

CONSTITUTION OF UIU BBA & BBA in AIS ALUMNI ASSOCIATION
UNITED INTERNATIONAL UNIVERSITY (UIU)
DHAKA, BANGLADESH

ARTICLE-1 : NAME & MOTTO

Section-A : The name of the Organization will be UIU BBA & BBA in AIS ALUMNI ASSOCIATION, herein after referred to as **Association**.

Section-B : To promote principles and practices of BBA & BBA in AIS programs in the all sorts of organizations in the country.

ARTICLE-2 : AREAS OF OPERATIONS

Section-A : The Registered Office of the Association will be situated in the United International University in Dhaka.

Section-B : The Association will conduct its activities throughout Bangladesh and abroad where UIU graduates reside.

ARTICLE-3 : OBJECTIVES

The objectives of the Association shall be:

- a) Build the Association as a true professional organization.
- b) Contribute to the development of UIU BBA & BBA in AIS activities in the country and abroad.
- c) Arrange seminar, symposium, workshop, debate and discussion on matters of BBA & BBA in AIS related activities with a view to grow awareness on importance of principles and practices of BBA & BBA in AIS in all sorts of organization in the country.
- d) Build up relationship among the members of the Association through cultural, social and welfare programs.
- e) Arrange training program for existing and new BBA & BBA in AIS professionals.
- f) Look after welfare of the members of the Association.
- g) Highlight the problems and prospects of the BBA & BBA in AIS professionals, modern concepts etc through different media, journals, publications etc.
- h) Make liaison with other BBA & BBA in AIS Associations in home and abroad, exchange views and ideas, take up various projects jointly and arrange exchange programs between various organizations in home and abroad.
- i) Unite the members of the Association in the bonds of friendship, fellowship and mutual understanding through arranging reunion, picnic, tour, sports etc.
- j) Encourage efficiency and promote high ethical standard in BBA & BBA in AIS professions.

ARTICLE-4 : MEMBERSHIP

Section-A : Anyone who has completed a degree (i.e., undergraduate or graduate) from the BBA & BBA in AIS department of **United International University**, Dhaka can be a member of this Association.

Section-B : There will be only one category of members in this Association, viz. General Member, and there is no fee for the membership. However, for the purpose

smooth running of the association, the association reserves the right to charge reasonable fees for membership in future.

Section-C : All members will be entitled to all rights and privileges and subject to all obligations, which the Association confers or implies.

Section-D : Any member may resign from this Association and said resignation shall become effective upon acceptance by the President of UIU BBA & BBA in AIS Alumni Association.

Section-E : Any member who will be found to act against the interest of the Association may be expelled or his/her membership may be suspended for any particular period by two-third votes of the Executive Committee. However, before taking any such action, a Show-Cause Notice shall be served on the concerned member to explain his/her position. Should there arise any compelling reason(s) for arbitration, upon application of any concerned individual, any member from the faculty advisory committee may arbitrate in such dispute and their report and action shall be deemed final in this regard.

ARTICLE-5 : EXECUTIVE COMMITTEE & ELECTION

Section-A : There will be an Executive Committee comprising of the following 15 (fifteen) office bearers:

SI No.	Designation	Number	Eligibility
01.	President	1	At least 5 years have passed after the completion of UG degree
02.	Vice-president	1	At least 3 years have passed after the completion of UG degree
03.	General Secretary	1	At least 3 years have passed after the completion of UG degree
04.	Treasurer	1	UIU Faculty or Official
05.	Joint Secretary	1	
06.	Executive Members	10	

The Head of the BBA and BBA in AIS Programs will form an election commission, consisting of at least 3 members, at least 15 days prior to the date of election to conduct the election. Upon declaring the results of the election, the new committee will take over the responsibility within 15 days of such declaration, unless otherwise the election committee thinks there are reasons for delay. The members of the election commission will not be allowed to participate in that election, however, it would not prevent them from running the subsequent election later on, if needed, provided they would not be in the election committee during that time. In case there is shortage of nomination or shortage of aspirants; and /or the UIU authority considers to expand the executive committee for the purpose of smooth functioning of its alumni association activities, the UIU authority reserves the right to appoint or select appropriate individual(s) affiliated with UIU and/or alumni to expand and / or complete the executive committee for the greater interest of the alumni association.

Section-B : **Responsibilities of the Executive Committee will be as follows:**

- a) Executive Committee will be responsible for execution of the policies and programs of the Association.
- b) It may appoint sub-committee for any particular activity or program of the Association, and opt-in other alumni association members as and when felt necessary, beyond the elected executive members.
- c) Executive Committee shall formulate the policy and procedures, programs

and activities for the Association and shall execute the same.

Section-C : **Duties of the Office-bearers**

1. President:

He/she shall be the Chief Executive of the Association. Preside at all meetings of the Executive Committee and General Meeting of the Association. He will coordinate activities among all the office-bearers and will be responsible for successful implementation of any program of the Association

2. Vice-president:

If the President is unable to perform the duties of his/her office for any reason, the Vice-president next in rank, shall occupy his position and perform his/her duties with the same authority as the President. The Vice-president shall act under the direction of the President to oversee the functioning of the Association and will cooperate with the office bearers to implement the policy and/or program of the Association.

3. General Secretary:

He/she shall be under the suppression and direction of the President and act as the liaison person between the Executive Committee and the Association. He will be the Chief Executive Officer of the Association. In fulfillment of this, he/she shall:

- a) Issue notice of all the meetings in consultation with the President.
- b) Submits reports to the Executive Committee meetings as well as General Meeting.
- c) Prepares minutes of the meeting and preserves the same.
- d) Circulates all decisions, policies and programs among the members.
- e) Have custody and keep and maintain all records, assets and properties.

4. Joint Secretary:

If the General Secretary is unable to perform his duties of the office for any reason, the Joint Secretary next in rank, shall occupy the position and perform his/her duties with the same authorities as the General Secretary.

5. Treasurer:

- a. He/she shall receive all money receivable by the Association and deposit the same in a Bank(s) account.
- b. He/she will pay all dues payable by the Association. All cheques and vouchers shall be signed by him and countersigned by either President or General Secretary.
- c. He/she will be the custodian of all financial records.

6. Executive Members:

- a. To cooperate with the President, Vice President, General Secretary, Joint Secretary & Treasurer, as and when needed, in performing their duties.
- b. To participate in the programs activities undertaken by the Association.

Section-D : The tenure of the office will be of 2 (two) years. But the existing committee will continue functioning unless the next committee takes charge of the office.

Section-E : Election will be held in secret ballot system if there are more candidates than the number of sanctioned post/posts. There is no condition of minimum percentage of voters to participate in the voting process to validate the election.

Section-F : There shall be a cut-off date for submitting nomination for every post in the election. After the last date of submission of nomination, no approach of submitting nomination shall be allowed.

Section-G : Only those who are member of the Association shall be eligible for competing in the election.

- Section-H : The Election/Selection of the office of the Executive Committee will be held during Annual General Meeting/Annual Alumni Night.
- Section-I : If any of the post(s) of members of the EC shall become vacant, EC and Advisory Committee shall decide on the way of fulfilling that post(s).
- Section- J : Any incumbent member of the executive committee cannot compete for any post more than twice if he/she is elected twice consecutively, i.e, any elected member cannot continue for more than two consecutive terms of the committee in any position and cannot even apply for a different position. However, a six-year waiting period may be considered subject to the approval of the elected body and advisory committee upon application of the aspirant.

ARTICLE-6 : ADVISORY COMMITTEE

- Section-A : To aid in achieving the objectives of the Alumni Association, a Non-executive Advisory Committee headed by the Chief Advisor may be formed consisting of maximum 10 (ten) members.
- Section-B : The Dean would be the Chief Advisor by dint of his academic position, and Head/Director and Deputy Director of the BBA & BBA in AIS programs of UIU shall be automatically the member of the Advisory Committee.
- Section-C : Upon consultation with the Chief Advisor, other members of the Advisory Committee may be selected from renowned Professionals, University Teachers- both from UIU or other universities, businessperson or any other person who can contribute to the activities of the Alumni Association.
- Section-D : Advisory Committee members may attend the meeting or nominate their representative(s) to attend the meetings of the Executive Committee.

ARTICLE-7 : MEETING

- Section-A : Regular meeting of the Executive Committee of the Association shall be held once in every two months, notice of regular meeting shall be signed by the General Secretary. At least seven (07) days' notice is required for regular meetings.
- Section-B : Special meetings may also be called if deemed necessary and such meeting may be called with immediate notice; however, all means of communication must be used to communicate the message to concerned members (telephone, email and sms).
- Section-C : An Annual General Meeting of the Association shall be held in each calendar year. At least 10 (ten) days notice will be necessary for convening the same.
- Section-D : The presence of at least 10(ten) members of the Executive Committee shall be necessary for a quorum of all meetings of the Executive Committee. No quorum will be necessary at any Annual General Meetings.

ARTICLE-8 : SOURCES OF FUND & FUND MANAGEMENT

- Section-A : For initial years, UIU Authority shall attempt to provide a certain sum of money to run the activities of the Association. However, every concerned stakeholders, including UIU authority will guide the association to run the association on its own financial capacity.
- Section-B : Donations & sponsorships received from the members, well-wishers, University Authority, Government and Business community will constitute the fund of the Association
- Section-C : Earnings through publication of Journals, Booklets. News Letters, Books, Souvenirs etc will also contribute to the fund of the Association.

Section-D : Earning through training programs, research projects, consultancy will contribute to the fund of the Association as well.

ARTICLE-9 : BANK ACCOUNT

Section-A : On recommendation by the Executive Committee, the Treasurer will open a Bank account.

Section-B : All Bank Accounts shall be operated by joint signature of the Treasurer and General Secretary or President.

ARTICLE-10 : AMENDMENT

Section-A : This constitution may be amended at any General Meeting of the Association by the Affirmative vote of two-third of the members present in person and voting, provided the Executive Committee and Advisory Committee have previously considered the merits of the amendment.

Section-B : No amendment shall be put to vote, unless written notice there-of stating the proposed amendment shall have been mailed or delivered personally to the members of the Association at least ten days prior to the General Meeting at which the vote on the proposed amendment is to be taken.

ARTICLE-11 : WINDING UP

If it deems necessary, the university authority, shall reserve the right to dissolve the activities of the committee without assigning any reason. In the event of the Association being wound up or dissolved, it shall pay up all debts and liabilities. If there remains, after the payment of all its debts and liabilities, any asset or property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to either BBA & BBA in AIS, UIU or other association(s) having objectives similar to the objectives of UIU BBA & BBA in AIS Alumni Association, to be determined by the Advisory Committee at or before the time of the dissolution.