

DEPT. OF AGRICULTURAL EXTENSION AND RURAL DEVELOPMENT (AER)
BANGABANDHU SHEIKH MUJIBUR RAHMAN AGRICULTURAL UNIVERSITY
(BSMRAU), GAZIPUR-1706

CONSTITUTION OF ALUMNI CONSTITUTION OF AGRICULTURAL
EXTENSION AND RURAL DEVELOPMENT (AAER)

1. Name

The name of the association shall be ALUMNI ASSOCIATION OF AGRICULTURAL EXTENSION AND RURAL DEVELOPMENT (AAER), BSMRAU, GAZIPUR-1706, BANGLADESH.

2. Registered Office and Seal

The Head Office of the association shall be situated at the Department of Agricultural Extension and Rural Development (AER), BSMRAU, Gazipur-1706, Bangladesh. The AER Alumni Association shall be an organization of perpetual succession with an official seal.

3. Nature

This alumni association shall be a non-political, non-profit making and social service organization.

4. Objectives


The broad objectives of this alumni association are to build active communication network among all the present and ex-students of the Department of Agricultural Extension and Rural Development, BSMRAU, through various activities and contribute to the academic, social and service-oriented undertakings of Bangladesh and the world.

The specific objectives of AAER are to:

- build up relationship among the members of the association through educational, cultural, social and welfare programs;
- help foster a global perspective in teaching-learning at BSMRAU and prepare students for the global job market;
- highlight the problems and prospects of the Agricultural Extension and Rural Development in academics and professionals through different media such as newsletter, bulletins, etc.;


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অতিরিক্ত পরিচালক
(সংক্রমণ পরিচালনা)
পরিচালনা, প্রকল্প বাস্তবায়ন ও আইসিটি উইথ
ডিএই, খামারবাড়ি, ঢাকা-১৭০৬


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- d) unite the members of the organization in the bond of friendship, fellowship and mutual understanding through arranging reunion, picnic, tour, sports etc.;
- e) encourage efficiency and promote high ethical standards in Agricultural Extension and Rural Development profession;
- f) make liaison with other Agricultural Extension and Rural Development Associations in home and abroad and exchange views and ideas for undertaking joint projects and arrange exchange programs;
- g) establish a quality journal in the field of Agricultural Extension and Rural Development; and
- h) support AER graduates in their professional field.


5. Functions

The association shall carry out some activities but not limited to:

- a) arrange programs for existing and new Agricultural Extension and Rural Development educators, professionals, and graduates, and also various training programs for the benefit of the members of the association;
- b) organize reunion programs and other events for facilitating interaction among the alumni, members and associates;
- c) publish journal, magazines and/or newsletters for the publicity and dissemination of pertinent information;
- d) undertake steps for literal and cultural developments;
- e) offer stipend, scholarship and fellowship for broadening the ways of higher education to the poor and meritorious students;
- f) provide financial support to the affected people and fellow members, if needed;
- g) formulate policies and necessary by-laws for proper operation and management of the organization; and
- h) receive donation in the forms of movable and immovable properties (where necessary and if required).


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6. Eligibility of Membership

All membership shall be subject to approval by the office bearers of the Association. Membership is open to the following:


- a) Any person holding MS/PhD degree from the Dept. of Agricultural Extension and Rural Development, BSMRAU, shall be eligible to be a member of AAER, who shall abide by the rules and regulations as laid down in its constitution.
- b) Any person interested in welfare affairs of the Dept. of Agricultural Extension and Rural Development having BS degree from BSMRAU shall be eligible to be an Associate Member of the AAER. Other MS/PhD holders from agricultural universities may also be included as associate members. Besides, spouses, children and in-laws of the permanent members holding at least MS degree in any field may be eligible as guest members.
- c) The Registration fee and yearly subscription payable by the members shall be as follows:
 - Ordinary member/Associate member: Registration fee BDT500.00 (as yearly subscription fee)
 - Life member: Registration fee BDT3000.00 for only one time
 - Registration fee for ex-students living abroad USD100.00 for only one time
- d) The general meeting shall have the power to appoint honorary membership to a person who has meritoriously served for the betterment of this association. Honorary members shall enjoy all privileges of the association except for the right to vote and hold office.

7. Members Rights

- a) Ordinary and Life members shall have the right to vote, propose, nominate, and can be a candidate for any office of the Executive Committee (EC).
- b) All members shall have the following rights to:
 - use all the facilities provided by the association;
 - attend activities and functions arranged by the association;
 - attend the general meeting; and
 - make comments or complaints directly to the EC (except Honorary member).


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অতিরিক্ত পরিচালক
(প্রকল্প পরিচালনা)
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8. Committee

A committee consisting of the following 17 (Seventeen) members shall be termed as EC or Office bearers of the alumni association. The members of this committee shall be elected at the Annual General Meeting (AGM) and this committee will hold office for a period of two years. The EC shall be comprising of the following 17 office-bearers, viz.:

- a) President (01)
- b) Vice-President (02)
- c) General Secretary (01)
- d) Joint Secretary (02)
- e) Treasurer (01)
- f) Office Secretary (1)
- g) Publication Secretary (01)
- h) Executive Members (08)

9. Duties and Responsibilities of the Executive Committee

- a) The Executive Committee will be the sole decision making authority, and will be responsible for the implementation of policies and programs of the alumni association. The EC shall exercise all powers to issue rules and procedures for implementing the policies and programs of the association.

The Executive Committee may form sub-committee for dealing with any particular activity or program of the association, which shall report its activities to the EC and shall cease to function on completion of the responsibility/duty assigned therein.

- b) The President shall preside over all meetings, see the right conduct of the meeting and, check that the orders, decisions and resolutions of the Executive Committee and of the general meeting are correctly adhered to. S/He may exercise her/his voting authority where there are equal vote(s) in a situation given under vote.
- c) Vice-Presidents shall assist the president in all activities. In the absence of the President, the Vice-President-1 shall have all the rights and duties of the President but when both of them (President and Vice-President-1) remain absent, Vice-President-2 shall have all the rights and duties of the President.



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d) The General Secretary


- i. The Secretary shall conduct the business of the alumni association in accordance with the rules, and shall carry out the instructions of the general meeting and of the EC.
 - ii. S/He shall be responsible for handling all correspondence and keeping all books, documents, and papers except the accounts and financial records.
 - iii. S/He shall attend meetings, and record the proceedings.
 - iv. S/He shall maintain a proper membership register of the members.
 - v. S/He shall file annual returns within 60 days from the date of the Annual General Meeting (AGM) to the register of the society.
- e) The Joint Secretaries shall assist the General Secretary in all activities. In the absence of the General Secretary, the Joint Secretary-1 shall have all the rights and duties of the General Secretary but in the absent of both of them (General Secretary and Joint Secretary-1), Joint Secretary-2 shall have all the rights and duties of the General Secretary.

f) The Treasurer

- i. S/He shall keep the book of AAER accounts and report on these to the Executive Committee.
- ii. S/He shall collect all dues and claims on behalf of the association and shall also assist the President in ensuring that budgetary grants are properly utilized.
- iii. S/He shall maintain liaison with the banks and the auditors of the alumni association.
- iv. The bank account of the association shall be operated under the joint signatures of any two of President, General Secretary and Treasurer.
- v. In the absence of the Treasurer, the President in writing can nominate another member to operate the accounts, which shall be approved by the EC in the next meeting.
- vi. All money receipts shall be signed by the Treasurer.


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g) Office Secretary

- i. S/He shall assist planning, evaluating and execution of alumni programs.
- ii. S/He shall formulate agenda and report for distribution to the EC of AAER.
- iii. S/He shall track attendance at board meetings.
- iv. S/He shall prepare and preserve minutes of EC of AAER.

h) The Publication Secretary

- i. S/He shall communicate, direct and coordinate scientific gathering of AER alumni.
- ii. S/He shall organize and direct alumni organizational functions, regional alumni meetings, and production of quarter/half-yearly/annual publications.
- iii. S/He shall coordinate activities of clerical and publications staff.

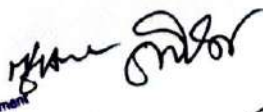
- i) The Executive Committee Members shall work in cooperation with the office-bearers for all activities. Any Executive Member may be co-opted in any sub-committee formed by the Executive Committee.
- j) The Sub-Committee Members shall carry out such duty as directed by the President of the EC.

10. Election: The EC members shall be elected, by secret ballot, by the general members of the alumni association for a two-year term in an AGM. In case of inability to hold the AGM because of any unforeseen circumstances, the existing committee shall continue to hold the office, but shall call for the AGM at the first opportunity.

- a) The election shall be conducted by an Electoral Committee (ELCOM) of the association consisting of one Election commissioner and two members appointed by the executive committee at least two months before the election date. The members of the electoral committee shall be selected from the members of the association who do not intend to contest in the election.
- b) The authority to cancel any vote or settle any dispute concerning election shall be reserved by the Electoral Committee. In case of tie for any post, a toss shall be done by the Electoral Committee and declare the candidate who won.



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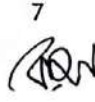
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- c) Any person intending to participate in the election, shall have to be a member of the alumni association for at least six months before the date of election and his/her subscriptions and other dues to the association shall have to be cleared up to the end of the year of election.
- d) The Electoral Committee shall have to publish the list of all eligible members on the AAER WEBSITE and notify board of the association for at least 15 days before the election. Any eligible member intending to participate in election shall have to submit nomination form duly filled up in a FORM prescribed by the Electoral Committee at least 10 (ten) days before the date of election as specified by the Electoral Committee.
- e) The nomination form shall accompany a money-receipt of BDT1000.0 (One Thousand) for the post of President, General Secretary, Vice-President and Treasurer, BDT500.0 (Five hundred) for the post of Joint Secretary, Office Secretary, Publication Secretary and BDT300.0 (Three hundred) for members of the Executive Committee. The money shall be non-refundable and paid in cash to the office of the association.
- f) The Electoral Committee shall declare, at least one month before the election, the election schedule specifying the last dates of submitting nomination form, scrutinizing the same, publishing the list of cleared candidates, day and time of the election, the procedure of giving votes and publishing the results of the election.

11. Meetings

- a) Regular meeting of the Executive Committee shall be held at least twice in a year, with a notice of 15 days minimum. However, emergency meetings may be called within a notice of three days. The decision taken in an emergency meeting must be ratified in the next regular EC meeting.
- b) Special meeting of the Executive Committee may be called by the President, if deemed necessary and such meeting may be called with a 72-hour's notice.
- c) AGM shall be held once in a year. An Annual General Meeting of the association shall be held as soon as possible after the close of each calendar year (January to December), not later than April, on a date and at a time and place to be decided


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by the Executive Committee. The business of the Annual General Meeting shall be to:

- i. receive the minutes of the previous AGM;
- ii. receive the Executive Committee's report on the working proceedings of the Association during the previous year;
- iii. receive the Treasurer's report and the audited accounts of the Association for the previous year;
- iv. elect an Executive Committee and to appoint auditors once every 2 years;
- v. deal with such other matters as may be put before it; and
- vi. make annual plan and budget of the alumni association.

d) **Quorum:** In case of all meetings of the EC, the presence of at least one-thirds of the members of the executive committee shall form a quorum. In case of general meeting, one-fifths of full members shall form a quorum.

12. Audit

- a) Two persons, who shall not be office-bearers of the association, shall be appointed, by every alternate AGM as honorary auditors. They shall hold office for two years and can be reappointed as deemed necessary.
- b) The Auditors shall be required to audit the accounts of the association for the year, and to prepare a report or certificate for the AGM. They may also be required by the President to audit the accounts of the association for any period within their tenure of office at any date, and to make a report to the Committee.

13. Expulsion of any Member

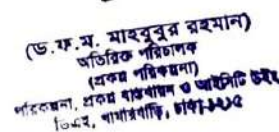
- a) The Executive Committee shall have the power to refuse membership to anybody at its discretion. The applicant so denied shall have the right to appeal to the AGM of the Association.
- b) Any office bearer or member of the association found to be working against the interest of the association and acting in contravention of the spirit of any of the provisions of the constitution and rules thereof of the association, shall be expelled. Such action shall be taken after providing reasonable opportunity for the member to defend him/herself. The power to expel any member from the association shall be vested with the EC. Such expelled member(s) shall, however, has the right to appeal to the AGM whose decision shall be final.



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14. Termination of Membership: A member can cease his/her membership of the association in the following ways by:

- a) voluntary resignation in writing;
- b) the termination or withdrawal of the application;
- c) death;
- d) being psychological disordered;
- e) being convicted of any criminal offense involving moral turpitude; and
- f) ceasing to hold the office in the case of ex-officio members.

15. Continuance of Membership: A member, whose name has been removed from the membership register solely on account of subscription and other dues, shall be allowed to be readmitted on paying all such dues to the association.

16. Amendments to the Constitutions


- a) This constitution shall not be altered or amended except by the resolution of an AGM.
- b) Any provision/requirement of this constitution can be amended by a two-third majority of the members present and voting in the AGM.
- c) The proposal to amend the constitution shall be at the instance of the EC or on the signed requisition by at least one-tenth of the total members.
- d) Notice of the proposed amendments shall be furnished to the General Secretary at least 4 (four) weeks before the date at which it is proposed to consider the amendment. Upon receipt of a requisition for amendment, the General Secretary shall issue this via AAER website.

17. Dissolution

- a) The alumni association may be voluntarily dissolved by a resolution of not less than three-fourth of the total membership in a general meeting convened for such purpose.
- b) On dissolution of the alumni association, any property or assets whatsoever should remain over after the satisfaction of the debts and liabilities, the same shall not be paid or distributed among the members of the alumni association or to any of them, but shall be given to BSMRAU, except the funds received or receivable from or through the government which shall be disposed of according to the directives of the government authority concerned.
- c) Notice of dissolution shall be forwarded to the Registrar of Social Welfare Department, Government of the People's Republic of Bangladesh within 30 days of its dissolution.

*This constitution shall come in force from 23 July, 2023 where it was approved at its first Annual General Meeting (AGM).


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