



THE CONSTITUTION OF THE

ASSOCIATION OF BANGLADESHI ENGINEERS OF ALBERTA, CANADA

28 May 2022

This is the fourth Amendment of the ABEAC Constitution duly approved at the Annual General Meeting

Rev	Date	Member Secretary, Constitution Reform Committee	Convenor, Constitution Reform Committee	Executive Director, ABEAC	President, ABEAC
04	28 May 2022	F. Kabir (Mohammed Kabir)	ASAD ALI (ASAD ALI)	MAFIZUL ISLAM	Subrata (Bairagi)
03	09 January 2017				

**THE CONSTITUTION OF THE
ASSOCIATION OF BANGLADESHI ENGINEERS OF ALBERTA, CANADA
(Fourth Amendment as of 28 May 2022)**

- 1.0 Name:**
The name of the association shall be the "Association of Bangladeshi Engineers of Alberta, Canada" and hereafter called "ABEAC".
- 2.0 Office:**
2.1 Head Office of the ABEAC shall be located in Calgary in the Province of Alberta.
2.2 Chapter Office may be established anywhere in the Province of Alberta with the approval of the Board of Directors.
- 3.0 Objectives:**
The association shall be a non-profit, non-partisan, non-religious, non-political voluntary professional organization. The objectives of the association shall be:
3.1 Help members achieve Professional Membership in Canada.
3.2 Support continuous professional development endeavors Actively volunteer in community programs and activities
- 4.0 Strategies:**
In achieving organizational goals and objectives, ABEAC strategies shall be, but not limited to the following:
4.1 Professional Development through training, workshop, mentorship, seminar and symposium.
4.2 Provide support for obtaining Professional Membership in the province of Alberta and other jurisdictions.
4.3 Support networking, job search and career enhancement endeavors.
4.4 Collaborate with other technical Institutions and professional bodies.
4.5 Motivate members to develop fellowship in building a vibrant community.
4.6 Facilitate social interaction among the members and their families.
4.7 Engage with other non-profit organizations in various social development endeavors.
- 5.0 Language:**
English shall be the official language of ABEAC.
- 6.0 Membership:**
6.1 Regular Member:
6.1.1 Engineers of Bangladeshi ancestry with a Bachelor's degree or equivalent from any recognized institution with the payment of prescribed fee and declaration of commitment to the objectives of

the Association are eligible to become regular members of ABEAC.
6.1.2 Engineers eligible to acquire membership of APEGA (Association of Professional Engineers and Geologists of Alberta) or Engineers Institute of Bangladesh (IEB) or approved by CCPE (Canadian Council of Professional Engineers)

6.2 Life Member:

Regular member may become a life member with a one-time payment of \$ 300.00.

6.3 Student Member:

Students of Bangladeshi ancestry enrolled in engineering programs in any recognized institution are eligible to become a student member. Student Members shall not be entitled to vote

6.4 Honorary Member:

Individuals making substantial contributions towards the objectives of ABEAC are eligible to become Honorary Members with the recommendation of the Board of directors. Honorary Members shall not be entitled to vote.

7.0 Dues:

Annual membership fee is non-refundable and payable by December 31. The membership fee shall be re-evaluated in the AGM as and when necessary. The membership fee shall be as follows:

- Regular Member: C\$ 20 per year
- Life Member: One time C\$ 300
- Student Member: Not Applicable
- Honorary Member: Not Applicable

8.0 Tenure of Membership:

- 8.1 Membership shall continue as long as the annual membership fee is paid.
- 8.2 Membership shall discontinue for nonpayment of fee for two consecutive years.
- 8.3 Membership shall be terminated for participation or involvement in any activity detrimental to the interest of the association. The Board of Directors shall recommend such termination with the approval of at least two-third of the total members present in a General Meeting.
- 8.4 Membership may be reinstated with the payment of the last two years membership fee.

9.0 Rights and Privilege:

- 9.1 All regular and life members shall have equal rights and privileges in the Association regardless of their color, sex, religion, qualifications, institution where their degree is obtained, length of professional experience and positions.
- 9.2 Honorary and student members shall have all rights and privileges

- except the right to vote.
- 9.3 Members may exercise their voluntary departure from association with written notification to ABEAC.

10.0 Organizational structure:

Any committee shall consist of odd number of members

10.1 Board of Directors:

- 10.1.1 The tenure of the Board of Directors shall be 2 years (from 1st January to 31st December).
- 10.1.2 The Board of directors shall operate, manage and supervise all the activities and affairs of ABEAC. The Board shall also develop and execute procedures in accordance with the policies and decisions approved in the General Meeting.
- 10.1.3 The entire Board of Directors or any member of the Board of Directors may be removed from the Board by the SGM (Special General Meeting) by three-fourth majority of the necessary quorum stated in the section 16.2 of this document.
- 10.1.4 None of the Board members shall have remunerations for the services they provide to ABEAC.

10.2 Number of Directors:

- 10.2.1 The Board shall consist of Thirteen (13) active members to fill the positions mentioned under Section 10.2.4.
- 10.2.2 The Board of directors shall be elected by direct votes of regular and life members of ABEAC.
- 10.2.3 The voting shall take place under the administration of a duly formed Election Commission stated in Section 17.0 of this Constitution.
- 10.2.4 Election shall be held for the following positions:
1. President
 2. Vice President (3 positions)
 3. Executive Director
 4. Director, Finance
 5. Director, Professional Development
 6. Director, Membership
 7. Director, Networking and Career Development
 8. Director, IT & Communication
 9. Director, Youth, Children and Cultural Affairs
 10. Director, Women in Engineering
 11. Director, Volunteering and External Affairs

10.3 Advisors:

The immediate past President and Executive Director will act as 'Advisors' to the Board. The Board of directors shall have the discretion to appoint up

to three more advisors from regular members if deemed necessary.

11.0 Co-Option of Board Members:

In the following circumstances, the Board may co-opt Board Member(s) from the regular members of ABEAC:

- 11.1 Maximum 5 (five) board members from the regular members of good standing to perform regular and special assignments.
- 11.2 In the event of any Board of Director's position not filled up.
- 11.3 In the event of resignation of any board member.
- 11.4 In the event of the death or inability of a Board Member to carry out his/her roles and responsibilities as a Board Member.
- 11.5 In the event any board member not attended in three consecutive scheduled Board meetings without showing any valid and reasonable cause(s) for such absenteeism.
- 11.6 To encourage women participation in ABEAC, the board may co-opt women members

12.0 Roles and Responsibilities of the Board Members:

12.1 President:

- a) The President shall be responsible and accountable for all the activities of ABEAC.
- b) The President shall preside over all the meetings as well as lead ABEAC
- c) President shall publish the ABEAC annual activities calendar and execution plan at the beginning of each of the calendar years
- d) President shall act as main interface with all external affairs of ABEAC
- e) President shall maintain the harmony and integrity of ABEAC committee

12.2 Vice President:

The Vice -Presidents shall assist the President in his/her activities and the one decided by the Board shall assume the responsibilities of the ABEAC in the absence of the President. Each VP shall assist a group of directors to fulfill their responsibilities and accountabilities. The group shall be formed at the first board meeting. The group can be formed as follows:

- 1. Director of women in engineering, Director of youth. Children and cultural affairs, Director of volunteering and external affairs,
- 2. Director Finance, Director Membership and
- 3. Director Professional Development, Director of Networking and Career Development, Director of IT & Communication

12.3 Executive Director:

- a) Shall be responsible for executing the decisions taken by the Board and the general body.

- b) Shall coordinate all the programs and activities of the organization.
 - c) Shall be responsible for organizing meetings, preparing, distributing the meeting minutes to all members and following up all the action items. Disclose the MOM (Minutes of Meeting) of the Executive Committee including attendee for ABEAC members.
 - d) Shall be the custodian of all assets and seal of ABEAC and maintain ABEAC registration
 - e) Shall conduct the AGM (Annual General Meeting) and present the annual report at the meeting
- 12.4 Director, Finance:
- a) Shall maintain the records of funds and prepare an annual budget.
 - b) Shall present annual budget and financial statement to the AGM.
 - c) Shall be responsible for maintaining accounting records
 - d) Shall be accountable for internal audit and cooperate with any external audit requests
- 12.5 Director, Professional Development:
- a) Shall develop and facilitate training, workshops, seminars, symposiums and webinar programs.
- 12.6 Director, Membership:
- a) Shall be responsible for maintaining, updating the list of members with the information required in the prescribed membership form in conjunction with Director IT & communication
 - b) Shall be responsible for encouraging prospective members to join ABEAC and provide the membership status in the AGM
 - c) Shall provide support to members for obtaining professional membership of APEGA and another professional jurisdiction
- 12.7 Director, Networking and Career Development:
- a) Shall develop career development programs and organize networking, mentoring and other activities.
 - b) Shall prepare the plan for at least two networking and career development activities per year
- 12.8 Director, IT & Communication
- a) Shall be responsible for developing user friendly website
 - b) Shall be responsible for presenting ABEAC activities highlighting to the contemporary/social media
 - c) Shall be responsible for building IT infrastructure such that member can

pay annual fees online, survey opinions from members and PD session recording

- d) Shall be responsible for uploading membership list In conjunction with the director membership

12.9 Director, Youth, Children and Cultural affairs

- a) Shall develop programs, social activities and organize those for the youth and children of the ABEAC members.
- b) Shall help establish a student chapter to facilitate student development programs/activities such as science fair, off school camping etc.

12.10 Director, Women in Engineering:

- a) Shall organize all women engineers' affairs and establish a relationship with other women's organizations.
- b) Shall develop plan and organize events to encourage young women students to study engineering
- c) Shall involve women engineers to participate in ABEAC activities
- d) Shall plan and execute at least one event related to women in engineering

12.11 Director, Volunteering and External Affairs:

- a) Shall coordinate and facilitate volunteer opportunities for the members and their families. The Director shall keep records of volunteer hours and other details. He/she shall make reasonable efforts to prepare a list of volunteers available for different events and activities well ahead of time. Also, he/she shall develop and establish Reward and Recognition criteria and procedures for upholding ABEAC volunteering policy.
- b) Shall be the liaison between ABEAC and other organizations and facilitate activities such as Lunch & Learn, Factory Visit, and update members with technical information.
- c) Shall plan and execute at least one volunteering events per year

13.0 General Responsibilities of the Board of Directors:

- 13.1 In the event of leaving the station the incumbent Director shall inform his/her intention to the Board at least one (1) week in advance.
- 13.2 In the event of any Board Member being absent from three consecutive meetings without informing the Board, the member shall be dealt with the Board
- 13.3 The Board shall form the election commission in the last AGM of their tenure.

14.0 Responsibilities of Advisors:

Advisors will work as NON-EXECUTIVE members of the Board. The Board

will seek advice from advisors as and when required.

15.0 Meeting:

15.1 Annual General Meeting (AGM):

15.1.1 At least one annual general meeting (AGM) shall be held in each year.

15.1.2 The Executive Director shall notify the date, time, place and agenda of the AGM/meetings by email to all the members and publish in the ABEAC website at least two weeks prior to the date of AGM/meetings.

15.1.3 AGM shall be held at least thirty days before the expiration of the tenure of the Board.

15.1.4 In case of a tie, the president shall exercise his casting vote to break the tie.

15.2 Board of Directors Meeting:

In any Board meeting minimum of two-thirds of the Directors shall be present to finalize any decision. The President shall cast tie vote in case of a tie.

15.3 Calling a Special General Meeting (SGM):

A written requisition duly signed by more than one-third of the total membership in good standing shall be necessary for requesting an SGM. The Executive Director shall thereupon send out the notice of SGM no later than two weeks after receipt of such request.

The entire Board of Directors or any member of the Board of Directors may be removed from the Board by the SGM (Special General Meeting) by three-fourth majority of the necessary quorum stated in the section 16.2 of this document.

16.0 Quorum:

16.1 Board of Directors Meeting:

Board of Directors Meeting shall be valid with the presence of two-third of the Board including co-opted members.

16.2 AGM & SGM:

AGM & SGM shall be valid with the presence of minimum 25 persons of the regular members in the membership list. At all meetings, a simple majority shall decide every issue unless otherwise stated. 75% of attendees shall decide on constitution reform.

16.2.1 In the event of any emergency situations (war, pandemic, natural disasters etc.), the board of directors shall arrange an SGM to discuss the plan for continuation of ABEAC activities.

17.0 ABEAC General Elections

Handwritten signatures and initials:
MRC, PK, AA, JF

- 17.1 The ABEAC members expect and deserve to elect a respectable farsighted effective leadership that will lead them to thrive in the professional and social ambiance of the new century. Therefore, it is highly encouraging that an aspirant board member possesses a strong credential with extraordinary moral and professional aura that is befitting for a smart leader.
ABEAC members shall elect the Board of Directors every two (2) years in accordance with the procedures laid down in the Section 17.2 below.
- 17.2 Election Procedure:
- a) The Executive Director shall announce the formation of Election Commission in the AGM as stated in section 15.1.3 of this Constitution.
 - b) Election for the positions of the Board of Directors shall be held every two years.
 - c) Regular and Life members of outstanding record of professionalism and in good standing can run for the position of Board member.
 - d) Member seeking nomination for the position of the President, Vice President and the Executive Director must have a minimum of fifty hours of volunteering experience with ABEAC, except the current or ex Directors of ABEAC.
 - e) An individual will be eligible to hold the position of the President and the Executive Director for a maximum of 2 (two) consecutive terms.
 - f) Member seeking nomination for any position must produce a letter of endorsement signed by at least three regular members in good standing.
- 17.3 Election Commission:
- 17.3.1 Election Commission shall consist of one Chief Election Commissioner and four Election Commissioners from the regular ABEAC members in good standing.
 - 17.3.2 The members of the Election Commission shall not be eligible for running for Board of Director positions.
 - 17.3.3 Election Commission shall conduct and monitor the entire election activities including, but not limited to, making rules in pursuing a free and fair election.
- 17.4 Functions of the Election Commission:
The Election commission shall:
- 17.4.1 Receive, verify, and approve the candidate's "Expression of Interest".
 - 17.4.2 Election shall be held within 120 days from the end of the current tenure.
Notify the date, time and place of the election along with rules and procedures of election via email and publish it in ABEAC

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website.

- 17.4.3 Election commission has to freeze the eligible membership list before two weeks of the election date. Verify, authenticate and display the voters list.
- 17.4.4 Validate and publish the final list of nominees via email and publish it in the ABEAC website.
- 17.4.5 Ensure that voting is exercised in person, by physical presence at the voting center.
- 17.4.6 Maintain a list of candidates and voting records.
- 17.4.7 Review the election results and publish the results in ABEAC website.
- 17.4.8 Conduct the changeover of the new Board of Directors.
- 17.4.9 Oversee the election process from an ethical, neutral and non-biased stand.

18.0 Safeguard of Funds and Other Valuables:

- 18.1 Cash, cheques, and other valuable assets of the ABEAC shall be kept in a bank and/or in any other form of depository in Calgary supervised by the respective Board of Directors.
- 18.2 For withdrawal of funds or issuance of cheques, beside Director, Finance and Membership, a co-signatures of any one of the following three Directors of the Board shall be required:
 - (a) President
 - (b) Vice President (decided by the Board)
 - (c) Executive Director
- 18.3 ABEAC shall not borrow money from any individual or from a financial institution.
- 18.4 The Board of Directors shall not entertain any kind of financial transaction by any members to and from ABEAC for any personal benefit through any activities performed by ABEAC.
- 18.5 Any personal contribution to the ABEAC shall be considered 100% non-refundable, verified, approved and documented by Director, Finance with full disclosure for audit purpose.

19.0 Audit:

- 19.1 An external auditor shall be appointed by the Board at least one month prior to the 'Annual General Meeting' to conduct annual audit of the books of the Association.
- 19.2 The Executive Director shall present the 'Annual Audit Report' before the Annual General Meeting for approval. A simple majority of the members attending the AGM shall be required for such approval.

20.0 Inspection of Books and Records:

- 20.1 The Executive Director shall prepare and preserve the minutes of the meetings.

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- 20.2 Copies of all records and financial activities undertaken by all Directors shall be forwarded to the Executive Director for safekeeping.
- 20.3 The Executive Director shall make all books and records available to the members at the AGM.

21.0 Amendments:

- 21.1 The Constitution may be amended by a special resolution in a general meeting.
- 21.2 A five-member Constitution Reform Committee shall be formed with approval of the Board of Directors.
- 21.3 The members of the Reform Committee shall be selected from regular ABEAC members. The President, the Vice President and the Executive Director of the current Board of Director shall be the ex-officio members of the Committee.
- 21.4 Hours spent by any member of the Reform Committee shall be considered as volunteer-hours.
- 21.5 The Reform Committee shall review existing sections and make necessary amendments and shall send their recommendations to the Board who will then present the amendment to a special general meeting.
- 21.6 75% of attendees from the regular and life members present shall be required for the amendment(s) to be in effect.
- 21.7 Board shall publish the amended Constitution with date of amendment on the ABEAC website.

22.0 General Inquires:

Any general inquiries may be sent via ABEAC website at www.abeac.ca

23.0 Dissolution:

With sufficient reasons requiring winding up or dissolution of the Association, the Board of directors shall call a general meeting. To dissolve the Association, at least 50% of the total members in good standing must be present and consent of 75% of the members present shall be required to dissolve the Association. In the event of winding up or dissolution, no member shall be entitled to any assets. All the assets shall be donated to similar professional organizations with similar aims and objectives, after payment of its debts.

End of the constitution.

MC *FC* *AA* *21*