



**CONSTITUTION**  
**Of The IEOM Society of Bangladesh**

**CLAUSE 1 NAME**

1. The Society shall be known as

Industrial Engineering and Operations Management(IEOM) Society of Bangladesh and in the abbreviated form as '**IEOM Society of Bangladesh**', Hereinafter referred to as "the Society".

2. Meaning of name : It is the Bangladesh country chapter, also known as professional section, of Industrial Engineering and Operations Management(IEOM) Society.

**CLAUSE 2 ADDRESS**

1. The address is

Board Bazar, Gazipur 1704, Bangladesh

or at such other place as may from time to time be decided by the Executive Committee.

**CLAUSE 3 OBJECTIVE**

1. IEOM Society of Bangladesh aims to promote, foster and develop the knowledge of Industrial Engineering and Operations Management professionals in Bangladesh, to facilitate the advancement of the sector .
2. To provide a means by which the views, contributions and professional knowledge of its members can be communicated to different bodies.
3. To provide the means for the interchange of information
4. Through the above activities to provide an avenue through which continuous learning could be provided.
5. To network
6. To support objectives of IEOM society in general.

**CLAUSE 4 MEMBERSHIP**

1. Membership: The Society shall consist of Fellows, Life Members, Members and Student Members.
2. Membership of the Society shall be open to anyone who has BSc Engineering Degree in any branch of Engineering or equivalent dealing with or interested in Industrial Engineering and Operations Management.

3. The member should either born in Bangladesh or passed from a university or educational institution located in Bangladesh.
4. Applications of the new members will be reviewed by the Executive Committee. If approved by the Executive Committee on its meeting, a person may become the member of the society upon payment of the required fee and submission of required documents.
5. Student members have limited rights and they will not have voting rights. The student members of any student chapter of IEOM Society in Bangladesh will be automatically become student members of IEOM Society of Bangladesh.
6. Procedure and requirement for Fellows will be formulated by the General Meeting.
7. Equivalency for the degrees other than any branch of BSc Engineering will be formulated by the General Meeting.

#### CLAUSE 5 RESIGNATION AND TERMINATION OF MEMBERSHIP

1. Resignation: Any member who wishes to resign from the Society shall give two weeks notice in writing to the Honorary General Secretary and shall pay up all dues. E-mail from the registered email address is acceptable too with verification.
2. Termination: Failure to pay annual fee for more than five years or any other duration determined by the general meeting may result in automatic termination of membership.

#### CLAUSE 6 SOURCE OF INCOME

1. The membership fee and other subscription payable will be decided by the Executive Committee.
2. Special subscriptions or levies for particular purposes may be raised from members by resolution of the Executive Committee of the Society.

#### CLAUSE 7 EXECUTIVE COMMITTEE

1. The Executive Committee will consist of the Chairperson, Co-Chairperson, Honorary General Secretary, Honorary Treasurer and executive committee(EC) members.
2. The office bearers of the Society shall be Chairperson, Co-Chairperson, Honorary General Secretary, and Honorary Treasurer.
3. Executive committee would do the day by day functions.
4. Executive committee shall be formed by the Chairperson.
5. Executive committee should have 20 percent or atleast 3 person's quorum whichever is lower.
6. Chairperson: The Chairperson, and in his absence the Co-Chairperson, shall conduct the meetings of the Executive Committee and general meetings and is responsible for shall be responsible for the proper conduct of all such meetings guiding the Society in achieving its objectives. He shall have the casting vote and shall sign the minutes of each meeting at the time they are approved. He shall, in conjunction with Hon Treasurer, sign all cheques on behalf of Society. Chairperson may be mentioned as 'Chair'
7. Co-Chairperson: The Co-Chairperson shall conduct the meetings of the Executive Committee and general meetings in the absence of chairperson and become acting or in charge Chairperson in the absence of the chairperson . Co-Chairperson may be mentioned as 'Co-Chair'

8. Honorary General Secretary: The Honorary General Secretary shall carry out all secretarial duties of the Executive Committee and ensure the efficient running of the Society's administration. He will call the Executive Committee meeting upon the advice of the chair. In case he fails to call the meeting, the chair could directly call the meeting. He shall be responsible for conducting all correspondences and keeping all books, documents and paper except the accounts and financial records. He shall attend all meetings, and record all proceedings. He shall maintain a proper membership register of the members consisting of relevant details such as names, address, email, mobile no etc. He may be one of the signatories to sign cheques on behalf of the Society.
9. Honorary Treasurer: The Honorary Treasurer shall manage the accounts of the Society and shall be responsible for the finances of the Society .With the approval of the Executive Committee, may appoint an external accountant to keep the accounts on behalf of the Society. The Hon Treasurer or The approved external accountants shall prepare a balance sheet at the end of each financial year for presentation at the Annual General Meeting. The Honorary Treasurer shall be responsible for reporting accounting records of all financial transactions to the Executive Committee at each meeting and such other times as may be appropriate. The Honorary Treasurer shall ensure that all subscriptions and membership fees are collected promptly from the members..He shall keep accounts of all its financial transactions and shall be responsible for their correctness. He shall be one of the two signatories in conjunction with the Chair to sign cheques on behalf of the Society.
10. Executive Committee Members: The Executive Committee members shall carry out such duty as directed by the Chairperson or the Committee.
11. The total no of members in the Executive Committee shall not exceed Seven(7) inclusive of Chairperson, Co-Chairperson, Honorary General Secretary, and Honorary Treasurer.

#### CLAUSE 8 ELECTION OF EXECUTIVE COMMITTEE MEMBERS

1. Only chairperson would be elected by secret ballots of all members of IEOM Society of Bangladesh
2. Other members of the executive committee would be selected by the chairperson. It implies that the Chairperson may remove any executive committee members at any time and appoint new ones without showing any reasons.
3. There is no bar on reelection or reselection of the previous position holders.

#### CLAUSE 9 OTHER COMMITTEES

1. Chairperson may form different committees like standing committees, subject committees etc in consultation with the Executive Committee.

## CLAUSE 10 EXECUTIVE COMMITTEE MEETINGS

1. The Executive Committee shall meet at least once every Four(4) months, thus making Three(3) times a year. Minutes shall be circulated to all Executive Committee Members, approved at the next meeting and posted within the Members' area of the website or other communication medium like email, facebook etc.
2. Honorary General Secretary shall call the Executive Committee meeting upon the advice of the chairperson. In case he fails to call the meeting, the chair could directly call the meeting.
3. 20% of the members or three Members, whichever is lower, including at least one incumbent Officer, shall form a quorum.
4. Executive meeting may be assumed to be held with other than usual in person meeting. It includes online video conference, online audio conference, online group chat, emails among members etc.

## CLAUSE 11 FUNCTIONS AND LIMITS OF EXECUTIVE COMMITTEE

1. The function of the Executive Committee is to organize and supervise the day-to-day activities of the Society and to make decision on matters affecting its running within the general policy laid down by the General Meeting. The Committee may not act contrary to the express wishes of the General Meeting without the prior reference to it and shall always remain subordinate to the General Meeting on its activities during the previous year.
2. The Executive Committee shall meet at least once every Four(4) months and two(2) days' notice of each meeting shall be given to the members. Honorary General Secretary call the Executive Committee meeting upon the advice of the chairperson. In case he fails to call the meeting, the chair could directly call the meeting. 20% of the members or three Members, whichever is lower, including at least one incumbent Officer, shall form a quorum
3. Where any urgent matter requiring the approval of the Committee arises and it is not possible to convene a meeting, the Honorary General Secretary may obtain such approval by means of a circular resolution (i.e. email, video conference etc).
4. Any member of the Executive Committee who fails to attend three(3) consecutive meeting of the Committee without satisfactory explanation shall be deemed to have resigned from the Committee.
5. In the event of the death or resignation of a member of the Committee, the Chairperson will take up the new committee members. However, in case of death or resignation of the Chairperson, incumbent Co-Chairperson will become the Chairperson but election should be called within six months or by 30 December whichever is earlier.
6. The Executive Committee shall give instruction to the Honorary General Secretary and other officers for the conduct of the affairs of the Society. It may appoint such staff as it deems necessary. It may suspend or dismiss any member of the staff for neglect of duty, dishonesty, incompetence, refusal to carry the decision of the Committee, or for any reason which it deems good and sufficient in the interest of the Society.
7. Between Annual General Meetings, the Executive Committee shall interpret the Constitution of the Society and, when necessary, determine any point on which the Constitution is silent.
8. Except where they are contrary to or inconsistent with the policy previously laid down by the General Meeting, the decisions of the Executive Committee shall be binding on all members of the Society unless and until countermanded by a resolution of a General Meeting.

## CLAUSE 12 ANNUAL GENERAL MEETING

1. An Annual General Meeting (AGM) of all Members shall be held every year. Minutes of the previous AGM shall be circulated to all members attending the AGM. The Agenda for the AGM will be circulated to the membership electronically prior to the meeting for consideration.
2. 20% of the members or Eleven Members, whichever is lower, including at least two incumbent Officers, shall form a quorum for its proceedings to be valid.
3. If half an hour after the time appointed for the meeting a quorum is not present, the members present shall be a quorum and may proceed to the transaction and disposal of business. However, such justified quorum shall not have power to amend the Constitution of the Society or make decisions about termination of membership.
4. The members present at the AGM can also vote to adjourn the meeting to the same day in the next week at the same time and place if a quorum is not present.
5. All Members of the Society are eligible to vote except student members.
6. Election date of the Chair for the next year should be preferably presented in the Annual General Meeting of the current year.
7. Where it is felt appropriate by the Executive Committee, on line voting via the web site provision, will be utilised where full member approval is required on key strategic decisions and also to conduct member surveys to inform the future direction of the Society.
8. An Annual General Meeting of the Society shall be held at the end of the year on a date not later than 30th of December and at a time and place to be decided by the Executive Committee. The business of the annual general meeting shall be:-
  - i. To receive the Honorary General Secretary's report on the working of the Society during the previous year;
  - ii. To receive the Honorary Treasurer's report and the audited accounts of the Society for the previous year;
  - iii. To deal with such other matters as may be put before it.
9. The Honorary General Secretary shall send by electronic or any other suitable mediums to all members at least fourteen (14) days before the meeting with an agenda. Copies of minutes and reports, together with the audited accounts of the Society for the previous year should be made available to the member's through member's section of the website or email or any other suitable mode. Copies of these documents will also be made available at the place of business of the Society for the perusal of members.

## CLAUSE 13 EXTRAORDINARY GENERAL MEETING

1. An Extraordinary General Meeting of the Society shall be convened:-  
Whenever the Executive Committee deems it desirable; or at the joint request in writing of not less than ten (10) voting members or 2% of the members whichever is lower, stating the objects and reasons for such meeting.

2. An Extraordinary General Meeting requisitioned by members shall be convened for a date within thirty days (30) of the receipt of such requisition.
3. Notice and agenda for an Extraordinary General Meeting shall be forwarded by the Honorary General Secretary to all members at least Ten (10) days before the date fixed for the meeting.
4. Clauses of this Constitution regarding the adjournment of an Annual General Meeting shall apply also to an Extraordinary General Meeting but with the proviso that if no quorum is present after half an hour from the time appointed for a Extraordinary General Meeting requisitioned by members, the meeting shall be dissolved, and no Extraordinary General Meeting shall be requisitioned for the same purpose until after the lapse of at least six (6) months from the date thereof.
5. The Honorary General Secretary shall prepare the draft minutes of each Annual and Extraordinary General Meeting as soon as possible after its conclusion and shall be made available for inspection upon request by members.

#### CLAUSE 14 DECISION MAKING PROCEDURE

1. In the Executive Committee, the Chairperson takes the decision in consultation with other members. Here the decision taken by the Chairperson is final and it is not bound to any condition like consensus or simple majority or else.
2. In the General Meetings like Annual General Meeting and Extra ordinary general meeting, decisions will be taken with simple majority through viva voce or raising of hands. In case of tie, the Chairperson would have the casting vote. If asked by 2% or more voting members present in the meeting, secret ballots may be used.

#### CLAUSE 15 ELECTION PROCEDURE IN GENERAL

1. Chairperson should be elected by secret ballots. Election may be held electronically, online voting, printed ballots or a combination of these.
2. In the first round, if a candidate gets 80 percent or more and voting rate is 50 per cent or more, he will be deemed elected. If no one gets 80 percent or more and/or voting rate is less than 50 percent, second round election will be held between top two vote earners. In this second round, simple majority vote will decide the winner. In chairperson election, every member of the society except students members is eligible to vote.
3. **Single candidate:** If there is just one candidate for the chairperson position, yes no vote will be held. If there is 80% or more vote in favour of yes and 50 percent or more members have voted, then he would be deemed elected. However if he does not get 80 or more yes vote or percentage of members voted is less than 50 percent, second round would be held. In the second round, if yes gets simple majority, he will be announced elected. In case the single person could not win in the second round, reelection would be held.
4. **Tie:** In case of tie, the vote received in the first round may be considered if the current one is the second round. If still it could not be resolved, next date of birth would be considered and senior most one would be deemed elected. Still if it could not be resolved then lottery would be held.
5. After the chairperson is elected, he would fill up other positions of the executive committees on his/her own decision. Besides, he may form other committees on his/her own. Here the Chairperson has the sole discretion on forming Executive Committee and other committees.

6. Election of the Chairperson for the current year should be held on or before 31 January of the current year. The result of the election of the chairperson for the current year preferably published on or before 7 Feb of the current year. However, the election result must be published within 1 week of the election date. If further election round is required, it must be completed within stipulated time as mentioned in the election byelaws. However, the first round of the election of the Chairperson for the current year must be held on or before 31 January of the current year. The elected Chairperson of the current year shall take up his/her office within 1 week of the final result being published.
7. Nomination: Any member could file nomination for himself/herself for the chairperson position. For self-nomination, the applicant should pay the nomination fee. Beside self-nomination, the Executive Committee may form a search committee that would suggest not more than three candidates for the Chairperson position. Candidates nominated by the Search Committee do not have to pay the nomination fee.
8. Candidates nominated by the search committee will be notified but his consent is not required. However if he/she does not want to contest, it should be informed to the election body by his email registered with IEOM or in a written signed letter.
9. Campaign: Candidates may go for campaign as per regulations.
10. Procedures and regulations relevant to election other than those mentioned here will be formulated by the General Meeting.

#### CLAUSE 16 FINANCIAL PROVISIONS

1. Subject to the following provisions in this Constitution, the funds of the Society may be expended for any purpose necessary for the carrying out of its objectives, including the expenses of its administration, the payment of salaries, allowance and expenses of its office-bearers and paid staff, and the audit of its accounts, but they shall on no account be used to pay the fine of any member who may be convicted in a court of law.
2. The Honorary Treasurer may hold a petty cash advance not exceeding a certain amount s mentioned in the Financial Byelaws at any one time. All money in excess of this sum shall within seven(7) days of receipt be deposited in a bank account approved by the Executive Committee. The bank account shall be in the name of the Society. Until the bank account is opened, the money may be kept in other modes as advised by the Executive Committee and such transactions must be endorsed with the joint signature of the Chair and the Honorary Treasurer. During the time of writing this constitution, the petty cash amount is set as BDT 15000/= only
3. All cheques or withdrawal notices on the Society's account shall be jointly signed by the Chairperson and the Honorary Treasurer. No expenditure exceeding a certain amount s mentioned in the Financial Byelaws at any one time shall be incurred without the prior sanction of the Executive Committee, and no expenditure exceeding a certain amount s mentioned in the Financial Byelaws in any one month shall be incurred without the prior sanction of a General Meeting like extra ordinary general meeting or annual general meeting. Expenditure less than a certain amount s mentioned in the Financial Byelaws may be incurred by the joint approval by the Chairperson and the Honorary Treasurer. During the time of writing this constitution, the specified amount threshold is BDT 50,000/= only
4. Before the Annual General Meeting, a statement of receipts and payments and a balance sheet for the year shall be prepared by the Honorary Treasurer. All of these together with relevant receipts and approval documents shall be submitted for the approval of the coming Annual General Meeting and copies shall be made available for the perusal of members.

## CLAUSE 17 AUDIT

Every year an internal auditor who is a member of the society will audit the accounts of the society and his report will be provided to the Annual General Meeting through the Honorary Treasurer. The internal auditor will be appointed by the executive committee.

## CLAUSE 18 INTERPRETATION

NIL

## CLAUSE 19 PROHIBITION

NIL

## CLAUSE 20 AMENDMENT OF CONSTITUTION

1. The clauses and sections under the Constitution shall not be altered or amended except by resolution accepted through a referendum with 80 percent or more votes in favor of amendment among the casted secret ballots and 50 percent or more voters casted their ballots. Here both conditions should be fulfilled for the resolution of amendment to constitution to be accepted. If any of the condition is not fulfilled, the amendment proposal is considered to be rejected.
2. Proposals for amendments to the constitution may originate in the Executive Committee or by a petition signed by 10 or more voting members or 2% of the membership, whichever is fewer. Then an Extra ordinary general meeting will be convened and the amendment proposal will be discussed. If the majority of the voting members present in the meeting are in favour of the petition, then it will be put up for referendum.
3. The referendum on the amendment proposal may be held electronically, online voting, printed ballot or a combination of these.
4. The referendum should be held within one(1) month after it has been passed in the extra ordinary general meeting.

## CLAUSE 21 DISSOLUTION

1. The Society may be voluntarily dissolved by a resolution of not less than three- fifths of the total Membership.
2. In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall be disposed of in such manner as may be decided upon by a General Meeting.
3. Notice of dissolution shall be forwarded to the relevant bodies within 14 days of its dissolution.

## CLAUSE 22 PERCENTAGES AND DECIMAL CLARIFICATION

Whenever percentage comes up with decimal, it should be taken as without decimal. For example, 79.3% members are present should be interpreted as 79% members are present.

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