

**Constitution and By-Laws of  
Bangladesh Association of New Jersey, Inc.**

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## **ARTICLE I: NAME AND LOCATION**

### **Section A: Name**

This organization is incorporated under the laws of the State of New Jersey and shall be known as the "Bangladesh Association of New Jersey, Incorporated," also inscribed as BANJ in abbreviated form, and henceforth referred to as the "Association".

### **Section B: Location**

The Association's headquarters shall be at such a location in the State of New Jersey as may be determined by the Executive Committee of the Association.

## **ARTICLE II: OBJECTIVES**

### **Section A: Objectives**

The Association shall

1. act as a charitable and educational organization as defined in Section 501(c) (3) of the Internal Revenue Code;
2. promote friendship and interaction among the members of the Bangladeshi community;
3. promote Bengali culture and heritage;
4. advance general civic welfare of the Bangladeshi communities in the United States of America;
5. work towards the elimination of prejudice and discrimination;
6. promote activities for the relief of the poor, the distressed, or the underprivileged;
7. undertake other activities that are incidental to or conducive to all or any of the aforesaid objectives.

### **Section B: Means**

Means to achieving these objectives shall include but not be limited to:

1. organizing social and cultural activities open to all communities;
2. interacting with other organizations who are committed to the similar objectives;
3. interacting with other communities to exchange ideas and experiences;
4. providing voluntary services to the entire community;
5. conducting seminars, workshops and other educational programs.

## **ARTICLE III: LIMITATIONS OF OPERATION**

### **Section A: Nature**

The Association is a nonprofit, voluntary, nonpartisan, nonsectarian, nonpolitical and secular forum organized exclusively for educational and charitable purposes.

### **Section B: Activities**

1. The Association shall not carry on any activities not permitted to be carried on:
  - (a) by a corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954, or the corresponding provision of any future U.S. or Internal Revenue Law, or
  - (b) by a corporation, contributions to which are deductible under section 170 (c) (2) of Internal Revenue Code of 1954, or the corresponding provision of any future U.S. Revenue Law.
2. No substantial part of the activities of the Association shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distributions of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

### **Section C: Compensation**

No part of the net earning or assets of the Association shall be used to the benefit of or be distributable to its members, officers, or other private person(s), except that the Association shall be authorized, and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in the furtherance of the objectives set forth in Article II hereof.

### **Section D: Contributions**

The Association may make contributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Law or the corresponding provision of any future laws.

### **Section E: Debt**

The private property of the members of the Association shall not be liable for the debts of the Association but shall be wholly exempt therefrom.

## **ARTICLE IV: MEMBERSHIP**

The membership of the Association shall consist of Members, Associate Members, Life Members and Honorary Members.

### **Section A: Eligibility**

1. An individual, who satisfies the following criteria, will qualify to become a member:
  - a) is at least 18 years old;
  - b) is a person of Bangladeshi origin or related to a person of Bangladeshi origin through marriage or blood connection;
  - c) is a resident of the State of New Jersey.

Members shall have voting rights.

2. Any interested person who is not qualified to become a member, shall be eligible to be an associate member. An associate member shall have no voting rights.
3. Any person who is qualified to become a Member may become a Life Member by paying in advance a one-time fee equal to ten times the current annual fees. Life members who satisfy all of the requirements of Article IV, section A1 shall have voting rights.
4. Honorary Membership may be granted to an individual who has made significant and outstanding achievements. Honorary members shall be exempt from payment of dues, shall have no voting rights, and may reside outside New Jersey. The Executive Committee shall have the authority to grant or revoke such membership by a majority vote. An honorary member who satisfies all of the requirements of Article IV, section A1 shall have voting rights.

#### **Section B: Admittance**

1. A person, who is eligible, may become a Member or Associate Member of the Association by completing a prescribed membership application form and paying annual dues as determined by the Executive Committee.
2. Membership application form must be signed by the applicant and reviewed and signed by the General Secretary and the Treasurer. For new membership and membership renewals an official receipt of payment with the date specified shall be maintained by the Treasurer.
3. Membership must be renewed annually by paying annual dues on or before the due date as set forth in Article VII, section A2 .
4. Members, Associate Members, Life Members and Honorary Members must subscribe to the Constitution and By-Laws of the Association to obtain and retain membership in the Association.

## **ARTICLE V: ADMINISTRATION AND OFFICES**

### **Section A: The Executive Committee**

1. The Association shall be managed by an Executive Committee consisting of seventeen (17) members who shall bear the following designations:

President	(1)
Vice President	(2)
General Secretary	(1)
Treasurer	(1)
Assistant Secretary	(1)
Cultural Secretary	(1)
Literary Secretary	(1)
Organizing Secretary	(1)
Public Relations Secretary	(1)
Welfare Secretary	(1)
Members	(6)

**TOTAL 17**

2. The Executive Committee shall be elected annually. Every member of the Executive Committee shall be accountable to the Executive Committee for his or her activities related to the Association.
3. A member of the Executive Committee may resign at any time by giving a written notice to the President or the General Secretary. Such a notice must be presented to the next Executive Committee meeting for discussion.

### **Section B: Succession**

In case of a vacancy due to death, resignation or legal incapacity, the following procedures shall be observed:

1. Vacancy caused by the President shall be filled by one of the Vice Presidents to be decided by the majority of the Executive Committee



2. Vacancy caused by the General Secretary shall be filled by the Assistant Secretary.
3. Vacancy caused by the Treasurer or any of the other Secretaries, or of Members shall be filled by a majority approval of the Executive Committee from among voting members.
4. An officer appointed as set forth in this section shall hold office for the unexpired term of his/her predecessor.

#### **Section C: Subcommittees**

1. The Executive Committee may appoint subcommittees and subcommittee chairpersons as needed to carry out the program of the Association. The subcommittee chairpersons or members can be chosen from among both the Executive Committee and general voting members.
2. It shall be the function of the subcommittees to carry on such activities as may be delegated to them by the Executive Committee.

### **ARTICLE VI: DUTIES OF OFFICERS**

#### **Section A: The President**

The President shall

1. Preside over all meetings of the Association and of the Executive Committee;
2. Be the Chief Executive Officer of the Association, and perform all duties incident to the office of the President;
3. Be responsible for overall supervision of all of the activities of the Association;
4. Sign, with the General Secretary, Treasurer, or any other officer of the Association authorized by the Executive Committee, all deeds, mortgages, bonds, contract or other instruments which the Executive Committee has authorized to be executed, except in cases where signing and execution thereof shall be expressly delegated by the Executive Committee to some other agent of the Association.

### **Section B: The Vice Presidents**

The Vice Presidents shall

1. Perform such duties and functions as assigned by the Executive Committee;
2. Perform all the duties and responsibilities of the President in the absence of the President, when authorized by the Executive Committee.

### **Section C: The General Secretary**

The General Secretary shall

1. Convene meetings with the consent of the President (but see also article VIII, section A2 below), make correspondence and furnish annual reports;
2. Prepare, obtain approval of and keep the minutes of the meetings of the Association and of the Executive Committee;
3. Sign Membership forms and official documents as authorized by the Constitution and the Executive Committee;
4. Assume the responsibilities of the Treasurer in the absence of the Treasurer;
5. Prepare and maintain membership list of the Association;
6. Coordinate the activities of all Secretaries and Members;
7. Perform all duties incident to the office of the General Secretary and such other duties as assigned by the Executive Committee.

### **Section D: The Treasurer**

The Treasurer shall

1. Be responsible for collecting all types of funds of the Association including the membership fees, writing receipts and keeping all records of the financial transactions, and submitting financial statements to the Executive Committee meetings;