



বাংলাদেশ এসোসিয়েশন ফর গ্রেটার ক্যানসাস সিটি  
Bangladesh Association for Greater Kansas City

## By-Laws

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## **PREAMBLE**

These By-Laws are in accordance with the Constitution of the Bangladesh Association for Greater Kansas City (BAGKC), hereinafter referred to as "BAGKC" or the "Association". In any conflict between the Constitution and these By-Laws, the Constitution shall take priority. The By-Laws shall elaborate one or more of the Constitution statute.

## **RULE 1. NAME (Conforms to Article 1. Section 1)**

The name of the association is, as defined in the BAGKC Constitution, "Bangladesh Association for Greater Kansas City". "BAGKC" can be used as an abbreviation. Writing the name in any non-Roman characters are permitted as long as the original phonetics are closely observed. The Association name in Bangla is defined as following (any available font can be used for mechanical writing):

বাংলাদেশ অ্যাসোসিয়েশন ফর গ্রেটার ক্যানসাস সিটি

## **RULE 2. PURPOSE (Conforms to Article 1. Section 2)**

The purpose of the Association is defined in the Section 2, Article 1 of the BAGKC Constitution. These purposes are also expressed and further defined in the BAGKC Mission Statement. The Executive Committee can further explain these purposes.

## **RULE 3. NON-DISCRIMINATION (Conforms to Article 2. Section 1)**

Membership considerations are solely based on a person's merit, and commitment towards BAGKC. None of the following are valid reason for denying membership:

- Race
- Religion
- Color
- Sex
- Sexual Preference
- National Origin
- Physical Disability

## **RULE 4. NON-ELIGIBILITY (Conforms to Article 2. Section 2)**

People of the following behaviors shall not be granted membership:

- Known convicted criminals (designated so by the United States government).
- Known terrorists (designated so by the United States government).
- Anyone who does not believe in the existence of Bangladesh and the United States.
- Anyone who does not believe in the sovereignty of Bangladesh and the United States.

### **RULE 5. PAYMENT OPTIONS (Conforms to Article 2. Section 3)**

All membership dues can be paid by cash, personal checks or credit cards. Personal checks shall be made out to "BAGKC". All dues should be paid to the Treasurer. The Treasurer shall promptly inform the Membership Coordinator of a payment so that the BAGKC membership database is kept updated.

### **RULE 6. CANCELLATION OF MEMBERSHIP (Conforms to Article 2. Section 3)**

If a member is guilty of one of the following offense, he/she will be removed as a member of the Association with due process:

- Convicted of a criminal offense.
- Took part in a terrorist activity.
- Expressed opinion against the existence or sovereignty of Bangladesh or the United States.
- Committed assault or battery against an Association member and was convicted in a court of law.
- Committed sexual harassment against an Association member and was convicted in a court of law.
- Committed violence against family members and was convicted in a court of law
- Violated BAGKC Constitution or By-Laws as decided by the majority of Executive Committee Members.

### **RULE 7. DUTIES/RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE (Conforms to Article 3. Section 1, 2 and 3)**

BAGKC being a volunteer run organization, shall be run by combined efforts of all Executive Committee Members. Although specific responsibilities of all executive committee members are described below, it is expected that all Executive Committee Members will help each other in carrying out day to day affairs.

1. PRESIDENT:
  - (a) Shall have control over all general matters pertaining to BAGKC
  - (b) Shall serve as Chairperson of the Executive Committee.
  - (c) Shall call meetings of the Executive Committee when necessary.
  - (d) Shall call special Association meetings if deemed necessary.
  - (e) Shall be responsible for the planning and conducting of the annual business meeting.
  
2. VICE-PRESIDENT (VP)
  - (a) Shall assume the duties of the President in the absence or incapacitation of the President.
  - (b) Shall serve in any other capacity deemed necessary by the President.

3. GENERAL SECRETARY (GS)
  - (a) Shall be responsible for maintaining all regulatory documentation, including balance sheet in co-operation with the Treasurer.
  - (b) Shall be responsible for all regulatory filing, including federal, state, and local.
  - (c) Shall be responsible for all community involvement programs for BAGKC.
  - (d) Shall be responsible for solicitations of donations and endowments from local corporations and governmental entities.
  - (e) Shall run the day-to-day activities of the organization.
  - (f) Shall call the Executive Committee meetings in order and shall run the meeting.
  - (g) Shall take minutes for all Association meetings and shall be responsible for their publication when necessary.
  - (h) Shall act as repository for all minutes, records, and publications for the Association.
  - (i) Shall maintain BAGKC email list and send and receive all email communications.
  - (j) Shall maintain BAGKC website.
4. ADDITIONAL GENERAL SECRETARY (AGS)
  - (a) Shall assume the duties of the General Secretary (GS) in the absence or incapacitation of the GS.
  - (b) Shall share the GS responsibilities as agreed upon between GS and AGS.
5. MEMBERSHIP COORDINATOR (MC)
  - (a) Shall campaign for new membership.
  - (b) Shall keep the membership list updated.
6. TREASURER
  - (a) Shall collect all membership dues for BAGKC.
  - (b) Shall handle all the financial business of the Association and keep accurate books on all transactions.
  - (c) Shall help General Secretary with regulatory filings.
7. CULTURAL SECRETARY (CS)
  - (a) Shall arrange cultural events, including venue, time, and resources.
  - (b) Shall promote local talents.
  - (c) Shall encourage participation by all.
8. SPORTS SECRETARY (SS)
  - (a) Shall arrange sports activities.
  - (b) Shall work with the Cultural Secretary to add sporting events during cultural functions.
9. EXECUTIVE COMMITTEE MEMBERS
  - (a) Shall attend monthly/regular meetings.
  - (b) EC members shall form Subcommittees and The Executive Committee Members shall be part of these Subcommittees.

10. EXECUTIVE COMMITTEE ADVISORS

- (a) Will provide advice to EC members and suggestions on related matters.
- (b) EC members shall decide on vacant Executive Committee Advisor positions if someone leaves in the middle of his/her term.

**RULE 8. SELECTION & ROLE OF ADVISORS (Conforms to Article 3. Section 1)**

The Executive Committee Advisors shall be selected from the members of the community. An advisor must be a member of the organization. Advisors are selected during the annual election of the Association. The advisors are not required to attend all of the meetings, however they should be informed about the meetings, and given the opportunity to attend any Executive Committee Meetings. The advisors do not have a voting right in the executive committee matters. In case an advisor loses the membership from the Association, he/she shall be dropped from the advisory roles. Due process shall be followed to remove any advisor from the committee for cancellation of membership.

**RULE 9. EXECUTIVE COMMITTEE ATTENDANCE (Conforms to Article 3. Section 2)**

Each member of the Executive Committee is expected to attend the monthly/regular meetings. If a member does not attend (3) consecutive meetings without proper notification; he/she will be considered "inactive". The rest of the Executive Committee members will try to communicate with the member and if no positive resolution as to his/her continued participation in the committee is reached, he/she will be dropped from the Executive Committee. The vacant position shall be filled from the executive committee first, then from the general body.

**RULE 10. EXECUTIVE COMMITTEE MEETING PROCESS (Conforms to Article 4. Section 3)**

**Attendees:** The monthly/regular Executive Committee meetings are open only to the Executive Committee members. Anyone who is not part of the Executive Committee can sit as an observer with the permission from the Presiding Officer (defined in the next section). However, the observer cannot participate in the discussion in any ways unless requested by the Committee. The observer cannot disclose any topic discussed in the meeting unless it is part of the Meeting Minutes that was published.

**Presiding Officer:** President of the Association will preside over the meeting. If the President is unavailable (absent or unwilling to preside for a valid reason), Executive Committee by majority vote will decide on the presiding officer.

**The Discussion:** The Presiding Officer shall distribute the meeting agenda, and ask attendees to participate in the discussion. The attendees must start discussion after asking permission from the Presiding Officer. All discussion shall be kept relevant to the agenda.

**Walkout:** If an attendee wants to protest a measure taken by the Executive Committee, he/she can walk out of the meeting by expressing verbally or by written note to the Presiding Officer. The Walkout shall be noted in the Meeting Minutes. Whether the Walkout should be included in the published Meeting Minutes, will be decided by the Executive Committee.

**Meeting Conclusion:** The Presiding Officer shall end the meeting after all topics have been discussed, or available time has been exhausted. The Presiding Officer shall also declare the particulars of the next meeting, if available.

## **RULE 11. EXPENDITURE PROCESS (Conforms to Article 3. Section 2)**

Anyone from the Executive Committee can incur an expense on behalf of the Association as long as the Executive Committee or the Treasurer on a probation basis approved it. All expenses must be pre-approved by the Treasurer/President. The Treasurer shall present the expense request to the monthly Executive Committee meeting for approval. If an expense is necessary in between the meetings, the treasurer shall seek advice from the President and the General Secretary. All significant expenses must be pre-approved. Significant Expenses are considered to be 1/10 or greater of the allowable expenses for the year. Rule 12 defines the allowable expenses. The Association cannot extend any amount of public money to any individual/association for a loan . Any reasonable amount from the allowable expenses (Rule 16) can be given to a charity that reflects the mission of BAGKC.

## **RULE 12. ALLOWABLE EXPENSE (Conforms to Article 3. Section 2)**

The new Executive Committee shall define Allowable expense amount in its first meeting. Allowable expenses can be all or part of the proceeds from the membership dues collected. Any revenue earned during the year can also be part of the allowable expense amount. Part of the proceeds from the membership dues and other income shall be placed in the Association's permanent balance. The Committee shall strive to leave a minimum balance of \$ \$2,000 at the end of it's term.

## **RULE 13. HOLIDAYS OBSERVED (Conforms to Article 1. Section 2)**

Following holidays are officially observed by BAGKC:

- New Year's Day: January 1
- International Mother Language Day: February 21
- Independence Day of Bangladesh: March 26
- Bangla New Year's Day: Baishakh 1, April 14
- Independence Day of USA: July 4
- Thanksgiving Day: Fourth Thursday of November
- Victory Day of Bangladesh: December 16

The following socio-cultural-religious activities has large cultural base, and should be observed as time allows:

- Eid
- Christmas
- Puja

#### **RULE 14. CREATION OF SUB-COMMITTEES (Conforms to Article 3. Section 2)**

The Executive Committee can create sub-committees as deemed necessary for different occasions. For cultural shows, the Cultural Secretary shall preside over the sub-committee. For membership drives, the Membership Coordinator shall be presiding. For donations and other revenue collection activities, the Treasurer shall lead the effort. The sub-committees can have members from both the Executive Committee and the general members. Responsibilities shall be divided equally to alleviate burden from a single person. Responsibilities for each member shall be clearly defined so that everyone can be accountable for their respective tasks. Everyone from the Executive Committee shall participate in mundane (but no smaller) chores such as cleaning after a party, and returning of items to the rightful owners.

#### **RULE 15. CULTURAL SHOW ETIQUETTE (Conforms to Article 1. Section 2)**

The President of the Association shall give the welcome speech in a cultural show organized by BAGKC. If the President is absent, the executive committee will decide by majority vote as to who will give the speech. The Executive Committee can select anyone to conduct the show ("The Conductor").

The Conductor: The Conductor will be provided a pre-printed list of activities finalized by the Executive Committee or any of the sub-committees defined by the Executive Committee. No other agendas can be requested by anyone. The Conductor shall follow the finalized list of activities given to him/her.

All Executive Committee members are expected to arrive at the shows on-time to set precedence for others. Timeliness should be emphasized, and encouraged by the Committee to all members to minimize wait time for the punctual people.

Content of the show shall not violate any laws of the land. Content shall not also violate the spirit of the Constitution of Bangladesh and that of the United States.

#### **RULE 16. ELECTION PROCESS (Conforms to Article 4. Section 1)**

At least 45 days before the end of the term, the Executive Committee shall call the Annual Business Meeting to elect a new committee, and publish the year-end financial statements.

The Committee shall select a Presiding Officer, who will be accompanied by 2 other members in a sub-committee, to conduct the election. The Presiding Officer or the sub-

committee members cannot be a candidate in the election. The Presiding Officer shall arrange for ballot papers and boxes, in case a post is contested by multiple candidates.

Any current member can propose BAGKC member for a post by the date specified by the election process. He/she can be supported by one or more members. The candidate can declare himself/herself for a post. If the candidate declines the nomination, the proposal would be null and void.

If a single person is candidate for a post, he/she would be declared elected without contest.

### **RULE 17. BAGKC ACTIVITIES (Conforms to Article 1. Section 2)**

As defined in the BAGKC Constitution and Mission Statements, the creation of the Association was based on some basic principles and shall be limited to the stated purpose only. In order to achieve these objectives, all members shall exhibit fraternity and tolerance towards each other. Personal beliefs shall not play any part in the Association activities.

No political, personal, or religious activities shall be arranged in the name of the Association. The Association is neither a political, personal, or religious organization, nor has any allegiance to a person, a religion, or a political party.



