
Constitution & Bylaws

of the BASIS Students' Forum, Green
University of Bangladesh (GUB) Chapter

BASIS Students' Forum GUB Chapter
Green University of Bangladesh

Proposed Amendments to the
Constitution & Bylaws

Edition: July 2025

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Preamble

We, the students of Green University of Bangladesh (GUB), in order to bridge the gap between academia and the IT industry, foster a culture of innovation, promote technological leadership, and uphold the values of the Bangladesh Association of Software and Information Services (BASIS), do hereby establish this constitution for the BASIS Students' Forum - GUB Chapter.

Article I: Name, Acronym and Affiliation

Section 1.1: Official Name:

The official name of the organization shall be the "BASIS Students' Forum, Green University of Bangladesh Chapter." Or "BASIS Students' Forum, GUB Chapter."

Section 1.2: Acronym:

The official acronym shall be "BSF-GUB."

Section 1.3: Affiliation:

The organization is an official student chapter affiliated with the BASIS Students' Forum under the guidance of BASIS and operates within the rules and regulations of Green University of Bangladesh.

Article II: Vision and Mission

Section 2.1: Vision:

To foster the next generation of tech leaders, entrepreneurs, and changemakers from GUB who contribute meaningfully to the ICT sector of Bangladesh.

Section 2.2: Mission:

To organize impactful events, facilitate hands-on learning, and create a bridge between academia and the ICT industry through active collaboration with BASIS and its stakeholders.

Article III: Objectives and Goals

The primary objectives of BSF-GUB shall be:

Section 3.1: Industry-Academia Collaboration:

To act as a bridge between GUB students and the national IT industry, facilitating interaction with professionals and companies under the BASIS umbrella.

Section 3.2: Skill Development:

To organize workshops, seminars, training sessions, and boot camps on emerging technologies, software development, project management, and other industry-relevant skills.

Section 3.3: Competitive Programming & Innovation:

To arrange and promote participation in hackathons, programming contests, ideathons, and project showcases.

Section 3.4: Career Guidance:

To provide career counseling, resume-building workshops, and networking events to prepare students for internships and job placements.

Section 3.5: Entrepreneurship:

To inspire and support student entrepreneurs by connecting them with mentors, resources, and startup ecosystems.

Section 3.6: Networking:

To build a strong, collaborative network among students, faculty, alumni, and industry leaders.

Section 3.7: Representation:

To represent the students of GUB in national-level events, competitions, and initiatives organized by BASIS.

Article IV: Membership**Section 4.1: Eligibility:**

Membership is open to all registered students of Green University of Bangladesh with an interest in IT and software services.

Section 4.2: Membership Types:**Clause 4.2.1: Active Members:**

Full-time GUB students with voting rights and event participation privileges.

Clause 4.2.2: Honorary Members:

Faculty, alumni, or industry professionals invited by the Executive Committee.

Section 4.3: Application Process:

Prospective members must submit a membership application form, approved by the Executive Committee.

Section 4.4: Rights:

Clause 4.4.1: Vote in elections and general meetings. (Not applicable for now)

Clause 4.4.2: Participate in all forum events and access resources.

Section 4.5: Responsibilities:

Clause 4.5.1: Attend at least 50% of general meetings annually.

Clause 4.5.2: Actively participate in forum activities and uphold the constitution.

Section 4.6: Termination of Membership

Membership may be terminated under any of the following conditions, subject to review and approval by the Executive Committee:

Clause 4.6.1: Violation of the Constitution, Code of Conduct (Article X), or university (GUB) policies.

Clause 4.6.2: Misuse of forum resources or authority for personal gain.

Clause 4.6.3: Prolonged inactivity or lack of participation without valid reason.

Clause 4.6.4: Graduation from or official withdrawal from Green University of Bangladesh.

Clause 4.6.5: Voluntary resignation submitted in writing.

Section 4.7: Result of Termination**Clause 4.7.1:**

If a member is officially terminated from BSF-GUB, the Executive Committee shall notify all other clubs, forums, and centers operating under Green University of Bangladesh. The individual shall be **blacklisted** and barred from holding any position or responsibility in future committee formations across all such organizations.

Clause 4.7.2:

If the terminated individual is currently holding a position in another organization at the time of termination, it shall be at the discretion of that organization to retain or remove them from their role.

Clause 4.7.3:

However, if the tenure of their existing role in another organization ends after their termination from BSF-GUB, they shall not be eligible to join or serve in any other student-led club, forum, or center under the university due to their inclusion in the blacklist.

Article V: Organizational Structure

Section 5.1: The Executive Committee (EC):

The EC shall be the primary governing body. It will consist of the following positions:

1. President
2. Coordinator (Not mandatory)
3. General Secretary
4. Event Coordinator
5. Publication Secretary
6. Organizing Secretary
7. Joint Organizing Secretary
8. Graphics Coordinator
9. Photographer
10. Corporate Outreach Executive
11. Information Secretary
12. Treasurer
13. Joint Publication Secretary
14. Executive Member
15. General Member

Section 5.2: Tenure:

The term for all EC positions shall be one (1) academic year.

Section 5.3: Roles and Responsibilities:

Clause 5.3.1: President

Leads the organization and oversees all operations. Represents BSF-GUB in all official matters. Makes final decisions with EC consensus.

Clause 5.3.2: General Secretary

Maintains documentation, meeting minutes, and internal communication. Coordinates day-to-day administrative tasks. Assists the President in forum management.

Clause 5.3.3: Treasurer

Manages financial records, budgets, and fund usage. Prepares financial reports and ensures transparency.

Clause 5.3.4: Event Coordinator

Plans, schedules, and executes events and workshops. Coordinates logistics and volunteer teams.

Clause 5.3.5: Publication Secretary

Prepares official write-ups, reports, and publications. Manages newsletters and press releases.

Clause 5.3.6: Organizing Secretary

Manages event setup, logistics, and on-ground coordination. Oversees registration and scheduling.

Clause 5.3.7: Joint Organizing Secretary

Assists the Organizing Secretary in logistical duties. Manages volunteer engagement and support.

Clause 5.3.8: Graphics Coordinator

Oversees visual content creation. Ensures brand consistency in all design materials.

Clause 5.3.9: Graphics Designer

Designs event posters, banners, social media posts using Canva/Adobe. Supports the Graphics Coordinator.

Clause 5.3.10: Photographer

Captures photos during events and maintains visual documentation. Assists in media coverage and content archiving.

Clause 5.3.11: Corporate Outreach Executive

Communicates with external sponsors, partners, and companies. Seeks collaboration and sponsorship opportunities.

Clause 5.3.12: Information Secretary

Handles announcements, notices, and information flow among members. Maintains internal contact lists and communication records.

Clause 5.3.13: Joint Publication Secretary

Assists the Publication Secretary with content creation and editing. Supports documentation and promotional writing.

Clause 5.3.14: Executive Member

Supports all departments as needed. Takes responsibility for delegated tasks and initiatives.

Section 5.4: Eligibility for EC Positions: Candidates must:

Clause 5.4.1: Be a registered member of BSF-GUB for at least six months.

Clause 5.4.2: Maintain a satisfactory academic standing (CGPA of 2.75 or higher).

Clause 5.4.3: Not be on any form of academic or disciplinary probation from the university.

Section 5.5: Sub-Committees:

Clause 5.5.1:

Sub-committees may be formed for specific tasks such as events, publicity, logistics, or technical support, based on organizational needs.

Clause 5.5.2:

Members may also be selected from **outside the current Executive Committee** to serve on these sub-committees for **specific tasks or**

events within a limited timeframe. These temporary roles do not grant EC membership but allow selected individuals to actively contribute.

Clause 5.5.3:

If such individuals demonstrate exceptional performance and express interest in joining the Executive Committee in the future, they will be **given preference** during the next EC formation process.

Section 5.6: General Member

Participates actively in forum events, meetings, and initiatives. Supports sub-committees or organizing teams when needed. Demonstrates commitment to the forum's mission and may assist in tasks as delegated by the Executive Committee.

Section 5.7: Resignation and Removal from Office

Clause 5.7.1: Resignation

- a) Any Executive Committee (EC) member wishing to resign must submit a **formal resignation letter** to the President and General Secretary.
- b) The resignation must include a valid reason and be submitted at least **7 days in advance**, unless due to emergency.
- c) The Executive Committee, in consultation with the Faculty Advisor, must review and approve the resignation.
- d) Upon acceptance, the position shall be considered vacant and may be filled through an internal nomination or temporary delegation.

Clause 5.7.2: Grounds for Removal

An EC member may be removed from office on any of the following grounds:

- a) Gross violation of the forum's Constitution or Code of Conduct
- b) Persistent negligence of duties and responsibilities
- c) Misuse of power, funds, or forum resources
- d) Unethical or unprofessional behavior
- e) Absence from **three (3) consecutive EC meetings** without valid reason

Clause 5.7.3: Removal Procedure

- a) A written complaint must be submitted to the Executive Committee or Faculty Advisor.
- b) The accused member shall be given an opportunity to respond or clarify their position.
- c) A final decision requires a **two-thirds (2/3) majority vote** of the Executive Committee and approval from the Faculty Advisor.
- d) Upon removal, the member is disqualified from holding any EC post for the remainder of the current tenure.

Article VI: Faculty Advisor

Section 6.1: Eligibility:

A nominated faculty member from the CSE or relevant department.

Section 6.2: Role:

There shall be at least one Faculty Advisor from a relevant department (CSE, ADS, SWE), appointed by the university administration in consultation with the outgoing EC.

Section 6.3: Responsibilities:

The Advisor will provide guidance, act as a liaison between the forum and the university administration, and oversee the forum's activities to ensure they align with university policies.

Article VII: Meetings and Quorum**Section 7.1: General Meetings:**

Held monthly or quarterly to update members.

Section 7.1: Executive Committee Meetings:

Held at least once a month,

Called by President or General Secretary

Section 7.1: Emergency Meetings:

Called in urgent situations with 1-hour notice

Section 7.1: Virtual Meetings:

Permitted with prior approval and proper technology.

Section 7.1: Annual General Meeting (AGM):

Held once a year,

Includes selection, report presentation, and future planning

Section 7.1: Quorum:

General Meeting: 50% of general members, (not Applicable for EC-25)

EC Meeting: 50% of EC members,

No official decisions can be made without a quorum.

Article VIII: Selection of Executive Committee Members**Section 8.1: Overview**

The Executive Committee (EC) of BSF–GUB shall be formed through a structured selection process to ensure transparency, merit, and fairness. This process includes public announcement, application collection, interview, and final selection based on performance and commitment.

Section 8.2: Selection Notice

Clause 8.2.1: A formal **Selection Notice** shall be issued by the current Executive Committee at least **four (4) weeks (1 month)** before the end of its tenure.

Clause 8.2.2: The notice must include:

1. Available EC positions
2. Eligibility criteria
3. Application procedure and deadline
4. Date and structure of interviews
5. Contact information for queries

Clause 8.2.3: The notice must be circulated through:

- BSF–GUB official social media platforms
- Other University Club, Forum, Organization official social media platforms
- Green University student groups and notice boards
- Direct email/message to all registered members

Section 8.3: Application Procedure

Clause 8.3.1: Interested candidates must fill out the official **EC Application Form**, including:

- Personal and academic details
- Past contributions to BSF–GUB or similar organizations
- Position(s) applied for
- Statement of purpose and goals

Clause 8.3.2: All applications must be submitted by the specified deadline. Late submissions will not be considered.

Section 8.4: Eligibility Criteria

Candidates must meet the following conditions:

- Be a registered member of BSF–GUB
- Minimum of 6 months of active participation
- Minimum CGPA of 3.007u (subject to verification)
- Not currently under academic or disciplinary probation
- Demonstrated commitment, leadership, or contribution to the forum

Section 8.5: Selection Committee and Interview

Clause 8.5.1: Selection Panel shall be formed, consisting of:

1. Faculty Advisor with one or more Senior faculty (if available)
2. 2–3 current EC senior members (including the President or General Secretary)
3. Optional: 1 representative from BASIS (if applicable)

Clause 8.5.2: Each shortlisted candidate shall face a **Selection Interview**, where they will be evaluated based on:

- Communication and leadership skills
- Understanding of forum objectives
- Vision and ideas for future contributions
- Problem-solving and teamwork abilities

Clause 8.5.3: The Selection Panel may also consider prior participation in events, sub-committees, or voluntary support roles.

Section 8.6: Final Selection and Declaration

Clause 8.6.1: Final EC selections must be based on a majority consensus of the Selection Panel.

Clause 8.6.2: Selected candidates shall be notified individually and their names announced through official channels.

Clause 8.6.3: The newly formed EC must be introduced formally during the Annual General Meeting (AGM) or a designated induction event.

Section 8.7: Disqualifications and Appeals

Clause 8.7.1:

Any misrepresentation or violation of rules may lead to disqualification at any stage.

Clause 8.7.2:

Candidates may submit a formal appeal to the Faculty Advisor within **3 days** of final results if they believe the process was unfair. The decision of the Faculty Advisor shall be final.

Section 8.8: General Membership Enrollment Process

Clause 8.8.1:

To become a General Member of BSF–GUB, interested students must fill out a **Membership Registration Form**, which is made available by the Executive Committee.

Clause 8.8.2:

The form may be sold for a **fixed, non-refundable fee**, as determined annually by the EC, to support forum fundraising and outreach.

Clause 8.8.3:

Upon submission of the completed form and payment, applicants will be added to the forum's General Member list and granted access to all rights and privileges outlined in Article IV.

Clause 8.8.4:

Only registered General Members are eligible to apply for Executive Committee positions during the official selection or election cycle, provided they meet all additional eligibility criteria.

Article IX: Finance and Fund Management

Section 9.1: Source of Funds:

The forum's funds may be sourced from:

- Monthly contributions from EC members
- Membership registration fees
- Grants from the Green University of Bangladesh.
- Sponsorships from reputable organizations, subject to university approval.
- Fees for specific events or workshops.
- Donations.

Section 9.2: Monthly Contributions by EC Members

Clause 9.2.1:

Every Executive Committee (EC) member shall contribute a minimum of 20 BDT per month to support forum activities.

Clause 9.2.2:

Members may contribute any higher amount voluntarily, but not less than the minimum.

Clause 9.2.3:

Contributions must be submitted to the Treasurer and recorded with transparency.

Section 9.3: Membership Form Sales for Fundraising

Clause 9.3.1:

The forum reserves the right to sell Membership Registration Forms to interested students for a fixed fee determined annually by the EC.

Clause 9.3.2:

This fee helps to raise funds and increase the reach and popularity of the forum among students.

Clause 9.3.3:

Revenue from these forms shall be added to the official forum account and managed under standard financial procedures.

Section 9.4: Bank Account:

A joint bank account shall be maintained in the name of the forum at a scheduled bank. The account shall be operated by at least two signatories: the Treasurer and either the President or the Faculty Advisor.

Section 9.5: Budget and Expenditure:

Clause 9.5.1: An annual budget shall be prepared by the Treasurer, approved by the Executive Committee, and presented at the AGM.

Clause 9.5.2: All expenditures must be approved by the President, General Secretary and the Treasurer. For significant expenditures, approval from the Executive Committee is required.

Section 9.6: Financial Transparency and Audit:

Clause 9.6.1: The Treasurer shall present a detailed financial report at every General Meeting.

Clause 9.6.2: All financial records shall be made available for inspection by members upon reasonable request.

Clause 9.6.3: The forum's finances are subject to an annual audit, which may be conducted by the university or an independent committee. The final audit report shall be submitted to the Faculty Advisor.

Article X: Events and Activities

Section 10.1: Types of Activities:

The forum shall organize a variety of activities including, but not limited to, workshops, seminars, hackathons, programming contests, career counseling sessions, networking events, Job/ internship fair and industrial tours.

Section 10.2: Collaboration Rules:

BSF-GUB may collaborate with other student organizations, academic departments, and external organizations, provided that such collaborations are approved by the Executive Committee and are in line with the forum's objectives and university policies.

Section 10.3: Participation Guidelines:

Members must register for events as required and adhere to any specific rules and codes of conduct established for that event.

Article XI: Certification and Appreciation Policy

Section 11.1: Purpose

To recognize the dedication, contribution, and impact of members and Executive Committee (EC) officials, BSF–GUB shall provide certificates and appreciation tokens in a structured and transparent manner.

Section 11.2: Certification for Executive Committee Members

Clause 11.2.1: All EC members who complete their full tenure (minimum one academic year) and fulfill their duties responsibly shall be awarded an official Certificate of Appreciation signed by:

- Member in Charge, BASIS Students' Forum
- Coordinator, BASIS Students' Forum
- The Faculty Advisor (not Mandatory)

Clause 11.2.2: In case of early resignation or removal, certification will only be provided if the member has completed at least 6 months and receives approval from the EC and Faculty Advisor based on contribution.

Section 11.3: Certification for General Members

Clause 11.3.1: General Members are eligible for a Certificate of Participation if they:

- Attend at least 50% of general meetings and major events
- Actively volunteer or support at least two official events

Clause 11.3.2: Members serving in sub-committees or volunteering for major tasks shall receive a **Special Acknowledgement Certificate**, subject to EC recommendation.

Section 11.4: Outstanding Contribution Awards

Clause 11.4.1: At the end of each tenure or event cycle, the EC may nominate members for special recognition awards such as:

- Best Performer (EC)
- Most Active General Member
- Best Volunteer
- Rising Member of the Year

Clause 11.4.2: Nominations must be based on performance, discipline, and contribution, and approved by majority EC vote.

Section 11.5: Format and Record Keeping

- All certificates must include the forum logo, title, name of the recipient, reason for appreciation, and authorized signatures.
- A digital and printed copy may be issued.
- Records of all issued certificates must be maintained by the Information Secretary or designated EC member.

Article XII: Code of Conduct

Section 12.1: Professional Conduct

All members are expected to maintain a high standard of professionalism, respect, and inclusivity in all forum-related activities, including meetings, events, and online communications. Behavior should reflect positively on the forum and the university.

Section 12.2: Anti-Harassment and Discrimination

The forum maintains a **zero-tolerance policy** for any form of harassment, discrimination, bullying, or unethical behavior. Any such actions may lead to immediate disciplinary action.

Section 12.3: Adherence to Policies

Members must comply with:

- The Constitution of BSF–GUB
- The Code of Conduct and regulations of Green University of Bangladesh
- The ethical guidelines set by BASIS

Section 12.4: Conflict Resolution

Clause 12.4.1: Initial disputes should be addressed through internal mediation by the Executive Committee.

Clause 12.4.2: If unresolved, the matter must be submitted in writing to the Faculty Advisor for review.

Clause 12.4.3: In serious cases, an **ethics panel** comprising the Faculty Advisor and two senior executive members shall be formed to make a final decision.

Section 12.5: Disciplinary Actions

Violation of this Code of Conduct may result in:

- Formal warning
- Temporary suspension
- Permanent termination of membership

Clause 12.5.1: Disciplinary actions will be taken based on the severity of the violation and must involve consultation with the Faculty Advisor.

Article XIII: Terms and Conditions

Section 13.1: Compliance

All members and forum activities must operate in accordance with this Constitution, the rules of Green University of Bangladesh, and BASIS ethical standards.

Section 13.2: Event Participation

Members must register for events and abide by event-specific guidelines. Non-compliance may result in revoked participation privileges or disciplinary measures.

Section 13.3: Liability Disclaimer

BSF–GUB shall not be held responsible for any injury, personal loss, or damage during participation in any forum-organized event or activity. The forum also disclaims responsibility for individual actions taken beyond officially approved duties.

Section 13.4: Data Privacy and Communication

All member data collected by the forum will be treated as confidential and used solely for forum-related communication, reporting, and internal administration.

Section 13.5: Use of Name and Logo

The BSF–GUB name, logo, and branding elements may only be used for officially approved purposes. Unauthorized use is strictly prohibited and may lead to membership termination.

Section 13.6: Conflict and Dispute Resolution

Any disputes or grievances should be submitted in writing to the General Secretary. These will be reviewed by the Executive Committee and, if needed, escalated to the Faculty Advisor or ethics panel for resolution.

Section 13.7: Acceptance of Terms

By registering as a member of BSF–GUB, individuals agree to all terms and conditions stated herein and pledge to uphold the forum’s values and principles.

Article XIV: Amendment of the Constitution**Section 14.1: Procedure:**

Clause 14.1.1: Any general member of the forum may propose an amendment to this constitution by submitting it in writing to the General Secretary.

Clause 14.1.1: The proposed amendment must be circulated to all members at least two weeks prior to a General Meeting.

Clause 14.1.1: The amendment shall be adopted if it receives a two-thirds (2/3) majority vote of the members present at the General Meeting.

Clause 14.1.1: Approved amendments shall take effect immediately unless otherwise specified.

Article XV: Dissolution of the Forum**Section 15.1: Procedure:**

The forum can be dissolved only by a two-thirds (2/3) majority vote at an Annual General Meeting or a Special General Meeting called specifically for this purpose. Such a decision requires prior consultation and approval from the BASIS headquarters and the Green University of Bangladesh authorities.

Section 15.2: Distribution of Assets:

In the event of dissolution, all remaining funds and assets of the BSF-GUB shall be transferred to the Department of Computer Science and Engineering (CSE) of Green University of Bangladesh, or as otherwise directed by BASIS and the university administration.