



By-Laws of

Narsingdi-Bhairab Association of New Jersey (NBANJ)

Date: 08/15/2022

Current Address

17 White Oak Dr,
Egg Harbor Twp, NJ 08234

Introduction:

This by-law of the association is determined and approved by the absolute majority (at least two-third) vote of the general members of the association. Any change/amendment can be done by the absolute (At least two-third) majority of the formal vote in the general meeting and that must be documented appropriately and distributed the copy to all members of the association. These by-laws are the fundamental legal guidelines of the Narsingdi-Bhairab Association of New Jersey (NBA). All members of the association are willingly, without any influences agreed to follow these by-laws of the association in each and every aspect to run the association.

Article I

The Name:

1. The name of the organization shall be “Narsingdi-Bhairab Association of New Jersey (NBANJ)”.
2. This organization is referred to as the “Non-Profit Organization.”

Article II

The Purpose/Mission:

1. Narsingdi-Bhairab Association of New Jersey is formed as a non-profit social organization based on birth, residential and referral-origin* of Narsingdi and Bhairab, Bangladesh.
2. The main purposes of the association is to foster mutual understanding, social cooperations and coordination, recreational and cultural enhancement among the stakeholders of Narsingdi & Bhairab, Bangladesh.



Article III

The Membership:

1. Membership in this organization shall be restricted and limited to the provision of birth, residential & referral-origin* of Narsingdi & Bhairab, Bangladesh, those who are complied with all the rules and regulations of the Association.
2. Member must be 18 years old or above.
3. Membership of the association is completely voluntary and open to all the New Jersey residents those who are complied with the any of one of the birth, residential and referral-origin* criteria of the membership.
4. A member shall be considered in good standing with the organization as long as he/she fulfills the following criteria:

A. To Pay the minimum subscriptions accordingly which is determined by the executive committee of the association.

B. Every member of the association must pay the monthly subscription on time.

B.1 If any member doesn't pay the monthly subscription for 3months, the executive committee must issue a notice/reminder to collect the dues.

B.2 If any member doesn't pay the monthly subscription for 6months, the executive committee shall suspend the privileges of the membership benefits. Before suspension of the membership, the executive committee must issue a notice to the concerned member.

B.3 If any member doesn't pay the monthly subscription for 1year, the executive committee shall terminate the membership of the association. Before termination of the membership, the executive committee must issue a notice to the concerned member explaining the reason of the termination.

4. Members who remain in good standing are entitled to the following benefits:

4. a. Equal voting rights uncertain conditions;

4. b. Free entry to organization-sponsored events;

4. c. Eligibility for leadership positions;

4. d. Opportunity to attend all other recreational and social activities arranged by the association.



5. Failure to meet any of the requirements listed above may result in loss of any or all of privileges offered by the association and, in extreme cases (i.e., legal, moral or criminal conviction etc), may be grounds for removal of the membership by the executive committee.

6. This organization shall not discriminate to get the membership or any rights & privileges of the membership on the basis of age, race, color, religion, gender, national origin, ancestry, disability, sexual orientation, or political affiliation.

Article IV

The Leadership of the Association:

1. The association has two major tiers-
 - A. Advisory committee: Advisory committee is the highest tier of the association consists of 9 (Nine) members. The advisory committee is a permanent committee of the association.
 - B. Executive committee: Executive committee is the second tier of the leadership of the association and is the main elected bodies who are responsible for proper functioning of the association. At the same time, they will take appropriate decisions in maintaining smooth running of the aforesaid association. They are the main striking force in gaining of the vision of the organization. The executive committee consists of 15 (Fifteen) members.

Article V

The Advisory committee:

1. Membership criteria of the advisory committee:
 - A. All the members of the advisory committee must be at least 50 years of old and above.
 - B. The members of the advisory committee must be the general member of the association.
 - C. They must be capable to guide the association at the time of need for the wellbeing of the association.
 - D. Members of the advisory committee is expected to be educated, leadership oriented and experienced in different fields.
 - E. Membership of the advisory committee is a permanent position of the association, except of any uncertain situations i.e, death, illness and any voluntary withdrawal of the membership of the advisory committee.
 - F. Member of the advisory committee must be selected in the general meeting by the consent of the majority members of the association.



- G. The chief advisor will be selected for the 3 years of the period among the members of the advisory committee by mutual discussion among the members of the advisory committee.
- H. The coordinator of the advisory committee will be selected for the 3 years of the period among the members of the advisory committee by the mutual discussions among the members of the advisory committee.

Article VI

Functions of the Advisory Committee:

- 1. Advisory committee is the guiding force of the association.
- 2. In Any critical situations of the association, advisory committee will take the vital role to take the appropriate measures in solving the situations.
- 3. Advisory committee will take corrective measures over the executive committee in the extreme cases of moral, criminal and other inabilities of the executive members in the executive committee.
- 4. In any situation of moral, criminal conviction or other disqualifications of the member of the executive committee or any general member of the association, the advisory committee will have the authority to call a general meeting for removal or replacement of the members.
- 5. To overcome any critical situation of the executive committee, and meet the unavoidable circumstances for the existence of the association, advisory committee will have the authority to form an independent subcommittee or inquiry committee if necessary.

Article VII

The Executive Committee:

- 1. Formation and election process of the Executive Committee:
 - A. All the members of the Executive committee must be elected by the votes of the general members of the association.
 - B. The Executive committee will be elected for 3years.
 - C. All members of executive committee must be the member of the association.
 - D. 60-days before of the expiry of the executive committee, the executive committee will call a general meeting to form an election commission which is consists of 3 members among them one will be the chief election commissioner.
 - E. Member of the election commission will not participate as a candidate for any position of the executive committee in the election.
 - F. Chief election commissioner will be selected in the general meeting by the consent (simple majority) of the general members.
 - G. After forming the election commission, they must conduct the election within 30 days.



- H. In conducting free & fair election, election commission will take the necessary actions independently.
 - I. Chief election commissioner along with other members of election commission will be collectively responsible to conduct the free & fair election of the association within 30days.
 - J. The members of the election commission must be impartial in the whole process in conducting election.
 - K. The election commission must obtain the updated voter list from the executive committee which must be scrutinized by the advisory committee before conducting a free and fair election.
 - L. To get a voting rights & participate in the election of the executive committee, a member must maintain his/her membership position of the association in good-standing at least 6 months prior to the date of the election of the executive committee.
 - M. A voter can exercise only 1 (One) vote in available positions of the executive committee.
 - N. After the date of the election, the existing executive committee must hand over their respective position to the newly elected executive committee accordingly within 30 days of the election of newly executive committee.
 - O. Any failure on the part of the current executive committee to hand over their respective position to the newly elected executive committee within 30days, the current executive committee will be automatically considered as void & dissolved and newly elected executive committee will be considered as valid and authorized legal committee to operate the association.
- 2. If any position of the executive committee is vacant due to removal, death, disability or voluntary surrender of the position in the ad interim period of the current executive committee, The executive committee can select any qualified member of the association as acting/authorized for that vacant position which must be approved in the next general meeting of the association.
 - 3. If the vacant position filled by the executive committee is not approved in the general meeting of the association, then the vacant position must be filled by the consent of the general voters (simple majority) of the association.
 - 4. The executive committee will take all the decisions independently in conducting any event of the association.
 - 5. The executive will develop operating policies of the association, recruiting workforces, accumulating/rising financial and other resources independently.
 - 6. The executive committee will determine or change of the monthly membership subscriptions by the majority consent of the general members in the general meeting.
 - 7. The executive committee will take appropriate steps to be transparent regarding all the financial aspects.
 - 8. The executive committee must be responsible to disclose transparently all financial statements annually to the general meeting.
 - 9. To take any vital decision of the association, if necessary, executive committee can seek any advice from the advisory committee.
 - 10. The executive committee can call general meeting on any issues in any time.



11. The executive committee will take appropriate steps to conduct any recreational and social events independently and determine the reasonable fees of the participants and members.
12. The executive committee will take necessary steps to identify the possible sources of the financial resources and they will raise funds of the association transparently and must maintained the records.
13. The President, The General secretary & The finance secretary of the association can be elected consecutively for 2 terms and after consecutive 2 terms of the same candidate in same position, will not be qualified in the 3rd time. After 2 terms of consecutive election of the mentioned positions, candidate must drop at least 1 term in the same position.
14. The executive committee of the association must call the general meeting at least once a year and submit all financial reports transparently to the members of the association which must be approved by the majority members of the association (simple majority). They must have to provide a copy of the all-financial statements to all the members of the association in that general meeting.
15. If the financial statements are not approved in the general meeting, the advisory committee can form an independent “Audit Sub-committee” for further investigations and also take necessary initiatives in this regard.

Article VIII

Structure of the Executive Committee:

The President

↓ (The Senior Vice President *)

↓ (The Vice President *)

The General Secretary

↓ (Joint General Secretary*)

The Organizing Secretary

↓ (Joint Organizing Secretary*)

The Finance Secretary





Secretary of legal affairs ↔ Secretary of public relation ↔ Secretary of Culture ↔ Secretary of sports ↔ Office Secretary ↔ Secretary of Member affairs ↔ Entertainment & Hospitality Secretary

Article IX

Legal Compliance of the Association:

1. The association must be registered as Non-profit organization and should comply with all the legal procedures of federal and states laws & regulations.
2. The registration of the association and all other legal process of the association must be done/signed by the authorized 5 (Five) members which is consist of the 3 (Three) members of the advisory committee, 2 (Two) members of the current executive committee who are the President & General Secretary of the association.
3. At the end of tax year, tax return of the association must be done by the executive committee accordingly, Tax return must be transparent & maintain all the tax records as financial documents.
4. Any legal aspects, the executive committee may take professional legal services, if necessary.

Article IX

Bank account operation of the Association:

1. Bank accounts must be opened in any recognized bank in new jersey by the registered name of the association of Narsingdi-Bhairab Association of NJ (NBA).
2. Account must be operated jointly by the President, General Secretary & Finance Secretary of the elected executive committee of the association.
3. To operate the bank account, the President of the association is the mandatory signing person jointly along with any of the one of General Secretary or Finance Secretary of the executive committee.
4. All financial decisions will be approved in the executive committee must be signed by the president and general secretary of the association and documented appropriately as financial records.
5. Finance Secretary may maintain a certain amount of petty cash which must be approved by the executive committee, which must be transparent and documented appropriately.



6. Bank Account must be operated transparently and must be maintained all the statements as financial records by the executive committee to resolve any potential financial disputes and in performing audits.
7. In maintaining & preserving a transparent financial records, finance secretary, general secretary and president of the association will be responsible collectively.



Notes*:

*Referral-Origin of Membership: Any resident of New Jersey who doesn't have birth and residential origin of Narsingdi or Bhairab, Bangladesh, can be the member of the association through written recommendations of at least three active members of the association which must be approved by The Chief Advisor & The President of the association.

*The Senior Vice President: In absence of The President, The Senior Vice president will be the acting president and fully authorized for the duties and responsibilities of the president.

*The Vice President: In absence of The President & The Senior Vice President, The Vice President will be the acting president and fully authorized for the duties and responsibilities of the president.

*Joint General Secretary: In absence of The General Secretary, The Joint General Secretary will be the Acting General Secretary and fully authorized for the duties and responsibilities of The General Secretary.

*Joint Organizing Secretary: In absence of The Organizing Secretary, The Joint Organizing Secretary will be the Acting Organizing Secretary and fully authorized for the duties and responsibilities of The Organizing Secretary.

===The End===