

# Constitution of the Bangladesh Student Association at Georgia Tech

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Created March 31, 2013  
Revised October 20, 2014

## **Article I-Name**

This organization will be known as Bangladesh Student Association at Georgia Tech, hereafterreferred to as BSAGT.

## **Article II- Purpose**

The purpose of the BSAGTis to:

- A. Bring Bangladeshi students at Georgia Tech together and help overcome the academic and non-academic challenges of thisstudent community through active cooperation among its members.
- B. Promote the cultural aspects of Bangladesh by arranging various activities and participating in international cultural events held at Georgia Tech and elsewhere.
- C. Help Bangladeshi community (current students, alumni and the greater community)through non-partisan activities, and render humanitarian services to societies in need of assistance in the local Atlanta community and elsewhere.
- D. Informally promote and aid in the recruitment of Bangladeshi students to Georgia Tech through suggestions and logistic support (if needed).

## **Article III- Membership**

- A. Members of BSAGT will be Georgia Tech students whomeet eligibility requirements for participation in extra-curricular activities as stated in the GT Catalog and SGA policies. Only Georgia Tech students, both graduate and undergraduate, can vote or hold office.
- B. Associate members may be GT faculty, staff or alumni, their spouses or domestic partners, and spouses or domestic partners of student members. Associate members may not vote or hold office.
- C. There will be no maximum number of members.
- D. Membership will take effect when an interested party signs the membership roster and pays all dues set for the year.

## **Article IV- Officers**

**Section 1.** According to the GT catalog, students can only run for, and hold office if they are in good standing with the Institute (academically and non-academically).

**Section 2. An Executive Board comprised of Officers will govern the activities of the organization, and the specific duties of the Officers will be as follows:**

- A. **President:** The President will be the executive officer of the Executive Board and will have general supervision of the affairs of the BSAGT and will preside at meetings. The President will represent the organization at conferences, conventions and faculty or alumni meetings
- B. **Vice-President:** The Vice-President will be the junior executive officer and will act on the behalf of the President in the event of his/her absence. The Vice-President will also execute any organizational activity as instructed by the President.
- C. **Secretary:** The Secretary will record the proceedings of each meeting, distribute the minutes to the members, and maintain the membership roster.
- D. **Treasurer:** The Treasurer will maintain records of all revenue and expenditures and ensure that generally accepted accounting practices and monetary controls are in place. The Treasurer will collect dues.
- E. **Cultural Officer:** Cultural officer will be responsible for organizing and arranging all aspects of any cultural or social event held by BSAGT.

## **Article V- Officer Elections**

- A. The elections for officers for the forthcoming year will take place after the Spring semester finals and no later than June 30.
- B. Election timeline and nomination process must be announced to members at least two weeks prior to the end of Spring semester.
- C. Absentee voting will be conducted according to Article I of the Bylaws section.
- D. Any student member may campaign or be nominated for any position on the Executive Board. The candidate names will be distributed to organization members at least 24 hours prior to the election meeting. Only members of BSAGT are eligible for being candidates (for definitions please refer to Article III section A).
- E. The candidate for each office receiving the most votes of members will be considered the

victor. If there is a tie between candidates, then there will be a run-off between the two candidates with the most votes. The candidate who receives the most votes will be the victor. If there is a tie again, the highest ranking outgoing officer not involved in the run-off will make the final decision. No member can be elected to more than one position on the Executive Board at one time.

- F. New officers take office on the day of election once the results are announced and remain in office until the next election.

#### **Article VI- Officer Removal**

- A. If an officer fails to maintain Institute requirements as stated in the GT Catalog and Article 4 Section 1, he or she shall resign immediately.
- B. If it is believed that an officer is not fulfilling his or her constitutional duties, then a petition requesting his or her removal must be signed by at least half of the voting membership or Executive Board and presented at a general meeting or Executive Board meeting depending on the origin of petition. Then, upon verification of the validity of the petition, by the Advisor, and, at least two weeks but no more than four weeks from the date of submission, another meeting shall be held at which the grievance will be presented, with both sides having the opportunity to present a case.
- C. The President may choose to preside over or request the Advisor to preside over the removal hearing. After all arguments have been heard, a secret-ballot vote shall be held. If at least two-thirds of the voting members present vote for removal, the officer shall be removed immediately.
- D. If the President is removed or resigns, the Vice-President will take his/her place in the interim until the next election term. All other officers will be nominated by the membership and voted on in accordance with Article V at the next meeting. In this case, the victor will take office immediately following election and will fulfill the term of the officer that he or she is replacing.

#### **Article VII: Committees**

- A. Committees may be created as necessary by the President for specific events and projects not to last longer than the current officer term.
- B. Each committee will have a chair, as appointed by the President.
- C. Any member or officer may be selected as a committee chair.
- D. Any number of members may be on a committee.

### **Article VIII: Advisor**

- A. A full time GT faculty or staff member will serve as Advisor to the organization.
- B. Nominations for Advisor will take place within the Executive Board. An Advisor will be chosen within two weeks of a vacancy. The Executive Board will choose the Advisor by a majority vote and invite him/her to serve as Advisor for the next academic year.
- C. During officer elections, the organization will vote on whether to continue the Advisor appointment or not. The vote must be majority of those voting in order to retain the Advisor for the next academic year.
- D. The duties of Advisor include: meeting with organization officers, reviewing the yearly budget, signing all required paperwork and advising on issues of risk management, organization leadership, and Georgia Tech policy.
- E. The Advisor can be removed for not carrying out the duties and expectations as defined in this document. Any member can bring concerns to the Executive Board. The Executive Board will meet with the Advisor to discuss the concerns. After this meeting, the Executive Board will vote on whether to remove the Advisor. If there is a majority vote, then the Advisor will be removed.
- F. If an Advisor steps down, is removed, or is not re-appointed, the Executive Board will follow the process stated in Article VIII, B.

### **Article IX: Dues**

Dues will be determined at the beginning of the year by a majority vote of the Executive Board but will not be less than the required amount designated by the Student Government Association Joint Finance Committee Policy. Dues are to be paid by the third week of the semester or by the second week of membership.

### **Article X: Parliamentary Procedure**

Roberts Rules of Order will be used in instances not covered in this constitution.

### **Article XI: Constitutional Amendments**

- A. Amendments to the constitution shall be submitted by members of this organization to the Executive Board in writing for consideration.
- B. Written notification of the proposed amendment to all voting members must be made by mail or email, at least two weeks in advance of any vote on changes in the constitution.
- C. A two-thirds vote of members present will be required for adoption.

D. Amendments are subject to the approval by the Student Government Association and the Student Activities Committee.

## **Bylaws**

### **Article I: Absentee Voting**

- A. Absentee voting will follow the Roberts Rule of Order.
- B. The current president will notify the absentee members through email about the voting process, at least one week prior to the voting date. The email voting window will open 48 hours prior to the voting date and will close on the voting date at same time the in-person voting is complete.

### **Article II: Guest Membership**

- C. Guests (non-GT entity) may be invited to join the BSAGT activity only by current student members, without the provision of getting membership of BSAGT. Guests who pay dues and sign membership roster are called Guest Members.
- D. The Guest Members will be paying the fees as set by the officers of the current executive committee of BSAGT to join the organization.

### **Article III: Suspension of Full Members and Associate members and Guests**

- A. A full and associate member (as defined in Article III), may be suspended from BSAGT in the event he or she gets involved with any activities that negatively affects the reputation of the organization. Such activities may include, but are not limited to illegal activities as set by the law of US, using BSAGT for partisan activities either in the US or in Bangladesh, etc.
- B. Full and associate members who have paid their dues for the year cannot be suspended, except by unanimous vote of all other current full members. A petition requesting his or her suspension shall be presented to the Executive Board, and a meeting shall be held at which the grievance will be presented, with both sides having the opportunity to present a case. The President may decide to preside over the removal hearing or request the Advisor to do so if appropriate. After all arguments have been heard, a secret-ballot vote shall be held. Votes may also be sent to the President or Advisor by e-mail. If all of the voting members vote for suspension, the member shall be suspended immediately for the duration of the current committee term. The organization will not be returning any portion of the fee paid by the suspended member at any point.
- C. Guest members may be suspended if they are involved in any activities as stated at Article II.A of the Bylaws following the submission of a petition requesting his or her removal to the Executive Board. The President may decide to preside over the removal hearing or request the Advisor to do so if appropriate. After all arguments have been heard, a secret-ballot vote shall be held. Votes may also be sent to the President or Advisor by e-mail. A one-fourth vote from all of the members for removal will suffice to suspend the Guest Member immediately for at least the duration of the current committee term. The next executive committee may review the

suspension decision after taking over the office and may decide to revert or prolong the suspension period. The organization will not be returning any portion of the fee paid by the suspended guest.