Bylaws of
Brandeis Bangladeshi Students Association
Established: October 2015

Preamble
Brandeis Bangladeshi Students Association (Brandeis BSA) wishes to create a supportive community for the Bangladeshi students of Brandeis, while integrating the larger Brandeis community into its platform. Bangladesh is a developing nation that incorporates diversity of faith, culture, and background into its core values, and BSA wishes to encourage that diversity on campus. BSA’s goals are to raise awareness about the development of Bangladesh, create a safe community for Bangladeshi students, raise funds to assist the needs of Bangladesh and other nations, and create a positive atmosphere on campus, while serving as an opportunistic program for creating local and global change.

(1) Vision
A positive, youthful, humane, and beautiful view of Bangladesh, with a canvas of a very rich and vibrant heritage and culture, that is portrayed and represented that earns respects and dignity of people from other cultures.

(2) Mission
   I. To raise awareness about the social, economic, political, and cultural aspects of Bangladesh via events and discussions.
   II. To create and maintain a Bangladeshi community on campus for both current, prospective, and alumni students to have both a social and networking platform.
   III. To raise funds to send back for charities/projects currently in Bangladesh.
   IV. To encourage the prosperity between Bangladesh and other respective nations by donating to nations with political, social, or environmental turmoil and by working with and forming alliances with other clubs on campus working toward those goals as well.
   V. To cooperate with the Bangladeshi community in the greater Boston area and Bangladeshi Association of New England (BANE) with event planning and communication.

(3) Planned Programs and Events
   I. Victory Day (Dec 16)
   II. International Mother Language Day (Feb 21)
   III. New Year (Pohela Boishakh, April 14)
   IV. Fund raising for any disaster or humanitarian needs in Bangladesh or elsewhere
   V. Annual cultural show
   VI. Fresher at the beginning of each year for new students
   VII. Any other programs/events as deem fit by the Executive Board and in proposed/passed in a general meeting.

(4) Membership
Any current or previous student or alumni of Brandeis University will be eligible to become a general member of the Association and will be able to run for any executive position in the Association.
a. **Fees:**

There is no fee required to become a member of the Association. Voluntary donation and university funding will be sought to perform various activities and events of the Association.

(5) **Governance Structure**

a. **Executive Board (EB)**

   Number of EB members and their overall duty: The EB will consist of 6-10 members and their general mandate will be to uphold the charter.

1. **Election, eligibility, tenure, and resignation of the EB members:**

   I. The EB members of the Association will be elected in a direct voting in the General Members’ meeting.
   
   II. All Members of the Association will be eligible for running for any post of the Association.
   
   III. The EB members will be elected for one-year and/or until the next Board is elected.
   
   IV. The EB members may resign from their post at will.

2. **President and the duty:**

   I. Presides over and creates agendas for all meetings
   
   II. Acts as a representative for the association in all necessary functions, events, or emergencies
   
   III. Promotes unity in the association
   
   IV. Must remain impartial
   
   V. Must have at least one year of experience as a part of the BSA
   
   VI. The president may be able to run for re-election, and may be re-elected if voted into office.
   
   VII. Assists in fundraising and organizing fundraisers

3. **Vice-President(s) and the duty:**

   I. Presides over meetings when the president is absent
   
   II. Takes over at events at president’s request
   
   III. Helps president whenever possible
   
   IV. Acts as parliamentarian: Keeps order at meetings (sergeant of arms); & acts as a consultant in all matters concerning rules and proper procedure
   
   V. Facilitates discussions
   
   VI. Assists in fundraising and organizing fundraisers

4. **Member Secretary and the duty:**

   I. Keeps as records, past and present, in conjunction with the president
   
   II. Types all official letters of the association if a chairperson requires help
III. Records the proceedings of all meetings
IV. Responsible for all members’ address (on campus/or most convenient location), phone number, email address, hometown, and major.
V. Keeps documents of importance for meetings
VI. Contacts the members regarding the location and times of meetings

5. Treasurer and the duty:
I. Makes accounts of monies collected during fundraisers
II. Sends the money to respectable organizations
III. Keeps in contact with members of charitable organizations

6. Event Coordinator and the duty:
I. Creates brochures, pamphlets or posters for events with ideas developed from the general BSA group
II. Prints brochures, pamphlets and posters and posts them with permission from Brandeis event coordinators
III. Speaks to all of those involved with events to make sure they have fulfilled their duties
IV. Keeps a list of contacts for events, as assisted by the member secretary

7. Social Media Coordinator and the duty:
I. Uses social media and other tools to engage audiences
II. Keeps a Google Calendar for separating responsibilities and listing event dates and times
III. Keeps a group chat for BSA members in order to facilitate discussions
IV. Is active on Facebook/other social media pages in order to reach out, and promote the association.

8. Fundraising Chair and the duty:
I. Leads the Association’s effort to raise funds in response to humanitarian and other disaster needs across the world
II. Collects donations from the Association members to give them to legal charity
III. Works with Association leadership to build a strong network with different university clubs and beyond.

b. Formal Members - Eligibility and Duty:
I. All current students will be eligible for formal membership.
II. Attending monthly general meeting and extraordinary meeting
III. Participating in the Association’s events, programs, and other activities
IV. Participating in the debate and vote decisions to amend the charter
V. Participating in the election of the Executive Board members
VI. Reaching out to new and non-member students to become a member of the Association
c. General Members - Eligibility and Duty:

I. All alumni graduates will be automatically enlisted as a general member.
II. Any well wishers can join as a general member of the Association. In that case, the EB will arrange to fill up a form for them.
III. The general members can donate funds for Association’s programs and events.
IV. The general members cannot take part in the EB election or vote for a candidate.

d. Advisory/Alumni Panel (honorary post)

I. The EB will create an Advisory Panel from the alumni graduates of Brandeis students.

(6) Election Procedure

a. Methods:
   I. All post will be voted and any member can run for any position.

b. Conduct of the election:
   I. There will be an Election Commission consisting of two members, which will conduct the election of Executive Board (EB). The last EB will appoint the election commissioners from the formal members.
   II. The election commission will seek nominations for the EB positions from all eligible formal members with their short bio and give a week timeline for submitting the nomination.
   III. A member can declare and/or express formal interest in his/her own candidacy. The Election Commission will then prepare and publish a list of prospective candidates with their short bios and set the following EB meeting date for the election.
   IV. Rather than candidates, the Election Commission will run the campaign to reach out to voters (all possible eligible members).
   V. During the election date, the Election Commission will hand the present members ballots and ask members to choose their candidates. The Commission will also arrange an absentee balloting – via online – two days prior to the election day. This provision is exclusively for those formal members, who will not be able to attend the voting and notify the Commission at least three days prior to the election.
   VI. After the voting, the Election Commission will count the number of votes, including absentee, and declare the result on the same day.

(7) Meeting and Quorum

a. Executive Board Meeting
   Once in a week. Initially every Monday at 6pm. But the members can agree to a different date and time - provided that three-fourth of the EB members agree to such a change.
X.  Adiba Nasser
XI. Mahpara Rob
XII. Shah Turjo Alam
XIII. Imtiaz Arefin
XIV. Walid Ahmed
XV.  Abdullah Al Mamun
XVI. Tamanna Syed
b. **General Meeting**
   Once in a month. The meeting will be held every first Monday of the month at 6pm.
The meeting venue will be decided and coordinated by the EB members.

c. **Extraordinary Meeting**
   As and when required.

**8) Charter Amendments**

The charter can be amended in two ways:

a. the Executive Board (EB) initiated amendment: If any member of the EB considers to update any article or provision of the charter, it may assign one of its members to draft the change. The EB will then discuss the draft in its meeting and finalize the draft for the presentation in the next general meeting. The proposed draft will pass by both a two-third vote of EB and endorsed by the majority of the general members attending the meeting.

b. General member initiated amendment: If any general member want to propose a change in any article or provision in the charter, s/he has to have a petition signed by at least 10 general members. The petition then goes to the EB for vetting. If the majority in EB agrees, the proposal will then be presented before the general meeting for pass.

**Annex 1:**

a) Founding members of the association, approving the draft charter:

<table>
<thead>
<tr>
<th>Signature &amp; Date:</th>
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<tbody>
<tr>
<td>Sultan Mohammed Zakaria, President</td>
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<tr>
<td>I. Tanaz Abid</td>
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<tr>
<td>III. Shamaila Zaba Khan</td>
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<td>IV. Tamanna Syed</td>
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<td>V. Saqib Hashim</td>
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<td>VI. Tasbeeha Mirza</td>
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<td>VII. Pranab Banik</td>
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<td>VIII. Abdullah Saleh</td>
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<td>IX. Kaji Tamanna Keya</td>
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