

Constitution

NAME:

This organization shall be known as **Bangladesh Students Association of California** (henceforth referred to as BDSAC). The official website of this organization will be www.bdsac.com.

MISSION STATEMENT:

- I. To help, support and build a strong Bangladeshi Student Community in California and the USA.
- II. To promote academic, social and cultural interaction between Bangladeshi students and other members of the community, both on local and international levels.
- III. To try and uplift the Bangladeshi/Bengali culture, values and practices in the USA by developing inter-relationships with other cultural entities.
- IV. To Bring Bengali students, international as well as local, together and help overcome challenges of the Bangladeshi society through active cooperation among its members.
- V. Try to help Bangladesh through non-partisan activities.
- VI. To render humanitarian services to any other society or similar organization in need of assistance.
- VII. To form unity amongst members through fun, cultural and social events and to celebrate our diversity with everybody in the community.
- VIII. To promote and publicize the cultural aspects of Bangladesh by arranging various festivals and activities.

MEMBERSHIP: (Amendment # 2)

Qualification:

Membership in this organization are included but not limited to any Bangladeshi and Bangladeshi Americans residing in California, USA , 18 years or older, who understands and performs the objectives of the organization, and s/he must reside in the state of California for the whole/part of the year and pays the annual due membership. A member must be over the age of 18 unless or otherwise exempted by regulation, mentally capacitated, no felony or worse type of conviction and proud to serve the Bangladesh Students Association of California. No person who currently holds a position in another organization with parallel aims and objectives of this organization can be nominated to become a member of the Executive or Advisory committee.

Types of Membership:

- I. General Membership shall be open only to all Bangladeshi and Bangladeshi American Students or Alumni of any American college or university, 18 years or older, currently residing in California at least for 12 weeks or more. Only the General members of this organization shall have their voting rights. Non-Student members or honorary members or associate members shall not have any voting rights. Alumni shall be described as such a graduate from any American College or University with a

minimum of an associate degree or higher.

- II. Faculty, staff, or community members may hold Non-General memberships. These members may not vote, but, unlike General members, they may not hold office, and may not represent the organization in any official capacity.
- III. Honorary Membership: The Board of Directors will have the authority to bestow non-voting honorary membership, which may also be revoked by the decision of the said Committee, on any person(s) of its choice.
- IV. Any students/alumni can be a lifetime members only if they have paid lifetime membership fee and fulfill other qualifications to be a part of the organization, which may also be revoked by the decision of the said Committee, on any person(s) of its choice.
- V. Associate Membership shall be open only to Bangladeshi and Bangladeshi American Students of any American High School 16 years or older and 11th grade or above, or a college graduate from any accredited University around the world, currently residing in California, USA at least for 12 weeks or more who understands and performs the objective of the organization. Associate members of this organization may not hold any Executive or Advisory positions and shall not have their voting rights until or unless changed their status to a non-qualified General membership.

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Termination of membership:

Voluntary Termination

A member may tender his or her resignation only in writing.

Termination for lack of attendance

- I. The absence of an elected or appointed member for four consecutive regular meetings of this committee without excuse shall automatically terminate the membership of his/her membership.
- II. It is the duty of all members to insure that their attendance at meetings of this committee and standing committee to which they are appointed is recorded.
- III. In case of missed attendance there will be no letter send to the appointed member or elected Officials. Members and Officials are solely responsible for keeping up the count of their missed attendance.
- IV. The following shall be the sole acceptable excuses for non-attendance:
 - I. Extended illness, verified in writing by the physician.
 - II. Absence by reason of temporary official duty to other state (must not exceed 12 weeks).

Termination for failure to pay dues

- I. Any non-payment of dues of any elected or appointed Executive member will automatically result into automatic termination of the elected official post.
- II. No notice shall be send to the officials or members upon the termination of membership in case of failure to comply with the fees due.
- III. A member can officially appeal to the executive committee or the organization to reverse the termination of the membership.

Termination for additional grounds:

- I. The additional grounds for termination of membership are as follows :
- II. A member supports a parallel organization whose aim and objective are parallel.
- III. An elected official or appointed member moves out of California.
- IV. Death or mental incapacity.
- V. A member ceases to be a registered member upon failure to comply failure to comply with the requirements of being a member of this organization.
- VI. A member commits unnecessary and unauthorized expenditures/transactions.
- VII. Extreme/Ruthless/threat/violent type of behavior inside the organization or with the members.
- VIII. Falsification of documentation of being a student or alumni in any manner.

Financial Obligation:

AMENDMENT # 1: General membership fee has been decided to be the amount of \$0.00 (except that first time member has to pay \$6.00) until the Executive Committee shall decide, prior to end of fiscal year, whether, and

at what amount, dues shall be assessed for the membership unless any members would like to donate a minimum amount of \$10.00 or more. Life time membership fee, Advisory Committee & Executive Committee membership fee and board of directors fee has been decided to be the same as fiscal year.

- I. The Executive Committee shall decide, prior to end of fiscal year, whether, and at what amount, dues shall be assessed for the membership.
- II. All members shall pay organization dues by 60 days of the fees due. Only the paid members may attend all Committee meetings and may vote and hold office when elected or permitted (unless or otherwise specified).
- III. Upon payment of dues a person will be placed on the members list. Non-payment of dues will result in removal of name from members list.
- IV. Lifetime membership is one time fee in the amount of two hundred fifty dollars (\$250). Lifetime members are subject to approval by the Board of Directors.
- V. Advisory Committee & Executive Committee members must pay their initial dues in the amount of fifty dollars (\$ 50.00) every year or else the advisory or executive membership will be terminated by the Board of Directors and Board of Directors must pay their initial dues in the amount of fifty dollars (\$ 50.00) every year or else his/her membership will be terminated with a $\frac{3}{4}$ vote by the Board of Directors.
- VI. All paid fees are non-refundable.

OFFICERS:

Officers of this Committee

The officers of this organization shall be a President, Vice President, General Secretary, Joint Secretary, Organizational Secretary, Treasurer, Public relation officer, Cultural Secretary, Sports Secretary, Human Rights secretary, and Regional Secretaries. In addition to the Executive committee there will be a 21 member Advisory committee consist of Election Board (7), Budget committee (7) and Policy & Planning (7) who will oversee the organization's planning, control and behavior. In addition at least two of the officers should be Executive representative from female members of this association. In case of any Officers would like to resign from their positions can do so only in writing and submit it to the President. If the president needs to terminate his/her role must be also in writing and submit it to the Board of Directors.

Duties of Officers:

President

- I. The President shall be the chief executive of this organization with full power to enforce the provision of these constitution and by-laws.
- II. S/he shall chair the policy committee and shall perform such other duties as are usually incident to the office.
- III. The president shall preside over the annual meeting and executive committee meetings.
- IV. The president is allowed to call Emergency meeting with 24 hours of notice. But upon commencement of the meeting, President must sign, validate and document the urgency of calling the emergency meeting.

Vice President

- I. The Vice President shall assume the duties of the President in his/her absence or if he/she is incapable of performing said duties, maintain a listing of members.
- II. Vice president should coordinate the activities of the executive committee, schedule future meetings

- with two thirds approval from the membership, and assist the President.
- III. Vice president should maintain liaison with the members on a continuous basis.

General Secretary

- I. The General Secretary shall maintain the attendance log for meetings and events.
- II. Keep record of the organization. Make it public to the organization the minutes of regular and Executive Committee meetings.
- III. Furnish any documents requested by the executive committee of the organization.
- IV. Notify the members of the time and place of meetings, shall assume the duties of the President in his/her temporary, and perform all other secretarial duties.

Joint Secretary

- I. Joint secretary shall assist the secretary in his/her duties.
- II. Serve the role of Secretary in the absence of General Secretary.

Organizational Secretary

- I. Co-ordinate fundraising activities.
- II. Maintain liaison with the members through active participation.
- III. Maintain liaison with the Executive, Advisory, and Board of Directors.
- IV. Responsible for determining what are needed to accomplish Organization's plan, projects and program services.

Treasurer

- I. The Treasurer shall maintain an accurate record of receipts and disbursements of funds.
- II. Accept and collect membership dues and all other contribution to the organization.
- III. Maintain the organization's account in accordance with financial regulations, submit to the appropriate office such financial statements as are requested, and coordinate fundraising efforts.
- IV. Prepare financial statements of the organization and present it to the executive and budget committee.

Public Relations Officer

- I. Issue press release signed or agreed by the executive committee.
- II. Maintain liaison with the local and international media.
- III. Keep the members informed of any upcoming events and executive committee decisions.

Cultural secretary

- I. Prepare and arrange any upcoming cultural functions and activities of this organization.
- II. Co-ordinate the cultural team for the upcoming events.

Human Rights Secretary

- I. Prepare documents and educate any new/updated law about human rights.
- II. Maintain liaison with many human rights organization.
- III. Co-ordinate participation of the organization with other human rights activities.

Regional Secretary

- I. Represent the organization in that particular region assigned.
- II. Maintain liaison with the Executive Committee and regional members.
- III. Abide by the constitution and rules of the Organization.
- IV. Update/Inform the President/Vice-President/General Secretary/Treasurer of any problems related to the organization immediately.

ADVISORY COMMITTEE MEMBERS:

Advisory committee shall consist of twenty one (21) members that will be divided equally in three sections: a) Budget committee b) Election Board c) Policy & Legal. Advisory committee member must pay their initial dues in the amount of fifty dollars (\$ 50.00) every year or else the advisory membership will be terminated. Else they decide to be a regular member they can pay their initial membership fees for the fiscal year. Advisory committee will or can call for any emergency meeting and notify it to the president and the secretary.

Budget Committee

- I. An annual budget shall be presented to the Board of Directors by the Budget committee.
- II. Boards of directors approve the budget and send to Budget committee.
- III. Present the annual budget to Executive committee.
- IV. Budget committee should keep perpetual updates of the annual budget.

Election Board

- I. Pursue all election related curriculum
- II. Update all the committee of newly elected officials.
- III. Submit the list of newly elected officials to the Board of Directors.
- IV. Maintain official transcript of any election related materials.

Policy and Planning

- I. Submit any new/updated policy & planning to the Board of Directors.
- II. Present any new/updated policy & planning to the Executive committee which is approved by the Board of Directors.
- III. Should maintain feedback or convey any conflict of interest or problems related to policy & planning to the appropriate committees.

Board of Director

Members of Board of Directors are Expected to engage willingly in board activities, without receiving any benefit of the organization's asset or earnings. Board of directors is to ensure that the organization is effectively managed and is working toward the achievement of the mission of the Bangladesh students Association of California. Board of Directors must meet at least once in every year to discuss the strategic planning and the future of the organization. In case of any disputes or division of opinion arises between Board members, they should approve/disapprove it with a $\frac{3}{4}$ vote. Quorum requirements of the Board of Directors should have a minimum of 75% presence in order to approve any resolution.

Major areas of Board responsibility :

- I. Determine the Organization's Mission.
- II. Set Policies and adopt plans for the organization's operations.
- III. Approve the Budget, establish fiscal policies and financial controls, and monitor financial position of the organization.
- IV. Provide adequate resources for the organization through establishment of resource development goals and commitment to fund raising through giving and soliciting. Develop organizational visibility through networking and linkage to the community.
- V. Ensure that the organization's corporate and governance documents are updated and secured, and all reports are filled as required.
- VI. Recruit and select new board members and provide them with an orientation to the board's business.
- VII. Recruit, hire, evaluate, reward, or terminate, if necessary, the president of the organization in case of his/her actions create liability risk for the organization.
- VIII. Protect and preserve the organization's non-profit tax-exempt status.
- IX. Board of Directors also should discuss of any new entries every year who have contributed substantial voluntary work or dedication to the organization.

Dismissal of a board member :

Discharging a board member because of their actions create liability risk for the organization. Any Board member must be given a chance to resign from their position from the Board of Directors (if required) and they must be heard before any actions are taken.

Terms of Officers:

- I. Any member of the executive committee (once elected) of this organization including the President shall not compete for the same position in the Executive committee for a consecutive 3rd year. Nomination can be submitted for any other positions in the executive committee.
- II. Once elected, the officers of this organization take their duties after the election immediately.
- III. Officers shall remain in position for the following year or until such time as they fail to comply with the stated qualifications or membership standards.

NOMINATION AND ELECTION:

- I. Nomination of officers for this organization can be submitted only by active voting members.
- II. The nomination process shall take place once every year.
- III. Exact date, time, nature, and extent of the voting procedure and policies shall be decided by the Election board.
- IV. Voting rules, guidelines and deadlines will be furnished by the Election Board on one Executive committee meeting.
- V. Nominated candidates shall be elected by a simple majority vote of the voting members.
- VI. Election should be called by the Election board three months prior to legal end of the term.
- VII. Officers may be elected for the same position twice consecutively.
- VIII. Election board must deny any person's nomination for the third term for the same position s/he was elected before.
- IX. Candidates may as well serve other positions in the executive committee after two consecutive terms served in the same position.
- X. All the officers of the committee must be elected by popular vote unless and otherwise exceptions were made in case of death, or incapacity of a candidate (in that case President can appoint someone on his/her position until the new election board declares new election).
- XI. Election Board must verify that the candidate fulfilled all the requirements of being a member in this organization before officially accepting his/her Nomination or candidacy.

Vacancies:

- I. In the event the President of this organization can no longer assume the duties of the office, the Vice President shall become President.
- II. In the event that a vacancy occurs in any office other than the Presidency, the Executive Branch shall nominate a candidate from the membership for the office that is vacant. The organization shall then approve the nomination by a simple majority vote.
- III. Despite the above, once new election has taken place by direct primary election, any vacancies shall be filled automatically by the top vote getting member-elected positions.

AMENDMENT:

Process:

- I. All amendments to this constitution shall be introduced in writing at an organizational meeting. It shall be reread and voted upon at the meeting.
- II. At least one week's time must lapse between initial presentation and voting on the amendment.
- III. Each amendment, having been passed by a 3/4 vote of the Executive members shall become effective only after the Bangladesh Students Association of California Board of directors (with a 3/4 vote) have granted approval of the amendment.

RATIFICATION:

This constitution will be officially ratified when signed by at least 3/4 of the Executive members of this organization and approved by the Bangladesh Students Association of California Board of directors.

ENABLING ACT:

Upon ratification and approval of this constitution by Bangladesh Students Association of California Executive members and Board of directors, this constitution shall become effective immediately. Officers of this organization shall be elected as soon as possible and shall serve for the remainder of the term of office.

BDSAC Scholarship Constitution

The Bangladesh Students' Association of California, henceforth BDSAC, will distribute educational Scholarships throughout Bangladesh to underrepresented and underprivileged college students with strong academic backgrounds. The distribution of said Scholarship meets the guidelines of the IRC 501 (c) 3 organization and adheres to the regulations set forth in IRS Revenue Ruling 71-460, 1971-2 C.B. 231. The BDSAC Scholarship will be for one (1) whole academic year (July 1st – June 30th), and will be reviewed by the Scholarship Committee against the criteria set forth bellow:

Candidate Eligibility:

- a. SSC Graduates (College Students) Only.
- b. Meritorious: applicants must demonstrate extraordinary academic talent in the face of adversity.
- c. Underprivileged: applicants who exhibit pronounced familial and financial hardships are preferred.
- d. Career Goal: applicants must express a desire to further their education beyond the college level and should work towards specific career goals after education.

- e. Needs to maintain student status and maintain a minimum GPA (80%) or top 10% in the class.
- f. Recipients of the Scholarship will be required to send document(s) showing their progress to the Scholarship Committee on a six months basis.

Qualifications and Responsibilities of the Scholarship Committee:

- a. The Scholarship Committee is endowed with the authority to review, approve, and execute the distribution of Scholarships based upon the criteria set forth within the Constitution of BDSAC.
- b. In the event of an exception to the aforementioned criteria, the Scholarship Committee shall bring forth the issue(s) before the Board of Directors.
- c. Official Scholarship Committee meetings require a quorum of 50% of its officers.
- d. The passing of bills requires approval from 2/3 of the Scholarship Committee officers present at the meeting.

Scholarship Distribution:

- a. Scholarships will be distributed in person by a BDSAC Scholarship Committee Officer or a formally designated individual.
- b. Scholarship Recipients must open a local currency account in order to receive Scholarship monies.

Financial Transactions:

- a. BDSAC will open a local currency account in Dhaka, Bangladesh.
- b. For any financial transactions to take place a minimum of 2 signatures are required from the Scholarship Committee Chair, the President, or the Secretary.

Duties of the Chairperson:

- a. The Chairperson of the Scholarship Committee shall be the chief executive of this Committee with full power to enforce the provisions of the constitution and its by-laws.
- b. S/he shall chair the Committee policies and shall perform such other duties as are usually incident to the office.
- c. The Chairperson of the Scholarship Committee shall preside over the Scholarship Committee meeting and update the Executive Committee.
- d. The Chairperson of Scholarship Committee is allowed to call Emergency meetings with 24 hours of notice. Upon commencement of the meeting, the Chairperson of the Scholarship Committee must sign, validate and document the urgency of calling the emergency meeting.

Duties of the Co-Chairperson

- a. The Co-Chairperson of the Scholarship Committee shall assume the duties of the chair in his/her absence or if he/she is incapable of performing said duties.
- b. The Co-Chairperson of the Scholarship Committee should coordinate the activities of the Scholarship Committee and assist the chair.

Terms of Officers:

- a. The Committee will constitute of Chairperson, Co-Chairperson and Officers.
- b. The Board of Directors has full authority to change or elect the Scholarship Committee officers with a 2/3 quorum vote.
- c. Once elected, the officers of this Committee take on the duties of their office immediately.
- d. Any officer of the Scholarship Committee (once elected) of this organization including the Chair / Co-chair shall be in the same position until or unless change is needed. The Board of Directors will be in charge of electing the Chair / Co-chair including the Scholarship Committee officers.

Dismissal of a Scholarship Committee officer:

- a. Any Scholarship Committee officer(s) can be discharged in the event his/her action(s) creates liability risks for the organization. He/she must be given a chance to resign from his/her position and must be heard before any action is taken.
- b. If an Officer would like to resign from his/her position, he/she must submit a formal letter of resignation to the Chairperson of the Scholarship Committee. If the Chairperson of the Scholarship Committee wishes to resign he/she must submit a letter of resignation to the Board of Directors.

Scholarship for Bangladeshi Students Residing in USA:

The Scholarship Committee may in future consider Bangladeshi students residing in USA under same/equivalent criteria set above.