

The Constitution

Of the

Bangladeshi Student and Alumni Association in Belgium

(BSAAB)

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Preamble

In January 2022, a representative group of current students and alumni in Belgium gathered to express their collective desire to establish a Student and Alumni Association. The primary purpose of this association is a non-profit, non-political dedicated to supporting the Bangladeshi student community across Belgium to promote fellowship, support the mission and vision of our alma mater, and contribute to the development and well-being of our community.

During the meeting, it was unanimously agreed that the formation of an association would serve as a platform to enhance mutual understanding, empathy, and cooperation among Bangladeshi students residing in Belgium. A particular focus was placed on fostering professional growth and contributing to the overall excellence of both students and alumni, ensuring a network that supports individual and collective success.

To initiate the formation of this association, a convening committee was appointed. **Md. Ekram Hossin** was named convener, with seven additional members selected to assist in drafting the association's constitution. The committee members include: **Shahin Kabir, Tanvirul Hoque, Md. Fazley Rabbi, Md. Monir Hossain, Rashida Aktar, Allama Iqbal Hridoy**, and **Tirtha Sharati Das**.

The committee was tasked with drafting the first edition of the association's constitution, which would serve as the foundational document governing the association's objectives, structure, and functions. Additionally, the committee was entrusted with overseeing the formation of a subsequent, elected committee in accordance with the finalized constitution. Upon the establishment of this new committee, the convening members would formally transfer their responsibilities to ensure the smooth continuation of the association's operations.

After a series of meetings and thorough discussions, the convening committee has now completed the drafting of the constitution. The proposed constitution is being presented for the review and approval of the wider membership, marking a significant step towards the formal establishment of the Bangladeshi Student and Alumni Association in Belgium.

Bangladeshi Student and Alumni Association in Belgium (BSAAB)

CONSTITUTION

Article I. Name:

The name of the Association shall be 'Bangladeshi Student and Alumni Association in Belgium, hereafter referred to as 'BSAAB'.

Article II. Area of Operation:

- The Association of registered office will be in Brussels, Belgium. However, if necessary, there may be branch offices and Chapters in any places inside Belgium or overseas.
- The BSAAB Branches/Chapters may conduct their activities in areas covered by the Branches/Chapters in coordination with the main office of the Bangladeshi Student and Alumni Association in Belgium situated at Brussels.

Article III. Definition of terms used in this Constitution:

- "BSAAB" shall mean the Bangladeshi Student & Alumni Association in Belgium
- "Member" shall mean members of the Student and Alumni.
- "Advisor" shall mean members of the Advisory Panel.

Article IV. The Vision:

The Vision of the BSAAB is to become one of the best student associations in Belgium that will have contribution in Bangladeshi student and community development and National building as well.

Article V. The Mission:

The mission of the BSAAB is to develop and support Bangladeshi students in Belgium by optimum utilization of their own knowledge, experience and self-resources; forming more interpersonal relationships among each other to achieve the highest level of success by assisting current and fellow former students; ensuring the continued excellence of BSAAB.

Article VI. The Goals and objectives:

The overall goal of the Student and Alumni Association shall be – the fostering of the sense of community and maintain strong relationships between existing students, alumni, and the overall Bangladeshi community.

The key objectives include:

- To bring together Bangladeshi students studying at various universities, colleges, and institutions in Belgium to foster unity and solidarity among them and their community.
- To support the academic, professional, and personal development of the association's members by promoting integrity and raising awareness about Belgian culture, language, and history.
- To establish and maintain strong relationships with the local community by building networks, providing mentorship, and facilitating career advancement.
- To represent the diverse and dynamic Bangladeshi youth by encouraging interaction, participation, and activism within and outside the community.
- To connect and share information about the whereabouts, current positions, institutions, and workplaces of all alumni, creating opportunities for students and former students to collaborate on job opportunities and other purposes.
- To recognize alumni members for their outstanding contributions in their respective fields.

Article VII. Functions:

The key functions of BSAAB will be and not limited to –

1. To prepare, maintain, and regularly update the database of current and former students, and recruit new members to the association after every semester.
2. To organize regular meetings, discuss ongoing issues, and keep all members informed.
3. To host occasional gatherings (annually, semi-annually, or as needed) for members.
4. To promote interaction among members by organizing various activities such as games, events, seminars, cultural programs, and picnics.

5. To provide coaching and networking opportunities to help members secure roles in Belgian and international organizations.
6. To maintain communication with different universities and institutions as needed.
7. To arrange occasional get-togethers for current and former students to strengthen relationships and foster a sense of community.
8. To organize an annual welcome ceremony/fresher's reception for the new students.
9. To enhance the image and brand of Bangladesh and the community in Belgium and abroad by promoting Bangladeshi culture, language, and history.
10. To assist marginalized and distressed members of the association and the broader community through social service initiatives, thereby uplifting the moral standards of both current and former students.
11. To support the development of leadership skills among students and alumni in Belgium.

Article VIII. Membership:

Section 1: Eligibility

Membership in the Association is open to:

1. All Bangladeshi students incoming and currently residing in Belgium.
2. All Bangladeshi graduates and former students in Belgium.

Section 2: Membership Categories

1. **Student Members:** Existing Bangladeshi students in Belgium.
2. **Alumni Members:** Graduated and former students in Belgium.
3. **Honorary Members:** Individuals who have been awarded honorary status by the Association.

Article IX. Rights and Responsibilities of Members:

1. All members shall have the right to participate in Association meetings, events, and activities.

2. Members shall have the responsibility to uphold the values and mission of the Association and the institution.
3. Voting rights are reserved for Student and Alumni Members.

Article X. Cessation of Membership:

A person shall cease to be a member of BSAAB:

a) If he/she is declared of having an unsound mind or found guilty by a relevant body/court of moral turpitude.

b) If he/she shall have given notice in writing to the committee of BSAAB for such purpose of his/her intention to resign his/her membership then as from the date on which such notice shall have been received and approved by the committee.

Article XI. The Management/Administration:

(a) ***Office***: The administration office of BSAAB shall be located either in Brussels or any part of Belgium on approval by the BSAAB committee.

(b) **Branches**: Branch offices of BSAAB may be named after the places where they may be located. The Executive Committee with the prior consultation of the President of BSAAB shall have the right to establish or affiliate branches outside of Brussels within Belgium. One Organizing Secretary or nominated by the committee members shall look after the branch office and it will also have a sub-committee. The detailed Rules and Regulations of the Branches or sub-committees shall be provided by the BSAAB Executive Committee.

Article XII. Composition and tenure of Executive Committee (EC):

(a) The Executive Committee shall consist of 27 (Twenty-Seven) members elected in a manner provided hereinafter.

(b) The **Executive Committee** shall have the following Office Bearers elected for the Two-year (2) term from among its members at a General body meeting:

President	1 (one)
Vice President	2 (Two): (Sr. Vice President-1 & Vice President-1)
Secretary-General	1 (one)
Joint Secretary General	2 (two)
Treasurer	1 (One)
Joint Treasurer	1 (One)
Organizing Secretary	1 (One)
Joint Organizing Secretary	6 (Six)
Public Relation Secretary	1 (One)
Joint Public Relation Secretary	1 (One)
ICT Secretary	1 (One)
Joint ICT Secretary	1 (One)
Social Welfare and Education Secretary	1 (One)
Joint Social Welfare and Education Secretary	1 (One)
Home Affairs Secretary	1 (One)
Joint Home Affairs Secretary	1 (One)
Cultural Secretary	1 (One)
Joint Cultural Secretary	1 (One)
Sports Secretary	1 (One)
Joint Sports Secretary	1 (One)

Article XIII: Duties and Responsibilities of the Executive Committee:

(a) EC of BSAAB shall have the supreme responsibility in all matters of BSAAB, vested on by GB. It may function either directly or through such committees of office bearers or members of the committee, as it may deem fit, with delegation of the powers and responsibilities vested on it.

(b) The committee shall control, supervise, direct and guide the activities and affairs of its branches in a manner as it may lay down from time to time in conformity with the BSAAB rules and regulations.

(c) The committee shall create, register and put into operation Trust, Advisory Pannel Standing Committees for such purpose of the Association with such terms, powers and functions as may be deemed expedient.

(f) The Committee shall maintain national and international relations within the scope of the Association.

Section: 1: Individual Duties of the Executive Committee (EC)

1. **President:** Presides over meetings, represents the Association, and oversees the execution of its programs.
2. **Vice President:** Assists the President and assumes their duties in their absence.
3. **Secretary:** Maintains records, minutes, and correspondence.
4. **Treasurer:** Manages the finances, including budgeting and fundraising efforts.
5. **Organizing Secretary:** Overall physical/ technical/ financial arrangements of the symposium/ conference/ seminar/ workshop. Event Coordinator: Plans and organizes events and activities.
6. **Public Relationship Secretary:** Manages communications and publicity, including social media and newsletters.
7. **ICT Secretary:** Formulating, administering, managing, and developing the Information, Broadcasting, and Communication policy. To promote educational change, improve the skills of the members, and prepare them for the global economy and information society.
8. **Social Welfare and Education Secretary:** To be a point of contact for issues relating to the well-being of members, with the aim of fostering positive experiences and relationships within the Association and the community.
9. **Home Affairs Secretary:** Maintain and manage routine office tasks such as filing, organizing documents, handling correspondence (emails, letters, memos), and preparing reports, etc.
10. **Cultural Secretary:** Responsible for organizing, coordinating, and scheduling the cultural performances.
11. **Sports Secretary:** The first point of contact for members interested in the association who need information or details about sports and activities.

President and Secretary General in consultation may assign any of the members to any duties as and when required.

Section 2: Advisory Panel and its role:

There shall be an Advisory Panel comprising of the following persons:

- The Honorable Ambassador, Embassy of Bangladesh in Belgium

- Senior citizens residing in Belgium
- Educationalist (Professors, Faculties, Doctors, Engineers, Lawyers etc.)
- Senior community persons

The primary role of the Advisory Panel would be to co-ordinate between existing students and the alumni. The other key roles include:

- Coordinate between current students and alumni
- Assist in organizing and overseeing elections
- Provide day-to-day advisory support
- Ensure compliance with the constitution
- Suggest appointing or terminating executive committee members
- Mediate and resolve conflicts
- Support in planning and executing events and programs
- Assist in long-term strategic planning
- Provide financial oversight (if necessary)
- Represent alumni interests in relevant university matters

Article XIV: Election of Executive Committee (EC)

1. Executive members shall be elected each Two (2) Years by the voting members of the Association.
2. Within 22 months of the tenure of the EC. An Election Commission can be formed.
3. A simple majority vote is required to elect an EC member.
4. If required, there will be 3 members of the Election Commission: The Election Commission will be formed by EC with knowledgeable existing students and alumni with good integrity.
5. If required, the election commission will organize the election at least 30 days of the completion of the tenure of past EC and schedule to be announced at least Two months ahead of the election
6. If required, All elections will be conducted by the Election Commission.

Article XV: Terms of Executive Committee (EC)

1. The Executive Committee shall serve for two years and may be re-elected for consecutive terms not exceeding two terms.
2. In the event of a vacancy, the Executive Committee shall appoint a replacement to serve until the next election.

Article XVI: Meetings

Section 1: Regular Meetings

1. Regular meetings of the Association shall be held at least once in 3 (Three) months.
2. The schedule for regular meetings shall be established at the 2 (Two) weeks in advance.

Section 2: Special Meetings

1. Special meetings may be called by the President or by a petition of at least 30% of the membership.
2. Notice of special meetings must be given at least 3 (Three) days in advance.

Section 3: Annual General Meeting (AGM)

The BSAAB shall be held in each calendar year. At least 3 (Three) weeks' notice will be necessary for convening the same. The following matters will be placed in the Annual General Meeting as a regular program for the approval of the meeting.

Section 4: Quorum

A quorum for the transaction of business at any meeting shall consist of at least 30% of the voting members.

Article XVII. Notices:

(a) All notices of the meetings shall specify the date, time, place and nature of business to be transacted.

(b) A notice may be served by BSAAB upon any member, by any of the following media:

(c) Postal Service, E-mail, Website, Facebook Page, Messenger, SMS etc.

The address, mobile number, and email address registered at the BSAAB office will be considered for correspondence.

Article XVIII: Committees

Section 1: Founding Committees:

In a student and alumni association like the Bangladeshi Students and Alumni Association in Belgium (BSAAB), founding members often hold certain rights and privileges, which can be defined in the association's bylaws. They can take any Typical rights of founding members in such organizations may include:

1. **Recognition and Status**: Founding members are usually recognized as a core part of the association's history and may hold honorary titles. They often receive special mention in events, publications, and meetings.
2. **Authority for Major Decisions**: Founding members can indeed be granted the right to make significant decisions for the organization's improvement, provided these are aligned with the organization's mission and values.
3. **Decision-Making Influence:** Founding members might have significant influence over major decisions, especially in the early stages of the organization. They may hold a permanent position or have a special advisory role within the governing body.
4. **Voting Rights:** In some cases, founding members may have enhanced voting rights, such as the ability to veto certain decisions or an extra vote in key matters, depending on the bylaws.
5. **Leadership Eligibility:** Many associations grant founding members priority for leadership positions, such as in the board of directors or executive committees. They may also be allowed to nominate or endorse candidates for these roles.

6. **Lifetime Membership:** Founders are often granted lifetime membership, waiving annual dues or other requirements for ongoing membership in the association.
7. **Event Participation and Hosting:** Founding members may have priority access to events or be invited as guest speakers or hosts. They might also have the privilege of organizing and leading specific events.
8. **Amendment Participation:** Founders may have a special role in the amendment of bylaws, especially if changes affect the association's original mission, structure, or policies.
9. **Legacy Programs:** Founding members may be entitled to create or sponsor legacy initiatives, scholarships, or programs under their names as part of the association's activities.
10. **Dissolution Power**: Allowing founding members the right to dissolve the organization is possible, but it's typically governed by certain conditions. For instance, dissolution might require:
11. **Dissolution Power**: Allowing founding members the right to dissolve the organization is possible, but it's typically governed by certain conditions. For instance, dissolution might require:

- A majority or unanimous vote from all founding members.
- Approval from a broader board or general membership to ensure transparency and democratic participation.
- A formal process that considers the interests of all members and stakeholders.

Section 2: Executive Committees:

Section 3: Sub Committees

Executive Committee (EC) may elect a Sub-Committee with not more than 3 (three) members under the Joint organizing Secretaries to look after the day-to-day affairs of the association delegating such powers and responsibilities as it may deem fit. The Sub-Committee can be each city or each university/institution in Belgium.

Article XIX: Finances (Can be applicable and decided by EC)

Section 1: Dues (Can be applicable and decided by EC)

1. Membership dues may be established by a majority vote of the Executive Committee.
2. Dues shall be collected annually and managed by the Treasurer.

Section 2: Budget

1. The Treasurer shall prepare an annual budget, which must be approved by the Executive Committee.
2. All expenses must be approved by the Treasurer and one other EC member(if required).

Section 3: Audit:

A committee consisting of two non-EC members of the BSAAB alumni nominated by the President & Advisory Panel and approved by the EC shall audit all the books of accounts and financial records of the organization and submit a report thereof.

Article XX: Dissolution

In the event of the dissolution of the Association, all remaining assets shall be transferred to the Bangladeshi Students and Alumni Association in Belgium (BSAAB) for the benefit of its students and alumni.

Article XXI: Amendments of the Constitution

1. Amendments to this Constitution may be proposed by any member of the Association.
2. Proposed amendments must be submitted in writing to the Executive Committee.
3. A two-thirds majority vote of the voting members present at a meeting is required for adoption. Only AGM will be subject to have the authority of the amendment of the constitution.

4. Suggested amendments, deletions, additions, etc. must be sent to every member along with notice of such meetings.

Article XXII: By-laws

The Executive Council in consultation with the Advisory Panel may make by-laws as and when necessary. These by-laws shall have to be ratified at the next Annual General Meeting or Extraordinary General Meeting

Article XXIII. Press Statements

No executive member shall have the right to issue press statements about the policies of development schemes of the Association without the previous approval of the Executive Council. Any EC member violating this condition shall be liable to be taken necessary action under the Executive Committee.

Article XXIV: Ratification

This Constitution shall become effective upon ratification by a two-thirds majority vote of the voting members of the Association

Article XXV: Registration

The Bangladeshi Students and Alumni Association in Belgium (BSAAB) may be registered under the appropriate law prevailing in as Belgium authorities.

Article XXVI. Effect

This constitution shall come in force after approval in the first General Body meeting of the Bangladeshi Students and Alumni Association in Belgium (BSAAB).