

# **CONSTITUTION OF THE UAP CSE ALUMNI ASSOCIATION**

## **Article I - Name**

The name of the organization will be University of Asia Pacific CSE Alumni Association (UAPCSEAA).

## **Article II - Purpose**

Purposes of University of Asia Pacific CSE Alumni Association is to promote the best interest of the department of CSE; to encourage understanding and support of the Computer Science and Engineering program; to keep members informed of all activities of the Department and of the University community as a whole; to provide an incentive for members to direct highly qualified and motivated potential candidates to the CSE department; to aid the Department in its future development both in an advisory and financial capacity; to sponsor social and professional activities of the Alumni Association and also to involve in various activities to serve the society along with the current students of the Department.

## **Article III - Membership**

1. Regular Members. All registered Alumni of the Department of CSE will be Regular Members of the Association.
2. Active Members. From regular members will be selected as Active Member who will communicate with other members. This entitles these members to all privileges including voting. Only Active members may hold elected office.
3. Honorary Members. Experts in the IT sector, professionals and senior officials of UAP will be eligible to become honorary members. Honorary members will be selected from majority support of active members.
4. Faculty Members. All non-alumni faculty members of the Department of CSE are eligible to join the Alumni Association. The dues-paying members will elect a representative to the Alumni Association Executive Committee.

## **Article IV - Executive Committee and Officers**

The Executive Committee of the Alumni Association will consist of President, Three (03) Vice-Presidents, General Secretary, Treasurer, Organizing Secretary and 25 Executive Committee members (From each academic year one representative preferably may join). All posts will be filled up by the direct votes/selection process by the active members. The Registrar of UAP and student representative of CSE department will be co-officio members of the Executive Committee without any voting power.

Candidates for the Executive Committee must be active members of the association. All eligible persons may place said name for election/selection to the Executive Committee. Election/selection to the Executive Committee shall be coordinated by the alumni office. If election process needs to constitute the executive body then Candidates receiving the highest number of votes shall be declared elected. Otherwise selection will happen on the basis of the support of the active members and the existing executive committee members. All terms shall be two years. Executive Committee members may serve a maximum of three successive terms in their respective positions. After serving three successive terms, the Executive Committee Member cannot be elected/selected for the position until one full term has been completed by another qualified candidate. In the event that no representative is named in the election/selection process to represent a class or faculty, the Executive Committee may appoint someone.

Election/selection to the Executive Committee will not be a requirement. Any Executive Committee

member who completes 3 years on the Executive Committee is eligible to continue to attend meetings in an advisory capacity without vote and without holding office. He/she may become a member of a committee but cannot chair or vote. The President/General Secretary along with the Executive Committee, may appoint up to six additional Executive Committee Members from prior membership who will have no voting power, but will enjoy others membership privileges. All terms shall be for two years. At-large members may serve a maximum of three successive terms in their position. After serving three successive terms, the at-large member cannot be re-nominated for the position until one full term has been completed by another qualified candidate.

The Executive Committee shall consist of the elected/selected officers and committee leaders recommended by the President/General Secretary and this decision will be approved at the annual meeting. Candidates for the officer positions will be elected/selected based on the process established by the existing President/General Secretary/Nominating Committee. The Executive Committee will be responsible for monitoring the overall operation of the association and implementation of Executive Committee policies on its behalf. Meetings of this committee may be called at any time by the President/General Secretary of the Association.

Officers of the Association will consist of a President, Immediate past President, General Secretary, Treasurer and Organizing Secretary. The term of office for members of the Executive Committee will be for two years, and the officer or committee leader will not hold the same office for more than three successive terms.

The President/Vice President/General Secretary shall preside at all meetings of the Association. In absence of the President/Vice President, General Secretary will preside over the meeting. The President/General Secretary shall appoint Committees and their Chairmen, call AGM/special meetings as needed, and General Secretary may exercise the general powers of President if needed.

The General Secretary shall be responsible for holding program, recording, reviewing and distributing the minutes of all meetings (if possible).

The Treasurer of University of Asia Pacific will serve as fiscal agent for the Association and assure that appropriate accounts are maintained in the name of the Association. The Treasurer of the Association shall be responsible for reporting on the financial status of the Association at its regular Executive Committee meetings and whenever requested by the Executive Committee. Executive Committee members shall be responsible for conducting the business of their committee and reporting such business to the president and General Secretary.

Past Presidents interested in continuing to serve in an advisory capacity shall constitute the Past Presidents Advisory Council and will be invited to all Executive Committee meetings.

#### Article V - Quorum

At least more than fifty percent of executive/active members to be present in a meeting to form a quorum.

#### Article VI - Committees and Task Forces

The President/General Secretary along with active members shall appoint all Committees and their Chairmen. Committees and Task Forces shall be responsible for conducting the business of their committee and reporting such business to the President and General Secretary accordingly.

1. Activities Committee: This Committee will make recommendations for various activities to be taken up. These recommendations will include issues related to meetings, alumni events and student-focused activities.

2. Awards Committee: This committee shall be responsible to short list candidates for awards in different fields of excellence.

3. Scholarship and Grants Committee: This committee shall be responsible for issues related to the scholarship for the poor but meritorious students and to develop a process and to maintain a grants program for current students.

4. Finance Committee: This committee shall be responsible for financial dealings in all respect.

#### Article VII - Meetings

Meeting times and places shall be circulated to all members of the Executive Committee. The Executive Committee will meet twice annually (recommended) to consider any business presented to the Executive Committee. Executive Committee meetings are open to all active members of the Association.

#### Article VIII - Dues

Dues shall be determined by the Executive Committee at each annual meeting. For each active member dues has been fixed at Tk. 10000 per year (currently not applicable).

#### Article IX - Registration

To be Regular Member of the Association every alumni of the department of CSE has to go thru a registration process by filling up a registration form. This registration process will be conducted by CSE department of UAP (currently not applicable).

#### Article X - Fund

An account will be opened in the name of University of Asia Pacific CSE Alumni Association (UAPCSEAA) at any bank. The president, General Secretary and Treasurer will have the signing authority for this account.

#### Article XI - Amendments

This Constitution may be amended by a two-thirds vote of the Executive Committee Members present at a regular meeting. Proposed amendments shall be submitted in writing to the Executive Committee Members at least 30 days prior to the meeting at which such amendments are to be considered.

#### Article XII - Powers and Duties of the Executive Committee

The Executive Committee shall serve as the governing body of the Association. Any officer of the Association who, in the opinion of the Executive Committee, has not or is not carrying out his/her responsibilities can be removed by two-thirds vote of the Executive Committee. Any vacant office may be filled by majority vote of the Executive Committee.

#### Article XIII - Effective Date and Fiscal Year

This Constitution became effective on 21 July, 2014 by the Annual Meeting. The fiscal year of the Association shall be the period from July 1 through June 30. Whenever the term "year" is employed in this Constitution, it shall refer to the fiscal year of the Association. The members of the first elected committee are the founding member of this association. Dues payments made "during the current membership term" refer to payments made within the current calendar year (not applicable now).

Signature:

Samdad Tanveer  
President  
2016-2018

Khan Mohummad Kaisar  
General Secretary  
2016-2018