

BUFLA

Bangladesh Unity Federation of Los Angeles

BUFLA Website: www.bufla.com

Minutes of the Meetings

May 20, June 24, and July 22, 2007, Sunday, 2 PM to 4 PM

Shatto Recreation Center, 3191 W. 4th Street, Los Angeles, CA 90020

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During the last 3 General Body meetings of BUFLA on May 20, June 24, and July 22, 2007, (covered in this Minutes), the primary item on the Agenda was the discussion on the BUFLA Constitution. Various people representing various different organizations attended these General Body meetings. The discussion on Constitution actually started in the General Body meeting on April 29, 2007.

So, during the last 4 months, there were very detail and extensive discussion on the BUFLA Constitution in the 4 General Body meetings. Many of the Paragraphs, Sentences and Words of the draft Constitution were analyzed, discussed, and lot of times changed and modified. The latest version of the Constitution is copied below, which will go for Vote on August 26, 2007 for Ratification. Only the BUFLA-EC members will be eligible to vote. Some details of the Ratification process will be given in the Meeting notice for August 26, 2007.

The next meeting date is on August 26, 2007, Sunday, from 2:00 PM to 4:00 PM at Shatto Recreation Center, 3191 W. 4th Street, Los Angeles, CA 90020.

Respectfully,

Mahbub Khan
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BUFLA Constitution

(As of July 23, 2007)

BUFLA Constitution Committee members:

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Bangladesh Unity Federation of Los Angeles (BUFLA)

Constitution

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BUFLA

Constitution

Article I: Name

1. The name of the Federation is “Bangladesh Unity Federation of Los Angeles” here after referred to as BUFLA.
2. The Name Bangladesh Unity Federation of Los Angeles was decided unanimously by the 40 (Forty) Community leaders from 25 (Twenty five) different Bangladeshi Organizations at the very 1st meeting of BUFLA, which was held at Econo-Lodge Hotel Conference room, Los Angeles, California, on June 4, 2006.
3. BUFLA will have a monogram as enclosed in this Constitution.

Article II : Definition

1. Nature of Entity:

BUFLA shall be a Federation of all the Bangladeshi Community based Organizations and Associations of the greater Los Angeles area in California, USA.

2. Legal Status:

Bangladesh Unity Federation of Los Angeles (BUFLA) shall be a Non-Profit, Public Benefit Corporation.

Article III: Aim & Objectives

Aim:

1. To provide a Forum to promote Unity and Harmony within the Bangladesh Community of the Greater Los Angeles Area.

Objectives:

1. To celebrate jointly one or more events annually by all the BUFLA Organizations and the whole community, which will be a Common ground event for all BUFLA member organizations.
2. To have a mutual dialogue and cooperation among the members of BUFLA.

3. To carry out various Community development projects through different Committees, as approved by the EC.
4. To synergize the benefits of unity for the Community in various ways.
5. BUFLA shall promote the activities that are Social, Cultural, Educational, Humanitarian and Charitable in nature.
6. To assist the BUFLA member organizations and community members as much as the resources of BUFLA permit.
7. Bonding & Bridging our community with other ethnic groups in greater Los Angeles area and Southern California.
8. BUFLA shall have a Website to list all Bangladeshi organizations of the greater Los Angeles area including their (a) Mission (b) Executive committee (c) Contact Information and (d) their upcoming events. Also maintain a community calendar, which can help all the organizations to avoid the overlap of any major events in the community.
9. To facilitate the Cultural activities of our ethnic heritage and traditional values of Bangladesh among the youths of our community, in order to preserve our identity.

Article IV: Office

1. BUFLA shall have an official address, an administrative body, Contact information and a legitimate operational license mandated by the State of California.
2. The Principal office of the BUFLA shall be located in Los Angeles, California. It may have other Liaison offices in other cities of greater Los Angeles Area.

Article V: Members (EC, Associate, AC, Membership Form)

Membership categories of BUFLA are as follows:

- A. Executive Committee member (EC)
- B. Associate member
- C. Advisory Committee member (AC)

Section A: Executive Committee member (EC)

1. Bangladesh community based organizations or Associations located in the greater Los Angeles area.
2. Bangladesh community based Associations 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.

3. Maintains a reasonable level of programs, activities and agenda that are beneficial in terms of generally acceptable values and culture of Bangladesh.
4. Has at least 4 Executive Committee members.
5. The age of the organization is at least one year.
6. Paid the membership fee by filling out the BUFLA Membership Form.

Section B: Associate member

Same requirements as the EC members except that the age of the organization or Association is less than one year.

Associate member will not have voting right but will have the right to attend the General Body Meetings and will be able to participate in the decision-making process by providing input.

Section C: Advisory Committee member (AC)

Any individual who has exceptional reputation and significant contribution to the community through his or her professional accomplishments or community activities and who is a well-wisher of BUFLA, can be an AC Member if approved by the EC.

Section D: Membership Form

The BUFLA Membership application form should be filled out completely, and signed, and then submitted to the BUFLA Secretary.

The application for membership shall be endorsed by the Secretary and shall be approved by the President. The applicant shall assume the membership after the approval by the President, and upon payment of the appropriate fee or annual dues.

Article VI: Functional Teams (GA, EC, EC-Officers, AC, BOT, Standing Committees)

The BUFLA should comprise of the following functional teams:

- A. The General Assembly (GA)
- B. The Executive Committee (EC)
- C. The Advisory Committee (AC)

- D. The Board of Trustee (BOT)
- E. Standing Committees (Functional Ad-Hoc Committees)

Section A: The General Assembly (GA)

The General Assembly of BUFLA consists of executive committee members, advisory committee members, associate members, and functional ad-hoc committee members. All these categories of members shall have the right to participate in open discussion in the General Assembly, but only the EC members have the right to vote. A two third majority vote of the EC members are needed in a General Assembly meeting, in order to approve, adopt, or amend the Constitution.

Section B: The Executive Committee (EC)

The Executive Committee shall be responsible for the proper functioning of BUFLA according to the constitution. One of the primary responsibilities of EC is to organize the Unity Celebration Day, the Bangladesh Day Celebration with Parade (on March 26 or on the immediate next Sunday). All the member organizations in good standing shall be the members of the EC, except the Associate members. The President of an organization or a representative can be on the BUFLA EC. Only one person can represent an Organization in the EC with only one vote. Also, any one person can represent only one organization. Each organization will have only one vote. The Chair of the AC shall be an ex-officio member of the EC. The EC will elect/select five or more Officers from amongst the EC members, in order to perform certain specific functions as outlined below. The five Officers are as follows:

- President**
- Vice President**
- Secretary**
- Treasurer**
- Public Relation**

President

1. The President is the Principal official of BUFLA and shall be recognized at all BUFLA affairs, programs and activities. He will preside over all BUFLA meetings including the EC and GA meetings. He shall appoint members and chairpersons of various functional ad-hoc committees with the approval of the EC. He will be in the BUFLA Bank Account.
2. Can call a special meeting of the EC or GA under appropriate circumstances.
3. Can be impeached by a two-third-majority vote in a GA meeting, if he or she does anything against the Aim and Objectives of BUFLA.

4. Shall present an Annual Report.
5. The President is elected for one-year term, and the same person cannot be re-elected as President within 10 years.

Vice President

1. Shall carry out the responsibilities as assigned by the President.
2. Shall perform the duties of the President when the President is unable to do so.
3. He shall fill the vacancy of the President for the remainder of the term if the situation so arises due to any genuine circumstances.
4. In absence of the President and Vice President, the EC will elect a President for that particular EC meeting or GA meeting.

Secretary

1. Shall prepare the agenda for the EC and GA meetings in consultation with the President.
2. Send out Meeting notices, and prepare Meeting Minutes.
3. Shall coordinate with various committee Chairs.
4. Shall be in the BUFLA Bank Account
5. Shall maintain all registers and preserve all the papers, seal and properties of BUFLA.
6. The Secretary is elected for one-year term, and the same person cannot be re-elected as Secretary within 10 years.

Treasurer

1. Shall serve as a custodian of the BUFLA funds, and maintain those funds in a bank. He or she shall keep all records of income and expenses of BUFLA.
2. Shall prepare annual financial report of the BUFLA and shall present such report at the Annual GA meeting.
3. Shall be in the Bank account.
4. Shall deliver the receipts to the members and donors, using a receipt book. Will also issue tax-exempt forms to the members and donors after the 501(c)(3) status is attained.

Public Relations:

1. Will communicate with the Community and the Media in order to publicize and promote the activities of BUFLA.

Section C: The Advisory Committee (AC)

1. The AC members will be elected/selected by the EC.
2. The AC will elect/select their Chair and Vice Chair in the first AC meeting, for a two-year term.
3. AC Members will not have the voting right but will have the right to attend the GA Meetings and will be able to participate in the decision-making process by providing input.
4. The AC-Chair will be an ex-officio member of the EC. The AC-Chair shall have the right to vote but cannot be an EC-Officer.

Section D: The Board of Trustee (BOT)

1. The Advisory Committee (AC) will elect/select 5 members for the BOT.
2. The 5 members of BOT should be elected/selected from the AC members.
3. The BOT will elect/select their Chair and Vice-Chair from amongst themselves in the first BOT meeting for a 3-year term.
4. The primary functions of BOT would be to act as the Custodian in case of crisis of BUFLA and also as the Election Commission when needed.

Section E: Standing Committees (Functional Ad-hoc Committees)

1. These Committees will be formed by the EC from time to time, as appropriate, for Community Development Projects, and other Special Purposes.
2. These Committees will do certain specific designated tasks including the following: (1) Community Center, (2) International Mother's Language Day, (3) Youth Activities help, (4) Job training and job finding for the community members, (5) Family Happiness improvements in the community, (6) Container shipment to Bangladesh with useful goods, (7) Immigration help, (8) Helping and promoting Community Businesses, (9) New comer's help, (10) Burial help, (11) Political liaison with Govt officials, (12) Recognition of Youths for their Outstanding Talents, (13) Recognition of community members for their Outstanding Community Services and Professional Accomplishments, (14) Etc.

Article VII: Offices (Terms, Oath, Vacancies)

Section A: Terms of Office

1. The EC members shall be elected/selected for one-year term from May 1 to April 30.
2. The EC-Officers shall be elected/selected for one-year term
3. The AC members shall be elected/selected for two-year term
4. The BOT members shall be elected/selected for three-year term
5. All elections/selections will be held by the last Sunday of April of each year.
6. Any tie of election results will be broken by lottery.

Section B: Oath of office

1. All the members of the EC and the EC-Officers shall take oath of office on assuming their responsibilities. The Chairman of BOT shall conduct such ceremony. This oath shall take place within 30 days of EC election/selection.

Section C: Vacancies

1. In case of vacancy of the post of President, the Vice-President will take over as the President.
2. For the vacancy of all other officers, the EC will elect/select the replacement.
3. Any vacancy of BOT shall be filled by the AC, in consultation with the rest of the members of BOT.

Article VIII: Meetings (Frequency, Lead time, and Quorum)

Section A: Frequency of Meetings:

1. The BOA, BOT, EC and all standing committees will meet jointly at least once a year.
2. The BOA, and BOT shall hold at least two meetings in a calendar year.
3. The EC shall hold at least 4 meetings in a calendar year.
4. Fifteen percent of the EC members of the BUFLA may request a General Assembly meeting. However, such request has to be made in writing to the President of BUFLA, with a copy to the Secretary.
5. Any member of the EC failing to attend three consecutive meetings of the EC shall be subject to removal from the committee by a two-thirds vote of the EC, unless the absentee can provide a satisfactory reason for such absence. .

Section B: Lead Times of Meeting Notice

1. The notice for GA meeting should be sent out at least 21 days prior to the meeting.

2. The notice for the EC meeting should be sent out at least 10 days prior to the meeting.
3. The notice of show-cause for disciplinary action should be performed by certified mail at least 30 days prior to the hearing.

Section C: Quorum of Meetings

1. Attendance by 25% of the EC members shall constitute a Quorum for an EC meeting and a GA meeting.
2. Attendance by simple majority members of the AC, BOT, and Functional Ad-hoc committees (Standing committees) shall constitute a quorum for such committee's meeting.

Article IX: Bank Account

The President, the treasurer, and the Secretary will be on the BUFLA Bank Account. Two signatures are required. The treasurer signature is a must.

Article X: Prohibition and Disciplinary Action

Section A : Prohibition

1. The BUFLA shall not carry out any activities, that are not permitted for any corporation enjoying the Federal Tax exempt status under Section 501 (C) (3) of the Internal Revenue Code, or provisions of present and future US laws.
2. No member of the BUFLA shall use his or her office and the name of BUFLA for his or her personal benefit.
3. No member shall participate in any activities, which may be contrary to the interest of BUFLA, the Bangladesh Community, the State of California, and the USA.

Section B : Disciplinary Action

Any member can be removed from BUFLA by two third majority of EC, by giving a 30 days notice, for the following reasons:

1. Acting contrary to the provision of the constitution and Bylaws of BUFLA
2. Causing division of BUFLA, or forming an organization with the same Aim and Objectives of BUFLA.

3. Intentionally playing a negative role to create misunderstanding among the members of BUFLA in order to cause division.
 4. To get involved in activities that are harmful and detrimental to the interest of BUFLA.

Article XI: Dissolution

BUFLA will be dissolved if three fourth of the EC members vote to dissolve it. With the dissolution of BUFLA, the EC and AC shall be dissolved, but the BOT shall continue to function as a caretaker for the assets and liabilities.

Article XII: Constitutional 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 a GA meeting with a meeting notice of 30 days in advance.
