

Constitution of Bangladesh Cultural Society at University of New Brunswick, Fredericton.

1.0. NAME

1.1. The name of the Organization shall be **BANGLADESH CULTURAL SOCIETY** (henceforth referred to as BCS).

1.2. Date of Establishment: September 15, 1998.

2.0. MISSION AND OBJECTIVES

BANGLADESH CULTURAL SOCIETY is a non-political, secular, student organization formed by the Bangladesh students at University of New Brunswick, Fredericton, New Brunswick, Canada.

The mission and objectives of BCS shall be:

2.1. To cultivate a spirit of unity and friendship among the international/local students.

2.2. To help members in all aspects as international students.

2.3. To provide support for the Bangladeshi students at UNB and STU.

2.4. To assist prospective Bangladeshi students in Canada.

2.5. To act as a local representative of students from Bangladesh in Canada on all matter of concern and significance to members of BCS.

2.6. To foster and promote Bangladeshi heritage and culture.

2.7. To promote academic, social and cultural interaction between Bangladeshi students and other members of the community, both on local and international levels.

2.8. To form unity amongst members through fun, cultural and social events and to celebrate our diversity with everybody in the community.

3.0. MEMBERSHIP:

Membership categories shall be the following:

3.1. Active membership of BCS shall be composed entirely of all Bangladeshi students, and Bangladeshi Immigrant students registered at the University of New Brunswick and St. Thomas University including the faculty and staff.

3.2. Any Bangladeshi student, staff & faculty will become BCS member upon his/her admission in UNB.

3.3. Honorary Membership: The Executive Committee will have the authority to bestow honorary membership, which may also be revoked by the decision of the said Committee, on any person(s) of its choice.

Privileges of Members are following:

3.4. All Executive Members shall be entitled to mandatory participate in the meeting of Executive Committee of BCS.

3.5. Only the active members are entitled (optional);

3.5.1. To participate at the BCS General Meetings, and BCS elections and referendums.

3.5.2. To participate of nomination process of a candidate for elections to the BCS executive committee.

3.6. The active members who are of only Bangladeshi origin can hold office for the president, vice president (Internal), and treasurer. The rest are open to all members.

3.7. The active members who are of Bangladeshi origin are entitled (optional);

3.7.1. To vote at the BCS General meeting, and BCS election.

3.7.2. To nominate or second a candidate for elections to the BCS executive committee.

4.0 EXECUTIVE COMMITTEE:

4.1. The Executive Committee (henceforth referred to as the Committee, while the members of the Committee will be referred to as Committee Members) of BCS shall consist of the following elected officers:

- President
- Vice-President
- General Secretary
- Assistant General Secretary
- Treasurer
- Event Co-Ordinator
- Webmaster

4.2. Additional non-voting Committee Members may be appointed by the President with the approval of the Committee.

5.0 DUTIES AND POWER OF THE EXECUTIVE:

All the Executives should make an effort for proper information interchange among them and work in harmony setting aside personal interest, conflict and agenda to uphold BCS interest.

5.1. Duties of the President

- The President will moderate all executive board and general meetings
- The President will maintain a regular agenda for all meetings.
- The President will call, and is accountable to, Executive Board meetings on a predetermined schedule prior to general meetings.
- The President may appoint Committees, Committee Chairman, or Committee Liaisons as needed.
- Shall sign cheques in payment of authorized accounts and bills after such cheques and bills have been prepared and signed by the Treasurer.

5.2. Duties of the Vice-President (VP)

- The VP will represent BCS in different events and function of non-campus communities and organizations if the President is unable to do so.
- The VP will announce campus wide events to the campus community (press, other relevant organizations etc.)
- The VP will see through different BCS events and functions.
- The VP (Internal) will moderate meetings if the President is unable to do so.

5.3. Duties of the General Secretary (GS)

- The GS will take minutes at each meeting and save dated copies in the organization files.
- The GS will serve as liaison with non-campus groups, community groups and organizations.
- The GS will notify members of scheduled or Emergence Meetings (EM).
- The GS will moderate meetings if both President and VP are unable to do so.
- The GS will have the e-mail list and shall send reminder to the executives three days prior to any meetings.
- The GS will check the BCS mailbox regularly and follow up with any inquiry.

5.4. Duties of Assistant General Secretary

- Assistant General Secretary will assume responsibilities of General Secretary when GS is unable to do so.
- Assistant General Secretary will help GS for smooth functioning of BCS.
- Assistant General Secretary is responsible for new students to be introduced to campus life, living style and the city of Fredericton as well as with BCS.

5.5. Duties of the Treasurer

- The Treasurer will handle all accounts and financial dealings that have been elected by the active members and approved by the Executive Board.
- The Treasurer will submit account reports at each executive Board meeting.
- The Treasurer will receive all monies, issue and sign all cheques for authorized expenditures and present them to the President for signature.

5.6. Duties of event Co-Ordinator

- Responsible for planning and coordination of BCS event in consultation (with) Executive Committee.
- Providing Support to President for smooth operation of any events.

5.7. Duties of Webmaster

- The Webmaster will maintain exclusively the BCS webpage.
- If Executive Board express needs or suggestions related to the web page, webmaster will provide with support and edition of the webpage.

6.0 MEETINGS:

The Society shall hold meetings as often as necessary for the smooth functioning of BCS.

7.0. DUTIES OF THE COMMITTEE

- 7.1. After the election the new committee should ensure the smooth running of BCS.
- 7.2. The committee should ensure that the BCS budget for the next year is finalized ~~by the middle of February~~ for the approval from UNB Student Union for funding.
- 7.3. The committee should make an effort to raise funds for different BCS activities.

8.0. RESIGNATION OR INCAPACITY

- 8.1. If a Committee Member resigns or is unable to continue, the President will nominate a replacement for the remainder of the term, with the approval of the Committee.
- 8.2. In the case of replacement of the President, the Vice President will assume responsibility for the remainder of the term of the President.
- 8.3. In the case of replacement of the Vice President, the General Secretary will assume responsibility for the remainder of the term of the President.

9.0. SUSPENSION, REVOCATION & RECALL

- 9.1. Membership of any person(s) may be put on probation for thirty (30) days by the Committee, during which time all membership privileges of the said person(s) will be temporarily suspended.
- 9.2. A second term of suspension imposed by the Committee will result in automatic revocation of membership privileges for any person(s).
- 9.3. Person(s) whose membership was revoked by the Committee will have the right to be heard at any general meeting, at which time a simple majority of the executive members will decide the issue.
- 9.4. Membership of any person(s) may also be revoked on the majority decision by two-thirds (2/3) of the executive members present in a general meeting.

10.0. ELECTION OF OFFICERS

- 10.1. Election for the Society shall take place within the first month of academic year (September) and shall be voted on by all the society members.
- 10.2. Those who are elected should make themselves known to the Student Union after election.
- 10.3. The President, the Vice President, the General Secretary and the Treasurer will be elected to a one-academic year term.
- 10.4. There will be no term limit for Committee membership.

11.0. Inurnment of Income and Financial Liabilities

11.1. No part of the net earnings of BCS will inure to the benefit of, or be distributable to its members, trustees, officers, or other private person(s), except that the corporation will be authorized and empowered to pay reasonable compensation for services rendered and expenses incurred for BCS.

11.2. No member of the BCS Executive Committee will be personally liable to any extent for debts incurred by BCS.

12.0. AMENDMENTS:

12.1. Any member of BCS can propose amendments to the executive committee; however, only executive committee is responsible to carry out any amendments of the constitution.

12.2. All amendments to this constitution shall be subject to approval of the Student Representative Council of the University of New Brunswick

13.0. Dissolution

BCS may be dissolved in a Special Meeting convened for such purpose in the presence of (3/4) of all voting members and a simple majority of Committee Members, after paying all debts and liabilities.