

Alumni Association of German Universities in Bangladesh

Constitution

Section 1. Name and Seat

1. The Association bears the name "Alumni Association of German Universities in Bangladesh", hereinafter referred to as the "Association".
2. Functions of the Association shall be regulated by the General Assembly and the Executive Committee, as laid down and be carried out by the office-bearers, as explained below.
3. The Head office of the Association will be in Dhaka.
4. The working year of the Association extends from 1 January to 31 December.

Section 2. Aims and Objectives

1. The aims and objectives of the Association comprise:
 - i. Exchange of experiences and ideas among its members.
 - ii. Promotion of cooperation between Bangladesh and German Scholars.
 - iii. Promotion of the cultural relations between the Federal Republic of Germany and the People's Republic of Bangladesh.
 - iv. Cultivation of knowledge acquired in the Federal Republic of Germany and exchange of experience for the welfare of the homeland.
 - v. Dissemination and deepening of the knowledge of the German language and culture among the members.

Section 3. Membership

1. Prerequisites for membership are:
 - i. Possession of an academic degree.
 - ii. Sufficient knowledge of the German language;
 - iii. Attendance of a German university or an equivalent institution for at least semester as a regular student, or affiliation to a German university or to a research institute as lecturer, researcher, or scientific assistant for at least three months.
2. The Executive Committee may, in special cases, partly relax or drop any one or some of the prerequisites mentioned in Article 1.
3. Application for membership must be made in writing and supported by a member.
4. There will be provision of only Life Members. So AAGUB member means Life Members.
5. Each intending Life Member shall pay one-time fee of Taka 3500/- and admission.

Section 4. Office-bearers

1. The office-bearers of the Association are
 - i. The President.
 - ii. The Vice-President (2 nos).
 - iii. The General Secretary.
 - iv. The Joint Secretary (2 nos).
 - v. The Treasurer.

- vi. The Education and Research Secretary.
- vii. The Cultural and Publication Secretary.
- viii. The Office and communication Secretary.

2. One person can only serve two Consecutive terms in the same position.
3. The Executive committee tenure shall be two years. The term of office usually extends in each case from the 1 January of one year to the 31 December of the next year.
4. The President
 - i. Has the right, and, if need be, the obligation, to call meetings of the Executive Committee or the General Assembly.
 - ii. Presides over the meetings of the Executive Committee or the General Assembly.
5. The Vice-President acts on behalf of the President in his absence. (Shall be 2 person)
6. The General Secretary
 - i. Is the Chief Executive of the Association.
 - ii. Carries out all decisions and directions of the President, the Executive Committee or the General Assembly.
 - iii. Serves as Secretary of the Executive Committee and of the General Assembly;
 - iv. Advises the President and the Executive Committee on everything that concerns the purpose or the work of the Association.
 - v. Administers the office of the Association.
7. The Joint Secretary (Shall be 2 person)
 - i. Represents the General Secretary in his absence.
 - ii. Helps the General Secretary in running the affairs of the Association.
8. The Treasurer
 - i. Administers the assets of the Association;
 - ii. Receives and makes all payments;
 - iii. Keeps records of all income and expenditure.
9. The Education and Research Secretary
 - i. Carries out activities to organize info-sessions regarding study and research opportunities in Germany in collaboration with the German Academic Exchange Service (DAAD) and German Embassy in Bangladesh.
 - ii. Takes necessary steps to organize seminars, workshop etc. to the interest of the alumni.
10. The Cultural and Publication Secretary
 - i. Carries out activities to organize cultural events for alumni and joint programs with the Goethe Institute Dhaka and other German partners.
 - ii. Takes necessary steps to publish books, workshop proceedings and other document as per decision of the Executive Committee.
11. Office and Communication Secretary
 - i. Will keep the records and documents for the association.
 - ii. preparing all meeting minutes and providing them to the General Secretary
 - iii. Will be responsible for communication upon as per the instruction of the General Secretary.

Section 5 The Executive Committee

1. The Executive Committee consists of
 - i. The President.
 - ii. The Vice-President (2 nos)
 - iii. The General Secretary
 - iv. The Joint Secretary (2 nos)
 - v. The Treasurer
 - vi. The Education and Research Secretary
 - vii. The Cultural and Publication
 - vi. Office Secretary
 - vi. Seven executive committee members
 - ix. The Foregoing President and General Secretary (as executive committee member)
 - x. Regional Chapter Representative (Chapter President/Chapter Secretary)
2. For quorum of the Executive Committee the presence of at least five members is required.
3. The Executive Committee
 - i. Conducts the affair of the Association;
 - ii. Undertakes everything that serves the purposes of the Association;
 - iii. Can ask for special contributions from the members for special purposes.
4. The General Secretary convenes meetings of the Executive Committee at the instruction of the President or with his permission.
5. When three or more members of the Executive Committee, excepting the President and the General Secretary, request the President in writing for a meeting of the Executive Committee, the President shall instruct the General Secretary to convene such a meeting as early as possible.
6. If an executive member remains absent in three consecutive meetings without prior intimation his/her membership in the Committee will become defunct.

Section 5a. Regional Chapters

1. A Regional Chapter of the Association will be formed if there are 20 Life Members of the Association in a region.
2. A region will be defined as per a cluster of universities situated in a particular region of Bangladesh outside Dhaka City.
3. Each chapter shall have an Executive Committee consisting of 5 members including,
 - i. Chapter President
 - ii. Chapter Secretary
 - iii. Chapter Executive Members- 3 nos.
4. The chapter office bearers will act following relevant clauses under Section 4.
5. A chapter Executive Committee shall have two-year tenure. The committee shall be elected by the chapter members. The election will be conducted following relevant clauses under Section 8.
6. The Regional Chapter shall perform alumni activities in the respective region in consultation with the Executive Committee of the Association.
7. The chapter President/Secretary shall represent the chapter in the Executive Committee of the Association as an Executive Member.

Section 5b.

1. There shall be an advisory committee constituted with Senior Enlightened, Experienced Life Member of AAGUB.
 - i. The advisory committee shall consist of 3 to 7 members.
 - ii. The executive committee shall form the advisory committee, and the tenure of the advisory committee shall be same as Executive committee.
2. Advisory committee formation and terms of reference
 - i. The Advisory committee shall make advice on certain topic upon request of EC and advice president of the institution.
 - ii. Any member of the advisory committee can join the EC meeting to provide advice upon invitation from the president. However, he/she will have abstained him/herself in decision making/ voting in the EC meeting.
 - iii. Members of the advisory committee will not perform any executive duty of the institution. The member shall remain vigilant to all (AAGUB) activities and shall provide suggestion to the president and executive committee.

Section 6. General Assembly

1. The General Assembly consists of all members of the Association.
2. The General Assembly meets at least once in a year.
3. Date and place of the annual meeting of the General Assembly shall be notified at least three weeks beforehand.
4. A meeting of the members in the sense of Article 2 will have quorum, if at least one tenth of the total number of members are present.
5. At the General Meeting
 - i. The General Secretary shall submit his report for the current working year approved previously by the Executive Committee.
 - ii. The Treasurer shall submit his report for the current working year checked and approved previously by the Executive Committee.
6. Should at least one third of the members of the Association request the President in writing for a meeting of the members, the president shall instruct the General Secretary to convene such a meeting as early as possible.

Section 7. Financing

1. The capital of the Association shall come from (i) membership fees, (ii) contributions, (iii) donations.
2. All income shall be deposited to a bank account approved by the Executive Committee.
3. The account shall be jointly operated by the Treasurer and the General Secretary.
4. The General Secretary shall have the bank balance at his disposal according to the budget approved by the Executive Committee.
5. The General Secretary shall have at his disposal an advance of Taka 3000/-.
6. The Executive Committee can invest a reasonable portion of the bank balance in a way it deems fit.

Section 8. Elections

1. Election to the Executive Committee of the Association shall be held after every two years at the end of the second year of the tenure of the Executive Committee.
2. As a rule, the election will be held after the Annual General Meeting (AGM).

3. Members of the Association can be elected to a post in the Executive Committee and members are eligible to vote for the election.
4. At least six weeks before the election, the Executive Committee shall appoint Three member of the Association as the Election Commissioner to conduct the election. The Executive Committee shall also approve the voter's list in the same meeting.
5. At least five weeks before the election, the General Secretary shall communicate the appointment to the Election Commissioner together with voter's list.
6. The Election Commissioner shall call an election meeting of the Association, which in general, should follow the annual general meeting, at least three weeks before the election. The Election Commissioner shall also send every voter a nomination paper.
7. Nomination for post in the Executive Committee must be proposed by one life member and supported by another Life Member of the Association.

A member can propose/ second only one member for one Post. If He/She proposes more than one member for a particular post, this nomination paper will be cancelled. The candidate must also agree to the nomination.

8. The completed nomination papers must reach the Election Commissioner at least one hour before the commencement of the election meeting. Incomplete or wrongly filled nomination paper shall be treated as invalid.
9. In the election meeting, the Election Commissioner shall first declare the names of the valid candidates. If there is lone candidate for a post, he/she will be declared elected. The Election Commissioner shall then fix a time schedule for withdrawal of candidature for those posts for which more nomination papers than the stipulated number of posts have been found valid.
10. All the candidates must be present in the election meeting. If a candidate is not present in the election meeting, his nomination shall be declared invalid without prior intimation.
11. In the event there is more candidates than the stipulated number of posts, and if there is no withdrawal of candidature during the time set by the Election Commissioner, the election to those posts shall be held in the election meeting by secret ballot.
12. The Election Commissioner shall declare the names of the elected persons at the end of the election meeting and shall communicate the results in writing to the General Secretary within the next 24 hours.
13. If any post in the Executive Committee falls vacant during its tenure of the Executive Committee, the Executive Committee shall nominate one person from amongst the life members of the Association to that post for remaining period of the tenure.

Section 9. Adoption of Resolutions and Amendment of the Constitution

1. Resolutions of the Executive Committee and of the General Assembly, with exception of amendments of the Constitution, are adopted with simple majority.
2. Amendment of the Constitution can be done with a two-third majority at the Annual General Meeting. The amendment proposal must reach the General Secretary at least three months before the Annual General Meeting. The proposal shall be placed at the Annual General Meeting after approval at an Executive Committee meeting. All amendment proposals must be circulated along with the notice of the Annual General Meeting.