

**INTERNATIONAL STUDENTS' ASSOCIATION**  
**Bangladesh Agricultural University**  
**(ISA-BAU)**

**CONSTITUTION**

**ARTICLE I: NAME**

The name of the organization shall be the International Students' Association of Bangladesh Agricultural University, in short ISA-BAU.

**ARTICLE II: PURPOSE**

**SECTION 1**

The purpose of the ISA-BAU shall be to promote the well-being of international students, promote better friendship, interaction, understanding among international students and other groups and also to participate in other extra-curricular activities at BAU and Mymensingh community.

**SECTION 2**

The ISA-BAU shall work for the attainment of this purpose through, but not limited to, the following means/ activities:

1. It shall be the central group which will embody all international students at BAU, assist, advise, and represent them in matters of common welfare and concern; &
2. It shall conduct social, cultural, and educational activities upon subject of the yearly agenda list discussed among foreign students and authority of BAU.

**ARTICLE III: BASIC POLICIES**

**SECTION 1**

The association have to be noncommercial, nonsectarian, non-political and nonpartisan.

**SECTION 2**

The language during the meeting must be strictly in English.

**SECTION 3**

The name of the association or the names of any member in their official capacities shall not be used in any connection with a commercial concern, or with any partisan interest, or any purpose not appropriately related to the promotion of the objectives of the ISA-BAU.

**SECTION 4**

The association shall cooperate with other organizations and groups. However, the individual representing the association is not allowed to make to make any commitment that binds ISA-BAU to any means without prior consent and agreement of the committee.

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**SECTION 5**

The association shall cooperate with Bangladesh Agricultural University to support the adaption period and improvement of education of international students.

**SECTION 6**

The association agrees to abide by all University polices and local, state and federal laws.

**ARTICLE IV: MEMBERSHIP & DUES**

**SECTION 1**

All international students registered at BAU shall constitute the general body of the ISA-BAU. They shall be eligible to participate in all activities of the association except as limited by this constitution.

**SECTION 2**

Each member of the association shall pay membership fees. ISA-BAU should have four categories of membership.

1. General member: 1000/annum
2. Life member: 3000
3. Alumni member: 5000
4. VIP member: 10000

After graduation of life members, alumni members & VIP members shall be honored as an adviser of ISA-BAU if they are interested and also honored for the participation of selected events.

Note: For general members, Completion of payment can be divided for a maximum of 2 times, and the interval for the first payment is to be set by the committee and action is to be taken against members who fail to pay (Depending on severity)

**ARTICLE V: GENERAL ELECTIONS**

**SECTION 1**

1. Each member shall have one vote
2. The election should be done in a run-off method.
3. The election should be conducted and chaired by the advisor.
4. The position of the organogram should be distributed upon the mutual understanding of members present in that meeting.

Note: More specific rules about the election is prior to subject at change depending on time of election.

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**SECTION 2**

1. Candidates are not supposed to nominate himself/herself without any support from the member at large.
2. The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be elected to that office, only then the candidate should take account of.
3. After all candidates have spoken for each position that they are keen/nominated for, all active student members present will do the voting.

**SECTION 3**

The function of the General Election shall be to:

To elect the President, Vice President, General Secretary, Treasurer, Organizing secretary and five executive members of the ISA-BAU

**ARTICLE VI: OFFICERS AND THEIR ELECTION**

**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:

1. Must be enrolled as a full-time student at BAU
2. Must meet all criteria established by the ISA-BAU and included in the ISA-BAU's constitution and/or bylaws.

**SECTION 2**

The officers of the association shall at least be President, a Vice-president, a Secretary, a Treasurer, an organizing secretary and five Members-at-large. Other officers may be appointed with the approval of a majority of the active members of the association or discussion by the standing committee members.

**SECTION 3**

Officers shall serve for a term of one year, upon majority support the term can be prolonged up to two years.

The duration of the post shall be from January to December; &

Note: No officer shall uphold the same position or any post prior to its lower position.

**SECTION 4**

Any vacancy in an elective position, other than that of president, shall be filled for the unexpired term by an eligible member elected by majority vote of the running committee.

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Note: In case of a vacancy in the position of president, the current vice-president shall assume the office and a new vice-president shall be elected for the un-expired term.

**SECTION 5**

Functions/ Responsibilities of the officers:

The President shall:

1. Be the chief representative of international students at BAU
2. Oversee the operation of the ISA-BAU, coordinate the work of the officers, committees of the association and responsibilities while sending any members of ISA-BAU to attend any program/ meeting on behalf of president.
3. Perform such other duties that may be prescribed in this constitution or assigned by the association or by the authorities and advisors
4. Preside at all meetings of the general body and the Executive Board of the ISA-BAU
5. Request General Secretary to call a special emergency meeting when its necessary to address immediate concern and needs

The Vice-president shall:

1. Assume the duties of the president in the absence of or inability to serve
2. Perform other duties which may be assigned by the president or the executive Board

The General Secretary shall:

1. Upon request of President, call a special emergency meeting when necessary to address immediate concerns and needs
2. Record the minutes of all meetings of the association, of the Executive Board, keep a record of attendance and handover to organizing secretary for keeping the record.
3. Notify organizing secretary about the time, place, and date of all meetings, and provide them with the agenda of meetings to circulate among members.

The Joint Secretary:

1. Assume the duties of the general secretary in the absence of or inability to serve
2. Perform other duties which may be assigned by the president or the executive Board

The Treasurer shall:

1. Create a bank account in the name of association and handle the account.
2. Handle the finances of the ISA-BAU in accordance with the approved budget, and as authorized by the ISA-BAU
3. Receive all monies of the association, maintain the association's account in a reputable financial institution, and be joint signatory with the President for the association's checks

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4. Maintain an accurate record of the association's receipts and expenses and payout funds in accordance with approved budget as authorized by the association and
5. Present a financial statement at every general meeting and at other times when requested by the Executive Board.

The Organizing secretary shall:

1. Maintain a list of all members of the association with details (Name, Country, contact number, email address)
2. Keeping the record/ files handed over by General Secretary of ISA-BAU
3. Handle the meetings/ program organized by ISA-BAU by sending invitation and so on
4. Handle press and publication regarding meetings, etc.
5. Access to the ISA-BAU official email.
6. Prepare election materials for all elections

The Member-at-large shall:

1. Maintain close rapport and liaison with the general membership, and function in support of the other officers of the ISA-BAU.
2. Perform such duties as may be assigned to them by the Executive Board.
3. Any other responsibilities decided by Executive Committee for the improvement of ISA-BAU.

**ARTICLE VII: MEETINGS**

**SECTION 1**

1. The ISA-BAU shall hold executive members meeting usually once in two months, the date and time to be fixed by the standing committee. However, special meetings may be called by the president at any time.
2. The ISA-BAU shall hold at least one general meeting and one annual general meeting in a year, the date and time to be fixed by the standing committee.

**ARTICLE VIII: REMOVAL FROM OFFICE**

**SECTION 1**

1. Leadership may be revoked without mutual agreement to the specific individual for non-participation misconduct, failure to fulfill job duties, or violation of any provision of the constitution with concert to the advisor and committee members.
2. An officer may be removed from office by two third vote of the active members, constituting a quorum at any regular meeting or special called for that purpose.
3. The committee members, along with the advisors and active members should decide if the vacant if the vacant post is to be filled.

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**ARTICLE IX: FINANCIAL MANAGEMENT**

**SECTION 1**

1. Financial transactions below \$30 shall require prior approval of the President
2. Financial transactions above \$30 shall require prior approval of the President and General Secretary.

**SECTION 2**

Officers of the association shall conduct financial transactions in a way that is transparent and beyond reproach:

1. Transactions involving cash shall, if possible, be avoided.
2. Every transaction shall be documented by appropriate receipts from third parties; preferable directly.
3. Documentation of financial transactions shall be retained for at least two years from the date of the transaction.

**ARTICLE X: AMENDMENTS**

**SECTION 1**

Amendments to this constitution may be proposed by any voting member of the ISA-BAU.

**SECTION 2**

The proposed amendment shall be subject to notification of the Director, International Career Desk of BAU. Amendments to this constitution shall become effective upon adoption by a two-thirds vote of the voting members of the ISA-BAU constituting a quorum at any regular meeting or special meeting call for that purpose.

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**CODE OF ETHICS**

**PREAMBLE**

The ethical conduct and personal behavior of each officer and all members of the International Students' Association affects the association's image. This makes it important for all the individual to act with integrity at all times.

Officers of the International Students' Association shall exhibit the highest level of integrity and ethics in their personal activities as well as all their activities on behalf of the association.

**ARTICLE I: STANDARDS**

**SECTION 1**

All funds shall be used in a judicious manner. Members shall not incur debts (either individually or in the name of the organization) or use organizational funds in a way that is not authorized by a vote of the executive board and acknowledged in writing to the advisor of the International Students' Association.

**ARTICLE II: ACKNOWLEDGMENT OF CODE OF ETHICS**

Officers of the association shall acknowledge that they have read and understood the Code of Ethics and the ISA-BAU constitution by individually submitting a signed copy of this document to the advisor of the International Students' Association at the beginning of the first regular meeting of the Executive Board.

Name:

Elected office:

Signature with date: