

**Bismillahir Rahmanir Rahim.**

বিসমিল্লাহির রহমানির রাহিম।

(In the name of God, the Most Gracious, the Most Marceful.)

# **Memorandum of** **Association** **(Constitution).**



South Jamaica Bangladeshi Community (SJBC)  
সাইদ জামাইকা বাংলাদেশী কমিউনিটি (এসজিবিসি)

**South Jamaica Bangladeshi Community Inc.**  
**(SJBC)**

*A non-profit, non-political, and non-religious organization, representing  
Bangladeshi Community in South Jamaica, Queens, NY.*

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## **Table of Contents**

## **Page**

1	Article I	Preamble	3
2	Article II	Name of the Organization	3
3	Article III	Vision, Mission, and Goal	3
4	Article IV	Membership, Type of Membership	4 to 5
5	Article V	Membership Application	6
6	Article VI	Executive Committee	7 to 9
7	Article VIII	Election Commission	10 to 11
8	Article IX	Executive Committee Selection	12
9	Article X	Rules of Business for Executive Committee	13 to 14
10	Article XI	Resignation and Expulsion	15
11	Article XII	Financial management and Operations	15
12	Article XIII	Books, Documents and Records	16
13	Article XIV	Social Media Guidelines	16
14	Article XV	Bylaws	17
15	Article XVI	Amendment	18
16	Article XVII	Oath of Allegiance	18 to 19
17	Article XVIII	Member's signature	20

## **Article-I**

### **Preamble**

South Jamaica is a neighborhood located in the southeastern part of Queens, New York City. A large amount of Bangladeshi origin people lives in this area and SJBC is dedicated to supporting and uplifting the local Bangladeshi Community.

## **Article-II**

### **Name**

The name of the organization should be South Jamaica Bangladeshi Community Inc. in short form of SJBC.

## **Article-III**

### **Vision, Mission, Goal.**

#### **Vision:**

South Jamaica Bangladeshi Community Inc. (SJBC) – with accumulated experience, knowledge, and commitment of its membership – shall make a positive contribution to the community and Organization to which it belongs. ***This organization is a non-profit, non-political, non-religious,*** it means members will not allow to practice politics and religion.

#### **Mission:**

The main mission of South Jamaica Bangladeshi Community (SJBC) is to provide humanitarian help to Bangladeshi people living in south Jamaica and move forward the heritage, culture, and interest of Bangladeshi Community in South Jamaica.

#### **Goal:**

- 1) To serve as *forum* of Bangladeshi Origin in South Jamaica, Queens, NY.
- 2) To provide a *link* to all Bangladeshi in the Community.
- 3) To *represent* Bangladeshi – people and culture
- 4) To promote *welfare* of the members and respective families.



## **Type of Membership:**

The membership of the Organization shall comprise of **General Members**, **Associate Members**, **Honorary Members** and **Lifetime Members**.

1. **General Members:** *General Members (GM) are the people currently living in South Jamaica area enlisted with and abiding by the rules and regulations of the Organization. Annual/monthly Membership fee shall be paid by due date (by March 31<sup>st</sup>) to maintain the membership status active.*
2. **Associate Members:** *Associate Members (AM) are the family members of the General Members enlisted with and abiding by the rules and regulations of the Organization. No membership fee is required for an associate member. Membership updated form shall be submitted for any changes from previous information.*
3. **Honorary Members:** *Honorary members are those nominated by the Executive from time to time from the people who used to live in South Jamaica and moved – to be associated with the Organization. HM will represent people who have distinguished themselves in their respective professionalism who opt to be associated with and render their support and cooperation to the SJBC towards its Mission, Vision, and shall provide guidance and direction to the overall functioning of the Organization. The Executive Committee and the Advisory Committee shall review the HM nominations to make the final decision. No Annual fee shall be required for an Honorary Member. Any donations to the Organization will be accepted with high appreciation.*

*The tenure of appointment of honorary members shall be for two years, however, subject to further renewal.*

*The honorary members shall attend executive/advisory committee meetings specially organized for any specific purposes.*

4. **Lifetime members:** *Lifetime members are those who are willing to pay the membership fee of \$1000 from General, Associate and Honorary members to become a lifetime member.*

*There will be no tenure for lifetime members, and they will be eligible to get all benefits like GM, AM and HM.*

## **Article-V**

**Application for Membership:** Membership of the Organization shall be based on application in a prescribed form expressing interest to be associated with the SJBC. A designated authority of the Organization shall scrutinize the membership applications for completeness and accuracy. Upon validation, the applicant shall be enlisted as a General Member of the Organization. *A membership acceptance letter shall be emailed to the applicant.*

### **Subscription:**

- **General Members subscription-** *Annual membership fee \$20.00 (Twenty dollars) shall be paid once in a year for each calendar year. Annual membership fee shall be paid more than a year for payment convenience.*
- **Life-time subscription** – *Lifetime membership fee will be \$1000.00 (One thousand dollars) for every general member.*
- **Associate Members** – *No membership fee shall be required for associate members. Associate membership updated status information shall be submitted for any changes to include in database of the Organization.*
- **Honorary Members** – *Annual membership fee \$20.00 (Twenty dollars) shall be paid once in a year for each calendar year. However, any contribution / donation to the Organization will be highly appreciated. Honorary membership status needs to be updated for any changes in database of the Organization.*

### **Annual Renewal:**

- **General Membership** renewal shall be subject to paying annual subscription on time.
- **Associate/Honorary Membership status updated information** shall be submitted by the members. *No annual renewal is required if status remain same from earlier submission.*

### **Cancellation:**

- **General Membership-** Failure to pay monthly/annual fees within three months of the due date shall constitute a cancellation of membership as below; -
  - Monthly/Annual membership fee shall pay or be paid for each calendar month/year. For any unavoidable reason, if it was not paid, an application may submit to the President for consideration.
  - Membership renewal notification will be sent to members who did not pay their dues by end of month/year for every calendar year.
  - Executive Committee will review and approve the cancellation of membership who did not renew their membership for last three years.
  - A confirmation letter of membership cancellation will be sent to the member's last known address.
- **Associate/ Honorary Membership-** Failure to submit membership update status information to the Organization within six months from status change shall initiate the cancellation of membership.

## Article-VI

### Administration

The elected Executive Committee members after taking oath will be in-charge to run the organization according to its set forth vision, mission, and objectives during their tenure. The Executive committee will select an Advisory Committee from the senior most active members of the organization to assist them with policy making and other important issues as needed basis, which includes, but not limited to - conduct elections, annual general meeting, picnic, street fair, annual get together, and other cultural functions.

#### **A. Executive Committee**

The nineteen (19) members Executive Committee shall be selected by a free and fair selection or election conducted by the Election Commission. All registered general members are eligible to participate in the election as a voter or a candidate abide by the rules and regulations of the organization. *A candidate shall have at least two (2) years of active membership status to participate in the election. For any outstanding candidate that requirement shall be waived by the election commission for best interest of the Organization.*

An Executive Committee comprising of the following members shall be responsible to run the affairs of the association:

1	President	1
2	Senior Vice President	1
3	Vice President	1
4	General Secretary	1
5	Joint General Secretary	1
6	Finance Secretary	1
7	Organizing Secretary	1
8	Education Secretary	1
9	Information Technology Secretary	1
10	Cultural Secretary	1
11	Mass Communication Secretary	1
12	Social Secretary	1
15	Executive Members	7
	<b>Total</b>	<b>19</b>

**B. Term of Office:**

- *Executive Committee: The term of the Executive Committee shall be two (2) years starting from January 1<sup>st</sup> to December 31<sup>st</sup>.*
- *Term of the Executive Committee shall be extended up to one full term for any adverse situations and it shall be informed via email to all registered members.*
- *Any members of the committee want to change his/her current position to another position, or another committee, shall be resigned in writing from his/her current position.*

**C. Duties and Responsibilities of the Executive Committee Members:**

**President:**

- a) Preside over the Executive Committee meetings and coordinate General Members' meetings.
- b) Provide leadership to the Organization and guide its various committees.
- c) Enforce the provisions of the constitution and the by-laws to Organization members.
- d) Maintain liaison with the Advisory Committee/ Election Commission.
- e) Monitor Organization's financial records and bank account status.
- f) Any other responsibilities as needed by the Executive/ Advisory Committee.

**Sr. Vice President:**

- a) Develop, organize, and coordinate various program activities of Organization.
- b) Prepare annual programs calendar in consultation with Executive Committee.
- c) Monitor Organization's bank account and financial transactions.
- d) Any responsibilities assigned by the Executive Committee.

**Vice President:**

- a) Organize and coordinate various program activities of Organization.
- b) Assist Sr. Vice President to prepare annual program schedule and other activities.
- c) Any responsibilities assigned by the Executive Committee

**General Secretary:**

- a) Organize and coordinate overall activities of Organization.
- b) *Prepare, finalize, and distribute the minutes of Executive Committee meetings among members*
- c) Maintain communications with all members.
- d) Maintain liaison with other organizations and institutions.
- e) *Monitor Organization's bank account, financial transactions and supporting documents.*
- f) Any responsibilities assigned by the Executive Committee



### **Joint General Secretary:**

- a) Assist General Secretary with the overall activities of the Organization.
- b) Prepare agenda and finalize minutes of Executive Committee meeting.
- c) Prepare and maintain membership database.
- d) Any responsibilities assigned by the Executive Committee

### **Finance Secretary:**

- a) Prepare and maintain financial records on receipts and payments of the Organization.
- b) Monitor and collect all outstanding subscriptions and dues from members.
- c) Deposit all funds in Organization's bank account and write checks on behalf of Organization jointly with the President.
- d) Maintain and update membership database.
- e) Prepare detailed financial report for presentation in the annual general meeting.

### **Cultural Secretary:**

- a) Organize and celebrate major holidays and events.
- b) Arrange cultural and recreational activities.
- c) Any other responsibilities assigned by the Executive Committee

### **Organizing Secretary:**

- a) Generate awareness about programs and activities of the Organization.
- b) New membership drive, and communicate with prospective member(s)
- c) Publish annual reports, bulletins, and leaflets on the Organization.

### **Education Secretary:**

- a) Organize seminars/ trainings on education for students and their parents.
- b) Provide counseling services on education to the students and their parents as needed basis.
- c) Any other responsibilities assigned by the Executive Committee.

### **Information Technology Secretary:**

- a) Design and update membership form, fee collection roaster and other forms.
- b) Website development and execution.
- c) Any other responsibilities assigned by the Executive Committee.

### **Mass Media & Press Secretary:**

- a) Prepare event reports for publications in the news media.
- b) Deal with mass media on Organization's activities and programs.
- c) Conduct Organization's event presentations.
- d) Any responsibilities assigned by the Executive Committee.

### **Social Secretary:**

- a) Managing and coordinating all social events and interactions.
- b) Donor cultivation, maintaining relationships with key stakeholders.
- c) Facilitating networking opportunities to further the organization's mission through social engagement.

### **Executive Committee Members:**

- a) Assist different sub-committees.
- b) Any other responsibilities assigned by the Executive Committee.

## **Article-VIII**

### **Election Commission:**

*Three (3) members of Election Commission shall be selected /elected by a meeting of the Executive. The Election commission will consist of one chief election commissioner, and two election commissioners. The election commission will conduct election/ selection of the executive committee members. The election commission shall be formed at least three (3) months earlier (which will be by end of September) of the expiration of executive committee term. The election commission shall be functioned independently.*

### **Rules of Business:**

- *Prepare and finalize rules, regulations, and nomination form for all positions to conduct an election/ selection properly.*
- *Will get full access to the updated membership database.*
- *Perform all election related activities which includes- announcement of election date, time, election venue, nomination form collection and submission due dates.*
- *Provide equal treatment to all candidates.*
- *Nomination fee shall be collected during nomination form distribution to the candidate for each position for election. (a) The nomination fee for executive committee will be – President- \$1000.00; Sr. Vice -President/ Vice President - \$700.00; General Secretary: \$800.00; all other secretaries and, and all executive members - \$700.00. In the election process (b) The nomination fee for executive committee will be – President- \$500.00; Sr. Vice -President/ Vice President - \$350.00; General Secretary: \$400.00; all other secretaries and, and all executive members - \$200.00.*
- *Deposit all collected nomination fees with proper documentation to the sitting president of the executive committee.*
- *Resolve any disputes regarding election by consultation with the Executive /Advisory committee.*
- *Any other responsibilities assigned by the Executive and Advisory Committee.*

### **Responsibilities of the Election Commission:**

#### **Chief Election Commissioner:**

- *Preside over the Election Commission meetings and coordinate with the Executive /Advisory committee.*
- *Perform all duties of election commission as stated in the roles of business.*

#### **Election Commissioners:**

- *Attend Election Commission meetings and perform the role of Election Commissioner.*
- *Perform all duties of election commission as stated in the roles of business.*

## **Article-IX**

### **SECTION I:**

#### **Selection of Executive Committee Member**

*The Executive Committee members shall be selected / elected by the registered general members for two years term.*

- 1. All general members shall have at least five (5) years of active membership status to participate in the selection/ election for the members of Executive Committee. For any outstanding candidate that requirement shall be waived by the election commission for best interest of the Organization.*
- 2. All general members have an equal opportunity and equal right to seek any positions of the Executive Committee by submission a nomination to the Election Commission.*
- 3. The nomination form shall be collected and submitted to the Election Commission with prescribed fee. No nomination form will be accepted without fee.*

### **SECTION – II:**

#### **Removal**

Any member of the Executive can be removed from the office before the expiry of his/her term if found he/she involved in any illegal activities of activity of immoral nature and/or detrimental to the good name and welfare of the association.

Before any such action is taken, the accused person shall be given a 15-day notice to explain as to why he/she should not be removed from the office for the reasons stated therein. If he/she does not reply or fails to reply within the specified time his/her post shall automatically fall vacant after expiry of the notice period.

### **SECTION - III:**

#### **Remuneration**

The members of the Executive or any other committee members shall receive no remuneration from the Organization. All services are voluntary to the Organization for community. However, a letter of appreciation may be awarded for outstanding services duly acknowledged to the members by the Organization.

## **Article-X**

### **A. Rules of Business of Executive Committee**

Executive Committee meetings shall be held at any time and place as determined by the Executive Committee after circulation of proper notices to the members. A meeting shall be held at any time with a short notice for any urgent situations, and decision of the meeting needs to be shared with all committee members and get approval from the majority members of the committee. *Also, a meeting of the Executive committee members shall be held at any time and in any place for any annual events, programs and policy making decisions.*

#### **SECTION I:**

##### **Special /Emergency Meeting**

A special or emergency meeting of the Executive Committees members shall be convened at any time, and decision of the meeting needs to be shared with all committee members and get approval from the majority members of the committee.

#### **SECTION - II:**

##### **Quorum**

The presence of 11 (eleven) members of the Executive Committee in person and signing attendance shall constitute a quorum for transaction of business on behalf of the association. A binding decision shall, however, require the presence of at least two thirds of the Executive Committee members.

## **SECTION- III**

### **Notices**

#### **Executive Committee Meeting**

Notices of a meeting mentioning the date, time and place shall be delivered, telephoned, or emailed to each Executive Committee member not less than 3 days before the meeting. The Executive Committee may, however, fix a date and time or schedule in a month for regular meetings when no formal notice shall be necessary.

#### **Clause 1:**

The Executive Committee members shall attend regular meetings and observe the prescribed rules of meeting. The Executive Committee shall execute all its decisions. The President shall have the decisive vote in case of a tie.

#### **Clause 2:**

The Executive Committee members shall not act on their own accord on any matter unless authorized by the Executive Committee. However, in case of an emergency the Executive Committee with the consent of at least 5 (five) members of the Executive Committee may take necessary actions but to be confirmed in subsequent Executive Committee meeting.

#### **Clause 3:**

The Executive Committee member(s) may call special or emergency meetings when necessary.

#### **Clause 4:**

The Executive Committee members are fully responsible to maintain discipline and decorum of meetings and shall have authority to suspend, adjourn or cancel any meeting if situation goes beyond control.

#### **Clause 5:**

If a member of Executive Committee will not present in the meeting consecutive 3 times, then a show cause notice will be sent by President and demand an explanation of his/her absence in the meeting.

## **Article-XI**

### **Resignation and Expulsion**

#### **Section –I: Resignation**

A member shall resign from the Organization by notification in writing to the President and effective upon acceptance thereof.

#### **Section-II: Expulsion**

The Organization shall, on the recommendation of the Executive Committee by a vote of at least 2/3 (two thirds) of the members at a meeting called for that purpose, expel any member whose conduct has been found to be improper or likely to endanger the interest or reputation of the association or who willfully committed a breach of the constitution and/or by-laws of the Organization.

The member, however, shall have the right to challenge the decision within a stipulated time notified in writing by an appropriate authority of the Organization. The Executive Committee /e Advisory Committee together will review all necessary documents and will take final decision on that matter for the best interest of the Organization.

## **Article-XII**

### **Financial Management and Operations**

#### **Finance:**

**Finance Committee:** *A five (5) members Finance Committee headed by the President and other four members – Vice-President, General secretary, Finance Secretary, and one member nominated from Advisory Committee. The Finance Committee will review and monitor Organization's financial operations and prepare and submit quarterly report to the executive committee meeting.*

**Bank Account:** A Bank Account in the name of the Organization shall be jointly operated by the President and the Finance Secretary of the Organization. All financial transactions of the association shall be made through this account.

**Financial Rules and Regulations:** The oversight of all financial transactions shall be governed by the financial rules and regulations of the organization as below; -

The expenditures to be incurred by the Organization, authority to approve, disbursement of funds, and oversight of financial transactions all these shall be governed by the financial rules and regulations of the Organization.

Any change in the financial rules and regulations shall be approved by a two-thirds majority of the general body of the Organization.

## **Article-XIII**

### **Books, Documents and Records**

The Executive Committee shall make it a case that all necessary books and records of the association be regularly and properly kept open for inspection by the committee members and the auditors appointed in the annual meeting of the association. *No general member shall have the right to inspect any account book or document of the Organization without prior authorization from the Executive Committee.*

## **Article-XIV**

### **Social Media Guideline**

*The South Jamaica Bangladeshi Community Inc. (SJBC) is a registered, non-profit, non-political, non-religious and professional organization. The Organization has the goals, missions, visions and activities for its members and communities. Now-a-days social media plays a vital role in our daily life, which include- members of the Organization, families, friends, and well-wishers. As a member of the Organization, it is our responsibility to be courteous, respectful, and safeguard the Organization's confidentiality during the use of social media with others.*



*The three (3) members **social media “screening committee”** consist of the - Vice President, Press & Mass Media Secretary, and Information and Technology Secretary. The Organization related all information, notices, memos, and pictures shall be reviewed, approved, and then posted to the website of the Organization by the committee members. The members of the Organization shall submit their documents to the screening committee by sending an email to them. The committee will act on the documents within five (5) business days from the submission date. If any documents found inappropriate for posting or some documents need corrections/ modifications for posting, will be returned to the sender with an explanation of rejection or modification. The modified document will be reviewed and considered for posting.*

*The Organization has an official spoke person for the press & social media. The Mass Communication Secretary will be the official spoke person for the Organization. Any questions, queries, or comments on Organization or its members shall be responded by the official spoke person. The answers to the questions shall be prepared by the spoke person in consultation with the President of the Organization.*

## **Article-XV**

### **By laws**

#### **Section - 1:**

#### **Enactment**

The Executive Committee shall by (2/3) two-thirds votes make, amend, or repeal bylaws governing the affairs of the Organization.

#### **Section - II:**

#### **Approval**

All bylaws shall be submitted to the members of the Organization for confirmation, rejection, or amendment at the next General Meeting.

### **Section-III:**

#### **Effective Date**

All bylaws shall come into force with effect from the date fixed at an Executive Committee meeting of the Organization.

### **Article-XVI**

#### **Amendment**

The constitution can be amended only by a resolution passed by (3/4) three- fourths members present in person and voting in a special meeting called for the purpose. Notices of such a meeting shall be emailed to all members at least 10 (ten) days before the date of the meeting specifying the intended amendment in the exact language in which it shall appear in the constitution.

The amendment can also be made in the Annual General Meeting with inclusion in the agenda and stating in the notice the proposed amendment in clear terms.

### **Article-XVII**

#### **Oath of Allegiance**

The members of the Executive Committee after being selected shall take the following oath:

I swear that I shall be loyal and faithful to the constitution of the Organization and shall try my best to maintain its purity and sanctity. I also swear to serve the Organization and its members to the best of my ability and shall never indulge in any activity subversive of the Organization's interest or the associated community. I shall remain always obligated and responsible to discharge my assigned duties.

*I also swear that for any unavoidable situations to me or my family, if I cannot serve my assigned duties to the Organization, I will inform the President and submit my resignation to him/her in my earliest convenient.*

**Signed on the \_\_\_\_\_ Day of the month of \_\_\_\_\_ Year \_\_\_\_\_**

\_\_\_\_\_  
Executive Committee member (taking the oath)

1. \_\_\_\_\_  
Witness (Executive Committee Member)

2. \_\_\_\_\_  
Witness (Executive Committee Member)

3. \_\_\_\_\_  
Witness (Executive Committee Member)

## **Article-XVIII**

### **Signatures of current members.**

<u>SL#</u>	<u>Name</u>	<u>Signature</u>
1	Shaikh Ujjol / শেখ উজ্জল	
2	D. Iqbal Hossain / ডি. ইকবাল হোসেন	
3	Md. Shaheen Kabir/মোঃ শাহীন কবির	
4	Mohammad Helal-e- Alam Titu/হেলাল-ই-আলম টিটু	
5	Shamnur Miah/শামনুর মিয়া।	
6	Muhammad Burhan Uddin/মুহাম্মদ বুরহান উদ্দিন	
7	Mohammed Abul Bashar Mintu/মোহাম্মদ এ. মিন্টু	
	Mohammed Ashaduzzaman Faruk/মোহাম্মদ আসাদুজ্জামান ফারুক	
8	Md. Imrose Hossain/মোঃ ইমরোজ হোসেন	
9	Adbul Mannan/আব্দুল মান্নান	
10	Md. Jahangir Alam	
11	Md. Rana	
12	Monirul Hoque	
13	Kazi Apel Mahmud	
14	Mohammed Mohor Uddin Khan	
15	Md. Sorowar	
16	Mohammed Islam	
17	Mohammed Rahman (Lucky)	
18		
19		