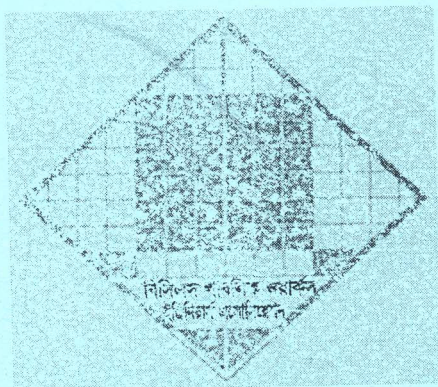


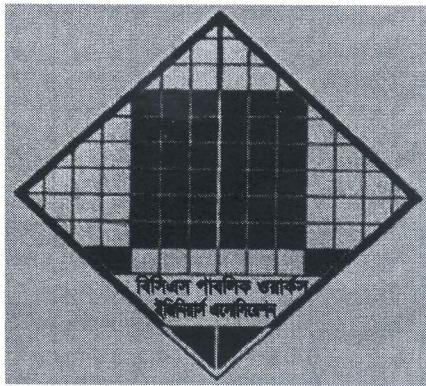
# UNIFORM THE CONSTITUTION & BYE-LAWS



UNIFORM THE CONSTITUTION  
&  
BYE-LAWS  
PUBLISHED BY THE BCS PUBLIC WORKS ENGINEERS ASSOCIATION  
Office: Room No. 128, Purta Bhavan, Room No. 128  
Segun Bagicha, Dhaka.-1000

**THE CONSTITUTION  
OF  
BCS PUBLIC WORKS ENGINEERS ASSOCIATION**

**Amended and approved in the EGM  
held on 16.02.2013 and came into  
effect from 16.02.2013**



**BCS PUBLIC WORKS ENGINEERS ASSOCIATION  
Purta Bhavan, Room No. 128  
Segun Bagicha, Dhaka.-1000**

## Foreword

Being desirous of framing an Association by some of the engineers, Public Works Engineers Association was formed in 1978 with a view to the welfare of the engineers of Public Works Department and Housing & Settlement Directorate under BCS Public Works Cadre.

The Association has been running on printed constitution since its approval in Annual General Meeting of 1995 held at Dhaka on 27<sup>th</sup> September 1996. Subsequently amendments were made to that constitution. But the amended constitution was never printed. Under these circumstances the Executive Committee framed a proposed amendment of the constitution incorporating all past amendments and a few necessary clauses which was demand of time. The proposal was placed in EGM held at PWD Auditorium, Purta Bhaban, Shegunbagicha, Dhaka on 16/02/2013 for approval.

BCS Public Works Engineers Association in EGM held at Dhaka on 16<sup>th</sup> February 2013 approved this constitution and came into force from 16<sup>th</sup> February, 2013 for future guidance.

The Election commission decided to reprint the constitution of BCS Public Works Engineers Association incorporating all amendments till 16<sup>th</sup> February, 2013.

**Mohammad Mahfuzul Alam**

Sub-divisional Engineer  
PWD Maintenance Sub-division-II, Dhaka  
for  
BCS PW EA

**Nandita Rani Shaha**

Executive Engineer  
Staff Officer to Additional Chief Engineer(P&SP)  
for  
BCS PW EA

**Md. Abdul Hamid Talukder**

Executive Engineer  
PWD Project Division-II, Dhaka  
for  
BCS PW EA

**Md. Mafizur Rahman**

Executive Engineer  
PWD Design Division-V, Dhaka  
for  
BCS PW EA

**Md. Abul Quasem**

Additional Chief Engineer(P&SP)  
Public Works Department, Dhaka  
for  
BCS PW EA

## PREFACE

Being desirous of framing an Association by some of the engineers, Public Works Engineers Association was formed in 1978 with a view to the welfare of the engineers of public Works Department and Housing & Settlement Directorate under BCS Public Works Cadre. The objects of the Association were deemed to be associate with achieving and transacting advanced technological knowledge's among the engineers to promote efficiency in engineering practice and profession along with the improvement of the conditions of service of the engineers.

Where as the Association in question, was being run on draft constitutions since its creation upto 16.4.1986 and no Registration was made for this Association as yet. The first draft constitution was prepared by a sub-committee in the year 1986 and subsequently was approved in the Extra Ordinary General Meeting held at Dhaka Centre of IEB on 17.4.86 Latter on, some amendments were made on that constitution and got approved in the Extra-ordinary General Meeting held at Dhaka Centre of IEB on 24.10.90 but the constitution in question was not finally printed. Under this circumstances and with the necessity of including for some additions and more amendments, a draft constitution was framed by a sub-committee formed by the Executive committee of 1995-96 and got approved with some corrections and additions in the Annual General Meeting of 1995 held at NEC Auditorium of Sher-E-Bangla Nagar on. 27.9.1996.

Therefore, Public Works Engineers Association at its Annual General Meeting of 1995 held at Dhaka on 27<sup>th</sup> September, 1996 at 4.00 p.m. approve this constitution and came into effect from 27<sup>th</sup> September, 1996 for future guidance.

**M. Azizul Haque**

President

BCS Public Works Engineers Association

Dhaka

**A.K.M. Abdur Razzak**

Secretary General

BCS Public Works Engineers Association

Dhaka

# THE CONSTITUTION AND BYE-LAWS

## CONTENTS

<b>CHAPTER-I</b>	1
The name and Location	
<b>CHAPTER-II</b>	1
The Objects	
<b>CHAPTER-III</b>	1-2
Activities	
<b>CHAPTER-IV</b>	2-3
Membership: Qualifications, Admission to membership, Cessation of membership, Rights and Privileges, Resignation.	
<b>CHAPTER-V</b>	3-6
General body: Executive Committee, Zonal Committee, Qualification of the Office Bearers of the Executive Committee, Terms of Executive Committee, Powers of Executive Committee.	
<b>CHAPTER-VI</b>	6-11
Function of Executive Committee: Meeting, Meeting of Executive Committee, Conduct and Voting in Meeting, proceeding of Meeting, Maintenance of Fund, Budget, Audit, Duties of President, Duties of Vice-Presidents, Duties of Secretary General, Duties of Joint Secretaries, Duties of Organizing Secretary, Duties of Treasurer, Duties of Publication and Office Secretary, Duties of Cultural Sorts and Welfare Secretary.	
<b>CHAPTER-VII</b>	12-13
Election: Method of Election.	
<b>BYE-LAWS</b>	13
Rules and Regulations, Fund	

# PROPOSED AMENDMENT OF THE CONSTITUTION OF BCS PUBLIC WORKS ENGINEER'S ASSOCIATION

## CHAPTER-I

### Name and Location :

1. The Association shall be called, BCS Public Works Engineers Association herein referred to as the Association
2. The Head Office of the Association shall be at Dhaka.

## CHAPTER -II

### 3. Objects:

#### **The object of the Association shall be:**

- a) To safe guard the interest of the public works Engineers and endeavor for improvement of the conditions of employment.
- b) To promote efficiency in Engineering practice and profession.
- c) To establish the code of professional ethics and conduct for the public works Engineers.
- d) To further the interest of engineering profession as a whole and help in dissemination of knowledge for betterment of mankind.
- e) to promote just and honorable dealing, mutual respect and understanding amongst the public works Engineers.
- f) To promote social welfare of member Engineers as to arrange for apprising the public about the activities of the engineers and progress and made in various existing and future Engineering schemes and bring the public and their representation into confidence in the whole hearted acceptance of the responsibility of the task entrusted to Engineers.

## CHAPTER -III

### Activities:

4. With a view to achieving the objects mentioned in the article-3 above, the Association shall take any or all the following steps:
  - a) To present the collective grievances of its members on constitutional lines and seek redress thereof.
  - b) To make its recommendation to appropriate authorities suggesting measures, necessary for improvement of the engineering profession and seek implementation thereof.
  - c) To co-operate with others organizations in matters concerning engineering profession and the common interest.
  - d) To hold frequent meetings to discuss and exchange views on professional subjects and arrange for study tours of technical works for technical works for training and furthering knowledge.

- e) To held technical session, seminar, symposium and to publish journals, technical papers to express and disseminate knowledge on professional matters as well as publicise activities of the Association.
- f) To extend sympathy and or financial assistance to a member in distress or to the family of any incapacitated for active life.
- g) To promote cultural activities among the public works engineers.
- h) To do all such acts and things as to incidental or conducive to the attainment of the objects of the Association.

## **CHAPTER-IV** **(Membership)**

### **Qualifications:**

- 5. a) All engineers of BCS Public Works cadre who are eligible for becoming member of IEB be eligible for membership of the Association.
- b) Member of the Association after retirement from service shall be entitled to become an honorary member.
- c) The Seniority of the members shall be determined by the Service Seniority and promotion of any post in current charge of any members shall be treated as the rank of that post.
- d) Member of the Association working under ministry of public administration, posted at deputation and lien shall be entitled to remain as member of the Association.

### **Admission to membership:**

- 6. A person qualified for membership shall be so admitted only after he has made a written request in the prescribed form and paid such fees as may be prescribed from time to time.

### **Cessation of membership:**

- 7. The membership of the Association shall cease owing to:
  - a) Any member who has not paid his subscription for two consecutive years shall automatically cease to be member of the Association and shall have to pay the full entrance fee including all arear dues for re-enrolment of the membership with the permission of the executive committee.
  - b) Failure to comply with the rules and regulations of the Association.
  - c) Conduct on the part of a member prejudicial to the interest of the Association.

When action against a member is to be taken under clause (b) and (c) the Secretary General shall by order in writing (i) inform him of the action proposed to be taken in regard to him and the ground of that action. (ii) give him reasonable opportunity showing cause against that action before an Enquiry committee consisting of three senior most members of the Executive Committee headed by the President of the Association.

**Rights/Privileges:**

8. Members of the Association shall, subject to this constitution and the by-laws made there under, enjoy all the rights and privileges and may be conferred by this Association from time to time. The rights and privileges of every member shall be personal to himself, and shall not be transferable by his own act or by operation of law.

**Resignation:**

9. Any member may resign from his membership by a written communication to the Secretary General. The resignation which will be subject to acceptance shall take effect from the date of receipt of the application.

**CHAPTER-V**

**General Body:**

10. a) All the members of the Association shall form the General body.
- b) Chief Patron: The Chief Engineer, Public Works Department will be designated as Chief Patron as Ex- Officio.
- c) On promotion either regular or current charge of any member of the Executive Committee as Chief Engineer , Executive membership will automatically be cancelled on the date of holding the promoted post and will act as the chief patron of the Association. The post so vacant shall be filled up by senior vice president for the post of president and other posts shall be co-opted by Executive Committee amongst the qualified members for that posts.

**Executive Committee:**

11. A) The affairs of the Association shall be administered by a committee of management herein after called the Executive Committee which will be elected as the office bearer by the General body in accordance with the Rules and Regulations of the Association and shall comprise of:
- a) One President.
- b) Four Vice President .
- i) Three from civil.
- ii) One from E/M
- c) One Secretary General.
- d) Two Joint Secretary
- e) One Organizing Secretary
- f) One Treasurer
- g) i) One Cultural Secretary.
- ii) One Sports Secretary.
- iii) One Welfare Secretary

- h) i) One Publication Secretary.
- ii) One Office Secretary.
- i) Elected Twenty four members whom shall be elected as follows:
  - i) One from amongst the Addl. Chief Engineer.
  - ii) Three from amongst the Superintending Engineer. (Two from civil and One from E/M)
  - iii) Five from amongst the Executive Engineer (Four from civil and One from E/M).
  - iv) Eight from amongst the Sub-Divisional Engineer. (Six from civil and Two from E/M)
  - v) Six from amongst the Assistant Engineer.( Five from civil and One from E/M)
  - vi) One from officers working under Ministry of Public Administration.
- j) Ex-Officio Members
  - i) The Chairman and the Member secretary of zonal committees shall also be member of the Executive committee.
  - ii) Immediate past President & Secretary General shall also be the members of the Executive Committee.

**B) Zonal Committee:**

There shall be Zonal Committee at every zone of PWD Except Dhaka having Jurisdiction over the respective zone to look after the local problems as well as general problems of the Public Works Engineers.

The Zonal Committee shall comprise of the following members:

- i) One Chairman.
- ii) One Vice-Chairman.
- iii) One Member-Secretary.
- iv) Five Members.

The Zonal Additional Chief Engineer Shall be the Ex-officio chairman of the Zonal committee, other members of the Zonal committee shall be elected by the voters of that zone as per rules and regulations of the Association.

**12. Qualification of the Office Bearers of the Executive Committee**

- 12. a) President: Any member not below the rank of Superintending Engineer and posted at Dhaka.
- b) Vice-President: Any member not below the rank of Executive Engineer.
- c) Secretary general: Any member not below the rank of Executive Engineer .

- (d) Treasurer: Any member of the association not below the rank of Sub-Divisional Engineer and posted at Dhaka.
- (e) Other Secretarial Posts: Any member of the Association not below the rank of Sub-Divisional Engineer.
- (f) Member: Any member of the Association as per quota of clause 11-A-(i)

**Terms of Executive Committee:**

13. 13. The terms of the office of the Executive Committee and the Zonal committee shall be maximum of two years generally from January to 31<sup>st</sup> December, unless otherwise expressly directed in the General meeting (AGM/EGM).

**Powers of Executive Committee:**

14. a) The executive committee shall administer the affairs of the Association in accordance with the provision of the Constitution. It shall submit an Annual Report at the Annual General meeting on the proceedings of the meetings held and other activities of the Association performed during the year, transmitting there with the report of the Account of the Association and any other report that may be of interest to members.
- b) The Executive Committee shall have power to appoint any sub-committee consisting of members of the Association for special works for a specified period as and when an occasion so demands.
- c) The Executive Committee shall have the power to appoint as follows when an occasion so demands for the interest of the Association subject to the approval of the Executive Committee.
- i) Senior Vice-President as president in absence of the President for the remaining tenure of the term.
  - ii) Senior Joint secretary as Secretary General in absence of the Secretary General for remaining tenure of the term.
  - iii) Any member of the Executive Committee as treasurer in absence of the treasurer for the remaining tenure of the term.
  - iv) In the event of any Vacancy have occurred in Executive Committee for any reason during the tenure of the office of the Executive Committee shall have absolute power to Co-opt. another member (eligible) to fill up vacancy for remaining period of term.
- d) budget of receipts and expenditure for each year shall be prepared and approved in the Annual General Meeting. The Executive Committee shall have power to disburse the amount to meet current expenses from the fund of the Association.
- e) i) The admission fee and the rate of Annual subscription will be determined in the Executive Committee Meeting.

- ii) Bye Laws, Rules & Regulations may be framed by the Executive Committee, and shall be approved in the next GM/AGM.
- iii) Any amendment of the constitution might be proposed by the Executive Committee before placing to the AGM. for approval.

## CHAPTER VI

### **Function of the Executive Committee:**

- 15. The Executive Committee shall be in executive control of the Association. It shall meet at least once in two months.
- 16. Subject to the Control of the General Body, the duties of the Executive Committee shall be as follows:
  - a) To manage the affairs of the Association.
  - b) To realize subscription and donations.
  - c) To incur expenditure within approved budget provision and maintain accounts properly and rendered.
  - d) To arrange for holding the Annual and emergency General Meeting.
  - e) To take such other steps as may be assigned by the General body.

### **Meetings:**

- 17. The Annual General Meeting of the Association shall normally be held at Dhaka between November and December each year.  
The Annual General Meeting of the Association shall transact the following business and such other business as may be placed by the Executive Committee or as the General Meeting may by unanimous decision decide to transact:
  - i) Presentation of the Annual Report.
  - ii) Presentation of the Audited Accounts
  - iii) Presentation of the Annual Budget.
  - iv) Declaration of the New Executive Committee and its installation subject to clause-13.
  - v) Any other items with the permission of the chair.
- 18. General Meeting of the Association may be convened as and when the business of the Association so warrants by the Executive Committee at its own accord or at the written request of not less than 25 members. When any emergency General Meeting is so requisitioned, the Secretary General shall issue notice convening the meeting within three days from the date of the receipt of such requisition.

19. Normally at least fourteen days notice shall be given in writing to all members for any General Meeting and a copy of the Agenda for such a meeting shall be circulated and however, only three days notice shall be given in writing to all members of the Association for an Emergency General Meeting.
20. All meetings will normally be held at Dhaka and the exact place and time shall be notified by the Secretary General on each occasion.
21. a) A Member wishing to propose a subject relating to any amendment of the constitution and bye-laws for discussion in the Annual General Meeting shall state in writing to the Secretary General by the 15<sup>th</sup> of September supported by at least 3 members . But the Executive Committee shall have the right to bring any such amendment at anytime . In both cases , the proposed amendments to be approved in the Executive Committee meeting before placing in the AGM.  
b) Amendment of the constitution shall be adopted by the Annual General Meeting in with two-third majority of the members present .
22. In any meeting of the Association , the president or in his absence , of the Vice- presidents present will preside over the meeting during its deliberation . If neither the President nor any of the Vice-president is present in the meeting , the members Present will elect one from amongst themselves to preside over the meeting . The president of the meeting will conduct its deliberations in accordance with the constitution and shall have the right of casting his vote only incase of a tie .
23. The Association in any general Meeting may raise any resolution in conformity with the objects of the Association and pass the same accordingly.

#### **Meeting of the Executive Committee.**

24. Article-24. Meeting of the Executive committee.
  - i) Meeting will be held at Dhaka unless otherwise decided by the Executive Committee with approval of Chief Patron of the Association.
  - ii) 12 (Twelve) members in the executive committee meeting and 75(seventy five)members in the general body meeting (AGM/EGM) will form quorum respectively . In case of non formation of quorum in the executive committee meeting it will be adjourned and will be held as per decision of the president but for the general body meeting it will be held exactly at the same time at the same venue on the following day or otherwise decided by the members present in the general body meeting but no quorum will be required for both the cases .

**Conduct and Voting in Meeting:**

25. The Conduct of all meetings shall be in the manner as directed by the president except AGM. The Executive Committee meeting/adjoined meeting will form a quorum with the attendance of 12 (twelve) members
26. In case of animus regarding any decision normally shall be decided by majority of votes, each member having the right of exercising one vote only. The president shall not vote with the rest of the members but when the vote are equal, shall have a casting vote.

**Proceedings of Meeting:**

27. The Proceedings of all meetings shall be recorded during their progress by one of the Joint Secretaries to be assigned. The minutes of the meeting will be notified and issued by the Secretary General.

**Maintenance of Fund:**

28. The fund of the Association shall be kept in the scheduled Bank as determined by the Executive Committee and the account shall be operated jointly by the Secretary General and the Treasurer. The Account shall be in the name of the Association.

**Accounts:**

29. a) The audited accounts of the Association shall be kept in such a form as may be approved by the General Body and shall be closed on the 31<sup>st</sup> day of December each year. The Secretary General shall incorporate the accounts in the Annual report of the Association.  
b) All vouchers shall be approved by the Secretary General with the recommendation of the Treasurer.
30. No Member shall have any claim on any property of the Association. In case of dissolution of the Association, the General Body shall decide the way in which the assets are to be disposed of.
31. The Executive Committee shall have no power to incur any debt on behalf of the Association without the permission of the General Body.

**Budget:**

32. The annual budget of the Association shall be prepared jointly by the Secretary-General and the Treasurer which will be placed and approved in the Executive Committee before its placing in the Annual General Meeting for final approval.

**Audit:**

33. Executive Committee will appoint one registered chartered accountant or a member of the Association not below the rank of Executive Engineer to audit the accounts of the Association annually before placing the same to Annual General Meeting

