

ইস্যু নং ৬৬৩৬  
স্ট্যান্ডার্ড, কোর্টফি ও  
স্বাক্ষর নগদায়িত।



(Under the Societies Registration Act— XXI of 1860)

## MEMORANDUM OF ASSOCIATION

AND

RULES & REGULATION

OF

# BANGLADESH COMPUTER SOCIETY



অবিকল্প নকশা দিয়া  
প্রত্যক্ষান করা হইল

(মোঃ রকিব আহমেদ রনী)  
সহকারী রেজিস্ট্রার



(Under the Societies Registration Act— XXI of 1860)

## Memorandum of Association of Bangladesh Computer Society

**Name:**

The name of the Society shall be “Bangladesh Computer Society”

ii. **The Registered office:**

The registered office of the Society is situated at House # 519, Road # 1, Dhanmondi R/A, Dhaka-1205 Bangladesh.

iii. **Nature of the Society:**

It is a non-profitable, non-government, non-political, voluntary and charitable organization.

iv. **Aims and Objectives of the Society:**

The Objectives of the Society will be

- The aim of the Society is to advance professional excellence in Information Technology (IT)
- To promote, develop and monitor competence in the practice of IT by persons and organizations and to be the spokesman for IT professionals at international level
- To develop knowledge and skill of IT professionals in developing, application and maintenance of IT and IT related appliance i.e. to promote continuing professional development and life long learning process.
- To make data communication easy and to develop public opinion on it
- To help develop IT skills of IT related persons and organizations
- To maintain and promote the observance of standard of knowledge of IT for members of the Society
- To define and promote the maintenance of standard of knowledge of IT for members
- To promote the formulation of effective policies on information technology and related matters
- To extend the knowledge and understanding of IT in the community
- To promote the benefits of membership of the Society
- To promote the benefits of employing members of the Society
- To arrange seminars, workshops, symposiums, and lectures to improve the professional skills of members of the Society
- To increase the use and application of IT for public welfare, spread of education and development of knowledge.
- To arrange applied IT education
- To maintain morality of members of the Society and to monitor and maintain level and standard of IT knowledge of members of the Society
- To look after the Welfare of the members of the Society
- To create and enhance the opportunities and status of members of the Society in the work area -
- To create employment opportunities for the members of the Society.
- To promote human network

v. **Funds and Properties of the Society**

- The capitation component paid or payable by members as part of their annual membership fees whether those membership fees are paid or payable to Council (vide NR 10) or to a Branch and
- Membership fees paid or payable by members —rseas Group, and
- Entrance fees paid by members of Overseas Group on admission, and
- The proceeds of the sale of publications produce or underwritten by Council, and
- The proceeds of conferences, seminar, Workshops, Symposiums, meetings and other activities wholly underwritten by Council and
- A share, as agreed with a Branch or Branches of the proceeds of conferences, seminars, meetings and other activities jointly organized and/or jointly by the Council and a Branch or Branches; and



অধিকার নকল বিক্রয়  
প্রত্যয়ন করা হল।

মোঃ রকিব আহমেদ বর্নি

সহকারী রেজিস্ট্রার

বেঙ্গলুরে



- g. Any fee which Council may require a new Branch to pay upon admission, the fee must be calculated as the total of the capitation fees that the members of the new Branch would have been required to pay had they been members of the Society at the beginning of the year in which the new Branch is admitted, but Council may, at its discretion, waive any part, or all, of the fees and
- h. Proceeds derived from investment of National Funds; and
- i. Any money collected by or for the Society in respect of which control has not been specifically delegated to any Branch; and
- j. Any money which comes under the control of Council, under the Rules, National Regulations or otherwise; and
- k. From various types of advertisement, and
- l. Grants or donations from the Government and any other persons or institutions or organizations, and
- m. Any other source of fund decided by the Council in the light of Memorandum of Articles, the Rules and the regulation of the Society.
- vi. The Society will follow the Foreign Donation (Voluntary Activities) Regulations Ordinance 1978 of the Government.

vii. **Winding up:**

Before winding up of the Society all its liabilities will have to be settled and the remaining portion (if any) shall be transferred as per as per ratio of share 3/5<sup>th</sup> votes of the members present in the extra ordinary general meeting of the Society.

viii. **Management Committee :**

The Management affairs of the Society are entrusted to the Executive Committee in accordance to the Rules and Regulations of the Society. The name and description of the present members of the committee of the Society as constituted at the time of registration are as follows:

S/L	Name	Designation
01	Professor D. Aminul Haque	President
02	Mr. Md. Nazrul Islam ndc	Vice-President (Admin)
03	Mr. Abdur Rashid Sikder	Vice-President (Finance)
04	Dr. M. R. Kabir	Vice-President (Academic)
05	Mr. Md. Jafrin Hossain	Secretary General
06	Mr. Abdus Sobhan	Joint Secretary (Admin)
07	Mr. Mohammad Maruf Hossain	Joint Secretary (Finance)
08.	Mr. M. M Moniruzzaman	Joint Secretary (Academic)
09	Mr. Ahmed Newz	Treasurer

ঢাকা  
অবিকল নকশা বাতীমা  
প্রত্যয়ন করা হইল।  
(মোঃ মুকিব আহমেদ রনি)  
সহকারী রেজিস্ট্রার  
রেজিস্ট্রারের কার্যালয়  
লেখক ও পাঠক



We, the undersigned, whose names and addresses are given below, having associated ourselves for purposes described in this **Memorandum of Association** or the **Bangladesh Computer Society** set out our hands hereunto below and form ourselves into a Society under the Society Registration Act XXI of 1860.

Sl. No.	Name	Position	Address
1.	Professor Dr. Aminul Haque	President	Professor Department of EEE BUET, Dhaka
2.	Mr. Md. Nazrul Islam, ndc	Vice-President (Admin)	Concord Mayfair Flat-302, Plot-New(g)5 Gulshan-2, Dhaka 1215
3.	Mr. Abdur Rashid Sikder	Vice-President (Finance)	131 West Dhanmandi, Modhubazar, Dhaka-1209
4.	Dr. M. R. Kabir	Vice-President (Academic)	House-53, Road-4a, Dhanmondi, R/A, Dhaka
5.	Mr. Md. Jafrin Hossain	Secretary General	Senior Systems Analyst Dhaka WASA 98, Kazi Nazrul Islam Avenue, Kawranbazar, Dhaka - 1215
6.	Mr. Abdus Sobhan	Joint Secretary (Admin)	Systems Analyst, ERD Block-15, Roorn-35 Shar-E-Bangla Nagar, Dhaka
7.	Mr. Mohammad Maruf Hossain	Joint Secretary (Finance)	65/ A R. K. Mission Road, Gopibaqh
8.	Mr. H M Moniruzzaman	Joint Secretary (Academic)	Flat-1/2, Building-01 Banani Housing Complex Road-02, Banani, Dhaka
9.	Mr. Ahmed Newz	Treasurer	Head of IT, Jamuna Bank 5, Rajuk Avenue, Printers Building

গেজিটর দ্বারা প্রমাণিত হক কোম্পানিতে প্রাপ্ত কার্য  
ডাঃ  
অবিকল নকল মালিক  
প্রত্যয়ন করা হইল।  
(মোঃ রকিব আহমেদ রুই)  
সহকারী রেজিষ্টার  
রেজিষ্ট্রারের  
লেখক ও পাঠক



Rules and Regulations  
of  
Bangladesh Computer Society  
(Under Society Registration Act XXI of 1860)

1. Name of Society: Name of Society is the "Bangladesh Computer Society"

1. Preliminary

- 1.1 Definitions
- 1.2 Interpretation
- 1.3 Transitional

2. Membership

- 2.1 Grades
- 2.2 Members
- 2.3 Patron

3. Fees

4. Members Liability and Committee Members Indemnity

5. Cessation of Membership

6. Resignation from Membership

7. Disciplining of Members

8. Council

- 8.1 Functions
- 8.2 Constitution
- 8.3 National Office Bearers
- 8.4 Election or Appointment of Council Members
- 8.5 Term of Office
- 8.6 Grounds for a Councilors office becoming vacant
- 8.7 Casual Vacancies
- 8.8 Quorum
- 8.9 Council Meetings
- 8.10 Voting by Council
- 8.11 Right to participate in Meetings

9. Delegation of Functions–Council

10. Management Committee

- 10.1 Functions
- 10.2 Constitution

11. Executive Officer

12. Branches and Overseas Group

13. General Meetings

- 13.1 Annual General Meetings
- 13.2 Convening of General Meetings
- 13.3 Notice
- 13.4 Quorum
- 13.5 Chairing Member
- 13.6 Adjournment
- 13.7 Voting at General Meetings
- 13.8 Appointment of Proxies
- 13.9 Functions

14. Funds and Property

- 14.1 Source
- 14.2 Management

15. Common Seal

16. Custody of Records

17. Inspection of Records

18. Alteration of National Regulations

19. Alteration of Objects and Rules

20. Election



ঢাকা  
অবিকল্প নকশা জিলায়  
প্রত্যয়ন করা হল।

১০/১২/২০  
(মোঃ রকিব আহমেদ রনি)  
সহকারী রেজিস্ট্রার  
রেজিস্ট্রারের পক্ষে।  
লেখক ও পাঠকঃ



1. Preliminary

1.1. Definitions:

**In these rules, unless a contrary intention appears:**

Act means the Societies Registration Act, 1961, of Bangladesh (Act xxi of 1860) as amended from time to time,

Board means a standing committee established by Council under R9.

Branch means a group of members established by Council as branch,

Branch Councilor means a member appointed under R8.4.1

Branch Executive Committee, in relation to a Branch, means the committee that controls and manages the Branch constituted under the National Regulations, National here means whole Bangladesh Computer Society, i.e. National means whole Society to differentiate from branch,

Branch Funds means the fund so described in the National Regulations

Branch Property means the property so described in the National Regulations

Branch Regulations, in respect of a Branch, means its regulations made pursuant to the National Regulations, as amended from time to time by Branch Executive Committee,

Branch Office Bearers, in relation to a Branch, means the persons so described in the National Regulations,

Code of Ethics means the code set out in the National Regulations.

Council means the committee constituted under R8, like the board of governors of the Society vide Section 2 of the Act.

Councilor means any Council member including National Office Bearers and Directors Director, in relation to a board, means a person appointed under R8.4.2

Fee means any amount payable by a member or non-member to the Society in relation to membership or activities of the Society,

information Technology, or IT will mean Computer Science & Technology, Information Science Digital technology telecommunication Technology Internet and web technology

Year, in relation to the Society means the calendar year ending on 31 December,

Function Includes power, authority and duty

Grade means grade of membership of the Society,

Executive Officer means the persons so appointed Regulations under R11

Majority, in relation to voting, means the majority of votes cast by those persons entitled to vote who vote on the question,

Management Committee means the committee constituted under R10

Member means member of the Society of any grade or classification,

Member Councilor means any member appointed or elected by Council under R 84.2 a as council member

National Funds means the funds so described in the National Regulations, (the word National has been used to differentiate from the Branch)

National Office Bearers means the persons described in R8.3.1

National Property means the property so described in the National Regulations

National Regulations means the regulations made by Council pursuant to R18 and as amended from time to time

NR preceding a number denotes a regulation in the National Regulations

Objects means the objectives or purposes that are by virtue of Section 2 of the Act. The objects of the Society.

Overseas Group means the group of members who meet the qualifications set out in me National Regulations for Overseas Group

Person means a natural person

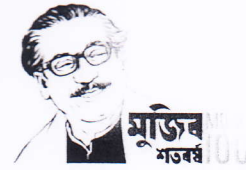
Professional Division constitutes of grade Members and grade Fellows.

R preceding a number denotes a rule in the Rules,

Records of the Society means all records maintained by the Society or any grouping of members of the Society whether those records are required to be maintained or not but does not include records that the Society may lawfully dispose of and has disposed of Regulations mean the National Regulation of Societies, made under Section 2 of the Act. As amended from time to time by the Council; Regulation will replace the earlier term Bylaws Rules means the rules that are, by virtue of section 2 of the Act. The rules of the Society, amended from time to time by the Society, will replace the term constitution.

Society means the Bangladesh Computer Society Registered under the Act.

Society meeting means any meeting of members or joint meetings of members and



members convened in the name of or in relation to the Society or any part of it,  
Special Category means Special Category of Membership of the Society  
General Body means a Body consisting of any valid members mentioned in National  
Regulations

Valid Member means a member who clears all his/her dues mentioned in National  
Regulations up to current year

## 1.2. Interpretation

1.2.1. A decision by Council on the interpretation of any provision of the Rules or the National  
Regulations is binding on all members.

## 1.3. Transitional

1.3.1. The present and past Constitutions, By laws and Instruments of the Society cease to have any  
effect from the date on which the rules commence.

1.3.2. All persons, things and circumstances appointed or created and continuing by or under the  
Constitution, By laws or Instruments of the Society immediately before the date on which the rules  
commence, will be treated as being  
appointed or created and continuing by or under the rules.

## 2. Membership

### 2.1. Grades

2.1.1. The National Regulations set out:

- the Grades and Special Category and
- the qualifications for membership, and
- the procedure for admission or election to each Grade and Special Category

2.1.2. No member may be deprived of a Grade or Special Category simply because any  
qualification for that Grade or Special Category is changed.

### 2.2. Members

2.2.1. The members are those persons who have:

- Applied for membership in the manner set out in the National Regulations, and
- Been admitted or elected to a Grade or Special Category, and
- Agreed to be bound by the Rules and National Regulations, and
- Paid the fees applicable as set down in the National Regulations.

2.2.2. Any member who meets the prerequisites set out in the National Regulations may be classified  
into one or more Grades or special categories of membership  
as set out in the National Regulations.

### 2.3. Patron

2.3.1. Council may appoint Patrons at any time.

2.3.2. The Patrons have all the privileges of membership, but no obligations or responsibilities  
under the Rules, National Regulations or any Branch Regulations.

## 3. Fees

3.1. All fees are as set under the National Regulations.

3.2. Each new member, on admission, must pay the fees as notified

3.3. Each member must pay fees in the manner set on in the National Regulations

3.4. Subject to the National Regulations, no part of any fee is refundable.

## 4. Member's Liability and Committee Member's indemnity

4.1 The liability of a member to contribute to the payment of the debts and liabilities of  
the Society or the costs of the winding up of the Society limited to the amount of  
any unpaid fees of that member.

4.2. The Society identifies:

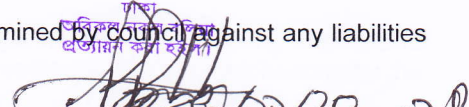
(a) Every Councilor, Management Committee member and any other national committee member or  
official out of:

- Firstly, National Funds and National Property, and
- Secondly, any other funds or property of the Society as determined by council, and

(b) Every branch executive committee member and any other branch committee member or official out of:

- Firstly, the branch funds and branch property of the relevant branch, and
- Secondly, national funds and national property, and
- Thirdly any other funds or property of the Society as determined by council against any liabilities  
incurred by that person in that capacity



  
(মোঃ রকিব আহমেদ রুনী)  
20/10/20



- (c) In defending any proceedings, civil or criminal, in which judgment is given in that person's favor or in which that person is acquitted, or
- (d) In setting any claim on terms acceptable to the Management Committee or the relevant Branch Executive Committee as applicable, or (e) both (c) and (d)

## 5. Cessation of Membership

5.1 A member ceases to be a member if he/she:

- (a) dies, or
- (b) resigns from membership, or
- (c) is expelled from membership, or
- (d) fails to pay required fee in 3 (three) consecutive years within the time frame set out in the National Regulations.

## 6. Resignation from Membership

1.1 Unless a member:

- (a) is the subject of disciplinary action, or
- (b) owes any fee to the Society,

a member may resign from membership at any time by notice in writing to the Executive Officer or the Honorary Secretary of the member's Branch.

## 2. Disciplining of Members

2.1 Complaints and Disciplinary Action

2.1.1.1 A complaint may be made against any member who acts or fails to act in such a way as to justify the taking of disciplinary action, including refusing or neglecting to comply with the Rules, the National Regulations or the Branch Regulations of the member's branch.

2.1.2 If the complaint is substantiated, the member may be disciplined by:

- (a) Expulsion from the Society or
- (b) Suspension from the rights of membership, or
- (c) Being required to comply with conditions imposed as to the carrying out of the member's occupation, or
- (d) Being required to complete specified courses of training or instruction, or
- (e) Caution or reprimand
- (f) Cease of membership for a span of time to be decided by the Council

7.1.3 The Society is not entitled to make any award of compensation

2.1.3 Any complaint about a member must be in writing to the Executive Officer who must, within 7 days, refer the complaint to Management Committee.

### 2.2 Resolution by Management Committee

2.2.1 Within 30 days of receipt of a referral under R7.2, unless the complainant and the accused member agree to a longer ——— Management Committee must resolve:

- (a) To refer the complaint to the Disputes Committee, or
- (b) To dismiss the complaint, or
- (c) To impose disciplinary action of the accused member.

2.2.2 Within 14 days of making its resolution, Management Committee must notify the complainant and the accused member of that resolution.

2.2.3 If, within 14 days of being notified of the solution by Management Committee under R7 3.2, the complainant:

- (a) Objects to the dismissal of the complaint under R7.3.1 (b), or
- (b) Does not consent to the disciplinary action under R7.3.1(c) the complaint must be referred to the Disciplinary Committee,

7.5 Where a complaint is referred to the Disciplinary Committee, the Disciplinary Committee must within 60 Days:

- (a) With the prior consent of both the complainant and the accused member, resolve the matter without proceeding to a hearing, or
- (b) Decide the matter by conducting a hearing.

7.6 Management Committee and the Disciplinary Committee must comply with the principles of natural justice and must otherwise conduct disciplinary proceedings in accordance with the National Regulations.

7.7 The complainant and the accused member are not entitled to legal representation during attempts to resolve the complaint without a hearing but are entitled to legal representation during a hearing by the Disciplinary Committee into the complaint.







- 7.8 The disciplinary committee may, as part of its decision about a complaint, direct:
- (a) The complainant to pay all or any of the costs of the accused member, or
  - (b) The accused member to pay all or any of the costs of the complainant
- 7.9 Within 30 days after it resolves or decides a complaint, the disciplinary committee must give a written statement of the resolution or decision, including reasons for the decision, on the same day, to:
- (a) The complainant, and
  - (b) The accused member, and
  - (c) Council, and
  - (d) The accused member's branch

### 3. Council

3.1 Functions subject to the Act, the objectives, the Rules and the national Regulations, Council:

- (a) shall provide guidelines and suggestions to the management committee, and
- (b) assists the management committee in formation of different national committees and recommends their TOR and change of them in time to time, and
- (c) shall be vested with the power of the general body and shall exercise such powers on request by the management committee except so far as the same are expressly required by the constitution or the by-laws there under to be exercised by the society in general meeting, and
- (d) may address and resolve any issue, which arises due to conflict inside the management committee and forwarded to the council for resolution, and
- (e) In case of absence of any national office bearer, except the president, the council may nominate a council member for the post.

### 3.2 Constitution of the Council

3.2.1. Council consists of the national office bearers (NOB), the immediate past president, the immediate past secretary general, maximum 25 (twenty five) member councilors elected by general members and one branch councilor from each branch (elected or selected by branch executive committee). A council member must be at least an associate member of the society.

### 3.3 National Office Bearer (NOB)

- (a) President
- (b) Vice President (Admin)
- (c) Vice President (Finance)
- (d) Vice Presidents (Academic)
- (e) Secretary General
- (f) Joint Secretary (Admin)
- (g) Joint Secretary (Finance)
- (h) Joint Secretary Academic
- (i) Treasurer

### 3.4 Election or Appointment

3.4.1.1 The General Body shall elect the National Office Bearers for a term not exceeding 3 (three) years.

3.4.1.2 The Management Committee may appoint any member councilor to be a Chairman or Member-Secretary or member of any national committee or board.

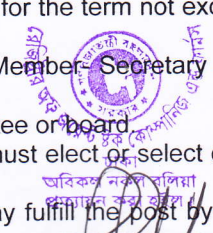
3.4.1.3 may elect or select any member to be a member Councilor for the term not exceeding the term of the Management Committee.

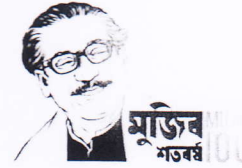
3.4.1.4 may appoint any member Councilor to be a Chairman or Member-Secretary or member of any committee or board.

3.4.1.5 may not appoint more than 1(one) Chairman to any committee or board.

3.4.1.6 The Branch Executive Committee of each branch (if any) must elect or select one Branch Executive Committee member to be a Branch Councilor.

3.4.1.7 if any post of National Office Bearer is vacant, Council may fulfill the post by electing or appointing a person among the valid members except:





- (a) the current President which shall be filled up in the next general meeting, or
  - (b) any member who is a full time or part time employee of the Society, or
  - (c) any member who is ineligible under the National Regulations.
- 3.4.1.8 if a Branch Chairman or Branch Councilors is elected as a National Office Bearer, before taking the charge that person must relinquish the earlier position (Branch Chairman or Branch Councilor, as applicable), and the appointing Branch must appoint a replacement.
- 3.4.2 No person may hold concurrently more than 1 (one) position except the Director of a board.
- 3.4.3 A member elected or appointed to a position must not take up that position in breach of R8.4.6 but may take up the position after resigning from any earlier conflicting position.

### 8.5 Term of Office for Member Councilors or Branch Councilors

#### The terms of Office for Councilors are:

- (a) Branch Councilors until the position becomes vacant under R8.6.
- (b) Directors the shorter of the period that the person is Director of a board or until the position becomes vacant under R8.6.
- (c) National Office Bearers and Member Councilors the shorter of 3 years from the next election or appointment or until the position becomes vacant under R8.6.

### 8.6 Grounds for a Councilors becoming vacant

#### 8.6.1 The position of a Councilor (Councilor means any council members including National Office Bearer) becomes vacant if the Councilor.

- (a) dies, or
- (b) tenure of executive committee completes
- (c) suffers from mental or physical incapacity (to be decided by medical board), or
- (d) ceases to be a member, or
- (e) fails to attend 3 consecutive council meetings or 60% of total Council meetings held in calendar year without leave of absence granted by Council, or
- (f) in the case of a National Office Bearer;
  - (i) after 30 days' notice of a propose resolution of removal has been given to the National Office Bearer is voted out of the position by Council on an affirmative vote by a 2/3 majority, or
  - (ii) resigns in writing to the President —Executive Officer, or
  - (iii) fails to attend 3 consecutive Management Committee/Council meetings or 60% of total Management committee/Council meetings held in calendar year without leave of absence granted by Management Committee/Council or
  - (g) in the case of a Branch Councilor:
    - (i) after 30 days notice of a proposed resolution of removal has been given to the Branch Councilor, is voted out of the position by the Branch Executive committee of the appointing Branch on an affirmative note by a 2/3 majority, or
    - (ii) resigns in writing to the Branch Chairman or the Branch Honorary Secretary, or
    - (iii) fails to attend 3 consecutive Branch Council meetings or 60% of total Branch Council meetings held in calendar year without leave of absence granted by Branch Council, or
  - (h) in the case of a Director of a board:
    - (i) is voted out of the position of Director by Council on an affirmative vote by a 2/3 majority or
    - (ii) resigns in writing to the President or the Executive Officer or
    - (iii) completes the term of the appointment as Director.
    - (iv) the board which the Director chairs is dissolved by council under R 9.6.

### 8.7 Casual Vacancies

8.7.1 If the position of a National office Bearer or a Member councilor or a Director becomes vacant, council may appoint a replacement.

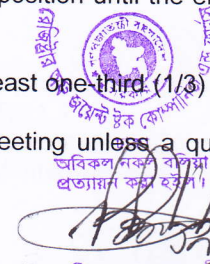
8.7.2 If the position of a Branch councilor becomes vacant, the appointing Branch may appoint a replacement.

8.7.3 Any person appointed pursuant to R8.7 holds the position until the end of the current term of that position.

### 8.8 Quorum for Council Meeting

8.8.1 The quorum for a Council meeting is present only if at least one third (1/3) of the Branch or Member councilors are present.

8.8.2 No item of business may be dealt with at a council meeting unless a quorum is present during the time the meeting is considering the item.





- 8.8.3 If a quorum is not present within half an hour after the time set for the start of the meeting, the meeting must be adjourned for 2 hours and if a quorum is not present within half an hour after the adjourned time, the meeting lapses.
- 8.8.4 For the purposes of R8, present' means present in person by suitable means of simultaneous communication.

### 8.9 Council Meetings

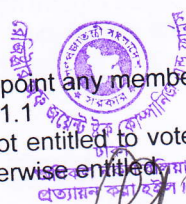
- 8.9.1 Council must meet at least once in every three months at a place and time decided by Council or management Committee.
- 8.9.2 Additional meetings of Council:
- (a) may be convened by the President at any time, and
  - (b) must be convened by the President if requested by:
    - (i) Council, or
    - (ii) Management Committee, or
    - (iii) at least 3 Branch Executive Committees, or
    - (iv) at least 3 Branch Councilors, or
    - (v) a majority of Councilors.
- 8.9.3 Written notice of every Council meeting must be sent to each Councilor at least five (5) days before the date of the meeting
- 8.9.4 Chairing Meetings of Council:
- (a) the President, or
  - (b) if the President is absent, Senior Vice-President (in respect of age) or
  - (c) if the President and the Vice-Presidents are absent, the Councilors present must elect one of them.

### 8.10 Voting by Council

- 8.10.1 Except on the election or removal of National office Bearers and on procedural questions, each Branch Councilor has the number of votes equal to twice the next greater whole number than 20% of the square root of the number of financial members of that Branch Councilors Branch at the end of the preceding month.
- 8.10.2 In the absence of manifest error, a report extracted from the Society's register of members slating the number of financial members of each branch at the end of the preceding month and certified by the Executive Officer is final and binding as to the number of financial members of each Branch at the end of the preceding month.
- 8.10.3 On the election or removal of National Officer Bearers, each Branch Councilor has 5 votes.
- 8.10.4 On procedural questions, each Branch Councilor has 1 vote.
- 8.10.5 On all questions:
- (a) a Director has no vote in that capacity, and
  - (b) each National Office Bearer and each Member Councilor has 1 vote.
- 8.10.6 Unless the Rules or National Regulations require otherwise, voting on council business must be by simple majority and, if the votes are equal, the President may cast a second vote to decide on the matter/issue: otherwise the motion lapses.
- 8.10.7 A Branch Councilor may not vote if any money due to Council from the appointing Branch is unpaid and has been unpaid for 3 months from the due date as notified to the Branch.

### 8.11 Right to Participate in Meeting.

- 8.11.1 The National Officer Bearers and the Executive Officer are each entitled to:
- (a) receive notice of, and
  - (b) attend, and
  - (c) speak at every Society meeting.
- 8.11.2 The National Office Bearers and the Executive Officer may appoint any member as nominee to exercise all or any of the entitlements under R8.1 1.1
- 8.11.3 The National Office Bearers and the Executive Officer are not entitled to vote at a Society meeting under R8.11, but are not precluded from voting if otherwise entitled.
- 8.11.4 To give effect to R8.11.



১০/১০/২০



- (a) any person calling a Society meeting must notify the Executive Officer at the same time and in the same manner as other prospective attendees, and
- (b) the Executive Officer is responsible for notifying the National Office Bearers.

#### 4. Delegation of Functions–Council

##### 4.1 Committees, Boards and Special Interest Groups

##### 4.1.1 Council may establish:

- (a) committees, or
- (b) boards, or
- (c) special interest groups

for any purpose consistent with the Objects, Rules or National Regulations which consist of member or members and non-members that Council invites to participate.

##### 4.1.2 Council may delegate to each such committee, board or special interest group such functions as may reasonably be required for the purpose for which it is established.

##### 4.2 Council may revoke or change any delegation of functions under R9.1

##### 4.3 Each committee, board or special interest group acting under any delegated function must conform to the Rules, National Regulation and any other requirements of Council.

##### 4.4 Committees, boards and special interest groups acting under any delegated function must report to council directly or through a Director nominated by council.

##### 4.5 Council may remove or replace any member of any committee, board or special interest group acting under any delegated function at any time without having to provide reasons.

##### 4.6 Council may dissolve any committee, board or special interest group acting under any delegated function on an affirmative vote by a 2/3 majority at any time upon getting the consent or request from the management committee, if any and within the tenure.

##### 4.7 President of the Society will chair the Policy and Resource Committee (PRC). National Office Bearers will be members of the PRC. Council may appoint other members and Councilors as PRC members.

##### 4.8 Council will have following standing committees, boards and Special Interest Group (SIG). Council will formulate necessary National Regulations and operating procedures for all the Standing Committees, Boards and SIG.

- a) Management Committee (MC)
- b) Policy & Resources Committee (PRC)
- c) Discipline Committee (DC)
- d) Internet Web Site Board (W8)
- e) IT Law Committee (ILC)
- f) Special Interest Group (SIG)
- g) External Relation Board (ERB)
- h) Public and Professional Board (PPB)
- i) Publication and Research Board (PRP)
- j) Qualification and Examination Board (QEB)
- k) Membership Board (MB)

#### 5. Management Committee

##### 5.1 Functions of Management Committee (MC)

##### 5.1.1 Subject to the Act, the Objectives, the Rules and the National Regulations, Management Committee:

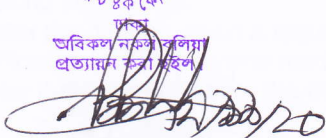
- (a) controls and manages the Society between council meetings, and
- (b) may exercise all functions that can be exercised by council except the functions under:
  - i) R1.2.1, and
  - ii) R3 except on an interim basis and
  - iii) R8. 1(a) except on an interim basis for the purposes of R 10.1.1 (a), and
  - iv) R84.2 except on an interim basis, and
  - v) R8.4.3, and
  - vi) R8.7 except for the appointment of a replacement Director on an interim basis.

##### 5.1.2 The exercise of a function by Management Committee on an interim basis under R10.ii (b), is effective until verified or rejected at a subsequent council meeting.

##### 5.2 Constitution Management Committee (MC)

##### 5.2.1 Consists of the National Office Bearers.

#### 6. Executive Officer

  
(মোঃ রকিব আহমেদ রনী)



- 6.1 Management Committee must appoint an Executive Officer (EO) and other supporting personnel in accordance with the process most recently set by Council.
- 6.2 The Executive Officer is responsible to Council and Management Committee, through the President, for the day-to-day management of the Society.
- 6.3 Management Committee must determine the terms and conditions of the appointment of the Executive Officer and other supporting personnel in accordance with the requirements most recently set by Council.

## 7. Branches and Overseas Group

- 7.1 The branches are as set out in the National Regulations.
- 7.2 Council may establish a branch in any place it — that the objectives cannot be adequately achieved in that place by an existing branch.
- 7.3 Each Branch must be controlled and managed by a Branch Executive Committee constituted as set out in the National Regulations.
- 7.4 Overseas Group is controlled and managed by Management Committee.
- 7.5 Council must dissolve a Branch if the members of that branch pass a special resolution requesting the dissolution of the branch.
- 7.6 On dissolution of a branch, all funds and properly formerly under the control at the Branch Executive Committee of that branch comes under the control of council
- 7.7 Each member, other than a member of Overseas Group, must be a member of a Branch or Society.
- 7.8 No member may be a member of:
  - (a) more than one branch, or
  - (b) a Branch and Overseas Group.

## 8. General Meetings

### 13.1 Annual General Meeting

- 8.1.1 Management Committee must convene Annual General Meetings of the Society under the Act preferably before the end of each calendar year.
- 8.1.2 Subject to the Act. Management Committee may in convening an annual general meeting decides the time, date and place or places for the holding of the meeting.
- 8.1.3 In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting must be:
  - (a) to confirm the minutes of the last Annual General Meeting and of any general meeting held since that meeting;
  - (b) to receive the report of Council on the activities of the Society during the last year;
  - (c) to receive and consider the statement of accounts and the reports required to be submitted to members decided by Council;
  - (d) Unless R19 applies to the business or R13.2 is complied with, members may raise business only at an Annual General Meeting.
- 8.1.4 A request from members for business to be raised at an Annual General Meeting:
  - (a) must state the nature of the business, and
  - (b) may be from one member if no resolution is required to be voted on at the meeting, and
  - (c) must be from at least 10 members if a resolution is required to be voted on at the meeting, and
  - (d) must be lodged to the Executive Officer by June 30 to be included in the next annual general meeting or such later date as the Council decides.

### 8.2 Convening of General Meetings

- 8.2.1 Council or Management Committee may convene a general meeting at any time.
- 8.2.2 Council must convene a general meeting if requested by at least 50 valid members.
- 8.2.3 A request from members for a general meeting must:
  - (a) state the reason for the meeting, and
  - (b) be signed by the members making the request, and
  - (c) be lodged to the Executive Officer, and may consist of several documents in the same forms each signed by one or more of the members making the request.
- 8.2.4 If Council fails to convene a general meeting within 3 months after the date on which a request of valid members for a meeting is lodged to the Executive Officer, any members who made the request may convene a general meeting to be held not later than 6 months after the date of lodge.



### 8.3 Notice for General Meeting

- 13.3.1 The Executive Officer must ensure that notice of — general meeting is sent by prepaid post to each valid member at his/her address shown in the of members or computer database and advertisement is made in at least one national daily.
- (a) at least 21 days before the date fixed for the meeting, if the nature of the business proposed to be dealt with requires a special resolution of the Society;
- (b) at least 14 days before the date fixed for the meeting, if no special resolution is required.
- 13.3.2 The notice must specify the date, time, place or places of the meeting, the nature of the business proposed to be dealt with and if a special resolution is required the intention to propose the resolution as a special resolution.
- 13.3.3 only the business specified in the notice convening a general meeting may be dealt with at the meeting.
- 13.3.4 if the Executive Officer receives a request under R13.1.5 he/she must:
- (a) include the business in the notice convening the next annual general meeting, and
- (b) notify members of the business by appropriate publication at least one month before the date of the annual general meeting.

### 13.4 Quorum for General Meeting

- 13.4.1 No item of business may be dealt with at a general meeting, unless a quorum of members entitled to vote is present during the time the meeting is considering the item.
- 13.4.2 50 members entitled to vote and present in person constitute a quorum at a general meeting.
- 13.4.3 If a quorum is not present within half an hour after the time set for the start of the meeting, then:
- (a) if the meeting was convened on the request of members, it lapses, or
- (b) if the meeting was not convened on the request of members, it will be adjourned for 2 hours.
- 13.4.4 At an adjourned meeting, if a quorum is not present within half an hour after the time set for the start of the meeting, the members present constitute the quorum.

### 13.5 Chairing Member at General Meeting

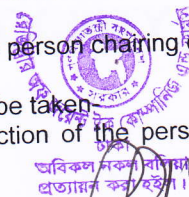
- 13.5.1 The President, or if the President is absent, senior Vice-President (in respect of age), or elected by the meeting, must chair a general meeting of the Society.
- 13.5.2 If the President and the Vice-Presidents are absent from a general meeting, the members present must elect one of their members to chair the meeting.

### 13.6 Adjournment of General Meeting

- 13.6.1 The person chairing a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 13.6.2 If a general meeting is adjourned for 14 days or more, the Executive Officer must give written or oral notice of the adjourned meeting to each valid member Of the Society stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 13.6.3 Except as provided in R13 6 1 and R13 6 2 notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting, is not required to be given.

### 13.7 Voting at General Meetings

- (a) Voting at a general meeting of the society must be determined on a show of hands, unless before or on the declaration of the show of hands a poll is demanded.
- (b) By the person chairing that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the society is evidence of the fact, without proof of the number or proportion of the votes recorded in favor of or against that resolution.
- 3.7.2 At a general meeting of the Society, a poll may be demanded by the person chairing or by not less than 3 members present in person or by proxy at the meeting.
- 3.7.3 where the poll is demanded at a general meeting, the poll must be taken
- (a) immediately in the case of a poll which relates to the election of the person to chair the meeting or to the question of an adjournment or







- a) with the authority of Council or Management Committee, and
- b) if the affixing of the seal is witnessed by 2 National Office Bearers, and
- c) if the Executive Officer countersigns the document to which the seal is affixed, the Public Officer or a person appointed for the purpose by Council or Management Committee.

#### 11. Custody of Records

11.1 Subject to the Act, the Rules and the National Regulations, Management Committee is responsible for the custody of all the records of the Society.

11.2 Management Committee may:

- a) have access to and take possession of the records of the Society at any time without notice, and
- (b) authorize persons to carry out the functions in (a) on its behalf.

#### 12. Inspection of Records

12.1 If requested, Management Committee must make the following records of the Society available for inspection by a member:

- a) the part of the register of members which relates to that member, and
- b) any records which are properly public knowledge, and
- c) any records required to be disclosed by law,

12.2 The times, places and conditions of inspection are at the discretion of Management Committee.

#### 13. Alteration of National Regulations

13.1 Council may alter the National Regulations if desirable for the objectives or under the Rules.

13.2 National Regulations may be altered by Council by an affirmative vote by a 2/3 majority, and if they are consistent with the Act, the Regulations and the Rules.

13.3 Written notice of any alteration to the National, Regulations must be sent to each Councilor at least four (4) weeks before the of the meeting at which the proposed alterations is to be dealt with.

13.4 Written notice of any resolution of council to alter the 'National Regulations must be sent to each member by any method permitted for the sending of notices of general meetings.

13.5 to the National Regulations becomes effective 8 weeks after the sending of the written notices under R18.4, unless council is required by R18.6.1 to consider objections.

#### 13.6 Objections

13.6.1 If, within 8 weeks from the sending of written notices under R18.4, the Executive Officer receives written objections to the proposed alteration from at least 50 valid members, Council must at its next meeting consider those objections.

13.6.2 If Council resolves to accept the objections then the proposed alteration does not become effective.

13.6.3 If Council resolves to reject the objections then the proposed alteration takes effect immediately.

#### 14. Alteration of Objectives and Rules

14.1 The members in general meeting may alter the objectives or the Rules under the Act by 3/5 majorities vide section 12 of the Act.

14.2 Before the provisions of the Act are invoked, the procedure set out in R19 must be carried out.

14.3 Written notice of any proposed alteration to the objectives or the Rules must be sent by council to each valid member, by any method permitted for the sending of notices of general meetings, at least two (2) months before any notice calling a general meeting to deal with the proposed alterations is sent to valid members

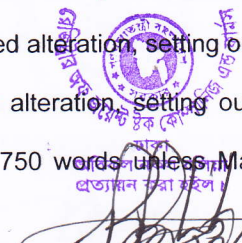
14.4 Form of Notice for Alteration of Objects and Rules

14.4.1 The written notice under R19.3 must include:

- a) the wording of the resolution to effect the proposed alteration, and
- b) a copy of the objectives or rules proposed to be changed showing on it each alteration proposed and
- c) a memorandum, prepared by the proponents of the proposed alteration, setting out the case in favor of the proposed alteration, and
- d) a memorandum, prepared by opponents of the proposed alteration, setting out the case against the proposed alteration.

14.4.2 A memorandum under R19.4.1 (b) or (c) must not exceed 750 words unless Management Committee consents.

14.5 Proposal by Members for Alteration of Objectives and Rules







- 19.5.1 If members wish to propose an alteration to the Objectives or the Rules, then they must send to the Executive Officer, at least 5 months before any notice calling a general meeting to deal with the proposed alteration is sent to members, a request incorporating the following:
- (a) the wording of the resolution to effect the proposed alteration, and
  - (b) a memorandum setting out the each in favor of the proposed alteration, and
  - (c) a list of the members supporting the proposed alteration, the member of whom must exceed 50 members.
- 19.5.2A memorandum under R19.5.1 (b) must not exceed 750 words unless Management Committee consents.
- 14.6 As soon as practicable after receipt of the request under R19.5, Council must send the written notice required under R19.3.
- 14.7 As soon as practicable after expiration of the time limited under R19.3, Council must convene a general meeting to deal with the propose alteration.

### 15. Interim Executive Committee

- 15.1 Council, Management Committee and Branch council shall ensure that Election is held and charge is handed over to elect body within of its tenure i.e. within 31st December of its third year of tenure. If they fail to do so the Management Committee and Council shall automatically be dissolved and an interim Executive Committee shall take over to be constituted by the outgoing president preparedly from Councilor at least seven days before the completion of his/her tenure i.e within 31st December of its third year of tenure.
- 15.2 Interim Executive Committee shall consist of
- 15.2.1 a Convener (preferably from Fellow) and
  - 15.2.2 five members (not below Associate Member)

### 15.3 Responsibilities of the Interim Executive Committee

- 15.3.1 Arrangement the election within next three months
- 15.3.2 Doing the activities like normal Management Committee and Branch Council to conduct the election including preparation of voter list
- 15.3.3 Doing normal day to day work without going to any decision making process

### 16. Election

- 16.1 Management Committee or Council or Interim Executive Committee as the case may be shall constitute an Election Commission (EC) at least two months before the election date amongst the valid members, consisting of
- 16.1.1 a chief election commissioner (preferably from Fellow) and
  - 16.1.2 two election commissioners -

### 16.2 Responsibilities of the Election Commission

- 16.2.1 Arrangement of election in due date and time given by Management Committee, Council or Interim Executive Committee as the case may be.
- 16.2.2 Appointment of Presiding and Polling officers as many as required
- 16.2.3 Designing forms and distribution for election.
- 16.2.4 Selection of place and time of election.
- 16.2.5 Decision on any dispute regarding election.

### 16.3 Voter list

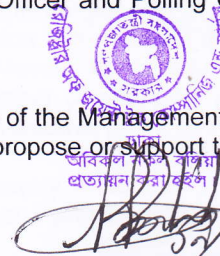
- 16.3.1 Management Committee or Council or Interim Executive Committee as the case may be, shall prepare a voter list consisting of valid members at least 15 (fifteen) days before election date. Voter list shall include the Voter number, Membership number and the name of the Voter.
- 16.3.2 Each voter can cast only one vote against each position.

### 16.4 Presiding Officer and Polling Officer

- 16.4.1 Election commission may appoint one or more Presiding Officer and Polling Officer amongst valid members.

### 16.5 Nomination

- 16.5.1 Each voter can only propose or support to the candidate(s) of the Management Committee not exceeding the number of post of the same status. If a voter propose or support the person more than the post, all the nomination shall be cancelled.





16.5.2 The person submitted the nomination paper along with the signature will be treated his consent in the election. Each voter can submit for more than one executive post but cannot compete for more than one post.

16.5.3 If the nomination paper is not fulfilled correctly/properly it will be declared cancelled.

#### 16.6 Qualification for the Member for Executive Posts (Management Committee or National Office Bearer)

16.6.1 The name of each candidate must be mentioned the voter list.

16.6.2 The candidate must be Fellow at least 3 years of the Society for the Post of President and Vice- President..

16.6.3 The candidate must be Fellow or member at least 3 years of the Society for the Post of Secretary General.

16.6.4 For other posts, the candidate must be at least 3 years members of the Society

16.6.5 Candidate holding a post for two terms in whole life shall not be eligible to compete for that post of the Society.

16.6.6 Graduate Member can neither participate in the election nor propose/support for any candidate for the executive posts.

16.6.7 Student member shall not be eligible to be a vote.

#### 16.7 Election Agent

16.7.1 Each candidate may appoint one voter as an agent of his/her candidature for each booth by providing written request to the Presiding Officer minimum one hour before the starting time of the casting votes.

#### 16.8 Participation of Election

16.8.1 Any member directly or indirectly involved in the election process shall not be eligible to participate in the election of National Office Bearer or Branch Executive Committee. This includes members of Election Commission, Presiding and Polling Officers, Polling Agents, Members of Interim Executive Committee etc.

16.8.2 Any member shall not be eligible to participate in the election in a particular post for more than 2 (two) consecutive terms. However, he/she is eligible to compete for that post getting gap for at least one term.

#### 16.9 Method of Election

16.9.1 Election shall be held electronically through computer. Election Commission shall be solely responsible for the same and shall take all necessary steps including development of software, to make the election free and fair.

#### 16.10 Method for casting votes

16.10.1 Casting of vote should be made confidentially. Voter can cast their votes only through computer using a Pin Number supplied by the Presiding or Polling Officer.

16.10.2 Before starting the vote, the members of Election Commission shall cast their votes to be kept in separate computer database under the direct supervision of the Chief Election Commissioner. These votes shall only be used in case of equal casting of vote for any posts to decide the winner, otherwise it shall be destroyed by Chief Election Commissioner and in no way shall be disclosed.

16.10.3 Each voter will show Identity Card in the form of the Society ID Card, Office ID Card, Passport, Driving License, Country's Voter ID Card etc. for identification of the voter. He/she will be allowed to cast vote when the Polling Officer and the Polling Agents are satisfied about his/her identification

16.10.4 After getting satisfied about the identification of the intended voter the Polling Officer will take signature from the voter against his/her name in the voter list for proving the casting of this vote and then supply the voter a Pin Number.

16.10.5 Voter will cast his/her vote in a electronic media placed in confidential place with this Pin Number according to the instruction of the Election Commission. After casting the vote the voter should leave the place as soon as possible returning the Pin Number to the Polling Officer,

16.10.6 A voter shall not be allowed to cast vote more than number of executive posts. However, he/she will allowed to cast votes is less than the number of executive posts and in that case the vote will be counted only for the casting votes.

16.10.7 No voter will be allowed to cast his/her vote after the expiry of scheduled time; however, he/she will be allowed to cast vote if he/she appears in the queue with the stipulated time.

অবিকল্প নিকর শিয়া  
প্রত্যয়না কমা কাম্প  
মোঃ রাকিব আহমেদ বর্নি  
সহকারী রেজিস্ট্রার



### 16.11 Counting Votes

- 16.11.1 Counting of Votes shall be done electronically Only the members of Election Commission Presiding officer, polling officer, Election Agents and related persons shall be allowed to attend in the process of counting votes. No other person shall be allowed at that time in the counting votes.
- 16.11.2 After getting total number of votes electronically against each candidates according to the format designed by the commission including the number of cancelled votes, the Polling Officers submit the same to the Election Commission in addition to the following information.
- 16.11.2.1 Number of Pins supplied to him.
- 16.11.2.2 Number of Vote cast
- 16.11.2.3 Number of unused Pins.

### 16.12 Result Declaration

- 16.12.1 After getting electronic result from each booth, Election Commission shall scrutinize the same, and then declare the candidate as elected for that post who receives highest number of votes.
- 16.12.2 If two or more candidates receive same number of votes for any posts, Commission will take necessary steps as per Rule 21.10.2 to decide the winner.
- 16.12.3 If two or more candidates receive same number of votes for any posts even after applying Rule 21.10.2, Commission will take necessary steps as per country's national election law or through lottery to decide the winner.
- 16.12.4 After completion of the counting the votes the Election Commission will declare the interim result of the election.
- 16.12.5 After declaration of interim election result, any candidate willing to raise any objection on the outcome of the election, may submit written application with details to the Chief Election Commissioner within next two working days. Then the Election Commission shall analyze the objections and finalize the matter within the three working days and declare the final result. In this case, judgment of Election Commission shall be treated as final.
- 16.12.6 Within next five (5) working days of the election, Election Commission shall officially declare the result with proper documents and with signature of the Chief Election Commissioner.
- 16.12.7 Within the two (2) working days after the final declaration of the result, the Executive Officer will inform the result in writing to the elected person as well as executive committee of the Society.

### 16.13 Handover of Charge

- 16.13.1 Outgoing Management Committee or Interim Executive Committee as the case may be, shall hand over the charge to the newly elected Management Committee within the fifteen (15) working days from the date of declaration of the final result by the Election Commission or last date of calendar year (i.e. 31 December) whichever is earlier. If outgoing Management Committee fails to hand over the charge to the new committee within the stipulated time, the handover of power shall automatically be treated as taken place and the outgoing Management Committee shall be liable for any consequence raised later on.

### 16.14 Dissolving the Election Commission.

- 16.14.1 Within fifteen (15) working days of taking the responsibility of the newly elected Management Committee, the Election Commission shall hand over a the papers and documents including expense thereof, to the new Committee regarding election process.
- 16.14.2 After submission of the paper and documents the Election Commission will automatically be treated as dissolved.

### 16.15 Election Expense

- 16.15.1 All the expenses relating to election shall be borne from Society's own fund.

### Bangladesh Computer Society- National Regulations

#### 1. Preliminary

- 1.1 Interpretation

#### 2. Membership

- 2.1 Grades and Division
- 2.2 Qualifications for Admission to Grades
- 2.3 Procedure for Admission to a Grade
- 2.4 Accredited Courses


ঢাকা  
অবিকল নীচের বাসিন্দা  
প্রত্যয়ন করা হইল।  
মোঃ রকিব আহমেদ রসী  
সহকারী রেজিষ্টার  
রেজিষ্ট্রারের শাখা  
শেখ ও পঠিক

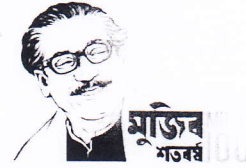
১০/১০/২০

Page # 10



- 2.5 Special Categories of Membership
- 2.6 Pre-requisites for classification into Special Category
- 2.7 Manners and Effect of Classification into Special Categories
- 2.8 Post Nominal
- 2.9 Membership Forms
- 2.10 Register of Members
- 2.11 Transfer of Membership
- 2.12 Membership Certificates
- 2.13 Rights of Members
- 2.14 Re-admission of Former Members
- 3. Fees**
- 4. Code of Ethics**
  - 4.1 Standards of Conduct
  - 4.2 Priorities
  - 4.3 Competence
  - 4.4 Honesty
  - 4.5 Social Implications
  - 4.6 Professional Development
  - 4.7 Information Technology Profession
- 5. Disciplining of Members**
  - 5.1 Disciplinary Committee
  - 5.2 Hearing before the Disciplinary Committee
  - 5.3 Expenses
- 6 Council and Management Committee Meetings.**
  - 6.1 Accredited Nominees
  - 6.2 Expenses of Meetings
  - 6.3 Quorum
  - 6.4 Management Committee Meetings
  - 6.5 Voting at Management Committee Meetings
  - 6.6 Conduct of Management Committee Business
  - 6.7 Executive Officer
- 7 Branches and Overseas Group**
  - 7.1 The Branches of the Society are:
- 8 Branch Executive Committees**
  - 8.1 Functions
  - 8.2 Constitution
  - 8.3 Branch Office Bearers
  - 8.4 Election of Branch Executive Committee member
  - 8.5 Branch Executive Committee Members office becoming vacant
  - 8.6 Casual Vacancies
  - 8.7 Quorum
  - 8.8 Branch Executive Committee Meetings
  - 8.9 Voting at Branch Executive Committee Meetings
  - 8.10 Annual Report
  - 8.11 Delegation of Functions
- 9 Special Interest Groups**
  - 9.1 General
  - 9.2 Scope
  - 9.3 Membership 9-4 Organization
  - 9.5 Finance
  - 9.6 Administration
- 10 Funds and Property**
  - 10.1 National Funds and National Property
  - 10.2 Branch Funds and Branch Property

  
মোঃ মজিব আহমেদ রনি  
সহকারী রেজিস্ট্রার  
রেজিস্ট্রারের পক্ষে।  
লেখক ও পাঠক



## 1. Preliminary

### 1.1. Interpretation

in these National Regulations, unless a contrary intention appears: the definitions contained in Rule 1 of the Rules apply,

"Accredited Course" means a course of study accredited by the Society under its course accreditation scheme,

"Associate" mean the Grade of that name and a member of that grade.

"Associated Level Course" means a course of study described as such in the most recent version of "The BCS List of Accredited Courses" published by Council,

"Business Affiliate" means the Special Category and a member of that Category

"Companion" means the Special category and a member of that Category

"Certification Program" means the program of specialist accreditation of members conducted under that name by the Society,

"Core Body of Knowledge" means the knowledge of information technology described as such in the most recent version of "The BCS Core Body of Knowledge for Information Technology Professionals" published by Council,

"Fellow" means the Grade of that name and a member of that Grade,

"Graduate" means the Grade of that name and a member of that Grade.

"Guidelines for Membership" means the criteria for admission to Grades and Special Categories the requirements for making and processing applications for admission to Grades Special Categories set from time to time by the Members' Board and approved by Council.

"Industry Experience" means experience in information technology described as such in the Guidelines for Membership,

"Member" means the Grade of that name and a member of the Grade,

"Overseas applicant" means a person who is not a citizen or permanent resident of Bangladesh

"Practicing Computer Professional Program" means the program of continuing education for members conducted under that name by the Society,

"Professional Level Course" means a course of study described as such in the most recent version of "The BCS List of Accredited Courses" published by Council, "Relevant Professional Experience" means professional experience in information technology described as such in the Guidelines for Membership

"Student" means the Grade of that name and a member of that Grade.

## 2. Membership

### 2.1. Grades and Division

2.1.1 The Grades are:

- Fellow
- Member
- Associate
- Graduate
- Student

2.1.2 the fellows and Members, together, comprise professional division.

### 2.2. Qualifications for Admission to Grades

2.2.1. Fellow

2.2.1.1 To be eligible for admission as a Fellow, a person must:

- have made a distinguished contribution to the field of information technology in home and abroad; and
- be a Member for at least full three years, and
- satisfy the criteria for admission of Fellows set out in the Guidelines for Membership.

2.2.1.2 A Fellow is entitled to use after his or her name: the designation Fellow of the Bangladesh Computer Society, and the abbreviated designation FBCS. He/she is also entitled to write Registered Information System Practitioner after their name.

### 2.2.2. Member

2.2.2.1 To be eligible for admission as a member, a person must:

- i) have completed a professional level course, or
- ii) satisfy the Society that he or she has acquired the Core Body of knowledge through recognized prior learning; and
- have at least 4 years Relevant Professional Experience; and
- satisfy the criteria for admission of Members set out in the Guidelines for Membership.



স্বাক্ষর  
অতিরিক্ত সচিব

১০/১০/১০



2.2.2.2 A member is entitled to use after his or her name: the designation Member of the Bangladesh Computer Society, and the abbreviated designation MBCS. He/she is also entitled to write Registered Information System Practitioner after their name.

### 2.2.3. Associate

2.2.3.1 To be eligible for admission as an Associate, a person must: a) have completed a Professional Level Course, or have completed as Associate Level Course and have at least 2 years Industry Experience, or iii. satisfy the Society that he or she acquired an acceptable portion of the Core Body of Knowledge and have at least 2 years Industry experience; and b. Satisfy the criteria for admission of Associates set out in the Guidelines for Membership.

2.2.3.2 A member is entitled to use after his or her name: the designation Associate of the Bangladesh Computer Society, and the abbreviated designation ABCS.

### 2.2.4. Graduate

2.2.4.1 To be eligible for admission as a Graduate, a person must:

- have completed an Associate Level Course; and
- Satisfy the criteria for admission of Provisional Associates set out in the Guidelines for Membership.

2.2.4.2 Graduates are not entitled to use any designations or abbreviated designations.

### 2.2.5. Student

2.2.5.1 . To be eligible for admission as a Student, a person must:

- be enrolled in an Accredited Course or a course as set out in the Guidelines for Membership; and
- satisfy the criteria for admission of Students set out in the Guidelines for Membership

2.2.5.2. Students are not entitled to use any designations or abbreviated designations.

2.2.5.3. No student be allowed a member of overseas Group.

## 2.3 Procedure for Admission to a Grade

2.3.1 An application for admission to a grade from a non-member is an application for admission to the Society, and if:

- the application is from an overseas applicant it must be for admission to Overseas Group, or
- the application is from a person other than an overseas applicant, it may be for admission to any Branch or Management Committee.

2.3.2 Application for admission to a Grade must be made in accordance with the Guidelines for Membership.

2.3.3 Application for admission to a grade must be made by

- the person affected, or
- by any other person with the consent of the person affected.

2.3.4 Applications for admission to a Grade will be processed in accordance with the Guidelines for Membership.

## 2.4. Accredited Courses

2.4.1 Council is responsible for publishing and keeping current:

- "The BCs Core Body of Knowledge for Information Technology Professionals" and
- "The BCS List of Accredited Courses".

2.4.2 Council must:

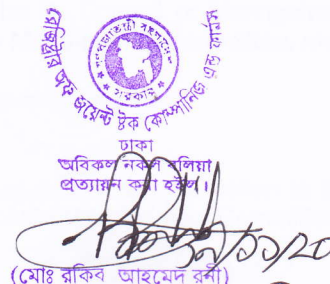
- incorporate, into the publication referred to in NR2.4.1(a), a definition of Core Body of Knowledge, and
- ensure that Core Body of Knowledge is defined to be at 4 years university level degree, and
- incorporate, into the publication referred to in NR2.4.1(b), a listing of all Accredited Courses describing each as either a Professional Level Course or an Associate Level Course, and
- ensure that each Accredited Course incorporating the Core Body of Knowledge is described as a Professional Level Course, and
- ensure that each Accredited Course not incorporating the Core Body of Knowledge is described as an Associate Level Course.

## 2.5. Special Categories of Membership

2.5.1 The special categories of membership of the Society are:

- Honorary Fellow,
- Companion
- Business Affiliate,
- Continuing Member,
- Retired Member.

## 2.6. Pre-requisites for Classification into a Special Category





- 2.6.1 Honorary Fellow** A person who is not a member may be classified as an Honorary Fellow by Council or Management Committee if such classification satisfies the relevant criteria set out in the Guidelines for Membership.
- 2.6.2 An Honorary Fellow is entitled to use after his or her name: the designation Honorary Fellow of the Bangladesh Computer Society, and the abbreviated designation HFBCS.
- 2.6.3 Companion: The Companion Category is intended to cover senior members of other professions who, although not qualifying as Information Systems Engineers, do have significant involvement or active participation in IT. Eligibility is dependent on age (minimum 30 years), academic qualifications, experience and eminence or authority in a particular discipline. Management Committee or Council may classify the applicant into Companion category if such classification satisfies the relevant criteria set out in the Guidelines for Membership.
- 2.6.4 A Companion is entitled to use after his or her name: the designation companion of the Bangladesh Computer Society, and the abbreviated designation CompBCS.
- 2.6.5 Business Affiliate: Those business or non-business organizations or institutions, which have substantial engagement or act participation with information technology or provide service to information technology industry, may become Business Affiliate. One representative from business affiliates organization may take part in the relevant activities of the society, Management Committee or Council may classify the applicant organization into Business Affiliate if such classification satisfies the relevant criteria set out in the Guidelines for Membership.
- 2.6.6 Business Affiliate organization and the representative are entitled to use after their name: the designation Business Affiliate of the Bangladesh Computer Society, and the abbreviated designation Business Affiliate BCS.
- 2.6.7 Continuing Member  
To be eligible for classification as a Continuing Member who:  
a) expects to be out of Bangladesh for at least 12 months, or  
b) expects to be out of employment for at least 12 months.
- 2.6.8 Retired Member**  
To be eligible for classification as a Retired Member, a member must:  
a) have been a member for at least 5 years, and  
b) have retired from regular employment.

## **2.7. Manner and Effect of Classification into Special Categories**

### **2.7.1 Honorary Fellow**

- 2.7.1.1 Classification of a person who is not a member as an Honorary Fellow must be by Council or Management Committee, as applicable, by an affirmative vote by a 2/3 majority and, if by Management Committee, must be reported to Council at the next Council meeting.

2.7.1.2 Honorary Fellows are elected for such period as the electing committee determines.

#### **2.7.1.3**

- a) Council or the Management Committee electing the Honorary Fellow determines the privileges for which the Honorary Fellow is entitled but, in every case, subject to (b) Honorary Fellows are not required to pay any fees.
- b) Honorary Fellows must pay any fee relating to conferences, seminars or other professional activities of the Society other than admission fees, unless otherwise determined, and must pay any charge relating to fee recovery.

### **2.7.2 Companion**

2.7.2.1 Classification of a person as Companion must be by Council or Management Committee, as applicable, by an affirmative vote by a 2/3 majority and, if by Management Committee, must be reported to council at the next Council meeting.

2.7.2.2 Companions are elected for such period as the electing committee determines.

2.7.2.3 The membership fees payable by Companions is the same as those for professional Grade Member. Council will decide their rights and other obligations etc.

### **2.7.3 Business Affiliate**

2.7.3.1 Classification of an organization as Business Affiliate must be by Council or Management Committee, as applicable, by an affirmative vote by a 2/3 majority and, if by Management Committee, must be reported to Council at the next Council meeting.

2.7.3.2 Business Affiliates are elected for such period as the electing committee determines.

2.7.3.3 Council will decide their rights and obligations or fee etc.

### **2.7.4 Continuing Member**

2.7.4.1 A member wanting to be classified as a continuing member must submit an application to the Honorary Secretary of the members Branch or Executive Officer of the Management Committee.



Signature and date: 20/10/20



- 2.7.4.2 The Branch Executive Committee of the members or Management Committee may classify that member as a Continuing Member during the member's period of absence from Bangladesh or period out of employment.
- 2.7.4.3 Continuing Members are entitled to the goods and services, If any, decided by the relevant Branch Executive Committee or Council.
- 2.7.5 Retired Member
- 2.7.5.1 A member wanting to be classified as a Retired Member must submit an application to the honorary secretary of the member's branch or to the Executive Officer of the Management Committee.
- 2.7.5.2 The Branch Executive Committee of the member's Branch or the Management Committee may classify a member as a Retired Member.
- 2.7.5.3 The membership fees payable by Retired Members is the same as those for Students.
- 2.7.5.4 Retired Members are entitled to the same goods and services as students are entitled to.

## 2.8. Post Nominal

- 2.8.1 A Fellow is entitled to use after his or her name:
- the designation Fellow of the Bangladesh Computer Society, and
  - the abbreviated designation FBSCS.
- 2.8.2 A Member is entitled to use after his or her name:
- the designation Member of the Bangladesh Computer Society, and
  - the abbreviated designation MBCS
- 2.8.3 An Associate is entitled to use after his or her name:
- the designation Associate of the Bangladesh Computer Society, and
  - Abbreviated designation ABCS.
- 2.8.4 Graduates and Students are not entitled to use any designations or abbreviated designations.
- 2.8.5 A Fellow who has successfully completed the Certification Program is entitled to use after his or her name the abbreviated designation CFACS.
- 2.8.6 A Member who has successfully completed the Certification Program is entitled to use after his or her name the abbreviated designation CMACS
- 2.8.7 A member who satisfies the requirements of the Practicing Computer Professional Program is entitled to use after his or her names the abbreviated designation PCP.
- 2.8.8 An Honorary Fellow is entitled to use after his or her name: the designation Honorary Fellow of the Bangladesh Computer Society, and the abbreviated designation HFBCS.
- 2.8.9 A companion is entitled to use after his or her name: the designation Companion of the Bangladesh Computer Society, and the abbreviated designation CompBCS.
- 2.8.10 Business Affiliate organization and the representative are entitled to use after their name: the designation Business Affiliated of the Bangladesh Computer Society, and the abbreviated designation Business Affiliate BCS.

## 2.9. Membership Forms

All forms to be used in relation to membership must comply with any requirements of Council.

## 2.10. Register of Members

- 2.10.1 The register of members must contain the following about each member
- any information required by the Act, and
  - any other information considered relevant by Council.
- 2.10.2 Each member of a Branch must notify the Honorary Secretary of the members Branch or Executive Officer of an address for correspondence and all notices posted to that address are considered to have been delivered.
- 2.10.3 Each member of Overseas Group of Special Category must notify honorary secretary of the members branch or Executive Officer of an address for correspondence and all notices posted to that address are considered to have been delivered.
- 2.10.4 Each member must:
- supply the information required for the purposes of the register of members on request, and
  - advise of any changes to the information supplied.

## 2.11. Transfer of Membership

- 2.11.1 Any member of a Branch may transfer to another Branch without incurring any additional fee for the current year, provided that the member has paid all fees due in that year.
- 2.11.2 A member of Overseas Group may transfer to a Branch or Council only with the approval of Management Committee.



*[Handwritten signature]*  
১০/১০/২০

০২০





## 2.12. Membership Certificates

2.12.1 A certificate of membership is issued to each Fellow, Member and Associate as soon as practicable after admission to that grade.

2.12.2 Each certificate of membership must be signed under the common seal of the Society.

## 2.13. Rights of Members

2.13.1 Subject to NR2.13.2, NR2.13.3 and NR2.13.4 all members, other than members of Overseas Group and of Special Category may:

- a) attend, speak and vote at general meetings of the Society and at general meetings of the members branch, and
- b) be eligible for election or appointment to National or as Branch Office Bearer of the members branch.

2.13.2 Graduates and Students are not eligible for election or appointment to National or as Branch Office Bearers.

2.13.3 No more than one half of the ordinary committee members of a Branch Executive Committee or Council may be Graduates or Students,

2.13.4 Students may not vote at general meetings of the Society or at Branch general meetings.

2.14. Re-admission of Former Members

2.14.1 A person who ceases to be a member may apply for re-admission and may be re-admitted to the Society on payment of dues (current plus arrear), any re-admission fee notified and, unless waived by the re-admitting committee, any unpaid fees. 2.14.2 Any re-admission of a person to the Society is at the discretion of:

- a) for overseas applicants, Management Committee, or
- b) Otherwise the Branch Executive Committee to which the person has applied for re-admission and, if it wants to be involved, Management Committee.

2.14.3 A member re-admitted pursuant to NR2.14 is:

- a) not entitled to any goods or services retrospectively, and
- b) subject to (c), to be admitted to such Grade, not higher than the Grade equivalent to that held by the person at the time membership ceased, as is decided by:
  - a. for an overseas applicant, Management Committee, or
  - b. otherwise, the Branch Executive Committee to which the person has applied for re-admission.
- c) if the person seeking re-admission had resigned because continued membership was incompatible with an appointment taken up by the member involving service to the Society, to be re-admitted to the equivalent of the Grade previously held, without regard to the then current requirements for admission to that Grade.

## 3. Fees

3.1 Each member must pay an annual membership fee, which is payable for each calendar year on the first day of the month in which the anniversary of the members. admission to the Society falls, subject to NR3.2

3.2 For members of the Society on the date of introduction of these National Regulations, the annual membership fee is payable within December 31, or, in the absence of a selection by the member, as selected by the Executive Officer.

- a) The annual membership fee for a member (other than a member of Overseas Group) will comprise:
  - i. a capitation component-set by Council for each Grade
  - ii. a branch component-set by Council for each Branch.

3.3 The annual membership fee for a member of Overseas group will be set by Council.

3.4 Capitation components and branch components must be determined by council by an affirmative vote by a 2/3 majority.

3.5 No part of any membership fee is refundable but adjustable.

3.6 Subject to NR 3.6 Council may determine if any fee is refundable

3.7 Unless Council decides otherwise, the time for the purposes of R5.1(d) is 3 months from the due date for payment.

3.8 Member from any category may seek Life Membership of any category by paying 10 (ten) times of normal fees applied for that category during time of payment. When his/her category of membership is upgraded he/she may seek Life Membership for that category by paying the difference amount of fees for Life Membership of new category and the fees earlier paid for old category.

3.9 A member losing/ceasing membership due to non-payment of fees in 3 (three) consecutive years as



dues/fees in one time. However, any member having outstanding dues for long years at present (September, 2005), may restore his/her membership by clearing all his/her outstanding dues in one or more installments with next nine months i.e. June, 2006.

- 4.0 Any member willing to upgrade his membership shall have to clear all his/her outstanding dues/fees up to previous year before the application for upgrade of category is actually lodged.

#### 4. Code of Ethics

4.1 To uphold and advance the honor, dignity and effectiveness of the profession of information technology and in keeping with high standards of competence and ethical conduct, a member must:

- a) be honest, forthright and impartial, and
- b) loyally serve the community, and
- c) strive to increase the competence and prestige of the profession, and
- d) use special knowledge and skill for the advancement of human welfare.

4.2 The personal commitments set out in NR4.3 and NR4.4 bind each member with regard to that member's professional conduct.

4.3 Values and ideals: I must act with professional responsibility and integrity in m dealings with the community and clients, employers, employees and students acknowledge:

4.3.1 Priorities: I must place the interests of the community above those of personal or sectional interests.

4.3.2 Competence: I must work competently and diligently for my clients and employers.

4.3.3 Honesty: I must be honest n my representations of skills, knowledge, services and products.

4.3.4 Social implications: I must strive to enhance the quality of life of those affected by my work,

4.3.5 Professional Development: I must enhance my own professional development. and that of my colleagues, employees and students.

4.3.6 Information Technology Profession: I must enhance the integrity of the information technology profession and the respect of its members for each other.

#### 4.4 Standards of Conduct

The standards of conduct set out in these National Regulations explain how the Code of Ethics applies to a member's professional work. The list of standards is not necessarily exhaustive and should not be read as definitively demarking the acceptable from the unacceptable in professional conduct in all practical situations faced by a member The intention of the standards of conduct is to illustrate, and to explain In more detail, the meaning of the Code of Ethics in terms of specific behavior. The fact that a member engages in, or does not engage in, these standards do not of itself guarantee that a member is acting ethically, or unethically, as applicable. A member expected to take into account the spirit of the Code of Ethics in order to resolve ambiguous or contentious issues concerning ethical conduct.

#### 4.5 Priorities

In accordance with NR4.3.1:

4.5.1 I must endeavor to preserve continuity of information technology services and information flow in my care

4.5.2 I must endeavor to preserve the integrity and — of the information of others.

4.5.3 I must respect the proprietary nature of the information of others.

4.5.4 I must endeavor to preserve the confidentiality of the information of others.

4.5.5 I must advise my client or employer of any potential conflicts of interest between my assignment and legal or other accepted community requirements.

4.5.6 I must advise my clients and employers as soon as possible of any conflicts of interest or conscientious objections, which face — in connection with my work.

#### 4.6 Competence.

In accordance with NR4.3.2

4:6.1 I must endeavor to provide products and services, which match the operational and financial needs of my clients and employers.

4.6.2 I must give value for money in the services and products 1 supply.

4.6.3 I must make myself aware of relevant standards, and act accordingly.

4.6.4 I must respect and protect my clients and employers proprietary interest.

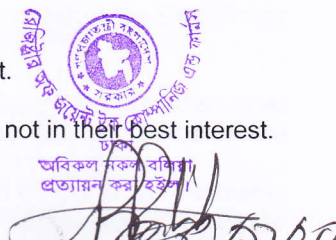
4.6.5 I must accept responsibility for my work

46.6 I must advise my clients and employers when I believe a proposed project is not in their best interest.

4.6.7 I must go beyond my brief, if necessary, in order to act professionally.

#### 4.7 Honesty

In accordance with NR4.3.3





- 4.7.1 I must not knowingly mislead a client or potential client as to the suitability of a product or service.
- 4.7.2 I must not misrepresent my skills or knowledge.
- 4.7.3 I must give opinions, which are as far as possible unbiased and objective.
- 4.7.4 I must give realistic estimates for projects under my control.
- 4.7.5 I must qualify professional opinions, which I know are based on limited knowledge or experience
- 4.7.6 I must give credit for work done by others where credit is due.

#### 4.8 Social Implications

In accordance with NR4.3.4:

- 4.8.1 I must protect and promote the health and safety of those affected by my work.
- 4.8.2 I must consider and respect people's privacy, which might be affected by my work.
- 4.8.3 I must respect my employees and refrain from treating them unfairly.
- 4.8.4 I must endeavor to understand, and give due regard to; the perceptions of those affected by my work.
- 4.8.5 I must attempt to increase the feelings of personal satisfaction, competence, and control of those affected by my work
- 4.8.6 I must not require, or attempt to influence, any person to take any action, which would involve a breach of the Code of Ethics.

#### 4.9 Professional Development

In accordance with NR4.3.5:

- 4.9.1 I must continue to upgrade my knowledge and skills.
- 4.9.2 I must increase my awareness of issues affecting the information technology profession and its relationship with the community
- 4.9.3 I must encourage my colleagues, employees and students to continue their own professional development.

#### 4.10 Information Technology Profession

In accordance with NR4.3.6:

- 4.10.1 I must respect, and seek when necessary, the professional opinions of colleagues in their areas of competence.
- 4.10.2 I must not knowingly engage in, or be associated with, dishonest or fraudulent practices.
- 4.10.3 I must not attempt to enhance my own reputation at the expense of another's reputation.
- 4.10.4 I must cooperate in advancing information processing by communication with other professions, students and the public, and by contributing to the efforts of professional and scientific
- 4.10.5 I must distance myself professionally from someone whose membership of the Society has been terminated because of unethical behavior or unsatisfactory conduct.
- 4.10.6 I must take appropriate action if I discover member, or a person who could potentially be a member of the Society engaging Unethical behavior.
- 4.10.7 I must seek advice from the Society when faced with an ethical dilemma I am unable to resolve by myself.
- 4.10.8 I must do what I can to ensure that the corporate actions of the Society are in accordance with this code of ethics.
- 4.10.9 I acknowledge my debt to the computing profession and in return must protect and promote professionalism in information technology.

#### 5. Disciplining of Members

##### 5.1 Disciplinary Committee

- 5.1.1 The Disciplinary Committee must consist of 7 members each of whom must be a Fellow or Member
- 5.1.2 The Disciplinary Committee and its chairman must be appointed by Council, as necessary.
- 5.1.3 The members of the Disciplinary Committee hold office for one calendar year and are eligible for re-appointment at the end of their term.
- 5.1.4 The President is not eligible to be a member of the Disciplinary Committee.
- 5.1.5 the quorum for a Disciplinary Committee meeting is present if at least 5 members of the Disciplinary Committee are present in person.

##### 5.2 Hearing before the Disciplinary Committee

- 5.2.1 As soon as practicable after a complaint has been referred to it, the Disciplinary Committee must notify the accused member in writing of the nature of the complaint and the time and place for the hearing.
- 5.2.2 The complainant, the accused member and the Disciplinary Committee must try to resolve the matter without proceeding to a hearing using any method of dispute resolution though appropriate by the Disciplinary Committee and agree to by the complainant and the accused member.



অধিকার নকল বৈধ।  
কৃত্যমান করে রাখুন।  
(মোঃ রকিব আহমেদ রানা)  
সিনিয়র



5.2.3 All meetings or hearings of the Disciplinary Committee, which the accused member is to be given the right to attend, must be held in a capital city within the accused members branch.

5.2.4 At the hearing:

- a) the complainant must present to the Disciplinary Committee the evidence and the submissions relied on as the basis for the complaint
- b) the accused member must be given the opportunity to cross examine the complainant and the complainants witnesses:
- c) at the conclusion of the presentation of the complainants evidence and those submissions are sufficient to base the complaint;
- d) if the Disciplinary Committee decides the evidence and submissions are not sufficient to base the complaint, it must dismiss the complaint;
- e) if the disciplinary committee decides the evidence and submissions are sufficient to base the complaint, the accused member must be given the opportunity to give explanation or defense and to call evidence in support,
- f) the complainant must be given the opportunity to cross examine the accused member and the accused members witnesses;
- g) the member of the disciplinary committee may at any time question the complainant, the accused member or any person attending the hearing;
- h) when in the opinion of the chairman, all relevant matters have been considered, the disciplinary committee must determine:
  - i. whether the complaint is proved, and
  - ii. if proved, the disciplinary action to be imposed on the accused member;
- i) attendance at any hearing must be limited to:
  - i. the members of the disciplinary committee and their advisers, and
  - ii. the complainant, and
  - iii. the accused member and any representatives appointed by the accused member;
- j) Persons giving evidence may only be present while they give evidence unless the disciplinary committee decides that they ought to be present at other

5.2.5 The disciplinary committee may retain a lawyer to advise it about the hearing of any complaint. .

5.2.6 Any decision of the disciplinary committee must be

- a) for complaints where expulsion is in issue, by an 80% majority, or
- b) for all other complaints, by a simple majority.

5.2.7 Subject to the Rules and the National Regulations the Disciplinary Committee may set its procedures for conducting a hearing of any complaint.

### 5.3 Expenses

5.3.1 Expenses incurred by the Disciplinary Committee and approved by Management Committee must be paid from national funds.

5.3.2 If Management Committee resolves to impose disciplinary action, then the reasonable out-of-pocket expenses of the complainant approved by Management Committee must be paid or reimbursed from National Funds.

5.3.3 If Management Committee resolves to dismiss the complaint, the reasonable out-of-pocket expenses of the accused member approved by Management Committee must be paid or reimbursed from National Funds.

## 6. Council and Management Committee Meetings

### 6.1 Accredited Nominees

6.1.1 With the consent of the Chairman or Vice Chairman of the branch that the councilor represents, a branch councilor, who is unable to attend any council meeting, may appoint a person to be the Accredited Nominee of that Branch Councilor.

6.1.2 The appointment under NR6.1.1 must be in writing signed by the branch councilor and the Chairman or Vice Chairman of the branch, as applicable, and must be presented to the first council meeting attended by the Accredited Nominee.

6.1.3 For the duration of the appointment the Accredited Nominee has the rights and obligations of the appointing Branch Councilor.

6.1.4 To be eligible for appointment as an Accredited Nominee, the person must be a Fellow Member or an Associate.

### 6.2 Expenses of Meetings

6.2.1 The cost of fares, accommodation and other expenses reasonably incurred and claimed by a councilor, Accredited Nominee or other member in connection with the meeting shall be paid by the branch.





management committee in attending a meeting of council or management committee must be paid or reimbursed from National Funds.

6.2.2 No Councilor may be paid any fee for acting as a councilor or National Office Bearer.

### 6.3 Quorum

- 6.3.1 The quorum for a Management Committee meeting is present if at least 4 Management Committee members are present.
- 6.3.2 No item of business may be dealt with at a Management Committee meeting unless a quorum is present during the time the meeting is considering the item,
- 6.3.3 If a quorum is not present within half an hour after the time set for the start of the meeting, the meeting must be adjourned for 2 hours and if a quorum is not present within half an hour after the adjourned time the meeting lapses
- 6.3.4 For the purposes of NR6.3 'present' means present in person or by suitable means of simultaneous communication.

### 6.4 Management Committee Meetings

- 6.4.1 Management Committee may conduct its business by:
- a) holding a meeting, in person or using suitable means of simultaneous communication, or both, as convened by the President, or
  - b) any other method permitted by the National Regulations.

#### 6.4.2 At meetings of Management Committee:

- a) the President, or if the President is absent, a Vice-President, elected by the Management Committee members present, must chair the meeting, or
- b) if the President and the Vice-Presidents are absent, the Management Committee members present must elect one of their number to chair the meeting.

### 6.5 Voting at Management Committee Meetings

- 6.5.1 On all questions, each Management Committee member has — vote.
- 6.5.2 Unless the Rules or National Regulations, require otherwise, voting on Management Committee business must be by simple majority and, if the votes are equal, the motion lapses.

### 6.6 Conduct of Management Committee Business

- 6.6.1 Instead of convening a meeting of Management Committee, the President may send to Management Committee members questions to be voted on without a meeting.
- 6.6.2 Management Committee member may vote by sending a reply to the President or the Junior Executive Officer.
- 6.6.3 Questions and replies may be oral or written and may be sent by:
  - a post, or
  - b any mode of document delivery, or
  - c electronic transmission
- 6.6.4 A Management Committee member whose reply is not received by the President or the Executive Officer within 14 days after the date of distribution of the questions is taken to have voted in the negative.
- 6.6.5 It required by the President, or if required by a majority of Management Committee members, questions may be put to Council between Council meetings by the President sending the questions to each Councilor.
- 6.6.6 Councilors may vote by sending a reply to the President or the Executive Officer.
- 6.6.7 NR6.3 applies to the sending of questions to Councilors and Councilors sending replies to the President or the Junior Executive Officer,
- 6.6.8 A Councilor whose reply is not received by the President or the Junior Executive Officer within 14 days after the date of distribution of the questions is taken to have voted in the negative.
- 6.6.9 Resolutions made by Council or Management Committee in the manner provided for in NR6.6 are as valid and effective as if passed at a meeting.

### 6.7 Executive Officer.

The Executive Officer is responsible for:

- a) making and keeping minutes of all meetings of Council and Management Committee and all general meetings Of the Society;
- b) making and keeping proper records of resolutions of Council and Management committee made under NR6.6;
- c) forwarding all notices required by the Act, the Rules and the National Regulations.



Handwritten signature and date: 20/10/20



- d) in absence of Executive Officer. Secretary General will be responsible to perform the responsibilities of the Executive Officer

## 1. Branches and Overseas

7.1 The Branches of the Society are:

- a.
- b.

7.2 Each new Branch on establishment and each existing Branch, within 9 months after commencement of the Rules must adopt Branch regulations, which must be:

- a) Substantially in the form of the most recent model branch regulations published by Council, and
- b) Consistent with the Act and, the Objects, Rules and National Regulations, and c Approved by Council prior to adoption.

7.3 Branch Regulations may only altered by Branch members in general meeting by an affirmative vote by a 2/3 majority and if:

- a) They are consistent with the Act and Regulations, the objects, rules and national regulations, and
- b) Approved by council prior to adoption.

7.4 Written notice of any alteration to Branch Regulations must be sent to each Branch member the President and the Executive Officer at least 4 weeks before the date of the meeting at which the proposed alteration is to be dealt with

7.5 Regulations for Overseas Group may only be mad — on altered by Management Committee and if:

- a) They are consistent with Act, the Objects, Rules and National Regulations, and
- b) Approved by Council prior to adoption.

## 8. Branch Executive Committees

8.1 Functions

Subject to the Act, the Regulations, the Objects, the rules and the National Regulations, Each Branch Executive Committee:

- a) Controls and manages its branch, and
- b) May exercise only the functions delegated to it by Council.

## 8.2 Constitution

8.2.1 The Branch Executive Committee must consist of the Branch Office Bearers and at least five ordinary committee members.

8.2.2 No Branch Executive Committee member may be paid any fee for acting as such.

## 8.3 Branch Office Bearers

8.3.1 the office bearers of a branch are:

- a) Chairman
- b) Vice Chairman,
- c) Immediate Past Chairman
- d) Branch Honorary Secretary,
- e) Branch Honorary Treasurer,
- f) Additional office bearers, if any, under the branch regulations.

## 8.4 Election of Branch Executive Committee Members

8.4.1 Subject to NR8.4.2 the term and manner of election of Branch Executive Committee members is as set out in the Branch Regulations of each branch.

8.4.2 The term for any Branch Executive Committee member must be either one or two years and at least one half of the branch executive committee must be elected each year.

## 8.5. Grounds for a Branch Executive Committee Members Office Becoming Vacant

8.5.1 The position of a branch executive committee member will become vacant if the branch executive committee member.

- a) dies, or
- b) suffers from mental or physical incapacity, or
- c) ceases to be a member, or
- d) is disqualified from office under either subsection 63(1) or subsection 63(2) of the act, or
- e) fails to attend 3 consecutive Branch Executive Committee meetings, without leave granted by the Branch Executive Committee, or



Handwritten signature and date '20/10/20' at the bottom right of the page.



- f) in the case of Branch Office Bearer, after 30 days notice of the proposed resolution has been given to the Branch Office Bearer is voted out of office by the Branch Executive Committee on an affirmative vote, by a 2/3 majority, or
- g) resigns in writing to the Chairman of the Branch or Branch honorary secretary.

#### 8.6 Casual Vacancies of Branch Executive Committee

- 8.6.1 if the position of Branch Office Bearer becomes vacant, the Branch Executive Committee must appoint a replacement.
- 8.6.2 If the position of an ordinary committee member becomes vacant, the Branch Executive Committee may appoint a replacement.
- 8.6.3 Any person appointed pursuant to NR8.6 holds then position until the end of the current term of that position.

#### 8.7 Quorum for Branch Executive Committee Meeting,

- 8.7.1 The quorum for a Branch Executive Committee meeting is present only if the requirements of its branch regulations are met.
- 8.7.2 No item of business may be dealt with at a branch executive committee meeting if a quorum is not present during the time that the meeting considering the item.

#### 8.8 Branch Executive Committee Meetings. .

- 8.8.1 The Branch Executive Committee must meet as set out in its Branch Regulations.

#### 8.9 Voting at Branch Executive Committee Meetings.

- 8.9.1 On all matters:
  - a) each Branch Executive Committee member who is not employee of the Society, has 1 vote, and
  - b) no Branch Executive Committee member who is an employee of the Society, may vote.
- 8.9.2 Unless the Rules, National Regulations or Branch Regulations require otherwise, voting on Branch Executive Committee business must be by simple majority and, if the votes are equal, the motion will lapse.

#### 8.10 Annual Report

- 8.10.1 Each Branch Executive Committee is responsible for:
  - a) preparing an annual report about the affairs of its branch, including the audited annual statement of accounts of the branch in the form required by council; and
  - b) appointing an auditor to examine and report on the annual statement of accounts of the branch; and
  - c) ensuring that a reasonable number of copies of the branch annual report are available for perusal by members at the meeting venue immediately before and during the annual general meeting of the branch; and
  - d) forwarding a copy of the branch annual report to the Junior Executive Officer by 7 February each year; and
  - e) holding the annual general meeting of the branch by the date nominated by council' and
  - f) forwarding a copy of the branch annual report as adopted by the annual general meeting of the branch to the Junior Executive Officer within 7 days after the annual general meeting.

#### 8.11 Delegation of Functions A Branch Executive Committee

- 8.11.1 A Branch Executive Committee may establish:
  - a) chapter, or
  - b) sub-committees, or
  - c) branch special interest groups
  - d) for any purpose consistent with the objects, rules, national regulations and branch regulations which consist of members or members and non members that the branch Executive Committee invites to participate.
- 8.11.2 A Branch Executive Committee may delegate to each such chapter, sub-committee or branch special interest group such functions as may reasonably be required for the purpose for which it is established and must notify council immediately of any such delegation of its functions.
- 8.11.3 Council or the Branch Executive Committee may at its discretion revoke or change any delegation of functions by that branch executive committee
- 8.11.4 Each chapter, sub-committee or branch special interest group, in acting under any delegated function, must conform to the Rules, National Regulations, Branch Regulations of

অবিকল্প নিকাশ বিভাগ  
১২/০২/২০



- the delegating branch and any other requirements of council or its branch executive committee, or both
- 8.11.5 Each chapter, sub-committee and branch special interest group acting under any delegated function must report to its branch executive committee.
- 8.11.6 Council or the branch executive committee may remove or replace any member of any chapter sub-committee or branch special interest group acting under any delegated function at any time without having to provide reasons.
- 8.11.7 Council or the Branch Executive Committee may dissolve any chapter, sub-committee or branch special interest group acting under any delegation function on an affirmative vote by a 2/3 majority or any time without having to provide reasons.

## 9. Special Interest Group

### 9.1 General:

- A special interest group (in this regulation "SIG") may be established by council to:
- advance educational, scientific, technical or trade developments or research in a special interest field, or
  - sponsor conferences, symposia, workshop of national or international conferences, on subjects within the scope of a special interest. Or
  - act as a technical representative of or adviser to council within a special interest field or
  - co-operate with other groups or committees of the society or with other national or international organizations as approved by council from time to time; or
  - any combination of (a),(b),(c) and (d) 92 Scope of SIG

Each SIG is free to pursue such activities and organize such functions as it determines within the scope, aims and rules set for it by council, the rules, the national regulations. and its own SIG regulations as approved by council.

### 9.3 Membership of SIG

- 9.3.1 Members of a SIG must be persons who agree to abide by the SIG Regulations.
- 9.3.2 Persons who are not members of the Society may be required to pay a higher membership fee than members of the Society.

### 9.4 Organization of SIG

- 9.4.1 Each SIG must be managed by a national executive committee composed of its office bearers being a chairman, vice-chairman, secretary treasurer and the immediate past chairman (if available) and such number of ordinary committee members as set down in its SIG Regulations.
- 9.4.2 The national executive committee of each SIG must be elected by all members of that SIG, but only those members of the SIG, who are also members of the Society, are eligible for election to its national executive. Council has the power of veto over the election of the chairman.
- 9.4.3 Each SIG may establish local branches in geographically separate areas, each governed by a local executive committee, elected from and by the members of the SIG in that area. The chairman of the local executive committees must be:
- member of the Society,
  - ex-officio members of the national executive committee,
  - Responsible for liaison with the branch executive committees in there respective areas.
- 9.4.4 All national and branch executive committees must be elected at intervals of not more than two years.

### 9.5 Finance of SIG

- 9.5.1 The funds collected by or for each SIC are the property of the Society, with control delegated by council to the committee of that SIG, for so long as the SIG remains viable, to be spent or otherwise disposed of in accordance with an approved budget. Should any SIC be dissolved, any surplus funds must come under the control of council.
- 9.5.2 The annual budgets and the levels of membership fees of each SIC must be approved by council, before they become effective. Expenditure in excess of the budget of any SIC must first be approved by management committee
- 9.5.3 The national treasurer of each SIC must ensure that proper records of all income and expenditure of the SIC are kept and at least twice a year or as otherwise required by council must submit copies of the then current balance sheet and revenue account to council.
- 9.5.4 Council may supplement the funds of any SIC, if it so determines.





9.5.5 Each SIC must appoint an auditor. The SIC auditor must not be a member of the SIG. At least once each year the auditor must examine the accounts of the SIC and must report on the annual balance sheet and revenue account of the SIC to the Society.

9.5.6 The financial year of each SIC must be the year ending on 31 December, unless otherwise determined by council.

### 9.6 Administration, of SIG

9.6.1 Membership: The national secretary of each SIC is responsible for ensuring that the membership list of the SIG is kept up to date and that an annual report on the activities of the SIG is prepared and submitted to council.

9.6.2 Reporting to council: The national chairman of each SIC must report at least twice yearly to council, directly or through a nominated director.

### 9.6.3 Public Activities:

- No SIC may sponsor exhibitions or enter into an contracts Without the approval of council.
- Any SIG may but only with the approval of councilor at councils request, make public submissions or representations government or other public organizations.

## 10. Funds and Property of Society

10.1 National Funds and National Property .

10.1.1 Council controls and manages National finds which include.

- the capitation component paid or payable by members as part of their annual membership fees, whether those membership fees are paid or payable to Council or to a Branch; and
- membership fees paid or payable by members of Overseas Group; and
- entrance fees Paid by members of Overseas Group on admission; and
- the proceeds of the sale of publications produced or underwritten arid by Council; and
- the proceeds of conferences, seminars, meeting and other activities wholly underwritten by Council; and
- a share as agreed with a Branch or Branches of the proceeds of conferences, seminars, meetings and other activities jointly organized and/or jointly underwritten by the Council and Branch or Branches; and
- any fee which Council may require a new Branch to pay upon admission; the fee must be calculated as the total of the capitation fees that the members of the new Branch would have been required to pay they been members of the Society at the beginning of the year in Which the new Branch is admitted, but Council may, at its discretion, waive any part, or all, of the fee; and
- proceeds derived from invest

10.2.3 Authorization by a simple majority of branch members of the relevant branch and consent of council is required for any expenditure by the branch executive committee of that branch which would or might reasonably be expected to result in the total expenditure by that branch for the then current financial year exceeding its income for the same period by more than the balance sheet value of the net assets under the control of the branch executive committee at the end of the provisos financial year

10.2.4 In respect of each branch, the branch honorary treasurer of that branch is responsible for:

- receiving amounts forming part or all of branch funds; and
- paying of all amounts on behalf of the branch as approved by the relevant branch executive committee, and
- keepin9 proper records of those receipts and payments; and
- preparing the annual accounts of the branch in the form required by council.

10.2.5 Branch Property of a Branch includes all interests In property:

- acquired by expenditure of branch funds, or
- donated specifically to a branch, or
- in relation to which, there is a current delegation of control and management to the branch executive committee by council.

ঢাকা  
অবিকল্প নথি রাখিয়া  
প্রত্যয়ন করা হইল।  
(মোঃ রাফিক আহমেদ রনি)  
সহকারী রেজিস্ট্রার  
রেজিস্ট্রারের পক্ষে।  
লেখক ও পত্রকঃ