BSA Constitution

ARTICLE I: Name, Objectives and Non-discrimination Policy

Section 1: Name

The name of the association will be Bangladeshi Students’ Association at the University of Saskatchewan (BSAUS).

Section 2: Purposes/objectives of the association:

1. To provide a common platform for all Bangladeshi students at the University of Saskatchewan.
2. To represent Bangladesh, Bangladeshi culture and heritage at the U of S and Saskatchewan.
3. To assist Bangladeshi students to achieve financial aid, and other services offered by the U of S.
4. To facilitate the new students with necessary help upon their arrival at the University and assist them to settle in the new place.
5. To organize different social events throughout the year for improving the bonding among the Bangladeshi students and community.

Section 3: Non-Discrimination Policy:

This association and its members shall not promote any discrimination between individuals and groups based on race, colour, creed, religion, sexual orientation, sex, age or handicap status.

ARTICLE II: Membership Policy

Section 1: General Membership

1. All Bangladeshi, Graduate and Undergraduate students of the U of S will be eligible to become the general member of the association.
2. At all times, BSAUS will have at least 75% (seventy five percent) graduate student members (including full-time and part-time).
3. Please see the first amendment section.

Privileges:

1. The general members will have the right to elect and be elected as the members of the executive committee.
2. Any member of the Executive Committee may be terminated if there exists a valid reason in favor of the termination.
3. If a general member complains against an Executive Committee Member with the signatures of 25% of the members of the Association, the complaint will be forwarded to the Advisory Committee for its assessment.

4. If the majority of the Executive Committee Members complaint against one of the Executive Committee members, the complaint will be forwarded to the Advisory Committee for its assessment.

The Advisory Committee will place the issue along with its assessment in a General Meeting. The termination will be effective if it is approved by at least 2/3 (two third) of the general members in the General Meeting. At least 60% of the general members should be present in that particular General Meeting.

1. Any general member can propose changes in the Constitution with the signatures of 25% of the members. The Executive Committee with the support of the majority of its members may also propose changes in the Constitution. Such proposals will be placed in a special/annual General Meeting. To approve any changes in the constitution it requires the support of at least 2/3 (two-third) of the general members present in the General Meeting.

2. Please see the first amendment section.

**Section 2: Associate Membership:**

1. All Bangladeshi faculties, staffs, research associates of the U of S will be eligible to become the associate members of the association.

**Privileges:**

1. An associate member will have the privilege to be selected as a member of the Advisory Committee and Election Committee.

**Section 3: Membership Requirements:**

1. All members must abide by the constitution of the association.

2. A membership fee of $10 (Ten dollars) will be charged to all the members (General and associate) per functional year (August to July). The association will also accept donations from all members and any person or groups in favor of the association’s objectives.

3. Please see the first amendment section.

**Section 4: Validity of the membership:**

The validity of the membership will be acknowledged for one functional year (August to July). For the next functional year each member will have to renew his or her membership upon paying the
membership fee. This renewal of the membership can be done any time during the functional year for the remaining time period of the functional year.

Section 5: Lifetime Membership:

1. An associate member will be eligible to become a lifetime member of the BSAUS.

Requirements:

1. A membership fee of $100 (One Hundred dollars) will be charged to a lifetime member.

ARTICLE III: Executive Committee (EC):

Section 1: Titles

1. President
2. Vice President – Administration
3. Vice President – Finance
4. Vice President – Events
5. Vice President – Culture
6. Vice President – Sports
7. Vice President – Communication

Section 2: Terms of the Executive committee:

1. The members of the Executive Committee shall maintain a co-operative relationship with each other and work for the welfare of the student community.
2. Under normal circumstances any member of the Executive Committee shall hold his/her position for one functional year (From August to July).
3. Any member of the Executive Committee cannot hold any position in the EC for more than two consecutive years.
4. In case of vacancy in the office of the President, the Vice President (Administration) shall hold the office of the President until the general members in a General Meeting elect a new President. The Meeting should be held within one month of the vacancy. In absence of the Vice President-Administration, the office of the President shall be run by one of the following persons in the given order: VP-Finance, VP-Events, VP-Culture, VP-Sports, or VP-Communication.
5. In case of vacancy in the office of other members in the Executive Committee, Executive Committee shall have the authority to fill up the vacancy by selecting members from the present executive committee or from the general members of the Association. In this procedure a majority of the Executive Committee members have to be agreed.
Section 3: Functions and eligibility of the Executive Committee members:

1. The President:

Eligibility:

Any general member, who has been a member of the association for at least six months prior to the Election Day, is eligible for election to this office.

Responsibilities:

1. The President shall be the presiding officer of the Executive Committee.
2. To represent BSAUS to other association or organization president will select a member from the executive committee or general members of the association upon the consensus of the Executive Committee.
3. The president shall take care of the responsibilities related to the new students with the help of the executive committee members and the general members of the association.
4. The President shall decide in a meeting with the Executive Committee members and prepare or assign preferably the VP Admin or another member of the EC to prepare an annual general report on the activities of the association. The report should be available to the general member at the end of the functional year.

2. The Vice President-Administration:

Eligibility:

Any general member of the association is eligible for election to this office.

Responsibilities:

1. The VP Administration shall be responsible for all records and the property of the Association.
2. The VP Administration shall be responsible for including new members in the association and all correspondences with the general members.
3. The VP Administration shall assist the President in the implementation of policies and activities adopted by the EC.
4. The VP Administration shall call meetings of the Assembly and the EC on the instruction of the President.
5. The VP Administration shall act as the President in event that the President is absent.

3. The Vice President-Finance:

Eligibility:
Any general member of the association is eligible for election to this office.

**Responsibilities:**

1. The VP Finance shall present financial statements of income and expenditures of the Association in the Executive Committee Meetings.
2. The VP Finance shall report all revenues and expenditures of his tenure at the last assembly meeting and arrange smooth transition of any remaining funds to the next executive committee.
3. The VP Finance shall administer the finances of the association and have the power to receive and disburse the money in the name of the association, within the limit provided by the Executive Committee.

4. **The Vice President-Events:**

**Eligibility:**

Any general member of the association is eligible for election to this office.

**Responsibilities:**

1. The VP Events shall organize indoor/outdoor events and activities.
2. The VP Events shall work together with the VP Cultural and VP Sports; provide support (e.g., logistics) for organizing any Cultural, Sports or social event.

5. **The Vice President-Culture:**

**Eligibility:**

Any general member of the association is eligible for election to this office.

**Responsibilities:**

1. The VP Cultural shall be responsible for planning the cultural activities of the association.
2. The VP Cultural shall work together with the VP events in organizing the cultural events.

6. **The Vice President-Sports:**

**Eligibility:**

Any general member of the association is eligible for election to this office.
Responsibilities:

1. The VP Sports shall be responsible for planning the sports activities of the association.
2. The VP Sports shall work together with the VP events in organizing the sports events.

7. The Vice President- Communication:

Eligibility:

Any general member of the association who has the technical expertise to develop and maintain a website is eligible for election to this office.

Responsibilities:

1. The VP Communication shall develop (if required), maintain and update the website of the association in consultation with the other members of the Executive Committee.
2. The VP Communication shall keep liaison with the GSA as per their requirement.

ARTICLE IV: Advisory Committee (AC):

Section 1: Terms of the Advisory Committee:

1. The Executive Committee will select three associate members to serve on the Advisory Committee.
2. The membership of the Advisory Committee will be valid for two functional years.

Section 2: Eligibility:

1. Any associate member of the association will be eligible to be nominated and/or elected as the member of the committee.
2. The members of this committee must reside in Saskatoon.

Section 3: Responsibilities:

1. The Advisors shall mentor the Executive Committee and the association.
2. The Advisors shall help the members of the association to network with professionals and employers in their respective fields.

ARTICLE V: Election

Section 1: Election committee:
1. The Executive Committee shall form an “Election Committee” consisting of three members to supervise the election upon discussion with the advisory committee.
2. The Election Committee shall be formed at the beginning of the last month of the functional year for governing the Executive Committee for the next functional year. The Election Committee must complete their job before the start of the next functional year.

Section 2: Eligibility of the Election Committee member:

1. The Election Committee members have to be an associate member of the association.

Section 3: Election Procedure:

1. The election shall be held on a date selected by the Executive Committee in a general meeting.
2. The election shall be held at the last month of the functional year (July).
3. The election shall be conducted by secret ballot.
4. A simple majority shall determine election to an office.
5. Any General Member can nominate himself/herself or recommend any other member for any of the offices of the Executive Committee.
6. One person cannot contest in more than one position in the election.
7. The nomination(s) shall not be valid if the nominee(s) refuse to run for that office.
8. A member must vote in person at the voting center during the hours set by the election committee.
9. At least 60% of the total number of general members shall have to participate in the election and cast their vote to make a successful election.

ARTICLE VI: Management and Use of funds

1. The President, VP Finance and VP Administration should maintain an account in the name of BSAUS. For all monetary transactions, the signatures of the two of the three persons mentioned above (the President, VP Finance, and/or VP Administration) will be required.
2. No parts of the funds, assets or income of the association shall be used for private benefit of any member or donor of the association and any other person or organization.
3. The Executive Committee should present an annual financial report to the General Members before handing over the Office to the new elected committee.

ARTICLE VII: Transfer of the Executive Committee

The office will be handed over to the new elected members of the Executive Committee in an annual ceremony within the 1st week of the Functional Year (1st of August). The past committee is solely responsible to hand over all necessary documents to the newly elected Executive Committee members; those were inherited and maintained by them.
ARTICLE VIII: Constitutional Amendments

1. A meeting especially arranged for making any amendments to the constitution should be called and circulated among the general members at least two weeks before the meeting.
2. Any amendments to the constitution requires the support of at least two third of the members present in the meeting. To be accepted, at least sixty percent of the general members must participate in the voting process.

ARTICLE IX: Privacy Act.

The BSAUS is committed to protecting the privacy of its members. The personal information collected by BSAUS will be maintained in a confidential and secure manner and will only be utilized for which they were collected. The BSAUS Executive will maintain the list of all BSA members’ and their contact information only for the purposes of managing the Association's affairs and for communicating with the members regarding Association issues, events, newsletters, publications, etc. The information will not be provided to any other third party.

ARTICLE X: Medium of communication

Please see the amendment section
Constitutional Amendments (I)
Date: 31st January’ 2014

Article II: Section 1, 2 and 3:

1. Any Bangladeshi U of S student (Graduate or Undergraduate) will pay membership fee ($10) only once in their study life. After that, they will be considered as a ‘member’ of BSAUS until their graduation. After graduation they will be automatically transferred to the ‘Alumni’ category.

2. Student’s spouse will be considered as an ‘Associate member’. Later on, all other rules and regulation will be applied on them as per BSAUS constitution such as pay membership fee ($10) one time.

3. At least 40% of the general members should be present in any particular General Meeting (Annual or special) for taking any decision for the betterment of BSAUS.

Article X:

Medium of communication among BSAUS’s members will be both Facebook (Bangladeshi Student Association, University of Saskatchewan Facebook page) page and yahoo mail group.

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