

# PUBLIC WORKS DEPARTMENT- RETIRED ENGINEERS' WELFARE ASSOCIATION (PREWA)

## CONSTITUTION

### INTRODUCTION

A meeting of retired engineers of PWD was held on 19 April 2015 at Purta Bhaban. In the meeting 44 (forty four) member attended and expressed their satisfaction for initiating such meeting. It was decided in the meeting to form an association namely PUBLIC WORKS DEPARTMENT- RETIRED ENGINEERS' WELFARE ASSOCIATION (PREWA) . An ad hoc committee was formed as below:

#### Ad hoc Committee

Ahbab Hussain Chowdhury	Retd. C.E	Convenor
Muhammad Harunur Rashid	Retd. C.E	Member Secretary
Khondker Salahuddin	Retd. C.E	Treasurer
S.M.Mosaddequzzaman	Retd. Ad.C.E	Member
Md. Rezaul Karim	Retd. Ad.C.E	Member
Md Jasimuddin	Retd. S.E	Member
Mufakkharul Haider	Retd. Ad.C.E	Member

The committee was assigned the duty of framing a constitution and place in a general meeting for acceptance within 4 (four) months. According to the decision this constitution is framed.

### ARTICLE 1: NAME, DEFINATION AND ADDRESS

#### 1.1) ASSOCIATION

All graduate or equivalent level engineers of PUBLIC WORKS DEPARTMENT (PWD) who joined the department as Assistant Engineer and served in PWD until retirement or retired from Government service working in PWD for at least 10 years form this Association in the name and style of "Public Works Department Retired Engineers' Welfare Association, here after referred to this constitution as "Association"

#### 1.2) NAME

Name: Public Works Department Retired Engineers' Welfare Association.  
Short Name: PREWA

#### 1.3) MONOGRAM

The Association shall have a Monogram

#### 1.4) MEMBERSHIP

1.4.1) All graduate or equivalent level engineers of PUBLIC WORKS DEPARTMENT (PWD) who joined the department as Assistant Engineer and served in PWD until retirement or retired from Government service working in PWD for at least 10 years shall be eligible to become member of the Association. An eligible person, on filling up the requisite form and payment of membership fee, as will be specified in the Rules and Bye-laws, will be entitled to be a member.

1.4.2) Executive Committee can postpone or cancel the membership of any member if he is involved in activities contradicting the objectives of the Association or involved in gross immoral activities. This should be placed in next AGM as information for general members.

#### 1.5) HEAD OFFICE

The official address shall be as under:  
PWD-Retired Engineers' Welfare Association.  
Room No :128, Purta Bhaban  
Segunbagicha , Dhaka 1000, Bangladesh.

### ARTICLE 2: OBJECTIVE AND SCOPE OF ACTIVITIES

2.1) The Association shall be non political and shall neither take part in any political activities and will not issue any comment or views on any political issue on behalf of the Association.

2.2) The Association shall limit its activities within the following framework:

- Foster friendship and fellowship among the members and the families by arranging get-together, reunions and annual picnic
- Render help and assistance to the members and their families at the time of need.
- Accord recognition to the professional achievement of its members.
- Foster the acquisition of knowledge in the field of engineering and technology.
- Open Google/ Face book group to facilitate sharing of information.
- Initiate social welfare activities for humanitarian purposes.

### ARTICLE 3: FINANCE

Finance for the routine affairs of the Associations as well as for taking up special projects shall be arranged from:

a) Registration, Annual or Life membership fee as detailed below:

Registration fee	Tk. 200/=
Annual fee	Tk. 1000/=
Life membership fee	Tk.5000/=

b) Donations and grants

c) Advertisements and sponsorships

### ARTICLE 4: EXECUTIVE COMMITTEE

#### 4.1 COMPOSITION

Executive Committee shall be constituted with 11 (eleven) members from amongst the General Members for carrying out the affairs of the Association activities. The Executive Committee shall comprise of the following:

President	1
Vice President	2
General Secretary	1
Join Secretary	2
Treasurer	1
Member	8

Total= 15 (Fifteen)

#### 4.2) ELECTION / SELECTION

a) All posts shall be filled up through election/ selection in Annual General Meeting according to the rules and bye laws to be formulated.

#### 4.3) TENURE

Term of office of the Executive Committee shall be for 2(two) years, each year commencing from 1 January to 31 December. The outgoing committee shall hand over charge to new committee within 7(seven) days from the date of election.

#### 4.4) VACANCY

a) If the post of President falls vacant, senior vice President will act as President for the remaining term.

b) If any other post falls vacant, the Executive Committee shall either select from the Committee or co-opt from general members for the post for the remaining term.

#### 4.5) SUB-COMMITTEE

The Executive Committee may form subcommittee (s) for any purpose as deemed fit at any time of the year with specific terms of reference. The Executive Committee can also co-opt any member for any specific task.

### ARTICLE 5: BANK ACCOUNTS

The Association shall maintain an account in any schedule bank. The bank account shall be opened in the name of Association. The bank account shall be operated under the joint signature of any two persons from amongst the three signatories, namely President, General Secretary and Treasurer. The cheque book, cash book, vouchers and all other accounts related documents shall be in the custody of Treasurer.

### ARTICLE 6: MEETINGS

#### 6.1 ANNUAL GENERAL MEETING (AGM)

Annual General Meeting (AGM) shall be held preferable in December every year. At least two weeks' notice shall be given for holding Annual General Meeting. One fourth of the total general members who have cleared annual fee at least up to the previous year shall form the quorum of Annual General Meeting. Constitution can be amended in AGM if required .

Agenda for meeting shall generally be as follows:

- Confirmation of minutes of earlier meeting.
- Report of General Secretary on activities of the Association during the year, as approved by the Executive Committee.
- Report of Treasurer on financial status, as approved by the Executive Committee.
- Auditor's report.
- Miscellaneous.
- Election (once in every two year)

#### 6.2) EXTRA ORDINARY GENERAL MEETING (EGM)

Extra Ordinary General Meeting shall be convened by the President /Secretary General on request from Executive Committee or on a written request by at least 30 members on any issue of emergency nature.

One fourth of the total general members who have cleared annual fee at least up to the previous year shall form the quorum of Extra Ordinary General Meeting.

### 6.3) MEETING OF EXECUTIVE COMMITTEE (EC)

The Executive Committee shall meet at least once in every two months to take action for implementation of the objective of the Association and review the ongoing activities. At least 6 (six) members including any one of President or General Secretary of the Executive Committee shall form the quorum of meeting. Resolution of the Executive Committee meeting shall be adopted on the basis of simple majority votes of the members present in the meeting provided quorum is maintained at the time of taking resolution. In case of tie President will give decision. Secretary General shall send SMS to the EC Members at least 3 days before the meeting.

### ARTICLE 7: CHARTERS OF DUTIES OF EXECUTIVE COMMITTEE MEMBERS

#### a) President:

The President shall be constitutional Head of the Association. He will preside over the meeting of Executive Committee, AGM and EGM. In case of tie on any issue he will break the tie and give decision.

#### b) Vice President:

He will participate in the Executive committee meetings. In temporary absence of President Senior Vice president will chair the meetings. He will perform the task, if assigned in EC meeting

#### c) General Secretary :

He will act as Chief Executive Officer of the Association. With the consent of President he will invite meeting of EC, AGM or EGM if required. He will carry out the routine affairs of the Association according to the decision taken in EC meetings. He will prepare and maintain the minutes of EC, AGM and EGM meeting. After discussing President he can assign task to the members of EC and get approval in the next EC meeting. He will present in AGM report on activities of the Association during the year, as approved by the Executive Committee.

#### d) Joint Secretary:

He will assist the Secretary General in All matters. He will perform the task, if assigned in EC meeting or Secretary General.

#### e) Treasurer:

He will be in charge of all financial activities and account keeping. He will monitor and prepare monthly and annual financial statement. He will take necessary step for Annual Audit. He will present the Annual Financial statement in AGM as approved by EC.

#### f) Member of EC

He will participate in EC meeting. He will perform the duties assigned in EC meeting or by Secretary General.

### ARTICLE 8: RULES AND BYE-LAWS

The Executive Committee shall be empowered to frame rules and bye-laws for running the Association in conformity with the constitution. These rules and bye-laws would have to be formally ratified in the subsequent AGM. In the event of non ratification of any rules or bye-laws by the AGM, these will be discontinued forthwith, but any actions before such rejection shall be considered as valid.

Note:- Life membership fee has been enhanced from tk. 5000/- to tk. 7000/- with effect from 1st july 2018 as an amendment of Article 3 of constitution decided at Annual General Meeting held on 23.02.2018.