

Kennedy - Lugar Youth Exchange and Study (K-L YES) Alumni Bangladesh

Bylaws of the Association

Adopted by

Executive Committee, K-L YES Alumni Bangladesh
on behalf of all members of the Association

TITLE I: PARLIAMENTARY RULES OF PROCEDURE

- Clause 01 All the meetings of the general membership and the executive committee must follow rules and procedure set forth by the bylaw.
- Clause 02 In order to propose a change or to adopt something a formal motion shall be presented. If a motion is seconded then it will be thoroughly discussed and then a motion to vote will follow the discussion. A simple majority will suffice to adopt any motion unless otherwise restricted by the Charter.
- Clause 03 Specified quorums shall be necessary to conduct business in both the executive committee meeting and the general membership. Two thirds of all executive members shall be necessary to start an executive committee meeting and thirty “active” members of the general membership shall be necessary to conduct a meeting of the general membership. However, this quorum will not suffice the criteria to entertain a motion to amend the Charter.
- Clause 04 Meeting minutes are to be recorded and distributed within two days of a meeting. General Secretary shall be responsible to disperse the minutes to respective bodies of the Association.
- Clause 05 The calendar year of the Association shall revolve based on the tenure of the Executive Committee.

TITLE II: MEMBERSHIP

- Clause 01 There shall be two different statuses of the members in the Association. The term “active” shall apply to those who has participated, contributed or has been involved to aid at least four (04) alumni event in a year. All other members shall be considered “inactive”. The General Secretary shall appoint an Executive Committee member to keep track of this record, which shall be shared with the Advisory Committee.
- Clause 02 No inactive member shall be eligible for any commendation or nomination for any rewards or opportunities in or outside the Association. An inactive member may change his/her status by contributing to two consecutive events of the Association on a provisionary basis for six months.

TITLE III: COMMUNICATION

- Clause 01 The General Secretary shall be responsible for any official communication within or representing the Association to an outside entity. However, he/she may appoint a person to conduct on his/her behalf is deemed necessary.
- Clause 02 Email shall be considered as the official form of communication. An email to all members shall be necessary to notify them of an event/news. An email to the list serving the alumni members shall be necessary and sufficient to meet this condition.

- Clause 03 The Association shall utilize social networking methods to help all members connect in the cyberspace. All passwords and login information shall remain with the General Secretary who will be responsible to hand over that information before every election or in case of retiring from the committee.
- Clause 04 Any other alumna/alumnus shall not be permitted to create any webpage or social networking tool which resembles the official name of Kennedy – Lugar Youth Exchange and Study (K-L YES) Alumni Bangladesh.

TITLE IV: PROJECT IMPLEMENTATION

- Clause 01 Any member of the Association shall be free to bring a project for the consideration of the Executive Committee. A project must be approved by the Executive Committee and the proposal must bear the signature of the General Secretary and Seal of the Association to be considered as a YES Alumni project.
- Clause 02 The Executive Committee shall judge the feasibility of a project proposal by following these criteria: rational, cost benefit analyses, timeliness, and available funding. If a project is unapproved by the Executive Committee, an alumna/alumnus may petition to the Advisory Committee for reconsideration.
- Clause 03 To streamline the work of project implementation, the General Secretary shall create a Project Committee where the project coordinator shall serve as the Chair and another Executive Committee member shall serve as a co-chair. This Project Committee will be able to call meetings and conduct other business related to the project.
- Clause 04 Full report of the project shall be presented by the coordinator within two weeks of implementing a project.

TITLE V: CODE OF CONDUCT

- Clause 01 Members of the Association are expected to be model citizen exemplifying social responsibility and respect to the law. All members will also have to follow the rules and procedures outlined in the Charter and the bylaws of the Association.
- Clause 02 Any member convicted of any unlawful behavior in a court of law will be considered an inactive member of the association for the serving of the sentence, pending approval of an application to rejoin to the Advisory Committee.
- Clause 03 All incidents of unethical, immoral, and unprofessional conduct by any member of the Association shall be heard by the Advisory Committee to assess appropriate reparations.