



**BANGLADESHI AMERICAN POLICE ASSOCIATION [ BAPA ]**  
**P.O. BOX 720321, JACKSON HEIGHTS, NY 11372**

## **THE CONSTITUTION OF THE BANGLADESHI AMERICAN POLICE** **ASSOCIATION**

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### **ARTICLE I: NAME**

The name of the Association is "Bangladeshi American Police Association, Inc.", hereafter referred to in the constitution as the "Association".

### **ARTICLE II: DEFINITION**

The Association shall be a nonprofit, nonpolitical, nonreligious, Law Enforcement oriented voluntary professional organization. It is a type "A" corporation under the New York State Incorporate law and regulations.

### **ARTICLE III: OFFICES**

The principal office of the Association shall be located in the state of New York, United States of America (USA). The Association may have branch offices in other parts of USA, provided such locations are recommended by the executive committee and are approved by the majority of members present in a general meeting.

### **ARTICLE IV: PURPOSES**

Our mission is to foster relationship through camaraderie among Law Enforcement Officers of Bangladeshi Heritage. In addition, the association will be able to:

- Help recruit more Bangladeshi American into Law Enforcement.
- Assist fellow MOS attain their professional goals and be a helping hand in time of needs.



- Take initiatives that will bridge the gap between Law Enforcement and the Bangladeshi American community.

#### **ARTICLE V: MEMBERSHIP**

Sec. 1. Membership in the Association shall be open to an individual provided that person meets the following criteria:

- The person shall be residing in the USA.
- The person shall be a Bangladeshi origin by virtue of birth, or descent.
- The person shall be a sworn Law Enforcement Officer, who have the authority to make arrests and carry firearms and in good standing with his/her Department in the USA. Or
- Any member of New York City Police Department (NYPD) who is interested in Bangladeshi culture.

Sec. 2. Membership of the Association shall consist of Active, Honorary and Life members as outlined by the Bylaws of the Association.

#### **ARTICLE VI: ORGANIZATION**

The Association shall be organized through the following bodies:

- The General Council
- The Executive Committee
- The Trustees
- The Standing Committees

##### **Sec. 1. The General Council**

The Council shall be composed of all active members of the Association.

The Council shall elect all members of the executive committee.

The Council shall have power to vote on the amendments of the constitution and the Bylaws of the Association.

##### **Sec.2. The Executive Committee**

a. This committee shall consist of eleven (11) members as follows:

- One President (designated for uniform member of the service employed by NYPD)
- First Vice President (designated for uniform member of the service employed by NYPD)
- Second Vice President (designated for civilian member of the service)
- One General Secretary (designated for uniform member of the service)
- One Treasurer (designated for uniform member of the service)
- One Co-Treasurer (designated for uniform member of the service)
- One Sergeant-at-Arm (designated for uniform member of the service)
- One Corresponding Secretary (designated for civilian member of the service)
- One Event Coordinator (designated for uniform member of the service)
- One Community Outreach Coordinator (designated for uniform member of the service)
- One Media Relations Coordinator (designated for uniform member of the service)



- b. The executive committee shall be responsible for the proper functioning of the Association.
- c. No executive member shall be an executive member of another association within NYPD.
- d. Article VI - Section 2 of the Constitution cannot be changed by the Constitutional Amendments
- e. The executive committee will not receive any compensation or reimbursement from the Association.

#### Sec. 3. The Trustees

- a. There shall be numerous trustees to carry out the specific tasks and objectives of the Association as laid down in the constitution and Bylaws.
- b. Trustees shall be nominated by the President and approved by majority of Executive members vote.
- c. Trustees must be an active participants of the Association.
- d. Trustees who have actively participated for minimum of two (2) years as trustees in the Association will only be eligible for executive committee election within their respected and designated position.
- e. The trustees will not receive any compensation or reimbursement from the Association.

#### Sec.4. The Standing Committees

There shall be various standing committees to carry out the specific tasks and objectives of the Association as laid down in the constitution and Bylaws. The President, with the approval of the executive committee, shall appoint members of the standing committees.

#### ARTICLE VII: FINANCE

The day to day operation of the Association shall be financed by the annual membership dues. The executive committee may raise funds by other legal means to carry out specific programs as long such programs are not contrary to the provisions adopted by the Association.

#### ARTICLE VIII: PROHIBITION

- The Association shall not carry out any activities not permitted to corporations exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code or provisions of present or future U.S. laws.
- No member of the Association shall use his or her office and the name of the Association for his or her personal benefit.
- No member shall participate in any activity which may be contrary to the interest of the Association.

#### ARTICLE IX: ELECTION

- Sec. 1 There shall be a general election for the members of the executive committee in every two years.



Sec. 2 Trustees who have actively participated for minimum of two (2) years and in good standing with the Department shall qualify to be a nominee for the members of the executive committee. In addition, former and present executive committee members are eligible to be a nominee of the executive board position.

Sec. 3 The executive committee shall nominate an Election Commission consisting of three nonparticipating active members including a Chairman to supervise the election process.

Sec. 4 Terms of Office: The executive committee shall be elected for a period of two (2) years. The President and the treasurer shall not hold same office for more than two (2) consecutive terms.

Sec. 5 The President is ineligible for reelection for the position as President after serving maximum of two-term limits.

Sec. 6 No more than ONE family member is permitted to serve on the executive committee at the same time.

**ARTICLE X: DISCIPLINE, REMOVAL FROM OFFICE OR EXPULSION FROM THE ASSOCIATION:**

Any member can be removed from his/her office or membership upon serving of proper notice for the following reasons:

- Due to activities contrary to the provisions of the constitution and Bylaws of the Association.
- Due to failure to perform duties and obligations of the Association.
- Bylaws of the Association shall regulate the provision of Article X of this constitution.

**ARTICLE XI: CONSTITUTIONAL AMENDMENTS**

Any amendments to the constitution may be proposed by the executive committee or by a Petition signed by at least fifty (50) active members of the Association. A notice must be sent to all active members at least seven (7) days prior to the meeting. The constitution may be amended by two-third (2/3) vote of active members who are present at the meeting.

**ARTICLE XII: OATH OF OFFICE**

All members of the executive committee of the Association shall take oath for office on assuming responsibilities. The Chairman of the Election Commission shall conduct such ceremony. This oath shall take place no later than January 10.

**ARTICLE XIII: DISSOLUTION**

In the event of dissolution of the Association, the executive committee shall make provisions for payment of all liabilities of the Association. After fulfilling of such liabilities, remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or to NYPD PBA, NYPD SBA or NYPD LBA for the purpose of academic advancement of the department.

**ARTICLE XIV: VACANCIES**



- The President shall nominate and with the approval of the majority of Executive Members shall appoint a member from the executive committee to fill a vacancy of the incomplete term of the Vice Presidents, the general secretary or the treasurer due to resignation or otherwise.
- The President shall nominate and with the approval of the majority of Executive Members shall appoint a trustee of the Association to fill a vacancy of the incomplete term of an executive committee member due to resignation or otherwise.

#### **ARTICLE XV: CONFLICT OF INTEREST STATEMENT**

Sec. 1: Whenever an Executive Board or Trustee has a financial or personal interest in any matter coming before him or her, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Executive Board and Trustee members determine that it is in the best interest of the BAPA to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

Sec. 2: No Executive Board nor Trustee members shall be allowed to sell any items in BAPA for their personal interest or financial benefit.

Sec. 3. No Executive Board nor Trustee members shall represent any political party or agenda in BAPA forums, general meeting, dinner, social media or event.

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### **BYLAWS OF THE BANGLADESHI AMERICAN POLICE ASSOCIATION:**

- CHAPTER I: PURPOSE
- CHAPTER II: MEMBERSHIP
- CHAPTER III: EXECUTIVE COMMITTEE
- CHAPTER IV: STANDING COMMITTEES
- CHAPTER V: ADVISORY COMMITTEE
- CHAPTER VI: TRUSTEES
- CHAPTER VII: MEETINGS
- CHAPTER VIII: QUORUM
- CHAPTER IX: ELECTION PROCEDURE
- CHAPTER X: DISCIPLINARY ACTION
- CHAPTER XI: MISCELLANEOUS

#### **CHAPTER I: PURPOSE**

Bylaws shall govern and regulate the functions of the Association and provide positive directions to the Association.



## **CHAPTER II: MEMBERSHIP**

### **Sec 1. Categories:**

The categories of membership of the Association are as follows:

- (i) Active member
- (ii) Honorary member
- (iii) Life member

### **Sec 2. Requirements:**

#### **(i) Active member:**

Any individual who has paid set annual dues and fulfills the requirements of membership as defined in Article V, Sec. 1 in the constitution shall be eligible to become active member. Only active members shall have the voting rights for the designated executive committee positions.

#### **(ii) Honorary member:**

Honorary membership may be conferred by the executive committee upon any person who has rendered exemplary service to the Association and/or to the members of the Association. The Honorary membership also can be conferred upon a person who is a law enforcement officer and good standing with his Department. Honorary members shall not have any voting right.

#### **(iii) Life member:**

Any active member who shall contribute to the Association an amount equal to Ten year's annual dues at one time shall be eligible for life membership.

### **Sec 3. Application for membership**

Application for membership shall be submitted to the General Secretary on a form provided by the Association.

### **Sec 4. Approval of membership**

The application for membership shall be endorsed by the General Secretary and approve by the President. The applicant shall assume membership upon payment of appropriate dues.

### **Sec 5. Annual Dues**

- Annual membership dues shall be determined by the executive committee.
- Honorary and Life members shall be exempted from paying such dues.
- The Annual dues shall be paid by March 31<sup>st</sup> for that year.

### **Sec 6. Eligibility to vote**

- Members who are in the active roster as of March 31, will be eligible to participate in the election of that year.

## **CHAPTER III: EXECUTIVE COMMITTEE**

Sec 1. The President shall be the principal elected official of the Association and shall be so recognized at all Association affairs, programs and activities. He shall preside at all meetings of the Association and the executive committee. He shall appoint members and Chairman of various standing committees with the



approval of executive committee. He shall have the authority to act as nonvoting co-chairperson of each standing committee.

Sec 2. The 1<sup>st</sup> Vice-Presidents shall perform the duties of the President when the latter is unable to do so. He shall fill the vacancy of the President if need arises. He shall act as Chairman of Membership & Organizing Committee.

Sec 3. The General Secretary in consultation with the President, shall prepare the agenda for each executive committee and general council meeting. He shall notify members of the time and place of each meeting, notify individuals of their appointments to the committee and conduct the correspondence of the Association. He shall record all the proceedings of the meeting and prepare minutes of such meetings.

Sec 4. The Treasurer shall serve as custodian of the Association's funds. He shall maintain those funds in a bank selected and approved by the executive committee. He shall keep all records of revenue and expenses of the Association. He shall prepare an annual financial report of the Association and shall present such reports to the annual general meeting. He shall serve as Chairman of the Finance & Budget Committee.

Sec 5. An Extended Executive Committee shall include the immediate past President and the President elect to maintain continuity and to ease transition. The extended committee members shall have an advisory role.

Sec 6. Under circumstances such as delayed election, unavailability of election commissioner and or elected committee members for oath, the current executive committee shall continue to execute organizational matters until the new committee takes over.

Sec 7. The members of the executive committee shall:

- (a) assist the President, Vice-Presidents, General Secretary and Treasurers to accomplish their duties and functions.
- (b) attend meetings of the executive committee and participate in all its activities.
- (c) perform any other duties and/or responsibilities requested by the President.
- (d) be accountable to the President and general council.

Sec 8. The executive committee shall:

- (a) implement the constitution of the Association
- (b) perform planning, management and execution of all activities of the Association
- (c) hold General Meetings of the Association.
- (d) conduct hearings for disciplinary actions.

#### CHAPTER IV: STANDING COMMITTEES

There shall be at least four standing committees:

- (i) Communication and Entertainment Committee: This committee shall consist of at least five (5) members of the Association including the General Secretary as its Chairperson. Functions include, but not limited to, to publish newsletter, magazines and organize seminar and variety show at the annual dinner.
- (ii) Membership & Organizing Committee: This committee shall consist of at least five (5) members of the Association including the First Vice-President as the Chairperson. Functions include, but not limited to,



prepare updated roster of members, find ways to increase the total number of members of the Association, to organize annual general meeting, annual dinner and to maintain liaison with the other organizations.

(iii) Finance & Budget Committee: This committee shall consist of at least three (3) members of the Association including the Treasurers as its Chairperson. Functions include, but not limited to, to prepare annual budget of the association, recommend to the executive committee the fee for the membership dues, shall find ways to raise funds for specific purposes.

#### CHAPTER V: ADVISORY COMMITTEE

(a) In the absence of a functioning executive committee, an advisory committee will be responsible for taking the organization through the transition.

(b) This would include calling meeting of the general council, conducting election and maintaining regulatory obligations.

(c) If a situation arises when there is no clear guidance in the constitution and the executive committee is unable to decide on an issue, this committee shall provide nonbinding advice to the executive committee.

(d) This committee shall consist of not more than seven members formed by the past elected officials of the organization. In order to maintain current perspective and neutrality, either the President, the Vice-Presidents or the General Secretary shall be invited to join this body.

#### CHAPTER VI: TRUSTEES

The members of the trustees shall:

(a) Be nominated by the President and approve by the majority of Executive members vote.

(b) Be in good standing with the Department and an active member of the Association.

(c) Trustees can be removed anytime from his or her position without a removal hearing by Two-Thirds of Executive Members vote:

- For failing to attend and participate in organizing at least 4 functions/events representing the association unless a satisfactory reason for such absence can be provided by the absentee.
- Can be removed for not being in good standing with the Department and / or not an active participant member of the association by the executive committee.

(e) Trustees are the official representatives of the Association and the Executive Committee.

(f) Number of trustees are determined by the executive committee.

#### CHAPTER VII: MEETINGS

(a) At least six (6) general meeting shall be held in a calendar year.

(b) The executive committee shall hold at least four (4) meetings in a calendar year.

(c) Any member of the executive committee failing to attend two (2) consecutive general meetings or executive meetings shall be subject to removal from the committee by a two-thirds vote of the executive committee, unless a satisfactory reason for such absence can be provided by the absentee. Such a member





shall be entitled to notification by certified mail to appear at the meeting of the executive committee following such notification to offer a satisfactory explanation for his absence.

(d) Any member of the trustees failing to attend three (2) consecutive meetings of the general council shall be subject to removal from the committee by the President or a two-thirds vote of executive members unless a satisfactory reason for such absence can be provided by the absentee. Such a member shall be entitled to notification by email to appear at the meeting of the executive committee following such notification to offer a satisfactory explanation for his absence.

#### CHAPTER VIII: QUORUM

- i. Attendance by one fourth ( $\frac{1}{4}$ ) of the active members shall constitute a Quorum for a general council meeting.
- ii. Attendance by majority members of the executive committee and standing committee shall constitute a Quorum for such committee and meeting.
- iii. Attendance by five members shall constitute a Quorum for an emergency meeting of the executive committee.
- iv. In addition to face to face meetings, teleconferences, video conferences, web conferences and any other technology enabled conferences are considered acceptable forms of meeting.

#### CHAPTER IX: ELECTION PROCEDURE

i. A general election shall be held once in two years for the purpose of electing the following:

- One President (designated for uniform member of the service employed by NYPD)
- First Vice President (designated for uniform member of the service employed by NYPD)
- Second Vice President (designated for civilian member of the service)
- One General Secretary (designated for uniform member of the service)
- One Treasurer (designated for uniform member of the service)
- One Co-Treasurer (designated for uniform member of the service)
- One Sergeant-at-Arm (designated for uniform member of the service)
- One Corresponding Secretary (designated for civilian member of the service)
- One Event Coordinator (designated for uniform member of the service)
- One Community Outreach Coordinator (designated for uniform member of the service)
- One Media Relations Coordinator (designated for uniform member of the service)

Such election shall be held in the month of December of that election year.

ii. An election commission shall be nominated by the executive committee at least 45 days prior to that election.

iii. The election commission shall invite nominations from all active members of the Association at least 30 days prior to that election.

iv. The executive committee shall provide the up to date list of the bonafide members of the Association to the election commission upon acceptance of their responsibility. The list shall be considered as final list for the election purpose.



v. All nominations for election shall be submitted to the election commission at least 20 days prior to the election date. The election commission must provide a copy of the bonafide members list to each nominee.

vi. The eligible members shall elect the following executive committee members by casting their votes through ballots.

- One President (designated for uniform member of the service employed by NYPD)
- First Vice President (designated for uniform member of the service employed by NYPD)
- Second Vice President (designated for civilian member of the service)
- One General Secretary (designated for uniform member of the service)
- One Treasurer (designated for uniform member of the service)
- One Co-Treasurer (designated for uniform member of the service)
- One Sergeant-at-Arm (designated for uniform member of the service)
- One Corresponding Secretary (designated for civilian member of the service)
- One Event Coordinator (designated for uniform member of the service)
- One Community Outreach Coordinator (designated for uniform member of the service)
- One Media Relations Coordinator (designated for uniform member of the service)

vii. Ballots for election shall be mailed or emailed to all eligible voters at least 10 days prior to the election date. The completed ballots should reach the election commission no later than 24 hours prior to the commencement of the election. The ballots can be emailed or mailed or self-delivered by the voters. In addition, online voting could be employed as long as the ballots/notifications are mailed/emailed to all eligible voters at least fifteen (15) days prior to the election.

viii. The voting procedure is waived for the Temporary Steering Committee of the Association.

ix. Reasonable adjustments to the nomination and election procedure and timeline may be made by the election commission and or the executive committee upon consultation of the other body to accommodate unforeseen and unavoidable circumstances as long as it does not affect the opportunity to participate and hinder the election process.

x. Consensus of the majority of the commission members is sufficient to decide and conclude the election.

xi. Election commission may seek administrative help from the executive committee if needed.

xii. The election commission shall be indemnified against any legal cost related to a dispute or civil action.

#### **CHAPTER X: DISCIPLINARY ACTION**

A hearing shall be conducted by the executive committee for a disciplinary action leading to possible expulsion of a member. A member may be expelled from the Association by a two-thirds vote of the executive committee.


#### **CHAPTER XI: MISCELLANEOUS**



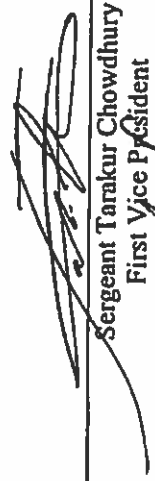
- (a) Fiscal year of the Association shall run from January 1 to December 31.
- (b) Withdrawal of fund: Any check for the purpose of withdrawal of fund from the Association's account shall normally be signed by the Treasurer with approval of executive board
- (c) Gender: Whenever a word of masculine genders appears, it shall be considered, without prejudice, to include the feminine gender.
- (d) Notices: The notice to convene various meetings are as follows:
- (i) Notices for convening a general meeting shall be emailed at least 7 days prior to that meeting.
  - (ii) Notices for convening a meeting of the executive committee shall be served at least 7 days prior to that meeting. The notices may be served by email or other electronic means. A 24 hour notice will suffice to hold an emergency meeting of the executive committee.
  - (iii) Notices for hearing of disciplinary actions shall be performed by certified mail at least 15 days prior to those hearings.
- (e) In absence of both the President & Vice-President, the executive committee, with the majority of votes, shall decide who shall preside over the particular meeting.
- (f) Family member defined as Members of the immediate family includes spouses, parents, brothers, sisters, sons and/or daughters. Members of the extended family include grandparents, aunts, uncles, first cousins, nephews, nieces and/or siblings in-law.
- (g) Satisfactory reason for absence defined as Department assignment & family obligations limited to 2 excusals unless due to medical emergency.
- (h) Business cards: Business cards for Executive and Trustee members shall only be authorized to furtherance of the Association. The Association funds may be utilized to cover expense of business cards.
- (i) Uniform member: Any individual who fulfills the requirements of membership as defined in Article V. Section 1 in the constitution.
- (j) Civilian member: AS define by NYPD manuals.
- (k) On a large scale events, Executive members and Trustees will wear selected items for identification purposes
- (l) BAPA by laws and constitution is not valid without the notary public stamp and signatures of all current Executives members.

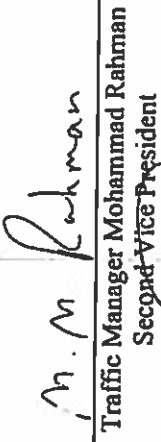
Signatures of Executive Committee:



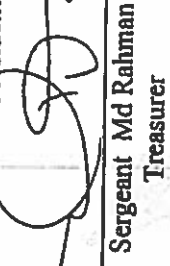
  
Lieutenant Sujat Khan  
President

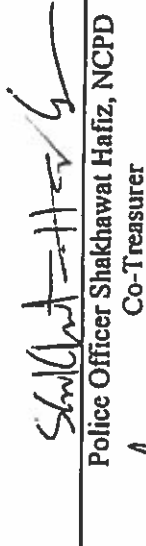


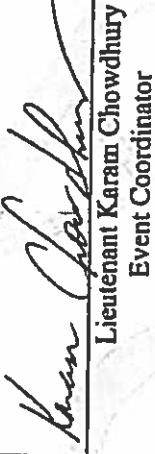
  
Sergeant Tarakur Chowdhury  
First Vice President

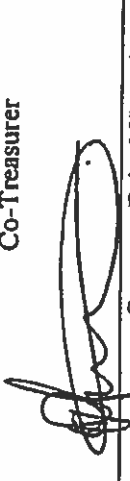
  
Traffic Manager Mohammad Rahman  
Second Vice President

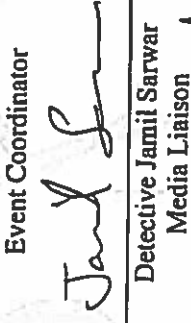
  
Police Officer Humayun Kabir  
General Secretary

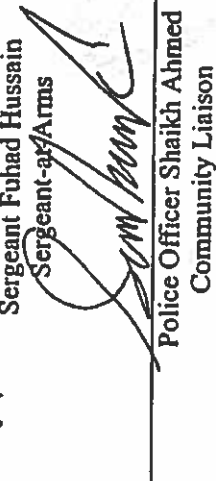
  
Sergeant Md Rahman  
Treasurer

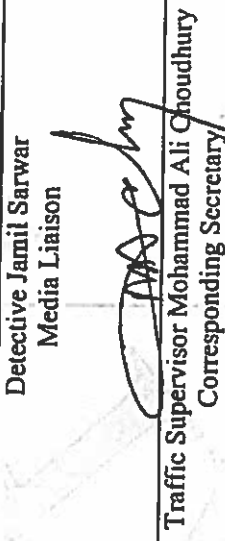
  
Police Officer Shakhawat Hafiz, NCPD  
Co-Treasurer

  
Lieutenant Karam Chowdhury  
Event Coordinator

  
Sergeant Fuhad Hussain  
Sergeant-at-Arms

  
Detective Jamil Sarwar  
Media Liaison

  
Police Officer Shaikh Ahmed  
Community Liaison


  
Traffic Supervisor Mohammad Ali Choudhury  
Corresponding Secretary

STATE OF NEW YORK

County of Manhattan

On the 27th day of January in the year 2019, before me, the undersigned, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Brett G Armstrong | Signature  
Notary Public Name Print

  
BRETT G ARMSTRONG  
Notary Public, State of New York  
Reg. No. 01AR6303564  
Qualified in Queens County  
Commission Expires 05/19/2022

My Commission Expires: 5/19/22