**BSA BY LAWS**

**1. DEFINITIONS**

1.1        “BSA”, and “Association” refers to the Bangladeshi Students’ Association of Concordia University.

1.2        “University” refers to Concordia University in Montreal, Quebec, Canada.

1.3        “Day” means a calendar day unless otherwise specified;

1.4        "School day" means a day in which the university is open for normal operation;

1.5        “Bengali” means who speak in Bangla and/or citizen of Bangladesh, or Bangladeshi heritage.

1.6        “Bengali culture” means the culture maintained both traditionally or recently in Bangladesh.

**2. OBJECTIVE**

2.1      BSA shall help and assist all Bangladeshi Students at Concordia University to the full extent of BSA's ability;

2.2     To form a representative association that represents all Bangladeshi students at Concordia University;

2.3      To represent Bangladesh in a formal way at Concordia University;

2.4      To promote and coordinate Bengali cultural and educational activities inside and outside of Concordia University;

2.5      To be the place where all Bangladeshi students can express their feelings, concerns and practice Bangladeshi culture;

2.6      To work as a medium in creating better environment and good relationship for Bangladeshi students with Canadian students, non-Canadian and the University;

2.7      To represent Bangladeshi students in University bodies and committees where the issues related to Bangladeshi students or associations are being discussed;

**3. BSA EXECUTIVES**

3.1 **PRESIDENT**

3.1.1     To lead the executive and to chair the administrative council’s   meetings.

3.1.2     Be the chief executive officer, chief representative, and chief spokesperson of the association;

3.1.3     Oversee all aspects of the association, except judicial board (topic 10);

3.1.4     Ensure the smooth running of the association as a whole through facilitation of and mediation with the various Executive Committee portfolios with a vision that is consistent with the associations mandate

3.1.5     May cast the deciding vote in the event of an Executive Committee deadlock

3.1.6     To be cosignatory of the cheque with Vice president and/or Vice President Finance.

3.2 **VICE PRESIDENT**

3.2.1     To act as President in their absence.

3.2.2     Be the chief executive officer, and chief representative of the association;

3.2.3     To be a liaison between the Executive Committee

3.2.4     Oversee all aspects of the association, except judicial board(topic 10);

3.2.5     To be cosignatory of the cheques with President and/or Vice President Finance.

3.2.6     Ensure the proper publicity of the association around the campus and external affairs.

3.2.7     To be the chief spokesperson in absence of the president.

3.2.8     To be responsible for all the BSA Representatives.

**3.3 VICE PRESIDENT INTERNAL**

3.3.1     To act as the representative of the association within the University community;

3.3.2     To be responsible for communication within the Executive Committee, with internal student organizations, and with the Students' Society of Concordia University.

3.3.3     To be a liaison between the Executive Committee and all official issue with the internal associations around the campus.

3.3.4     To maintain the membership list of BSA.

3.3.5     To be responsible for minutes of the meeting.

3.3.6     To be responsible for special events around the campus;

3.3.7     Oversee and coordinate the activities and events of the association;

**3.4 VICE PRESIDENT EXTERNAL**

3.4.1     To act as representative of the association to the community outside to the university.

3.4.2     Be responsible for developing good relations with student and community organizations inside/outside Concordia University.

3.4.3     Be responsible for promoting the image of the organization.

3.4.4     Oversee and coordinate the activities and events when external or affiliated organization participates.

3.4.5     To be the spokesperson in absence of the president in external associations or affiliated organizations.

3.4.6     To participate in all external contacts.

3.4.7     To act as a liaison between the Association and the International Office of internal and external communities or associations upon president or vice presidents approval.

**3.5 VICE PRESIDENT FINANCE**

3.5.1     To be responsible for the fund collection.

3.5.2     To be responsible for the budget with the co-operation of President.

3.5.3     Co-sign all financial transactions with the president or Vice President.

3.5.4     Ensure the funding and financial stability of the association.

3.5.5     To be responsible to publish the financial report.

3.5.6     To be responsible to show the financial issue to the members on president’s request of the association.

3.5.7     Available when mother association asking for the financial report of the association.

**3.7 VICE PRESIDENT SOCIAL**

3.7.1     To organize all social activities/events.

3.7.2     To negotiate all contracts pertaining to social activities

3.7.3     To be responsible for making sound judgment on appropriateness of any social activities organized by BSA

**3.8 VICE PRESIDENT COMMUNICATION**

3.8.1     To act as a representative of the association to the internal and external communities of the university

3.8.2     To be responsible for all communication for the association with its members.

3.8.3     To be responsible for the delegation of the proposed members, university bodies, other societies, and BSA executive committee whenever it is requested by the BSA council.

3.8.4     To assist external and marketing issues.

**3.9 VICE PRESIDENT ADMINISTRATOR & COORDINATOR**

3.9.1 To conduct administrative responsibilities

3.9.2 To accordingly register the club

3.9.3 Keep records of club membership and keep the updated list of executive members

3.9.4 Keep updated information related to event deadlines

3.9.5 Check if club activities are well coordinated

3.9.6 Be in charge of financial requisition and report to VP Finance

3.9.7 Have access to all online portals and accounts

**4. BSA REPRESENTATIVES & WEBMASTER**

**4.1 BSA REPRESENTATIVES**

4.1.1     To represent the Association at all events around and outside the campus.

4.1.2     To act as a liaison between new students and current students of the Association.

4.1.3     To assist VP Internal, External and Communication.

4.1.4     To act in the best interests of the Association to promote its image.

4.1.5     To be responsible for collecting all the related information for marketing of the association.

**4.2 WEBMASTER**

4.2.1     To be responsible for designing website of the association

4.2.2     To be responsible for keeping the website up-to-date.

**5. POWERS/PROCEDURES WITHIN THE COUNCIL**

5.1        The Executive committee is the sole and legitimate representative of the BSA

5.2        The BSA Council is responsible for setting policies for the Association and adopting its Regulations with respect to its mother association’s regulations.

5.3        All executive members of the BSA Council have equal voting rights as well as the BSA Representatives.

5.4        The Executive Committee shall approve new membership or terminate the existence of non-active members;

5.5        The Executive Committee shall change/amend new by-laws or policies by 2/3 majority of the attending voters;

5.6        The Executive Committee can remove an Executive member from office after impeaching him/her within the Executive Committee for violation of BSA policies upon two third (2/3) vote of the current BSA council.

5.7        All decisions not related to the constitution will be accepted by a simple majority (60%) attending voters (confidential voting);

5.8        The President or Vice President (in the absence of the president) will chair the BSA Council.

**6. EXTERNAL AFFILIATION POLICY**

6.1        If any external organization or society wishes or needs collaboration from BSA, BSA shall send the University policy and BSA conditions to them to maintain BSA image and its objectives

6.2        Must get 70% vote of the existing BSA council members before BSA will engage in any joint program with any external societies/associations.

6.3        Must respect BSA image and its marketing in a decent and most formal/professional manner.

**7. ELECTION PROCEDURES AND REFERANDA**

7.1        Elections will be held once in a year

7.2        BSA undergraduate members shall elect the executive members;

7.3        The BSA Executive candidates must be present on the day of elections;

7.4        A Chief Returning Officer (CRO) with other 2 members shall be appointed by the Executive Committee to oversee elections

7.5        Elections are conducted by secret ballot

7.6        The CRO shall

              i) be a member of the organization.

             ii) not be running to an office.

             iii) be responsible for overseeing and implementing the election of the organization.

7.7        The CRO shall be responsible for general conduct and execution of the elections and shall fulfill this duty with due diligence and impartiality.

**8. MEMBERSHIP**

8.1        BSA membership shall be open to all Concordia Students.

8.2        Only current undergrad Concordia students with Bangladeshi heritage shall be eligible to be elected as member of executive committee and to hold voting privilege.

8.3        Associated non-voting membership shall be opened to all others.

8.4        An honorary membership shall be awarded to a non-Bangladeshi student with accord of 70% BSA members and judicial board.

**9. BSA BY LAWS/CONSTITUTION**

9.1        The BSA Constitution shall be recognized as the BSA By Laws.

9.2        In order to Change/replace any part of the constitution i) 80% Executive member shall be present ii) Must get two third (2/3) vote from the executives to approve the new constitution ii) Must get majority vote from the members through election.

9.3        If there are any areas not covered in this constitution the mother association’s constitution shall take effect.

**10. JUDICIAL BOARD**

10.1      The judicial Board shall consist

                    i) 3 Executive committee member;

                    ii) 2 non-executive members;

                    iii) 2 IEAC executive members

**11. BSA CODE OF CONDUCT**

**11.1 BSA shall**

11.1.1   be proud of the Bangladeshi heritage;

11.1.2   not tolerate any insult/disrespect/accusation towards Bangladesh, Bangladeshi people or Bangladeshi culture.

11.1.3   hold their Objective (section 2) as their priority;

11.1.4   use Bengali as a first choice of interaction with Bangladeshi student;

11.1.5   use Bengali, French/English [if any non-Bengali speaking person present or in absolutely necessary] as official language of interaction.

11.1.6   be free of any political discussion;

11.1.7   refrain from any political motives/action;

11.1.8   respect all religious beliefs;

11.1.9   not discriminate against any member in lieu of their religious belief, color, sex, sexual preference, and language;

**11.2 BSA Executive Members shall:**

11.2.1   be proud of the Bangladeshi heritage, and its tradition;

11.2.2   try his/her best to be an example of true Bangladeshi when representing BSA in any activity;

11.2.3   not work against BSA's objectives;

11.2.4   not take any decision on the basis of personal relationship/affiliation with a group/community.

11.2.5   not use BSA for personal rivalry.

11.2.6   not use BSA for their personal financial gain.

**11.3 BSA Members shall:**

11.3.1   be proud of the Bangladeshi heritage;

11.3.2   obey BSA's code of conduct;

11.3.3   not work against BSA's objectives;

11.3.4   not use BSA for personal rivalry

11.3.5   be respectful of Executive Members code of conduct (topic 11.2);

11.3.6   be encouraged to follow the BSA Executive Members code of conduct;

11.3.7   not use BSA for their personal financial gain.

**12.GROUND OF DISMISAL**

12.1      BSA shall dismiss:

**12.1.1 BSA members:**

i)    For breaking BSA's code of conduct;

 ii)   For showing any disrespect towards Bangladesh or Bangladeshi culture;

**12.1.2 BSA Executive members & Representatives:**

 i)  for breaking BSA's code of conduct

 ii)  for breaking BSA' Executive members code of conduct

iii)  for showing any disrespect towards Bangladesh or Bangladeshi culture,

iv)  for missing 3 consecutive meetings without any reason, and must send official letter for being absent on the meeting to the President/Vice president.