

Bangladesh Association of Bay of Plenty Inc.

CONSTITUTION OF THE BANGLADESH ASSOCIATION OF BAY OF PLENTY INCORPORATED (BABOPI)



President



Vice President



General Secretary

CONSTITUTION OF THE BANGLADESH ASSOCIATION OF BAY OF PLENTY INCORPORATED (BABOPI)

1. Name/Title

- 1.1. The name of this organisation is the Bangladesh Association of Bay of Plenty Incorporated (BABOPI); a Bay of Plenty based Bangladeshi community.
- 1.2. The purpose of this community is to establish a strong family-bond relationship amongst all Bangladeshi people living in BAY OF PLENTY, New Zealand, with a view to sharing their joys and sorrows.
- 1.3. Through this beloved relationship they wish to enhance the name and reputation of Bangladesh in Bay of Plenty.
- 1.4. The aim is to promote a harmonious relationship with all levels of people in the Bay Of Plenty regardless of race, religion, gender, culture and heritage. BABOPI is committed to contribute significantly to all spheres of socioeconomic, cultural and development activities in Bay of Plenty that will lead to promote Bangladesh.
- 1.5. This community is strongly united to sustain their integrity having a determination to achieve their collective goals now, and in the future.
- 1.6. All members of BABOPI should behave in such a way that never hampers the reputation of the community. The BABOPI is a non-profit making, non-political organisation.

2. Charitable Status

- 2.1. This Association is not and does not intend to be registered as a charitable entity under the Charities Act 2005.

3. Objectives/purpose of this Association

In brief, the objectives are appended as below:

- 3.1. To extend all types of welfare services to the community in particular migrants from Bangladesh so as to ensure that they will be able to adjust and settle into a peaceful life in Bay of Plenty;
- 3.2. To develop members' skills so that the BABOPI can actively participate in celebrating important days and events associated with Bangladesh and New Zealand
- 3.3. To provide voluntary services to the concerned agencies, and/or individuals both in Bangladesh and Bay Of Plenty;
- 3.4. To participate in programmes of Tauranga City Council/Ethnic Council and other organisations so as to ensure that BABOPI adds value to the wider society;
- 3.5. To identify and implement projects that will help to achieve BABOPI's goals;
- 3.6. To be committed to following the law, rules and policies framed by the government and appropriate authorities to sustain peace and prosperity in Bay of Plenty.

4. Scope of Operation

- 4.1. The Association must not operate for the purpose of, or with the effect of –
 - 4.1.1. distributing, any gain, profit, surplus, dividend, or other similar financial benefit to any of its Members (whether in money or in kind).
 - 4.1.2. The Society will not operate for the financial gain of Members simply if the Society –
 - 4.1.2.1. Engages in trade
 - 4.1.2.2. is a not-for-profit entity,
 - 4.1.2.3. is affiliated or closely related to the Society
 - 4.1.2.4. has the same, or substantially the same, purposes as those of the Society.
 - 4.1.2.5. reimburses a Member for reasonable expenses legitimately incurred on behalf of the Society or while pursuing the Society's purposes,
 - 4.1.2.6. provides benefits to members of the public or of a class of the public and those persons include Members or their families,
 - 4.1.2.7. provides benefits to Members or their families to alleviate hardship,
 - 4.1.2.8. provides educational scholarships or grants to Members or their families,



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- 4.1.2.9. pays a Member a salary or wages or other payments for services to the Society on arm's length terms (terms reasonable in the circumstances if the parties were connected or related only by the transaction in question, each acting independently, and each acting in its own best interests; or are terms less favourable to the Member than those terms and the payment for services, or other transaction, does not include any share of a gain, profit, or surplus, percentage of revenue, or other reward in connection with any gain, profit, surplus, or revenue of the Society),
- 4.1.2.10. provides a Member with incidental benefits (for example, trophies, prizes, or discounts on products or services) in accordance with the purposes of the Society.
- 4.1.2.11. on removal of the Society from the Register of Incorporated Societies having its surplus assets distributed under subpart 5 of Part 5 of the Act to a Member that is a not-for-profit entity.

5. Activities

To achieve the above objectives, the following activities will be undertaken regularly:

- 5.1. An updated list of Bangladeshi people in Bay of Plenty shall be maintained through networking and friendly communication.
- 5.2. The community shall meet together periodically to discuss the overall situation in regards to peoples' health, accidents, birth and deaths, marriage, financial security, and so on.
- 5.3. To celebrate Bangladeshi national days such as International Mother Language Day (21st February), Independence Day (26th March), Victory Day (16th December) and New Zealand national's days including important events;
- 5.4. Meetings shall be organised to allow discussion of current NZ Immigration rules and policies with a view to helping new migrants.
- 5.5. To develop the community in such a way that they can participate in programmes organised by the Tauranga City Council and other organisations.
- 5.6. The community shall take all steps to explore and utilise everyone's skills and potentials including the children, through sports, cultural programmes, picnics and other events.
- 5.7. To collect annual subscriptions on time, also to organise a fundraising week so as to ensure that a good amount of funds shall be made available to provide services to a number of communities around Bay of Plenty.
- 5.8. Establish networking and friendly relationships with all levels of peoples regardless of race, culture, religion and heritage around Bay of Plenty by inviting them into Bangladeshi community programmes.
- 5.9. Teach Bangla to our community's children, and English to our adults.
- 5.10. For recreation, a social club shall be established where people can read newspapers, books, magazines, play some indoor games, borrow videos and so on.
- 5.11. To provide services to the people during any sort of disaster.

6. Membership

6.1. General Requirements

- 6.1.1. Any Bangladeshi who has lived in Bay Of Plenty for the last 3 months may be a member of this organisation.
- 6.1.2. To become a financial member one must be over the age of 18 years. Financial members are required to pay a subscription every year.
- 6.1.3. If anyone moves to live in Tauranga, and wishes to be a member of this community, for the first three months he/she would be considered as an Associate Member.
- 6.1.4. After three months, her/his associate membership will be upgraded to a financial member.
- 6.1.5. This Association shall at least have 10 members at all times.

6.2. Life Member

A Bangladeshi who fulfils the following conditions is eligible to apply for life membership:



President



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6.2.1. Age should be at least 18 years, has been living in Tauranga at least for last Twenty years and has behaved with integrity, supporting the objectives of BABOPI at all times;

6.2.2. A subscription of NZ\$20.00 is the annual payment levy required;

6.2.3. Ready to put donations whenever required by the community,

6.2.4. A financial member may propose, and another financial member may second a member for life membership in writing, and that nomination shall be forwarded to the Executive Committee (EC), and the EC shall submit it to general meeting for approval.

7. Annual Subscription

7.1. This is applicable to only financial members. The annual subscription is NZ\$20.00 (Twenty). Apart from this, all are welcome to give donations.

8. Office Bearers of BABOPI

8.1. An Executive Committee will be formed by the financial members to run BABOPI for a period of two calendar years. The structure of this executive committee (EC) is appended below:

Position	Number
1. President	1
2. Vice President	1
3. General Secretary	1
4. Assistant General Secretary	1
5. Treasurer and Fund Raising Secretary	1
6. Sports Secretary	1
7. Assistant Sports Secretary	2
8. Cultural Secretary	1
9. Press and Publication Secretary	1
10. Religious Secretary	1
11. Social and Communication Secretary/Coordinator	1
12. Executive Committee Members	11
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Total	23

9. Formation of the Executive Committee (EC)

9.1. The EC shall be formed in a general meeting in presence of the financial members through a process of selection or election. Usually, potential candidates should go through selection on the basis of the opinion comes from the majority members. In the selection or election process, valid members who have paid their annual subscriptions can move a motion or raise their hands in favour of the proposed candidate. In selecting or electing the EC members, each member of the community shall respect each other's opinion to reflect a democratic environment in the BABOPI. Potential members shall be encouraged to be included in the EC by rotation.

9.2. The EC shall recognise that all members of BABOPI have the potential to become an EC member. If the selection process does not work, then it will go for the election process. In conducting the election, an election commissioner shall be chosen in a general meeting. The



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Vice President



General Secretary

Election commissioner shall take necessary steps to conduct the election; the EC shall provide all assistance to the election commissioner.

10. Executive Committee Meeting (ECM)

The Executive Committee shall meet at least six times in a calendar year. Each meeting should produce significant contribution to the BABOPI* The General Secretary shall serve notice to the EC members a week in advance in consultation with the president/vice president stating the meeting's date/time, venue and agenda. The Quorum for an EC meeting shall be 7 (seven) of the EC members. In all circumstances every member of the EC shall show respect to other members.

11. General Meeting (GM) and Annual General Meeting (AGM)

- 11.1. A general meeting (GM) shall be held in the middle of the calendar year. The Annual General Meeting (AGM) shall be held at the end of the calendar year, no later than 31 December.
- 11.2. The Quorum for a GM or AGM shall be one-third of the financial members. In the second general meeting (GM), the date of the Second Annual General Meeting (AGM) shall be fixed, on the same day new EC shall be formed.
- 11.3. In all circumstances every member of BABOPI shall show respect to other members, and shall never use any harmful language.

12. Extraordinary General Meeting (EGM)

- 12.1. The EC shall convene an Extraordinary General Meeting if and only if:
 - 12.1.1. The EC considers such a meeting necessary or desirable or the GS receives a written requisition to do so signed by no less than two thirds financial members stating the purpose of the meeting requisitioned, in which case the meeting must be convened for that purpose only. Seven (seven) days notice specifying the time and venue of an extraordinary general meeting, its purpose and an agenda shall be given to the financial members of the BABOPI.
 - 12.1.2. The Quorum for an EGM shall be two thirds of the financial members. In all circumstances every member of BABOPI shall show respect to other members, and shall never use any harmful language.

13. Advisor

- 13.1. The BABOPI as well as the Executive Committee will be advised by Advisor(s). This position is not included in the EC, it is external to the EC; advisor(s) are absolutely honorary positions.
- 13.2. In a general meeting, advisor(s) shall be selected unanimously. Resourceful person(s) from the Tauranga district will be requested by the BABOPI to hold these positions to guide and advise the community with a view to contributing significantly to this community in many ways.
- 13.3. Resourceful person(s) from Tauranga/BABOPI may be requested to be advisor(s) of BABOPI for a period of three calendar years.
- 13.4. The EC or BABOPI will seek advise from advisors on particular issues on a regular way, and members of the EC or BABOPI will follow these advises. An Advisor will have no right to vote in any decision making in the ECO

14. Duties/Job Descriptions for the office bearers of BABOPI

President

- i) The president is the head/chief of the EC of BABOPI, who is responsible for leading the community with the utmost commitment and integrity, with a view to achieving set goals;
- ii) The president shall take all effective measures to purchase property for the BABOPI, and shall develop and maintain all assets and properties;



President



Vice President



General Secretary

- iii) The president shall chair the meetings of EC and other meetings under BABOPI. The president shall be the leave substitute of the vice president and vice-versa;
- iv) On behalf of the community, the president shall maintain necessary correspondence with government, non-government, and autonomous bodies to familiarise the name and reputation of BABOPI;
- v) The president shall request assistance from the vice president as and when required. Also he/she has the authority to request assistance from any member of EC;
- vi) The president shall provide guidance to all members of the EC to accomplish their tasks effectively;
- vii) The president shall advise the general secretary to accomplish day-to-day tasks. The president shall empower the GS to correspond on behalf of the EC,
- viii) In all circumstances the president shall show respect to other members of BABOPI, and shall never use any harmful language; ix) Other responsibilities as entrusted by the EC or BABOPI

Vice President

- i) The Vice President (VP) shall assist the president as and when required. In absence of president, VP shall act as an acting president of the EC;
- ii) The VP shall keep records on the current Immigration rules/policies and shall organise seminar/discussion meeting on these issues so as to ensure that new Migrants can be benefited. In doing this, VP shall request advice from the president and other members of BABOPI;
- iii) The VP shall assist the president to purchase property and assets; iv) The VP shall keep liaison with all members of the EC and BABOPI;
- iv) In all circumstances vice-president shall show respect to members of BABOPI, and shall never use any harmful language;
- v) Other responsibilities as entrusted by the EC or BABOPI.

General Secretary

- i) On behalf of the BABOPI, the general secretary shall be the custodian of important records/documents, minutes of the meeting, seal, stamps etc.
- ii) With the permission of president/vice president, the general secretary shall correspondence with government departments and non-government organisations, local bodies and institutions;
- iii) With the approval of president/vice president, the general secretary shall serve notices at least one week in advance for calling any meeting of EC, Annual General Meeting, Extra-ordinary General meeting as and when required;
- iv) All secretaries of the EC shall submit their monthly report to the General-Secretary. Accordingly, the GS shall produce these reports to EC, and if necessary to the general meeting too;



President



Vice President



General Secretary

- v) The GS shall submit an audit report to the office of the Registrar of companies every year and organise GST return every six months with the help of an EC approved professional accountants, shall act as leave substitute of AGS;
- vi) In all circumstances the GS shall show respect to members of BABOPI, and shall never use any harmful language; vi) Other responsibilities as entrusted by the EC or BABOPI.

Assistant General Secretary (AGS)

- i) The Assistant General Secretary shall be responsible for keeping the list of assets and properties including repairs and land/building development works of BABOPI;
- ii) The AGS shall keep a close work related liaison with the GS to accomplish duties entrusted to the GS; iii) The AGS shall act as leave substitute of the GS and vice-versa;
- iv) In all circumstances, the AGS shall show respect to members of BABOPI, and shall never use any harmful language;
- v) Other responsibilities as and when entrusted by the EC or ABC T.

Treasurer and Fundraising Secretary (TFS)

- i) The treasurer and fund raising secretary shall ensure that all money received by the BABOPI are paid into the bank, and shall take all possible steps to raise funds of BABOPI;
- ii) For any expenditure, the TFS shall seek the formal approval from the EC. Usually, any payment shall be made by cheque. In any urgent matter, an amount of NZ\$100.00 can be spent in cash subject to the approval of the EC;
- ii) The TFS shall submit a written report concerning financial statements and accounts to the EC and AGWEGM on a regular basis stating income and expenditure of the BABOPI;
- iii) For any financial plan, the TFS shall assist all members of EC and pass on opinions based on feasibility critique;
- iv) The TFS shall prepare financial statements and submit these to the EC for approval from the EC prior to submission to the AGM or EGM;
- v) The TFS shall collect subscriptions from the members on time, also take steps to ensure that an adequate amount of funds can be raised in every year;
- vi) The TFS secretary shall immediately bring to the attention of the EC any financial irregularity or suspicion of financial irregularity, or any concern regarding the financial performance of the BABOPI;
- vii) In all circumstances TFS shall show respect to members of BABOPI, and shall never use any harmful language;
- viii) Other responsibilities as and when entrusted by the EC or BABOPI.



President



Vice President



General Secretary

Sports Secretary (SS)

- i) The sports secretary shall perform all activities to assist the community to engage in sports/games programmes on a regular basis;
- ii) The SS shall make available all necessary equipment so that Members can participate actively in any sport/game. Usually SS shall arrange an annual sport programme;
- iii) The SS shall hire a venue with the approval of the EC, where members can play and practice their games on a regular way;
- iv) The SS shall contact other sports organisations and arrange friendly competition games with them;
- v) In all circumstances the SS shall show high respect to members of BABOPI, and shall never use any harmful language; vi) Other responsibilities as and when entrusted by the EC or BABOPI

Assistant Sports Secretary (ASS)

- i) Assist Sports secretary with organising sports tournaments planning
- ii) Communicate with players
- iii) Bringing New ideas and arrangements for players
- iv) Communicating and maintaining relationships with captains and other organisers outside BOP.
- v) Attending sports meetings on behalf of president if required.

Cultural Secretary (CS)

- i) The Cultural Secretary shall accomplish all possible activities to uphold and promote the traditional culture and heritage of Bangladesh and New Zealand;
- ii) The CS shall arrange at least two programmes a year with the approval of the EC through active participation of the community members in which Bangladesh/New Zealand values shall be reflected;
- iii) In arranging a cultural programme, the CS shall plan the programme in an organised way, and shall take direction from the EC. The CS shall seek feed-back from the distinguished members of the BABOPI;
- iv) In all circumstances the CS shall show respect to members of BABOPI, and shall never use any harmful language;
- v) Other responsibilities as and when entrusted by the EC Of BABOPI.

Press and Publication Secretary (PS)

- i) The Publication Secretary shall be responsible to developing a strategic plan for the BABOPI with a view to gathering materials/ information/ statistics so that publications show the Bangladeshi in a favourable way;



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- ii) The PS shall focus on important issues/events in the community with a message that BABOPI wants to deliver to promote their objectives. The PS shall prepare a brochure and publish a news bulletin every three months which could contain current events of Bangladesh, New Zealand and around the world;
- iii) The bulletin shall include articles and facts containing news, humorous stories, poems, births/deaths/marriages in the community and so on;
- iv) With the permission of EC, the PS shall organise everything to set up a library for the BABOPI, also to start child and adult education programmes. The PS shall take effective steps to propagate the BABOPI activities through radio/TV/newspaper and other media;
- vi) In all circumstances the PS shall show respect to members of BABOPI, and shall never use any harmful language;
- v) Other responsibilities as and when entrusted by the EC or BABOPI.

Social and Communication Secretary (SCS) / Coordinator

- i) The Social and Communication Secretary shall prepare a full brochure of the BABOPI, and display it in various media such as web-site, public display areas and so on;
- ii) With the permission of the EC, the SCS shall design a web-site and data-base highlighting the current achievements/activities of the BABOPI;
- iii) The SCS shall take steps to publicise the BABOPI through networking, and shall communicate with various media such as newspaper/radio/TV to promote BABOPI activities;
- iv) In all circumstances the SCS shall show respect to members of BABOPI, and shall never use any harmful language;
- v) Other responsibilities as and when entrusted by the EC or BABOPI.

Religious Secretary (RS)

- i) Planning and Organising Ramandan activities.
- ii) Communicating with other religious groups
- iii) Shall work to promote and help other religious activities.
- iv) The Religious Sub-Committee will be formed preferably from members of various religious groups.
- v) Shall submit a written report to the Treasurer when required.
- vi) Shall maintain a good liaison with the Bangladesh Community and try to help them and shall encourage friendship with other communities and their leaders and shall encourage participation in the activities of other communities.
- vii) Shall organize seminars on social problems and community development.



President



Vice President



General Secretary

- viii) Shall be responsible for maintaining an updated membership list of the BABOPI and shall distribute the same to all the EC members. The Religious and Membership Secretary and Coordinator, in consultation with the Treasurer shall submit updated financial membership list to the EC meetings.

Executive Committee Members

- i) The Executive Committee Members shall offer every assistance to the president, Vice President and other secretaries of the EC;
- ii) Shall perform any specific task as required by the EC.
- iii) In all circumstances executive committee members shall show respect to members of BABOPI, and shall never use any harmful language;

15. SEAL OF THE BABOPI

- 15.1. The BABOPI shall have a specific 'SEAL' approved in the general meeting, which shall be kept in the custody and the control of the General-Secretary with the full consent of the president.

16. CORRESPONDENCE

- 16.1. All correspondence shall be done on BABOPI letterhead pad having a seal and reference number on the letter.
- 16.2. A register book shall be maintained by the GS that shows incoming and outgoing correspondence.
- 16.3. A copy of all correspondence should be kept in the office file. With the permission of the president the general-secretary shall maintain correspondence. All intellectual property must be kept safe, the GS shall take care of this with full knowledge of the president.
- 16.4. Temporarily, a PO Box address shall be hired for the BABOPI, and for a physical address, the residential address of president/general-secretary shall be used with the consent of the community.

17. AUDITOR

- 17.1. The BABOPI's accounts shall be audited annually by a chartered accountant appointed by the members in Annual General Meeting, who shall be a member of the Institute of Chartered Accountants of New Zealand.

18. RESIGNATION

- 18.1. A member of the EC may resign by giving notice in writing to the president of the EC. The EC shall approve it and inform her/him including the members of the BABOPI;
- 18.2. The EC members are deemed to have resigned if they are absent from three (3) consecutive meetings of the EC without prior approval of the EC.

19. CONDUCT OF GENERAL MEETING

- 19.1. At all general meetings, the president shall be the chairmen, or in his/her absence, the vice-president, or a committee member shall be selected/elected by the meeting.
- 19.2. The QUORUM for a general meeting shall be financial members who wish to be present at the meeting.
- 19.3. The QUORUM for an executive committee meeting shall be two thirds of the EC members.

20. DISPUTES



President



Vice President



General Secretary

- 20.1.** In all circumstances, any dispute among members or groups shall be decided by the EC. If the EC fails, it shall be resolved in a general or extraordinary general meeting. The decision of the meeting shall be binding and conclusive to the members or groups.

21. MISCONDUCT

- 21.1.** Any member commits misconduct which goes against the constitution of the BABOPI, or any member misbehaves with others, or uses bad languages, or assault others or involves in violence etc; that hampers the congenial atmosphere in the community — the EC shall authorise to form an inquiry committee.
- 21.2.** On the basis of the inquiry committee's report, the EC shall take necessary action against the concerned member that may include suspension of the membership.
- 21.3.** If the member apologises for his/her acts, then the EC shall consider the issue subject to the condition that he/she will never repeat the thing once again.

22. AMMENMEND TO THE CONSTITUTION

- 22.1.** The constitution registered by the Registrar of Incorporated Societies shall be strictly followed by the BABOPI in full.
- 22.2.** For the greater interests of BABOPI, members of the community may take steps to add or amend the constitution subject to it being approved by the EC first and then the general meeting. The financial members who present at the general meeting should consent to any addition or amend.
- 22.3.** This constitution will be reviewed in full 3 months after first signing, then 6 monthly/annual from this point forward.



President



Vice President



General Secretary