

Constitution of Bangladesh Student Association

P R E A M B L E

We, the members of the Bangladesh Student Association (BSA), to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our organization

ARTICLE I

Name and Purpose

Section 1. The name of this organization shall be: Bangladesh Student Association (BSA).

Section 2. The organization is a voluntary, non-profit, non-political and non-religious student organization at the University of South Carolina (USC).

Section 3. The main purposes of BSA are

- to promote academic, social, cultural, and intellectual interaction among those connected with USC
- to develop skills in leadership, program organization, communication, initiative and self reliance among the members
- to act as a voice of the members to represent the student rights, needs, interests and opinions to the Faculty, Staff and Administration in regard to furthering their lives while studying at USC
- to address the challenges encountered by the BSA members
- to extend students involvement on campus and within the community
- to help incoming students settle into the USC community

ARTICLE II

Membership

Section 1. Membership in BSA shall be limited to persons officially connected with the University of South Carolina - Columbia as faculty, staff, or students. Students enrolled in the spring semester under the above conditions who have pre-registered for the fall semester, as well as students enrolled in summer classes, are eligible for summer membership.

Section 2. The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or veteran status.

Section 3. Active membership in BSA shall be conferred upon those members who, in addition to the above requirements, have paid the semester dues in full within one month of the first day of class.

Section 4. BSA is also open to USC alumni, however only current student members can vote and/or hold the office.

Section 5. All persons willing to be a member of BSA shall complete a membership form.

ARTICLE III

Organization

Section 1. Officers

The officers of the organization shall be elected from the active members. Any student seeking to hold or holding office must maintain the cumulative GPR requirement for graduation and remain in good standing in their respective college.

Section 2. Executive Committee

The elected officers of BSA shall consist of a President, Vice President (VP), General Secretary (GS), Treasurer, Cultural Secretary and Communications Secretary, which shall serve as the Executive Committee. Additional officer positions may be added in future if needed.

Section 3. Elections

- A. All officers shall be elected on or before April 1 of each year, and shall serve one-year terms.
- B. The president will take nomination from the floor.
- C. All officers shall be elected by a majority of the votes cast. Only active members are eligible to vote. If no candidate for an office receives a majority of the votes cast, then only the top two candidates will be placed on a second ballot for that office until a majority is reached. In case where the winner cannot be determined by the number of the votes cast, the existing executive committee will determine how to select a winner.
- D. A quorum of one-half of the active membership shall be reached for all meetings where officer nominations or elections take place.
- E. All elections shall be conducted by secret ballot. The ballots shall be tabulated by any two officers.
- F. If any of the officers resigns, the post should be filled at a meeting of BSA by the same process described above. However, the president can appoint any member for the post until the vote is cast.
- G. No officer shall serve for more than two consecutive terms at the same post. However, he/she can be elected or serve for other posts of the executive committee for multiple times.

Section 4. Officer's Duties

- A. The President shall preside at all BSA meetings, and have the authority to appoint all committee chairpersons, to create new committees, to nominate a faculty advisor to be approved by the active members, and to act as a spokesperson for the organization.
- B. The Vice President (VP) shall assist the President in duties. The VP shall preside at all BSA meetings in the President's absence, and upon his resignation, shall become the president of the organization for the duration of his term. The VP will also support the President in all Special Projects.
- C. The General Secretary (GS) shall handle and keep a record of all BSA business and correspondence, including, but not restricted to recording minutes at all BSA meetings; keeping an up-to-date file on all members; informing members of all BSA meetings and activities. The GS shall also arrange publicity for organization events and attend other activities as determined by the executive committee.
- D. The Treasurer shall handle all financial transactions of the organization, including, but not restricted to: the collection of dues; managing all bank accounts and budgets; and recording all transactions in the appropriate books.
- E. The Cultural Secretary shall handle all the sports, social and cultural events of BSA.
- F. The Communications Secretary shall maintain the BSA website and emails. The Communications Secretary shall also help the GS to perform all communications and advertising staffs.

Section 5. Advisor

The Faculty/Staff Advisor to BSA shall be nominated by the Executive Committee and approved by a majority vote of a quorum of active members. The Faculty/ Staff Advisor must be selected from full-time faculty or administrative staff members at the University. The Advisor shall serve as a liaison with the University, and help in the transition period between officers. The Advisor will be invited to and notified of all BSA meetings and activities.

ARTICLE IV

Dues and Finance

Section 1. The Executive Committee will establish the dues for BSA at the first meeting of the fall semester. The Treasurer should receive payment of dues within one month of the first day of class of each semester to be an active member of BSA.

Section 2. BSA will finance its activities through membership dues, fundraising projects, and may apply for funds from the Senate Finance Committee after BSA has been registered for one year and are eligible.

ARTICLE V

Meetings

Section 1. The first meeting of the fall semester shall be held within one month after classes start.

Section 2. Regular meetings shall be held at least every two months during the school year at time set by the organization.

Section 3. The meetings shall be conducted in accordance with the revised edition of Robert's Rules of Order.

Section 4. The basic agenda at regular meetings shall be as follows:

- A. Call to order
- B. Roll call
- C. Approval of minutes
- D. Executive committee report
- E. Old business
- F. New business
- G. Vote on all proposals and decisions
- H. Announcements
- I. Adjournment

Section 5. All the correspondence shall be signed by both the President (or the Vice President) and the General Secretary.

Section 6. Action on any business, old or new, requires a quorum of one-half of the active membership of the organization.

ARTICLE VI

Removal from Office

Section 1. A BSA officer whose dereliction of duty adversely affects the operations of the organization shall be subject to disciplinary action or removal from office.

Section 2. A written request stating the reasons for dismissal and signed by at least three (3) active members of the organization must be submitted at a regularly scheduled meeting.

Section 3. Before the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending officer, who should come to that regular meeting prepared to speak.

Section 4. A two-thirds (2/3) affirmative vote of all active members is required to remove the officer from office.

ARTICLE VII

Constitutional Amendments

Section 1. The Constitution is binding to all members of BSA but is not binding unto itself.

Section 2. Amendments to the Constitution must be proposed in writing by any active member of BSA at any regular meeting at which two-thirds (2/3) of the active members are present.

Section 3. Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal.

Section 4. Proposed amendments will become effective following a three-fourths (3/4) affirmative vote of the active members.

ARTICLE VIII

Ratification

The undersigned student(s) of the University of South Carolina, after a three-fourths (3/4) affirmative vote of active members, do hereby agree to follow the guidelines of this Constitution.

Signed: _____ **Date:** _____