



BANGLADESH ASSOCIATION OF HONG KONG

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Amendment of Constitution - 1 dated October 17, 2010

Election of new executive committee members will be held bi- annually on a specified date arranged by the existing committee. Election may be held on AGM day or separately.

Proxy vote only be given by spouses and adult children or the brother & sister.

Advance vote can be caste within seven working days of the election.

If there is a tie in the last member to be elected then a lottery should be held immediately after announcement of the result. Lottery should be done by the CEC /Consul General of Bangladesh Consulate in Hong Kong.

If any EC member resigned from his/her post it will be filled up by the member who got highest vote from the rest of the candidate.

Amendment of constitution can be done by two third members consent. Consent can be given by personally attending in the meeting or by fax and e-mail.

Quorum: To make a quorum in a general meeting one third of the total member should present.

BANGLADESH ASSOCIATION OF HONG KONG (BAHK)

Constitution and rules

Name :

1. This Society shall be known as "Bangladesh Association of Hong Kong"

Place of Operation:

2. The Place of operation of the Society shall be at Flat- D, 4/F, Anson House, 13-19A Lock road, Tsim Sha Tsui, Hong Kong or anywhere in Hong Kong.

The liability of the members is limited.

Objects :

3. The objects of the Society shall be to foster and promote the Bengali culture, art, language, customs and traditions in the context of a homogeneous Hong Kong Society, and in furtherance of the objects and on a non-profit making basis to provide cultural, social, educational and recreational activities for its members.

Membership :

4. (1) The Society shall consist of Life, Financial and Honorary members, and its membership shall be unlimited in number. All Bangladeshi nationals by birth, their spouse and children (at least 18 years of age) holding valid Hong Kong Identity card will be eligible for membership. Domestic helper ID will not be eligible.

(a) Financial membership : Any one can be a financial member which will be valid for one term (two years) until a renewal date declared by Executive committee. Any member continue his membership for 12 times will be awarded as life member.

(b) Life membership : Anyone can be a life member after paying certain amount . Life member does not require to pay any membership fee in his/her

life time. Life membership can not be transferred to anyone even to the family member.

(c) Honorary member: Consul/ Vice – Consul of consulate, Country Manager of Biman and CEO of GSA Biman ticketing and cargo and any other Non Bangladeshi company's CEO who is a regular donor for Bangladesh Association of Hong Kong. There will be no voting rights.

(d) Student member : Any student studying in Hong Kong for higher studies can be a student member but they will have no voting rights.

(2) New applicant for membership shall be proposed by any life members.

(3) Application for membership will be approved at any meeting of the executive committee.

Members & Addresses :

5. Every member shall from time to time communicate to the General Secretary his/her mailing address, e-mail and contact numbers.

Subscription :

Financial member : Hkd. 1,000.00 /term (2 years).

Life member : Hkd. 10,000.00

Student member : Hkd. 200.00/term

If any financial member wants to be a life member after paying few years then the fee will be decided by the committee.

Termination of membership:

- a) If a financial member discontinue to pay its subscription.
- b) If a member losses his/her Hong Kong residency will be terminated.

- c) If a member gives resignation from the centre will be terminated.

Expulsion :

- 6.
 - a) If any member whose conduct is complained of by any members or on investigation by the committee is found to be prejudicial to the interest of the Society, he shall be called upon by the committee to explain his conduct and/or rectify any damage done; if the committee is not satisfied with the members explanation or rectification, it may call upon him to resign and if such member so requested does not resign within 14 days after such request, the Committee may then expel such member from the Society.
 - b) Before such expulsion the member affected may have the right to appear before the committee if he so desires.
 - c) The affected member may appeal to the Annual General Meeting provided he has previously appeared before the committee and explained his conduct.
 - d) Any member expelled from the Society shall forfeit his subscription fees and shall not afterwards eligible for membership.

Cessation of membership:

7. A member who resigns, or is expelled from the Society shall ipso facto cease to be a member of the Society, and such a person shall forfeit all rights to and claims upon the Society.

General meetings

8.

Annual General Meeting :

The management of the Society is vested in an Annual General Meeting of members and it shall be held at least once a year for the following purposes:

- a) To receive from the committee a report, balance sheet and statement of accounts for the preceding financial year.

- b) To elect members of the committee if such election is due
- c) To elect two auditors for the ensuing year
- d) To decide on any resolution which may be duly submitted to the meeting as hereinafter provided; and
- e) To consider any other matter brought forward in accordance with the constitution of the Society.

Special general meeting:

9.

The committee may at any time for any special purpose call a special general meeting and they shall also call forthwith a special general meeting upon the requisition in writing of at least one third members eligible to vote, stating the purpose for which the meeting is required,.

Proceedings at General Meetings:

10.

At all general meetings, the President, and in his absence, the Vice-president and in the absence of the Vice-President , number one member of the executive committee shall take the chair. Every life member or financial member shall be entitled to have one vote and in case of an equality of votes the President shall have a casting vote, subject to the provisions herein contained on the election of members of the committee. Minutes shall be taken of all proceedings.

Quorum at General meeting:

11.

The quorum at all general meetings shall be one third of the total membership of the Society or fifty which ever is less must be present for the general meetings proceedings to be valid. In the event of there being no quorum, the meeting shall be adjourned to a date, time and venue appointed by the committee and should the members then present be insufficient to form a quorum, those members present, whatever their number may be, shall form a quorum, but they shall have no power to alter, amend or make additions to any of the existing rules unless the prescribed quorum is present.

Executive committee :

12.

a) The management of the Society shall be delegated to a committee consisting of 15 members. This committee will be formed to run the activities of the Society. Executive committee is the only decision making body and is empowered to execute decisions..

Structure of the executive committee :

1) President	- 1
2) Vice President	- 1
3) General Secretary	- 1
4) Joint General Secretary	- 1
5) Treasurer	- 1
6) Cultural Secretary	- 1
7) Sports Secretary	- 1
8) Public relation Secretary	- 1
9) Women's affair Secretary	- 1
10) Members	- 6

b) Election of executive committee:

Members of the executive committee shall be elected biennially at the alternate Annual General Meeting. Each committee member must have at least two years of financial membership experience with all the earlier dues paid off; names for the offices above shall be proposed and seconded and election will follow on a simple majority vote of the members. However, voting shall be by secret ballot. Members of the committee shall be eligible for re-election but the President and Secretary General can only once be re-elected continuously and can be re-elected after a gap of at least two terms.

Direct election will be held for 15 members of the whole committee. After election elected members will decide about the post distribution.

No one can be elected as a President or Secretary General if he/she holding a similar post in any other organization.

Proxy vote in the election can only be given by family members.

Advance vote can be given by members if he/she leaving Hong Kong within 7 days before the election. Advance vote should be cast directly to Consulate general office.

Elected executive committee will be dissolved if two third of the general member wants re-election.

Election co-ordination committee will be formed before every election which will be headed by Consul General. There will be another four member selected by the outgoing Executive committee.

c) The committee shall meet at least once in every month to examine the accounts and arrange the affairs of the Society and at other times at the discretion of President, or on the requisition of at least three members of the committee; at all committee meetings eight shall form a quorum. The President at all committee meetings shall have a casting vote. Minutes shall be kept of the proceedings of committee meetings.

d) Any member of the committee absenting himself without satisfactory explanation to the committee from three consecutive meetings shall cease to be a member thereof.

e) Sub committee –

The committee may from time to time appoint such sub-committees as they may deem necessary or expedient and may delegate or refer to them such of the powers and duties of the committee as it may determine. At least one member of the Committee shall be appointed to each of the sub-committees. All sub-committees shall periodically report their proceedings to the committee and shall conduct their business in accordance with the direction of the Committee. Sub-committees will be dissolved after completion of the task.

Chief Patron :

13.

Consul General of Bangladesh in Hong Kong will be Chief patron of the Society.

Duties and Responsibilities of the Executive Committee:

14.

President:

Supervise general management of the Society.
Preside over the meetings of the Society.
Provide guidance in performing jobs and duties for the member of executive committee.
Sign all bills and cheque passed by the committee.
Have a casting vote in the event of tie.

Vice-President:

The Vice- President shall act for the President in his absence, and exercise all his powers as may be necessary, including that of a casting vote.

General Secretary:

Organize meetings of Executive Committee and Society
Prepare Agenda of the meetings
Prepare the minutes of the meetings
Look into the matter related to membership applications as well as Termination process.
Monitor all assignments and activities of all other Secretaries

Any other job and duties that may assign to him/her by the President.

Joint Secretary :

The Joint Secretary shall act for the Secretary General in his absence, and exercise all his powers as may be necessary.
Any other job that may assign to him/her by the President/ General Secretary.

Treasurer:

To prepare Budget of the Society .

To prepare and to submit Annual Financial Reports to the Executive Committee

To collect Subscriptions from the members of the Society

To maintain the fund of the Society

To organize Fund raising activities

Any other job that may assign to him/her by the President/ General Secretary.

Cultural Secretary :

To organize/co-ordinate all kind of cultural activities.

Any other job that may assign to him/her by the President/ General Secretary.

Sports secretary :

To organize/co-ordinate all kind of sports activities.

Any other job that may assign to him/her by the President/ General Secretary.

Executive Members:

To attend the Executive committee meetings.

To preside over the meetings in absence of the President and Vice-President.

To preside over sub-committee meetings and to work with sub-committee members.

Any other job and duties may assign to them time to time.

Fund Management :

15.

A joint account in the name of the Society will be opened under signatures of the President, Secretary General and Treasurer in any local bank.

If upon dissolution of the Society there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Society , but it shall be given or transferred to some other institution(s) having objects similar to the objects of the Society , and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on the Society, such institution or institutions to be determined by the members of the Society at or before the time of its dissolution. If effect cannot be given to such provision, then to some charitable object.

Accounts shall be kept of the sums of money received and expended by the Society, and the matter in respect of which such receipt and expenditure take place, and of the property, credits and liabilities of the Society , and, subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of the Society for the time being, shall be opened to the inspection of the members. The accounts shall be examined biannually by qualified Auditor(s).

Interpretation of rules:

16.

The Committee shall be the sole authority for the interpretation of the constitution and of the rules made there under, and if a member is aggrieved by the decision of the committee he shall have the right to appeal to a General Meeting. The decision of the General meeting upon any question of interpretation or upon any matter concerning the Society shall be final and binding on the members and shall not be removable to any court of Law.

In the event of any question or matter affecting the Society and not provided for by this Constitution and Rules, the committee may, without prejudice to the provisions of this constitution and Rules, act to their discretion.

Amendment to Constitution

The provisions of this Constitution may be added to, repealed, or amended on the passing of a resolution for this purpose at a General Meeting by a majority of three fifths of the ordinary members only voting in person or by proxy.

Others :

The income and property of the Society, however derived, shall be applied solely towards the promotion of the objects of the Society as set out in this constitution.

No portion of the income and property of the Society shall be paid or transferred directly or indirectly, by way of dividend, or otherwise howsoever, to the members of Society.

No member of the Executive Committee or governing body of the Society shall be appointed to any salaried office of the Society or any office of the Society paid by fees and no remuneration or other benefit in money or money's worth shall be given by the Society to any member of the Executive Committee or governing body.

The Society shall keep sufficient records of income and expenditure (including donation receipts), proper accounting books and compilation of annual financial statements.

A member of the Executive Committee who is in any way, whether directly or indirectly, interested in a contract or proposed contract (being a contract of significance in relation to the Society's operations) with the Society shall, if his interest in the contract or proposed contract is material, declare the nature of his interest at a meeting of the members of the Executive Committee.

A member of the Executive Committee shall not vote in respect of any contract in which he is interested or any matter arising there out, and if he does so his vote shall not be counted.

Abbreviations :

Society – Bangladesh Association of Hong Kong
Committee - Means Executive committee
EC – Executive Committee