

Article I Name

The name of this organization is “Bangladesh Student Association.”

Article II Purpose & Goals

Section One: The purpose of this organization is to maintain the cultural tradition of Bangladesh at Iowa State University and create a small Bangladeshi community on campus.

Section Two: Bangladesh Student Association abides by and supports established Iowa State University policies, State and Federal Laws.

Article III Membership

Membership shall be open to all registered students of Iowa State University. Iowa State University and Bangladesh Student Association do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran. Any student who wants to be a member of this organization can freely become a member of this organization as long as they pay the membership dues.

Section One: Bangladesh Student Association abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

Section Two: Bangladesh Student Association agrees to annually complete president’s training, Treasurer’s Training and Adviser Training (if required).

Article IV: Risk Management

This constitution recognizes the Vice President as the Risk Management Officer.

The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to (name of student organization), [c] to submit documentation to ISU’s risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization’s event and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Article V: Officers

Section One: Election of Officers will require a majority vote from the members. Members interested in becoming an Officer must meet academic requirements as established by the Student Organization Recognition Policy.

Section Two: Elections will be held in the fall semester every year. The election date will be fixed within the first two weeks of the fall semester. The election will occur no sooner than four weeks after announcing the election date. Only the members, paying the dues, are eligible to vote in the election. The

term of office will be one year, starting during the fall semester, following through spring, till the election in the next fall semester. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall have the power to make executive decisions.

Section Three: The officers of this organization must meet the following requirements:

- a) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
- b) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Section Four: Removal process of the officers are listed below:

- a) A written request to remove an officer must be signed by at least three members and submitted to the secretary.
- b) The secretary will call a general body meeting within two weeks during the semester and within two weeks of the start of the semester in case the motion is received during semester break.
- c) Members must receive an advance notification of at least one week for the no-confidence motion.
- d) A two-thirds majority will be required to remove an officer from office.
- e) An officer can also resign his/her office by sending a written request to the President.
- f) An officer can be also removed from office if he/she is unable to fulfill the responsibilities of the office held. For this purpose, two-thirds of the officers must vote in favor of the removal. In that case, a vote of the general body of members will not be required.
- g) Removable offenses for any officer and the adviser include but are not limited to corruption, harassment, vote of less confidence, and bribery.

In the event of an officer's removal/resignation from office, re-election will be held. All Officers shall comprise the Executive Committee of the organization.

Article VI: Officer Duties

Section One: President

The president must preside over all meetings and represent the organization on campus. He/she must ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center. Other responsibilities include, appointing an adviser, maintaining communication with the organization adviser and actively making arrangements to accommodate international students who just transferred.

Section Two: Vice-President

The vice-president must preside over meetings in the absence of the president. He/she must schedule meetings/events with the appropriate University offices as well as coordinate organization promotion and publicity of events.

Section Three: Secretary

The secretary must maintain an accurate record of all organization meetings and post for members. He/she must maintain the directory, correspond when necessary, with University administration and other recognized organizations.

Section Four: Treasurer

The treasurer must maintain accurate record of organization transactions and collect dues if required. He/she must develop organization budget and present to membership for $\frac{3}{4}$ vote. Other responsibilities include cosigning organization checks along with the Adviser, arranging fund-raising opportunities for the organization and soliciting additional funding if needed from the Student Government.

Section Five: Public Relations

The public relations officer will be working closely with the president to make sure that arrangements are being made to accommodate international students who have recently transferred. He/she will also be responsible for making the BSA website, as well as looking after cultural memorabilia that can be displayed in future events.

Article VII: Adviser

Section One: Adviser Appointment

The president will be responsible for appointing an adviser that he/she feels will be most suitable for the Bangladesh Student Association. The term for the adviser will be one full year (from September to September).

Section Two: Adviser Duties

The adviser must maintain communication and meet with officers at least once every semester and ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center. The adviser will also be responsible for cosigning any financial transactions.

Section Three: Adviser Removal

Adviser will be removed/impeached according to Section 4 of Article 5. The process to impeach the adviser will follow the same procedure as Section 4 of Article 5 this constitution. A written request must be submitted to the secretary, who will then call a general members meeting. Two thirds of the general members present at the meeting must vote the adviser out. The adviser will be allowed to speak at the meeting. The adviser may also send in a resignation to the President.

Article VIII: Finances

Section One: The organization requires \$10 dues to be paid by the members.

Section Two: The treasurer shall maintain all financial records and shall countersign with the president and the adviser for all organizational transactions. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The adviser to this organization must approve and sign each expenditure before payment.

Article IX: Amendments & Ratification

This constitution may be amended and subsequently ratified at any time, with the approval of all of the Executive Committee Members. An approval from ½ of the general members will also be required. Members will be given one week to consider amendments. Ratified amendments to this Constitution must be submitted to the Student Activities enter within ten (10) days.