

# Constitution

## **New York City Bangladeshi Civil Service Society (NBCS)**

*Join the Team  
Serve the Community*

### Article - III

#### VISION, MISSION, GOALS AND OBJECTIVES

##### Vision:

The New York City Bangladeshi Civil Service Society (NBCS) - with accumulated experience, knowledge and commitment of its members - shall make a positive contribution to the community and society in which it belongs. It shall work towards a better understanding among its members, help realize various aspirations and foster a stronger link between the City, State and Federal Governments and the Bangladeshi community.

##### Mission:

Address  
New York, NY

## **Article – I**

### **Preamble**

Since about 1990 people of Bangladesh origin have increasingly been participating in various City, State and Federal jobs. A greater presence in recent years of Bangladeshi people in America apart, an increasing number of those with requisite qualification and job experience, and greater awareness about alternative opportunities underline such a trend. The proven track-record of those already in public service has been quite encouraging.

Compared to other communities, however, participation of Bangladeshis in public service has been quite low. Absence of institutional facilities for greater interaction amongst fellow civil servants, lack of access to requisite information and non-availability of various support services have been major constraining factors.

Toward taking advantage of various opportunities for public service – and realization of its various potentials for a greater understanding of and interaction between the Bangladeshi community and American society at large – the need for an organization in this direction has long been felt.

Such an association shall provide a link between the City, State and Federal governments and Bangladeshi community, and render services to take advantage of various available opportunities.

## **Article - II**

### **Name**

The name of the association shall be **New York City Bangladeshi Civil Service Society (NBCS)**.

## **Article – III**

### **VISION, MISSION, GOALS AND OBJECTIVES**

#### **Vision:**

The New York City Bangladeshi Civil Service Society (NBCS) - with accumulated experience, knowledge and commitment of its membership – shall make a positive contribution to the community and society to which it belongs. It shall work toward a better understanding among its members, help realize various available opportunities, and forge a stronger link between the City, State and Federal Governments and the Bangladeshi community.

#### **Mission:**

(a) Shall serve as a bridge between the City, State and Federal Governments and the Bangladeshi community.



The mission of the New York City Bangladesh Civil Service Society (NBCS) is to move forward the heritage, culture, and interests of the Bangladeshi Community in the greater arena of the American Society. It shall mobilize the collective wisdom, experience and commitments of its members to make a positive contribution to the community they belong. It shall provide an innovative institutional framework within which the City, State and Federal government employees of Bangladesh origin can interact with one another in good faith, with mutual respect and honor.

### **Goals:**

The New York City Bangladesh Civil Service Society (NBCS) is committed to the following goals:

1. To serve as a **forum** of City, State and Federal Government Employees of Bangladesh origin.
2. To provide a **link** between the City, State and Federal Governments and the Bangladeshi community.
3. To **represent** Bangladesh – people and culture – in City, State and Federal governments.
4. To render **supports** to the Bangladeshi community in relation to various services available from the City, State and Federal Governments.
5. To promote **welfare** of members and respective families.

### **Objectives:**

#### Serve as a Forum of the People of Bangladesh Origin working for the City, State and Federal Governments

- (a) The New York City Bangladeshi Civil Service Society (NBCS) shall serve as a forum to enable people of Bangladesh origin to get together, organize themselves, and exchange ideas and views on broader issues of professional, social and community development.
- (b) It shall enable a peaceful and cordial atmosphere to enable free exchange of ideas.
- (c) It shall develop and maintain a database on City, State and Federal Government employees of Bangladesh origin living in the greater New York area.

#### Provide a Link between the City, State and Federal Governments and the Bangladeshi community

- (a) Shall serve as a bridge between the City, State and Federal Governments and the Bangladeshi community.

- (b) Work as a source of information on City, State and Federal Governments of interest to the Bangladeshi community.
- (c) Organize meetings, discussions, seminars and open forums on issues affecting the Bangladeshi community.

#### Represent Bangladesh in City, State and Federal Governments

- (a) Represent Bangladesh – its people and culture - in City, State and Federal Governments.
- (b) Take an active part on behalf of the Bangladeshi community and society in public events, gatherings, rallies, walks, and meetings organized by the City, State or Federal Governments.

#### Render support services to the Bangladeshi Community

- (a) Provide necessary information on and assist in availing various City, State and Federal Government benefits of interest to the Bangladeshi Community.
- (b) Organize Bangladeshi professional, educational, technical and legal groups to render support in respective fields to needy people in the community.

#### Promote welfare of members and respective families

- (a) Promote and help maintain values, cultures and traditions of Bangladesh among member families and community.
- (b) Participate in social and community development and emergency management.
- (c) Help members and respective families at times of distress and emergencies.

## **Article - IV**

### **Membership**

Membership to the New York City Bangladeshi Civil Service Society (NBCS) shall comprise of people of Bangladeshi origin and current or retire / out of work (who were an active member of NBCS) employees of the City, State and Federal Governments in the greater New York area, and willing and able to abide by the rules and regulation of the association.

**Types of Members:** The membership of the association shall comprise of General Members, Associate Members, and Honorary Members.



**General Members:** General Members (GM) are employees of the City, State and Federal Governments in the greater New York area enlisted with and abiding by the rules and regulations of the association.

**Associate Members:** Associate Members (AM) are family members of the employee of the City, State and Federal Governments in the greater New York area enlisted with and abiding by the rules and regulations of the association.

**Honorary Members:** Honorary Members (HM) are those nominated by the Executive Committee from time to time as per rules listed in Appendix A.

## **Article - V**

### **Administration**

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

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

President	1
Senior Vice President	1
Vice President	1
General Secretary	1
Joint General Secretary	1
Finance Secretary	1
Assistant Finance Secretary	1
Organizing Secretary	1
Education Secretary	1
Information Technology Secretary	1
Cultural Secretary	1
Office and Press Secretary	1
Executive Members	5
<b>Total</b>	<b>17</b>

#### **B. Selection of Committee Members**

##### **Executive Committee:**

- The members of the Executive Committee shall be representatives of the various departments of the City, State and Federal Governments in the greater New York area comprising the membership of the association.

- Representation of individual departments in the Executive Committee shall be in proportion to the number of members of the association belonging to the respective department.
- Individuals representing a particular department in the Executive Committee shall be nominated by enlisted members of the association belonging to the respective department.
- Departments with a smaller membership in the association can group together to be eligible for and nominate respective representation in the Executive Committee.
- The members of the Executive Committee shall elect different office bearers of the association.

**C. Sub-Committees:**

To assist the Executive Committee to run the regular activities of the association shall have sub-committees. The major areas of activities of the association – as decided by the Executive Committee - shall underline an appropriate number of the sub-committees.

- A member of the Executive Committee – ex-officio, shall be the Chairperson of the sub-committee, who in consultation with the Executive Committee/ Advisory Committee shall select the other members of the sub-committee. The exact number of such members shall depend on the nature of responsibilities of the sub-committee.

**D. Advisory Committee:**

An Advisory Committee comprising of a Convener and 10 (ten) distinguished members shall be responsible to provide guidance/ advise / service to the executive committee on:

- Long- term and Annual Plan /Policy making decisions
- Perform selection/ election activities
- Resolve any disputes among executive committee members

**Term of Office:**

- The term of office of members of the Executive Committee and the sub-committees shall be two (2) years.

Those once represented at the Executive Committee, however, shall be discouraged to sit in the Executive Committee for the following term.

- The term of office of the Advisory Committee shall be three (3) years.



**E. Duties and Responsibilities:**

**President:**

- (a) Preside over the Executive Committee meetings and coordinate General Members' meetings.
- (b) Provide leadership to the association and guide its various committees.
- (c) Enforce the constitution and by-laws of the association.
- (d) Maintain liaison with the Advisory Committee
- (e) Any other responsibilities as needed by the Executive/ Advisory Committee.

**Sr. Vice President:**

- (a) Develop, organize and coordinate various program activities of the association.
- (b) Prepare annual program calendar and present before the Executive Committee.
- (c) Any responsibilities assigned by the Executive Committee.

**Vice President:**

- (a) Organize and coordinate various program activities of the association.
- (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 the overall activities of the association
- (b) Finalize and distribute the minutes of Executive Committee meetings among members
- (c) Supervise the preparation and transmittal of written communications.
- (d) Maintain liaison with other organizations and institutions.
- (e) Any responsibilities assigned by the Executive Committee

**Joint General Secretary:**

- (a) Assist General Secretary with the overall activities of the association
- (b) Prepare agenda and finalize minutes of Executive Committee meetings
- (c) Supervise the preparation and transmittal of written communications.
- (d) Any responsibilities assigned by the Executive Committee

**Finance Secretary:**

- (a) Prepare and maintain financial records on receipts and payments of the association.
- (b) Monitor and collect all outstanding subscriptions and dues from members.
- (c) Deposit all funds in association's bank account and write checks on behalf of the association jointly with the President.

- (d) Prepare detailed financial report for presentation in the annual general meeting.

**Assistant Finance Secretary:**

- (a) Assist Finance Secretary with financial records on receipts and payments of the association.
- (b) Collect all ongoing /outstanding subscriptions and dues for members.
- (c) Any other responsibilities assigned by the Executive Committee

**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 association.
- (b) New membership drive, and communicate with prospective member(s)
- (c) Publish annual reports, bulletins, and leaflets on the association.

**Education Secretary:**

- (a) Organize seminars/ trainings on education for students and their parents.
- (b) Provide counseling on education/ job to the students and their parents on need 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

**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.

**Office and Press Secretary:**

- (a) Maintain documentation and deal with media for publication of events
- (b) Take minutes of the meetings and finalize with General Secretary/ president



- (c) Any responsibilities assigned by the Executive Committee

#### **Executive Committee Members:**

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

#### **Responsibilities of Advisory Committee:**

##### **Advisory Coordinator:**

- Preside over the Advisory Committee meetings and coordinate with the Executive committee.
- Long- term and Annual Plan /Policy making decisions
- Review executive committee's performance and provide necessary guidance time to time
- Perform selection/ election activities
- Resolve any disputes among executive committee members
- Any other responsibilities assigned by the Advisory Committee

##### **Advisory Member:**

- Long- term and Annual Plan /Policy making decisions
- Perform selection/ election activities
- Review executive committee's performance and provide necessary guidance time to time
- Resolve any disputes among executive committee members
- Any other responsibilities assigned by the Advisory Committee

## **Article - VI**

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

##### **Subscription:**

- **General Members** shall pay a subscription fee to the association toward meeting its various recurring expenditures. The subscription to the association can be paid either on life-time or yearly basis.

**Life-time subscription** – paid only once during total tenure of membership, shall be fixed at equivalent to ten years' of annual subscription.

**Yearly basis subscription** – annual subscription shall be \$20 (twenty dollars) for each calendar year.

- **Associate/ Honorary Members** – No annual subscription need to pay to the association. However, any member want to contribute / donate any amounts to bear the expenses of any events of association will be highly appreciated.

#### **Annual Renewal:**

- **General Membership** renewal shall be subject to paying annual subscription on time.
- **Associate/Honorary Membership** renewal shall subject to submit Membership Application on time.

#### **Cancellation:**

- **General Membership-** Failure to pay annual fees within three months of the due date shall constitute a cancellation of membership (Appendix B).
- **Associate/ Honorary Membership-** Failure to submit annual membership application within three months of the due date shall constitute a cancellation of membership.

## **Article – VII**

### **Resignation and Expulsion**

#### **Section –I: Resignation**

A member may resign from the association by notification in writing to the President of the NBCS and effective upon acceptance thereof.

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

The association may, 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 association.

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



## **Article - VIII**

### **Finance:**

**Finance Committee:** A Finance Committee headed by a Chairperson shall be responsible for the financial operations of the association.

**Bank Account:** A Bank Account in the name of the association shall be jointly operated by the President and the Finance Secretary of the association. 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 association (Appendix C).

## **Article – IX**

### **Section-I:**

#### **Rights and Responsibilities of Executive Committee Members:**

##### **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 3 (three) 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 if and when necessary.

##### **Clause 4:**

The Chairperson shall have no right, while presiding, to make or to confirm any motion prior to the decisions of the members. But he/she can make a motion to discuss any matters on condition that he/she delivers the chair to one who had the right to act on his/her behalf.

##### **Clause 5:**

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.

## **ARTICLE – X**

### **SECTION 1:**

#### **Selection of Executive/ Advisory Committee Members**

The members of the Executive/Advisory Committee shall be selected directly by members of the association belonging to different departments of the City, State and Federal Governments as respective representatives. The number of Executive Committee members selected by a particular department shall be in proportion to the number of respective members in the association.

The individual representative(s) of different departments in the Executive Committee shall ultimately elect individual office bearers of the association for a term of two years.

In the event of a position becoming vacant in the Executive Committee, it shall be filled up by the majority members of respective department to which the individual member had belonged.

### **SECTION – II:**

#### **Removal**

Any member of the Executive/Advisory Committee can be removed from the office before the expiry of his/her term if found involved in any 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/ Advisory Committee shall receive no remuneration for their services to the association. However, a letter of appreciation may be awarded for outstanding services duly acknowledged by all Executive/Advisory Committee members.



## **Article – XI**

### **SECTION 1:**

#### **Executive/ Advisory Committing Meeting**

Executive /Advisory Committee meetings may be held at any time and place as determined by the Executive/advisory Committee after circulation of proper notices. A meeting of the Executive /Advisory Committee may be held at any time without notice if all members of the Executive / Advisory Committee are present and those absent waive notice or give their consent in writing to the meeting be held in their absence.

### **SECTION II:**

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

A special or emergency meeting of the Executive Committee may be convened at any time by the Executive Committee Chairperson and/or by any 6 (six) other members of the Executive Committee by giving a 24 hours notice.

### **SECTION - III:**

#### **Quorum**

The presence of 11 (eleven) members of the Executive or 8 (eight) members of Advisory 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 / Advisory Committee members.

## **Article - XII**

#### **Notices**

#### **Executive / Advisory Committee Meeting**

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

## **Article - XIII**

#### **Adoption of resolutions**

Without repugnant to any other article or section of the constitution, a resolution at a meeting of Executive/ Advisory Committee and at all general/ annual/ special meetings of the association shall be passed by a majority vote of all members present in person.

## **Article - XIV**

### **Fiscal year**

#### **Section - I:**

##### **Fiscal Year**

The fiscal year of the Society shall be English (Gregorian) calendar year that is January-December period or as decided by the Executive Committee.

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

##### **Finance/Source of Income**

Normal business of the association shall be run by the funds raised from the following sources:

- (1) Annual subscription of general members.
- (2) Executive / Advisory Committee members' contribution.
- (3) Honorary/ Associate members contribution
- (4) Unconditional aid or donation from any individual or organization.
- (5) Fund raising activities.

## **Article - XV**

### **By laws**

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

##### **Enactment**

The Executive Committee can by a majority of two-thirds votes make, amend or repeal by laws governing the affairs of the association.

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

##### **Approval**

All by-laws shall be submitted to the members of the association for confirmation, rejection or amendment at the next General Meeting.

#### **Section-III:**



### Effective Date

All by-laws shall come into force with effect from the date fixed at an Executive Committee meeting of the association.

## Article - XVI

### 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 association without the Executive Committee authorization.

## Article - XVII

### 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 mailed to all members at least 15 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.

Witness (Executive Committee Member)

Witness (Executive Committee Member)

Witness (Executive Committee Member)

## ARTICLE XVIII

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

*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)



## **Honorary Member:**

Honorary Members (HM) of the organization are those nominated by the Executive Committee from time to time - from outside the City Government Employees of Bangladesh origin - to be associated with the organization. HM will represent people - Bangladesh origin or otherwise- who have distinguished themselves in their respective fields of occupation, who opt to be associated with, and render their support and cooperation to the NBCS towards its Mission objectives, and shall provide guidance and direction to the overall functioning of the society.

The tenure of appointment of honorary members shall be for two years, however, subject to further renewal. The maximum number of honorary members at any point in time shall not exceed 30.

Nominations for honorary members shall come from the general member of the society, the Executive Committee shall however remain responsible to make the final decision.

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

### Membership cancellation:

- Annual membership fee shall pay within March for each calendar year
- For any unavoidable reason, if it was not paid, an application may submit to the President for consideration.
- Membership will be cancelled by the executive committee for nonpayment until June for each calendar year.
- Executive Committee will review and approve the cancellation of the discontinued member(s).
- A confirmation letter of membership cancellation will be sent to the member's last known address








# Financial Rules and Regulations:

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.

Name and  
Signature of the EC and AC members:

1.	Name	Signature
2.	Mahammed Bhuiyan	
3.	Nasirur Rahman	
4.	A. Zaman	
5.	M. W.	
6.	Mohammed Mazumder	M. Mazumder
7.	TUHIN SIKDER	Tsikder
8.	MD. Azhar Ali Kae	
9.	ANOWER PARVEZ	Anower Parvez
10.		
11.		
12.		
13.		
14.		
15.		