



Bangladesh Association New Zealand Inc.

বাংলাদেশ অ্যাসোসিয়েশন নিউজিল্যান্ড ইনক

P O Box- 15-1284 New Lynn Auckland

www.banzi.org.nz

Phone:0204251991

CONSTITUTION OF THE BANGLADESH **ASSOCIATION NEW ZEALAND** **INCORPORATED(BANZI)**

PRESIDENT

Yusuf Ali Joarder

VICE PRESIDENT

Mehedi Hasan Khan Chowdhury

GENERAL SECRETARY

Mahmud Rahman

Table of Contents

1. NAME	3
2. AIMS AND OBJECTIVES.....	3
3. MEMBERSHIP	4
3.1 Types of Membership and Their Eligibility.....	4
3.2. Procedure for becoming a member.....	5
3.3. Resignation of a Member	6
3.4. Cancellation of Membership.....	6
3.5. Holding Membership of Other Organization of the People of Bangladesh in New Zealand	7
3.6. Annual Subscriptions	7
4. THE EXECUTIVE COMMITTEE	7
5. JOB DESCRIPTION OF THE OFFICE HOLDERS OF THE EC	8
5.1. PRESIDENT.....	8
5.2. VICE-PRESIDENT	8
5.3. GENERAL SECRETARY	9
5.4. ASSISTANT GENERAL SECRETARY.....	10
5.5. TREASURER	10
5.6. CULTURAL SECRETARY	11
5.7. RELIGIOUS AND MEMBERSHIP SECRETARY	12
5.8. MEMBER(S) EXECUTIVE COMMITTEE	12
5.10. Representation of the BANZI	13
5.11. Authority of writing letters and other responsibilities of the EC members	13
5.12. OFFICE SECRETARY.....	14
6. HOW A VACANT POST OF THE EXECUTIVE COMMITTEE IS TO BE FILLED.....	14
7. RESIGNATION FROM THE EC.....	14
8. CANCELLATION OF EC MEMBERSHIP	15
9. MEETINGS	15
10. GENERAL MEETINGS	17

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



10.1.	First General Meeting	17
10.2.	Second General Meeting	18
10.3.	Third General Meeting.....	18
10.4.	Annual General Meeting (AGM)	19
10.5.	Quorum for all General Meetings.....	19
11.	ELECTION.....	20
11.1.	Election Commission.....	20
11.2.	Eligibility of Election Commissioner and Assistant Election Commissioners.....	20
11.3.	Resignation of the Election Commissioner	20
11.4.	Procedure of Election in Details.....	20
11.5.	Communication with General Member	21
11.6.	Election Schedule.....	22
11.7.	Responsibility & Authority of the Election Commissioner.....	23
11.8.	Rights of Candidates	23
11.9.	Nomination Paper.....	23
11.10.	Other Rules of Election	23
12.	GENERAL SECTION OF BANZI	24
12.1.	Winding up or Dissolution	24
12.2.	Complaints	25
12.3.	The Seal of the BANZI	25
12.4.	Documentation and Reference Number	25
12.5.	Moveable Property	25
12.6.	Other Official Documents	26
12.7.	Publication	26
12.8.	Issuing of official letter/certificate.....	26
12.10.	Hand-Over Procedure	26
12.11.	Procedure for Legal Action	27
13.	PROCEDURE FOR BRINGING MOTION(S)	27
14.	ALTERATION TO THE CONSTITUTION	27
14.1.	Member's Right to have a Copy of the Constitution	28

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



“Bismillahir Rahmanir Raheem”

CONSTITUTION OF THE BANGLADESH ASSOCIATION NEW ZEALAND INCORPORATED (BANZI)

[Version of 28th January 2024 including the amendments of 14 June 2015, 11 March 2012, 28 February 2010 and 05 March 2011 at the Office of the Registrar of Incorporated Societies]

1. NAME

The name of the organization is the Bangladesh Association New Zealand Incorporated (the "BANZI").

The BANZI is the first formal organization in New Zealand comprising people of Bangladesh origin living in New Zealand (the "Bangladesh Community"). The Bangladesh community is a group of individuals settled in New Zealand with strong ties to the ethnic values of the Bangladesh Community. Its members are drawn from a wide variety of professions. The BANZI is an apolitical, not for profit, multi-denominational voluntary organisation registered as an incorporated society on 2nd May 1991. The BANZI has a noble and grand vision that it's devoted and peace loving members may contribute to the socio-economic and cultural enrichment of New Zealand's multi-cultural society.

2. AIMS AND OBJECTIVES

- a) To promote and encourage communication and improved relations between its members, and the wider Bangladesh Community living in New Zealand.
- b) To promote and encourage improved lines of the communication, understanding, and tolerance between the BANZI and the New Zealand Government and its various Departments, Local Authorities, and Individuals for the benefit of the Bangladesh Community.
- c) To maintain and uphold the cultural heritage of Bangladesh and the Bengali Language among the community and retain the distinct identity and values of Bangladesh Community within the greater New Zealand society.
- d) To provide welfare services to all new immigrants from Bangladesh so that they can settle well in a new environment. And also to support all the members of the BANZI.

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



- e) To celebrate the national days and other important events of both Bangladesh and New Zealand.
- f) To develop and execute projects which identify and explore potential sources of income to maintain the day-to-day activities of the BANZI.
- g) To lawfully uphold human rights and social justice in New Zealand.
- h) To assist the efforts of the wider Bangladesh Community in its contribution toward the progress and development of the economic and social wealth of New Zealand.
- i) To establish a community school for the new generation of Bangladeshi children growing in New Zealand for learning Bengali language, culture and values to uphold their identity and communication skill in Bangla language.
(Amended 28/02/2010)
- j) The Bangladesh Association will organize limited number of programs All the events can be organize by the approval of Executive committee. Executive committee should organize at least one program at Tauranga, Hamilton & Napier-Hastings.
(Amended 28/01/2024)

3. MEMBERSHIP

3.1. General criteria for eligibility for all types of members

- a) Aged 18 years or over.
- b) Residing in New Zealand.
- c) Has not been convicted of a criminal offence in any court of law and is not known to be involved in activities which may not be demonstrably justified in a free and democratic society.
(Amended 5/03/2011)
- d) Must not be involved in any activity that may bring the BANZI and the wider Bangladesh Community into disrepute.
- e) Must respect the objectives of the BANZI and abide by the constitution of the BANZI.

3.1 Types of Membership and Their Eligibility

3.1.1. General Member:

Any citizen or ex-citizen or ancestor of Bangladesh residing in New Zealand including their, spouse who meets the general criteria of membership, shall be eligible to apply for membership. All members enjoy all the rights as per this constitution. General members whose subscriptions are paid will be treated as "FINANCIAL" members, herein after called 'member'.

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



3.1.2. Associate Member:

Associate membership is open to individuals who meet the general criteria of eligibility of membership and who are supportive of BANZI but do not wish to have full membership. Associate members do not have voting rights and can't hold executive committee positions. However, they can give suggestions pertaining to the activities and operating procedures of BANZI. There will be registration fee but no membership fee for an associate member.

(Amended 28/02/2010)

3.1.3. Life Member:

- a) A BANZI member would be rewarded with life membership only for his/her remarkable contribution to the BANZI and to the wider Bangladesh Community in New Zealand.
- b) Any member, who has been a financial member of BANZI at least for four consecutive years.
- c) Serve BANZI as EC Member or Subcommittee Member for at least two tenures.
- d) The executive committee will select life membership candidates by its majority decision and should be confirmed at the immediate next General Meeting.
- e) Life members will be exempted from annual subscription ~~but~~ will enjoy all the rights of General Members of BANZI even if no longer reside in New Zealand.
- f) The selected member will have to make at least one single donation of NZ\$1000.00 (One thousand dollars) to the BANZI (Amended 28/01/2024)
- g) 'Remarkable contribution' (clause [3.1.3- b](#) & [c](#)) will not take under consideration if make single donation of \$10,000.00 (ten thousand dollars) to the BANZI.
- h) Lifetime Member have should not have any criminal history in New Zealand, he or she should submit New Zealand police clearance report with application. (Amended 28/01/2024)

3.1.4. Membership Database

A 'Membership Database' of the BANZI to be maintained with type and number of memberships as per modern IT.

3.2. Procedure for becoming a member.

A. Lodging an application:

Any individual who considers he or she meets the membership eligibility criteria may apply for membership to the BANZI online or in person. All applications are to be made online or in the form prescribed by the executive committee. All applications lodged are subject to approval by

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



the executive committee. Decisions of the executive committee will be notified to the applicant by email.

Declined Application:

Applications declined by unanimous decision of the Executive Committee will not be considered further. Where an application is declined by a majority of the Executive Committee, the applicant may lodge an appeal with the President of BANZI requesting the Executive Committee to reconsider its decision. All such decisions will be final and no further communication with the applicant will be entered into.

3.3. Resignation of a Member

A member may resign from the BANZI by giving notice in writing to the General Secretary. Membership fee for the un-expired period will not be refunded. Any unpaid subscription falls due for payment. The Executive Committee will inform its decision by a formal letter to the member who resigns within 40 days.

3.4. Cancellation of Membership

Membership shall be cancelled for any of the following reasons: when a member

- a) Allows his/her subscription to remain unpaid for two consecutive years (two terms). But his/her membership number will be kept hidden in membership list and in membership database for future action. His/her membership would be revived if he/she pays two-year arrear subscription fees.
- b) Is involved in any activity that brings the reputation of the BANZI and the wider Bangladesh Community into disrepute.
- c) Is convicted of or involved in any criminal and anti-state activity.
- d) In case of allegations as referred above in sub clause b & c the following procedures to be followed before the final decision for the cancellation of membership is taken:
 - i. An independent committee of not less than 3 members is to be constituted by the Executive Committee to investigate the allegations.
 - ii. If the allegations are substantiated by the findings of the committee, a show cause notice to be issued by the Executive Committee against the accused giving him a reasonable time to reply. If the reply is found to be unsatisfactory by the Executive Committee, the committee will recommend for the cancellation of the membership in the following General Meeting for approval by the general members by a majority decision.

(Amended 5/03/2011)

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



3.5. Holding Membership of Other Organization of the People of Bangladesh in New Zealand

A person who is a member of the BANZI can hold any kind of membership of any other organization of Bangladesh Community as long as the person is not involved in any activity that can ruin the reputation and interest of the BANZI.

3.6. Annual Subscriptions

The BANZI is entitled to levy its members for an annual subscription. The tenure of membership in an annual subscription shall be from the day of Annual General Meeting (AGM) to the day before the next Annual General Meeting (AGM). The tenure of financial members would be same period of EC tenure. for whole tenure is \$10.00. The new membership application and membership renewal will be online unless anyone does not have access online. EC must keep BANZI website up to date for the membership renewal and new application.

(Amended 30/05/2021)

4. THE EXECUTIVE COMMITTEE

4.1 The Executive Committee herein after call 'EC', shall consist of the following members

- I.** President
- II.** Vice President
- III.** General Secretary
- IV.** Assistant General Secretary
- V.** Treasurer
- VI.** Cultural Secretary
- VII.** Religious Secretary
- VIII.** Membership Secretary
- IX.** Sports Secretary
- X.** Executive Members
- XI.** Executive Members

(Amended 28/01/2024)

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



4.2 Members of the BANZI in an Annual General Meeting (AGM) shall elect all the office holders of the EC by Election and those office holders shall hold the office for period of two (2) years from the date of election or/and until the next AGM. The AGM will take place on Saturday and the Election will be held on next day, Sunday of the same week. If the AGM is postponed for any reason, the election also will not be hold until that AGM completed. The current office holders shall remain as a member of the EC until the next AGM and Election held. Election is a part of the AGM.

(Amended 14/06/2015)

5. JOB DESCRIPTION OF THE OFFICE HOLDERS OF THE EC

5.1. PRESIDENT

- a) The President is the Chief Office Holder of the BANZI.
 - b) The President shall chair all the meetings of the BANZI.
 - c) The President shall undertake correspondence on general issues with Government and Non-Government Departments, Agencies, Institutions, Local Authorities.
 - d) The President is authorized to seek help of the Vice-President and or the General Secretary to undertake the above mentioned correspondence as and when necessary. The President can delegate responsibility to the Vice-President and or the General Secretary to make the abovementioned correspondence, in special circumstances.
 - e) Any emergency or important letter or notice received by any office holder of the EC shall be brought to the knowledge of the President immediately after receiving that letter or notice and the President shall advise accordingly for further action.
 - f) President shall maintain web site with General Secretary and One member of executive Committee who is expert about website.
- (Amended 28/01/2024)

5.2. VICE-PRESIDENT

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



- a) The Vice-President shall assist the President as and when required. The Vice-President shall fill the temporary vacation of the President's office in absence of the President.
- b) The Vice-President shall look after the immigration issues in conjunction with the President and the General Secretary. In the absence of any of these members (president & General Secretary) the Vice-President shall deal with the immigration issues in consultation with the EC. The Vice-President shall report all immigration related matters to the EC in monthly EC meeting and give a copy of the report to the General Secretary.
- c) In absence of the Vice-President, EC shall decide who shall be designated as the Vice-President.

(Amended 28/02/2010)

5.3. GENERAL SECRETARY

- a) The General Secretary shall execute all the EC approved activities of the BANZI.
- b) The General Secretary shall issue all notices of the BANZI and of all meetings. The General Secretary shall include any agenda sent to him in writing by any EC member at least 7 days before the monthly EC meeting. The General Secretary shall issue notice to all EC members at least 5 days before the monthly EC meeting. Notices for EC meetings and all other notices may be served either personally/ via e-mail/mobile, text message/posting in prepaid letter addressed to the member at the address/mobile number last notified by them to BANZI's office.

(Amended 28/02/2010)

- c) The General Secretary shall organize all events of the BANZI with the help of respective Secretaries.
- d) The General Secretary shall be the custodian of all minutes of the meeting, files and documents.
- e) The General Secretary shall assist the President to undertake all correspondence with high level Government and Non-Government representatives, Institutions, Organizations and Departments when asked by the President.
- f) All Secretaries of the EC shall submit monthly reports to the General Secretary and the General Secretary shall be responsible for overall reporting to the general body.
- g) The General Secretary is authorized to receive all correspondence, applications and notices from all EC members and members of the BANZI and prospective members of the community, Government and Non-Government Departments or Individual body. The General Secretary shall present all these to the next EC meeting and shall take action as per decision of the EC. In the instance of important & emergency issues the General Secretary must consult with the President and the Vice-President immediately the

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



General Secretary receives such letter, notice, application, and action shall be taken as the group recommends.

- h) The General Secretary shall ensure other Secretaries to form their respective subcommittees within one month of the 1st meeting of the EC. If any Secretary fails to form a sub-committee and fails to report to the 2nd EC meeting, then the EC shall form the subcommittee in consultation with the respective Secretary.
- i) The General Secretary shall record the minutes of all EC meetings and all General Meetings, and shall prepare & submit the same in time.
- j) The General Secretary shall have to get approved all reports and minutes in the EC meeting before they are presented in the General Meetings.
- k) For payment of any amount equal to or more than NZ\$10,000 (ten thousand) the Treasurer shall have to get prior approval from the general financial members present and voting in a General meeting.

(Amended 28/02/2010)

5.4. ASSISTANT GENERAL SECRETARY

- a) The Assistant General Secretary shall assist the General Secretary as and when required and shall perform the duties of the General Secretary, if the office of the General Secretary is vacant.
- b) The Assistant General Secretary shall look after and shall submit report on property & assets in monthly EC meetings. In conjunction with the Treasurer, the Assistant General Secretary shall finalize tenancy and any maintenance and developmental work to be performed on the property.
- c) The Assistant General Secretary shall maintain the stock-book of all movable assets of the BANZI. The Assistant General Secretary shall ensure the reporting of the updated condition of these assets, damaged/lost/repaired. The Assistant General Secretary shall also ensure the handover of all movable assets to the next Assistant General Secretary when tenure is finished.

- d) Will be responsible for any kind of publications.

(Amended 14/06/2015)

5.5. TREASURER

- a) The Treasurer shall keep correct accounts showing all the financial transactions of the BANZI and all details, of money to be deposited in the bank account of the BANZI.

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



- b) The Treasurer shall submit the financial statement of the BANZI at the AGM, which will be examined and certified correct by the auditor, appointed by the EC.
- c) The Treasurer shall place written statement of accounts and mortgage position in each monthly EC meeting showing incomes and expenditures including BANZI'S financial statement from the bank.
- d) The Treasurer shall be credited with NZ \$ 1000.00 (One thousand dollars) 1,000.00 (three hundred dollars) as petty cash.
- e) The Treasurer shall collect letters from the post box at least weekly, so that the Treasurer can deal with all bills. The Treasurer shall than hand over all remaining letters, except bank letters and bills, to the General Secretary. The Treasurer shall present the bills to the next EC meeting.
- f) The Treasurer shall help the Assistant General Secretary in taking decisions regarding the properties and assets of the BANZI.
- g) The Treasurer shall be responsible for submitting an audit report to the office of the Registrar of companies every year and shall organize a GST return every six months with the help of an EC approved professional accountant.
- h) The Treasurer shall submit an EC approved financial report (budget and revised budget) to the 1st and 2nd General Meeting respectively.
- i) Treasurer shall be the principle authorised person for the payments with either President or General Secretary. All payments must be approved by the EC. (Amended 30/05/2021)
- j) The treasurer shall submit audited accounts up to 31st March of his/her tenure to the AGM by a professional and EC approved accountant.
- k) The Treasurer shall have to get approved the budget and financial reports in the EC meeting before all General Meeting.
- l) The Treasurer shall help the Membership Secretary to update the membership list.
- m) Expenditure at the AGM shall be approved by the outgoing EC before handing it over to the incoming EC.
- n) The Financial year starts from 01 April and ends on 31st March of next year.
(Amended 5/03/2011)

5.6. CULTURAL SECRETARY

- a) The Cultural Secretary shall be responsible for planning and organizing cultural programmes as directed by the EC.
- b) The Cultural Secretary shall ensure that all functions will be well organized and staged with decency.

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



- c) The Cultural Secretary shall arrange cultural programmes reflecting our cultural values and occasions.
- d) The Cultural Secretary shall organize and co-ordinate cultural activities with other organizations.

5.7. RELIGIOUS SECRETARY

(Amended 14/06/2015)

- a) Shall work to promote religious activities.
- b) The Religious Sub-Committee will be formed preferably from members of various religious groups.
- c) Shall submit a written report to the Treasurer whenever required.
- d) 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.
- e) Shall organize seminars on social problems and community development.

5.8. MEMBERSHIP SECRETARY

- a) Shall be responsible for maintaining an updated membership list of the BANZI and shall distribute the same to all the EC members. The Religious and Membership Secretary, in consultation with the Treasurer shall submit updated financial membership list to the EC meetings. Shall also ensure an updated membership list is available at all general meetings.
- b) The Membership secretary shall regularly monitor and maintain online membership renewal, new applications and updates the members' contacts. The Religious and Membership must have the access to BANZI website, collect all membership updates and present the new applications (if any) to next meeting .
- c) Shall ensure the placement of new membership applications at each EC meeting for approval and will also ensure acknowledgement of the decision of the EC regarding application to the applicant in writing.
- d) Will help members of the community as and when asked by them with regard to any official problem(s).
- e) Membership Sub-Committee will be formed .

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



5.9. SPORTS SECRETARY

- a) The Sports Secretary will organise all sports activities of the Association.
- b) Manage and promote the sport programs within our organization.
- c) Sports secretaries also maintain relationships with teams and other officials and work to ensure that players are treated fairly and have all necessary resources available to them.
- d) Responsible for organizing and running Cultural Games at the annual picnic. They must maintain accurate records of events.

5.10. MEMBER(S) EXECUTIVE COMMITTEE

The Member(s) of the EC shall help the EC as and when required.

5.11. Representation of the BANZI

- a) One member delegation - shall be represented by the President.
- b) Two-member delegation - shall be represented by the President and the General Secretary
- c) Three member delegations - shall be represented by the President, the Vice- President, and the General Secretary.
- d) Four members delegation - shall be represented by the President, the Vice-President, the General Secretary & the concerned Secretary.

In a special event the concerned departmental secretary shall represent the BANZI with the approval of the EC.

5.12. Authority of writing letters and other responsibilities of the EC members

- a) All Secretaries are authorized to write their concerned departmental letters with the approval of the EC. If any Secretary writes such a letter, shall immediately pass a copy of that letter to the President for acknowledgement and to the General Secretary for documentation.

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



- b) All Secretaries shall place their departmental report (written) to the monthly EC meeting. This report shall be noted in the minutes of the EC meeting.

5.13. OFFICE SECRETARY

The EC may or may not appoint an office secretary depending on the availability of fund. Salary or wages shall not be more than \$200 (two hundred) per week. The terms of reference and the job descriptions of the office secretary shall be decided by the EC.

6. HOW A VACANT POST OF THE EXECUTIVE COMMITTEE IS TO BE FILLED

If any post of the EC becomes vacant, that vacant post shall be filled firstly by any one from the remaining EC members including members designated as Executive Committee members. A majority of the EC officers present and voting at the next EC meeting after the vacancy arises shall elect the interim member to fill the vacant position until the annual general meeting. After that, another BANZI member shall fill the vacant post of that EC member.

(Amended 28/02/2010)

7. RESIGNATION FROM THE EC

- a) Any EC member, except the President, can tender his/her resignation provided 15 days' notice is given in writing to the President. Notice of resignation will only be effective when the EC notifies that EC member of acceptance of his/her resignation, and until such notification that EC member shall continue in his/her position.
- b) The President can tender his/her resignation to the Vice-President provided the letter is in writing and 15 days' notice is given. Notice of resignation will only be effective when the EC notifies the President of acceptance of his/her resignation, and until such notification the President shall continue in his/her position.
- c) The resignation of any EC member shall be put on the agenda of the next available EC meeting. The resignation shall be effective from such time as the majority of the EC members present and voting, accept that EC member's resignation. The resigning EC member shall not be entitled to vote on this issue.
- d) Any office holder who resigns must hand over all documents and property of the BANZI to the EC at the time of acceptance of resignation by the EC or in accordance with 7(e).
- e) If any EC member is requested by the EC to withdraw his/her resignation and if that EC member does not do so within 15 days of that request, his/her resignation shall come into force and the position shall automatically be vacant.

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



- f) The BANZI Executive committee cannot dismiss an EC member. Any enforced dismissal of a EC member will be decided by the general members in a general meeting and general members will be notified this issue with the notice of the General Meeting.

(Amended 14/06/2015)

8. CANCELLATION OF EC MEMBERSHIP

If any office holder is absent from three (3) consecutive monthly EC meeting without any notice, his/her EC membership will automatically be cancelled.

9. MEETINGS

9.1. Executive Committee Meeting

- a) Monthly meeting of the EC shall be held once in a month (preferably on the 2nd Sunday of each month).
- b) To have a matter included on the agenda of the monthly meeting, an EC member must send to the General Secretary at least seven days before the proposed meeting date in writing, an outline of the proposed matter to be tabled for discussion.
- c) The General Secretary with the help of the Assistant General Secretary shall send written notice of the meeting with agenda, minutes, and venue to all EC members not less than five calendar days before the meeting.
- d) If the President is present at the EC meeting, he/she must chair that meeting. If the President is not present, the Vice- President must chair that meeting. If neither the President nor the Vice-President is present, the EC shall decide who will chair the meeting by a majority vote of a show of hands.
- e) An EC meeting may be held by a number of EC members who constitute a quorum being assembled together at the place, date and time appointed for the meeting. No business may be transacted at a meeting of the EC if a quorum is not met. A quorum shall constitute two thirds of the total EC members. A decision or action taken in a meeting where a quorum is not met is not valid and shall be void.
- f) If the quorum of the EC is not formed within one hour of scheduled time, the meeting shall be adjourned to the next week on the same day and at the same time. The presence of 51% of the EC members shall form the quorum in the adjourned meeting. If 51 % of the EC members are not present within one hour of starting time, the members who are present in the meeting shall form the quorum and are authorized to take any decision or action.

The EC members, for whom the quorum could not be formed within one hour of 1 scheduled time of the adjourned meeting, shall be served with notices requesting explanation as to absence. The General Secretary shall bring up this matter in his/her report at the next General Meeting.

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



- g) The GS shall note the minutes of the meeting and prepare it to submit in the next EC meeting. Actions on decisions recorded in the minutes and signed by the President can be taken immediately after the meeting provided the decision is not made invalid by correction(s) in the next EC meeting in accordance with 9.1J. If in special circumstances, the General Secretary is unable to prepare the meeting minutes in time with valid reason(s) then General Secretary will request AGS to prepare the meeting minutes at least 7 days before the next EC meeting.

(Amended 28/02/2010)

- h) Any dispute with an issue at an EC meeting shall be determined by showing hands or by a secret poll and decision of majority will be final. The President will not cast any vote in such a situation but in case of a tie the President shall exercise a casting vote and shall declare the result. No proxy vote is allowed in the EC meeting.
- i) In any unavoidable circumstances the General Secretary, in consultation with the President, can change the date of EC meeting provided the next meeting compiles with 9.1(c).
- j) Minutes of any monthly meeting have to be passed by the EC (with or without correction) at the next monthly meeting, otherwise decisions or actions taken at that meeting (which minutes were not approved) would be treated illegal. Any correction should be mentioned in the following meeting's minutes and should be corrected accordingly.

9.2. Emergency Meeting of the Executive Committee

- a) At any emergency situation the President or in his/her absence the Vice-President may call an emergency EC meeting with at least 24 hours' notice. In the absence of the President & the Vice-President and in special or emergency circumstances the General Secretary may also call an emergency meeting of the EC for the interest of the BANZI with 24 hours' notice time.
- b) Agenda of an emergency EC meeting shall have to be on emergency issue(s) only. Minutes of the emergency meeting shall have to be approved in the following EC meeting.
- c) In an emergency EC meeting, 51% members of the EC are required to form the quorum. If 51 % members are not present at the scheduled meeting start lime than the meeting shall be adjourned for half an hour. After half an hour members who are present shall form the quorum.

9.3. Sub-committee and its Meeting

- a) Each Secretary of the EC shall form a sub-committee of its own section with the approval of the EC. The sub-committee has to be formed within one month of the 1st EC meeting. ~~The sub-committee shall consist of a minimum of three members and a maximum of seven members.~~ The respective secretary shall be the Convener of the sub-committee. The members of the sub-committee shall be selected from the General Body/ the EC and ratified by the majority decision of the EC members. If any change in the sub-committee is necessary, the respective secretary shall bring the matter to the EC meeting and the EC will take the final decision. The EC shall form the sub-committee if the concerned secretary fails

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



to form the Sub-committee in the defined time frame. An EC member can sit on a maximum of two sub-committees.

- b) Each sub-committee shall prepare their yearly work plan and have it approved in an EC meeting and finally submit that to the General Secretary so that the General Secretary can compile all the activities and make a final work plan for the BANZI at least three (3) weeks before the 1st General Meeting. Any activity planned by the concerned convener of the sub-committee must be approved in the sub-committee meeting before submitting it to the EC meeting.
- c) The sub-committee shall hold at least one (I) quarterly meeting to implement their planned activities. They shall submit an activity report with their minutes of that meeting to the next EC meeting. The presence of at least two third of the subcommittee members shall make a quorum of the sub-committee meeting and the quorum should be maintained throughout the entire meeting.
- d) The EC will select the best performing Sub-Committee of the year to be awarded by a certificate of honour. The award will be given at the AGM. All other Sub-Committees will be introduced at the same general meeting.
- e) For all non-secretarial subcommittees, the members of subcommittee shall select the Chairperson of the committee. President and General Secretary will also be the members of these subcommittees. (Amended 14/06/2015)

10. GENERAL MEETINGS

There shall be four (4) General Meetings in entire (two years) tenure:

- a) First General Meeting
- b) Second General Meeting
- c) Third General Meeting
- d) Annual General Meeting (AGM)

(Amended 14/06/2015)

Besides, in special circumstances or in emergency as per demand of the general members or if needed by the EC, Special General Meeting(s) can be arranged. The Special General Meeting (SGM) shall be arranged as per guideline for other general meetings mentioned in this constitution. Any constitutional amendments (must follow constitutional amendment procedures on clause 14) can be presented by EC for approval to any General Meetings. Only financial members are allowed to enter in General Meetings. (Amended 30/05/2021)

10.1. First General Meeting

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



- a) The First General Meeting will be arranged within five (5) calendar months after the new elected EC
- b) The General Secretary shall post the notice of the meeting to all members of the BANZI minimum fourteen (14) calendar days before the date of the meeting.
- c) In the First General Meeting the following issues to be discussed:
 - i. The General Secretary shall submit an annual plan of activities and a report to the members and get it approved. The General Secretary shall acknowledge the activities already done and discuss the issue, if any, related to these activities.
 - ii. The Treasure will submit the annual budget expenditure statement of the rest (balance) time of the last tenure and next two (2) years of current tenure.
- d) Approval of the Minutes of the last AGM

(Amended 14/06/2015)

10.2. Second General Meeting

- a) The Second General Meeting must be arranged within twelve (12) calendar months after the election.
- b) The General Secretary shall post the notice of the meeting to all members of the BANZI a minimum of fourteen calendar days before the meeting.
- c) The General Secretary shall produce the report of activities done in the past months. He / She shall also submit any new plan of activities for the months ahead and obtain approval.
- d) The Treasurer shall submit the revised budget and the Annual Accounts Report, Audit Reports and Financial Statement for the current financial year to the members for the approval. The account must be prepared by a professional Accountant appointed by the EC.
- e) Approval of the minutes of the First General Meeting.

(Amended 14/06/2015)

10.3. Third General Meeting

- a) The Third General Meeting must be arranged within twenty (20) calendar months after election.
- b) Present the Minutes of Second General Meeting for approval
- c) The general Secretary shall post the notice of the meeting to all members of the Association a minimum of fourteen (14) calendar days before the meeting.
- d) The General Secretary shall produce the report of activities done in the past 20 months. The General Secretary also submits the plan for rest of the tenure with long term future possibility and plan of the organization and approves the General Secretary's Report.
- e) The Treasurer shall submit a revised budget and Financial Report to the members for approval.

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



- f) Elect the Election Commissioner and two (2) Assistant Election Commissioners for conducting forthcoming election of the Bangladesh Association.
- g) The General Secretary shall declare a tentative date for the Annual General Meeting (AGM) and Election.

(Amended 14/06/2015)

10.4. Annual General Meeting (AGM)

- a) Annual General Meeting (AGM) must be held within twenty-four (24) months from the election. The Annual General Meeting and Election will be held on Month of April. The date of AGM must be within the 24 months period of current EC. For any genuine emergency or unavoidable situation if AGM could not be completed within this time frame, a Special General Meeting or the AGM must be called within one (1) calendar month from the 24 months period tenure.
- b) The Treasurer shall submit the Audit Reports and Financial Statement for the current financial year to the members for the approval. The account must be prepared by a professional Accountant appointed by the EC. The remaining balance shall be reported by the Treasurer to the incoming EC.
- c) The General Secretary shall give the notice of the AGM to all the members and to the Registrar Office in time. The notice of such meeting shall be posted at least fourteen (14) calendar days before the date of the meeting.
- d) To consider any notices of motion, provided that, if carrying of any such motions would materially affect any of the above-mentioned business, then such motion shall be dealt with prior to such business.
- e) Approval of the Minutes of the Third General Meeting.

(Amended 14/06/2015)

10.5. Quorum for all General Meetings

Half of the total financial members are required to form the quorum but if half of the financial members are not present in the General Meeting at the scheduled time, then the meeting shall be adjourned for half an hour from the scheduled time. After half an hour, the financial members who are present shall form the quorum and the meeting shall be competent to carry out all the business for which the meeting was called. Decision taken by the majority of the members present shall be final. (Amended 28/01/2024)

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



11. ELECTION

11.1. Election Commission

An Election Commission shall be formed to conduct the election of the EC of the BANZI. The election commission shall be headed by one Election Commissioner and aided by four Assistant Election Commissioner. The general members in the Third General Meeting shall elect the Election Commissioner and Assistant Election Commissioners. (Amended 28/01/2024)

11.2. Eligibility of Election Commissioner and Assistant Election Commissioners

- a) The Election Commissioner and the Assistant Election Commissioners must have BANZI membership and should be current financial members of the BANZI.
- b) They shall not be eligible for candidacy for any position in the EC for that period, for which they are going to conduct the election,

11.3. Resignation of the Election Commissioner

- a) In the event of the absence or resignation of the Election Commissioner, the elected Assistant Election Commissioner shall automatically be in charge of the Election Commission and the elected Assistant Election Commissioner will be designated as the Election Commissioner. The new Election Commissioner shall then co-op two new Assistant Election Commissioners to make the Election Commission consists of total five members (Election Commissioner and Four Assistant Election Commissioners)
- b) In the Event of absence or resignation of any or both of the Assistant Election Commissioners, Election Commissioner shall co-op another one or two OR FOUR Assistant Election Commissioners to make the election commission consist of total FIVE members (Election Commissioner and FOUR Assistant Election Commissioners).
- c) In the event when Election Commissioner and ALL the Assistant Election Commissioners resign, then the EC will select a new Election Commissioner and the new selected Election Commissioner will select FOUR new Assistant Election Commissioners. (Amended 28/01/2024)

11.4. Procedure of Election in Details

The Election Commissioner shall introduce the valid candidates for the different positions of the EC at the AGM and also before, as per the election schedule. Election shall be conducted by the secret ballot of the BANZI financial members for each position contested by more than one valid candidate for that position. The election will be administered and managed by the Election Commissioner.

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



The President of the outgoing EC shall announce the dismissal of the current EC before election of the new EC. However, the outgoing President shall chair the AGM until the conclusion of the AGM. Election shall be held on the AGM day.

a) Financial Membership List

- i. The members who will pay their next tenure's subscriptions 28 (twenty-eight) days before the BANZI election day, these financial members will be eligible to participate or vote on that BANZI election. The EC to provide a valid Financial Members list to Election Commission one day before the date of nomination paper submission- The Members who will fail to participate election but will update their membership until the day before Annual General Meeting-will be entitled to enter-at all General Meetings in the tenure but not eligible to vote in BANZI election. (Amended 30/05/2021)

The EC will conduct emergency meeting(s) at least 28 days before the BANZI Election for approval of new membership applications and include these new members into the Financial Membership or voter list. The President, the General Secretary, the Treasurer and the Membership Secretary will sign and provide this list of financial members to the Election Commissioner before the last date of submission of nomination papers. (Amended 30/05/2021)

- ii. The EC will provide a list of current general members to the Election Commission 60 (sixty) days before the Election Day on the election year; so that the Election Commissioner can inform the election schedule and the procedure to all general members.

(Amended 14/06/2015)

b) Eligibility of the Voter

All general members of the BANZI whose subscriptions for next tenure are paid fully 28 (twenty-eight) days before the election day will be eligible to vote.

a) Eligibility of the EC Members

- i. Must be a valid financial member for the current year.
- ii. Must have no criminal records.
- iii. Must not contest for more than one EC post.

(Amended 28/01/2024)

11.5. Communication with General Member

The Election Commissioner is responsible for all correspondence and communications with the members of the BANZI regarding the election. It will be done by e-mails or issuing letters or BANZI website or text.

(Amended 11/03/12)

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



11.6. Election Schedule

The Election Commissioner will announce the election schedule concerning with EC the next day of Annual General Meeting that should be on Sunday. The last date of send the email to notifying election schedule and sending election related papers (Nomination form, nomination withdrawal forms etc.) 6 (six) weeks from the Election Day. (Amended 14/06/2015)

The Election Commission will follow the following election schedule and notify it to the general members, so that the general members can get a clear idea about the election and their participation.

Election Schedule:

- a) Last date for membership renewal and becoming new financial member who will be eligible for the upcoming BANZI election 14 (fourteen) days before Nomination Paper Submission (NPS) Day or 28 days before the Election Day. (Amended 30/05/2021)
- b) EC will submit final voter list to the Election Commission 1 (one) day before the NPS day and any member may get that copy (PDF from) from that day.
- c) Last day for Nomination Paper Submission (NPS) 14 (fourteen) days before Election Day.
- d) Date for declaration of valid nomination 2 (two) days after NPS day.
- e) Last date for withdrawal of nomination 3 (three) days after NPS day.
- f) Date for the announcement of the names of final valid candidates immediately after the expiry of withdrawal date & time but not later than one day after expiry of withdrawal date & time. (Amended 11/03/12)
- g) Election Commission will be conducting the election within one week after the annual general meeting. In these seven days, the election commissioner will conduct elections in different cities and Auckland. (Amended 28/01/2024)
- h) if any city or town has 30 or more BANZI voters, the election commission will provide a centre. Outside of Auckland, centres should publish the result on the same day and declare it on the centre only. The election commissioner will bring the ballots. (Amended 28/01/2014)
- i) The Election Commission will decide the start/end timings for vote casting on Election Day. (Amended 14/06/2015)
- j) The Election Commissioner will send the above election schedule along with a prescribed nomination paper and prescribed nomination withdrawal form to all general members by e-mail & BANZI Website. (Amended 11/03/12)
- k) The Election Commissioner will also inform the members regarding eligibility of voters, EC candidacy, balloting system and will inform the voters to bring their PHOTO ID at the time of casting vote.

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



11.7. Responsibility & Authority of the Election Commissioner

The Election Commissioner shall

- a. Election Commission will conduct the vote according to the BANZI EC's approved provided voter list. This is the final voter list & It is BANZI EC's responsibility to ensure a fair voter list. (Amended 28/01/2024)
- b. Scrutinize the validity of the nomination papers.
- c. Prepare final list of candidates.
- d. Conduct election and declare the elected EC.
- e. Keep the records and papers relating to election and voter list and hand over these to the next Election Commissioner or the current EC after finalizing all election procedures and complaints, if any.
- f. The Election Commissioner shall resolve any situation, which is not stipulated in the constitution, and their decision shall be final.
- g. The Election Commission shall keep the updated voter lists as supplied by the EC, and the valid candidates have the right to get a copy of the voter list from the Election Commission.

11.8. Rights of Candidates

- a. All candidates can participate in self-introduction and to express their views at the AGM prior to election (maximum for 3 minutes each).
- b. Any candidate can appeal for a vote re-count for his/her post or re-consideration of any decision made by the Election Commissioner with valid reasons has to be in writing within 24 hours of unofficial declaration of the election results by the Election Commissioner.

Only candidate's authorized representatives can be present in the counting and recounting process, candidates cannot be present in counting or recounting.

11.9. Nomination Paper

- a. Nomination papers shall be in a prescribed form provided by the Election Commissioner.
- b. Nomination paper submitted for any candidacy must be signed and dated by the i) Candidate himself/herself, ii) by the Proposer and iii) by the Secunder.
- c. If two or more candidates are proposed or seconded for the same position by the same member, then all such nominations shall be deemed cancelled.
- d. All candidates will submit their nominations to the Election Commissioner physically.
(Amended 11/03/12)

11.10. Other Rules of Election

The Election shall be conducted by secret ballot of the BANZI financial members.

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



- a. The Election Commissioner shall announce all the uncontested posts, if any and announce elections for the remaining positions.
- b. In the event of no candidate(s) contesting for one position or less than 50% of the total positions then that/those position(s) will be filled up by vote of the financial members present in the same AGM by raising hand. But, if no candidates submit nominations for 50% or more positions election procedure will be re-scheduled for re-election by the same election commission. The election shall be held only for those positions for which nominations were not submitted. Re-election shall be done as per normal election procedure. The existing EC shall continue its function until a new committee is elected in a Special General Meeting.
- c. In the event of the same number of votes obtained by two or more candidates for the same post, all other newly elected EC members shall vote and elect a person among the two or more candidates on the same day at the same venue, if all newly elected members are present. Otherwise, it shall be decided in the 1st EC meeting of the new committee.
- d. Code of Conduct by the Candidates: The Election Commission will prepare and distribute, using the Internet or text messaging or postal methods, written canvassing statements/leaflet(s) containing appropriate personal profile of valid final candidates prepared and submitted by them to the Election Commission according to a prescribed format.
- e. There will be only one projection meeting organised and managed by the Election Commission where all the final valid candidates will have the opportunity of self-introduction of their personal profiles and election goal and objectives. Debating among the contesting candidates will be organised on pre-set and formatted questions and answers session during the projection meeting. Any other individual's projection meetings will disqualify the candidate(s) from the final election. Candidates can do election by panel or group. This projection meeting can be live cast on Facebook or other form of media. (Amended 28/01/2024)
- f. All valid candidates must donate \$50.00 (\$ fifty) to the Election Commission towards the cost of organising meetings, preparing and distributing leaflets and other relevant expenditures related to the election.
- g. This donation can be collected by the Election Commission and the total donations collected must be deposited to the BANZI's Bank account.
- h. The election ballot papers will be stored at least for three months from the date of election.

(Amended 28/02/2010), (Amended 5/03/2011) & (Amended 11/03/12)

12. GENERAL SECTION OF BANZI

12.1. Winding up or Dissolution

The BANZI may be wound up voluntarily at a general meeting of its members. A passed resolution (by two third majority approval of members) is required for BANZI to be wound up and the same resolution has to be confirmed at another subsequent general meeting, called for the purpose and should be held not earlier than 14 days after the date on which the resolution was passed.

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



Any property belonging to the BANZI in the event of dissolution by the Registrar's office shall be handed over to the Bangladesh High Commission in Australia/New Zealand (if any in future) and will become the permanent property of the Bangladesh Government after paying all the debts of BANZI. And thereafter all the property or assets of the BANZI will be looked after by the Bangladesh High Commission in Australia/New Zealand (if any in future).

12.2. Complaints

All complaints shall be made in writing to the General Secretary of BANZI with a copy to the President. The General Secretary shall raise the matter in an EC meeting. The EC will solve the matter if it is under the scope of BANZI.

12.3. The Seal of the BANZI

The BANZI shall have a "seal" which shall be in the custody of the General Secretary and shall not be used except with the authority of the EC and it's affixing to letters to be witnessed by minimum 2 (two) EC members.

12.4. Documentation and Reference Number

- a. Any letter or certificate issued by any authorized member of the EC must have a reference (memo) number and the BANZI seal on it and must have to keep a copy in the office file. A register book must be maintained for all correspondences. Any document found without the BANZI seal and reference number on it will be considered invalid on the spot and the issuing officer shall be charged for illegal activity. The General Secretary shall keep the correspondence register book and the office file under his/her custody. Any office holder issuing any letter, notice or certificate shall get a reference number from the General Secretary and give him/her a copy of that to keep in the office file. The president should also be acknowledged by a copy of the same.
- b. The letterhead pad of BANZI shall remain in possession of both the President and the General Secretary. Other EC members can take the Letter Head pad from them as and when necessary for official purpose. The 'seal' of the BANZI shall be in custody of the General Secretary and if necessary, the President. Any office holder can use this seal for official purpose.

12.5. Moveable Property

All moveable properties of the BAZNI must be registered in a movable property 'Register Book' with serial number and date and price of purchase. The Assistant General Secretary

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



shall maintain this register and shall place it to the monthly EC meeting to report the updated condition of movable properties.

12.6. Other Official Documents

All types of official documents such as minutes of meetings, constitution and its amendments, list of members, property management, lease agreement etc. must have to be registered in a book with a document/memo number on it. These documents must have to keep in an office file under the custody of the President or the General Secretary.

12.7. Publication

- a. All kind of publication must be enlisted in a register with a serial number, subject and date of publication, name of director/editor on it and must be kept in an office file. The Publication Secretary shall maintain this register.
- b. TV/Radio programmes, Press-releases, Newsletters, Magazines etc. shall have to be documented.

12.8. Issuing of official letter/certificate

If any authorized EC member decides to issue an official letter or certificate, he/she must discuss the matter in an EC meeting and get approval of the EC before issuing the letter/certificate. In an emergency, the letter/certificate can be issued urgently by discussing with at least half of the EC members. The issuing officer shall bring the certificate/letter, which was issued on emergency basis to the next EC meeting. Such certificate/letter can only be issued by the President or The General Secretary or a person in charge of that post.

12.9. Hand-Over Procedure

The Executive Committee will hand over all power and responsibilities to the newly elected EC within two weeks of the election. All signatories and responsibilities must be changed to appropriate offices within this time period. All files, documents, movable properties shall be transferred to the corresponding newly elected officers of BANZI with appropriate lists. The President, with the help of the corresponding secretary, will keep all usernames and passwords of electronic files and websites in safe custody and transfer to the newly elected President at the time of hand over.

(Amended 28/02/2010)

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



12.10. Procedure for Legal Action

BANZI EC will not lodge or start or response to any legal case, legal notice or any legal step against or to any BANZI member or any organisation- until the BANZI EC get legislative administrative consent from the General Members, organizationally passed in a “Special General Meeting” (SGM). This SGM shall be called giving minimum three (3) calendar days’ notice in emergency or other General Meetings rules by the BANZI EC. General members can be notified the reason/s via e-mail along with the notice of the ‘Special General Meeting’.

(Amended 14/06/2015)

12.11: Website of BANZI

- a. BANZI EC should maintain a standard website that will reflect face and activities of BANZI
- b. The contents must be in accordance with the Constitution. NO political person, political content or any type of controversial issue should be added.
- c. President shall maintain web site with General Secretary and One member of executive Committee who is expert about website. In addition, EC can approve any technical person from EC or from outside for its maintenance.
- d. Any contents published on the website must have prior approval of EC.
- e. EC must consider carefully and clarify any issue raised by any General Members in any General meeting.
- f. General Secretary must hand over the password and other keys of website to the new General Secretary after their tenure.

13. PROCEDURE FOR BRINGING MOTION(S)

One third of the total general members can bring any motion to consider in a general meeting. The EC shall call a Special General Meeting (SGM) within 30 days of receiving such motion with fourteen days’ notice to the general members. The EC shall mention the motion(s) in the notice of calling the general meeting.

Two third majorities of the financial members present in the general meeting shall pass the motion(s). If any regular general meeting is scheduled in the same month when the motion is requested then such motion can be included in the agenda of that regular general meeting.

14. ALTERATION TO THE CONSTITUTION

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY



- a. This Constitution shall not be altered, added to or rescinded except by an approved resolution at a General Meeting of the BANZI provided that such alterations may not be used to alter or compromise the non-profit status of the BANZI or private pecuniary gain or conflict of interests of the BANZI.
- b. Any constitutional alteration/amendment must discuss to the constitutional subcommittee meeting and finalise to send to the EC for approval. Once it is approved by EC, that constitutional amendments can be proposed to the General Meeting for approval. (Amended 30/05/2021)
- c. All financial member of the BANZI have the right to propose his/her opinion about addition or alteration or amendment of the constitution for the betterment of the BANZI. The member has to inform his / her opinion in writing to the General Secretary of the BANZI and the General Secretary shall place it to the next EC meeting. The EC will then make necessary arrangement of SGM within 30 days if the EC consider the proposal of amendment is relevant. If the proposal is not acceptable to the EC, then that must be communicated to the member concerned and such proposals will be submitted to the general members at the next General Meeting under miscellaneous agenda.
- d. General Secretary of the BANZI will send the EC approved proposals to the general members along with the General Meeting or SGM notice having an agenda regarding the amendment of the constitution. (Amended 5/03/2011)
- e. Two thirds of the financial members present in the general meeting can pass an amendment.

14.1. Member's Right to have a Copy of the Constitution

All members of the BANZI are entitled to have a copy of the constitution subject to paying the cost of photocopy.

PRESIDENT



VICE PRESIDENT



GENERAL SECRETARY

