

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

Constitution

(Revised on 9/24/23)

*Join the Team
Serve the Community*

Address
New York, NY

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Article – I

Preamble

Since 1990 government employment participations have been increasing in City, State, and Federal government agencies located in New York City by the Bangladeshi Americans tremendously. 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. In comparing to some other communities, participation of Bangladeshis has been quite low in most of the fields. However, most of the Bangladeshis have some qualifications to get a government job in their respective fields.

We believe absence of institutional facilities for greater interaction amongst our fellow civil servants, lack of access to requisite information and non-availability of various support services have been major constraining factors to achieve the goal on higher participation in public service for our Bangladeshi community.

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/ society shall provide a link between the City, State and Federal governments and Bangladeshi community, and render services to take advantage of various opportunities available in New York.

The 1st amendment of this constitution is hereby adopted by the general annual meeting of NBCS on September 24th, 2023. These amendments shall be in effect immediately as of today and all articles, sections, subsections, and appendixes of it will be used as reference and for all the matters of NBCS superseding all the previous articles or bylaws. It will be used as the documents for any future activities including the articles of the Executive Committee, Advisory Committee, and Election Commission. of the NBCS.

Mohammed Bhuiyan

Mohammed F. Bhuiyan
Convenor
Constitution Amendment Committee

Mohammed Majumder

Mohammed Hanif Majumder
President, NBCS

Mahbub Kabir

Mahbub Kabir
General Secretary, NBCS

Article - II

Name

The name of the society 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:

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:

- To serve as a *forum* of City, State and Federal Government Employees of Bangladesh origin.
- To provide a *link* between the Bangladeshi community and the New York City Bangladeshi Civil Service Society.
- To *represent* Bangladesh – people and culture – in City, State and Federal governments.
- To render *supports* to the Bangladeshi community in relation to various services available from the City, State and Federal Governments.
- To promote *welfare* of members and respective families.

Objectives:

1. **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.

2. 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.

3. 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.

4. 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.

5. 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 retired 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 society.

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

*1. **General Member:** 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 society. Annual Membership fee shall be paid by due date (by March 31st) to maintain the membership status active.*

*2. **Associate Member:** Associate Members (AM) are family members which include spouse and adult children 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 society. No membership fee is required for an associate member. Membership updated form shall be submitted for any changes from previous information.*

*3. **Honorary Member:** Honorary Member (HM) shall be nominated by an individual member(s) to the Executive Committee as per eligibility criteria stated in Appendix A. No Annual fee shall be required for an Honorary Member. Any donations to the society will be accepted with high appreciation.*

Article - V

Application for Membership: Membership of the society 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 society. A membership acceptance letter shall be emailed to the applicant.

Subscription:

- **General Members subscription-** Annual membership fee \$30.00 (thirty 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 \$300.00 (three hundred 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 society.
- ***Honorary Members*** – No annual fee shall be required for the honorary members. However, any contribution / donation to the society will be highly appreciated. Honorary membership status needs to be updated for any changes in database of the society.

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 annual fees within three months of the due date shall constitute a cancellation of membership (Appendix B).
- ***Associate/ Honorary Membership-*** Failure to submit membership update status information to the society 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 society 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 society 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, job and benefit seminars, annual get together, and cultural functions.

A. Executive Committee

The seventeen (17) members Executive Committee shall be selected by a free and fair 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 society. A candidate shall have at least two (2) years 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 society.

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 Assist Finance Secretary	1
8. Organizing Secretary	1
9. Education Secretary	1
10. Information Technology Secretary	1
11. Cultural Secretary	1
12. Mass Communication Secretary	1
13 Executive Members	5
Total	17

B. Term of Office:

- *Executive Committee: The term of the Executive Committee shall be two (2) years starting from January 1st to December 31st.*
- *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 society and guide its various committees.
- (c) Enforce the provisions of the constitution and the by-laws to society members.
- (d) *Maintain liaison with the Advisory Committee/ Election Commission.*
- (e) *Monitor society’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 society.

- (b) Prepare annual programs calendar in consultation with Executive Committee.
- (c) *Monitor society's bank account and financial transactions.*
- (d) Any responsibilities assigned by the Executive Committee.

Vice President:

- (a) Organize and coordinate various program activities of society.
- (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 society.
- (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 society'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 society
- (b) Prepare agenda and finalize minutes of Executive Committee meetings
- (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 society.
- (b) Monitor and collect all outstanding subscriptions and dues from members.
- (c) Deposit all funds in society's bank account and write checks on behalf of society jointly with the President.
- (d) Maintain and update membership database.
- (e) Prepare detailed financial report for presentation in the annual general meeting.

Assistant Finance Secretary:

- (a) Assist Finance Secretary with financial records, receipts and payments.
- (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 society.
- (b) New membership drive, and communicate with prospective member(s)
- (c) Publish annual reports, bulletins, and leaflets on the society.

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

Cultural Secretary:

- (a) Organize and celebrate major holidays and annual events.
- (b) Arrange cultural and recreational activities.
- (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 society's activities and programs.*
- (c) *Conduct society's event presentations.*
- (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.

Article – VII

A. Advisory Committee:

- *An eleven (11) members Advisory Committee – one Chief Advisor, and 10 (ten) Advisors shall be selected by the Executive Committee. All advisory members shall be selected from senior most active members, who has vast experiences on various activities of the society. The Advisory Committee shall provide appropriate guidance based on their expertise and experience to the society and assist executive committee on any special projects/programs as needed basis on: 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. The number of advisory committee members shall be increased or decreased for the best interest of the society.*

B. Term of Office:

- *Advisory Committee: The executive committee members will select/elect the chief advisor and ten (10) advisors within six (60) days after taking an auth of the committee. The term of Advisory Committee shall be four (4) years from selection date.*

Chief Advisor:

- *Preside over the Advisory Committee meetings and coordinate with the Executive Committee.*
 - *Prepare rules, regulations, and byelaws under Constitution to assist Executive Committee.*
 - *Review society’s activity performances and provide necessary guidance for improvement.*
 - *Any other responsibilities assigned to the Advisory Committee*
 -

Advisory Member:

- *Provide active role in the Advisory Committee*
 - *Assist to prepare rules, regulations, and byelaws under Constitution to assist Executive Committee*
 - *Any other responsibilities assigned to the Advisory Committee*

Article – VIII

Election Commission:

Three (3) members of Election Commission shall be selected /elected by joint meeting of the Executive and Advisory committee. 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. (a) The nomination fee for executive committee will be – President-\$300.00; Sr. Vice -President/ Vice President - \$250.00; General Secretary: \$200.00; all other secretaries: \$150.00, and all executive members -\$100.00.*
- *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 1:

Selection of Executive Committee Member

- A. *The Executive Committee members shall be selected / elected by the registered general members for two years term.*
1. *All general members shall be at least two (2) year active membership registration status to participate in the selection/ election for the members Executive Committee.*

- For any outstanding candidate that requirement shall be waived by the election commission for best interest of the society.*
- 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:

Selection of Advisory Committee Member

- A. *The Advisory committee members shall be selected by the Executive Committee. The Advisory members shall have-*
- 1. At least five (5) consecutive years active membership status*
 - 2. Served as a member of the executive committee in different positions.*
 - 3. Knowledgeable and have some experience on government employments, policies and procedures.*

SECTION – III:

Removal

Any member of the Executive/Advisory Committee can be removed from the office before the expiry of his/her term if found he/she 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 - IV:

Remuneration

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

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. *A joint meeting of the Executive and Advisory committee members shall be held at any time and place for any annual events, programs and policy making decisions.*

SECTION II:

Special /Emergency Meeting

A special or emergency meeting of the Executive Committees with Advisory Committee 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 - III:

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- IV

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 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 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.

B. Rules of Business of Advisory Committee

Advisory Committee meetings shall be held at any time and place as determined by the Advisory Committee after circulation of proper notices. 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. *A joint meeting of the Advisory and Executive committee members shall be held at any time and place for any annual events, programs and policy making decisions.*

Article -XI

Resignation and Expulsion

Section –I: Resignation

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

Section-II: Expulsion

The society 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 society.

The member, however, shall have the right to challenge the decision within a stipulated time notified in writing by an appropriate authority of the society. 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 society.

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 society’s financial operations and prepare and submit quarterly report to the executive committee meeting.*

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

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 society without prior authorization from the Executive Committee.*

Article-XIV

Social Media Guideline

The New York City Bangladeshi Civil Service Society (NBCS) is a registered, non-profit, and professional organization. The society 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 society, families, friends, and well-wishers. As a member of the society,

it is our responsibility to be courteous, respectful, and safeguard the society'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 society related all information, notices, memos, and pictures shall be reviewed, approved, and then posted to the website of the society by the committee members. The members of the society 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 society has an official spoke person for the press & social media. The Mass Communication Secretary will be the official spoke person for the society. Any questions, queries, or comments on society 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 society.

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 society.

Section - II:

Approval

All bylaws shall be submitted to the members of the society 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 society.

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 society and shall try my best to maintain its purity and sanctity. I also swear to serve the society and its members to the best of my ability and shall never indulge in any activity subversive of the society'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 society, 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)

Appendix - A

Honorary Member:

The Honorary Members (HM) of the organization shall be nominated by an individual member of the society to the Executive Committee. The HM shall be a Bangladeshi origin who have reputation and distinguished themselves in their respective professional fields, who opt be associated with, and render their support and cooperation to the NBCS towards its Mission, Vision, Objectives, and shall provide guidance and direction to the overall functioning of the society. The Executive Committee and the Advisory Committee shall review the HM nominations to make the final decision.

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.

Appendix -B

Membership cancellation:

- Annual membership fee shall pay be paid for each calendar 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 March 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.

Appendix-C

Financial Rules and Regulations:

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

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