

# **BUFLA Constitution**

## **Third Amendment**

### **April 6, 2021**

The Article 15 of the Second Amendment of the BUFLA Constitution states the following Process for the Constitutional Amendment, as copy-pasted below:

***15: Constitutional Amendment Process***

- a) 25% of the full EC is required to request the President to activate the Standing Committee for the Constitutional Amendment.***
- b) This Amendment Committee consists of 7 members, and is recommended as follows: 5 EC members, 1 BOT member and 1 AC member. The Cabinet will present their recommendation of 7 members to the EC for approval.***

There are now a total of 22 Executive Committee members (EC-members) in BUFLA and as such a minimum of 6 EC members are needed in order to request the President to form the Constitution Amendment Committee. The following 11 EC members formally requested President Shiper Chowdhury in writing on October 28, 2019 to form the Constitution Amendment Committee. This letter was sent to the President by Dr. Abul Hashem on behalf of the 11 EC members. The President presented a 7 member committee to the EC on November 10, 2019 in an EC meeting. Then the President formally announced the formation of the Amendment Committee along with the names of the 7 members in an e-mail announcement to the EC on December 30, 2019.

Here is the list of the 11 EC members in Alphabetical order who requested the President to form the Constitution Amendment Committee:

- 1) Bangladesh Arm Forces Veteran Officers' Association (BAVOA): Lt. (Retd) Zia Islam
- 2) Bangladesh Nationalist Party (BNP): Morshedul Islam, Mahbubur Rahman (Shaheen)
- 3) Bangladeshi American Association of Los Angeles (BAALA): Mohammad Ali khan
- 4) Bikrampur Association, Dr. Abul Hashem and Shahidul Huq
- 5) Chittagong University Alumni (CUAA): Elias Sikder
- 6) Dohar Association of California: Shahidul Islam
- 7) Muslim Umma of North America (MUNA): Ashraf Akbar
- 8) Osmani Smrity Shangsod: Abul Hasnath Rayhan
- 9) Taranga of California: Major (Retd) Enamul Hamid
- 10) Uttoron Los Angeles: Anjuman Ara Sheulee
- 11) Vashani Foundation: Shamsuddin Manik

**The President announced the following 7 members for the Constitution Amendment Committee to prepare the draft of the 3<sup>rd</sup> Amendment to the BUFLA Constitution.**

- 1) Dr. Abul Hashem - EC Member (Coordinator)
- 2) Major (Retd) Enamul Hamid - EC Member
- 3) Khandakar Alam - EC Member
- 4) Jashim Ahmed - EC Member
- 5) Illias Sikder - EC Member
- 6) Engr. Mourshed Haider - BOT Chair
- 7) Dr. Mahbub Khan - AC Member

This Third Amendment of the BUFLA Constitution was ratified by the EC, with over two-thirds majority of the full EC at a GA meeting held on April 6, 2021, via Zoom due to the ongoing COVID-19 Pandemic.

The Motion to ratify the 3<sup>rd</sup> Amendment was

Moved by: Dr. Abul Hashem (Bikrampur Association)

Seconded by: Shahidul Islam (Dohar Association of California)

The following EC members voted YES (20/23) to ratify this Third Amendment of the BUFLA Constitution:

- 1) American Association of Bangladeshi Engineers & Architects (AABEA-SC): Shahid Alam
- 2) Bangladeshi American Association of LA (BAALA): Mohammad Ali (via President)
- 3) Bangladesh Mela: Belal (for Tarek)
- 4) Bangladesh Nationalist Party (B N P): Mahbubur Rahman Shaheen
- 5) Bikrampur Association: Dr. Abul Hashem
- 6) Chittagong University Alumni Association (CUAA): Rumi Hafiz
- 7) Dhaka University Alumni Association (DUAA): Anisur Rahman
- 8) Distressed Children & Infants International (DCI): Engr. Saleh Kibria
- 9) Dohar Association of California: Shahidul Islam
- 10) Greater Faridpur Association: Chunno Mollik
- 11) Greater Khulna Association: Faruque Howlader
- 12) Grisho Boron (Summer Festival) Orange County: Rafiqul Haque Raju
- 13) Jalalabad Association of California: Badrul Masud
- 14) Los Angeles Tiger Club: Mehdi Hassan
- 15) Muslim Ummah of North America (MUNA): Ashraf Hossain Akbar
- 16) Osmani Smrity Shangsod: Abul Hasnat Rayhan
- 17) Sylhet World Council: Jafrin Ahmed (Tia)
- 18) Taranga of California: Shiper Chowdhury
- 19) Utoron of Los Angeles: Khorshed Alam
- 20) Vashani Foundation: Mohammed Shamsuddin Manik

The following EC member and AC voted NO to the Motion:

- 1) Bangladesh Armed Forces Veteran Officers Association (BAFVOA): Lt. Col.(Retd)  
Omar Huda
- 2) Advisory Council (Haroon Rashid)

The following EC member was absent:

- 1) BMANA

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# **BUFLA Constitution**

## **Third Amendment**

**April 6, 2021**

### **Index:**

#### **Introduction:**

- Article-2: Definitions
  - Article-5: BUFLA Membership
  - Article-6: (C) BUFLA-AC
  - Article-6: (E) Standing Committees
  - Article-6: (F) Office Manager
  - Article-6: (G) BUFLA-Youths
  - Article-8: GA Meeting and EC Meeting
  - Article-12: Constitution Amendments
  - Article-13: BUFLA Election Procedure
  - Article-14: BUFLA Awards
  - Article-15: BUFLA Website, Face book, and other Social Media
  - Article-16 : BUFLA Charity
  - Article-17: Language and Text
- Annexure A (Election Procedure)

# BUFLA Constitution

## Third Amendment

April 6, 2021

### Introduction:

- A) **Articles with Minor Changes:** Contents collected and reorganized from all 3 documents of the Constitution, First Amendment and Second Amendment: Articles: 2, 12, 13, 14, 17, Annexure A
- B) **Articles with Major Changes:** Contents collected and reorganized from all 3 documents of the Constitution, First Amendment and Second Amendment: Articles: 5, 6(C), 6(E), 8, 15
- C) **Articles on New topics:** Articles: 6 (F), 6(G), 16
- D) **History of Constitution and Amendments:**
  - (1) Constitution: 2008
  - (2) First Amendment: 2009
  - (3) Second Amendment: 2013
  - (4) Third Amendment: 2021

### Article-2: Definitions

This Amendment will be termed as “Third Amendment”.

### Article-5: BUFLA Membership

#### **Membership Pre-Requisites, Categories, Region and Form:**

- (1) Pre-Requisites for BUFLA Membership
- (2) Associate member
- (3) Executive Committee member (EC)
- (4) Honorary member
- (5) Region
- (6) Form

#### **A) Pre-Requisites for BUFLA Membership:**

- (1) Bangladesh community based organizations or Associations located in the greater Los Angeles area and in the state of California. Also, all Bangladesh community based Associations and organizations, which are formed by the Business entities, like Grocery or Convenience Store Malik Shomiti, Realtor Association, Restaurant Malik Shomiti. Taxi Drivers' Association, etc., and also Professional organizations like Doctors' Association, Engineers' Association, Pharmacists' Association, Media Association, or a combination thereof, such as a Chamber of Commerce, etc.
- (2) Maintains a reasonable level of programs, activities and agenda that are beneficial in terms of generally acceptable values and culture of our community.
- (3) Have at least 4 Executive Committee members.
- (4) The age of the organization is at least one year.
- (5) Paid the membership fee by filling out the BUFLA Membership Form.
- (6) BUFLA can decline membership to any new applicant organization, or any individual representing any organization, for any concern as determined by simple majority of the full EC.

## **B) Associate member**

- (1) New member application deadline is January 31. All new application for Associate member will be reviewed by the Cabinet, and the recommendation will be presented to the EC for approval as Associate member on or before March 20. All new members of BUFLA will be Associate member for one year, regardless of the year of formation of that organization. The President and General Secretary will sign the approved applications.
- (2) The 4 organizational representatives of the Associate member cannot be family members, (as defined by the US immigration law.)
- (3) No organizational member can represent more than one Associate member organization in BUFLA.
- (4) Member organization must participate in the annual Bangladesh Day Parade, with at least 4 people, and must have organizational banner/name plaque carried by any participating member.
- (5) Must attend at least 3 EC meetings per year during the 2 years term.
- (6) Annual renewal fee to be paid by March 1.
- (7) If any member organization fails to abide by these requirements, that member organization will lose its status as Associate member.
- (8) Associate member will not have voting right but will have the right to attend the EC meetings and GA meetings and will be able to participate in the decision-making process by providing input.
- (9) EC can reconsider these conditions for Associate members under special circumstances as determined by the EC on a case by case basis

## **C) Executive Committee member (EC)**

- (1) Must be an Associate member of BUFLA for at least one year with good standing before being considered for the EC membership.

- (2) All BUFLA member organizations must follow the same requirements as Associate members (as mentioned in Section B above) in order to maintain the EC membership status.
- (3) All EC member status and Associate member status of existing members will be reviewed and decided by the EC right after the parade only in this annual review meeting of EC within 30 days after the parade.
- (4) The EC will determine the final voter list in an EC meeting just after the parade. The President and General Secretary will sign that EC-approved list and then send it to the Election Commission within 30 days after every yearly parade.

## **D) Honorary Member:**

BUFLA Honorary Member All Bangladeshi organizations of the greater Los Angeles area and the state of California which meet the BUFLA definition and criteria of organization are automatically BUFLA Honorary Members.

## **Benefits and Limitations of BUFLA Honorary Members:**

- (1) No Membership Fee for Honorary Members.
- (2) Can attend the GA meeting
- (3) Will be seated in a designated area in the GA meeting
- (4) Can become an Associate member after meeting all the criteria to become the Associate member and after paying the BUFLA membership fee.

## **E) BUFLA Membership Region:**

Bangladeshi Organizations within the entire State of California, who meet the Organizational criteria of BUFLA can become BUFLA members.

## **F) Membership Form**

- (1) The BUFLA Membership application form should be filled out completely, and signed, and then submitted to the BUFLA General Secretary.
- (2) The application for membership shall be reviewed by the Cabinet. If the cabinet agrees, then the President will present it to the EC for approval with a simple majority of the full EC, and upon payment of the appropriate fee or annual dues.

## **Article-6 (C): BUFLA Advisory Council (AC)**

### **C) BUFLA Advisory Council (AC)**

Advisory Council (AC) will give advice to the President for the wellbeing of BUFLA.

## **1) Qualification or criteria to be an AC member**

- (a) A person has significant professional achievement and reputation.
- (b) Successful Business person with good community reputation.
- (c) Exceptional Community service records for our homeland and motherland.
- (d) Well known in the community with good public relations and connections, and well communicated with the community.
- (e) No felon or criminal records.
- (f) No records of anti-BUFLA activities in the past which is contrary to the interest of BUFLA mission & harmful to BUFLA.
- (g) Must be loyal to the Mission, Vision and Constitution of BUFLA.
- (h) Has no record of disciplinary action taken against him/her by BUFLA.
- (i) Any other person of special quality that will benefit BUFLA and the community

## **2) Selection /election protocol of An AC member**

- (a) 25% of full EC or majority of AC can present a written proposal to the President about any new AC member.
- (b) Applicant group need to submit an application form for that person along with their proposal.
- (c) President and the Cabinet will review that proposal thoroughly. If the cabinet agrees, then the President will present it to the EC. The President will then inform the outcome to the applicant group.
- (d) To get an approval, a simple majority vote of full EC is needed.

## **3) Selection or election of AC-Chair and Vice-Chair.**

- (a) AC-Chair will be nominated by the unanimous decision of AC and approved by the majority of full EC in an EC meeting.
- (b) AC-Chair will be elected / selected for two years term. The chair position is not renewable for the consecutive term and must wait for at least two terms (4 years) before being eligible for running again. The oath of the office for the AC-Chair will be administered by the president in an EC meeting.
- (c) The AC-Chair term is from July to June.
- (d) The Vice-Chair will be elected or selected by the AC. The oath of the Vice-Chair will be done by the AC-Chair.
- (e) AC members have no term limit. There is no limit of number of AC members in AC.

## **4) Primary Roles of AC in BUFLA**

- (a) The primary role of AC is to give non-binding Advice to the President.
- (b) The AC-Chair will present this AC-approved Advisory in writing only to the President.



- (c) The President will review it with the cabinet and give feedback to the AC-Chair in writing.
- (d) For certain advisory, and after the Cabinet review, the President can also present it to the EC in an EC meeting. The President will then give feedback to the AC-Chair in writing within a reasonable amount of time.

## **5) Non-Binding or Optional Roles**

Besides the AC's primary role, the AC may also do any or all of the following activities with written approval from the President to the AC-Chair:

- (a) Invite dignitaries for BUFLA programs
- (b) Organize BUFLA Senior Club program
- (c) Work to get "Corporate-Fund" and "Govt-Fund" for BUFLA including the Federal, State, and City funds.
- (d) Promote "BUFLA-Unity" in our greater community through various ways
- (e) Promote BUFLA to the main stream politics and other ethnic groups.

## **6) Meeting Attendance & voting rights**

- (a) AC can attend all GA meetings and can participate in the discussion to give the inputs but the AC members do not have the voting right. However the AC-Chair has the right to vote in all motions in a GA meeting, but the AC-Chair cannot vote in a Cabinet election.
- (b) AC members can attend all BUFLA programs like Bangladesh Day Parade, Fundraising, Charity fundraising, regional fundraising, any entertainment programs, Seminars etc.
- (c) AC does not have any right to call any EC meeting or share anything directly with the EC. All AC proposals must go from the AC-Chair to the President only.
- (d) AC will hold its own AC meeting monthly or at least quarterly (4 times a year).
- (e) AC shall do at least two meetings per year with the President and the Cabinet.

## **7) Resignation of AC members or AC-Chair & vice-Chair**

For any reason, if any AC member wants to resign, then he or she will submit a written resignation letter to the president, describing the reasons, with a copy to the AC.

## **8) Termination of any AC member**

Only EC can terminate any AC member if required. In this matter president will follow the constitutional disciplinary action guidelines, stated in the 2nd amendment of BUFLA Constitution.

## **Article-6 (E): Standing Committees**

## **E) Standing Committees:**

- (1) The President is the Chief Coordinator and the Vice president is the Deputy Chief Coordinator for all Standing Committees. The President and the Vice President will not hold any Coordinator position for any specific Standing Committee.
- (2) The Cabinet will form and confirm all Standing Committees by August 31.
- (3) The Ongoing Standing Committees are: Charity, Liaison, Souvenir, Awards.
- (4) Other suggested Standing Committees to be formed by the Cabinet are: Parade, Dignitaries, Fundraising, Cultural, etc.
- (5) All Standing committees should hold meetings periodically.

## **Article-6 (F): Office Manager**

### **F) Office Manager**

- 1) Elected by the majority of the full EC by a ballot vote for two years term.
- 2) Has no term limit.
- 3) A contact person for BUFLA
- 4) Coordinate with the Finance Secretaries of Cabinet and Charity for Tax Returns.
- 5) Office Management
- 6) Maintain and update the Community Data Base
- 7) Maintain and organize all official records, tools, and materials.
- 8) Maintain the registration status with the Government for the following items:
  - (a) Charity Trust status maintenance with the office of the CA State Attorney General
  - (b) Biennial reporting of the SI-100 (Statement of Information) with the Secretary of State
  - (c) Coordinate the 501(c)(3) status maintenance with the IRS

## **Article-6: (G) BUFLA-Youths**

### **G) BUFLA-Youths**

#### **(1) Criteria:**

Youths of our community who are students at schools, colleges and universities, young professionals, business youths and other youths of our community.

#### **(2) Activities:**

Seminar, Symposium, Charity, Debates, Science fair, Cultural activities, etc.

#### **(3) Coordination of Activities:**

A senior member of BUFLA will help the Youths to coordinate the Youth programs and activities

## **Article-8: GA Meeting and EC Meeting**

### **A) GA-Meeting**

The General Assembly (GA) of BUFLA consists of the following categories.

In the GA meeting, all of the following categories of members can participate in discussion, but only the EC members have the right to vote.

- (1) Cabinet Officers
- (2) Executive Committee members (EC)
- (3) Advisory Council members (AC)
- (4) Board of Trustee members (BOT)
- (5) Associate members, and
- (6) Honorary members
- (7) Standing Committee members
- (8) Media personnel

### **B) EC-Meeting:**

In the EC meeting, the following categories of members can attend and participate in discussion, but only the EC members have the right to vote.

- (1) Cabinet Officers
- (2) Executive Committee members (EC)
- (3) Associate members
- (4) Media personnel

### **C) Exclusive EC-Meeting:**

In special circumstances, the President can call an Exclusive EC meeting, where the attendees are:

- (1) Cabinet Officers
- (2) Executive Committee members (EC)

### **D) Full EC**

Full EC means the total number of EC members in BUFLA at any particular time. EC members in an EC meeting means the total number of EC members who are physically present in a particular EC meeting.

### **E) Voting of absent EC members:**

In an EC meeting or GA meeting, if some EC members are absent whose votes are needed to make a decision on a Motion, then they can be contacted from the meeting or after the meeting to collect their votes in order to make the decision. The absent EC members will be contacted by the President or the GS in alphabetical order of the name of their organizations, until a decision can be made. This vote will be documented by text or e-mail or ballot paper.

### **F) Meeting Numbers:**

- (1) It is highly recommended that there will be 3 GA meetings per calendar year.
- (2) The EC meetings are recommended to be held monthly except when there is a GA meeting.

## **Article-12: Constitution Amendments:**

Any amendment of the constitution may be proposed by any member of the GA, but it has to be endorsed by at least 15% of the EC members, in order for that item to be on the agenda of the GA meeting. The Constitution may be amended by a two third majority vote of the EC members. The amendment procedure shall be conducted in an EC meeting with a meeting notice of 30 days in advance.

## **Article-13: BUFLA Election Procedure:**

Election Procedure is annexed as “Annexure A”, which may be changed from time to time by the EC with a simple majority vote in an EC meeting, depending on the need. This document will have legal force as bylaws and will be obligatory on the part of the BOT / Election Commission to follow.

## **Article-14: BUFLA Awards**

- A) The Cabinet will form the Awards Committee as follows: President, AC Chair, BOT Chair and 4 EC members.
- B) The proposal for BUFLA awards can be submitted to the Awards committee by any of the BUFLA-EC team members at least 30 days before the Parade.

C) The Awards categories are as follows:

- (1) BUFLA Podok (BUFLA Distinguished Award) for personalities of distinguished and outstanding accomplishments.
- (2) BUFLA Award for Outstanding community service & professional service
- (3) BUFLA Award for Distinguished Friend of Bangladesh community (for Dignitaries)
- (4) BUFLA Youth Award for outstanding academic, talent and exceptional achievement in any field.
- (5) BUFLA President can give Appreciation certificates

## **Article-15: BUFLA Website, Face book, and other Social Media:**

- A) The President will have the ID and Password of the BUFLA Website, the Face book page and all other social media of BUFLA. The president can do any and all postings.
- B) There will be a committee to manage the website, Face book and other social media, who can also do the postings in consultation with the President.

## **Article-16. BUFLA Charity**

BUFLA is a 501(C)(3) non-profit, tax-exempt, public benefit, charitable & educational Organization. BUFLA charity is one of the four (4) missions of BUFLA.

BUFLA Charity Committee will review all incoming projects and identify only the reasonable projects and forward those to the EC for approval. However Charity Committee can approve certain urgent projects up to a certain amount of money as pre-approved by the EC.

BUFLA Charity policies: To maintain the Democracy, Transparency & Accountability. BUFLA charity committee must comply with the BUFLA charity policies.

### **A) Categories of BUFLA Charity:**

- (1) Local Charity, means charity in greater Los Angeles area and California
- (2) Charity in Bangladesh
- (3) Global / international charity due to some natural disasters.
- (4) Charity in other states of America (only in disastrous situation)

### **B) Period of Charity:**

- (1) Instant or Situation base Charity
- (2) Short term Charity.
- (3) Long term Charity

### **C) Execution of Charity Globally:**

- (1) Monetary help to the needy people or families
- (2) Food and clothes distribution to the needed people or families.
- (3) Blankets & winter cloth distribution to the needy
- (4) Support the families in need for burial process by donating the graveyard plot or money
- (5) Helping the needy and meritorious students to continue their education
- (6) Health care or educational help to the community by arranging Health fair, free clinic & free flu shots.
- (7) Any other reasonable Charity projects recommended by the Charity committee and approved by the EC.
- (8) Regards to Charity distribution anywhere, any BUFLA EC member in that area has the priority to do that. If none of EC member showing their interest, in that situation BUFLA charity committee can pick up any outside of BUFLA people to do that Charity.

### **D) Charity operational Team:**

- (1) BUFLA Charity Committee will have a maximum of up to 9 members.
- (2) EC will select/elect all Charity Committee members. EC also select / elect one Coordinator and one finance officer from the Charity committee members.
- (3) BUFLA charity Bank account will be operated by the finance officer and the Charity Coordinator.

### **E) Qualification/ Criteria to be a Charity Committee member:**

- (1) BUFLA Charity committee members are selected /elected mainly from BUFLA EC.
- (2) All former presidents have the priority because of their BUFLA experience, but not mandatory.
- (3) EC can approve an outside person of exceptional quality to be a Charity Committee member. In that case the President and EC must follow the qualifications guideline and the procedure stated in Column A, B, & C of this section.
- (4) Any BUFLA EC who has good records / reputation & dedication towards BUFLA.
- (5) Must have a good public relation & Connection.
- (6) Has no record of activities which is contrary to the interest of BUFLA mission & harmful to BUFLA.
- (7) Must be loyal to the BUFLA Mission, Vision and Constitution.
- (8) Has no record of disciplinary action taken against him/her by BUFLA.
- (9) No felon or Criminal records.

## **F) Selection or Election Procedure of Charity members:**

- (1) 25% of full EC can send a written proposal with a valid reason to the president regarding a new Charity committee member pick up.
- (2) President and the Cabinet will review that proposal thoroughly. If the cabinet agrees, then the President will present it to the EC. The President will then inform the outcome to the applicant group.
- (3) To approve a Charity member, majority of full EC is needed by a ballot vote.
- (4) EC can approve an outside person to be a Charity member. In that case president & EC must follow the qualification guide line and the procedure stated above in this section.
- (5) To approve that outside person, 2/3<sup>rd</sup> majority of full EC is needed in a ballot vote.

## **G) Term Limit of Charity Committee members**

- (1) Charity Committee members will be elected for 2 years term.
- (2) The term is from July to June
- (3) There is no term limit for the Charity Committee members

## **H) Charity Coordinator:**

- (1) Charity Committee Coordinator will be nominated by the Charity Committee and submit the name to the President. The President will present the name to the EC for approval by secret ballot. A simple majority vote of the full EC is needed for approval.
- (2) Coordinator will be elected for 2 years term. The term of the Coordinator is not renewable for consecutive term.
- (3) The Coordinator term is from July to June.
- (4) Charity Coordinator will move to the Charity Advisory Board (CAB) after the Coordinator term ends.

## **I) Charity Advisory Board (CAB):**

- (1) Anyone who has served in the Charity Committee can be a member of the Charity Advisory Board (CAB).
- (2) Charity Coordinator will move to the Charity Advisory Board after the Coordinator term ends.
- (3) There is no term limit for the Charity Advisory Board members.

## **J) Responsibilities of the Coordinator:**

- (1) Always maintain the communications with the president and gives him/her the charity update.

- (2) Keep in touch with the Charity Committee members and consult with them at all times about any charity related issues or concerns.
- (3) Call charity committee meeting either physical or virtual once a month.
- (4) Can call an emergency meeting with 24 hours' notice.
- (5) One of the signatories of the Charity Bank account.
- (6) Give the charity update in every EC meeting & GA meeting.
- (7) Ensures that the finance officer issues the donation receipt to every donor including a thank you note.
- (8) Give a presentation in power point at any charity fundraising event to let the audience know about the current and future projects of BUFLA.

### **K) Charity Finance officer:**

- (1) BUFLA EC will select or elect one finance officer from the Charity Committee members.
- (2) A person with experience on accounting will get preference.
- (3) The finance officer will be elected for two (2) years term. This position has no term limit.

### **L) Responsibilities of the Finance officer:**

- (1) Maintain the BUFLA Charity Bank account appropriately and efficiently.
- (2) Maintain all records of Income & expenses at least for 5 years.
- (3) One of the signatories of the Charity Bank account.
- (4) The checks will be issued by the signature of the Finance officer with the consent of the Coordinator. In case the finance officer cannot sign the checks, the coordinator can sign the checks.
- (5) Issue the donation receipt to every donor including a thank you note.
- (6) Give the Charity account up date to the EC at the EC & GA meetings.
- (7) Prepare a Semi-Annual financial report and present it to the EC in an EC meeting.
- (8) Coordinate with the finance Secretary of BUFLA Cabinet and jointly file the tax return every year.

### **M) Yearly projects or activities approval Protocol:**

- (1) BUFLA Charity Committee is a Committee of execution of all BUFLA charity projects and activities approved by the BUFLA EC.
- (2) BUFLA yearly charity projects shall be approved by the BUFLA EC in an EC meeting, by the majority of the full EC.

### **N) Steps of approval of BUFLA yearly Charity projects:**

- (1) In the month of April, the President & the Charity Committee Coordinator will jointly serve a notice to the EC, inviting them to propose the yearly BUFLA Charity projects for the Coming year.



- (2) There will be a dead line and within that deadline EC will send their proposals to the Charity Committee.
- (3) Similarly, Charity committee will also prepare their proposals as draft.
- (4) After compiling all proposals, Charity Committee will make a final draft of all proposals.
- (5) Charity Coordinator and the President will send out the final project proposal to the BUFLA EC at least 10 days prior to the EC meeting. The EC will vote to approve the implementable projects in terms of category and number by the majority vote of the full EC. This will be done by June.
- (6) This vote by the EC will be conducted by ballot vote and recommended to keep the records for at least 5 years.
- (7) Charity Committee, in consultation with the president, will set the priority of the EC-approved projects.

**O) Renewal of existing projects:**

- (1) In that same EC meeting, the EC will renew the existing projects by ballot vote. If the EC wants to discontinue some of the existing projects, then that also should be decided in that meeting.
- (2) Majority of the full EC need to vote to discontinue any particular existing project.

**P) Help for Individual and Needy family**

Any charity proposal for any individual or any needy family should have a direct communication between the individual and the needy family with the charity committee. Any third party can bring up the information but must be followed by direct communication between the Charity committee and the needy individual or family before any funding is granted.

**Article-17: Language and Text:**

In case of any conflict among the Constitution, the First Amendment, the Second Amendment, and the Third Amendment in terms of language or text, the Third Amendment will be considered as the guiding document followed by the Second Amendment, then the First Amendment and then the Constitution.

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**Annexure A**  
**BUFLA Election Procedure**  
**(Re: Article – 13)**

## **Election Procedure**

- 1) Election will be conducted by the BOT, acting as the Election Commission. The BOT Chair will act as the Chief Election Commissioner.
- 2) Election will take place biennially by May 31. In case of special circumstances, the election date can be extended by up to a maximum of another 4 weeks.
- 3) Final list of voting organizations, as approved by EC, along with the names of 4 representatives of all the EC organizations, along with the lead representative voter and contact information, shall be given by the BUFLA Cabinet to the Election Commission within 30 days after the parade of the respective year.
- 4) Voter list approved by the EC and sent by the Cabinet to the Election Commission is final. Election Commission has nothing to do about the list of voters supplied by the Cabinet. Election Commission will not entertain any complaints or any dispute about voter list. For any questions or disputes about the membership status, Election Commission will refer that to the Cabinet for proper action.
- 5) Any of the 4 representatives of the individual organizations can be a candidate. The President of an EC organization can also nominate any other member of that organization outside of those 4 representatives to be a cabinet candidate.
- 6) (a) One Organization one Candidate, (b) One organization one vote, and (c) One person one vote.
- 7) To fill out the Nomination Form is mandatory. The election commission will supply the printed Nomination Forms to the candidates. All candidates must fill out those Nomination Forms and submit those to the Election Commission on time.
- 8) It is highly recommended that all Cabinet candidates will make service commitment statements by signing a "Candidate's Promissory Note", and submit it to the Election Commission along with the Nomination Form.
- 9) Nomination of each candidate must be proposed by one of the 4 representatives of the respective organization and seconded by another representative. Otherwise the nomination form will not be valid.
- 10) EC can set a nomination fee for the candidacy. Candidates will submit the nomination form to the Election Commission along with check or money order payable to BUFLA.
- 11) The President will call an EC meeting at least one week before the nomination deadline where all the interested candidates can announce their candidacy. This does not prohibit any one from announcing their candidacy before or after that meeting.

12) After the nomination deadline, the Election Commission will publish the names of candidates for the posts, deadline of submission and withdrawal of nomination papers and eventually circulate the final list of candidates to the EC supplied by the Cabinet.

13) It is highly recommended that in a contested election, the Election Commission will request the President to call a GA meeting with only one agenda item as Candidates' Forum for debates among the candidates for President and General Secretary Positions. This GA meeting will take place after the announcement of final list of candidates by the Election Commission, but before the election.

14) After the announcement of the final list of candidates, the Election Commission can declare the uncontested candidates as elected.

15) Ballot paper should be published by the last name of candidates alphabetically to each position in rows, not by columns.

16) Election will be done by in person vote only. In case of any emergency, if the lead person cannot come to cast the vote, then he/she must inform the Chief Election Commissioner via email or in person and authorize his alternative, by a written letter, at least 24 hours in advance.

17) Ballot papers must be printed with the BUFLA name and the BUFLA Logo.

18) Vote counting will be done at the polling station, in presence of all the voters.

19) In case of tie for the same position, there will be lottery.

20) Election results will be announced at the polling station immediately after the vote counting.

21) Election Commission will publish the official results of the election by e-mail and other media channels and electronic means, within 3 days of completion of the election.

22) Election Commission will submit the election related expense report to the Finance Secretary of the Cabinet for reimbursement after the election. The Election Commission can also submit an estimated expense to the Finance Secretary before the election, and the Cabinet can review and approve the appropriate amount to be disbursed by the Finance Secretary to Election Commission, before the election.

23) Election commission must preserve the cast-and-counted ballots for 30 days from the day of the election, in case a recounting becomes necessary. After that time, no candidate can request for re-counting of the ballots.

24) Any remaining important items of election process can be decided by the EC.

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