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Post your completed form to: Companies Office, Private Bag 92061, Victoria Street West, Auckland



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## Certificate - Alteration of rules

Section 21 Incorporated Societies Act 1908

### 1. Name of society

BANGLADESH ASSOCIATION NEW ZEALAND INCORPORATED

### 2. Society number

506471

I certify that the alteration has been made in accordance with the rules of the society.

#### Name

Abdul Barek Mia

#### Position

General Secretary

Signature

Date

02 / 04 / 2012

### 3. Complete this checklist before filing your application

Tick all options that apply to this alteration of rules

- This certification has been completed by an officer of or a solicitor for the society.
- A copy of the rule alteration(s) is attached. **Note** | This can either be a complete copy of the updated rules with the alterations underlined or in bold type, or a copy of the particular rule(s) that were altered.
- The copy of the alteration to rules has been signed by three members of the society.

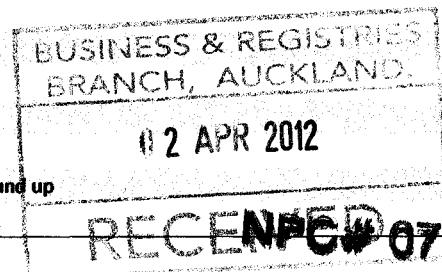
For society name changes —

- This rule alteration also includes a name change for the society, and
- We have checked that the new name of the society is available by conducting Register Searches at both [www.societies.govt.nz](http://www.societies.govt.nz) and [www.companies.govt.nz](http://www.companies.govt.nz).

### What must be included in your rules?

Section 6 of the Incorporated Societies Act 1908 requires that a society's rules include the following:

- The name of the society (ending with the word Incorporated)
- The objects for which the society is established
- How people become members of the society and cease being members of the society
- How meetings of the society will be called and held and how voting will take place
- How officers of the society will be appointed
- Control and use of the common seal
- How the society's funds will be controlled and invested
- The powers (if any) that the society has to borrow money
- How any property of the society will be distributed in the event of the society being wound up
- How the rules of the society can be altered



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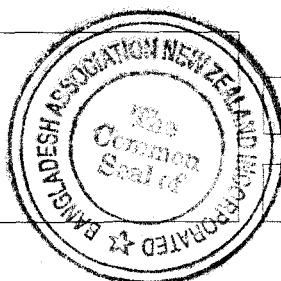
### 4. Your contact details

Name and postal address

Abdul Barek Mia  
1/30 Owairaka Ave, Mt Albert  
AUCKLAND

Telephone 09-6205\*

Email (opti



# CONSTITUTION OF THE BANGLADESH ASSOCIATION NEW ZEALAND INCORPORATED

[Version of 11th March 2012 including the amendments of 28<sup>th</sup> Feb 2010 & 05 March 2011 at the Office of the Registrar of Incorporated Societies]

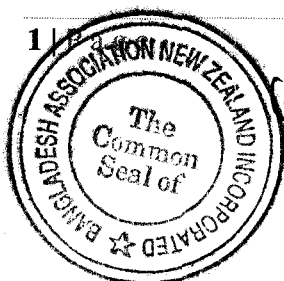
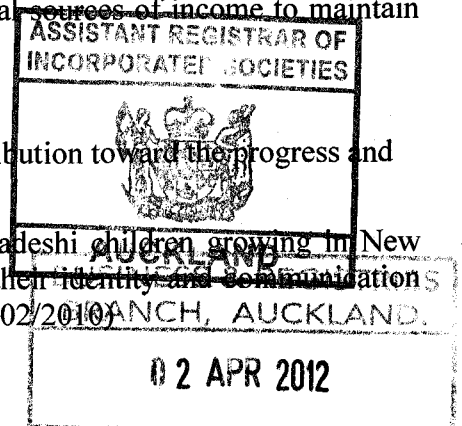
## 1. NAME:

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 it's 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.
- 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 communications skill in Bangla language.



*Abdul Basek Mia*  
(Abdul Basek Mia)  
General Secretary

*Mohammed Nurul Alam*  
(Mohammed Nurul Alam)  
Treasurer

RECEIVED  
*M.A. Rasid*  
(M.A. Rasid)  
President

### 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.

### 3.2 Types of Membership and Their Eligibility:

#### 3.2. A General Member:

Any citizen of Bangladesh residing in New Zealand including their dependents, 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'.

#### 3.2. B 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.

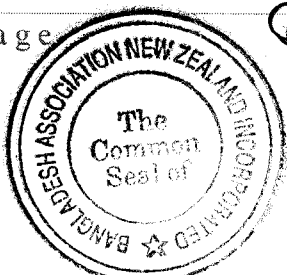
(Amended 28/02/2010)

#### 3.2. C 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 member of BANZI for three consecutive years, may apply for life membership with a resume stating his/her remarkable and sustained service to BANZI.
- c) The executive committee (the EC) will select life membership candidates by its majority decision and should be confirmed at the immediate next General Meeting.
- d) Life members will be exempted from annual subscription but will enjoy all the rights of General Members of BANZI
- e) The selected member will have to make at least one single donation of NZ\$ 200.00 (two hundred) to the BANZI.

(Amended 28/02/2010)

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



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### 3.3 Procedure for becoming a member

#### 3.3. A. Lodging an application:

Any individual who considers he or she meets the membership eligibility criteria may apply for membership to the BANZI. All applications are to be made in the form prescribed by the executive committee. Forms are available from the BANZI. All applications lodged are subject to approval by the executive committee. Decisions of the executive committee will be notified to the applicant at the address provided on the application form submitted.

#### 3.3. B: 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 reconsider its decision. All such decisions will be final and no further communication with the applicant will be entered into.

### 3.4 Resignation of a Member

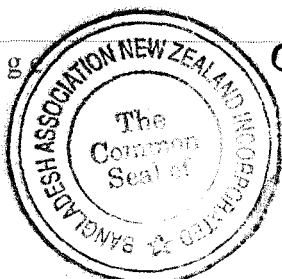
A member may resign from the BANZI by giving notice in writing to the General Secretary. Membership fee for the un-expired period will not be refunded. Any unpaid subscription falls due for payment. The Executive Committee will inform its decision by a formal letter to the member who resigns within 40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

### 3.5 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)



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### 3.6 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, but he/she is not allowed to hold Executive Committee membership of more than one organization of Bangladesh Community.

### 3.7 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 01 June of that year to 31 May of the following year. Any change in the annual subscription fee for membership should be decided in an Annual General Meeting.

(Amended 5/03/2011)

## 4. THE EXECUTIVE COMMITTEE:

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

- i) President.
- ii) Vice-President
- iii) General Secretary
- iv) Assistant General Secretary
- v) Treasurer
- vi) Publication Secretary
- vii) Sports Secretary
- viii) Cultural Secretary
- ix) Fund Raising & Religious Secretary
- x) Membership Secretary
- xi) Executive Committee Member
- xii) Executive Committee Member

(Amended 28/02/2010)

4.2 Members of the BANZI in an Annual General Meeting (called the AGM) shall elect all the office holders of the EC and those office holders shall hold the office for a period of one year from the date of election. The tenure shall run from 01 June of that year to 31 May of the following year. If the AGM is postponed for any reason, the current office holders shall remain as a member of the EC until the AGM is held.

(Amended 28/02/2010)

4.3 An office holder of the EC can hold any EC post for a maximum of three (3) consecutive terms, after which a stand down period of one term shall apply before that member can stand for election for any EC post.

## 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.



*B. A. D.*

*M. S. D.*

*M. S. D.*

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.

## 5.2 Vice President

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

## 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)

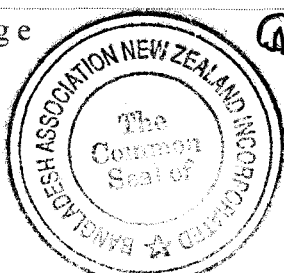
c. The General Secretary shall organize all events of the BANZI with the help of respective Secretaries.

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 &



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emergency issues the General Secretary must consult with the President and the Vice-President immediately the 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 all the properties & assets of the BANZI 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.

#### 5.5 Treasurer

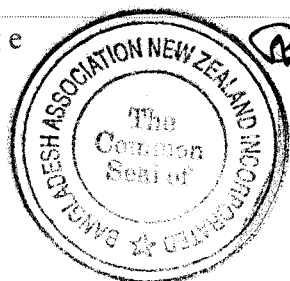
a. The Treasurer shall keep correct accounts showing all the financial transactions of the BANZI and all details, of money to be deposited in the bank account of the BANZI.

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. No payment can be made until approved by the EC. All payments out of the funds of BANZI shall be made by cheque but in case of emergency a maximum amount of NZ\$ 50.00 (Fifty NZ dollars) payment can be made by cash with the approval of the EC.

d. 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.

e. The Treasurer shall be credited with NZ \$ 100.00 (One hundred NZ dollar) as petty cash.



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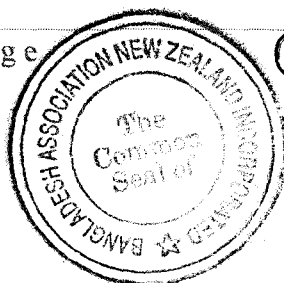
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- f. The Treasurer shall collect letters from the post box at least weekly, so that the Treasurer can deal with all bills. The Treasurer shall than hand over all remaining letters, except bank letters and bills, to the General Secretary. The Treasurer shall present the bills to the next EC meeting.
- g. The Treasurer shall help the Assistant General Secretary in taking decisions regarding the properties and assets of the BANZI.
- h. 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 month with the help of an EC approved professional accountant.
- i. The Treasurer shall submit an EC approved financial report (budget and revised budget) to the 1st and 2nd General Meeting respectively.
- j. All withdrawal cheques or slips shall be signed by both the President and the Treasurer or by both the General Secretary and the Treasurer.
- k. The treasurer shall submit audited accounts up to 31<sup>st</sup> March of his/her tenure to the AGM by a professional and EC approved accountant.
- l. The Treasurer shall have to get approved the budget and financial reports in the EC meeting before all General Meeting.
- m. The Treasurer shall help the Membership Secretary to update the membership list.
- n. Expenditure at the AGM shall be approved by the outgoing EC before handing it over to the incoming EC.
- o. The Financial year starts from 01 April and ends on 31st March of next year.

(Amended 5/03/2011)

#### 5.6 Publication Secretary

- a. The Publication Secretary shall participate and manage any BANZI supported and/or funded educational and publication project.
- b. The Publication Secretary shall provide orientation, assist with vocational training, shall organize job related training with the help of 'Work and Income NZ' or its successor, and other agencies and shall provide necessary information to the general members of the BANZI.
- c. The Publication Secretary shall arrange seminars on social problem and social development. The Publication Secretary shall invite speakers for the seminars who can be informative or helpful for the advancement of the community.
- d. The Publication Secretary will establish and maintain a Bengali library with a collection of books, magazines, cassettes) videos) CDs from the BANZI members and from Bangladesh. The guideline for establishment of the library and its administration shall be decided by the EC.
- e. The Publication Secretary will publish a newsletter once every three months and also souvenir and other magazines occasionally as per decision of the EC.
- f. The Publication Secretary shall record all publication of interest for the community and BANZI.



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- g. The Publication Secretary will organize to publish a yearly magazine of the BANZI and shall maintain liaison with the media, arrange TV/ radio programmes, send press release in consultation with the President and the General Secretary.
- h. The Publication Secretary will be in charge of TV/radio programmes sponsored by the BANZI. All TV/radio programmes shall be prepared and broadcasted as per the guideline of the EC.
- i. The Publication Secretary shall keep a recorded copy of all broadcasted TV/radio programmes as a reference document. The Publication Secretary shall keep the original script of the broadcasted TV/radio programmes when recording is not possible. All press releases of the BANZI shall be documented in the file as a reference. An office register shall be maintained for all publications and broadcasted TV/radio programmes. It shall describe the subject and date of all publications, and also the subject, date and time of all broadcasted programmes including the names of the directors of the programmes.
- j. The Publication Secretary shall submit to the EC the name of Director(s) of TV/radio programmes sponsored by the BANZI for approval, to appoint or for dismissal. But the Sub-Committee will do initial selection or proposal for dismissal of a Director. The EC shall take final decision on this matter.
- k. The Director(s) shall select the participants of TV/radio programmes in consultation with the concerned Secretary.

### **5.7 Sports Secretary**

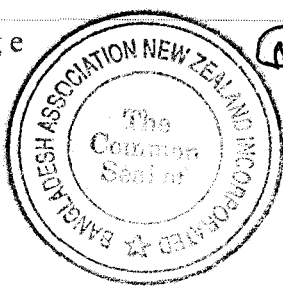
- a. The Sports Secretary shall be responsible for all sports and games, gears and accessories, and for arranging sports events such as annual sports.
- b. The Sports Secretary shall develop sport teams which can participate in any competitive sporting events or when directed by the EC.
- c. The Sports Secretary shall maintain safety and discipline of all programs of the BANZI and organize volunteers and youths for such events.
- d. The Sports Secretary shall co-ordinate all sports related activities with other sports organizations, national or local sport teams.

### **5.8 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.
- 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.

### **5.9 Fund Raising and Religious Secretary**

- a. The Fund Raising and Religious Secretary shall be responsible for organizing events as and when requested by the EC for raising funds for the BANZI and to organize religious functions for different religious groups.



- b. The Fund Raising and Religious Secretary shall maintain continuous contact with different government agencies, especially local authorities and different funding agencies for collecting funds for the BANZI. The Fund Raising and Religious Secretary shall work to promote religious activities.
- c. The Fund Raising and Religious Sub-Committee will be formed preferably from members of various religious groups.
- d. The Fund Raising and Religious Secretary shall submit a written report to the Treasurer whenever required.

**5.10 Membership Secretary**

- a. The Membership Secretary shall be responsible for maintaining an updated membership list of the BANZI and shall distribute the same to all the EC members. The Membership Secretary, in consultation with the Treasurer shall submit updated financial membership list to the EC meetings. The Membership Secretary shall also ensure an updated membership list is available at all general meetings.
- b. The Membership Secretary shall enrol new members and encourage new membership and suggest improvements, which will affect new members.
- c. The Membership Secretary shall ensure the placement of new membership applications at the each EC meeting for approval and will also ensure acknowledgement of the decision of the EC regarding application to the applicant in writing.
- d. The Membership Secretary 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. The Membership Secretary will organize seminars on social problems and community development.
- f. The Membership Secretary will help members of the community as and when asked by them with regard to any official problem(s).
- g. The Membership Secretary shall bring community issues to the EC meeting for discussion and find out solutions and feedback the same to the community.

**5.11 Member(s) Executive Committee**

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

**5.12. Immediate Past President**

The Immediate Past President will help the new EC with his experiences and suggestions. The Immediate Past President has no voting right in the EC meeting. In case the Immediate Past President is not available at all or is away for long time, the immediate past Vice-President will fill the post in the EC until the next tenure starts.

**5.13 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



*B. [Signature]*

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c. Three member delegation - 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.

#### 5.14 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.

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.

#### 5.15 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 \$100.00 (One Hundred dollars) 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)

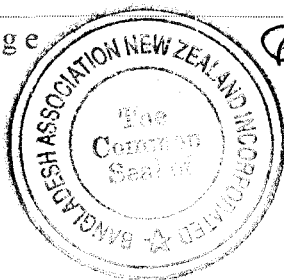
#### 7. RESIGNATION FROM THE EC

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).



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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.

## 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 2<sup>nd</sup> 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.

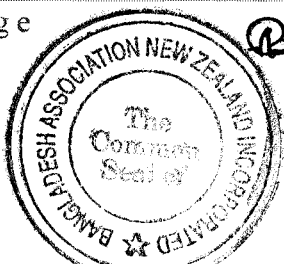
e. An EC meeting may be held by a number of EC members who constitute a quorum being assembled together at the place, date and time appointed for the meeting. No business may be transacted at a meeting of the EC if a quorum is not met. A quorum shall constitute two thirds of the total EC members. A decision 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.

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)



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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. (Amended 28/02/2010)

### 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.

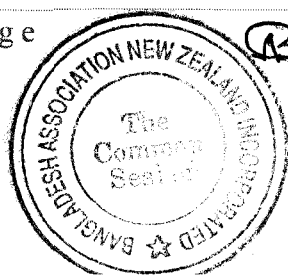
c. In an emergency EC meeting, 51% members of the EC are required to form the quorum. If 51 % members are not present at the scheduled meeting start lime than the meeting shall be adjourned for half an hour. After half an hour members who are present shall form the quorum.

### 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 1<sup>st</sup> 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 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.



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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. Non-secretarial sub-committee will be formed headed by the President of the EC.

## 10. GENERAL MEETINGS:

10.1 There shall be three (3) General Meetings in a financial year namely:-

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

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.

### 10.2 First General Meeting

a. The First General Meeting will be arranged tentatively in the month of September/October. This schedule is changeable under special circumstances. (Amended 11/03/12)

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 Treasurer will submit the annual budget expenditure statement of the rest (balance) time of the last tenure and current expenditure statement.

### 10.3 Second General Meeting

a. The Second General Meeting will be arranged tentatively in the month of January/February. This date is changeable under special circumstances. (Amended 11/03/12)

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 a revised budget to the members for approval.

e. The General Secretary shall declare a tentative date for the Annual General Meeting (AGM).

f. The Treasurer shall inform the membership status and shall request the members to update their membership by paying annual subscription.

g. Members present at the Second General Meeting will select an Election Commissioner and an Assistant Election Commissioner for conducting the forthcoming election of the BANZI.



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*M. S.*

h. Discussion on any change (amendments) in the constitution (which was duly submitted earlier). Necessary approval shall be done in the Second General Meeting.

i. Approval of the minutes of the First General Meeting.

#### 10.4 Annual General Meeting (AGM)

The Annual General Meeting, here after called AGM, of the BANZI will be held in the month of May but in emergency or unavoidable situation it may be shifted to the following month or as time required. A tentative date for the AGM will be fixed by the EC so that it can conveniently be arranged for the following purpose:

(Amended 5/03/2011)

a. To submit the annual accounts report, audit reports and financial statement for the current financial year and the balance period of previous tenure duly prepared by a professional accountant appointed by the EC. The remaining balance shall be reported by the Treasurer to the incoming EC.

b. To elect members of the EC for the ensuing year.

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 last Second General Meeting.

f. Approval of the minutes of the last AGM.

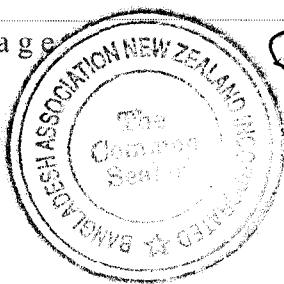
#### 10.5 Quorum for all General Meetings

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 an hour from the scheduled time. After one-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.

### 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 two Assistant Election Commissioner. The general members in the Second General Meeting shall elect the Election Commissioner and one Assistant Election Commissioner. The elected Election Commissioner shall select another Assistant Election Commissioner: Therefore, the total number of persons in the Election Commission will be three (3).



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## 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 three members (Election Commissioner and two 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 Assistant Election Commissioners to make the election commission consist of total three members (Election Commissioner and two Assistant Election Commissioners).
- c. In the event when Election Commissioner and both the Assistant Election Commissioners resign, then the EC will select a new Election Commissioner and the new selected Election Commissioner will select two new Assistant Election Commissioners.

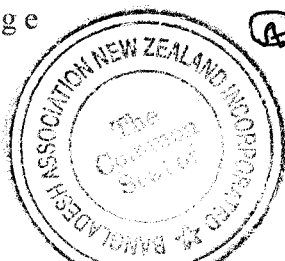
## 11.4 Procedure of Election in Details

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.

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) Membership List

- i. The President, the General Secretary and the Treasurer of the BANZI with the help of the Membership Secretary are to provide the updated & valid 1st list of general members to the Election Commission by 14th March of the said election year so that the Election Commissioner can inform the election schedule and the procedure to all general members. In special circumstances the date of supplying 1<sup>st</sup> list of members is changeable.
- ii. The EC will conduct emergency meeting(s) for approval of new membership applications and to finalize the second list of valid financial members of the BANZI. The President, the General Secretary, the Treasurer and the Membership Secretary will send this second list of financial members to the Election Commissioner before the last date of submission of nomination papers.





iii. The President, the General Secretary, the Treasurer and the Membership Secretary shall supply the final voter list to the Election Commissioner 26 days before the election day. In special circumstances this date is changeable.

#### **b) Eligibility of the Voter**

All general members of the BANZI whose subscriptions are paid fully for the current financial year on or before the last date for renewal of membership are eligible to vote.

#### **c) Eligibility of the EC Members**

- i. Must be a valid financial member for the current year.
- ii. Must be a citizen of Bangladesh and living in New Zealand.
- iii. Must have no criminal records both in Bangladesh and New Zealand.
- iv. Must not hold any EC membership of other organization of people of Bangladesh living in New Zealand.
- v. Must not contest for more than one EC post.

#### **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 text.

(Amended 11/03/12)

#### **11.6 Election Schedule**

The Election Commissioner will announce the election schedule. The last date of posting the letter notifying election schedule and sending election related papers (Nomination form, nomination withdrawal forms etc) by the Election Commissioner is April 26.

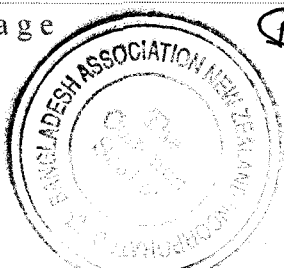
The Election Commission will follow the following election schedule and notify it to the general members, so that the general members can get a clear idea about the election and their participation.

Election Schedule:

- a) Last date for membership renewal and becoming new member who will be eligible for the upcoming BANZI election -14 days before nomination paper submission (NPS) day.
- b) EC will submit final voter list to the Election Commission 12 days 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 days before election day (ED)
- d) Date for declaration of valid nomination - 2 days after nomination paper submission (NPS) day
- e) Last date for withdrawal of nomination -3 days after election nomination paper submission day (NPS)
- 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.
- g) Date, time and venue of the election- Election day (ED) - last Saturday of May.

(Amended 11/03/12)

(Amended 28/02/2010)



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The Election Commission will decide the start/end timings for the above dates and the Election Day.  
(Amended 11/03/12)

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 or by post.  
(Amended 11/03/12)

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.

In special circumstances all the dates mentioned under the heading election schedule are changeable as the day basis but election date will be changed on a weekly basis.

### **11.7 Responsibility & Authority of the Election Commissioner**

The Election Commissioner shall

- a. Finalize the voter list.
- 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.
- c. The Election Commissioner shall resolve any situation, which is not stipulated in the constitution, and their decision shall be final.
- f 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.

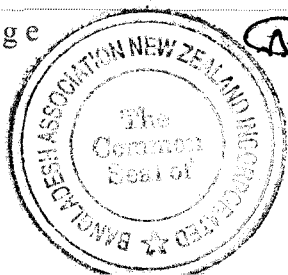
### **11.8 Rights of Candidates**

- 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 re-count of the votes and re-consideration of any decision made by the Election Commissioner with valid reasons in writing. Candidates or their authorized representatives can be present in the counting and recounting process.

Any appeal can be made on the spot or within 24 hours of declaration of the election results. But appeal for re-counting of votes must be made, within one hour of the declaration of the election results by the Election Commission. No re-counting appeal shall be entitled after the stipulated time.

### **11.9 Nomination Paper**

- a. Nomination papers shall be in a prescribed form supplied by the Election Commission by e-mail or photocopy can be collected from the Election commission.
- 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 Seconder.
- 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.



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- d. All candidates will submit their nominations to the Election Commissioner physically.  
(Amended 11/03/12)

### 11.10 Other Rules of Election

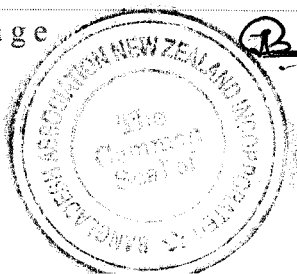
- a) The Election shall be conducted by secret ballot of the BANZI financial members.
- b) The Election Commissioner shall announce all the uncontested posts, if any and announce elections for the remaining positions.
- c) In the event of no candidate(s) contesting for one position or less than 50% of 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.
- d) 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.
- e) 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.
- f) 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 preset and formatted questions and answers session during the projection meeting. Any other individual or group projection meetings will disqualify the candidate(s) from the final election.
- g) 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.
- 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



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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.

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. 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.

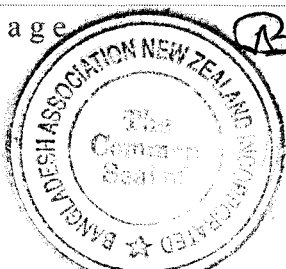
b) The letterhead pad of BANZI shall remain in possession of both the President and the General Secretary. Other EC members can take the Letter Head pad from them as and when necessary for official purpose. The 'seal' of the BANZI shall be in custody of the General Secretary and if necessary the President. 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 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.



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## 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, pres 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 Branch Office

The EC has the right to open a new branch of the BANZI in any part of New Zealand. Initially the branch office will have a Steering Committee of 5 (five) members headed by an elected/selected Convener. The Steering Committee shall arrange election through Election Commission as per guideline of the BANZI constitution and elect the EC within three months of formation of the Steering Committee. The new committee will be responsible for all sorts of social and economic activities required for the fulfilment of the objectives of the BANZI.

The branch office will follow the constitution of the BANZI. If the Steering Committee cannot elect the EC within the defined time, the Steering Committee will automatically be dissolved and the branch activity will be stopped. Further action regarding the branch activity will be decided by the central EC of the BANZI.

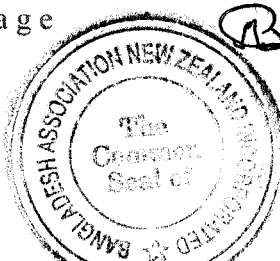
## 12.10 Hand-Over Procedure

The Executive Committee will hand over all power and responsibilities to the newly elected EC within two weeks of the election. All 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)

## 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.



#### 14.1 ALTERATION TO THE CONSTITUTION

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. 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.

c. General Secretary of the BANZI will send the EC approved proposals to the general members along with the 2<sup>nd</sup> GM notice or any SGM notice having an agenda regarding the amendment of the constitution.


(Amended 5/03/2011)

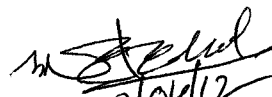
d. Two thirds of the financial members present in the general meeting can pass an amendment.

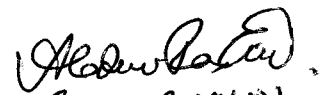
#### 14.2 Member's Right to Have a Copy of the Constitution:

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



  
02/04/12  
(Abdul Baseer Mia)  
General Secretary

  
02/04/12  
(Mohamed Nurul Alam)  
Treasurer

  
(M.A. RASHID)  
President