

**THE CONSTITUTION
OF
THE ALUMNI ASSOCIATION
OF
THE DEPARTMENT OF APPLIED PHYSICS AND ELECTRONICS
UNIVERSITY OF DHAKA
BANGLADESH**

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**THE CONSTITUTION
OF
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OF
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PREAMBLE

We, the ex-students of the Department of Applied Physics and Electronics, University of Dhaka, through discussion and mutual understanding of cooperation established hereby formally an association under the name and title "THE ALUMNI ASSOCIATION OF THE DEPARTMENT OF APPLIED PHYSICS AND ELECTRONICS, UNIVERSITY OF DHAKA, BANGLADESH", in short "APE ALUMNI", with a view to developing, fostering and maintaining mutual relationship of understanding among us, developing Applied Physics, Electronics, Communication Engineering, ICT and other related fields of science and technology and with a view to achieving goals set forth in this constitution;

- 1- Following formation of the APE Alumni and later confirmed in a General Meeting of the Ex-Students of the Department of Applied Physics and Electronics, University of Dhaka held at TSC Cafeteria on 1st day of August 2003 and as per decision of the said General Meeting, a draft constitution for the APE Alumni is prepared by the constitution sub-committee and placed before the general body of the association for discussion and adaptation;
- 2- In the General Meeting of the APE Alumni held at TSC Cafeteria on this 29th day of April 2005, we do hereby adopt and give to ourselves this constitution.

Further affirming that it is the duty of all the members of the association to protect, safeguard and to obey this constitution.

1.0 NAME

The name of the association shall be “**THE ALUMNI ASSOCIATION OF THE DEPARTMENT OF APPLIED PHYSICS AND ELECTRONICS, UNIVERSITY OF DHAKA, BANGLADESH**”, in short “**APE ALUMNI**”.

2.0 OFFICE AND SEAL

2.1 **OFFICE:** The Head Office of the association shall be situated at the Department of Applied Physics and Electronics, Dhaka University. Branch offices may, however, be established at other places, if required by members and approved by the Executive Committee.

2.2 **SEAL:** The association shall be an association of perpetual succession with an official seal.

3.0 AREA AND YEAR OF OPERATION

3.1 **AREA:** The operation of the association shall be limited to the former students of the Department of Applied Physics and Electronics, Dhaka University.

3.2 **YEAR:** For operational purpose and maintaining accounts of the association, the year of operation of the association shall be the Gregorian Calendar Year, i.e., starting from 1st January and ending on 31st December.

4.0 MOTTO, OBJECTIVES, GOALS AND FUNCTIONS

4.1 **MOTTO:** The Motto of the association shall be "Applied Physics, Electronics & Communication Engineering for Development".

4.2 **OBJECTIVES:** The objectives of the APE Alumni shall be to work as a social welfare association through various social, cultural, and other benevolent programs and activities for the benefit of the alumni and the society.

It is a voluntary, non-profit, benevolent association of the former students of the Department of Applied Physics and Electronics, Dhaka University (DU), Bangladesh.

4.3 **GOALS:** The goals of the APE Alumni shall be:

4.3.1 To contribute to the development of Applied Physics, Electronics, Communication Engineering, ICT and other related fields of science and technology.

4.3.2 To foster, maintain and develop the reputation of the Department of Applied Physics and Electronics, DU in home and abroad.

4.3.3 To develop and maintain rapport and relationship among the members of the association through academic, welfare, social and cultural programs and events.

4.3.4 To hold seminar, symposium, workshop, debate and discussion on matters relating to Applied Physics, Electronics, Communication

- Engineering, ICT and the allied fields with a view to further development.
- 4.3.5 To establish a center for research on various fields of Applied Physics, Electronics & Communication Engineering and disseminate knowledge through different media, journal, publication, etc.
 - 4.3.6 To liaison with and promote activities in the Electronics, Communication Engineering and ICT industries in the country.
 - 4.3.7 To liaison with other associations, societies, professional bodies, trade bodies and interest groups in home and abroad and take up various projects jointly, exchange views and ideas and arrange exchange programs among various associations in home and abroad.
 - 4.3.8 To establish a center for human resource development to strengthen capabilities of the alumni and creating opportunities for them in home and abroad.
 - 4.3.9 To unite the members of the association in the bonds of friendship and mutual understanding through arranging reunion, picnic, tour, sports, cultural programs etc. and rendering mutual help and cooperation for each other.

4.4 **FUNCTIONS:**

Following programs shall be undertaken with a view to achieving the objectives of the association:

- 4.4.1 To arrange training programs for alumni, educators and new graduates.
- 4.4.2 To offer scholarship for needy and meritorious students.
- 4.4.3 To create an employment cell in order to facilitate employment of fresh and old graduates in suitable positions commensurate with their education and training.
- 4.4.4 To accept donation, in the better interest of the association, where necessary and required, in the form of movable and immovable property, to exchange those and also to establish association's own premises.
- 4.4.5 To take projects for generation and enhancement of income and thereby increasing financial capability, forming capital and using those where necessary.
- 4.4.6 To publish journals for the publicity and dissemination of information.
- 4.4.7 To maintain books of accounts on income and expenditures and to spend the income on new programs and for administrative purposes and also to evaluate programs taken.
- 4.4.8 To open and operate bank account(s) and conduct financial transactions under prescribed rules and regulations.
- 4.4.9 To formulate policies and necessary by-laws for proper operation and management of the association.
- 4.4.10 To establish information center for the development of education and take effective and necessary steps for technological, literary and cultural development.
- 4.4.11 To organize and conduct various training programs for the benefit of the association.

5.0 **NATURE OF THE ASSOCIATION**

It shall be a non-political, non-profit making social welfare association.

6.0 MEMBERSHIP

- 6.1 There shall be three categories of members in the association:
- 6.1.1 **General Member:** Any person irrespective of age, sex, religion and nationality who possesses any degree from the Department of Applied Physics and Electronics, Dhaka University shall be eligible for becoming a general member of the association.
 - 6.1.2 **Associate Member:** Any person or enterprise engaged in Applied Physics and Electronics, Information & Communication Technology education and profession, if interested, shall be eligible for becoming an associate member of the association. But an Associate member shall not have voting rights and shall not be eligible for becoming a member of the executive committee of the association. However, he shall be eligible to participate in any research, training, social, cultural and academic activities of the association.
 - 6.1.3 **LIFE MEMBER:** Any general member of the association shall be eligible for becoming a life member.

7.0 APPLICATION FOR MEMBERSHIP, RESIGNATION, SUSPENSION / CANCELLATION OF MEMBERSHIP

- 7.1 **APPLICATION FOR MEMBERSHIP:**
- 7.1.1 For membership (general and associate), a person shall have to apply in prescribed form with entry fee of Taka 300 (three hundred) and the yearly subscription of Taka 300 (three hundred) only.
 - 7.1.2 For life membership, a person have to apply in prescribed form with entry fee of Taka 300 (three hundred) only and one-time subscription fee equivalent to ten times of the prevailing annual subscription.
 - 7.1.3 The rate of entry fee and subscription may be refixed from time to time by the Executive Committee subject to the approval of the general body.
 - 7.1.4 All members shall be entitled to rights and privileges subject to the obligations, which the association confers or implies.
- 7.2 **RESIGNATION, CANCELLATION OR SUSPENSION OF MEMBERSHIP**
- 7.2.1 **RESIGNATION:** Any member willing to resign from the association shall have to submit his resignation letter addressed to the General Secretary and such resignation shall become effective upon acceptance by the Executive Committee, subject to his clearance of all his dues, indebtedness and return of association properties, if any. The term 'member' shall also include all the office-bearers of the association. In case of General Secretary, the resignation letter shall be addressed to the President of the Association.
 - 7.2.2 **SUSPENSION:** Any member found to act against the interest of the association may be expelled or his membership may be suspended or cancelled for any particular period by at least two-third votes of the Executive Committee. However, before any such action, a show cause notice shall be served on the incumbent member giving at least 21 days

time to explain his position. If the incumbent member does not respond within the given time limit or if his explanations are not found satisfactory, his membership shall be cancelled.

If such cancellation is not acceptable to the incumbent, then he may appeal to the general body through the president of the association within 30 (thirty) days of such cancellation. The president, on receipt of such appeal, shall place the same in the EC meeting, before presenting the case to the next general meeting for final decision.

7.2.3 CANCELLATION: Membership of the association shall be ceased if a member:

- 7.2.3.1 resigns and the resignation is accepted by the Executive Committee;
- 7.2.3.2 does not pay subscriptions regularly and the Executive Committee has not decided otherwise;
- 7.2.3.3 acts against the interest of the association;
- 7.2.3.4 has been impeached by at least two-third votes of the of the members present in the general meeting or the extraordinary general meeting; called for the purpose.
- 7.2.3.5 is employed as a salaried employee of the association; or
- 7.2.3.6 dies, or becomes insane, or is punished by a court of law, or is declared guilty by a court of law.

7.2.4 Any person who lost his/her membership due to any of the first five reasons mentioned in the preceding articles (7.2.3.1 - 7.2.3.5), may apply subsequently for reinstatement of his/her membership with an undertaking that he/she shall never be involved in future with the grounds of the cancellation of his/her membership. On approval of the Executive Committee, the incumbent member shall be reinstated on payment the entry fee, subscriptions due and all other outstanding dues.

8.0 EXPULSION FROM THE ASSOCIATION

If any member of the association found harmful to the interest of the association by his/her act or conduct or causes defamation of the association shall be called for explanation by the General Secretary. If the explanation is not satisfactory, he/she may be expelled from the association by at least two-third votes of the Executive Committee.

If such expulsion is not acceptable, he may appeal to the general body through the president of the association within 30 days of such termination. The president, on receipt of such appeal, shall place the case to the EC meeting before presenting the same to the next general meeting for final decision.

9.0 MANAGEMENT

There shall be two tiers of management - a General Body and an Executive Committee, to operate the functions of the association. All the members of the association shall be ex officio members of the General Body. The Executive Committee shall be constituted as per the provisions of Article 10 of this constitution.

Additionally, there shall be a panel of not more than ten advisors nominated by the Executive Committee from devoted educationists, dignitaries, and electronics-information-communication technology professionals. Teachers (present and former) of the Department of Applied Physics and Electronics, who are not alumni of the department, shall be eligible for becoming advisors of the association.

10.0 EXECUTIVE COMMITTEE (EC)

10.1 There shall be an Executive Committee comprising of the following 23 (twenty three) office- bearers:

President	1
Vice-President-I	1
Vice President -II	1
General Secretary	1
Treasurer	1
Assistant General Secretary -I	1
Assistant General Secretary -II	1
Organizing Secretary	1
Communication & Publication Secretary	1
Education, Training & Research Secretary	1
Social Welfare Secretary	1
Cultural Secretary	1
Sports & Entertainment	1
Executive Members	10

10.2 The term of the Executive Committee shall be for a period of two years commencing from the first day of the Gregorian Calendar Year and last day of the following Calendar Year.

10.3 If the situation warrants, the existing committee shall continue functioning until the next committee takes over the charge of the office.

10.4 No office-bearer shall receive any honorarium, remuneration or compensation for any service rendered to the association in his official capacity.

11.0 DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

11.1 Duties and responsibilities of the Executive Committee will be as follows:

11.1.1 Executive Committee shall be responsible for the implementation of policies and programs of the association.

11.1.2 Executive Committee shall formulate the policy and procedures, programs and activities of the association and shall be responsible for implementing the same.

11.1.3 It may form sub-committee for any particular activity or program of the association. Such committee shall cease to function on completion of the assigned activity/program.

11.1.4 The Executive Committee shall form a panel of Advisors as and when required.

12.0 DUTIES AND RESPONSIBILITIES OF THE OFFICE-BEARERS

12.1 **President:**

Duties and responsibilities of the President shall be as follows:

- 12.1.1 The President shall be the Head of the association and shall preside over all the meetings of the Executive Committee and of the General body of the association.
- 12.1.2 He will coordinate activities among all the office-bearers and will be responsible for successful implementation of any program of the association.
- 12.1.3 If necessary, he may confer the responsibility of conducting a meeting on a Vice-President.
- 12.1.4 He may exercise his voting authority where there are equal vote(s) in a situation given under vote.

12.2 **Vice-President:**

Duties and responsibilities of the Vice- President shall be as follows:

- 12.2.1 In absence of the President and/or if the President is unable to perform his duties for any reason the Vice-President-I shall assume the responsibilities and perform his duties with the same authority as the President. In case both the President and the Vice President-I are unable to act, the Vice President-II shall assume the duties and responsibilities of the President and act accordingly. Each Vice-President shall, under the direction of the President, oversee the functioning of the association and shall cooperate with the office-bearers to implement the policy and/or program of the association.

12.3 **General Secretary:**

Duties and responsibilities of the General Secretary shall be as follows:

General Secretary shall be the Chief Executive of the association. He, in consultation with the president and in accordance with the decision of the EC and General body, shall:

- 12.3.1 implement the policies and programs of the association.
- 12.3.2 submit reports (including Annual Report) to the Executive Committee meetings as well as in the general meeting for discussion and approval ;
- 12.3.3 prepare minutes of the meeting(s), place the same to EC and to General body as applicable for approval and shall preserve the same;
- 12.3.4 circulate all decisions, policies and programs among the members;
- 12.3.5 be the custodian and shall keep and maintain all records, assets and properties of the association;
- 12.3.6 prepare and present an account of annual activities (Annual Report) of the association to EC meeting for approval, before placing the same in the Annual general Meeting;
- 12.3.7 be the ex officio member of all the sub-committees formed;
- 12.3.8 appoint and retrench any employee, subject to the prior approval of the Executive Committee; and
- 12.3.9 coordinate and supervise functions of AGS and other Secretaries with special charges.

12.4 **Treasurer:**

Duties and responsibilities of the Treasurer shall be as follows:

The Treasurer shall-

- 12.4.1 receive all money receivable by the association and deposit the same in designated bank account or accounts of the association;
- 12.4.2 place the budget, income and expenditure accounts and balance sheet duly audited by the competent auditor in the Annual General Meeting (AGM) for discussion and approval.
- 12.4.3 maintain the daily routine expenses and take approval of the expenses in the next meeting of the Executive Committee;
- 12.4.4 make arrangement, in consultation with the General Secretary, for the payment of all dues payable by the association. All cheques and vouchers shall be signed by him and countersigned either by the President or by the General Secretary;
- 12.4.5 be the custodian of assets and liabilities of the association and of all financial records and shall maintain the same in proper order in consultation with the General Secretary
- 12.4.6 shall maintain the records of assets and liabilities of the association.

12.5 **Assistant General Secretary:**

Duties and responsibilities of the Assistant General Secretary shall be as follows:

- 12.5.1 In absence of the General Secretary and/or if the General Secretary is unable to perform his duties for any reason, the Assistant General Secretary-I, shall assume the position of the position of the General Secretary and perform his duties with the same authority as the General Secretary. In case both the General Secretary and Assistant General Secretary-I are unable to act, the Assistant General Secretary-II shall assume the duties and responsibilities of the General Secretary and act accordingly.
- 12.5.2 The Assistant General Secretary-I and Assistant General Secretary-II shall assist and cooperate with the General Secretary in discharging his duties and responsibilities, as and when required by the General Secretary.

12.6 **Organizing Secretary:**

Duties and responsibilities of the Organizing Secretary shall be as follows:

The Organizing Secretary shall -

- 12.6.1 be responsible to create, maintain, initiate and implement programs for membership growth, development and improvement of functional activities of the association;
- 12.6.2 communicate with members and associations in home and abroad and liaison with them with a view to exchanging views and ideas, taking up various projects jointly and arranging exchange programs with them.

12.7 **Communication & Publication Secretary:**

Duties and responsibilities of the Communication & Publication Secretary shall be as follows:

The Communication & Publication Secretary shall -

- 12.7.1 act like a Data Bank of the association, continually interact with the world of media and press and will create, maintain and develop a positive image of the association as a public relation officer, publicize the matters of the association by publishing leaflets, posters, bulletins,

- souvenirs, albums and other promotional matters and look after the web site(s) of the association;
 - 12.7.2 initiate various research activities on academic and professional fields, monitoring those, publication of articles, research papers, journals, annual reports, etc. of the association;
 - 12.7.3 take and supervise various training projects and other social projects with a view to promoting members' efficiency and also to contributing to the society.
- 12.8 **Education, Research & Training Secretary:**
Duties and responsibilities of the Education, Research & Training Secretary shall be as follows:
The Education, Research & Training Secretary shall -
- 12.8.1 organize various Educational, Training and Research activities for the alumni and present students of APE.
 - 12.8.2 coordinate between APE department and alumni assoc.
 - 12.8.3 coordinate with various research organizations in home and abroad.
 - 12.8.4 explore training opportunities in home and abroad
 - 12.8.5 offer scholarships for needy and meritorious students
- 12.9 **Social Welfare Secretary:**
Duties and responsibilities of the Social Welfare Secretary shall be as follows:
The Social Welfare Secretary shall -
- 12.9.1 explore opportunities for the association to practice and uphold social values an responsibilities
 - 12.9.2 ensure that the association imparts its duties during natural calamities and shall unite members to support the distressed in such cases.
 - 12.9.3 coordinate with various Social Welfare organizations in home and abroad.
- 12.10 **Cultural Secretary:**
Duties and responsibilities of the Cultural Secretary shall be as follows:
The Cultural Secretary shall -
- 12.10.1 organize various cultural programs and events for members
 - 12.10.2 act as Event Manager for cultural events of association.
 - 12.10.3 coordinate with other cultural organizations in home an abroad
 - 12.10.4 coordinate with Communication & Publication Secretary for publishing souvenirs with cultural events
- 12.11 **Sports and Entertainment Secretary:**
The Sports & Entertainment Secretary shall -
- 12.11.1 organize various games, sports and entertainment programs among the members of the association and
 - 12.11.2 act as Event Manger for games, sports and entertainment events of the association.
 - 12.11.3 arrange recreational events like picnic, tours, get- together, etc for the members of the association.

12.11.4 coordinate with Communication & Publication Secretary for publishing souvenirs with events of his domain

12.12 Executive Committee Members:

The members of the Executive Committee shall -

12.12.1 cooperate with the other office-bearers of the association in performing their duties;

12.12.2 participate in the programs/activities undertaken by the association and

12.12.3 perform the assigned duties and responsibilities.

13.0 ELECTION OF THE OFFICE-BEARERS

13.1 With the exception of any special ground, the office-bearers of the Executive Committee of the association shall be elected at a regular interval of two years through an election to be held in the Annual General Meeting.

13.2 The election shall be conducted by an Election Commission consisting of one chairman (to be designated as Election Commissioner) and two members appointed by the Executive Committee at least two months before the election. The Election Commissioner and the Members of the Commission shall be selected from the general members of the association, who will not contest in the election nor they will canvas in favour of any candidate. They will act neutrally in order for holding a free and fair election.

13.3 All the members of the Association enrolled at least two months before the date of election and all their subscriptions and other dues to the association are cleared up to the end of the year of election shall be eligible to exercise voting rights in the election.

13.4 The Election Commission, in consultation with the President and General Secretary of the Association, shall prepare and publish at least 30 days before the date of election, an election schedule specifying the date of publication of draft voter list, last date and time of receiving objection (if any) about the voter list, publication of final voter list, submission of nomination paper, its scrutiny, submission of appeal against cancellation (if any) of nomination paper, hearing of the appeal and finalization of nomination, withdrawal of nomination paper, publication of final list of candidates and the date, time and venue of the election. The election schedule to be published in national dailies (at least in two), to be hanged on association notice board and also to be put on association's website and communicated through association's group e-mail.

13.5 Any eligible member intending to participate in the election shall have to submit nomination paper duly filled up in FORM prescribed by the Election Commission as per the election schedule.

13.6 The nomination paper shall accompany a money-receipt of TK 2000 (Taka Two thousand) for the post of president and Vice Presidents, TK 1500 (Taka one thousand and five hundred) for the post of General Secretary, TK 1200 (Taka one thousand and twelve hundred) for the post of AGS and other secretaries and TK 1000 (Taka one thousand) for other members of the Executive Committee. The money shall be non-refundable and to be paid in cash to the office of the association.

13.7 The election will be held in secret ballot system, if there are more candidates than the number of the sanctioned post/posts.

13.8 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 coin toss shall be done by the Election Commission to declare the candidate won. The decision

of the Election Commission, in matters of election, shall be the final and binding on all concerned and shall not be questioned in any court of justice.

- 13.9 The results of the election will be declared as per the election schedule. The handing over and taking the charge of the office of the association shall take place within 15 (fifteen) days counting from date of the election result.
- 13.10 In case of any reason whatsoever, if handing over-taking over does not take place within the stipulated time as specified in clause 13.9 above, the newly elected Executive Committee shall be assumed to have taken over the charge of association after the stipulated time and the outgoing committee shall be bound by this constitution to handover all documents, assets including cash in hand (if any) etc. within the time not exceeding 30 (thirty) days counting from the date of the election result.

14.0 MEETINGS

- 14.1 **Regular meeting of the Executive Committee:** Regular meeting of the Executive Committee of the association shall be held at least once in a month. The General Secretary in consultation with the President shall fix the date and time of the EC meeting and the notice of the meeting shall be signed and served by the General Secretary. A seven days' notice, specifying agenda, shall be given for regular meetings. If any meeting can not be held for absence of quorum, the adjourned meeting shall be held at the time and venue decided at the meeting adjourned. No notice shall be required to hold such adjourned meeting.
- 14.2 **Special/Emergency meeting of the Executive Committee:** Special/Emergency meeting of EC shall be called by the President, if deemed necessary and such meeting can be called with a 24-hours' notice.
- 14.3 **Annual General Meeting:** The Annual General Meeting (AGM) of the association shall be held at the end of each calendar year (preferably in the month of December). At least 15 (fifteen) days' notice shall be necessary for convening the AGM. The date, time and venue of the AGM shall decided in the EC meeting. The notice of the AGM shall be signed and served by the General Secretary (GS), specifying the agenda. Following matters shall be placed in the Annual General Meeting as a regular program for discussion and approval of the meeting:
- 14.3.1 Annual audited accounts
 - 14.3.2 Annual report of the association
 - 14.3.3 Annual plan and budget of the association
- 14.4 **Extraordinary General Meeting:** The General Secretary, in consultation with or being advised by the President, or on application in writing by at least two-third members of the General body, will convene an Extraordinary General Meeting with pre-specified agenda. All other provisions of the Annual General Meeting shall be applicable for this meeting. At least 3 days' notice shall be required to hold such meeting.
- 14.5 **Requisition General Meeting:** If an application for Extraordinary General Meeting (EGM) as per clause 14.4 above is not conceded, a requisition meeting can be called with the consent in writing of at least 2/3 (two-third) of the general members. Nothing other than the special issue specified in the agenda of the meeting shall be discussed. At least a fifteen-days' notice shall be required to call a requisition meeting.

- 14.6 **Quorum:** The presence in person of at least one-third of the members of the Executive Committee shall be necessary for a quorum at all meetings of the Executive Committee. The presence of at least one-fifth of the members of the General Body shall be necessary for a quorum at the Annual General Meeting or Extraordinary General Meeting, whereas at least fifty-percent of the signatories shall have to be present at the Requisition Meeting to form a quorum.

15.0 FORMATION AND RECEIPTS OF FUND

- 15.1 Membership fee, subscription, donations received from the members, well-wishers, Government and business community will constitute the fund of the association.
- 15.2 Earnings through publication of journals, booklets, newsletters, books, souvenirs, etc. will also contribute to the fund of the association.
- 15.3 Earnings through training programs, research and other projects, consultancy will also contribute to the fund of the association.
- 15.4 All receipts shall be taken through the official Receipt Book printed by the association and counter-signed by the General Secretary. The Treasurer shall receive all the receipts/funds with the Receipt Books and deposit the same in the bank account(s). The Treasurer shall report the status of fund to the Secretary General after each fifteen-day interval and also in the regular meetings of the Executive Committee.

16.0 MANAGEMENT OF FUND

- 16.1 On recommendation by the Executive Committee, the Treasurer shall open a bank account or accounts in order to make transactions of the fund of the association.
- 16.2 All bank accounts shall be operated by joint signatures of the Treasurer and either of the General Secretary or of the President.
- 16.3 In pursuance of the decision by the executive Committee, the President and the General Secretary will be able to spend or approve spending up to Taka 5000 (five thousands) in a single bill at their individual capacity. In emergency cases, this limit can be exceeded by a joint decision of the President, the General Secretary and the Treasurer, subject to approval of the Executive committee in its next meeting.
- 16.4 The Treasurer shall keep not more than Taka 5000 (five thousands) at a time in cash with him for maintaining regular incidental expenses.
- 16.5 A report on all receipts and expenditures has to be placed in the EC Meeting as well as in the Annual General Meeting for approval.

17.0 AUDIT

- 17.1 A practicing chartered accountant and a Committee consisting of two members of the association nominated by the President and approved by the Executive Committee shall audit all the books of accounts and financial records of the association and prepare a report thereof for submission in Annual General Meeting for approval.

- 17.2 One or both of the Committee members shall counter-sign all the bills paid by the association after proper verification. Any objection arisen on them shall be recorded properly for presentation to the Executive Committee.

18.0 AMENDMENT

- 18.1 Any valid member of the Association may propose in writing the desired amendment of the constitution, seconded by at least two other valid members. All such amendment proposal should reach the General Secretary at least two months before any AGM. Such amendment proposal shall be examined by the Executive Committee before its placement in the next Annual General Meeting (AGM).
- 18.2 The proposed amendment(s) shall require approval of the Annual General Meeting of the association through affirmative vote of at least two-third of the members of the General Body present in person and participated in voting for its inclusion/integration in the body as part of the constitution.
- 18.3 No amendment shall be put to vote, unless written notice thereof, stating the proposed amendment, shall have been mailed to reach or delivered personally to the members of the association at least 15 (fifteen) days prior to the Annual General Meeting at which the vote on the proposed amendment to be held.

19.0 WINDING UP

- 19.1 If three-fourth of the members of the General Body individually wants in writing to wind up the association, it can be done in an Annual General Meeting with the presence of at least three-fourth of the applicants in person.
- 19.2 If on the winding up or dissolution of the association there remains, after the mitigation of all its debts and liabilities, any property whatsoever, the same shall be handed over to such an association, which is working for the promotion of electronics in the country.