



IAAS BANGLADESH
HSTU
CONSTITUTION AND BY-LAWS
2025/2026

Executive Board 2025-26

Mirza Redwan Islam	Local Director	hstu@iaasworld.org
Md. Naimur Rahman	Vice Director of Finance	
Saiful Islam Shishir	Vice Director of External Relations	
Istiaq Uddin Emon	Vice Director of Exchange	
Asadullah Al Galib	Vice Director of Communication	

Control Board 2025-26

Md. Al Shahriar Sadin	Head of Control Board	hstu@iaasworld.org
Tasfia Rumi	Membership Officer	
Kushal Chakraborty	Research and Project Development Officer	

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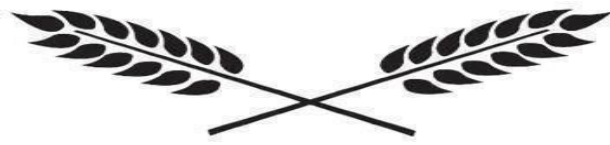


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MISSION STATEMENT

To promote the exchange of experience, knowledge and ideas to improve the mutual understanding between students in the field of Agricultural and related sciences in Hajee Mohammad Danesh Science and Technology University and all over Dinajpur.

PREFACE

The IAAS Bangladesh HSTU Constitution is the legal backbone of the association. IAAS Bangladesh HSTU is an International Nongovernmental Youth Organization (INGYO) but is still not registered as an international non-profit organization in Bangladesh. But under processing.

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 HSTU, 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		
HCB	Head of Control Board		

Constitution of IAAS Bangladesh HSTU

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 HSTU” (IAAS Bangladesh HSTU). 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 1.2 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 HSTU shown in the picture below.

Article 1.3 Office

The Headquarters of the association is located in Hajee Mohammad Danesh Science and Technology University at the following address:

Hajee Mohammad Danesh Science and Technology University,
Faculty of Agriculture, Dinajpur, Bangladesh.

Contact: hstu@iaasworld.org

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 HSTU is English. English is the main working language. Bangla is the special working language.

CHAPTER 2 COMMITTEE FORMATION

IAAS Bangladesh HSTU **Local** committee shall be formed with 5 Executive Board and 3 Control Board members. The name and position shall be the following way.

Executive Board

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

Control Board

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

Quality Board

Local Director	● Local Operational Officer ● Assistant Documentation Officer ● National Expansion Officer ● Local Event Coordinator ● Event Coordinator ● Content Designer ● Content Writer
Local Vice Director of Finance	● Assistant Finance Officer ● Finance Manager ● Finance Project Coordinator ● Finance Database Officer ● Creative Content Designer
Local Vice Director of External Relations	● Assistant Documentation Officer ● Sponsorship Officer ● Local Sponsorship Officer

	● Regional Cooperation and Liaison Officer ● Study Abroad Program Coordinator ● Partnership Officer for Media
Local Vice Director of Exchange	● ExPro Administration Officer ● Database Officer ● Companies and Farms Coordinator ● ExPro Promoter
Local Vice Director of Communication	● 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.

CHAPTER 3 GENERAL ASSEMBLY

Article 3.1 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.

- 3.1.1 Dissolve the association in accordance with the IAAS Bangladesh HSTU Constitution.
- 3.1.2 Decide the annual membership fee.
- 3.1.3 Approve the reports of the Executive Board and the Control Board.
- 3.1.4 Approve the financial report and the budget of the association.
- 3.1.5 Appoint the program of the association.

Article 3.2 Sessions

The General Assembly shall be convened to hold sessions once a year at the Local Congress. Extra sessions can be called when both the Executive Board and the Control Board request it. Emergency GA can only be called by EB/CB.

Article 3.3 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 Local Committee (EB/CB) will take care of and supervise all the works of the GA.
- 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 3.4 Official Delegations and Voting Rights

Each Committee shall arrange at least one General Meeting every three to four months to review activities and ensure accountability.

Every Quality Board Member shall submit a performance report covering the preceding three to four months to their respective Team Head. The Team Head shall evaluate the report and categorize the member as Pro-Active, Active, or Inactive, and subsequently submit the evaluated report to the Control Board .

The CB shall re-analyze the submitted reports for transparency and verification. The Best QB Member of each team shall be selected based on the joint opinion of the Executive Board and the Control Board .

The performance reports of both EB and CB Members shall be evaluated during the General Assembly . The CB shall evaluate EB Members, while the EB shall evaluate CB Members.

Only QB Members categorized as Active shall be eligible to vote in the evaluation process of EB and CB Members.

The voting weight shall be distributed as follows:

- i. Executive Board -45%
- ii. Control Board -55%

CHAPTER 4 EXECUTIVE BOARD

Article 4.1 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 3.3 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 50% QB members of Local Committee, to make decisions or solve problems that hinder the Association's functioning. A member of the EB is the head of the board.

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 4.2 Election

In the election or selection of the Executive Board and Control Board of IAAS Bangladesh HSTU, special priority shall be given to members' contributions and effectiveness in sponsorship acquisition. Candidates who have demonstrated significant involvement in securing sponsorship may be given priority.

Article 4.3 Term of Office

Each local committee must change its local board between October and mid-November. It will be used according to a specific rule and strictly maintained.

Article 4.4 Eligibility

Any representative of the local committee is eligible as the Local Executive Board or Control Board member, 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 4.5 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 official statement can be released only by the Local Committee. If any outsider of the Local Committee gives any statement, they must face a penalty. Similarly, misinterpretation of official statements is strictly prohibited.

Article 4.6 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 5 CONTROL BOARD

Article 5.1 Supervising Authority

The working activities of each and every Quality Board Member will be properly documented from the first day to the last day of their tenure (Control Board / Membership Officer). At the end of the tenure, all recorded activities must be formally handed over to the Control Board of the next tenure, ensuring transparency, continuity, and accountability in operations.

Article 5.2 Composition and Election

The Control Board is a standing board composed of three persons 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 5.3 Supremacy of the Constitution and Authority

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

CHAPTER 6 FINANCE

Article 6.1 Sources of Income of Local Committee

The sources of income of the IAAS Bangladesh HSTU Local Committee shall consist of:

- During each tenure, the membership fee for all members of the Local Committee (LC) under IAAS Bangladesh HSTU, including General Members (GM) and Quality Board (QB) members, shall be fixed at **240 Taka per tenure**, equivalent to **20 Taka per month**.
- Local, National, and International program fees.
- Local Advisory contribution.
- Grants, sponsors, donations, and contributions from both public and private sources.

Article 6.2 Administration

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

Article 6.3 Liability

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

Article 6.4 Sponsorship Incentives

During any official program of IAAS Bangladesh HSTU:

- A member who secures sponsorship worth **BDT 50,000** shall receive a **7%** allocation of the secured sponsorship amount.
- A member who secures a **Food Partner** or **Logistics Partner** shall receive **one free** participant access to the respective program.
- If multiple members jointly secure the same Food or Logistics Partnership, the allocated benefit shall be distributed equally among the contributing members.

CHAPTER 7 AMENDMENT CHANGES

Article 7.1 Proposals for Amendment

- The amendments to the constitution require a two-thirds majority of the QB 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
HSTU

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 in Hajee Mohammad Danesh Science and Technology University and all over Dinajpur.

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 Maintaining seniority and violation of this would result in the membership being frozen or no longer accessible to IAAS Bangladesh HSTU.

Article 2.3 Recruitment Before Committee Handover

If the recruitment of new General Members (GM) is conducted within three (3) months prior to the official committee handover, the orientation fees of the recruited General Members shall be borne by the outgoing committee.

After the General Member Recruitment Viva, the remaining collected fees shall be distributed as follows:

- i. 50% shall be allocated for the orientation program.
- ii. 50% shall be allocated for the committee handover.

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 Local EB/CB Meeting

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

3.3.2 Local EB/CB will arrange a meeting every 2 months.

CHAPTER 4 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 director (names, email addresses, social media profiles, phone numbers, ...)
- The personal information of the Local Treasurer (names, email addresses, social media profiles, phone numbers...)
- The personal information of the Local Exchange Coordinator (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 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.

CHAPTER 5 LOCAL COMMITTEE

Article 5.1 Formation

Committees in IAAS Bangladesh HSTU will be formed batch-wise. Only Quality Board members from the respective batch will be eligible to apply. If there are not enough members in that batch, members from the next batch will be considered for the committee.

LD, HCB can hold position for only one time tenure.

Article 5.2 Committee Handover Deadline

IAAS Bangladesh HSTU Local Committee shall complete the official committee handover by 30 October of each year. In exceptional circumstances, including political instability, natural disasters, university administrative issues, force majeure, or any other unavoidable situation, the committee may extend the handover period.

However, the final deadline for completing the committee handover shall be 25 November of the same year.

Article 5.3 Handover Obligations and Transitional Responsibilities

Upon completion of their tenure, the outgoing Executive Committee of IAAS Bangladesh – HSTU Local Committee shall fulfill the following obligations as part of the official handover process:

i. Tenure Fee and Annual Report Submission

The outgoing committee shall submit the required Tenure Fee, if applicable, and a comprehensive Annual Report before or during the official handover. The Annual Report shall include activity reports, financial statements, membership records, sponsorship details, achievements, challenges, and recommendations for the incoming committee.

ii. Mandatory One-Month Transitional Guidance

Each newly elected Executive Committee member, including the General Assembly where applicable, shall receive structured guidance from their respective predecessor. The outgoing position holder shall provide necessary instructions, operational briefings, access to official documents and platforms, and training where required.

iii. Transitional Period

The transitional mentoring and guidance period shall be completed within one (1) month from the official handover date.

CHAPTER 6 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 HSTU.

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 HSTU.

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 HSTU 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.

Article 6.2 Duties of the Local Director

6.2.1 To fulfill the objective of the association with his/her committee.

6.2.2 To relay all information about the association to the students of their committee.

6.2.3 To be responsible for all activities of the association within their committee.

6.2.4 To keep the National Director continuously updated about the activities of their committee.

6.2.5 Coordinate the activities in his/her committee.

6.2.6 To share and delegate tasks to increase the activities of the association.

6.2.7 To ensure that the membership fee of his/her committee is paid in time.

6.2.8 To train his/her successor.

Article 6.3 Duties of the Local Vice Director of Finance

6.3.1 To administer the finances of the local committee.

6.3.2 To support the Local Vice Director of External Relations in fundraising activities of the local committee.

6.3.3 To support the Local Vice Director of External Relations to search for grants and foundations.

6.3.4 To be responsible for the bank and cash accounts of the local committee and accounting.

6.3.5 To help the local committee with financial issues, such as budgets, fundraising, and partners.

6.3.6 To prepare a financial report for the GA.

6.3.7 To prepare a 'mid-term' financial report.

6.3.8 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 6.4 Duties of the Local Vice Director of External Relations

6.4.1 To be responsible for the fundraising activities of the local committee with the support of the Local Vice Director of Finance.

6.4.2 Attract sponsors and apply and search for grants and foundations with the support of the Local Vice Director of Finance.

6.4.3 Cooperate and help committees attract sponsors for International, National, and Local meetings according to the financial division accepted by the GA of IAAS Bangladesh.

6.4.4 Prepare documents and maintain a database for partners and sponsors for his/her LC.

6.4.5 Responsible for contact with inter-governmental and private organizations where it could serve a purpose for LC.

6.4.6 Promoting the event through the IAAS network and with IAAS partners and their network in coordination with the Local VDC.

6.4.7 Providing the sponsorship document and all the necessary tools.

6.4.8 Accepting the participants.

6.4.9 Coordinates with the LVDF regarding the fee, budget, and payment of those fees.

6.4.10 Informs the applicants and members of IAAS in case of cancellation.

Article 6.5 Duties of the Local Vice Director of Exchange

6.5.1 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.

6.5.2 To be able to place and send students within the Exchange Program all over the network.

6.5.3 To have regular meetings with the National Exchange Coordinator and all Local Exchange Coordinators.

6.5.4 To provide a detailed update of the Exchange Program hosting place information on the

website each month.

6.5.5 Encourage the LC members from his/her local committee to participate in the exchange program.

6.5.6 Enlight the LC members about the IAAS Exchange Program.

6.5.7 Look for potential Exchange Opportunities to add as Exchange Site for IAAS Bangladesh and update those to NExCos.

6.5.8 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 6.6 Duties of the Local Vice Director of Communication

6.6.1 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.

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

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

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

6.6.5 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.

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

Article 6.7 Contract

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

Article 6.8 Resignation

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

Article 6.9 Ceasing of Office 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 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 6.10 Vacancies in 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 6.11 Expenses of Local Committee

6.11.1 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.

6.11.2 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 6.12 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 6.13 Severe Situations in LC

In case of severe situations, 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 LOCAL CONTROL BOARD

Article 7.1 Duties of the Local Control Board

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

7.1.2 The Local Control Board shall control the Local Executive Board by:

- i. Carrying out the decisions of the former General Assemblies.
- ii. Acting according to the Constitution and By-laws.
- iii. Evaluating the quality of the work delivered by each Local Executive Board and presenting this evaluation during the General Assembly at the Local Congress.

7.1.3 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.

7.1.4 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.

7.1.5 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.

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

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

7.1.8 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 7.2 Duties of the Head of the Control Board of LC

- 7.2.1 HCB is the chairperson of the CB for that year.
- 7.2.2 Responsible for the fulfilling of tasks of CB.
- 7.2.3 Set the timeline and oversee CB's activities and projects.
- 7.2.4 Organize, set the agenda, and chair monthly CB meetings.
- 7.2.5 Responsible for good communication between the EB and CB.
- 7.2.6 Ensure assistance of the EB in any capacity when necessary.
- 7.2.7 Ensure the transparency of the work of the EB.
- 7.2.8 Ensure that General Assemblies on the IAAS Bangladesh HSTU Local Congress takes place according to the Constitution and By-laws.

Article 7.3 Duties of the Research and Project Development Officer of the Control Board of LC

7.3.1 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 7.4 Duties of the Membership Officer of the Control Board of LC

7.4.1 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 7.5 Expenses of Local CB

- 7.5.1 Participation fees of the three Control Board members to the General Assembly shall be covered by the Local Fund if they have sufficient funds or the Organizing Committee of the respective meeting.
- 7.5.2 To cover a part of their travel expenses, the Local Control board receives support from

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 7.6 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 for Resignation.

Article 7.7 Ceasing of Control Board Member of Local Committee

In case a Control Board member fails his/her duties and creates any unfriendly, disrespectful situation with the Local Committee, the Board Member can be released of his/her responsibilities according to 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 7.8 Vacancies of Control Board Member of Local Committee

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 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 8.2 IAAS Bangladesh HSTU Alumni Association

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

- The running EB-CB Board will send the invitation to the Former Local EB-CB members to join IAAS Bangladesh HSTU Alumni Association.
- There will be 2 Sections in the IAAS Bangladesh HSTU Alumni Association.

(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 EB-CB by discussing with Alumni members.

Article 8.3 The Strategic Adviser Board

- The strategic advisers will be selected from the former Local Executive and Control Board members.
- The aspirant strategic adviser must be a member of IAAS Bangladesh HSTU Alumni Association.
- The board member should be selected by the existing Strategic Advisers and running Local 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 8.4 Duties/Roles of Strategic Advisers

- The strategic advisers will be directly a part of the Election Committee of IAAS Bangladesh HSTU.
- They will provide suggestions on strategies for the organization.
- They will give suggestions about any Local Events.
- They will provide suggestions in cases where the welfare of IAAS Bangladesh HSTU is on the top priority.
- They will directly handle any ceasing of local committee members.
- They will advise making any crucial decisions or finalizing anything regarding IAAS Bangladesh HSTU and its constitution.
- Any issues that cannot be solved by the LC, will be raised to them.
- LC 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 HSTU

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 HSTU.

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

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

9.1.6 Funds may not be demanded by any applicant.

9.1.7 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.

9.1.8 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.

9.1.9 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.

9.1.10 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).

9.1.11 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.

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

9.1.13 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.

9.1.14 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.

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

9.1.16 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).

9.1.17 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.

9.1.18 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 Local VD Finance shall be audited by the CB and optionally an external auditor every three months.

CHAPTER 10 ANNUAL LOCAL CONGRESS OF IAAS BANGLADESH HSTU

Article 10.1 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 10.2 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 10.3 Time and Place of Local Congress

10.7.1 The Local Congress will be the constitutional event for IAAS Bangladesh HSTU that must be organized by the LC at their respective campus prior to the National Congress. If the 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 The LC has to organize the Local Congress including and prioritizing the election of the next committee by mid-November for every year.

10.7.3 If the 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 10.4 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 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 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 Local Congress or the announcement by the Executive Board.
- The remarks/approval of the work of the Control Board.
- 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:

- QB members of the LC.
- The Executive & Control Board.
- The chairpersons and the secretaries of the General Assembly.
- Correspondent and Honorary Individuals.
- Invited observers and guests.

Article 11.5 Chairperson and Vice-Chairperson

11.5.1 Election

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

11.5.2 Nomination

The nomination shall be made by the Executive Board.

11.5.3 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.

11.5.4 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 11.6 Secretaries

11.6.1 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.

11.6.2 Nomination

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

Article 11.7 Speaking

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

11.7.2 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.

11.7.3 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.

11.7.4 Right of Reply

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

11.7.5 Adjournment of the Meeting

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.

11.7.6 Appealing against the chairperson

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 11.8 Points of Order

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

11.8.2 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 11.9 Proposals

11.9.1 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.

11.9.2 Amendments to Proposals:

An amendment may be incorporated into a proposal immediately with the approval of the render 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.

11.9.3 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 11.10 Voting

11.10.1 Voting Cards:

- Voting cards shall be handed out before the beginning of the 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.

11.10.2 Loss of Voting Rights:

- 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.

11.10.3 Method of Voting:

- The General Assembly shall vote by the showing of voting cards, except if a 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 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.

11.10.4 Equally Divided Votes:

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

11.10.5 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.

11.10.6 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 11.11 Election Committee

11.11.1 Composition

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

11.11.2 Nomination

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

11.11.3 Finalization of the EC

The final selection of the election committee will be finalized and announced by the Local 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 HSTU registered member.
- Have to be a part of the Local Committee/Strategic Adviser/Alumni Association.
- If any member in previous years has any sort of conflicting situation with the current/previous local committee, 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.

11.11.4 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 LC, 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.

Article 11.12 Election of the Executive Board & Control Board

11.12.1 Election Stages

The recruitment and election procedure shall consist of three mandatory stages to evaluate the aptitude, performance, and vision of the candidates:

i. Presentation

Candidates shall present their Curriculum Vitae (CV) and strategic plan for their prospective term before the Election Panel.

ii. Viva Voce

A personal interview conducted by the Election Panel to assess the candidates' technical knowledge and problem-solving skills.

iii. Group Discussion

Candidates shall participate in a discussion on a designated topic to evaluate their interpersonal skills and teamwork.

11.12.2 Method of Evaluation

The election shall be determined through a weighted scoring system based on the candidates' performance in the stages mentioned in Article 13.15.1. The total evaluation score shall be 800 marks, distributed as follows:

- i. The Local Director shall contribute 75 marks.
- ii. The Head of the Control Board shall contribute 75 marks.
- iii. The Alumni Representative(s) shall contribute 300 marks, limited to alumni from the previous two tenures who have observed the candidates as GM and QB.
- iv. The Advisor Teacher shall contribute 50 marks.
- v. Every other member of the Executive Board and Control Board (EBCB) shall contribute 50 marks each.

11.12.3 Judgement Criteria

The candidates' previous organisational performance shall be evaluated as follows:

- i. 10% based on activities and performance as a General Member .
- ii. 35% based on performance as a Quality Board member during the first tenure.
- iii. 55% based on performance as a Quality Board member during the second tenure.

11.12.4 Determination of Results

- i. The candidate who obtains the highest cumulative score shall be declared elected.
- ii. In the event of a tie, the Local Director and Head of the Control Board shall jointly cast the deciding vote.

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

- 1. Local Director
- 2. Local Vice Director of Finance
- 3. Local Vice Director of External Relations
- 4. Local Vice Director of Exchange

5. Local Vice Director of Communication

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

1. Local Head of Control Board

2. Local Membership Officer

3. Local Research and Project Development Officer

Article 11.13 Report of the General Assembly

11.13.1 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 reports of the working sessions.

The reports of the Executive Board and the Control Board.

The proposed and accepted budgets.

Other relevant documents.

11.13.2 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 PUBLICATIONS

Article 12.1 Publications

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

Article 12.2 The Annual Review

12.2.1 Aim

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

12.2.2 Frequency

One edition shall be published every year preferably.

12.2.3 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 12.3 The IAAS Bangladesh HSTU Guides

12.3.1 Aim:

The IAAS Bangladesh HSTU 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.

12.3.2 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.

12.3.3 Content:

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

12.3.4 Availability:

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

12.3.5 Current guides:

The current internal documents available are:

- i. IAAS Bangladesh HSTU Sponsorship Document
- ii. Constitution and By-laws

12.3.6 Social Media

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

CHAPTER 13 EXCHANGE PROGRAM

Article 13.1 Applicants

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

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

Article 13.2 ExCo Guide and Intern Guide

13.2.1 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.

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

13.2.3 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.

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

Article 13.3 The Local Exchange Coordinator

13.3.1 A Local Exchange Coordinator should be elected by the Committees.

13.3.2 The Local Exchange Coordinator shall be responsible for the organization of the Exchange Program at the local level.

13.3.3 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 Local Exchange Coordinator in his/her duties.

Article 13.4 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 13.5 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 13.6 Duration of Internship

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

Article 13.7 Exchange Fee

13.7.1 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.

13.7.2 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.

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

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

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

13.7.6 Changes to the amounts for Exchange Fees require approval by the GA and are published in the ExPro Guide.

13.7.7 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.

13.7.8 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.

13.7.9 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.

13.7.10 Every committee has to pay the exchange fee in Euros (€) as follows.

Article 13.8 Refund of the Exchange Fee and Deposit

13.8.1 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 Local 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.

13.8.2 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 Local Exchange Coordinator after placement) which is then eligible to be used by the Local Committee as agreed upon between the Local Director and the Vice President of Finance.

13.8.3 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 Local Committee as agreed upon between the Local Director and the Vice President of Finance.

13.8.4 Maximum credited amount

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

Article 13.9 Information of Places

13.9.1 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.

13.9.2 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 Bangladesh website and the Regional Catalogs.

Article 13.10 Limitation of Sending Students

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

13.10.2 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 13.11 Arguable Cases

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

Article 13.12 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 13.13 Exchange Weeks

13.13.1 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.

13.13.2 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 14 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 15 AMENDMENTS TO THE BY-LAWS

Article 15.1 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 15.2 Voting

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

Article 15.3 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 16 READING OF THE BY-LAWS

Article 16.1 Reading of the By-laws

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

CHAPTER 17: 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 18: FIXED COMPENSATION FOR LOCAL COMMITTEE

Article 18.1 Fixed Compensation for the Local Committee

At the end of tenure of the committee, each EB/CB Board Member shall receive a fixed compensation based on the evaluation report. The evaluation report shall be prepared based on the yearly activities and performance of the EB/CB members and submitted to the General Assembly. Compensation shall be granted only upon approval of the evaluation report through voting. If the report is not approved, no compensation shall be provided.

Voting rights shall be exercised only by EBCB and Quality Board members.

The percentage of compensation shall be determined according to the evaluation report.

Article 18.2 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 19 GENERAL OUTLINES

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

CHAPTER 20 IAAS BANGLADESH HSTU 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 20. 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 LC member will be strictly handled. In serious cases, membership status might get frozen by the action of EB/CB.
 - Any action taken by LC or SA that might hamper the reputation of the IAAS BANGLADESH HSTU will be considered as the violation of the code of conduct.

20.1.1 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.

20.1.2 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.

20.1.3 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.

