

UNDERGRAD BANGLADESHI STUDENT
ASSOCIATION

UBSA



CONSTITUTION
2025-2026

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Article I: Name, Objectives and Non-Discrimination Policy

Section 1: Name

The name of the association shall be the Undergraduate Bangladeshi Students' Association at the University of Saskatchewan (UBSA).

Section 2: Objectives of the Association

The Undergraduate Bangladeshi Students' Association (UBSA) aims to support the unique needs of Bangladeshi undergraduate students at the University of Saskatchewan. While acknowledging the existing Bangladeshi Student Association under the Graduate Student Association, UBSA focuses specifically on Bangladeshi origin undergraduates to ensure their experiences and voices are represented.

Key objectives include:

1. **Volunteering Opportunities:** Create meaningful volunteer experiences that enhance members' skills and resumes while giving back to the community.
2. **Collaboration with USSU Groups:** Partner with various USSU groups to better serve undergraduate students and address their specific challenges.
3. **Cultural Awareness:** Promote Bangladeshi culture through events and discussions to foster pride and representation among members.
4. **Access to Financial Aid:** Assist Bangladeshi undergraduate students in accessing financial aid and other university services to support their academic journeys.
5. **Onboarding Support:** Facilitate the onboarding process for new undergraduate students, helping them settle into their new environment and navigate university life.

Section 3: Non-Discrimination Policy

This association and its members shall not promote any discrimination based on race, color, creed, religion, sexual orientation, gender, age, or disability.

Article II: Membership

Section 1: Eligibility

Membership in the Undergraduate Bangladeshi Students' Association (UBSA) is open to all undergraduate students of Bangladeshi descent or those who have an interest in Bangladeshi culture. Members must be enrolled at the University of Saskatchewan.

Section 2: Membership Categories

1. **General Members:** All undergraduate students who meet the eligibility criteria.
2. **Executive Members:** A subset of general members who are elected to lead and manage the organization, including roles such as President, Vice President, Director of Finance, Director of Socials, Director of Events, Event Coordinator & Director of Outreach.

Section 3: Membership Responsibilities

General Members are expected to:

- Attend meetings and participate in events organized by UBSA.

Executive Members are expected to:

- Contribute to the planning and execution of cultural, social, and volunteering activities.
- Uphold the values and objectives of UBSA.
- Foster a welcoming and respectful environment for all members.

Section 4: Membership Benefits

Members will have access to:

- Opportunities for personal and professional development through volunteering and leadership roles.
- Networking opportunities with fellow Bangladeshi students and other cultural organizations on campus.
- Resources and support related to academic and financial aid.

Section 5: Termination of Membership

Membership may be terminated under the following circumstances:

- If a member fails to adhere to the responsibilities outlined in this article.
- If a member acts against the interests of UBSA.
- If any harassment complaint against a member is brought to attention, it will be investigated, and the member may be banned from attending any meetings or events for a year. Decisions will be made by the Executive Team.



Article III: Executive Team (ET)

Section 1: Titles

The Executive Team shall consist of the following officers:

- **President**
- **Vice President**
- **Director of Finance**
- **Director of Socials**
- **Director of Events**
- **Event Coordinator**
- **Director of Outreach**

Section 2: Terms of the Executive Team

- Executive Team members shall serve for one functional school year (May 1st to April 30th).
- Elections are held in late March (Winter semester), and the new team assumes office on May 1 (Spring semester).
- No member may hold the same position for more than two consecutive years.

Section 3: Functions and Eligibility of Executive Team Members

- **President**

Eligibility: Executive members from previous year who are 3rd or 4th-year students and have been members for at least one year before the Election Day. If none of the executive members want to run for the Presidency position, a general member can run for this position but will require 4/7 approvals from the current executive team.

Responsibilities: Oversee all positions, preside over meetings, represent the association, coordinate activities for new students, and oversee the preparation of the annual report. Hold the right to approve or reject CCR credits for members of the executive team.

- **Vice President**

Eligibility: General members who are at least 2nd-year students.

Responsibilities: Assist the President in overseeing the operations, manage administrative tasks, ensure smooth coordination amongst the executive team and act as a secondary representative of the association.

- **Director of Finance**

Eligibility: General members who are at least 2nd-year students.

Responsibilities: Manage funds, present financial statements, and ensure a smooth transition of finances to the next executive team.

- **Director of Socials**

Eligibility: General members who are at least 2nd-year students.

Responsibilities: Organize social events, manage social media presence, and collaborate with other directors to promote activities.

- **Director of Events**

Eligibility: General members who are at least 2nd-year students.

Responsibilities: Plan and organize all events, including cultural, social, and sports activities, and collaborate with the Director of Socials for promotion.

- **Event Coordinator**

Eligibility: General members who are at least 2nd-year students.

Responsibilities: Plan and execute all events in coordination with the Director of Events and perform necessary tasks such as recruiting and organizing volunteers and managing logistics to ensure smooth event execution.

- **Director of Outreach**

Eligibility: General members who are at least 2nd-year students.

Responsibilities: Build partnerships with other organizations, collaborate with USSU groups, and coordinate volunteer opportunities for members.



Article IV: Elections

Section 1: Election Process

1. Elections for the Executive Team will be held annually in late March.
2. Voting will be conducted by secret ballot, either online or in person, as decided by the current Executive Team before the election.
3. Election results will be announced within 24 hours of the voting period's conclusion.

Section 2: Eligibility to Vote

1. All general members of the UBSA who are registered as undergraduate students for at least 4 months at the University of Saskatchewan are eligible to vote.
2. Each member is entitled to one vote per position.

Section 3: Nomination Process

1. Candidates for Executive Team positions must submit a nomination form at least two weeks prior to Election Day.
2. Nomination forms will be reviewed by the current Executive Team to ensure all candidates meet the eligibility requirements.

Section 4: Candidate Eligibility

1. **President:** Must be a 3rd or 4th-year student and must be part of the previous executive member and have been an active member of UBSA for at least before the Election Day.
2. **Directors and Coordinators** (Vice President, Finance, Socials, Events, Outreach): Must be at least 2nd-year students and active members of UBSA.
3. All candidates must have volunteering hours within the association. These hours will be verified by the President, Director of Events, or Event Coordinator.

Section 5: Campaign Guidelines

1. Candidates are allowed to campaign starting one week before Election Day.
2. Each candidate may only campaign for themselves and not on behalf of any other candidate.
3. No defamatory, inappropriate, or offensive material shall be used during campaigns.
4. The use of UBSA's resources (e.g. funds, logos, and social media accounts) for personal campaigning is prohibited.
5. All campaign materials must be approved by the Election Committee before distribution.

Section 6: Election Committee

1. The Election Committee will be responsible for organizing, overseeing, and ensuring the fairness of the election process.
2. The Election Committee will consist of three outside individuals who are not running for any position. These members will be selected by the current Executive Team.
3. The Election Committee will address any disputes or concerns raised during the election period.

Section 7: Disqualification

1. Any candidate found violating campaign guidelines or engaging in unethical behavior will be disqualified from the election.
2. The Election Committee reserves the right to investigate complaints and make decisions regarding disqualification.
3. Handbook for election will be posted before the election.

Article V: Meetings

Section 1: General Meetings

1. General meetings shall be held at least once per semester to update members on UBSA activities, plans, and initiatives.
2. All general members are encouraged to attend these meetings to stay informed and provide feedback.

Section 2: Executive Team Meetings

1. The Executive Team shall meet once a week excluding final exam season (December & April) to plan and coordinate upcoming events, activities, and projects.
2. The President or other Executive Members may call additional meetings as needed.
3. A quorum of at least 75% of the Executive Team members must be present to conduct official business.

Section 3: Emergency Meetings

1. Emergency meetings may be called by the President or any Executive Team members to address urgent matters.
2. Reasonable notice should be given to all members involved.

Section 4: Meeting Minutes

1. Minutes shall be taken at all meetings and maintained by the Vice President and Socials.
2. Meeting minutes shall be made available to all members upon request.

Article VI: Management and Use of Funds

Section 1: Financial Oversight

1. The President and the Director of Finance shall maintain a bank account in the name of UBSA.
2. All financial transactions will require the signatures of both the President and the Director of Finance.

Section 2: Financial Accountability

1. Annual financial reports will be prepared by the Director of Finance and presented to the general members before the transition to the new Executive Team.
2. Financial records should be maintained transparently, and periodic audits may be conducted to ensure the proper use of funds.
3. Sponsorship opportunities will be discussed among the Executive Team before approval.

Article VII: Transfer of the Executive Team

1. The outgoing Executive Team shall hand over all necessary documents to the newly elected Executive Team within the first week of the functional year.



Article VIII: Grounds for Impeachment

Section 1: Impeachment Process

- The impeachment process may be initiated by at least two members of the Executive Team against any Executive member.

Section 2: Voting Requirement

- A vote shall be conducted requiring at least four out of seven Executive Team members to approve the impeachment for it to be enacted.

Section 3: Causes for Impeachment

- Grounds for impeachment may include, but are not limited to, misconduct, failure to perform duties, or actions contrary to the best interests of UBSA.

Section 4: Filling the Position

- If an Executive member is impeached/resigns, the vacant position will be filled upon discussion with general members and approval from the Executive Team.
- Disqualified candidates are not eligible for this position in that academic year.

Article IX: Privacy Policy

1. UBSA is committed to protecting the privacy of its members. Personal information shall be maintained confidentially and used only for association-related matters.



Article X: Medium of Communication

1. Official communication among members shall occur through email and social media platforms.



Article XI: Membership of Undergraduate Alumni

Section 1: Eligibility

Membership in UBSA is open to undergraduate alumni of Bangladeshi descent or those with a genuine interest in Bangladeshi culture who have graduated from the University of Saskatchewan.

Section 2: Membership Categories

- **Alumni Members:** Graduates who wish to maintain ties with UBSA and contribute to the association's activities.

Section 3: Membership Responsibilities

Alumni members are encouraged to:

- Attend UBSA events and activities.
- Share their experiences and knowledge with current undergraduate members.
- Assist in networking and providing mentorship opportunities.

Section 4: Membership Benefits

Alumni members will have access to:

- Networking opportunities with current undergraduate members and other alumni.
- Invitations to special events and workshops hosted by UBSA.
- Updates on UBSA activities and initiatives.

Section 5: Event Participation

- Alumni members are required to pay 2-3 times the regular ticket price for any UBSA event, unless they are invited by the Executive Team.

Article XII: Dissolution

Section 1: Dissolution Process

1. The Undergraduate Bangladeshi Students' Association (UBSA) may be dissolved if:
 - o A formal motion for dissolution is presented by the Executive Team.
 - o The motion must be approved by a two-thirds majority vote of all general members present at a specially convened meeting for this purpose.

Section 2: Distribution of Assets

1. In the event of dissolution, all funds and assets of UBSA shall be managed in the following manner:
 - o Any remaining funds, after settling outstanding debts and obligations, shall be donated to a registered charity, preferably one that supports Bangladeshi cultural or educational initiatives, as decided by the Executive Team.
 - o If no decision is made by the Executive Team, the remaining funds will be donated to UNICEF's ongoing donation initiatives.
 - o Physical assets (e.g., equipment, supplies) shall be donated to other student organizations at the University of Saskatchewan or relevant charitable organizations.
 - o Any proprietary materials or digital assets shall be handed over to a similar organization or the University of Saskatchewan for potential future use.

Section 3: Documentation

1. The Executive Team shall ensure that a complete and transparent record of all transactions related to the dissolution is maintained.
2. A final report, including a detailed account of the distribution of funds and assets, shall be prepared and made available to all members upon request.