

**The Constitution
of
The Canada-Bangladesh Association of Manitoba Inc.**

Date of Inception and Enactment: Not Available
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Fourth Amendments (Rewrite): December 29, 2019

Winnipeg, Manitoba, Canada
Approved at the AGM on December 29, 2019

In the Name of God, the Most Merciful, the Most Beneficent

ARTICLE 1

NAME:

- 1.1 The name of the association will be Canada-Bangladesh Association of Manitoba Inc. (hereafter called the "CBA" or the "Association"), with its Head Office in Winnipeg, Manitoba. CBA will be a non-political and not-for-profit Bangladeshi ethnic community organization. The residence of the sitting president will be the official address of the CBA for all mail communication purposes.

ARTICLE 2

OBJECTIVES:

The aims and objectives of CBA will be as follows:

- 2.1 To preserve, support and promote the unique cultural identity of Bangladesh, in the midst of multi-cultural Canadian society, with a special focus on descendants of Bangladeshis.
- 2.2 To promote a greater understanding between the Bangladeshi community and the society at large.
- 2.3 To protect and represent the legitimate general aspirations and rights of Bangladeshis, residing in the province of Manitoba, in different levels and systems of Canadian governance.
- 2.4 To provide support and assistance to the newcomers of Bangladeshi origin to adjust to the local society and environment, as much as possible.
- 2.5 To observe with due respect and solemnity different religious and cultural festivals and events of Bangladeshi people, whenever possible.
- 2.6 To observe with due respect and solemnity, whenever possible, all national and socio-cultural events representing the identity of Bangladesh and the national identity of Canada; e.g., *Shaheed Dibash & International Mother Language Day (February 21)*, *Independence Day (March 26)*, *Victory Day (December 16)*, *Bengali New Year (Pohela Boishakh)* and *Canada Day (July 1st)*.

- 2.7 To develop a Bangladesh Information/Education Center with books, journals, handicrafts etc. and organize various educational activities.
- 2.8 To publish newsletters/magazines/journals from time to time representing the social and cultural identity Bangladeshi people and their dedications without focusing any political leader.
- 2.9 To support in all possible ways in the national development and in the aspirations and adversities of the people of Bangladesh.
- 2.10 To establish liaison and working relationship with other associations in North America who are interested in promoting and preserving Bangladeshi culture and interests.
- 2.11 To promote and preserve greater harmony and understanding among the members of CBA.
- 2.12 To work together and build partnership with other community organizations to promote diversity, mutual respect, peace & harmony, to eliminate hatred and to motivate all to Canadian national interests and developments affecting all the residents of Canada.
- 2.13 To respect the multi-cultural theme of Canada and the Province of Manitoba, and organize and/or participate in multi-cultural events and programs organized by others, whenever possible, to represent Bangladesh and present Bangladeshi culture.
- 2.14 To act in collaboration with the CBA's sister organization(s), where applicable, based on the memorandum of understanding (MoU) between CBA and the concerned sister organization.

ARTICLE 3

MEMBERSHIP:

- 3.1 There shall be three (3) membership categories in the Association, namely: voting membership, associate membership, and honorary membership.
- 3.2 Voting Members:
 - a) All persons of Bangladeshi origin and their spouses thereof, and their descendants and dependents over the age of 18 years, who are legally residing in Manitoba, are eligible for voting membership.
 - b) An eligible person, as of Article 3.2 (a), is required to complete, sign and submit the prescribed application form for membership together with a non-refundable membership fees of \$5 CAD (five Canadian dollar) per member to the Secretary or Treasurer of CBA Executive Committee. The Executive Committee shall endorse the voting membership upon receipt of completed application form along with membership subscription fees.
 - c) The voting membership shall be renewed every fiscal year by paying a non-refundable membership renewal fee of \$5 CAD (five Canadian dollar).

- d) There shall be no time restrictions for membership registration or renewal, except the election period as specified in Article 8.5.
- 3.3 Associate Members: Any individual, over the age of 18 years, interested in the welfare of CBA or Bangladesh, who does not qualify to be a voting member as per Article 3.2(a), may become an associate member upon the submission of application for membership and approval of the Executive Committee. An associate member is not required to pay membership fees and he/she shall not have the right to vote or be candidate in the CBA election.
- 3.4 Honorary Members: Any distinguished person, irrespective of his/her place of residence or origin, interested in the development of Bangladesh and Bangladeshi culture, subject to the approval of the members in a general meeting of the Association, may become an honorary member. An honorary member is not required to submit an application form or pay membership fees and he/she shall not have right to vote or be candidate in the CBA election.
- 3.5 The voting membership of a person shall cease if that person does not renew his/her membership within each fiscal year. A new application for membership and payment of membership registration fees, as per Article 3.2(b), shall be required to reinstate the membership. The Executive Committee shall annually review and maintain an up-to-date list of the voting memberships.
- 3.6 The Executive Committee shall annually review the associate and honorary memberships for eligibility to remain in the membership list. The Executive Committee can cancel the associate membership of any person with a valid reason. The cancellation of an honorary membership shall require approval in a general meeting of the Association.
- 3.7 Each member will have the right to know decisions and directions of the Executive Committee.
- 3.8 Members will have the privilege to participate in the activities of the Association and to enjoy its facilities, maintaining the rules and guidelines thereof, if any, and by arrangements approved by the Executive Committee. CBA Executive Committee can take an appropriate disciplinary action including expel from the facility/event/program or legal measure to maintain peace and respectful atmosphere in CBA activities, programs and facilities, and to protect lives and properties.
- 3.9 Every member is expected to promote the cause and interests of CBA and its members, in general, at all times. Disorderly conduct on the part of a member may constitute a reason for his/her suspension from membership. Any such membership suspensions and/or withdrawals of suspension shall require approval of members in a general meeting of the Association.
- 3.10 A member of the Association may at any time resign by notice in writing to the Executive Committee. Such a person can rejoin the Association following the procedure outlined in Article 3.2.
- 3.11 In no circumstances shall a member represent the Association, reflect the view of the Association or commit to any particular view or arrangement on behalf of the Association without expressed authority of the Executive Committee.

ARTICLE 4

EXECUTIVE COMMITTEE:

4.1 The Executive Committee of the Association shall comprise the following elected positions:

- a) President
- b) Vice-President (VP)
- c) General Secretary (GS)
- d) Assistant General Secretary (AGS) [three positions]
- e) Treasurer
- f) Public Relations Secretary (PRS)
- g) Cultural Secretary (CS)
- h) Assistant Cultural Secretary (ACS)[two positions]
- i) Sports Secretary (SC)
- j) Assistant Sports Secretary (ASS)[two positions]
- k) Event Management Secretary (EMS)
- l) Technology Coordination Secretary (TCS)
- m) The Immediate past President as an ex-officio member.

4.2 The Executive Committee can create or delete any executive position for an effective or efficient operation of the Association and for the best interest of the general members. Such creation or deletion shall require approval of the members in the following general meeting of the Association.

4.3 In addition to the elected Executive positions specified in Article 4.1 above, six students, nominated by the Bangladeshi Student Associations at the University of Manitoba (four members) and University of Winnipeg (two members) can join the CBA Executive Committee as Student Associates. The Student Associates can present their ideas and opinions, but they shall not have the right to vote in any committee meetings.

4.4 Any member of the Executive Committee who fails to attend three consecutive meetings without a valid reason or to renew his/her membership by March 31 of each calendar year may be considered to have resigned. The remaining Executive Committee members can fill the vacancy by co-opting another voting member. Such co-option shall require approval of the members in the following general meeting of the Association.

- 4.5 The term of the Executive Committee shall be two years from the date of official takeover of the responsibilities from the outgoing Executive Committee, unless extended by the Election Commission due to special circumstances.
- 4.6 No one can hold the office as President of the Association for more than two terms consecutively.
- 4.7 The general duties of the Executive Committee shall be:
- a) To plan, review, approve, and implement the activities, events and programs of CBA.
 - b) To meet at least every three months to discuss the affairs of CBA.
 - c) To appoint sub-committee(s) with specific task(s), as necessary.
 - d) To inform general members (General Body) about important decisions of the Executive Committee and other activities of the Association from time to time through newsletters, bulletins, e-mails, social media posts, etc.
 - e) To hold Annual General Meeting and present the annual report and financial statement of the Association.
 - f) To hold Special General Meeting(s) to resolve emergent issues, if required.
 - g) To arrange Bangladesh consular services in Winnipeg, whenever possible.
 - h) To cooperate with CBA's sister organization(s), such as Manitoba Bangla Learning Centre, Dance & Music School, Manitoba Bangladesh Bhaban Corporation, in applicable activities and programs, as defined in the memorandum of understanding (MoU) between CBA and the concerned sister organization.
- 4.8 Code of Conduct of the Executive Committee:
- a) Members of the Executive Committee shall observe due decorum and bestow proper respect to each other as well as to the general members of the Association.
 - b) Each member of the committee shall at all times act in accordance with directions lawfully given by the President of the Association or as assigned based on the discussion and decision in the meetings of the Executive Committee.
 - c) In no circumstances shall an individual member of the committee make a policy decision or commit on behalf of the Association to any particular view or arrangement without expressed authority of the Executive Committee.
 - d) The President of the Association can authorize a committee member to act on behalf of the Association in special and urgent situations or matters.
 - e) The Executive Committee shall at all times be accountable to the general members of the Association.
 - f) The Executive Committee shall treat each member of the Association equitably.

- g) The Executive Committee shall reflect the interests and opinions of the general members in CBA activities, events, programs, etc., not the interest of specific committee member(s) or small group of general members.
- h) Executive Committee members shall not use the Association for any personal business or gain.

ARTICLE 5

DUTIES AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE (EC) MEMBERS:

5.1 The president (Chair)

- a) The President shall be the chief spokesperson and the final decision maker of CBA.
- b) The President shall always act in consultation with the Executive Committee (EC) members with the exception of-(i) time sensitive and urgent matters, where delays can cause undesirable issue or damage, and (ii) day to day operational directions.
- c) The President shall act in consultation with the general members of the Association in situations or matters that require a broader acceptance.
- d) The President shall call or direct the GS to call the Executive Committee meeting, preside the meetings as chairperson and approve the meeting minutes to be effective and publishable. President shall only vote in the event of a tie on a proposal in a committee meeting.
- e) The President shall have the primary responsibility to execute the decisions of the Executive Committee and the General Body.
- f) The President shall be responsible for applying for annual operating and special project grants to the provincial, federal and municipal governments, as available and appropriate.
- g) The President shall have the authority to assign and/or reassign duties and responsibilities of the any committee member, with approval in a meeting of the Executive Committee, for an effective or efficient operation of the Association and for the best interest of the General Body.
- h) The President, with an approval in a meeting of the Executive Committee, shall have the authority to ask any member of the committee to resign and shall have the authority to remove any member of the committee from the office with a valid reason for an effective or efficient operation of the Association and for the best interest of the General Body. Any complaint against an Executive Committee Member shall be reviewed and appropriate measure(s) shall be taken.
- i) The President shall assign two to three members of the committee, in consultation with the Executive Committee, the authority to review, approve or deny requests from community members for e-mail circulation, CBA website posts and CBA social media feeds.

5.2 The Vice-President (VP)

- a) The VP shall assist the President in the execution of his/her office.
- b) The VP shall become the Acting President when the President is absent from the office, unable to act or resigns until the President returns to the office or a new President is appointed, as applicable.
- c) The VP shall perform other duties as assigned by the Executive Committee and/or the President.

5.3 The General Secretary (GS)

- a) The GS shall keep minutes of all the general meetings of members and meetings of the Executive Committee.
- b) The GS shall be responsible for the safe-keeping of all the records belonging to the Association.
- c) The GS shall present Annual Report to the Executive Committee for review, approval and distribution.
- d) The GS shall be responsible to convene all meetings in consultation with the President.
- e) The GS shall conduct all correspondences of CBA.
- f) The GS shall assist the President in the process of applying for project and operating grants from different levels of government.
- g) The GS shall keep members informed about the activities of the Association via the official websites, the official social media pages and group e-mails, as appropriate.
- h) The GS shall be responsible to maintain an updated list of members with assistance, if needed, from other Executive Committee members and volunteers.
- i) The GS shall maintain all inventories of equipment and office supplies that belongs to the Association.

5.4 The Assistant General Secretary (AGS) [three positions]

- a) The AGS shall assist in all normal functions of the General Secretary (GS) of CBA.
- b) The AGS shall also perform other duties assigned by the Executive Committee and/or the GS.
- c) An AGS shall become the acting GS, as directed by the President in consultation with the Executive Committee, at times when the GS is absent from the office, is unable to act or resigns, until the GS returns or a new GS is appointed, as applicable.

- d) An AGS shall be responsible for developing electronic and physical content of the CBA websites and social media pages as assigned by the Executive Committee and/or the GS.
- e) An AGS shall be responsible for creating props as necessary for CBA events, as assigned by the Executive Committee and/or the GS.

5.5 The Treasurer

- a) The Treasurer shall be responsible for all financial matters of CBA.
- b) The Treasurer shall keep records of all revenues and expenditures of CBA.
- c) The Treasurer shall present the financial report of all revenues and expenditures to the Executive Committee for approval and presentation at the Annual General Meeting.
- d) The Treasurer shall follow standard accounting and financial procedure.
- e) The Treasurer shall ensure that all financial activities are categorized by revenue, sponsorship, grants, in kind donations (if any) and expenditures.
- f) The Treasurer shall ensure that all financial transactions are kept updated via standard bookkeeping process.
- g) The Treasurer shall assist the President in the applications for operating and project grants from different levels of government.

5.6 The Public Relations Secretary (PRS)

- a) The PRS shall maintain and promote liaison between CBA and similar association/organizations pertaining to public relations.
- b) The PRS shall assist the GS in organizational matters of CBA.
- c) The PRS shall encourage members to become active in CBA and participate in CBA events, activities and programs.
- d) The PRS shall promote the image of CBA to the greater societies.
- e) The PRS shall plan and organize, along with the CS and GS, the social events of CBA.
- f) The PRS shall organize, along with the CS, such events/festivities as seminars, workshops, etc.

5.7 The Cultural Secretary (CS)

- a) The CS shall maintain and promote liaison between CBA and similar organizations in matters pertaining to cultural programs and activities.

- b) The CS shall promote cultural activities and events of CBA.
- c) The CS shall plan and organize cultural activities and events as per the stated objectives of CBA.
- d) The CS shall promote the cultural identity of Bangladesh through organizing and participating in appropriate socio-cultural and multi-cultural activities.
- e) The CS shall perform any other duties assigned by the Executive Committee.

5.8 The Assistant Cultural Secretaries (ACS)[two positions]

- a) The ACS shall assist the CS in planning and organizing all cultural activities and events of CBA.
- b) The ACS shall perform any other duties assigned by the Executive Committee.

5.9 The Sports Secretary (SS)

- a) The SS shall maintain and promote liaison between CBA and similar associations/organizations in matters pertaining to sports programs and events.
- b) The SS shall plan and organize various sports activities for members of the Association.
- c) The SS promote the sports activities of CBA.
- d) The SS shall also perform any other duties assigned by the Executive Committee.
- e) The SS shall be responsible for keeping updated record of all kinds of sports equipment, tools and supplies.

5.10 The Assistant Sports Secretaries (ASS)[two positions]

- a) The ASS shall assist the Sports secretary in planning and organizing all sports activities and events of the CBA.
- b) The ASS shall perform any other duties assigned by the Executive Committee.

5.11 Event Management Secretary (EMS)

- a) The EMS shall assist GS, CS and Executive Committee to effectively plan and execute CBA events.
- b) The EMS shall be responsible for all equipment and tools required for CBA events including equipment rental.
- c) The EMS shall schedule CBA events in discussion with the Executive Committee and keep the event calendars updated at all times.
- d) The EMS shall perform any other duties assigned by the Executive Committee.

5.12 Technology Coordination Secretary (TCS)

- a) The TCS shall work with other executives to assess and implement technology needs.
- b) The TCS shall keep the Association's official website updated.
- c) The TCS shall create and maintain a membership database in consultation with the GS.
- d) The TCS shall provide technical support to other executives.
- e) The TCS shall perform any other duties assigned by the Executive Committee.

5.13 The Immediate Past President as an Ex-officio Member

- a) The immediate past President of CBA shall serve as an ex-officio member of the Executive Committee.
- b) He/she shall assist the Executive Committee in planning and making important decisions of CBA.

5.14 Special Responsibility of the President and the Treasurer

The President and the Treasurer shall be responsible for ensuring the completion of all reporting requirements to the Canada Revenue Agency (CRA), Government of Canada, Government of Manitoba, City of Winnipeg and to all other government bodies, as required.

5.15 Student Associates (Four positions)

- a) The Student Associates will present their ideas and opinions in committee meetings.
- b) The Student Associates shall assist the Executive Committee in CBA activities, events and programs.
- c) The Student Associates shall liaison with Student Associations and canvas CBA events, activities and programs among Bangladeshi students.
- d) The Student Associates shall liaison, promote and participate in joint events/programs.
- e) The Student Associates shall arrange volunteers for CBA as well as joint events/programs.

ARTICLE 6

FINANCE:

- 6.1 The fiscal year of the Association shall be from January 1 to December 31 of the

year.

- 6.2 The Executive Committee shall be responsible to raise funds for CBA and allocate the necessary funds to support activities, programs and events undertaken by CBA.
- 6.3 The Executive Committee shall not borrow or lend any funds in cash or kind from or to any sources without prior approval of the members in a general meeting.
- 6.4 In matters of non-budgeted expenses of \$5,000.00 and more, the Executive Committee shall convene a Special General Meeting to clearly inform the plan and obtain prior approval of the General Body. In cases of disapproval of the General Body, the Executive Committee shall not proceed with the proposed plan or cease all remaining expenses on such plan if started prior to the Special General Meeting due to time constraints.
- 6.5 No Executive Committee Member shall receive any remuneration, honorarium or payments in exchange of work done in carrying out the operational business and different events, social activities and programs of the Association. However, any teaching/training work done by an Executive Committee member in a CBA sponsored or managed event or program such as Manitoba Bangla Learning Centre, Music and Dance Schools will not be considered general duties of that Executive Committee Member, and no restrictions on remuneration will apply.
- 6.6 All financial transactions (expenditures and revenues) shall be conducted by the Treasurer in consultation with the President and upon approval of the Executive Committee. Payment for all approved expenditures shall be made only by cheques. Revenue can be collected by cash, cheque and in-kind.
- 6.7 All cheques issued by CBA, shall be signed by the Treasurer and the President. The Vice-President or the General Secretary shall sign the cheques only in the absence of the President.
- 6.8 Account(s) and financial record(s) of the Association shall be audited or verified once a year, prior to the Annual General Meeting of the Association, by a certified/licensed accountant or by a three-member audit/verification team comprised of voting members elected by the Executive Committee to do so.
- 6.9 The Executive Committee shall present the financial statements and annual budget in the Annual General Meeting for approval of General Body.

ARTICLE 7

GENERAL MEETINGS:

- 7.1 There shall be two types of General Meetings (General Body Meetings): Annual General Meeting (AGM) and Special General Meeting (SGM).
- 7.2 The Annual General Meeting (AGM) shall be held in November or December at a time and date decided by the Executive Committee. Written notice of the AGM shall be served via social media posts, group e-mails and CBA official website at least 15 (fifteen) days in advance of the scheduled meeting. The meeting agenda shall include, but not limited to, the following:

- a) Discussion and members approval of minutes of the last AGM.
- b) President's Annual Report.
- c) Discussion and members approval of the Annual Report.
- d) Current year's Annual Financial Statements and members approval.
- e) Projected Annual Budget for the next year and members approval.
- f) Any agenda brought forward by members prior to or at the start of the meeting and approved by the Executive Committee.

7.3 The Special General Meeting (SGM) shall be convened by the Executive Committee to obtain consent of members on specific issues, actions, programs, plans, etc. that cannot wait until the next AGM. SGM shall also be convened by the Executive Committee at a request of voting members, excluding the Executive Committee members. Such request, in writing, shall specify the reason(s) and shall be signed by at least 30 (thirty) voting members. Discussion and decision in the SGM shall be limited to specific agenda and objective(s) of the proposed or requested meetings.

7.4 The Executive Committee shall hold the Special General Meeting within 30 (thirty) days from the date when a decision is made to convene such a meeting or from the date of receiving the request from the members to hold such a meeting. Written notice together with the proposed agenda of the SGM shall be served via social media posts, group e-mails and CBA official website at least 15 (fifteen) days in advance of meeting date.

7.5 The quorum of the Annual General Meetings or Special General Meetings shall comprise attendance, signed on attendance register, of at least 33% (thirty three percent) of the registered and membership renewed voting members in that fiscal year. If the quorum of a meeting is not met within two hours of the scheduled time, the meeting shall be postponed. CBA Executive Committee shall call for a second general meeting within 15 (fifteen) days of the cancelled general meeting. The second general meeting will not have any quorum requirement. The required decisions can be made based on the votes of the Executive Committee members and the voting members present at the second general meeting.

7.6 The approval of a motion in the general meetings shall require a simple majority (minimum 51%) of the attending registered and membership renewed voting members, with the exception of motions of no-confidence or constitution amendments. The approval of no-confidence motion or constitution amendments shall require a two-third (minimum 67%) majority of the registered and membership renewed voting members present in the meeting.

ARTICLE 8

ELECTION:

8.1 The bi-annual general election of the Executive Committee shall be held at least 15 (fifteen) days prior to the end of the term of the existing Executive Committee, unless delayed by the CBA Election Commission due to special circumstances. The Election

Commission can delay the general election and extend the term of the existing Executive Committee to a maximum of 90 (ninety) days. An existing committee can also opt to hold an earlier general election before the end of their two-years term.

- 8.2 The outgoing Executive Committee shall form a three-member Election Commission (Chief Returning Officer and two Returning Officers) in the last AGM of their term or by convening a Special General Meeting at least three months before the expiry of their mandated term or intended earlier end of their term.
- 8.3 The Executive Committee shall assist the Election Commission in all activities related to election as advised by the Commission and shall facilitate the Election Commission to carry out the election.
- 8.4 The Election Commission shall announce the election schedule and rules at least 35 (thirty-five) days prior to the election date and shall take necessary/reasonable measures to circulate/re-circulate the announcement among the members of the community.
- 8.5 The Executive Committee shall provide the updated membership list to the Election Commission before the announcement of election schedule. For a credible election, the Election Commission shall retain the authority to review the existing membership status and may accept new applications for voting membership or renew voting membership, as of Article 3.2, from the date of election announcement up to the last day of nomination submission. No membership registration or renewal shall be allowed from the end of deadline for nomination submission to the end of election date/time. The Election Commission shall circulate the updated voter lists at least three (3) days prior to the election date.
- 8.6 Only the voting members, registered and membership renewed in the election year, will have the right to vote in elections and be candidates for any Executive Committee position, except for the position of the President for which Article 4.6 is also required to be satisfied.
- 8.7 Nominations for the Executive Committee positions shall be submitted in the prescribed form to the Chief Returning Officer at least seven (7) days prior to the election date. The completed nomination form for each position shall be signed by the nominee (candidate), the nominators and two (2) supporters. The nominee, nominator and supporters shall be registered and valid (membership renewed) voting members at the time of submitting any nomination form.
- 8.8 A candidate can withdraw his/her nomination with written application to the Election Commission at least three (3) days prior to the election date.
- 8.9 If nominations are received for less than 50% of the Executive Committee positions by the deadline date, the Election Commission shall extend the nomination submission deadline, at the discretion of the Election Commission, and set a new election date which is within 30 (thirty) days of the originally announced election date. If a similar situation arises again, the Election Commission shall advise the Executive Committee to call for a Special General Meeting, as per Articles 7.3 and 7.4, for electing the Executive Committee members for all or remaining positions, as applicable. The Chief Returning Officer shall preside over the election procedures during this Special General Meeting called for election purpose.
- 8.10 If a member of the Election Commission resigns, the remaining Returning Officers shall co-opt another member of the Association into the Commission.

8.11 If the entire Election Commission resigns, the Executive Committee shall arrange a Special General Meeting within 30 (thirty) days from the date of resignation to form a new Election Commission. The scheduled election, if any, shall be postponed and the new Election Commission shall announce a fresh election schedule.

8.12 In the case of delays in election processes due to reasons outlined in Article 8.9 or 8.10 or for any other unavoidable circumstances, the outgoing Executive Committee shall continue business of the Association until the new Executive Committee is formed.

8.13 Election Commission shall assist in smooth handover of responsibilities including all official and Government documents, inventories, report, bank accounts and statements, ongoing projects (if any) from the outgoing Executive Committee to the newly elected or selected Executive Committee.

8.14 The term of the Election Commission shall end immediately after the handing over of the responsibilities from the outgoing Executive Committee to the newly elected or selected Executive Committee.

8.15 General Rules/Restrictions of the Election:

a) No one can be candidate for more than one position.

b) No one can nominate or support more than one candidate for the same position.

c) No one can nominate or support candidate for more than one position.

d) No one can use the CBA resources (social media sites, websites, e-mails, meetings, funds, etc.) to solicit candidates, except the Election Commission, and to encourage filling and signing the nomination forms.

e) All members shall refrain from activities that reasonably deemed to be unethical or inappropriate.

f) The outgoing Executive Committee shall continue CBA's regular office and operational functions such as school support, application and collection of grants from different levels of government, scheduled sports programs and like until handing over to the new Executive Committee.

g) The outgoing Executive Committee may schedule and continue with the already scheduled social/community programs/events until 14(fourteen) days prior to the election date.

h) The outgoing Executive Committee shall continue the long-term planning and programming of future community programs/event that will have take place on specific date and are within short time after the election or handing over to the incoming committee.

i) Election Commission can provide any other instructions and set additional rules, as appropriate and needed, for a fair and credible election.

j) Any complaints or questions related to election matters shall be directly submitted/directed to the Chief Returning Officer to be considerable.

8.16 CBA Business in the Case of a Deferred Election:

- a) The outgoing Executive Committee shall continue CBA's regular office and operational functions such as school support, application and collection of grants from different levels of government, scheduled sports programs and like until handing over to the new committee.
- b) The outgoing Executive Committee may schedule and proceed with the already scheduled social/community programs/events until 14 (fourteen) days prior to the new election date.
- c) The outgoing Executive Committee shall continue the long-term planning and programming of future community programs/events for the best interest of the Association and its members.
- d) Election Commission can provide any other instructions and set any rules/restrictions, as appropriate and needed.

ARTICLE 9

NO-CONFIDENCE MOTION:

- 9.1 Voting members of the Association have the right to propose a no confidence motion against any or all members of the Executive Committee or of the Election Commission as per Article 7.3.

ARTICLE 10

AMMENDMENTS OF THE CONSTITUTION:

- 10.1 The Executive Committee or voting members of the Association can propose any amendments of the CBA constitution for discussion and approval in the next AGM or in a Special General Meeting called for this purpose. The conditions, as specified in Article 7.3, may be applied by the Executive Committee when voting members propose an amendment.
- 10.2 The proposed amendments to the constitution shall be circulated in writing (via group e-mails, social media posts and website) by the General Secretary of Association or the Chair of the constitution review committee, if established any, to all members at least **15 (fifteen) days prior** to the AGM or Special General Meeting called for this purpose.