

# **MID-SOUTH BENGALI ASSOCIATION**

## **GUIDELINES**

### **ARTICLE I – THE MEMBERSHIP**

There shall be two categories of membership:

1. Single Membership
2. Family Membership

A. SINGLE OR INDIVIDUAL MEMBERSHIP: A person 18 years of age or older, leaving alone and having no dependents living in the same household.

B FAMILY MEMBERSHIP: Persons living with his/her spouse with or without dependent children 17 years or younger. ( number of family numbers if anything specific)

Membership Dues and Voting Rights: The annual membership dues shall be established by the General Body., all membership dues are paid annually at the beginning of the first event ( Durga Puja) till the last event ( Rabindra Jayanti, picnic or as decided). All members in good standing will have equal voting rights. To be eligible for nomination and voting, members must be in good standing for the prior membership year.

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### **ARTICLE II – OFFICERS OF MSBA**

A. The Executive Committee:

The executive committee shall have (5) members as follows: President, , General Secretary, Treasurer , Cultural Secretary , Food Secretary and a Puja committee to be formed to assist with the different events ( subject to approval )

B. Term of Office:

SECTION 1: The term of office for the Executive Committee shall be two (2) calendar years

SECTION 2: No officer shall serve for more than two (2) consecutive terms of two years in the same position.

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### **ARTICLE III – RESPONSIBILITIES AND QUALIFICATIONS OF EC**

To be nominated for office of the Executive Committee , candidates must have current membership status and /or demonstrate active participation in the association for at least two (2) years.

**PRESIDENT:** The President shall be the head of MSBA, shall convene and preside at all General and Executive Committee meetings. He/she shall sign all instruments requiring his/her signature and shall perform all duties incident to his/her office and shall have such other powers and duties as may from time to time be assigned to him/her by the Executive Committee. To be nominated for presidency, a person should have at least \_\_\_\_\_of experience as member of the executive committee, or any other committees and sub-committees.

**GENERAL SECRETARY:** The Secretary shall be responsible for keeping the minutes of the meetings of the Executive Committee and the General Body; shall keep the membership list updated; shall serve all notices, via electronic mail, on behalf of the Executive Committee and shall perform such other duties as may be prescribed by the Executive Committee. In the absence of the President the Secretary may preside over a General or Executive Committee Meeting.

**TREASURER:** The Treasurer shall be responsible for the custody of all funds and financial and tangible assets of MSBA; shall maintain banks accounts or other depositories as the Executive Committee may direct from time to time; shall maintain proper accounts of all receipts, receivables, payables and pay bills incurred by MSBA activities as authorized by the executive committee. He/she shall be responsible for carrying out and maintain annual financial reports and disclose such reports to the General Body annually, and shall perform all duties incident or that are properly required of him/her by the Executive Committee.

**CULTURAL SECRETARY:** The Cultural Secretary shall work with the the Executive Committee in planning, organizing, promoting and offering all cultural events as prescribed by the Executive Committee.

**FOOD SECRETARY:** The Food Secretary shall work with the Executive Committee in planning, organizing food and beverages during the various MSBA events as prescribed by the Executive Committee.

## **ARTICLE IV – RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE**

SECTION 1: The Executive Committee shall meet to transact business of the MSBA called by the President or upon request, oral or written, directed to the President by at least three members of the Executive Committee. The notice for such a meeting shall be given at least 3-5 days before the holding of the meeting. The executive committee shall meet when necessary but no less than four times a year.

SECTION 2: The Executive Committee shall accept fees, solicit or receive gifts, grants, donations for the purpose of furthering the objectives of the MSBA.

SECTION 3: The executive committee's activities and decisions must be transparent, open and well communicated to membership. Democratic principles and majority rules must prevail in the conduct of all business decisions.

SECTION 4: By accepting a membership in the Executive Committee, the officer is committing to follow these guidelines.

## **ARTICLE V – RESIGNATION**

SECTION 1: RESIGNATION: Any member of the Executive Committee may resign voluntarily at any time by giving written notice to the President with or without any cause. The president shall declare such resignation to the Executive Committee and the Members.

SECTION 4: In the event a vacancy occurs for any reason, the Executive Committee may fill the vacancy by appointing any member of MSBA to that office commencing the period when the vacancy occurred and continuing until the end of that calendar year. At the annual general body meeting the general body shall elect a new person following the nomination process.

## **TRUSTEE / GOVERNING BOARD**

This committee shall be a standing committee independent of the executive committee. 3-5 persons shall be elected by the General Body in two-year election cycles. In case of resignation or otherwise, the executive committee may appoint member(s) to fill vacancy or vacancies.

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## **ARTICLE VII – NOMINATION AND ELECTION OF OFFICERS**

SECTION 1: The date of election shall be the date of GBM in May-June of each year. All nominations must be submitted to the EC in coordination with the Governing Body.

SECTION 2: The committee will determine the eligibility of nominees and ascertaining that nominees are willing to stand for office. This team shall present a slate of candidates of its choice for office bearers at the GBM .The nomination may also be received from the floor. The voting may be held by show of hands but secret ballot must be used when two or more candidates compete for the same position.

SECTION 3: The President or a member of the Governing Body or one of the other EC shall preside. The election results shall be declared in the same meeting.

SECTION 4: Only members who have paid up the annual dues for Membership for the past year will be eligible for nomination.

SECTION 5: Physical presence of a candidate at the election is not necessary provided that he/she has submitted the nomination duly proposed, seconded and signed by the candidate prior to the election.

SECTION 6: Elections shall be on the basis of one vote for one member. A family membership shall be eligible for two votes only when cast by two members of the same family. Any member(s) who have paid the annual dues for Membership for the past calendar year will be eligible to vote.

SECTION 7: The newly Elected Members of the Executive Committee shall take office upon completion of the transition , preferably by the first day of the next month following the GBM.

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## **ARTICLE VIII – MEETINGS**

SECTION 1: ANNUAL GENERAL BODY MEETING. The annual meeting of MSBA shall be held no later than \_\_\_\_\_

SECTION 2: The time, place and agenda for the meeting shall be determined by the Executive Committee that includes among other items the reports on the activities of MSBA , financial statements among others.

SECTION 3: The notice of the Annual Meeting and of all meetings shall be posted through electronic mail at least \_\_\_\_\_prior to the meeting date.

SECTION 4: The quorum for the Annual General Meeting shall be a minimum of \_\_\_\_\_ members. In case of the absence of a quorum, as stipulated above, the meeting shall be adjourned. The said meeting may be re-convened, after the necessary notification to the members. This re-convened meeting will not require any quorum. All motions shall be carried by majority vote of those in attendance.

SECTION 5: Special General Meeting of the MSBA may be called by the President/EC as and when required to address any MSBA related issues that would need immediate attention.

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## **ARTICLE IX – FINANCIAL MANAGEMENT**

All transactions should be made by MSBA checks or debit cards as far as possible. Accurate receipts from members making purchases for MSBA events should be provided for reimbursements.

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## **ARTICLE X – AMENDMENTS**

These guidelines are subject to change or modifications as the organization evolves and in response to new situations and circumstances. The changes may be initiated by the executive committee but shall be conducted by the governing Body and approved by the membership following a similar procedure as applicable for changes with an amendment.

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END of MSBA GUIDELINES