



**IAAS BANGLADESH
CONSTITUTION AND BY-LAWS
2025-2026**

Executive Board 2025-26

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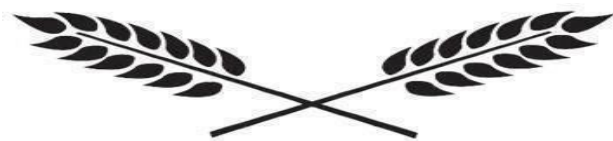


TABLE OF CONTENTS

<i>Constitution</i>	
CHAPTER 1 THE ASSOCIATION	2
Article 1.1 Name	2
Article 1.2 Logo	2
Article 1.3 Office	2
Article 1.4 Objective	3
Article 1.5 Affiliation	3
Article 1.6 Languages	3
CHAPTER 2 COMMITTEE FORMATION	4
Article 2.1 National Committee Formation	4
Article 2.2 Local Committee Formation	5
Article 2.3 Membership Identification	5
CHAPTER 3 LC MEMBERSHIP	6
Article 3.1 LC Members	6
Article 3.2 Application for Membership	6
Article 3.3 Admission of LC Members	7
Article 3.4 Frozen Status	7
Article 3.5 Loss of Membership	8
Article 3.6 Resignation	9
Article 3.7 LC Membership Fee	9
Article 3.8 Annual Evaluation of Local Committees	10
CHAPTER 4 GENERAL ASSEMBLY	11
Article 4.1 Legislative Authority	11
Article 4.2 Sessions	11
Article 4.3 The Convening and Conduct of The General Assembly	12

Article 4.4 Official Delegation and Voting Rights	12
CHAPTER 5 EXECUTIVE BOARD	13
Article 5.1 Administrative Authority	13
Article 5.2 Election	13
Article 5.3 Term of Office	13
Article 5.4 Eligibility	14
Article 5.5 Documents	14
Article 5.6 Lawsuits	14
CHAPTER 6 CONTROL BOARD	15
Article 6.1 Supervising Authority	15
Article 6.2 Composition and Election	15
Article 6.3 Supremacy of The Constitution and Authority	15
CHAPTER 7 FINANCE	16
Article 7.1 Sources of Income of National Committee	16
Article 7.2 Administration	16
Article 7.3 Liability	16
Article 7.4 Future Budgeting	16
CHAPTER 8 AMENDMENTS CHANGES	17
Article 8.1 Proposals for Amendments	17
<i>By-Laws</i>	
CHAPTER 1 MISSION STATEMENT	19
Article 1.1 Mission Statement	19
CHAPTER 2 MEMBERS	19
Article 2.1 Duties of General Members	19
Article 2.2 Behavior of Members	19
CHAPTER 3 MEETINGS	19
Article 3.1 LC Member Meeting	19
Article 3.2 National EB/CB Meeting with LC	19
Article 3.3 National and Local EB/CB Meeting	19
CHAPTER 4 NATIONAL AND LOCAL ANNUAL REPORT	20
Article 4.1 About Report	20

Article 4.2 Duties of Candidate Members	21
CHAPTER 5 COMMITTEES	21
Article 5.1 National Committee	21
Article 5.2 Local Committee	21
Article 5.3 Independent Committee	21
Article 5.4 Interaction of National Committee (EB/CB)	21
CHAPTER 6 NATIONAL AND LOCAL EXECUTIVE BOARD	22
Article 6.1 Duties of the Executive Board	22
Article 6.2 Duties of the National Director	23
Article 6.3 Duties of the Local Director	24
Article 6.4 Duties of the National Vice Director of Finance	24
Article 6.5 Duties of the Local Vice Director of Finance	25
Article 6.6 Duties of the National Vice Director of External Relations	25
Article 6.7 Duties of the Local Vice Director of External Relations	26
Article 6.8 Duties of the National Vice Director of Exchange	26
Article 6.9 Duties of the Local Vice Director of Exchange	26
Article 6.10 Duties of the National Vice Director of Communication	27
Article 6.11 Duties of the Local Vice Director of Communication	27
Article 6.12 Contract	28
Article 6.13 Resignation	28
Article 6.14 Ceasing of Both National and Local Office	28
Article 6.15 Vacancies in National and Local	28
Article 6.16 Expenses of National Committee	28
Article 6.17 Expenses of Local Committee	29
Article 6.18 Short-term and Long-term Planning	29
Article 6.19 Severe Situations in National and Local	29
CHAPTER 7 NATIONAL AND LOCAL CONTROL BOARD	30
Article 7.1 Duties of the National Control Board	30
Article 7.2 Duties of the Local Control Board	32
Article 7.3 Duties of the Head of Control Board of National and LC	33
Article 7.4 Duties of the Research and Project Development Officer of National and LC	33

Article 7.5 Duties of the Membership Officer of National and LC	33
Article 7.6 Expenses of National/LC CB	34
Article 7.7 Resignation	34
Article 7.8 Ceasing of Control Board Member of National and Local	34
Article 7.9 Vacancies of Control Board Member National and Local	35
CHAPTER 8 THE ADVISORY AND ALUMNI BOARD	35
Article 8.1 Duties of the National Advisory Board	35
Article 8.2 Duties of the Local Advisory Board	35
Article 8.3 IAAS Bangladesh Alumni Association	35
Article 8.4 The Strategic Adviser Board	36
Article 8.5 Duties of Strategic Advisers	36
CHAPTER 9 FINANCES OF IAAS BANGLADESH	37
Article 9.1 Development Fund	37
Article 9.2 Credits	38
Article 9.3 Payment	38
Article 9.4 Auditing	38
CHAPTER 10 ANNUAL NATIONAL CONGRESS OF IAAS BANGLADESH	39
Article 10.1 Composition	39
Article 10.2 Organization	39
Article 10.3 Time and Place	39
Article 10.4 National Congress	39
Article 10.5 Local Congress Composition	39
Article 10.6 Local Congress Organization	40
Article 10.7 Time and Place of Local Congress	40
Article 10.8 Local Congress	40
CHAPTER 11 GENERAL ASSEMBLY	41
Article 11.1 Preparation Documents	41
Article 11.2 Sessions of the General Assembly	41
Article 11.3 Agenda	41
Article 11.4 Participants	41
Article 11.5 Quorum to Start Plenary Sessions	42

Article 11.6 Delegates	42
Article 11.7 Chairperson and Vice-Chairperson	42
Article 11.8 Secretaries	43
Article 11.9 Speaking	43
Article 11.10 Points of Order	44
Article 11.11 Proposals	44
Article 11.12 Voting	45
Article 11.13 Election Committee	46
Article 11.14 Election of the Executive Board	48
Article 11.15 Election of the Control Board	49
Article 11.16 Report of the General Assembly	50
CHAPTER 12 NATIONAL DIRECTORS MEETING	51
Article 12.1 Composition	51
Article 12.2 Time and Place	51
Article 12.3 Participants	51
Article 12.4 Report	52
CHAPTER 13 PUBLICATIONS	52
Article 13.1 Publications	52
Article 13.2 The Annual Review	52
Article 13.3 The IAAS Bangladesh Guides	53
CHAPTER 14 EXCHANGE PROGRAM	54
Article 14.1 Applicants	54
Article 14.2 ExCo Guide and Intern Guide	54
Article 14.3 The National Exchange Coordinator	54
Article 14.4 Duties of the Exchange Coordinator	54
Article 14.5 Exchange Program Internships	55
Article 14.6 Duration of Internship	55
Article 14.7 Exchange Fee	55
Article 14.8 Refund of the Exchange Fee and Deposit	56
Article 14.9 Information of Places	57
Article 14.10 Limitation of Sending Students	57

Article 14.11 Arguable Cases	57
Article 14.12 Invoices	57
Article 14.13 Invoices	57
CHAPTER 15 STUDY ABROAD PROGRAM	58
CHAPTER 16 AMENDMENTS TO THE BY-LAWS	58
Article 16.1 Proposal for Amendments	58
Article 16.2 Voting	58
Article 16.3 Decision	58
CHAPTER 17 READING OF THE BY-LAWS	58
Article 17.1 Reading of the By-Laws	58
CHAPTER 18 IAAS BANGLADESH RESEARCH ASSISTANT COMMUNITY	58
CHAPTER 19 FIXED COMPENSATION	59
Article 19.1 Fixed Compensation for National Committee	59
Article 19.2 Fixed Compensation for Local Committee	59
Article 19.3 Irregular Salary for the National Committee	59
Article 19.4 Irregular Salary for the Local Committee	59
CHAPTER 20 GENERAL OUTLINES	60
CHAPTER 21 IAAS BANGLADESH CODE OF CONDUCTS	60
Article 21.1 Code of Conduct	60
CHAPTER 22 IAAS Bangladesh Impact Hub (IBIH)	62
Article 22.1 Name	62
Article 22.2 Purpose and Mission	62
Article 22.3 Objectives	62
Article 22.4 Implementing Partners	63
Article 22.5 Organizational Structure	63
Article 22.6 Internship Program	65
Article 22.7 Reporting and Communication	66
Article 22.8 Monitoring and Evaluation	66
Article 22.9 Funding	66
Article 22.10 Amendments	67
Article 22.11 Dissolution	67

MISSION STATEMENT

To promote the exchange of experience, knowledge and ideas to improve the mutual understanding between students in the field of agricultural and related sciences all over Bangladesh.

PREFACE

The IAAS Bangladesh Constitution is the legal backbone of the association. IAAS Bangladesh is an international non-governmental youth organization (INGYO) but is still not registered as an international non-profit organization (IVzw) in Bangladesh. But under processing. The constitution is as old as the association; amendments can only be made by the General Assembly which normally meets annually.

The By-laws are a supplement to the constitution; they provide more detailed information on how the association functions at the international and national levels and local levels.

Upon becoming a member of IAAS Bangladesh, all members agree to act according to the Constitution and By-laws. Every member is expected to promote the association and its aims at any time.

List of abbreviation

BSc	Bachelor of Science (undergraduate)	NGO	Non-governmental organization
CB	Control Board	OC	Organising Committee
CBL	Constitution and By-laws (also C&BL)	PhD	doctoral degree (postgraduate)
CP	Contact Person	QB	Quality Board
DF	Development Fund	LB	Local Board
EB	Executive Board	LCCo	Local Communication Coordinator
EB/CB	Executive Board & Control Board	LERCo	Local External Relations Coordinator
ExCo	Exchange Coordinator	LExCo	Local Exchange Coordinator
ExPro	Exchange Programme	SAP	Study Abroad Programme
GA	General Assembly	UN	United Nations
HITC	Head of ITC	VCP	Village Concept Project
IAAS	International Association of Students in Agriculture and Related Sciences	VP	Vice President (of)
NCYA	National Conference of Youth in Agriculture Bangladesh	VPC	Vice President of Communications
IBTC	IAAS Bangladesh Training Committee	VPER	Vice President of External Relations (former Partnership)
LC	Local Committee	VPE	Vice President of Exchange
LD	Local Director	VPF	Vice President of Finance
LExCo	Local Exchange Coordinator	WoCo	World Congress
LT	Local Treasurer	NExCO	National Exchange Coordinator
MSc	Master of Science (graduate degree)	NaCo	National Congress
NC	National Committee		
ND	National Director		

Constitution of IAAS Bangladesh

CHAPTER 1 THE ASSOCIATION

Article 1.1 Name

The name of the association shall be “International Association of Students in Agricultural and Related Sciences Bangladesh” (IAAS Bangladesh). The association is run according to the constitution and by the law of IAAS World and IAAS Bangladesh concerning non-profit making associations, foundations, and non-profit making national associations.

Article 1.1.1 LC Name

The name of the local committee shall be IAAS Bangladesh. (campus name) or IAAS LC (campus name). Depending on the University laws, in some cases, expectations can be considered. The Association is a non-political and not profit-making, self-motivated, and voluntary organization. The Association is affiliated with IAAS Bangladesh. All the members are bound to follow this constitution.

Article 1.2 Logo

The logo of the association contains the globe, the flag of the Government Republic of Bangladesh, and two stalks of wheat with the letters IAAS Bangladesh shown in the picture below.

Article 1.2.1 LC Logo

LC logo will be the same as the national logo containing the abbreviation of the campus name under the word “Bangladesh”. LC must use the logo provided by National VDC.

Article 1.3 Office

The Headquarter of the association is permanently located at the Agrotechnology Discipline, Khulna University. Upon tenure completion, a copy of all important documents must be archived at the Headquarter. The National Committee's bank account must be maintained within the campus jurisdiction of the Headquarters to ensure financial supervision.

TEL: +8801834544743

Article 1.3.1 LC Office

The local committee office shall be in the respective university.

Article 1.4 Objective

- The objective of the association is to promote the scientific and mutual interests of students in agricultural and related sciences at the International, national and local levels. It pursues this objective by:
- Encouraging the exchange of ideas in all fields of education and practice in agricultural and related sciences at International, national and Local.
- Promoting cooperation and understanding between students of agricultural and related sciences from all over the nation, Local, and world.
- Preparing students to fulfill the challenges of their future work with a practical and global view.
- Encouraging the formation and development of local organizations for students in agricultural and related sciences.
- Organizing international, national, and local meetings, seminars, and training for students of agricultural and related sciences.
- Promoting sustainable agriculture, economics, and food production at the International, national and local levels.
- Promoting a higher education system of high quality, and accessibility for everyone.
- The association is non-political and non-profit making.

Article 1.5 Affiliation

- LC shall be affiliated with IAAS Bangladesh and obey IAAS Bangladesh this Constitution and By-Laws.

Article 1.6 Languages

The official language of IAAS Bangladesh is English. English is the main working language. Bangla is the special working language.

CHAPTER 2 COMMITTEE FORMATION

Article 2.1 National Committee Formation

IAAS Bangladesh National committee shall be formed with 5 Executive Board and 3 Control Board members from LCs. The name and position shall be the following way.

Executive Board

National Director
National Vice Director of Finance
National Vice Director of External Relations
National Vice Director of Exchange
National Vice Director of Communication

Control Board

Head of Control Board
Membership Officer of CB
Research and Project Development Officer of CB

Quality Board

National Director	<ul style="list-style-type: none"> ● National Operational Officer ● Assistant Documentation Officer ● National Expansion Officer ● Local Event Coordinator ● Event Coordinator ● Content Designer ● Content Writer
National Vice Director of Finance	<ul style="list-style-type: none"> ● Assistant Finance Officer ● Finance Manager ● Finance Project Coordinator ● Finance Database Officer ● Creative Content Designer
National Vice Director of External Relations	<ul style="list-style-type: none"> ● Assistant Documentation Officer ● Sponsorship Officer ● Local Sponsorship Officer ● Regional Cooperation and Liaison Officer ● Study Abroad Program Coordinator

	<ul style="list-style-type: none"> ● Partnership Officer for Media
National Vice Director of Exchange	<ul style="list-style-type: none"> ● ExPro Administration Officer ● Database Officer ● Companies and Farms Coordinator ● ExPro Promoter
National Vice Director of Communication	<ul style="list-style-type: none"> ● Networking Manager ● Social Media Associate ● Content Writer ● Graphics Designer ● Video Editor ● Voice Artist ● Web Development Manager

N.B. The Quality Board has no fixed position and number. It shall be created by respective EB/CB duties and needs. National and Local EB has the right to create a new position name and number.

Article 2.2 Formation of a Local Committee

All LC must obey article 2.1 for giving a new committee in their university.

Article 2.3 Member Identification

Every registered member of IAAS Bangladesh shall be assigned a Unique ID. IAAS Bangladesh shall adopt the Unique ID system provided by IAAS World. In the event IAAS World fails to provide such a system, the National Committee shall generate and assign its own Unique IDs to members.

CHAPTER 3 LC MEMBERSHIP

Article 3.1 LC Members

LC Members of the association shall be:

3.1.1 Full LC

- Group of university students in the field of agriculture and related sciences all over Bangladesh that have been founded according to the laws of the national committee and who agreed to the Constitution and By-laws of IAAS Bangladesh and World.
- Each local committee has to follow first all IAAS Bangladesh CBL also has to abide by the rules of that university. In case of any violation of the LC members or LC, the National Committee shall not be responsible for the violation similarly the LC shall not be responsible for the violation of the National Committee. The university will be able to take action according to its rules for LC violations.
- Similarly, in case of any violation of the rules of the National Committee, the decision will be taken considering the level of violation as per the decision of the Strategic Advisers of IAAS Bangladesh/Regional Board/IAAS World.

3.1.2 Honorary LC Members

- Honorary membership can be granted to the persons who have greatly contributed to the achievements and objectives of the LC.

Article 3.2 Application for Membership

3.2.1 Full Member

- The Executive Board shall make sure that the application form is accessible to the interested associations or organizations who want to apply for local committee full membership or candidate membership. The membership application shall be submitted by the Director of the applying association or organization to the Executive Board and Control Board of IAAS Bangladesh. Applications shall be submitted to the Executive Board and Control Board before the beginning of the General Assembly of IAAS Bangladesh. The applicant must have been presented as a candidate member during one National Congress (NaCo) before applying for full membership in the following NaCo or must have been a full member with frozen status.
- The committee must be approved by the university's higher authority/ Vice-chancellor/

Director of students (DSA) or organizations or welfare (DSW).

3.2.2 Candidate LC

- The Executive Board shall make sure that the application form is accessible to the interested associations or organizations. The membership application shall be submitted by the Director and Head of Control Board of the applying association or organization to the Executive Board. Applications shall be submitted to the National Executive Board and Control Board before the beginning of the General Assembly.
- The National Committee shall first approve orally the formation of a Local Committee. The second is to discuss with the advisors, the third is to get the permission of the university, the fourth is to apply to the IAAS Bangladesh to be a candidate LC, and the fifth is to Formation of the new committee according to 2.1. Submit the information to the National Committee
- At least two programs should be organized within six (06) months of the formation of the committee
- After approval from the university authority, based on the first 6-month club report, the local committee will get final approval from the national committee.
- A University, after being approved as a Members LC, can remain in candidate status for maximum two (2) years. If not approved as a full member within this timeline they will be excluded from the organization.

Article 3.3 Admission of LC Members

- Every year every LC must recruit a General Member recruitment.
- LC sends the General member list to the National Membership Officer after the end of the recruitment season.
- LC can take recruitment fee and annual membership from every LC member (LEB/LCB/General members).
- General member recruitment must follow a systematic schedule. Recruitment shall not be conducted sporadically throughout the year. Local Committees must declare a specific Recruitment Month or Recruitment Week at intervals of every 3 or 6 months. Recruitment outside of these declared periods is prohibited.

Article 3.4 Frozen Status

3.4.1 A full-member local committee that has received frozen status loses the following rights:

- i. It is not allowed to organize or participate in any international, national, or local IAAS events including exchange weeks unless granted permission by OC and EB of IAAS Bangladesh.
- ii. It cannot use the name of IAAS Bangladesh internationally, at national and local levels.
- iii. Individuals cannot be elected for any position in the association on an international, national, or local level.

3.4.2 A full member can be given frozen status because of the following reasons:

- It has not paid membership or exchange fees for the year in question before the beginning of the National Congress of IAAS Bangladesh.
- It has misused the name of IAAS Bangladesh. This can be brought to the attention of the EB by any full-member local committee and the EB has to act accordingly.
- It did not submit a local annual report to the National Executive Board two weeks before the start of the National Congress of IAAS Bangladesh.
- There is no active Local Director, Local Advisor, Local HCB and/or no Exchange Coordinator.
- At least two programs should be organized within six (06) months.
- If it violates the CBL of IAAS Bangladesh.
- Failed to organize the Annual Local Congress.
- Failed to update the committee by the given timeline.

3.4.3 The Executive Board grants frozen status according to article 3.4.2. The frozen status of a full member shall be considered at the first coming General Assembly, no earlier than one month after granting status as a frozen member. The General Assembly votes on the status of frozen members. The member can become frozen for up to two (2) years maximum. After two years the LC needs to lose its frozen status and become a full member again or it loses its membership. It can become a full member again if the requirements in 3.2.1 are met.

3.4.4 The Executive Board can at all times, after consultation with the Control Board, give a full-member local committee with frozen status the rights lost at 3.4.1 back. Only the General Assembly of IAAS Bangladesh can undo the frozen status.

Article 3.5 Loss of Membership

3.5.1 If any honorary individual, candidate-, frozen- or full member fails to comply with the Constitution and By-laws of the IAAS Bangladesh, or does not fulfill their duties or abuses the

name of the association, the General Assembly shall have the power to exclude such a member with a two-thirds majority of the members present and voting after having informed the member about this failure. The same criteria apply to individuals.

3.5.2 Duties of honorary individuals, candidates, and full members

Any honorary individual, candidate, or full member that is not fulfilling the respective duties of honorary, candidate or full membership as pointed out in the By-laws can be excluded by the General Assembly with a two-thirds majority of the members present and voting.

3.5.3 Frozen or candidate members

Members with frozen or candidate status can be expelled by the General Assembly by two-thirds of the members present and voting if it fails to clear the hindrances causing their frozen status.

3.5.4 Any member that is meant to be expelled has the right to defend itself, justify and clear the reasons for its failure to comply with the present Constitutions and By-laws before the General Assembly.

Article 3.6 Resignation

Any member may resign their membership after notifying the Executive Board by emailing a minimum of one month before the resignation date. The member must mention the resignation reason. CB will call emergency GA and discuss the resignation of the members. Finally, voting shall be done on confirmation of the Resignation of the members. Finally, EB/CB mail him/her resignation letter, accepted or not.

Article 3.7 LC Membership Fee

- Full members LC shall pay an annual membership fee to IAAS Bangladesh. The amount shall be One thousand five hundred takas (1500 Taka). The membership fee must be paid 15 days before the National Congress.
- A member of the EB is the head of the board. Delegated tasks performed by a National or Local Board can earn a reduction in membership fees (including debts) in return after the presentation of a financial report and evaluation by the NC according to Article 3.8. The Executive Board and the Control Board decide the amount of the reduction based on the report. The GA has to approve this decision.
- If any of the local committees of IAAS Bangladesh can organize at least 3 Exchange Programs including the opening of 1 local exchange site will have a 5% reduction in their annual membership fee.

Article 3.8 Annual Evaluation of Local Committees

For providing fund for International, National and Local Events, an annual evaluation of the LCs is mandatory. LCs fulfilling at least three of the given duties would be considered eligible for funds from the NC. Rest would still be eligible for international fund. Also high performing LCs may get membership fee compensation based on the financial condition of the NC.

- a. Payment of membership fee.
- b. Submission of annual report.
- c. Organizing Annual Local Congress.
- d. Update of committee.

CHAPTER 4 GENERAL ASSEMBLY

Article 4.1 Legislative Authority

The General Assembly (GA) is the legislative, governing, and supreme authority of the association. The General Assembly shall have the exclusive power to:

Enact, amend or repeal the Constitution and By-laws.

- 4.1.1 Dissolve the association in accordance with article 9.1 of the IAAS Bangladesh Constitution.
- 4.1.2 Admit new members in accordance with article 3.3 of the Constitution.
- 4.1.3 Terminate membership in accordance with article 3.5 of the Constitution.
- 4.1.4 Decide the annual membership fee.
- 4.1.5 Approve the reports of the Executive Board and the Control Board.
- 4.1.6 Approve the financial report and the budget of the association.
- 4.1.7 Appoint the program of the association.

Article 4.2 Sessions

The General Assembly shall be convened to hold sessions once a year at the National Congress. Extra sessions can be called when both the Executive Board and the Control Board request it or when two-thirds of the full members request it. Emergency GA can call by EB/CB or when two-thirds of the full members request it.

Article 4.3 The Convening and the Conduct of the General Assembly

- The General Assembly shall be convened by the Executive Board, which informs members and invites them to take part in the meeting. Invitations must be circulated by the Executive Board two months before the beginning of the meeting. The General Assembly Shall be conducted by the Control Board. The National Committee (EB/CB) will take care of and supervise all the works of the GA.
- To be able to start with the sessions of the General Assembly, at least 60% of the Full Members have to be present.
- The decisions taken by the General Assembly require a simple majority of the Members present and voting. All the General Assembly decisions shall be kept in a folder at the Association's headquarters.

Article 4.4 Official Delegations and Voting Rights

4.4.1 Full Local Committee

There are only five local delegations per local committee at the General Assembly irrespective of the number of local committees in the IAAS Bangladesh. Every local delegation has one vote. Only the local committee delegation present at the time of voting may vote. Local committees not physically present at the General Assembly cannot vote.

4.4.2 Candidate Local Committee

Each candidate member can have one national delegation at the General Assembly, they have the right to vote.

4.4.3 Frozen Local Committee

Full members with frozen status cannot vote as long as they have frozen status.

4.4.4 Observers

Observers are associations, organizations, and individuals invited by the Executive Board. The observers have the right to speak unless the General Assembly decides on the EB/CB.

4.4.5 The National Committee (EB/CB) and local delegates don't have the right to act on their individual voting rights on amendments.

CHAPTER 5 EXECUTIVE BOARD

Article 5.1 Administrative Authority

The Executive Board (EB) is responsible for the work of the association between General Assemblies according to the Constitution, the By-laws, and decisions set up by the General Assembly. They convene the General Assembly according to article 4.3 of the Constitution and By-laws. The Executive Board is responsible for the General Assembly and shall be present at the General Assembly after their election.

The Executive Board's meetings take place upon request of any of the four Local Committees, to make decisions or solve problems that hinder the Association of Executive Board's functioning. A member of the EB is the head of the board. Delegated tasks performed by a National or Local Board can earn a reduction in membership fees (including debts) in return after the presentation of a financial report. The Executive Board and the Control Board decide the amount of the reduction based on the report. The GA has to approve this decision.

If during International, National, or Local events someone attempts against the dignity of an individual, institution, or the association itself, a committee will be formed according to the article.

Article 5.2 Election

The Executive Board members shall be selected annually at the National Congress by the General Assembly and present national committee, Advisor, and also excluded from the list of candidates as proposed by the Selection Committee.

The Executive Board members can be relieved of their duties by unanimous approval by the rest of the Executive Board and the Control Board or by the two-thirds of full members voting. This voting can take place via e-mail and during any time of the EB/CB's term. This voting is only true if at least 15% of full members LC take part and give their vote within the 24-hour limit and 25% of full member local committees are represented. This voting can be called by any full member LC.

Article 5.3 Term of Office

Each local committee must change its local board between October and mid-November. And the National Board should be changed between mid-November and 1st week of December. It will be used according to a specific rule and strictly maintained.

5.3.1 Frozen Offices of LCs

If the local committee is not changed according to the rules made in the constitution, the said local committee will be automatically frozen after a certain period. A new committee will be appointed to raise the frozen status and the term of the new committee will be till October next year.

Article 5.4 Eligibility

Any representative of a local committee is eligible as the National Executive Board member or Control Board, provided he/she is an undergraduate student (BSc), a postgraduate student (MSc, Ph.D.), or a student that has graduated during the preceding year. Any Executive Board member may be re-selected. The EB/CB member must have the membership of the local committee or completed his/her duty of the local committee.

Article 5.5 Documents

All binding documents for the association can be signed by an Executive Board member after conferral with the other Executive Board members and the Control Board. The Executive Board signs documents in the name of the association. Any national statement can be released only by the National Committee. If any outsider of the National Committee gives any statement, they must face a penalty. Similarly, misinterpretation of national statements is strictly prohibited.

Article 5.6 Lawsuits

The Executive Board shall act on behalf of the Association as a claimant or a defendant in case of lawsuits and shall be represented by the Executive Board member who is appointed by the Executive Board.

CHAPTER 6 CONTROL BOARD

Article 6.1 Supervising Authority

The Control Board (CB) shall be the supervising authority of the association. The Control Board upholds the interests of the General Assembly. The Control board is the interpreter of the IAAS Bangladesh Constitution and By-laws.

Article 6.2 Composition and Election

The Control Board is a standing board composed of three persons preferably from different local committees according to their qualifications. These persons are selected by the Election committee. The Control Board consists of a Head of the Control Board, Membership Officer of the Control Board, and Research and Project Development Officer of the Control Board. The three members of the Control Board each have their specific duties within and in addition to the general duties of the Control Board.

Article 6.3 Supremacy of the Constitution and Authority

- CB is the Facilitator of the National Committee works.
- CB can call an emergency meeting including the National Committee and the advisory board if there is any allegation against any National Committee member, local committee member, and general member of IAAS Bangladesh.
- Ensure transparent communications based on CBL.

CHAPTER 7 FINANCE

Article 7.1 Sources of Income of National Committee

The sources of income of the IAAS Bangladesh National Committee shall consist of:

- Annual LC membership fees are **one thousand five hundred Tk.**
- Local, National, and international program fees.
- National Advisory contribution.
- Grants, sponsors, donations, and contributions from both public and private sources.

Article 7.2 Administration

- The income and the property of the association shall be administered by the Vice President of Finance and Vice President of External Relations.
- Specifically, the Vice President of Finance shall be in charge of the bookkeeping.

Article 7.3 Liability

- The association's financial responsibility shall be limited to assets.
- Individual members of Local Committees and National Committees, Executive Board members, and Control Board members shall not be held personally liable.

Article 7.4 Future Budgeting

- The outgoing (former) National Committee is responsible for proposing a projected budget for the incoming committee for the subsequent year to ensure financial continuity.

CHAPTER 8 AMENDMENT CHANGES

Article 8.1 Proposals for Amendment

- The amendments to the constitution require a two-thirds majority of the members present and voting at the General Assembly. Any modification to this constitution will have effect only after approval by the competent authority.

By-laws of IAAS Bangladesh

CHAPTER 1 MISSION STATEMENT

Article 1.1 Mission Statement

The mission statement of the association is:

To promote the exchange of experience, knowledge, and ideas to improve the mutual understanding between students in the fields of agricultural and related sciences all over the nation, local and international local and international levels.

CHAPTER 2 MEMBERS

Article 2.1 Duties of General Members

2.1.1 Members are bound to obey every rule of this constitution.

2.1.2 Members must take part in any activities organized by the committee.

Article 2.2 Behavior of Members

2.2.1 All members must respect one another. No one can disrespect others.

2.2.2 Maintain seniority and violation of this membership will be frozen or no longer access to IAAS Bangladesh.

CHAPTER 3 MEETINGS

Article 3.1 LC Member Meeting

3.1.1 A meeting will be held twice a month with the general members of the local committee. But the number of the meeting can be increased depending on the emergency.

3.1.2 If any member of the four meetings is absent without permission, his/her membership is considered to be canceled by the decision of the local committee.

Article 3.2 National EB/CB Meeting with LC

The executive meeting will be held a minimum of once every 2 months with executive members of the National Committee and the local committee.

Article 3.3 National and Local EB/CB Meeting

3.3.1 In National/local EB/CB, at least one executive meeting will be held.

3.3.2 National EB/CB will arrange an international meeting every 2 months.

CHAPTER 4 NATIONAL, LOCAL COMMITTEE ANNUAL REPORT

Article 4.1 About Report

4.1.1 To fill in the Local Committee report application. This report contains at least the following information:

- The personal information of the Local directors (names, email addresses, social media profiles, phone numbers, ...)
- The personal information of the Local Treasurers (names, email addresses, social media profiles, phone numbers...)
- The personal information of the Local Exchange Coordinators (names, email addresses, social media profiles, phone numbers...)
- The number of exchange program places offered. If the local committee isn't participating in the exchange program a reason for this must be given.
- The total number of members and the numbers of active members.
- An overview of all organized activities (divided into local,) of the past year (since the last local report)
- An overview of next year's activities that will be organized (if already planned)

4.1.2 To update the membership list of their local committee at least once a year and send this updated list to the national executive board. This list includes the following information about the local members:

- Full name
- Gender (Female, Male, divers)
- Date of birth
- E-mail address
- Committee of which they are a member of in IAAS Bangladesh
- Home District
- Their year of joining
- Their Position in the local committee

- Their university, academic field of study

This information will only be used internally within the IAAS Bangladesh network and can be accessed only by the Executive, Control board.

Article 4.2 Duties of Candidate Members

- 4.2.1 To have a Local Committee.
- 4.2.2 To give a written report to the General Assembly.

CHAPTER 5 COMMITTEES

Article 5.1 National Committee

The National Committee (NC) consists of the National Director (ND), VD of ExCo, VD of Communications, VD of Finance, VD of External Relations and Head of Control Board, Research and Project Development Officer, Membership Officer, and other elected registered members.

Article 5.2 Local Committee

The Local Committee (LC) consists of a Local Director (LD) and individual members registered in the Local Committee.

Article 5.3 Independent Committee

5.3.1 Members of the Independent Committee are members registered at Local or National Committees of IAAS Bangladesh or IAAS Bangladesh alumni. The Independent Committee shall select a director.

5.3.2 The Independent Committee shall assist the Executive Board in their respective tasks focusing on a specific working field. Working fields can be fundraising, training, science competitions, or any other topic related to the work of IAAS Bangladesh.

5.3.3 The Independent Committee's director shall coordinate the committee and keep in contact with the Executive Board. He/she is selected from the members of the Independent Committee by the members of that specific committee.

Article 5.4 Interaction of National Committee (EB/CB)

5.4.1 Opinion of a National Committee member (EB/CB) will be considered as a ballot.

5.4.2 Any crucial decision regarding IAAS Bangladesh will be made in a democratic way (Considering the maximum number of the ballot).

5.4.3 Every member of the National Committee must be obliged to respect each other.

CHAPTER 6 THE NATIONAL AND LOCAL EXECUTIVE BOARD

Article 6.1 Duties of the Executive Board

- 6.1.1 To serve as the official representatives of the association in its relation to other organizations.
- 6.1.2 To perform such duties as instructed by the General Assembly of IAAS Bangladesh.
- 6.1.3 To submit the reports of its activities and the financial situation to the General Assembly and the Directors Meetings of IAAS Bangladesh.
- 6.1.4 To initiate contacts for cooperation with local, national, and international organizations.
- 6.1.5 To prepare the agenda for the General Assembly.
- 6.1.6 To keep the Control Board continuously updated about their work and the financial situation of the association.
- 6.1.7 To take over the duties of the other members of the Executive Board whenever it is necessary.
- 6.1.8 To be responsible for the publishing of the Annual Review, Constitution & By-Laws, the Beginners' Guide, the Members' Guide, other IAAS Bangladesh Guides, and Handover documents.
- 6.1.9 To assist any member in organizing activities, running projects, or any other matter relating to the association.
- 6.1.10 To be responsible for maintaining continuity of the Executive Board and Control Board by assuring candidatures for all the positions. To this Executive Board may use the tools described in the IAAS Bangladesh Human Resource Manual.
- 6.1.11 To inform the committees of IAAS Bangladesh of the Executive Board's work bi-monthly through EB by online/offline meeting
- 6.1.12 To update before the end of the term the standard operating procedures and make sure that they are available to the next Executive Board and Control Board.
- 6.1.13 Executive Board Members will have the authority to send proposals to the Head of Control Board to evaluate the Control Board members' performance.
- 6.1.14 The National Committee is responsible for providing certificates and ID cards to the Local committee. A specific sub-committee shall be formed under the supervision of the ND and

HCB to prepare, verify and issue these documents.

Article 6.2 Duties of the National Director

- 6.2.1 To submit the country report to the Regional Board three weeks before the start of the World Congress.
- 6.2.2 To ensure that the membership fee of his/her country is paid in time.
- 6.2.3 To train his/her successor.
- 6.2.4 To assure that the country page of his/her country at iaasworld.org is updated.
- 6.2.5 To serve as the principal official representative of the association to other organizations.
- 6.2.6 To initiate and direct the work of the Executive Board.
- 6.2.7 To initiate contacts for cooperation with other student organizations.
- 6.2.8 Responsible for assisting other EB members when needed.
- 6.2.9 Responsible for IAAS Bangladesh's participation in other activities of higher education or to delegate the task to an EB member that meets the requirement of the contact.
- 6.2.10 Responsible for short and long-term strategic planning and follow-up.
- 6.2.11 Responsible for preparing a proposed agenda of the National Congress and Directors meetings together with the OC.
- 6.2.12 Responsible for preparing the annual overview at the end of the year and printing the previous year's annual review.
- 6.2.13 Responsible for preparing the EB report and including the individual contributions from other EB members.
- 6.2.14 To be responsible for coordinating the projects of the association with the help of Local Directors.
- 6.2.15 During the reign of a National Committee, every local committee has to arrange at least 1 collaborative program with other local committees under supervision of the National Director.

6.2.16 Strategic Operational Meeting (SOM)

Strategic Operational Meeting will be the responsibility of the National Director and will be executed with the help of the National Operational Officer monthly or bi-monthly. The meeting attendees will be National Committee, Local Directors, and Strategic Advisers. The meeting agendas will be:

- Upcoming events updates and plannings
- Post event overview
- Members visibility
- Financial visibility
- Conflict or any other issues arise.

Article 6.3 Duties of the Local Director

- 6.3.1 To fulfill the objective of the association with his/her committee.
- 6.3.2 To relay all information about the association to the students of their committee.
- 6.3.3 To be responsible for all activities of the association within their committee.
- 6.3.4 To keep the National Director continuously updated about the activities of their committee.
- 6.3.5 Coordinate the activities in his/her committee.
- 6.3.6 To share and delegate tasks to increase the activities of the association.
- 6.3.7 To ensure that the membership fee of his/her committee is paid in time.
- 6.3.8 To train his/her successor.
- 6.3.9 Every local committee should list all their activities for a month and send the list before the beginning of the month. The draft schedule of programs should be appended to the list. And send the program report at the end of the program.

Article 6.4 Duties of the National Vice Director of Finance

- 6.4.1 To administer the finances of the association.
- 6.4.2 To support the National Vice Director of External Relations in fundraising activities of the association.
- 6.4.3 To support the National Vice Director of External Relations to search for grants and foundations.
- 6.4.4 To be responsible for the bank and cash accounts of the association and accounting.
- 6.4.5 To help the committees with financial issues, such as budgets, fundraising, and partners.
- 6.4.6 To prepare a financial report for the GA.
- 6.4.7 To prepare a 'mid-term' financial report.
- 6.4.8 To update the database of the Exchange Program reward fees and to coordinate with ND's the usage of their funds that are in the database.

Article 6.5 Duties of the Local Vice Director of Finance

- 6.5.1 To administer the finances of the local committee.

- 6.5.2 To support the Local Vice Director of External Relations in fundraising activities of the local committee.
- 6.5.3 To support the Local Vice Director of External Relations to search for grants and foundations.
- 6.5.4 To be responsible for the bank and cash accounts of the local committee and accounting.
- 6.5.5 To help the local committee with financial issues, such as budgets, fundraising, and partners.
- 6.5.6 To prepare a financial report for the GA.
- 6.5.7 To prepare a ‘mid-term’ financial report.
- 6.5.8 To update the database of the Exchange Program reward fees and to coordinate with LD’s the usage of their funds that are in the database.

Article 6.6 Duties of the National Vice Director of External Relations

- 6.6.1 To be responsible for the fundraising activities of the association with the support of the National Vice Director of Finance.
- 6.6.2 Attract sponsors and apply and search for grants and foundations with the support of the National Vice Director of Finance.
- 6.6.3 Cooperate and help committees attract sponsors for International, National, and Local meetings according to the financial division accepted by the GA of IAAS Bangladesh.
- 6.6.4 Prepare documents and maintain a database for partners and sponsors for IAAS Bangladesh.
- 6.6.5 Assist committees in preparing partnership documents for any kind of IAAS Bangladesh activities if requested by the committee.
- 6.6.6 Responsible for contact with inter-governmental and private organizations where it could serve a purpose for IAAS Bangladesh.
- 6.6.7 Promoting the event through the IAAS network and with IAAS partners and their network in coordination with the National VDC.
- 6.6.8 Providing the sponsorship document and all the necessary tools.
- 6.6.9 Accepting the participants.
- 6.6.10 Coordinates with the NVDF regarding the fee, budget, and payment of those fees.
- 6.6.11 Informs the applicants and members of IAAS in case of cancellation.

Article 6.7 Duties of the Local Vice Director of External Relations

- 6.7.1 To be responsible for the fundraising activities of the local committee with the support of the Local Vice Director of Finance.
- 6.7.2 Attract sponsors and apply and search for grants and foundations with the support of the Local Vice Director of Finance.
- 6.7.3 Cooperate and help committees attract sponsors for International, National, and Local meetings according to the financial division accepted by the GA of IAAS Bangladesh.
- 6.7.4 Prepare documents and maintain a database for partners and sponsors for his/her LC.
- 6.7.5 Responsible for contact with inter-governmental and private organizations where it could serve a purpose for LC.
- 6.7.6 Promoting the event through the IAAS network and with IAAS partners and their network in coordination with the Local VDC.
- 6.7.7 Providing the sponsorship document and all the necessary tools.
- 6.7.8 Accepting the participants.
- 6.7.9 Coordinates with the LVDF regarding the fee, budget, and payment of those fees.
- 6.7.10 Informs the applicants and members of IAAS in case of cancellation.

Article 6.8 Duties of the National Vice Director of Exchange

- 6.8.1 To govern the IAAS Bangladesh Exchange Program and be in frequent touch with the chair and compose the Exchange Quality Board and the board of Local, National, Regional, and IAAS World Exchange Coordinators.
- 6.8.2 To find an Organizing Committee for the yearly LExCo Meeting. Help organize the LExCo meeting and prepare the program for the LExPro-related part of the meeting. Encourage all regions to organize a Regional ExCo Meeting (separate event or as a part of another event), with assistance from the Regional Exchange Coordinator.
- 6.8.3 To be able to place and send students within the Exchange Program all over the network.
- 6.8.4 To have regular meetings with Regional Exchange Coordinators and all Local Exchange Coordinators.
- 6.8.5 To provide a detailed update of the Exchange Program hosting place information on the website each month.

Article 6.9 Duties of the Local Vice Director of Exchange

- 6.9.1 To govern the Local Exchange Program and be in frequent touch with the chair and compose the Exchange Quality Board and the board of Local, National, Regional, and IAAS World Exchange Coordinators.

- 6.9.2 To be able to place and send students within the Exchange Program all over the network.
- 6.9.3 To have regular meetings with the National Exchange Coordinator and all Local Exchange Coordinators.
- 6.9.4 To provide a detailed update of the Exchange Program hosting place information on the website each month.
- 6.9.5 Encourage the LC members from his/her local committee to participate in the exchange program.
- 6.9.6 Enlighten the LC members about the IAAS Exchange Program.
- 6.9.7 Look for potential Exchange Opportunities to add as Exchange Site for IAAS Bangladesh and update those to NExCos.
- 6.9.8 If a LExCo wants to arrange an exchange event, training session or other related activities with any local, national or regional committee, then he/she is encouraged to do so by informing the NExCo.

Article 6.10 Duties of the National Vice Director of Communication

- 6.10.1 Communicate with local committees and assist interested individuals and associations in establishing new local committees of IAAS Bangladesh along with Membership Officers with the cooperation of EB and CB.
- 6.10.2 Maintain and update the website monthly, social media platforms (page and official LC group different social media platforms), and other web presence of the association.
- 6.10.3 Improve the communication and information flow within the IAAS Bangladesh community together with EB, RBs, NDs, LDs, and members.
- 6.10.4 Responsible for reminding the local committee of their duties together with the control board (as they are the upholder of the CBL).
- 6.10.5 Work with the IAAS Bangladesh Editor in order to produce the Annual Review and other publications.
- 6.10.6 Responsible for collecting the bi-monthly reports on future and past events and relaying this information electronically to the members.
- 6.10.7 Responsible for collecting other information and opportunities and submitting them electronically to committees of IAAS Bangladesh via the website.

Article 6.11 Duties of the Local Vice Director of Communication

- 6.11.1 Cooperate the NVDC to maintain and update the website monthly, social media platforms (page and official LC group different social media platforms), and other web presence of the

association.

6.11.2 Improve the communication and information flow within the IAAS Bangladesh community together with LEB, LCB, VDCs, and members.

6.11.3 Responsible for reminding the local committee members of their duties together with the control board (as they are the upholder of the CBL).

6.11.4 Work with the IAAS Bangladesh Editor and NVDC in order to produce the Annual Review and other publications.

6.11.5 Responsible for collecting the bi-monthly reports on future and past events and relaying this information electronically to the members if asked to cooperate by the LHCB.

6.11.6 Responsible for collecting other information and opportunities and submitting them electronically to the local committee via the website and social media handles.

Article 6.12 Contract

The Executive Board members sign the contract approved by the General Assembly of Bangladesh as soon as possible after their selection.

Article 6.13 Resignation

Any Executive Board member wishing to resign shall give written notice by email to the other Executive Board members, the Control Board, and National Advisory Board. And must follow The Constitution Article 3.6 Resignation.

Article 6.14 Ceasing of Office Both National and LC

In case an Executive Board member fails his/her duties and creates any unfriendly, disrespectful situation with Local Committees, the Board Member can be released of his/her responsibilities according to article 4.3 of the Constitution. The remaining Executive Board, and Control Board members can release Executive Board members if they feel they cannot complete the released member's duties for the remainder of their term by distributing those duties amongst the remaining Executive Board members.

Article 6.15 Vacancies in National and LC

In case a member of the Executive Board terminates his/her mandate, the rest of the Executive Board members, with the approval of the Control Board and former committee, by unanimous approval, shall appoint another person to the vacancy created. This person shall hold office until the next General Assembly takes place.

Article 6.16 Expenses of National Committee

6.16.1 Participation fees of the Executive Board and Control Board members to the Directors

Meetings, National Exchange Coordinators Meeting, and local meetings shall be covered by the National Fund if they have sufficient funds and the Organizing Committee of the respective meeting.

6.16.2 To cover a part of the expenses made by Executive Board members during their year, expenses will be covered by the Executive Board's budget for the following expenses he/she makes for IAAS Bangladesh matters:

- 1) Travel expenses for constitutional IAAS Bangladesh events.
- 2) Travel expenses for external events and IAAS Bangladesh partners' events where the presence of an EB/CB member(s) is considered necessary. This will only be possible if the EB/CB unanimously agrees to this being necessary.
- 3) Accommodation, meals, and participation costs of EB /CB member(s) wherever those are not covered by the organizers.
- 4) Other necessary expenses made by an EB/CB member for the benefit of IAAS Bangladesh.
- 5) Percentage rule:

The amount of the Executive Board's and EB/CB Board's budget should be approved by the General Assembly of the World Congress, taking into account that there are sufficient remaining funds in the IAAS Bangladesh account. The usage of this budget should be presented in detail to the GA to be transparent. If the GA decides an EB/CB member misused their budget they could be reprimanded and asked to pay back the wrong amount.

The EB/CB member applying for the coverage of his/her expenses for a specific occasion during his/her term must present the detailed budget during an EB/CB meeting prior to the occasion. For his motion to be accepted, at least 60% of the rest of the members of EB/CB should vote in favor and the GA must approve of this.

6.16.3 Members of the EB/CB commit to staying on their charge for the full term. Quitting before the end of their term would imply receiving 0% of the benefit, except for special situations that would have to be discussed in GA.

Article 6.17 Expenses of Local Committee

6.17.1 Participation fees of the Local Executive Board and Control Board members to the National Congress, Directors Meetings, National Exchange Coordinators Meeting, and local meetings shall be covered by the Local Fund if they have sufficient funds.

6.17.2 Members of the EB/CB commit to staying on their charge for the full term. Quitting before the end of their term would imply receiving 0% of the benefit.

Article 6.18 Short-term and Long-Term Planning

6.18.1 The short-term plan shall last for one year starting from the beginning of the tenure. The short-term plan will be relayed to all the members after the strategy meeting, including the timeline of the EB/CB and their goals.

6.18.2 Long-term strategy shall last where upcoming boards can continue it. It shall be evaluated annually at GA. The long-term strategic plan will be completely renewed (new goals, targets) after the last one ended.

Article 6.19 Severe Situations in National and LC

In case of severe situations, both NC/LC boards amounting to an odd number of members shall be formed to resolve the situation consisting of one uninvolved representative of each of the concerned national committees and balanced with EB and CB members if present.

CHAPTER 7 THE NATIONAL AND LOCAL CONTROL BOARD

Article 7.1 Duties of the National Control Board

7.1.1 The Control Board (CB) shall update the Constitution and By-laws according to the decisions taken by the General Assembly. Must update CBL of IAAS Bangladesh before the NaCo and send it a minimum of 15 days before to all LCs.

7.1.2 The Control Board shall examine, if possible, all proposals of the General Assembly prior to their submission to the General Assembly, to prevent unintended conflicts or repetition in the respect of standing legislation.

7.1.3 The Control Board shall examine all decisions of the General Assembly and shall report on any apparent contradictions between new legislation or other decisions of the General Assembly and standing legislation to the next meeting of the General Assembly.

7.1.4 The Control Board shall control if the Executive Board:

7.1.4.1 Carries out the decisions of the former General Assemblies.

7.1.4.2 Acts according to the Constitution and the By-laws.

7.1.4.3 Evaluates the quality of the work delivered by each Executive Board and presents this evaluation during the General Assembly at the National Congress to the Executive Board.

7.1.4.4 The Control Board shall:

- i. Ensure that the Executive Board remains compliant with the IAAS Global Strategy.
- ii. Overview of the main activities of the Executive Board and assess the performance of the Executive Board, based on stated targets for the year which are included in the Executive Board year plan.

- iii. Give strategic advice based on their assessment of the Executive Board's performance and results.
- iv. Advise and guide the Executive Board on the Executive Board team structure.
- v. Provide guidance, referrals, and recommendations, to increase IAAS's network sustainably.
- vi. Track the development and execution of the EB external communication strategy and overall communication plan.

7.1.5 The Control Board shall examine the bookkeeping, fundraising, and the budget presented by the National Vice-President of Finance, and advise major investments and exceptional expenditure. This examination shall also include accounts relating to any special fund or project established by the association.

7.1.6 The Control Board shall regularly examine the correspondence of the Executive Board, as well as examine and report all publications of the association and the frequencies of appearance.

7.1.7 In relation to the members the Control Board shall:

- i. Examine the credentials of the delegations at the General Assembly.
- ii. Conduct a membership review when requested by the General Assembly.
- iii. Examine and recommend whether a member with frozen status can be granted its previous status by the General Assembly.
- iv. Examine and recommend the applications for new candidates and full members.
- v. Reporting to the General Assembly on EB's performance and presenting recommendations as necessary.
- vi. Ensure the General Assembly has a clear understanding of the Control Board's role.

7.1.8 The Control Board shall be responsible for the contract of the Executive Board.

7.1.9 The Control Board shall present a report on its activities to the General Assembly and the Directors Meetings.

7.1.10 The Control Board shall moderate the Executive Board meetings.

7.1.11 The Control Board shall convene to provide input and feedback to IAAS. International

and to support it in increasing the results and performance of the organization.

7.1.12 The Control Board's role is:

- i. To provide input and advice on major areas of activity and development of the association.
- ii. To provide specialized support in certain areas.
- iii. To uphold the constitution in all matters.

Article 7.2 Duties of the Local Control Board

7.2.1 The Local Control Board shall examine all proposals made and planned by the to submit at the General Assembly, to prevent unintended conflicts or repetition in the respect of standing legislation.

7.2.2 The Local Control Board shall control if the Local Executive Board:

- i. Carries out the decisions of the former General Assemblies.
- ii. Acts according to the Constitution and the By-laws.
- iii. Evaluates the quality of the work delivered by each Local Executive Board and presents this evaluation during the General Assembly at the National Congress.

7.2.3 The Control Board shall:

- i. Ensure that the Local Executive Board remains compliant with the IAAS Global Strategy.
- ii. Overview of the main activities of the Local Executive Board and assess the performance of the Local Executive Board, based on stated targets for the year which are included in the Local Executive Board year plan.
- iii. Give strategic advice based on their assessment of the Local Executive Board's performance and results.
- iv. Advise and guide the Local Executive Board on the Local Executive Board team structure.
- v. Provide guidance, referrals, and recommendations, to increase IAAS's network sustainably.
- vi. Track the development and execution of the EB external communication strategy and overall communication plan.

7.2.4 The Local Control Board shall examine the bookkeeping, fundraising, and the budget presented by the Local Vice Director of Finance, and advise major investments and exceptional expenditure. This examination shall also include accounts relating to any special fund or project established by the association.

7.2.5 The Local Control Board shall regularly examine the correspondence of the Local Executive Board, as well as examine and report all publications of the association and the frequencies of appearance. The Local Control Board shall be responsible for the contract of the

Local Executive Board.

7.2.6 The Local Control Board shall present a report on its activities to the General Assembly and the Directors Meetings.

7.2.7 The Control Board shall moderate the Local Executive Board meetings.

7.2.8 The Control Board's role is:

- i. To provide input and advice on major areas of activity and development of the local committee.
- ii. To provide specialized support in certain areas.
- iii. To uphold the constitution in all matters.

Article 7.3 Duties of the Head of the Control Board of National and LC

7.3.1 HCB is the chairperson of the CB for that year.

7.3.2 Responsible for the fulfilling of tasks of CB.

7.3.3 Set the timeline and oversee CB's activities and projects.

7.3.4 Organize, set the agenda, and chair monthly CB meetings.

7.3.5 Responsible for good communication between the EB and CB.

7.3.6 Ensure assistance of the EB in any capacity when necessary.

7.3.7 Ensure the transparency of the work of the EB.

7.3.8 Ensure that General Assemblies on the IAAS Bangladesh National Congress and the Directors Meetings take place according to the Constitution and By-laws.

7.3.9 The Head of the Control Board shall take necessary measures to provide Local Committees with training on IAAS Bangladesh CBL.

Article 7.4 Duties of the Research and Project Development Officer of the Control Board of National and LC

7.4.1 Duties of the National RPDO

- Planning and researching Local, National, and International events for IAAS Bangladesh.
- Start a new project for IAAS Bangladesh.
- Research collaboration and publish at least one research paper from IAAS Bangladesh.
- Cooperate with NVDF for the submission of projects at international project competitions.
- Oversee and help local committees to execute projects if asked so.

7.4.2 Duties of the Local RPDO

- Planning and researching Local, National, and International events for his/her local committee.
- Start a new project for his/her local committee.

- Research collaboration and publish at least one research paper from his/her local committee.
- Cooperate with LVDF for the submission of projects at international project competitions.

Article 7.5 Duties of the Membership Officer of the Control Board of National and LC

7.5.1 Duties of the National MO

- Conduct a Membership review for the IAAS Bangladesh National Congress whenever needed.
- Examine and recommend whether a member with frozen status can be granted its previous status by the General Assembly.
- Examine and recommend the applications for new candidate LC and full members LC.
- Shall be responsible for performing the membership review prior to the GA of IAAS Bangladesh.

7.5.2 Duties of the Local MO

- Conduct a Membership review for his/her local committee.
- Examine and recommend whether a member with frozen status can be granted its previous status by the General Assembly.
- Examine and recommend the applications for new candidates of LC and full members of LC.
- Shall be responsible for performing the membership review prior to the GA of IAAS Bangladesh.

Article 7.6 Expenses of National/Local CB

7.6.1 Participation fees of the three Control Board members to the General Assembly, Directors Meetings, and regional meetings shall be covered by the National Fund if they have sufficient funds or the Organizing Committee of the respective meeting.

7.6.2 To cover a part of their travel expenses, the National/Local Control board receives support from National/Local funds as stated in the budget for participation in each of the following meetings: General Assembly, Directors Meeting, any constitutional events and other meetings related to their tasks.

Article 7.7 Resignation

Any Control Board member wishing to resign shall give written notice by email to the other, Control Board Members and the Executive Board. And must follow The Constitution Article 3.6 Resignation.

Article 7.8 Ceasing of Control Board Member of National and Local

In case a Control Board member fails his/her duties and creates any unfriendly, disrespectful situation with Local Committees, the Board Member can be released of his/her responsibilities

according to article 4.3 of the Constitution. The remaining Executive Board, and Control Board members have the power to select a replacement for the released Control Board member if they feel they cannot complete the released member's duties for the remainder of their term by distributing those duties amongst the remaining Control Board members.

Article 7.9 Vacancies of Control Board Member of National and Local

In case a member of the Control Board terminates his/her mandate, the rest of the Control Board members, with the approval of the Control Board and former committee, by unanimous approval, shall appoint another person to the vacancy created. This person shall hold office until the next General Assembly takes place.

Chapter 8 THE ADVISORY AND ALUMNI BOARD

Article 8.1 Duties of the National Advisory Board

8.1.1 The Teacher Advisors from each local committee of IAAS Bangladesh will be considered as the National Advisors.

8.1.2 Roles of National Advisory Board

- To advise the members of the National Executive Board and the Control Board in their work, whenever it is requested or seen as necessary.
- To function as a bank of knowledge of the association and to be available for further advice during the whole year.
- To have at least two online or offline meetings between the Advisory Board and the current team during the term.
- More meetings can be requested both by the EB/CB and by the Advisory Board.
- All the expenses or offline meetings with advisors will be associated if there are sufficient funds at the National and local levels.
- National Advisory shall be contributing to the association annually.
- Must try to help to get Grants, sponsors, donations, and contributions from both public and private sources.
- Help in any emergency moment of the association.

Article 8.2 Duties of the Local Advisory Board

The Local Advisory Board will be formed by the Teachers Advisers of the respective Local Committee. The Local Committee can add or remove advisers as per their requirements. The role of the Local Advisory Board will be similar to that of the National Advisory Board in the perspective of the local committee.

Article 8.3 IAAS Bangladesh Alumni Association (IBAA)

All the former Executive and the Control Board members of the IAAS Bangladesh National and Local Committee will get the honor to be part of IBAA.

- The running EB-CB Board will send the invitation to the Former National and Local EB-CB members to join IBAA.
- There will be 2 Sections in the IBAA.

(i) Senior Alumni

(ii) Strategic Alumni.

- The immediate former EB-CB will be the Strategic Alumni and the other Former EB-CB members will be the Senior Alumni.
- After a tenure Strategic Alumni members will be promoted to Senior Alumni members.
- The strategic alumni will act as the alumni coordinators.
- A yearly/Biyearly fee should be given by the alumni and the fee will be selected by the EBCB by discussing with Alumni members.

Article 8.4 The Strategic Adviser Board

- The strategic advisers will be selected from the former National Executive and Control Board members.
- The aspirant strategic adviser must be a member of IBAA.
- The board member should be selected by the existing Strategic Advisers and running National Committee members.
- The selected Strategic Advisers will be guided and trained by the existing Strategic Advisers.
- If any objections or complaints are issued against the member, then he/she is strongly discouraged to be added as the Strategic Adviser.

Article 8.5 Duties/Roles of Strategic Advisers

- The strategic advisers will be directly a part of the Election Committee of IAAS Bangladesh.
- They will provide suggestions on strategies for the organization.
- They will give suggestions about any National Events.
- They will provide suggestions in cases where the welfare of IAAS Bangladesh is on the top priority.
- They will directly handle any ceasing of national committee members.
- They will advise making any crucial decisions or finalizing anything regarding IAAS

Bangladesh and its constitution.

- Any issues that cannot be solved by the NC, will be raised to them.
- NC can ask for suggestions and co-operation to them for implementing any programs/activities.
- They will help in network building.
- Must try to help to get Grants, sponsors, donations, and contributions from both public and private sources. Help in any emergency moment of the association.

CHAPTER 9 FINANCE OF IAAS BANGLADESH

Article 9.1 Development Fund

9.1.1 There shall be a Development Fund, which shall be used to further the development of IAAS Bangladesh.

9.1.2 The money from the Development Fund can be used to support individuals to attend Congress, a Directors Meeting, or the ExCo Meeting at the National, and international levels.

9.1.3 LC Members from full member LC can apply for the Development Fund. The support for the participants of the World Congress, National congress, Directors Meeting, and ExCo Meeting can be refunded only if the applicant attends the whole meeting unless there is a notification to the Executive Board before the meeting starts.

9.1.4 If a candidate LC submits their country's full membership application before a member submits his/her development fund application, this member is eligible to receive support from the development fund. This member will therefore be able to represent his/her LC during the General Assembly on which they apply for full membership.

9.1.5 The Executive Board after consultation with the Control Board and the LC will examine the applications and decide upon the support.

9.1.6 There is no designated amount of money guaranteed to any applicant.

9.1.7 Funds may not be demanded by any applicant.

9.1.8 If sufficient funds are available, the Development fund should cover at most 80% of the transportation costs and the participation fee of the selected applicants.

9.1.9 The participant has to provide proof that he/she can cover 20% of his/her total costs (participation fee and transportation cost) in order to apply for the Development Fund.

9.1.10 If sufficient funds are not available the National Vice President of Finance or designated administrator of funds, must weigh payments based on the maximum amount.

9.1.11 The maximum amount per approved applicant is fixed by the National Vice President of Finance at the beginning of the term based on the approved Development Fund budget divided by five (a minimum of five participants should get funded by the Development Fund).

9.1.12 The amount of refund will be based on the cheapest possible travel route found by the National Vice President of Finance or the designated administrator for each applicant.

9.1.13 The search will be done prior to the event when prices are estimated to be lower.

9.1.14 The applications for the Development Fund will open as soon as the official dates of the events are announced and will last for exactly 30 days.

9.1.15 The National Vice President of Finance has 30 days to approve the applicants after the applications close and inform them about the amount that they will be refunded.

9.1.16 Each member of the association may only receive money from the Development Fund twice per year.

9.1.17 National Vice President of Finance (assisted by the LC) has the right to ask for an overview of the financial situation of the applicant or any other document requested (these documents will only be used by the Executive Board, and Control Board and shall not be shared with third parties).

9.1.18 The candidate shall provide the National VP of Finance with a motivation letter that indicates his/her background in IAAS and reasons for applying for support from the Development Fund.

9.1.19 The association may establish other funds for special purposes.

Article 9.2 Credits

All members and individual members with a claim on the association lose their rights to be refunded if an application is not submitted within three months after the end of the financial year when the expenses have been made.

Article 9.3 Payment

The annual payments for the LC membership fee shall be made to the national Vice Director of Finance at the end of May 18th of the current financial year in the currency directed by the National Vice Director of Finance. Additionally, the Exchange fees should be charged. The Exchange rates are to be detailed by the national Vice Director of Finance, who after receiving those fees sends the receipt to the Member as soon as possible.

Article 9.4 Auditing

The records of National VD Finance shall be audited by the CB and optionally an external auditor every three months.

CHAPTER 10 ANNUAL NATIONAL CONGRESS OF IAAS BANGLADESH

Article 10.1 Composition

The annual National Congress of the association shall consist of sessions of the General Assembly.

Article 10.2 Organization

10.2.1 The National Congress shall be organized and administered by the Organizing Committee appointed by the full member or those full members that have accepted the responsibility of hosting the Congress.

10.2.2 The Organizing Committee must be in close contact with the Executive Board, especially in the matters of program, official invitations, the budget, and participation fee.

10.2.3 The program of the National Congress shall be presented by the Organizing Committee or a representative of the Executive Board at the Directors Meetings taking place in the period from the previous National Congress.

10.2.4 The National Committee in charge of hosting the National Congress, Directors Meetings, and Exchange Coordinators Meetings waived the responsibility of paying the Membership Fee for that given year.

10.2.5 No full member or candidate LC will be permitted to organize the National Congress for two consecutive year. Rather the opportunity should be offered to all the eligible candidates based on their interest and ability. If no other interested LC is found then the organizer of the previous year may apply for organizing the NaCo in the upcoming year.

Article 10.3 Time and Place

The National Congress shall be held within the mid of November to the 1st week of December.

Article 10.4 National Congress

10.4.1 The chairperson of the National Congress will be the National Director.

10.4.2 Execution of National Congress will be done by the elected Organizing Committee by GA, Executive Board will be supervising authority.

10.4.3 The profit of the National Congress will be divided between the National Committee and Host committee. The 60% amount of profit will be kept by the host committee and 40% of the amount will be handed over to the National Committee.

10.4.4 In case of conflicting and controversial decisions, the GA decision will be the finalized decision.

10.4.5 20% of the total budget of the National Congress shall be given to the host Local Committee from the National Fund if there is sufficient funds, as the National Committee is the core organizer of the event.

Article 10.5 Local Congress Composition

The annual Local Congress of the local committee shall consist of sessions of the GA:

- Membership Overview
- Financial Overview
- Annual Report Presentation of the Local EB and CB
- New committee candidates presentation
- Discussion session to submit amendments for the GA
- Election for the upcoming committee

Article 10.6 Local Congress Organization

10.6.1 The Local Congress shall be organized and administered by the Local Control Board in association with the Local Executive Board.

10.6.2 The Organizing Committee/Local Control Board must be in close contact with the Local Executive Board, especially in the matters of program, official invitations, the budget, and participation fee.

10.6.3 The participants of the Local Congress will be the Local Committee members who have given their membership fee or participation fee if there are any.

Article 10.7 Time and Place of Local Congress

10.7.1 The Local Congress will be the constitutional event for all the LCs of IAAS Bangladesh that must be organized by the LCs at their respective campuses prior to the National Congress. If any committee cannot organize the Local Congress at their respective campus as a part of their constitutional duty, the NCB can propose to freeze the LC in the next GA.

10.7.2 Following the Article 5.3 Term of Office, the LCs have to organize the Local Congress including and prioritizing the election of the next committee by mid-November for every year.

10.7.3 If any LC is selected as the NaCo host, they do not need to do the Local Congress. They can do their election procedure by any small event.

Article 10.8 Local Congress

10.8.1 The chairperson of the Local Congress will be the Local Director.

10.8.2 The profit of the Local Congress will be added to the Local Committee fund. If the organizing committee wishes, they can claim 30% of the benefit of the entire event.

10.8.3 In case of conflicting and controversial decisions, the GA decision will be the finalized decision.

CHAPTER 11 GENERAL ASSEMBLY

Article 11.1 Preparation Documents

Preparation documents shall be sent to the Members at least 15 days before the opening of the General Assembly by the Executive Board, containing at least the program of the General Assembly, information and necessary documents for new proposed Honorary Members, and information on the location of the General Assembly. The Convening and the Conduct of the General Assembly and the credentials.

Article 11.2 Sessions of the General Assembly

- Plenary Sessions
- Working Sessions
- Competition
- Sightseeing
- Closing session

Article 11.3 Agenda

11.3.1 The agenda must contain the following points:

- The opening by the chairperson.
- The election of chairperson and Vice-chairperson.
- The election of secretaries.
- The right of voting, following article 3.4 of the Constitution and article 13.12 of the By-laws.
- The approval of the agenda.
- The remarks/approval of the work of the Executive Board.
- The remarks/approval of the report of the last General Assembly.
- The approval of the annual budget.
- The approval of the topic of the next National Congress or the announcement by the Executive Board that it has been decided according to article 10.3.3.
- The remarks/approval of the work of the Control Board.
- The election of the host of the National Congress is one year ahead.
- The election of the members of the Election Committee.
- The election of the members of the Executive Board.
- The election of the members of the Control Board.

- There should be at least one 24-hour period without sessions after the last proposals of changes to the Constitution and By-laws, prior to voting on the proposed amendments or changes.

Article 11.4 Participants

Participants in the General Assembly are:

- The delegations of the full and candidate LC.
- The Executive Board.
- The chairpersons and the secretaries of the General Assembly.
- Correspondent and Honorary Individuals.
- Invited observers and guests.

Article 11.5 Quorum to start Plenary Sessions

Two-thirds of the National Delegations of the Association participating in the General Assembly shall constitute a quorum to start plenary sessions. If the necessary quorum is not attained at the scheduled time the chairperson will delay the start of the session for 15 minutes. The full members not present at the start of the plenary session can vote from the beginning of the next vote after registration by the chairperson and the secretaries.

Article 11.6 Delegates

11.6.1 Every National delegation to the General Assembly shall carry a credential to be presented to the Control Board at the General Assembly, signed by the LC Directors, LExCos, confirming that they are the official delegates to the General Assembly.

11.6.2 An alternative delegate may replace a delegate on prior written notice to the Control Board and the chairperson of the plenary sessions by the LC Directors or if not present at the General Assembly, by all delegates on the credential, including the one to be replaced if the person is present at the General Assembly.

Article 11.7 Chairperson and Vice-Chairperson

11.7.1 Election

The Chairperson and the Vice-Chairperson shall be elected by the General Assembly.

11.7.2 Nomination

The nomination shall be made by the Executive Board.

11.7.3 Duties of the Chairperson

The chairperson shall be responsible for the conduct of the meeting and for interpreting and giving rulings on all matters of procedure, order, competency, and relevancy.

11.7.4 Vice-Chairperson

If the chairperson is absent from a meeting or any part thereof, or if the chairperson wishes to take part in the discussions, the Vice-chairperson shall designate to take his/her place, with the same power and duties as the chairperson.

Article 11.8 Secretaries

11.8.1 Election

Three secretaries shall be elected by the General Assembly of which one preferable should be elected according to GA rules. A fourth secretary will be appointed by the Organizing Committee.

11.8.2 Nomination

The nomination for the secretaries for election shall be made by the Executive Board unless otherwise stated.

11.8.3 Duties of the Secretaries

The secretaries of the plenary sessions shall ensure the taking and registration of the official minutes.

Article 11.9 Speaking

11.9.1 All members have the right to speak. This includes the right to make any second propositions and nominations.

11.9.2 Time limit of speeches

The chairperson may limit the time allowed to each speaker and the number of times each participant may speak on any question.

11.9.3 Closing the list of speakers

During the debate, the chairperson may announce the list of speakers and, with the consent of the General Assembly, declare the list closed. When there are no more speakers, the Chairperson shall declare the debate closed.

11.9.4 Right of Reply

The chairperson may accord the right of reply to a Delegate or member of the Executive Board. Such a statement shall be as brief as possible.

11.9.5 Adjournment of the Meeting

A delegate or a member of the Executive Board may at any time move the adjournment of the meeting for clarification of special points and discussions in smaller groups for the necessary time by the chairperson.

11.9.6 Appealing against the chairperson

A delegate or a member of the Executive Board may appeal against the ruling of the chairperson, in which case the appeal shall be put to the vote immediately and the chairperson's ruling shall stand unless overruled by a simple majority of those present and voting.

Article 11.10 Points of Order

11.10.1 A point of order must be heard at all times and shall be decided immediately by the chairperson.

11.10.2 Address to the General Assembly.

No one may address the General Assembly without having obtained the permission of the chairperson. The chairperson may call a speaker to order if his/her remarks are not relevant to the subject under discussion.

Article 11.11 Proposals

11.11.1 Submission of proposals:

- i. Proposals for other issues than stated in articles of the Constitution and Articles of the By-laws shall be submitted in writing to the chairperson at the latest 24 hours prior to the session where they should be put to vote.
- ii. After moving a proposal, the mover shall have the right to speak and the proposal shall then be free for discussion.

11.11.2 Amendments to Proposals:

An amendment may be incorporated into a proposal immediately with the approval of the mover of the motion. In all other cases, the amendment must be moved like a separate motion.

Withdrawal of Proposals:

Its render may withdraw a proposal at any time before the voting on it has commenced.

11.11.3 Reconsideration of Proposals:

It shall be in order to move the reconsideration of a proposal, previously voted during the current meeting, provided that it concerns a proposal that requires a simple majority.

Article 11.12 Voting

11.12.1 Voting Cards:

- Voting cards shall be handed out before the beginning of the plenary sessions to all delegations with voting rights, which are present at that time.
- The voting cards must be handed to the chairperson during breaks and after each plenary session.

11.12.2 The Executive Board and the Control Board members cannot vote on behalf of their respective LC.

11.12.3 Online votes for the election of the Executive Board, the Control Board, and the hosts of the international events the members not partaking in the General Assembly can cast their vote through email in the format given by the Executive Board. The votes can be sent in from the presentation of the candidates until an hour before the election itself which should be at least 24 hours.

11.12.4 Loss of Voting Rights:

- Any LC delegation shall lose its voting rights if this full member has failed to pay the annual membership fee before the end of the financial year of the association unless the majority present and voting decides otherwise.
- Delegates not fully accredited and registered in accordance with Articles of the By-laws shall lose their voting rights unless the majority present and voting decide otherwise.

11.12.5 Method of Voting:

- The General Assembly shall vote by the showing of voting cards, except if a delegate or member of the Executive or Control Board requests a secret ballot.
- An Executive Board member shall be responsible for taking and recording any vote.
- Any Delegate, Control Board, or Executive Board member may ask for a recount.
- Majority Required:

Unless otherwise provided, decisions of the General Assembly shall be taken by those present and voting. Delegates who abstain from voting shall be regarded as not voting.

11.12.6 Equally Divided Votes:

If a vote is equally divided on a matter other than elections the proposal shall be regarded as rejected.

11.12.7 Voting between two alternative proposals:

- Delegates will have the choice to vote for one of the proposals or to abstain.
- The proposal that has the required majority of votes is approved.
- If the votes are equally divided the chairperson shall decide between the proposals by drawing lots.

11.12.8 Voting between three or more alternative proposals:

- Delegates will have the choice to vote for one of the proposals or to abstain.
- The proposal that has the required majority of votes is approved.
- If no proposal has the required majority, a second ballot will be taken between the two alternatives having the highest number of votes during the first ballot and the voting will be conducted as stated in the articles.

Article 11.13 Election Committee

11.13.1 Composition

The Election Committee is a standing committee made up of a maximum of 10 persons. The number can vary based on the situations.

11.13.2 Nomination

The election committee will be composed 50% from the running National Committee members, 30% from the Strategic Advisers, and 20% from the IAAS Bangladesh Alumni Association (IBAA) of the total number.

11.13.3 Finalization of the EC

The final selection of the election committee will be finalized and announced by the National

Control Board. After finalizing the EC, the CB must announce the EC at least 3 days before the election starts. Criteria to follow for the selection of the EC:

- Have to be an IAAS Bangladesh registered member.
- Have to be a part of the National Committee/Strategic Adviser/Alumni Association (IBAA).
- If any member is currently working as the Executive Board/Control Board/Regional Board member in IAAS World/IAAS Asia Pacific, he/she is strictly interdicted from being a part of the EC.
- If any member in previous years has any sort of conflicting situation with the current/previous national committees, he/she is strictly interdicted from being a part of the election committee.
- If any selected election committee member is found consulting/suggesting/taking any bribe from any one of the candidates, he/she will be instantly excluded from the election committee and in future years, will not get a chance to be a part of the election committee.
- If the election committee decides to finalize their decision by discussion, none of the election committee members can further raise objections/allegations against the decision. If he/she feels the necessity to raise a point, he/she must raise their point during the decision.
- The election committee will prioritize the Local EB, CB members while electing the new committee members.

11.13.4 Tasks

- The Election Committee shall be responsible for the elections of the new Executive Board and the Control Board. The selection procedure/strategies will be discussed and approved by the EC prior to the election. Activities that can be included: Presentation of the One Year Strategic Plan to the LCs, Interview/Viva, Case Study, Focus Group Discussion, etc. After finalizing the election procedure, the EC must circulate the procedure to the candidates and make sure all the candidates are well aware of it.
- The Election Committee shall prepare and implement an EB-CB Eligibility Assessment Form to document the applicant's responsibilities, tasks, and achievements within their Local Committee. The form must be completed by the applicant, attached to the recommendation letter, and approved by the Local Director of that tenure.

Article 11.14 Election of the Executive Board

11.14.1 Method of Voting

- i. If there is only one candidate for a given function, the delegates can vote in favor, against, or in abstain.
- ii. If there are more candidates for a given function, the delegates can vote for one of the candidates or abstain.

11.14.1.1 Method of Election

- i. The candidate who receives a simple majority is selected.
- ii. If no candidate obtains the required majority in the first ballot, the second ballot shall be taken between the candidates who received the two highest numbers of votes. In the case when two candidates in the final ballot receive the same number of votes the chairperson shall decide between the candidates by drawing lots.

11.14.1.2 In the case that there is only one candidate who is not approved by the General Assembly, the other elected Executive Board and Control Board members, in consultation with the Advisory Board, can propose a candidate for the empty position or choose to distribute the duties of the empty Executive Board position among themselves. In case of the proposing of a new candidate, the election for this position will be moved to a later time and the General Assembly can then cast their votes, counting in the recent online votes.

11.14.1.3 Each candidate shall have significant experience in IAAS Bangladesh at the local, national, and/or international levels.

11.14.1.4 Each candidate must present a curriculum vitae (CV), motivation letter, and a recommendation letter, a minimum of 24 hours before the presentation of candidates during the General Assembly. The CV should pertain primarily to the candidates' IAAS Bangladesh experience. The motivation letter should express clearly the intentions and goals of the candidate regarding the specific duties of the position for which they are applying. Recommendation letters will be issued from the Local Committee with the opinion from the majority of Local EB.CB members. In case of the Local Director, the recommendation letter will be issued by the National Director.

11.14.1.5 The members of the Executive Board shall be elected in the following order:

1. National Director
2. National Vice Director of Finance
3. National Vice Director of External Relations
4. National Vice Director of Exchange
5. National Vice Director of Communication

11.14.1.6 If any member is already an EB/CB member at IAAS World or IAAS Asia Pacific, he/she cannot hold/apply for the National Committee. He/she must complete/resign from the Global/Regional Board to be a part of the NC.

Article 11.15 Election of the Control Board

11.15.1 Method of Voting: The EC can vote for a maximum of three candidates.

11.15.2 Method of Election

The three candidates that receive the highest number of votes are elected, if this number equals or exceeds the simple majority.

If less than three candidates have a simple majority of the votes, re-election among the other candidates will be conducted.

11.15.3 If there are exactly three candidates for the Control Board, the election will be held individually, three times. The delegates can vote in favor, against, or abstention for each candidate.

11.15.4 If less than three candidates are elected in the instance of 14.16.2, the retiring Executive Board and Control Board members will choose candidates to fill the remaining positions before the end of the General Assembly. The delegates can vote in favor, against, or in abstention to approve the proposed Control Board members.

11.15.5 In the instance that the proposed candidates for the Control Board are not approved by the General Assembly, then the Control Board will have less than three members that term, but the General Assembly must revote the original and proposed candidates until at least two candidates for the Control Board are elected by a simple majority of members voting and present.

11.15.6 Any EB, CB and QB member of IAAS Bangladesh LC and NC are eligible for applying in the National Executive and Control Board provided that he/she have significant skill and experience of work in that sectorFormation

Each candidate must present a curriculum vitae (CV), motivation letter, and a recommendation letter, a minimum of 24 hours before the presentation of candidates during the General Assembly. The CV should pertain primarily to the candidates' IAAS Bangladesh experience. The motivation letter should express clearly the intentions and goals of the candidate regarding the specific duties of the position for which they are applying. Recommendation letters will be issued from the Local Committee with the opinion from the majority of Local EB.CB members.

11.15.8 The members of the Control Board shall be elected in the following order:

- Head of Control Board
- Membership Officer
- Research and Project Development Officer

Article 11.16 Report of the General Assembly

11.16.1 The report of the General Assembly shall be published verbatim within three months by the Organizing Committee and shall contain:

- The program of the General Assembly.
- The minutes of the plenary sessions.
- The reports of the working sessions.
- The reports of the Executive Board and the Control Board.
- The current status of all members.
- The proposed and accepted budgets.
- Other relevant documents.

11.16.2 The gathering of documents and the finishing of the report of the General Assembly is the responsibility of the secretary appointed by the Organizing Committee.

CHAPTER 12 NATIONAL DIRECTOR'S MEETINGS

Article 12.1 Composition

The National Directors Meeting shall consist of the voting for the next host, the presentation of the midterm reports of the National EB/CB and Local EB/CB, the past and future activities by the National, and Local members, and workshops entailed to the region specifically and informal sessions.

Article 12.2 Time and Place

The Directors Meeting is encouraged to be held annually. The National Board and the host LC are responsible for arranging the meeting. The end responsibility for the program is in the hands of the Executive Board.

Article 12.3 Participants

The participants at the Directors Meetings are:

- i. The delegates of the full members and candidate members in the regions concerned.
- ii. Representatives of the Executive Board, the National Board, and the Control Board.
- iii. The chairpersons and the secretaries of the Directors Meeting.
- iv. Correspondent members and Honorary Individuals in the regions concerned.
- v. Invited observers and guests.

Article 12.4 Report

The report of the Directors Meeting shall be published verbatim within three months by the Organizing Committee and shall contain:

- i. The program of the Directors Meeting.
- ii. The minutes of the plenary sessions, if any.
- iii. The reports of the working sessions, if any.
- iv. The midterm reports of the Executive Board, the Control Board, and countries' reports.
- v. The host of the next National Directors Meeting.

CHAPTER 13 PUBLICATIONS

Article 13.1 Publications

The official publications of IAAS Bangladesh are the Annual Review and the IAAS Bangladesh Newsletters. The IAAS Bangladesh Guides are internal publications.

Article 13.2 The Annual Review

13.2.1 Aim

The Annual Review aims to present the association and its projects to members and other persons and organizations interested in the Association.

13.2.2 Frequency

One edition shall be published every year preferably before the Directors Meeting at the end of the year.

13.2.3 Content

- The presentation of the Association.
- The major trends and development of the Association include the former EB/CB and the newly elected EB/CB and their objectives.
- The report of the projects of the Association and reports of meetings with external partner associations.

Article 13.3 The IAAS Bangladesh Guides

13.3.1 Aim:

The IAAS Bangladesh Guides aim to improve the continuity in the carrying out of established procedures of the Association, to provide members with ideas, and to help newly interested people in joining the association.

13.3.1 Frequency:

The guides, sponsorship, and SAP documents must continuously be updated by EB, NDs, and LDs in cooperation with members depending on the topic of the Guide. They should be republished at least yearly.

13.3.2 Content:

The Guides shall give a detailed description of the working procedures in the Association and function as a reference book of ideas.

13.3.3 Availability:

The documents will be readily available for download on the website.

13.3.4 Current guides:

The current internal documents available are:

- i. IAAS Bangladesh Sponsorship Document
- ii. Yearly Magazine Krishikolpo
- iii. IAAS Bangladesh Brand Resources and Guides
- iv. IAAS Bangladesh SAP Document
- v. Members Guide and Beginners Guide
- vi. Constitution and By-laws
- vii. ExCo Guide
- viii. Intern Guide
- ix. Regional ExPro Catalogs
- x. Annual Review
- xi. Executive, Control, and Regional boards reports (bi-monthly for the EB/CB, midterm and final report for the Regional board)
- xii. List of all the full, candidate, and frozen member countries with the contact information of their national board's lists of IAAS's current partners and sponsors
- xiii. Job Database
- xiv. ExPro Catalogue

13.3.5 Social Media

The National Committee and the Local committees may use Official Facebook (Page and Group), Instagram, LinkedIn, Twitter, Website and YouTube Channel.

13.3.5.1 Social Media Sharing Policy

For increasing the activity outreach of the Local Committees the National Committee's social media platforms will be utilized. The NVDC would evaluate the LCs' activity year round and share them from the NC's media platforms. All shared post must strictly abide by the IAAS Brand Guidelines.

CHAPTER 14 EXCHANGE PROGRAM

Article 14.1 Applicants

14.1.1 All applicants have to be students or have graduated within 24 months from an agricultural or related sciences program.

14.1.2 Every student applying for the Exchange Program has to fill in and submit the online application form on the IAAS World website.

Article 14.2 ExCo Guide and Intern Guide

14.2.1 The Exchange Coordinator's Guide (ExCo Guide) and Intern Guide shall give guidelines about the Exchange Program, respectively for the Exchange Coordinator and the intern.

14.2.2 The policies and standards as stated in the ExCo Guide must be respected by all the Local Exchange Coordinators and National Exchange Coordinator.

14.2.3 The policies and standards as stated in the Intern Guide must be respected by all the stakeholders that want to take part in the Exchange Program.

14.2.4 The ExCo and Intern Guide are revised and updated at the International ExCo Meeting.

Article 14.3 The National Exchange Coordinator

14.3.1 A National Exchange Coordinator should be elected by the Committees in the country.

14.3.2 The National Exchange Coordinator shall be responsible for the organization of the Exchange Program at the national level.

14.3.3 The member countries can, in case of more than one Local Committee in the country, choose to elect one Local Exchange Coordinator per Committee to assist the National Exchange Coordinator in his/her duties.

14.3.4 The National Exchange Coordinator Meeting (NExCo) is a mandatory constitutional event for the NC. It must be organized annually either offline or online to coordinate the exchange activities under the supervision of the National Exchange Coordinator.

Article 14.4 Duties of the Exchange Coordinator

The duties of the Sending Exchange Coordinator shall be:

- To inform the students and employers about the Student Exchange Program.
- To track students' applications in the Online Exchange System and select priority application forms, if necessary, before exchanging them.
- To interview each outgoing student and sign a contract for an internship with him.

- To provide a student with all necessary ExPro literature and sources of information to help him to prepare for the interview and internship as well.
- To keep all correspondence related to the Exchange Program.
- To provide work permits to foreign students if needed.
- To inform the National Director about the progress of the Exchange Program.
- To submit a report on the results of the Exchange Program with statistics (including planning internships to offer next year) to the Vice- President of Exchange.
- To be in regular contact with the Regional Exchange Coordinators and the Exchange Quality Board (EQB) whenever it is required according to the ExCo Guide.
- Working according to the ExCo Guide.

Article 14.5 Exchange Program Internships

The Exchange Program provides three types of internships:

Ceres - focuses on practical training on farms;

Archimedes - focuses on practical training in organizations (companies, universities ...); and

Libertas – focuses on community-based projects.

Article 14.6 Duration of Internship

- The minimum period of an internship shall be three weeks.
- The maximum period of an internship shall be one year.

Article 14.7 Exchange Fee

14.7.1 The student has to pay the Exchange Fee to the Executive Board so that the application can be approved. The invoice should be made by the Vice- President of Exchange, providing the correct bank account information of IAAS World.

14.7.2 The Executive Board sends Exchange Program invoices to the members twice a year, based on all actions registered by the Online Exchange System during the preceding year. The invoices are sent half a year after the GA.

14.7.3 The Executive Board has the power to arrange payments and refunds more than twice a year.

14.7.4 Payments can be made by bank transfer or during a meeting shortly after the invoices were sent.

14.7.5 The Exchange Quality Board can decide to block or limit a country's exchange process.

14.7.6 Changes to the amounts for Exchange Fees require approval by the GA and are published

in the ExPro Guide.

14.7.7 A country can, due to high administration costs, choose to have an administration fee. This may not exceed a payment of 50% extra according to the Exchange Fee. This fee requires approval by the GA.

14.7.8 Countries that have other services for running the ExPro (miscellaneous costs) should include this information in their National Report's ExPro portion. Furthermore, an official paper informing students about those services and their additional costs should be submitted to other IAAS countries upon request.

14.7.9 Every National/Local Committee having extra (relatively high) administration expenses for running the ExPro should search for additional sources of income to cover these costs.

14.7.10 Every committee has to pay the exchange fee in Euros (€) as follows:

Article 14.8 Refund of the Exchange Fee and Deposit

14.8.1 The Exchange Fee shall be refunded if:

The application was canceled by the student before the application was placed. The deadline for confirmation passed without the application being placed. The student was placed, but the hosting National Exchange Coordinator had to cancel the placement so that the student was not able to start his/her internship.

The Exchange Fee shall not be refunded if the student cancels the placement or does not arrive at the intended place, after being placed there.

14.8.2 Rewarding the Receiving Countries

From the Exchange Fee of each placed intern in a given country, the amount of 40 Euro will be credited into a database under the name of the receiving country (unless the internship has been canceled by the hosting National Exchange Coordinator after placement) which is then eligible to be used by the National Committee as agreed upon between the National Director and the Vice President of Finance.

14.8.3 Rewarding the Sending Countries

From the Exchange Fee of each intern sent out in a given country the amount of 20 Euro will be credited into a database in the name of the sending country (unless the internship has been canceled before placement which is then eligible to be used by the National Committee as agreed upon between the National Director and the Vice President of Finance.

14.8.4 Maximum credited amount

There is no maximum amount that any Full Member can be credited through the IAAS Exchange Program.

Article 14.9 Information of Places

14.9.1 The Exchange Coordinator is in charge of keeping the information about Exchange Program places in his/her country up to date on the Online Exchange System. The Exchange Coordinator is required to review and update this information at least once a year.

14.9.2 The accommodation and meals should preferably be included in the internship or the costs should be covered. If this is not the case, the information should be written in the information of the ExPro place on the IAAS World website and the Regional Catalogs.

Article 14.10 Limitation of Sending Students

14.10.1 No more than five students can be sent by a country if this country is not offering any places.

14.10.2 For each place the country offers, five extra students can be sent out. The number of places counted as those offered in the country information on the Association's Internet site.

Article 14.11 Arguable Cases

In arguable cases concerning a financial matter, the Executive Board has the final word after hearing all parties involved.

Article 14.12 Invoices

The Exchange Fee invoices shall be based on the information in the Online Exchange System concerning: all applications, cancellations of applications, refunds, rewards for successfully placed students and for placed students that canceled themselves for the time since the last invoice and to the date one day before printing.

Article 14.13 Exchange Weeks

14.13.1 Every National or Local Committee of full member countries can organize an Exchange Week and choose the topic of this week. The purpose of these exchange weeks is the exchange of information through the company and cultural visits. The second purpose is to boost motivation and understanding in and between members. The program is decided by the OC and includes company and cultural visits according to the chosen topic.

14.13.2 The OC can decide which countries to invite to this Exchange Week. The participants from these countries have waived a fee for the exchange week if they later invite the same amount of participants to their Exchange Week.

CHAPTER 15 STUDY ABROAD PROGRAM

- The Study Abroad Program gives universities the chance to promote their study programs via the IAAS network and gives students the chance to find interesting study programs. Preferably one person on the Quality Board of the Vice Director of External Relations is working as an IAAS Study Abroad Coordinator to be the main responsible for the IAAS Study Abroad Program. The IAAS Study Abroad Coordinator is working with the Regional Boards to contact and inform universities about the Study Abroad Program.
- A brochure with the possible opportunities for universities is available and should be shared with universities around the world continuously. An updated version should always be shared at the beginning of the term with the former universities when contracts are prolonged.

CHAPTER 16 AMENDMENTS TO THE BY-LAWS

Article 16.1 Proposal for Amendments

The proposals for amendments to the By-laws must be handed to the Executive Board, the Control Board, and the chairperson of the General Assembly in writing 24 hours before the session, where they should be put to the vote.

Article 16.2 Voting

Any proposal for amendments to the By-laws requires a simple majority of votes of the National delegations present and voting.

Article 16.3 Decision

The decisions of the General Assembly are All the proposals of different working groups approved by a simple majority of votes at the General Assembly.

CHAPTER 17 READING OF THE BY-LAWS

Article 17.1 Reading of the By-laws

The By-laws shall be read together along with the Constitution.

CHAPTER 18: IAAS BANGLADESH RESEARCH ASSISTANT COMMUNITY

IAAS Bangladesh Research Assistant Community is an opportunistic platform for those who are interested in research work. The Research and Program Development Officer along with NExCo is responsible for running this platform. IAAS Bangladesh will ask our esteemed national/local advisors, researchers, scientists, and teachers to include research assistants from IAAS Bangladesh Research Assistant Community in their various research projects.

CHAPTER 19: FIXED COMPENSATION FOR NATIONAL COMMITTEE

Article 19.1 Fixed Compensation for National Committee

19.1.1 At the end of the tenure of the committee, the EB/CB board members will have a fixed compensation from the existing fund of the national committee. Allocated salary for the EB/CB board is 35% of the total existing fund. Salary evaluation will be based on the attendance and activity percentage of any EB/CB members. If an EB/CB member shows 75% activity in his tenure he will get the total allocated salary & recommendation/appreciation letter. If this percentage goes below 50%, he will not get any salary or recommendation/appreciation letter from IAAS Bangladesh. And the evaluation of the EB will be done by the CB and the evaluation of the CB will be done by the EB.

19.1.2. In case of a potential financial crisis GA can decide not to provide compensation, two third majority vote is required.

19.1.3 Compensation of each National EB/CB member will be provided only after their annual report getting approved by the GA.

Article 19.2 Fixed Compensation for the Local Committee

19.2.1 At the end of tenure of the committee, the EB/CB board member will have a fixed Compensation. From the existing fund of the local committee (at the end of the tenure of the committee), the allocated salary for EB/CB board is 25% of the total existing fund. The salary percentage will depend on the evaluation report. And the evaluation of the EB will be done by the CB and the evaluation of CB will be done by EB.

19.2.2 In case of a potential financial crisis CB can decide not to provide compensation, two third majority members' vote is required.

Article 19.3 Irregular Salary for the National Committee

When the national committee organizes any program by means of participation fees, EB/CB board members are assigned to have a salary from the raised fund of that program. The allocated salary is- 30% money of the total raised fund of the program. Only the EB/CB board of national committee is assigned for this percent of salary.

Article 19.4 Irregular Salary for the Local Committee

When a local committee organizes any program by means of participation fees, EB/CB board members are assigned to have a salary from the raised fund of that program. Allocated salary is- 30% money of the total raised fund of the program. Only the running EB/CB board of the local committee is assigned for this percent of salary.

CHAPTER 20 GENERAL OUTLINES

Any National program from the host committee will be launched on the basis of a contract with the National Committee. They must launch programs by signing agreement papers.

CHAPTER 21 IAAS BANGLADESH CODE OF CONDUCT

The IAAS Code of Conduct is a general rule meant for IAAS members during international events. All delegates attending an IAAS international event are expected to act respectfully and take responsibility for their actions according to this code of conduct.

Article 21. 1 Code of Conduct

- Create a safe environment for all participants from every cultural background during IAAS international events.
- Reach the goals of all the IAAS events in the best conditions.
- Paying attention to the guidance of the OC (Organizing Committee) and EB/CB when giving announcements.
- Respecting and being aware of the culture of the host country 5.3.3. Actively participating in the activities (General Assembly, workshops, training...), Picking up after yourself, and being on time for each activity as advised by the OC.
- Every participant must respect and comply with all applicable National, Federal, State, and local laws. Any illegal activity will be reported to the proper authorities and subject to the applicable jurisdictional actions.
- Discrimination towards any other person and sexual harassment will not be tolerated and will result in removal from the event.
- Smoking and drinking alcoholic beverages are forbidden during formal meetings.
- Do not act in any way that may cause damage to the venue and clean up after yourself.
- Do not act in any way that may harm the reputation of IAAS, the hosting committee, or other organizations involved.
- Take care of yourself and others. Try to get enough sleep, eat and drink enough. Also, try to watch your and other people's belongings.
- Violation of this code of conduct Consequences of violating this code of conduct may include:
 - An official warning from the OC or the Executive Board
 - Removal from the event
 - Ban from participation in future IAAS events Article.
 - Raising concerns if someone sees or feels that one of these rules is being broken, they can talk to one of the OC members or the Executive/Control Board.

- Misbehavior with any NC or LC member will be strictly handled. In serious cases, membership status might get frozen by the action of EB/CB.
- Any action taken by NC, LC or SA that might hamper the reputation of the IAAS BANGLADESH will be considered as the violation of the code of conduct.

21.1.1 The IAAS Human Resource Manual is a tool that can be used by the Executive Board to improve the selection of candidates. The manual contains solutions to potential problems concerning the recruitment of EB/CB candidates. The Executive Board is not obligated to use this manual. Changes to the IAAS Human Resource Manual can be done only by voting of the General Assembly. For the acceptance of the changes a simple majority is required.

21.1.2 Review Board

EB may but is not obliged to propose a review board to the GA for approval. This board will be involved in the pre-selection of candidates. Such a review board will give a vote of confidence to candidates for CB and EB. A review board is then delegated with the task of making judgments on the aptness of candidates, based on their maturity, experience in the organization, and personality. Review boards need to present themselves and explain their methodology to GA.

21.1.3 EB has to announce in the courier two months before the GA that they have the intention to present a review board for CB and EB candidates. A review board should consist of a minimum of three people and should involve a minimum of one Alumnus with EB or CB experience of IAAS and a minimum of one external. During the selection process minimum of one person from the election, the committee should act as an independent observer to report eventual deviations of the approved methodology of the board.

Chapter 22 IAAS Bangladesh Impact Hub (IBIH)

The IAAS Bangladesh Impact Hub (IBIH) is an independent committee mainly concerned with project management and execution and its impact on our community.

Article 22.1 Name

The official name of this part of IAAS Bangladesh shall be the IAAS Bangladesh Impact Hub (IBIH).

Article 22.2 Purpose and Mission

Article 22.2.1 Purpose

The purpose of IBIH is to provide a comprehensive platform that empowers agricultural students through experiential learning, research, and community engagement to address climate-related agricultural challenges.

Article 22.2.2 Mission Statement

IBIH's mission is to develop the capacity of future agricultural leaders by equipping students with skills, knowledge, and practical experience in sustainable, climate-smart agriculture practices that promote food security and resilience.

Article 22.2.3 Vision

IBIH envisions a generation of agricultural professionals dedicated to advancing sustainable, climate-resilient agricultural practices that support smallholder farmers, improve rural livelihoods, and foster resilient ecosystems.

Article 22.3 Objectives

IBIH will achieve its mission by focusing on the following objectives:

1. **Capacity Building:** Train agricultural students in sustainable, climate-resilient farming practices through hands-on experience and practical engagement.
2. **Knowledge and Technology Transfer:** Serve as a platform for sharing climate-smart agricultural practices, tools, and innovations with smallholder farmers and rural communities.
3. **Research and Innovation:** Foster student-led research projects on sustainable agriculture solutions that address specific climate-related challenges.

4. Community Engagement: Strengthen partnerships with farmers, research institutions, and policymakers to address local agricultural challenges and support community-based solutions.

Article 22.4 Implementing Partners

IBIH shall collaborate with the following implementing partners to leverage expertise, resources, and support:

1. International Association of Agricultural Students and Related Sciences Bangladesh (IAAS Bangladesh)
2. National Agricultural Universities
3. Local Agricultural Cooperatives and NGOs
4. Government Organizations or Ministry
5. National NGOs

Article 22.5 Organizational Structure

Article 22.5.1 Advisory Board

Purpose: The Advisory Board provides strategic oversight and guidance to ensure IBIH remains aligned with its mission and objectives.

Article 22.5.1.1 Composition

- Senior representatives from IAAS, the partners/sponsors, and academic institutions.
- Experts in sustainable agriculture, climate science, and rural development.
- Representatives from partner NGOs, cooperatives, and community leaders.

Article 22.5.1.2 Responsibilities

- Set and review IBIH's strategic goals and objectives.
- Oversee the implementation and impact of project activities.
- Evaluate progress, provide recommendations, and ensure alignment with regional and national agricultural policies.

Article 22.5.2 Project Management Unit (PMU)

Purpose: The PMU is responsible for overseeing the day-to-day management and implementation of the IBIH projects.

Article 22.5.2.1 Roles and Responsibilities

Hub Director: Leads the PMU, ensuring successful project execution, coordinating between stakeholders, and reporting to the Advisory Board.

Project Coordinator: Manages operations and timelines, coordinates with local hubs, and ensures adherence to project goals.

Monitoring and Evaluation (M&E) Specialist: Develops the M&E framework, gathers and analyzes project data, and assesses progress and impact.

Finance and Administration Officer: Manages budgeting, finances, procurement, and administrative support.

Communications and Outreach Officer: Manages public relations, disseminates project updates, and coordinates outreach initiatives to engage stakeholders and the public.

Planning and Development Officer: Responsible for planning and execution of new ideas.

Article 22.5.3 IBIH Hub Coordinators

Each IBIH Hub will have a Hub Coordinator and support staff to oversee local operations.

Article 22.5.3.1 Roles and Responsibilities

Hub Manager (1 per hub): Manages daily hub operations, coordinates with university, students, and local community stakeholders, and ensures alignment with IBIH's objectives.

Training and Capacity Building Officer: Organizes training, workshops, and practical sessions on sustainable and climate-resilient farming.

Research and Development Officer: Guides student research projects, provides technical support, and collaborates with local institutions.

Community Engagement Officer: Leads engagement activities with farmers, facilitates community outreach, and supports the mentorship program.

Article 22.5.4 Student Committees

Student Committees enable agricultural students to actively engage in IBIH activities, fostering leadership skills and practical experience.

Article 22.5.4.1 Roles and Responsibilities

Student Facilitators: Assist in organizing and conducting training sessions, supporting hub operations, and engaging with community stakeholders.

Research Leads: Coordinate specific student-led research projects, collaborating with Research and Development Officers to address local agricultural challenges.

Community Liaisons: Serve as primary points of contact between students and local farmers, ensuring effective communication and collaboration.

Article 22.5.5 Local Farmer Advisory Group

Each hub shall include a Local Farmer Advisory Group to incorporate community perspectives and practical farming knowledge.

Article 22.5.5.1 Roles and Responsibilities

- Provide practical insights and advice to ensure project activities align with local farming needs.
- Mentor students by sharing traditional knowledge, sustainable practices, and real-world insights.
- Help bridge the gap between academic research and practical farming.

Article 22.6 Internship Program

Article 22.6.1 Purpose of the Internship Program

The IBIH Internship Program provides students with hands-on experience in climate-smart agriculture, helping to develop their practical skills and enhance their employability.

Article 22.6.2 Internship Structure

Eligibility: Open to undergraduate and graduate students in agriculture, environmental science, agronomy, climate science, or related fields.

Duration: 3-6 months based on project needs and student schedules.

Roles: Interns will participate in field training, research, community engagement, project implementation, data collection, and reporting.

Supervision and Mentorship: Interns are supervised by Hub Coordinators and receive guidance from experienced farmers and IBIH Central staff.

Article 22.6.3 Evaluation and Certification

Interns will undergo midterm and final evaluations. Upon successful completion, interns will receive certificates recognizing their contributions to IBIH.

Article 22.7 Reporting and Communication

1. Hub Coordinators report to the Project Coordinator within the PMU, coordinating activities with the PMU and local stakeholders.
2. The Project Management Unit (PMU) reports quarterly to the Advisory Board, supported by regular updates from the M&E Specialist.
3. Student Committees report to Hub Managers to ensure all student-led activities align with IBIH's objectives.
4. Local Farmer Advisory Group provides direct feedback to Hub Coordinators, ensuring that project activities align with local farming needs and priorities.

Article 22.8 Monitoring and Evaluation

1. Framework: The M&E Specialist will implement a comprehensive M&E framework, tracking indicators such as the number of hubs established, students trained, and farmers reached.
2. Quarterly Reports: These will assess progress, challenges, and emerging opportunities for continuous improvement.
3. Final Evaluation: At the end of the project cycle, a final assessment will evaluate the overall impact and lessons learned for future scalability and sustainability.

Article 22.9 Funding

1. Total Budget: Estimated at BDT 500,000 covering hub establishment, training, research, community engagement, and administrative costs.
2. Funding Sources and Incomes:
 - As an independent committee of IAAS Bangladesh, it will be initially funded by IAAS Bangladesh funds.
 - IBIH will receive funding through partnerships, grants, and revenue-generating activities, including selling produce from demonstration plots and community programs.
 - After the stable establishment of the hub, IAAS Bangladesh will receive 5% of its annual

income.

3. Financial Oversight: The Finance and Administration Officer will maintain accountability and transparency, submitting financial reports to the PMU and Advisory Board.

Article 22.10 Amendments

Article 22.10.1 Proposal of Amendments

Any member of the Advisory Board may propose amendments. Proposals must be submitted in writing to the Project Director and approved in the General Assembly to update in the constitution.

Article 22.10.2 Approval Process

Amendments require a two-thirds majority vote of the Advisory Board in their internal meeting and later proposed at the GA to be updated in the IAAS Bangladesh CBL. Approved amendments will be documented and shared with all project stakeholders.

Article 22.11 Dissolution

In the event that IBIH must be dissolved:

1. The Advisory Board will oversee an orderly wind-down of activities, ensuring obligations to stakeholders are met.
2. All remaining assets will be transferred to agricultural or educational institutions with similar goals or distributed according to the recommendations of the Advisory Board.

