

The Constitution of  
**BANGLADESH STUDENT ASSOCIATION**  
**INDIANA UNIVERSITY BLOOMINGTON**

**ARTICLE I: NAME**

The name of this Organization shall be "BANGLADESH STUDENT ASSOCIATION" at the Indiana University Bloomington. The organization shall bear the nick name 'BDSA'.

**ARTICLE II: PURPOSE**

The main objectives of this organization shall be:

1. To promote better understanding and cultural exchange between Bangladesh United States and other nations.
2. To take part in the community service activities and extend a helping hand in case of a social/cultural need on or off IU campus.
3. To interact with other cultural, social and educational institutions on/off IU campus to promote cultural awareness.
4. To assist the (OIS) Office of International Students in their efforts to bring about cultural integration on the IU campus.
5. To encourage and offer guidance for the formation of similar Bangladesh Student Associations at the other University campuses in the State of Indiana and contribute to the better understanding and cultural exchange among one and all.

**ARTICLE III: MEMBERSHIP AND PATRONAGE**

The membership to the Bangladesh Student Association is open to all students who unconditionally respect the sovereignty and integrity of the Republic of Bangladesh and are interested in working towards the set purpose and goals of the organization outlined in Article II. In addition, individuals who are not students, but wish to be associated with Bangladesh Student Association and its objectives will be accorded the status of "PATRONS" of Bangladesh Student Association. However, participation in Bangladesh Students Association must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. [Section I.D.3(c).] All the student members are required to comply with the IU code of students' rights, responsibilities, and conduct as described in <http://www.iu.edu/~code/bloomington/complaints/>.

## **FULL VOTING MEMBERS**

Full voting members shall be any member of Bangladesh Student Association, who pays the applicable membership dues and declares his /her intention to be a full-voting member. Members, not paying the membership fee will be regarded as FULL NON-VOTING MEMBERS.

## **FULL NON-VOTING MEMBERS**

Full NON-VOTING members shall be any member of Bangladesh Student Association who pays the applicable dues and declares his /her intentions to be a full NON-VOTING member. Full non-voting member will not possess any voting power.

## **PATRONS**

The Bangladesh Student Association committee will accord the patron status to individuals in the IU/Bloomington community who have indicated their support for Bangladesh Student Association and its objectives through personal involvement, monetary contribution or other form of support.

## **MEMBERSHIP DUES & MEMBERSHIP PRIVILEGES**

Membership fees shall be collected in full at the beginning of the fall semester or in part at the beginning of the spring semester. The membership fees will be fixed by executive committee in consultation with the members. All registered members (voting and non-voting) who have paid their membership dues are entitled to use equipment belonging to the organization in accordance with the rules and regulations established by the executive committee.

## **ARTICLE IV: UNIVERSITY COMPLIANCE**

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

## **ARTICLE V: EXECUTIVE OFFICERS**

The executive officers of this organization shall be constituted by the PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER, COMMUNICATION OFFICER, and ADVISOR(s) assisted by various sub-committees. An officer from the previous executive committee may be included as an ex-officio member to help coordinate the activities with his/her experience in an efficient manner.

General requirements for all officers

All officers MUST be students who meet the minimum requirements that the University sets for the students to assume principal elected and appointed positions in extracurricular activities. These include:

1. Enrollment and continuance in a minimum of SIX credit hours on-campus course work.
2. A cumulative GPA of 2.25 and a previous semester GPA of 2.00
3. Absence of disciplinary probation

Requirements for the Faculty Advisor

The faculty advisor must be:

1. Full-time faculty/staff member
2. Part-time faculty/staff members who are not enrolled in any degree program
3. Actively participate in the organization and regularly attend meetings of the organization.

#### **ARTICLE VI: ELECTIONS**

1. The officers shall be elected by the FULL VOTING members at the end of spring semester, EVERY year. Each year one of the advisors will take over the role of lead advisor. Position of lead advisor will be rotated among the advisors yearly. The elections shall be conducted as follows:
2. The executive committee shall call for the nominations to the post of new officers after the committee successfully conclude spring semester's main event (International Mother Language Day Celebration) every year.
3. Nominations can be made by any voting member of the organization.
4. Any officer of the past executive committee, except the President, can re-apply for new position in the upcoming committee. President can re-apply in any position after a gap of one year.
5. President of the outgoing committee and advisor(s) will be responsible to arrange the voting procedure and welcome the upcoming committee by spring semester of the academic year. Lead advisor will be responsible for coordinating with other advisors regarding the arrangements of the election.
6. If under any circumstances, any member of the executive committee become unavailable or unable to continue his/her position, other members from the executive committee in hierarchical order will take over and the executive committee and the advisors will fill the vacant position by a selection(not election) process. For example, if President has to leave, Vice President will take over as President, in the same way if Vice President or General Secretary or Treasurer has to leave, then General Secretary or Communication Officer will take over.

7. Students who are not enrolled in current semester will be recognized as non voting member and hence will not have any voting power. Only, IU enrolled student will be able to vote in the election.

## **ARTICLE VII: DUTIES OF THE OFFICERS**

### **PRESIDENT**

1. To work towards the accomplishment of set purpose and goals of the organization as outlined in Article II.
2. To arrange and preside over the meetings
3. To promote TEAM SPIRIT among the members through excellent communication and leadership skills.
4. Suggest and take suggestions from the members to orient the organization towards the established goals.
5. Assist and advise other office bearers in discharging their responsibilities.
6. Direct the Community Service Activities, and the activities of Food and Decoration Committee.
7. Will be responsible to apply for funding with prior discussion with other executive committee members and maintain direct communication with the Treasurer about current funding status.
8. Help the Vice-president with the activities of the Advertisement, and Exhibition committees and make the necessary purchases for the potluck, banquets, etc., with the help of the vice-president and treasurer.
9. Present the proposal for 'B' funds prepared by the treasurer before the ASG Budget and Finance committee.
10. Maintain university mandated beInvolved page.

### **VICE-PRESIDENT**

1. To work towards the accomplishment of set purpose and goals of the organization as outlined in Article II.
2. Preside over the meetings in the absence of the President.
3. Work in close co-ordination with the other office bearers.
4. Direct the activities of the Advertisement, Brochure and Exhibition committees and make the necessary purchases for the potluck, banquets, etc., with the help of the president and treasurer.

5. Will be the primary contact and main coordinator of all the events arranged by the association.
6. Cooperate with the ISS for organizing the seminars/talks for the upper bound and high school students.
7. Secure the sponsorships in close co-ordination with the president.

### **SECRETARY**

1. To work towards the accomplishment of set purpose and goals of the organization as outlined in Article II.
2. Work in close coordination with the other office bearers
3. Direct the activities of the New Student's Reception Committee.
4. To keep the minutes of the executive committee and the general body meetings and prepare the agenda for the meeting in consultation with the president and disperse the minutes after the general meetings.
5. Will be responsible communicating with other organizations on campus and advertising BDSA's events and promos.

### **COMMUNICATION OFFICER**

1. To work towards the accomplishment of set purpose and goals of the organization as outlined in Article II.
2. Work in close coordination with the other office bearers
3. Will be responsible to maintain BDSA website and Facebook page and disperse messages.

### **TREASURER**

1. To work towards the accomplishment of set purpose and goals of the organization as outlined in Article II.
2. Maintain the financial records of the organization and give a correct picture of the financial status of the organization at all the executive committee and general meetings.
3. Deposit the income with the Treasurer's Office within one month of the receipt issue proper receipts to financial transactions and maintain a duplicate copy of the receipt for the records.

4. To prepare the annual budget for the academic year in consultation with the members of the executive committee, chairperson of the relevant subcommittees. The ex-officio member may be consulted in this regard.
5. Request the various sub-committees chairperson to submit the details of the expenses for the academic year for preparing the annual budget and apprise the Executive committee about the financial status of the organization before and after the annual banquet.
6. Shall not authorize the payment to any one (including the office bearers) without an invoice or a valid receipt.
7. Will be responsible to collect membership money for every fascial year.
8. Will be responsible to update the funding status after every event.

### **Member**

1. To propose activities aimed at the diversifying the role of Bangladesh Student Association in the university and the community environment.
2. To finalize the list of events along with the required accessories to be performed on a particular occasion.
3. To make preparations to participate in the Student Involvement Fair held in each year.

### **ARTICLE VIII: SUB-COMMITTEES**

The executive committee shall encourage the formation of sub-committees to ensure active participation of the members in various activities of the organization. The following sub-committee shall be formed (but not limited to) to ensure collective participation of all members:

General Sub-committees:

1. New student reception
2. Stage Decoration
3. Community Service
4. Event management

## **ARTICLE IX: QUORUM**

At all meetings of the Bangladesh Student Association, the presence of one fourth of full-voting members shall be necessary to constitute a quorum. No action may be taken which is binding upon this organization unless a quorum is present.

## **ARTICLE X: MEETING**

The annual meeting of the Bangladesh Student Association shall be held within three weeks after the beginning of the classes for the fall semester of each year. The executive committee members shall make necessary arrangements through flyers, e-mail networks etc, to inform the members about the meeting date, time and location well on time. The committee will arrange at least one general meeting each semester. The executive committee and other sub-committee members shall meet as and when necessary to take stock of the activities of the organization.

## **ARTICLE XI: NON-HAZING**

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

## **ARTICLE XII: PERSONAL GAIN CLAUSE**

Personal Gain Clause: This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

## **ARTICLE XIII: AMENDMENTS TO THE CONSTITUTION**

The constitution of the Bangladesh Student Association may be amended by a two-thirds vote of the voting members attending the meeting called by the executive committee.

## **ARTICLE XIV: NON-DISCRIMINATION POLICY**

The office bearers shall:

Bear the responsibility for planning and carrying out their activities and conducting the affairs in accordance with the University regulations, local, state and federal laws.

Comply with the University's affirmation Action Policy for Student Organizations:

1. To provide equal opportunity to all students

2. To prohibit discrimination against any member or prospective member because of race, sex, color religion, national origin, disability or veteran status.

#### **ARTICLE-XV: CODE OF CONDUCT FOR THE MEMBERS & OFFICERS**

All office bearers or members representing the Bangladesh Student Association in any public meeting/ seminars/ talks/ television/ press interviews shall unconditionally uphold the Constitution of the Republic of Bangladesh and as office bearers/spokesperson shall not express views on issues that could hurt the religious or social or linguistic feelings of their fellow members of the organization.

Should such a situation arise, the President, in consultation with the executive committee shall immediately issue a clarification to this regard.

The President/primary contact will disperse all the messages to executive committee members. Every executive member will participate at least one university organized event.