

**THE CONSTITUTION OF  
BANGLADESHI STUDENTS' ASSOCIATION**

**LOUISIANA STATE UNIVERSITY  
BATON ROUGE  
LOUISIANA**

**ADOPTED: April 17<sup>th</sup>, 2017**

**LATEST UPDATE: April 22<sup>nd</sup>, 2022**



## **PREAMBLE**

We, the members of Bangladeshi Students' Association, do hereby establish this constitution in order to uphold and promote the Bangladeshi culture and benevolent activities to her citizens home and abroad and to the local community, to the fullest extent.

## **ARTICLE I NAME**

The name of this association shall be the Bangladeshi Students' Association at Louisiana State University and A&M College at Baton Rouge, and henceforth, referred to as Bangladeshi Students' Association (or BSA).

## **ARTICLE II PURPOSE**

- (a) The main purpose of the Association is to help solve various problems of the existing and potential in-coming Bangladeshi students at Louisiana State University.
- (b) The organization will foster the efforts to bring the Bangladeshi students at LSU, their families and the other LSU students together for the better understanding and collective appreciation of cultures and traditions.
- (c) The organization will arrange and promote various traditional festivities of Bangladesh among the LSU community.
- (d) The organization will also focus on creating awareness about current issues within the LSU community

## **ARTICLE III BASIC POLICIES**

Section 1: The organization shall be non-commercial.

Section 2: The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern.

Section 3: The organization shall cooperate with Louisiana State University to support the improvement of education in ways that will not interfere with administration of the University.

Section 4: The organization may cooperate with other organizations and agencies, but persons representing the organization in such matters shall make no commitments that bind the organization.

Section 5: The organization agrees to abide by all University policies and local, state and federal laws.

## **ARTICLE IV MEMBERSHIP**

Section 1. Any LSU student, faculty member or staff member who subscribes to the purpose and basic policies of the organization may become a member of this organization, subject only to compliance with the provisions of the constitution.

Section 2. *Active* membership is restricted to LSU Students. *Associate* membership is restricted to LSU Faculty and staff. Associate members are non-voting members.

Section 3. *Honorary* membership can be approved by the vote of the members serving as officers to an individual who has a Master's degree or higher from a US educational institution and also has rendered distinguished service to the Bangladeshi student community at LSU. *Honorary* members are non-voting members.

Section 4. Membership of the Association is open to all students of Louisiana State University at Baton Rouge, without regard to race, religion, sex, disability, nationality, or any other discrimination.

Section 5. Members serving as officers of the Association must be enrolled students at Louisiana State University as admissible by the University policies.

Section 6. If membership fees are required by the organization each active, associate and honorary members of the organization shall pay the fees in order to keep their status within the organization.

## **ARTICLE V OFFICERS**

Section 1. To be eligible to be elected to, appointed to, or to hold an office or be a standing committee chairperson, a student must:

- a. Undergraduate students must be enrolled as full-time students at Louisiana State University (Baton Rouge); graduate students must be enrolled as part-time (with at least 6 credit hours) or full-time students at LSU in the fall and spring semester;
- b. Students must have at least a 2.0 cumulative GPA and be in good academic standing with the University;
- c. Students must not be on disciplinary probation or deferred suspension. This includes newly elected officers, as well as continuing officers. Students may continue organizational membership if on disciplinary probation.
- d. Students must meet all other academic standards established by the student organization and included in the organization's constitution and/or bylaws.
- e. Graduating seniors who are not registered full-time may still hold office in a student

organization during the semester in which they are scheduled to graduate.

Section 2. The officers of the association shall be, at the minimum, a President, two Vice-Presidents, a Secretary, a Treasurer and others if desired.

Section 3. (a) Officers will be elected by ballot annually at the last general meeting of the academic year.

(b) Officers shall assume their official duties at the close of the last regular meeting of the academic year.

(c) A person shall not be eligible to serve more than two consecutive terms in the same office.

Section 4. Officers will be elected to serve for one year, beginning at the close of the general meeting at which they are elected.

Section 5. President is responsible for presiding over all meetings, distribution of responsibilities among all active members for any particular program/event and providing facilities/support towards the successful completion of all programs.

Section 6. The Vice-President shall act as an aide to the president and shall perform the duties of the president in the absence or inability of that officer to serve. The Vice-President shall also perform other duties assigned by the President.

Section 7. The Secretary is responsible for recording the minutes of each meeting.

Section 8. The Treasurer shall receive and maintain all monies of the organization, shall keep an accurate record of receipts and expenditures, and shall pay out local funds in accordance with the approved budget as authorized by the organization.

(a) An organization bank account shall be maintained for operating the Association's financial activities. Two signatures are required to operate any bank account. In the event that an organization account is not available, a joint bank account, signed by two office-bearers, shall be maintained for operating the Association's financial activities until an organization bank account is opened.

(b) The treasurer shall deposit all cash monies to the bank within two working days after the close of all transactions from any event. Non-cash amount must be deposited to the bank within 5 working days.

Section 9. Each member is responsible for whatever task/tasks he/she is assigned for by the executive committee of the association.

## **ARTICLE VI ELECTIONS**

Section 1. The executive committee shall appoint at least two non-voting members to serve as the Election Commissioners. For this purpose, suitable candidates shall be chosen from the active members of the organization. The chosen election commissioners must recuse himself/herself from casting votes.

- Section 2: (a) The date of election shall be announced at least one month in advance. The executive committee can allow the election commissioners to decide on the election date and publicly announce the date. The election commissioners shall collect written nominations from the members for different offices at least two weeks prior to the election date.
- (b) To preserve the complete privacy and confidentiality and identity of neither the name of the nominee nor the nominator shall be disclosed to any persons or to the existing committee members prior to the nomination closing deadline. Only the number of nominees for each office can be disclosed by the commissioner prior to the nomination deadline.
- (c) Nominee's name shall be disclosed to the members after the nomination is closed and at least two weeks prior to the election date, but the nominator's name shall not be disclosed under any condition to any persons (to avoid animosity), prior and/or after the election.
- (d) No absentia vote or proxy in any form shall be allowed for electing the officers. Any form of communication or voting mechanism that identifies voter/member shall not be allowed in the ballot voting system.
- (e) Election commissioners are responsible for conducting the election using necessary means (such as online applications etc.) that assist free and fair election.
- (f) The election commissioner shall announce the results in writing in the general meeting.

## **ARTICLE VII STANDING AND SPECIAL COMMITTEES**

Section 1. Standing committees shall be created by the Executive Committee as may be required to promote the objects and interests of the organization. The chairperson of the standing committee shall be appointed by the Executive Committee. Their terms in office shall be one year.

Section 2. The chairperson of each standing committee shall present plans of work to the Executive Committee, and no work shall be undertaken without the approval of the Executive Committee. Any vacancies occurring in the chairpersonship of a standing committee shall be filled by the Executive Committee.

Section 3. The vice-president shall be an ex-officio member of all committees except the nominating committee.

**ARTICLE VIII  
MEETINGS**

Section 1. The regular meeting shall be held on the first Friday of each month, unless otherwise provided by the organization or executive committee by a change of date no less than five (5) days prior to the date of the scheduled meeting.

Section 2. The time and date of all other meetings will be decided by the executive committee and will be scheduled on at least one week's notice. The agenda of the meeting must also be clearly stated in the notice.

Section 3. Special meetings may be called by the President or by the written request of at least 20% of the general membership. The purpose of the meeting will be stated in the notice, and at least three days' notice will be given except in cases of emergencies.

Section 4. At least 51% percent of active members present shall constitute a quorum for the transaction of business in any meeting of the organization.

**ARTICLE IX  
PARLIAMENTARY AUTHORITY**

The most current edition of Robert's Rules of Order Newly Revised shall govern the meetings and other activities of the organization in all matters to which applicable and attainable, and which they are not inconsistent with this constitution (and its by-laws).

**ARTICLE X  
AMENDMENTS**

This constitution may be amended at any regular meeting of the organization by two thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting and that the proposed amendment shall be subject to approval of Campus Life.

**ARTICLE XI  
ANNUAL REQUIREMENTS**

The organization will update officer and advisor information on the Student Org Community on an annual basis no later than two weeks after new officer elections are held and will comply with the Campus Life Annual Requirements Policy (Policy 1, Student Organization Policy Manual) to remain active.

**ARTICLE XII  
RELATIONSHIP**

The Bangladesh Student Association will have no relationship to or to be controlled by any other local, state, or national organization.

## **ARTICLE XIII ADVISOR**

One or more advisors will be elected from a list of full-time LSU faculty and staff each year from voting among the current officers of the organization. Responsibilities of the advisor shall be those as specified by Louisiana State University handbook.

## **ARTICLE XIV APPEALS AND DUE PROCESS**

### **SECTION 1: Removal Process of an Elected Committee Member**

**A.** The President has the authority to terminate any elected member of the committee upon repeated dereliction of duty using the process as follows:

1. The negligent committee member must be put on notice of his/her dereliction of duty.
2. The President must give expectations for correction of the problem as well as a reasonable date for expected improvement.
3. If said expected improvement is not met, the President may terminate the committee member and appoint another in their place based on opinion and vote of other committee members.
4. In cases of severe neglect of duty, the President must terminate the guilty party immediately and appoint a replacement if deemed necessary based on opinion and vote of other committee members.
  - a.) This termination process may or may not include the committee member being put on notice of his/her dereliction of duty.

**B.** The term of office of an elected official may be terminated by impeachment during the fall or spring semester for failure to maintain his/her responsibilities and qualifications as specified in this constitution.

1. The President will oversee all impeachment proceedings unless the President is being impeached, in which case the proceedings will be chaired by gavel order, so long as that committee member is also not under review for being removed from their position.
2. Formal charges must be filed to the General Assembly at a regularly scheduled meeting. Charges must be formal, specific, and in written form including a petition of support from an absolute majority of the voting members of the General Assembly.
3. The vote to impeach will be held at a special meeting immediately following the subsequent regularly scheduled General Assembly meeting. Only voting members and/or other allowable personnel including the advisor will attend the special meeting. If the



impeachment is ratified by an absolute two-thirds vote of the voting members of the General Assembly, the official will be dismissed.

C. If any member of the executive board which include President, Vice President, Secretary, Treasurer critically violates the terms set forth by the constitution in such a manner that is detrimental to the organization when the General Assembly is not in session, the following process will occur

1. The individual's behavior may then be brought to and reviewed by a committee consisting of the following members:

- a. The organization advisor;
- b. Any committee members who are not under review, if applicable.

2. The committee will interview the executive board member that is in violation of the terms set forth by the constitution.

- a. The alleged board member will have the chance to present any additional documentation
- b. The alleged board member retains the right to an advisor during the meeting.

3. Upon conclusion of the meeting, the committee will deliberate and vote on whether the executive board member should be removed or not.

- a. The vote must deliver an absolute majority in order to proceed with termination.
- b. The final decision must be delivered in writing to the alleged executive board member within 10 business days of the initial meeting.

D. If the committee member is removed from the office during their current term due to termination, impeachment or removal due to non-GPA related issues, he/she will no longer be eligible for any following academic term.

1. The terminated executive board member has the right to appeal to the decision following the appeals process in Section 2 of this Article.

## **SECTION 2: Appeal Process for an Executive Board Member Removal**

A. If a committee member who was removed from his/her position would like to appeal that decision, he/she must follow this outlined process:

1. The appeal request must be submitted in writing to the organization advisor within 5 business days of the decision being delivered.

- a. Appeal must include an identification of who the appealing student is and what decision they are appealing.

2. Upon receiving the request for appeal, the advisor will determine if he/she is able to serve as the chairperson for this appeal.

- a. If necessary, the advisor may recuse himself/herself from the meeting and appoint a replacement chairperson for the appeal.
3. Once the chairperson is determined, the chairperson will select two additional members within the organization to form an appeal committee.
4. The appeal chairperson will schedule an appeal meeting with the removed committee member within 15 business days of the request for appeal.
5. The appeal committee will request and receive from the organization any and all documentation regarding the decision for removal.
  - a. If the appeal committee feel it is pertinent, they may interview other organization members who may provide additional insight to the circumstances for removal.
6. During the appeal meeting, the removed committee member will present their case for appeal, including any documentation they may have for the situation.
  - a. The removed committee member retains the right to an advisor during the meeting.
7. The appeal committee will deliberate and deliver a final decision within 10 business days. The decision will be delivered in writing to the removed committee member.

## **ARTICLE XV DEFIITIONS**

*General meeting:* Upon invitation or open announcement to all members of the organization, an open meeting of the members, will be referred to as a ‘general meeting.’ The purpose of a general meeting should be pertinent to the general interest and rights of all members of the organization.

*Regular meeting:* A meeting of the office-bearers with/without the presence of any member as a guest will be referred to as a ‘regular meeting.’ The purpose of a regular meeting is pertinent to the normal operations of the organization by the executive committee or its sub-committee.

*Transition Meeting:* A meeting shall be called within three weeks of the election results by the President inviting all the elected officers to handover the current financial records and other associated logistics. All the officers and advisors are encouraged to participate in that meeting

## **ARTICLE XVI BY LAWS**

By-laws to this constitution may be added at any regular meeting of the association by two-thirds majority votes of all committee members/officers, provided the by-law has been submitted in writing at the previous regular meeting.