

# **Draft Constitution of FES Alumni Association, SUST**

## **Preamble**

We, the graduates and former students of Department of FES, Shahjalal University of Science & Technology (SUST), Sylhet, intend the efforts for a sustainable development of Bangladesh to protect, support and promote the interests of exchanging our growing expertise nationally & globally through establishing a platform named, "**FES Alumni Association, SUST**". This constitution hereby effective from inauguration of first elected executive committee.

## **Article I : Name & Address of the Organization**

### **Section A : Name**

The name of the Organization will be FES Alumni Association, SUST (also known as the FES Alumni, SUST).

### **Section B : Registered Office**

The registered office of the association shall be situated at the Department of FES, Shahjalal University of Science & Technology, Sylhet-3114, Bangladesh.

### **Section C : Web Address of Alumni Association**

The association has a web site & the website address is: <https://www.sust.edu/d/fes/alumni>.

### **Section D : Definitions**

As used in this Constitution and also in the correlative By-Laws, the following definitions of terms shall apply unless otherwise specifically noted:

1. The Association shall refer to the "**FES Alumni Association, SUST**."
2. The University shall refer to "**Shahjalal University of Science & Technology, Sylhet**".
3. Alumni shall refer to both alumni and alumnae.

## **Article II : Objectives & Goal**

The major objectives of establishing this alumni association is considered on the basis:

1. To build professional and social networks among alumni members nationally as well as globally.
2. To create a platform for the further career development to the FES students & graduates.
3. To support and encourage quality education and development to the FES department.

**The goal of the Association is to create a successful professional network** that will promote better friendship, interaction, and understanding among the alumni and will help to generate funds for the association that could be used for social event arrangement, financial support in need, scholarships and student amenities of FES department.

**Article III : Membership**

**Section A : General Member/ Life Member.**

Any Forestry graduate (B.Sc, M.Sc, M.Phil, or Ph.D from the department of FES of SUST, Sylhet) and hereby agreed to the articles of this constitution.

**Section B : Honorary Member**

Any faculty member who has served the Department of FES of Shahjalal University of Science & Technology, or who will be treated as well wisher of the association and who shall be nominated and elected by two-thirds votes of the Executive Committee shall be an honorary member of this Association.

**Section C : Rights of General Members**

Members have the right to vote at elections of the Association, to receive all publications and notices of general meetings of the Association, and to participate in activities of the Association and propose new ideas, views and policy for the betterment of this association and receive benefits provided by the association. However, for granting financial benefits approval of two-thirds of the Executive Committee members is obligatory.

**Section D : Fees**

1. The Registration fee will be taka 500 for General Member.
2. The annual subscription fee will be taka 500 for general member.
3. The subscription fee will be taka 15000 for Life member as single time.

These rates can be changed time to time upon the approval of the majority of Executive Com-mittee members of the Association.

**Section E : Procedure for membership**

Any FES graduate, stated in Article III, Section A, who wants to be a member of the association must apply using the prescribed form of the association or by approved procedure. After submission, the applicant will receive a membership confirmation along with an Identification Number (ID).

**Section F : Termination of membership**

Termination of membership may be suspended on the following grounds:

- ❖ Resignation.
- ❖ Death of the member.
- ❖ Any conduct that will fully violates of the Constitution.
- ❖ Upon approval of 3/4<sup>th</sup> of the executive members on proposed issues/events.
- ❖ Any member fails to pay annual fee for 5 consecutive years.

**Article IV : Executive Committee.**

An executive committee shall consist of one executive member from each graduate batch, 5 core committee members (1-5 of Section A), one Advisor, and one Honorary Executive Member. The members of this committee shall be elected or selected at the Annual General

Meeting (AGM) and by the provision of this constitution. This committee will hold for a period of two years.

1. The President, Vice-president, General Secretary, Joint Secretary, Treasurer and Executive Members must be SUSTIAN and shall be from among the FES Alumni Association, SUST.
2. The president, Vice-president, General Secretary, Joint Secretary, Treasurer and Executive Members, shall be elected by the members of FES Alumni association, SUST.
3. Head of the Department of FES shall act as an Advisor to the Executive committee but he cannot veto on any of the decisions made by the Executive committee/Alumni Association.
4. One of the faculties of FES department shall be selected as an Honorary Executive Member of the executive committee by the Executive Committee members but he/she cannot veto on any of the decisions of the Executive committee/Alumni Association.
5. If an executive committee position (1-5 of Section A) is vacant by any means the vacant position will be filled in (until next AGM) from the 'executive members' by majority vote of the executive committee.

### **Section A**

The Executive Committee shall consist of the President, Vice President, General Secretary, Finance Secretary, Executive Members, Advisor and Honorary Executive Member. General Secretary shall act as Chief Executive of the Executive Committee.

The Executive Committee shall consist of the following persons –

- |                              |  |
|------------------------------|--|
| 1. President                 | 1 Person                                       |
| 2. Vice President            | 1 Persons                                      |
| 3. General Secretary         | 1 Person                                       |
| 4. Treasurer                 | 1 Person                                       |
| 4. Joint Secretary           | 1 Persons                                      |
| 5. Cultural Secretary        | 1 Persons                                      |
| 6. Organizer Secretary       | 1 Persons                                      |
| 6. Honorary Executive Member | 1 Person                                       |
| 7. Chief Advisor             | 1 Person                                       |
| 8. Executive Member(s)       | Variable (one member form each graduate batch) |

The Executive Committee shall meet at least two times a year to carry out the business of the association, and shall submit an annual report of the association activities at the **Annual General Meeting**. However, **Emergency Meetings** (General and/or Executive) can be addressed by the General Secretary upon approval of the President in times of need. The Committee shall establish standing, ad-hoc, sub and overseas committees as needed to fulfill the mission and objectives of the Association.

## **Section B : Duration of Executive Committee**

The Members of the Executive Committee will be elected (and/or selected) for two consecutive years. The duration may be extended in extraordinary circumstances such as natural calamity, suit against the association.

## **Section C: Duties, and responsibilities of executive committee.**

### **President**

The duties of the President shall be:

- ❖ To preside at all meetings and functions of the association and to serve as the Chairperson of the Executive Committee.
- ❖ Appoint any special officers, the standing committees, program committees for efficient functioning of the association.
- ❖ Meet with the advisory council at least once in a year on matters involving the stated purpose of the association and functions of the executive committee.

### **Vice President**

The duties of the Vice President shall be:

- ❖ Assist the President in carrying out of his/her duties and responsibilities in any way as so desired by the President.
- ❖ In the event of absence or incapability of the President, the Vice-President shall perform all duties of the president.

### **General Secretary**

The duties of the General Secretary shall be:

- ❖ Act as Chief Executive of the Executive Committee.
- ❖ Record the minutes of all Executive Council meetings and Annual General Meeting.
- ❖ Take continuous initiatives to increase membership of associations.
- ❖ Issue letter for fund raising and other developmental activities on behalf of association.
- ❖ Expenses money of association pre-approved by the Executive Committee.
- ❖ Co-ordinate all the activities and duties of Joint, Cultural and organizer secretary.

### **Treasurer**

The duties of the Finance Secretary shall be:

- ❖ Monitor the association funds.
- ❖ Keep an accurate record of receipts and disbursements.
- ❖ Submit an annual financial statement and audit report at the AGM.
- ❖ The Finance Secretary shall keep possession of a Bank Account, which cheques must be cosigned by the President/General Secretary and the Finance Secretary.

### **Joint Secretary**

The duties of the Join Secretary shall be:

- ❖ Will be responsible for membership development and the welfare of the Members and their families.
- ❖ Assist the General Secretary in carrying out of his/her duties and responsibilities in any way as so desired by the President.
- ❖ In the event of absence or incapability of the General Secretary, the Join Secretary shall perform all duties of the General Secretary.

### **Cultural Secretary**

The duties of the Cultural Secretary shall be:

- ❖ Will plan and organize social and cultural programs including excursions, picnics and other similar events with prior approval of the Executive Committee.

### **Organizer Secretary**

The duties of the Organizer Secretary shall be:

- ❖ Will be responsible for scrutinizing all applications for new membership and recommending acceptance of such applications as per Rule.
- ❖ Will be responsible for Organizing and maintaining the alumni activities in co-ordination with the General Secretary and assist in the printing and publication of alumni magazine, newsletter, website, members' directory, social media presence etc. of the Alumni.

### **\*Chief Advisor**

- ❖ Coordinate communication of the association and FES department.
- ❖ Provide thoughtful suggestion to the association for future initiatives.
- ❖ Act as the Coordinator of the programs scheduled to arrange in the department of FES Alumni Association, SUST.

### **Honorary Member**

- ❖ Communicate to all members and Department,
- ❖ Assist the advisor in carrying out of his/her duties and responsibilities.
- ❖ Take initiatives to enhance the image of the Association.

### **The Executive Committee Members:**

- ❖ They shall work in cooperation with the office-bearers for all activities. Any Executive Member may be co-opted in any Sub-Committee formed by the Executive Committee.

### **The Sub-Committee Members:**

- ❖ The Sub-Committee Members shall carry out such duty as directed by the President of the FES Alumni Association, SUST.

### **Section D : Election:**

The Executive Committee shall be elected, by the general members of the alumni association for a two-years term in an Annual General Meeting. In case of inability to hold the annual general meeting because of any unforeseen circumstances, the existing committee shall continue with the office but shall hold the annual general meeting at the first opportunity.

1. This election shall be conducted by an Election Commission of the Association consisting of one Election commissioner (Treasurer of ex-executive committee) and two members appointed by the executive committee at least two months before the election date. The members of the election commission shall be selected from the members of the association who will not intend to contest in the election.
2. The authority to cancel any vote or to settle any dispute on election shall be reserved by the Election Commission. In case of tie for any post, a toss shall be done by the Election Commission to declare the candidate won.
3. Any person intended to participate in the election shall have to be the member of the alumni association and his subscriptions and other dues to the association shall have to be cleared up to the end of the year of election.
4. The Election Commission shall have to publish the list of all eligible members of the FES Alumni Association, SUST at least 30 days before the election. Any eligible member intending to participate in election shall have to submit nomination paper duly filled up in a **prescribed form** by the Election Commission which can be found at least 10 (ten) days before the date of election.
5. The nomination paper shall accompany a money-receipt of taka 2,000 (Two Thousand) for the post of President, vice president, General Secretary, and Treasurer, and taka 1,000 (One Thousand) for the post of members of the Executive Committee. The money shall be non-refundable and paid in cash to the office of the organization.
6. The Election Commission shall declare, at least one month before the election, the election schedule specifying the last dates of submitting nomination paper, scrutinizing the same, publishing the list of valid candidates, timing of taking election, the procedure of giving votes and the publishing the results of the election.

### **Section E : Meetings**

The Association President shall chair all Association meetings. If the President is absent, Vice President shall chair the meetings. If both the President & Vice President are absent, the General Secretary shall chair the meetings. A quorum for an Executive committee should be two-thirds or 5 EC members at least, for an annual general meeting quorum should be one-fifth or 50 members at least.

**Section F : Special Meeting**

Special meeting of the Association shall be called by the Committee as required. A special meeting shall be noticed at least 15 days before the meeting.

**Section G : Audit**

An independent audit team shall be formed in each AGM consisting of three persons who shall make an audit of the annual work and expenditure of the association.

- ❖ The Auditors shall be required to prepare a report or certificate for the next annual general meeting.

**Article V : Advisory Council**

The Advisory Council of the Association shall consist of 5 (Five) members. The Executive Committee will select the Advisory Council. The duration of the Advisory Council shall be for a period of 2 years. The Executive Committee will take advice and guideline from the Advisory Council as and when required. The composition of the Advisory Council will be as follows:

1. Two faculty members of the Department of Forestry and Environmental Science, Shahjalal University of Science & Technology, Sylhet.
2. Immediate past President and General Secretary of the Association.
3. A well-known Alumni member.

**Article VI : Fund**

1. Membership fees, Subscriptions, Donations received from the members, well-wishers and Business community will contribute the fund of the Association.
2. Earning through publication of Journals, Booklets, Newsletters, Books, and Souvenirs etc. will contribute to generate the fund of the association.
3. Earning through conducting professional training programs, research projects and consultancy will also contribute to develop the fund of the Association.

**Article VII : Amendment**

This constitution may be amended at any General Meeting of the Association by the Affirmative vote of three-fourth of the members present and voting, provided by the Executive Committee has previously considered the merits of the amendment.