

**BENGAL ENGINEERING COLLEGE ALUMNI ASSOCIATION**  
**(BECAA –East Coast, North America)**

**CONSTITUTION**

**Article-I. Name of the Organization**

The name of the Organization shall be the Bengal Engineering College Alumni Association, Inc., or its acronym, BECAA –East Coast, North America.

**Article-II. Objectives**

**Section 1.** To promote, develop, and organize activities for the enhancement of Professional interests of the Alumni of Bengal Engineering College (BEC), B.E. College Deemed University (BECDU), Bengal Engineering & Science University (BESU) and Indian Institute of Science & Technology (IIST) Shibpur, Howrah, West Bengal, India. Henceforth the term Institute will mean any of the aforesaid institutions.

**Section 2.** To enhance social relationships between BECAA, the Institute faculty and the current student body and to create and maintain a sense of community within the alumni as a whole.

**Section 3.** To promote cooperation and partnership among BECAA and other alumni associations of the Institute.

**Section 4.** To aid and assist the Institute for educational, scientific and research purpose.

**Section 5.** To aid and assist members, their families and the faculty members of the Institute who are in need of financial help for education, medical treatment and professional development. Help can also be extended, at the discretion of the executive committee, to entities beyond the alumni community, such as those in dire need, sufferers of natural disasters etc.

**Article-III. Membership**

**Section 1.** All past and present students who registered at the Institute as either part-time or full-time studies, will be bona fide Members of the Association.

**Section 2.** The faculty and staff, present or past, of the Institute are Associate Members of the Association if they are residing.

**Section 3.** Any distinguished person who has an interest in the activities of the Association may be elected as Honorary Member of the Association by the unanimous vote of the Executive committee.

**Section 4.** Individuals who have an interest in the activities of the association may be accepted as Guest Members. Names of such Guest Members should be sponsored by two Members and approved by the majority vote of the Executive Committee.

**BENGAL ENGINEERING COLLEGE ALUMNI ASSOCIATION  
(BECAA –East Coast, North America)**

**CONSTITUTION**

**Section 5. Voting Members-** “Voting Members“ are the members who are resident of North America and who paid their annual dues (determined by the Executive Committee during their term of office) in that calendar year by the time of election.

**Article-IV. Officers and Their Election**

**Section 1.** The officers of the association shall be: the President, the Vice President, the General Secretary, the Treasurer and three members at large. This group of Officers shall be known as the BECAA – East Coast Executive Committee.

The election will be held every two years only for the posts of President, Vice President, General Secretary and Treasurer elected by the voting members. President in consultation with Vice President and General Secretary will nominate at large Executive Committee members from the active members and allocate the portfolios.

The Executive Committee with the approval of President may appoint subcommittees as required with specific term.

**Section 2.** All officers shall hold office for a term of two years, and shall serve until successors have been named. Vacancies in any elective office occurring between elections shall be filled by the Executive Committee (until the next annual election at which time a vote will be taken to fill the balance of the unexpired term).

If the President himself should become unavailable, the Vice President should assume his duties for the remainder of the President's term, thus assuring policy continuity. The post of Vice President thus vacated would then follow the above-described procedure for replacement. In the event of the resignation of the Treasurer or Secretary, the Executive Committee shall appoint a member of the Executive Committee for the post.

**Section 3.** Officers are expected not to hold the same office for more than two consecutive terms.

**Section 4.** The President with the approval of the Executive Committee shall appoint an election committee of three members of the Association and name the Chairperson to accept nomination and help conduct the election. Any voting member is eligible to nominate any other voting member for one or more of the four electable positions. The nomination must be seconded by another voting member. A voting member who is already nominated in one position cannot be nominated in another position during the same election.

**BENGAL ENGINEERING COLLEGE ALUMNI ASSOCIATION  
(BECAA –East Coast, North America)**

**CONSTITUTION**

**Section 5.** The General Secretary shall send the election notifications to all BECAA members 6(Six) weeks prior to the election date or any reasonable time frame as decided by the Election Committee in consultation with the Executive Committee.

All nominations for the candidates shall be submitted to the Election Committee no less than 4(Four) weeks prior to the election date or any reasonable time frame as decided by the Election Committee.

Annual Reunion meeting shall be held every year at the location decided by the Executive Committee and the election of officers will be held there every alternate year.

The Election Committee shall count ballots and declare the election results in presence of the candidates and members.

Election Committee's decision is final and binding on the election process including the dates at various stages of electoral process, nominations, validation of nominations, ballot, voting process, counting and the declaration of results.

**Section 6.** **Absentee Vote-** Any voting members can participate in absentee vote by sending his/her choice of candidate to the Election Committee through regular postal mail to be received 5 business days before or e-mail ( scanned signed ballot) to be received 24 hours before the election day. The Election Committee shall verify & certify the validity of the absentee ballots.

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**BY-LAWS**

**I. The Executive Committee**

**A. Composition**

The administration of the Association shall be vested on The Executive Committee of up to seven members including the elected officers of the Association headed by the President or the Vice President (in the absence of the President)

**B. Powers and Duties**

1. The Executive Committee will have the authority to conduct the business of the Association between annual meetings.

**BENGAL ENGINEERING COLLEGE ALUMNI ASSOCIATION**  
**(BECAA –East Coast, North America)**

**CONSTITUTION**

2. The Executive Committee may establish special committees as and when necessary and delegate to them such authority as required for the task at hand.
3. The Executive Committee shall prepare the agenda for the annual meeting and all matters pertaining thereto for presentation to the general membership.
4. The Executive Committee shall prepare the annual budget and allocate funds for various activities of the Association.

**C. Executive Committee Meetings**

1. The Executive Committee shall meet and/or hold conference calls as necessary, for conducting business of the Association. The President or the Vice President must be present at any meeting of the Executive Committee.
  
2. Any member of the Association will have the option to participate at the Executive Committee meetings as an observer, without voting power.

**D. Quorum**

A majority of the Executive Committee shall constitute the quorum.

**II. The Reunion Meeting**

1. The Reunion Meeting of the Association shall be held at least once a year preferably on the second week of September or on such other date as decided by the Executive Committee. The date and place of the meeting must be notified to the general membership preferably sixty days prior to the date of the meeting.
2. The agenda of the Reunion Meeting shall include:
  - a. Recommendations of the Executive Committee
  - b. Presentation of the Annual Reports (Secretary's Report, Treasurer's Report, Special Committee Reports, etc.)
  - c. Any other item deemed necessary by the Executive Committee

**III. Voting**

1. Each and every voting member of the association shall be entitled to one individual vote. Associate, Honorary or Guest Members shall have no right to vote.
2. A simple majority vote shall be required to carry out all motions and resolutions made and proposed at the annual reunion meeting of the Association and at the Executive Committee meetings.

**BENGAL ENGINEERING COLLEGE ALUMNI ASSOCIATION  
(BECAA –East Coast, North America)**

**CONSTITUTION**

**IV. Duties of Elected Officers**

**A. The President**

The President shall:

1. Preside at all business meetings of the Association or designate his Vice-President to do so in his stead. In the event of a tie vote on any issue, the President may cast the deciding vote.
2. Be a member ex-officio of all committees, and would at all times operate and act through these committees and not above them. Should a committee member is found negligent in his/her tasks, the President will have the power to replace the concerned member of the committee after a 30-day notification.
3. Appoint temporary replacements to the Executive Committee for the remainder of the term of the original officer, subject to the approval of the Executive Committee.
4. Initiate all programs and actions with the assent and full cognizance of the respective committee Chairperson, deferring to them further execution, but having the right to interfere and prod these chairpersons should action lags.

**B. Vice President**

Vice President shall perform or oversee and / or undertake all actions that the President deems necessary and shall replace President in his/her absence and assume all powers and responsibilities for the duration of the President's absence. The Vice President shall be consulted by the President and kept informed of all plans and policies.

**C. The General Secretary**

Duties of this position shall be as follows:

1. To attend to all correspondents, to issue all notices regarding regular and special meetings of the Executive Committee and keep the Executive Committee and the general membership informed as to the activities of the Association.
2. To keep accurate minutes of all official meetings of the Association and to prepare an annual report reviewing the activities of the Association during the past year.
3. To coordinate all activities of the Association and to serve as ex-officio member of all committees formed by the Executive Committee.
4. To perform such other duties as are delegated by the Executive Committee to the General Secretary from time to time.

**BENGAL ENGINEERING COLLEGE ALUMNI ASSOCIATION  
(BECAA –East Coast, North America)**

**CONSTITUTION**

**D. The Treasurer**

Duties of this position shall be as follows:

1. To receive, collect, record, hold and disburse all monies of the Association, under the direction of the Executive Committee.
2. To prepare an annual financial report on all income & expenditure, and assets & liabilities of the Association and get it audited, if necessary by an outside auditor.
3. To give a general financial report at each Executive Committee meeting when called upon by the President to do so.
4. To deposit all monies of the Association in a bank, in whatever place convenient to Treasurer with consultation with the Executive Committee of BECAA.
5. To perform such other duties as are delegated by the Executive Committee to the Treasurer from time to time.
6. To prepare and /or help prepare all accounting related works for tax filing purposes.

**E. Member at-large V**

Duties of this position shall be as needed by the executive committee.

**F. Member at-large VI**

Duties of this position shall be as needed by the executive committee.

**G. Member at-large VII**

Duties of this position shall be as needed by the executive committee.

**V. Audit**

Executive Committee will have the responsibility to get the association accounts audited annually.

**VI. Disbursement of Funds**

1. The President or the General Secretary, and the Treasurer shall have the power to withdraw funds from the Bank or sign checks on behalf of the Association. Funds already appropriated by the Executive Committee for a specific purpose may be expended as and when required.
2. No officer of the Executive Committee shall incur any expense in ~~its~~ his/her name unless authorized by the President, nor shall the Treasurer make any

**BENGAL ENGINEERING COLLEGE ALUMNI ASSOCIATION  
(BECAA –East Coast, North America)**

**CONSTITUTION**

payment except for expenditure so authorized and on vouchers approved by the Executive Committee

**VII. Amendments**

Any proposed amendment of the Constitution or By-Laws shall be first be submitted to the Executive Committee signed by at least one third voting members of the Association or by a majority of the Executive Committee. The proposal will then be circulated amongst the general membership. Agreement by a simple majority of the general membership will suffice to pass such amendments. The proposed amendment must be sent to the general membership at least four weeks before the date set for final action.

**VII Parliamentary Authority**

The latest edition of ROBERT'S RULES of ORDER shall be the parliamentary procedure of this Association in all matters not covered by the Constitution and By-Laws of the Association.

**VIII Affiliation with other Associations**

To pursue common objectives, the Association (BECAA - North America) shall establish liaison, exchange information and cooperate in every possible manner with other alumni associations of Bengal Engineering College in India and abroad.