trustee Board will be held at a regular interval in a year for the purpose of distribution of money among applicant destitute members of ITET. If the Trustee Board feels, more meetings can also be held.

7.10 The fund of the Trust must be audited in each year by a registered audit firm and after endorsement by the running Trustee Board the report to be submitted to the Executive Committee of ITET, Bangladesh.

## **8. Composition of Trustee Board:**

The Trustee Board of ITET will be comprised of-

1) Chairman	01
2) Executive Member	09
3) Member Secretary	01
-----	
Total >>	11

## **9. Election of the Trustee Board:**

9.1. The Trustee Board will be elected among the honorable and responsible member of ITET jointly by Executive Committee of ITET and the members of the Advisory Council.

9.2. Six Executive members of the Trustee Board including the Past President and past Secretary General of ITET will be nominated by the Executive Committee of ITET as ex-officio members of ITFT

## **10. Tenure of the Trustee Board:**

The tenure of the Trustee Board will be two consecutive years from the formation of the Board and the existing Trustee Board will continue until the formation of the next Board.

## **11. Filling up of vacant position(s) of Trustee Board:**

For whatsoever reason(s) if one or more positions of the Trustee Board become vacant, then the position(s) will be filled up by the Executive committee and Advisory Council of ITET following the procedure of election of the said Trustee Board.

## **12. Dissolution of the Trustee Board:**

If it become necessary to dissolve the Trustee Board under certain circumstances it is to done in the Annual General Meeting of ITET, Bangladesh.

## **13. Duties and responsibilities of the Trustee Board members:**

### **13.1. Chairman:**

13.1.1. The chairman will preside over the meeting of the Board and give decision about the issues to be discussed in the meeting.

13.1.2. The chairman will take initiative to collect donation from different legal sources.

13.1.3. He will take initiative to organize and strengthen the activities of the Board.

### **13.2. Member Secretary:**

13.2.1 The secretary of the Trustee Board will be considered as the head officiating officer of "ITET-Bangladesh Welfare Trust".

13.2.2 With the consent of the Chairman, the Secretary of the Trust will issue notice of meeting. write minute of meeting and issue all kind of letters to the concerned people.

13.2.3 The Secretary will take initiative to materialize all the decisions of the Trustee Board according to the policy guide line of the Trust.

### **13.3. Executive Member:**

13.3.1. The Executive members of "The Institution of Textile Engineers & Technologists, Bangladesh Welfare Trust" will act Member of the Trustee Board without any definite portfolio.

13.3.2. The Executive members of the Trust will actively participate in the Board meeting and give their thoughtful opinion about the agenda of the meeting.

13.3.3. The Executive members will help materialize the decisions taken by the Trustee Board.

13.3.4. The Executive members of the Board will contribute for strengthening the meaningful activities of the Trustee Board:

13.3.5. The Executive members will actively participate in fund collection from different legal sources.

#### **14. Presiding the meeting in Absence of Chairman:**

A senior member of the Trustee Board will preside over the meeting of the Trustee Board in case of pre-informed absence of Chairman of the Board.

#### **15. Quorum of the meeting:**

The simple majority number of members present in the meeting of the Trustee Board will form quorum for the meeting.

#### **16. Amendment of the Constitution:**

Any amendment in the constitution of The Institution of Textile Engineers & Technologists, Bangladesh (ITET, Bangladesh) Welfare Trust may be proposed by any active member to the President of ITET, Bangladesh. If the Executive Committee of ITET feels for such amendment then it is to be approved in the General Meeting or Extra Ordinary General Meeting of ITET, Bangladesh.

This Constitution has been prepared by-

(1) Prof. Mashud Ahmed	Convener
(2) Prof. Syed Fakhrul Hassan	Member
(3) Eng Doulatuzzaman Ansari	Member
(4) Prof. Dr. Eng. Ayub Nabi Khan	Member
(5) Mr. Jayanto Kumer Vhoumik	Member-Secretary