



**Operating Procedure of
FEDERATION OF BANGLADESHI ASSOCIATIONS IN NORTH AMERICA
(FOBANA)**

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Article I: Geographical Location

Section 1: FOBANA shall be a North America wide organization. It shall not be limited to a particular state, province or city. The mailing address of the Registered Agent, Chairperson or any of the authorized Office Bearers can be used as the permanent address for official business.

Article II: The Business and Fiscal Year

Section 1: The business year of the FOBANA shall be from one FOBANA convention to the next FOBANA convention.

Section 2: The fiscal year of the FOBANA shall be from January 1 through December 31.

Article III: Organization

Section 1: The General Body:

- a) The General Body of FOBANA shall consist of all member organizations in good standing and all individual members of the Executive Committee.
- b) The General Body shall meet at least once a year.
- c) The General Body of Members shall have the authority to modify or annul any decision made by the Executive Committee.

Section 2: The Executive Body:

- a) The Executive body of FOBANA shall consist of at least 21 (Twenty One) but no more than 25 (Twenty Five) members and shall be called the FOBANA Executive Committee.
- b) There shall be 1 (One) Chairperson, 1 (One) Vice Chairperson, 1 (One) Executive Secretary, 1 (One) Joint Executive Secretary, 1 (One) Treasurer and 7 (Seven) Outstanding Members and at least 9 (nine), but no more than 13 (Thirteen) Member Organizations as the Office Bearers.
- c) The Chairperson, Vice-Chairperson, Executive Secretary, Joint Executive Secretary, Treasurer, 7 (Seven) Individuals members (respected individuals who have outstanding contributions to FOBANA) and up to 13 (Thirteen) members representing FOBANA Member Organizations shall be elected each year by the General Body of FOBANA.
- d) The head of the member organization or his/her representative shall represent the organization in the Executive Committee.
- e) Each member representing an organization shall be elected for a period of one year. If the person's term of office (in his/her organization) expires, the person replacing the outgoing person in that office shall complete the rest of the one-year term.
- f) The outgoing Chairperson and Executive Secretary shall automatically become members of the FOBANA Executive Committee as outstanding members in the following year.
- g) The Convener and Member Secretary of the current FOBANA convention shall automatically become members of the FOBANA Executive Committee as outstanding members in the following year. However, they shall not be qualified to run as Chairperson or Member Secretary in that year.
- h) The term of office bearers shall be for one year.



- i) The Executive Committee shall meet at least once a year. The presence of one-third members shall make a quorum.
- j) The Executive Committee shall form as many committees as required in order to carry out the function of FOBANA.
- k) Each committee shall have a Chairperson who shall report to the Executive Committee upon completion of the task or as directed otherwise.
- l) The Executive Committee shall assign its members the roles and responsibilities to manage each functional area identified in the By-Laws.
- m) Elected host organization shall automatically become a member of the FOBANA Executive Committee out of 13 (Thirteen) member organizations.

Section 3: The Advisors

- a) There shall be at least 3 Advisors to be nominated and selected by the Executive Committee for a term of one year.
- b) Individuals who have made an excellent contribution to FOBANA in the past and or served FOBANA shall be eligible for this position.
- c) All ex-chairpersons of FOBANA will have an option to be automatically selected as Advisors after serving one year as outstanding members. This will not be valid for any chairperson or persons designated as "persona non grata".
- d) The Advisors shall provide advice and guidance to the Executive Committee and ensure participation in meetings as needed basis.
- e) The responsibilities shall include but not limited to, involve on broader aspects relative to legal matters, hearing grievances and conflict resolution, and mediate variances.
- f) The Advisors shall avoid any conflicts and direct participation in the election process or its operational matters.
- g) Advisors shall have no voting rights, shall not openly support any candidate and shall not influence the election. However, if an Advisor represents an organization, then the Advisor shall be entitled to all the rights and privileges including voting rights. In that special case, the Advisor will be requested to resign from the post of the Advisor.

Article IV: Membership

Section 1: FOBANA shall be an organization of organizations. Individuals cannot be a member of FOBANA.

Section 2: Except those organizations prohibited in the Articles of Incorporation, any organization may apply for membership of FOBANA. In addition to the above, no political, religious, regional, business, charity, privately held foundation or company shall not qualify to be a member. FOBANA, however, may offer non-voting Associate or student membership to organizations that may have a positive impact towards the common goal of the organization.

Section 3: Prospective member organization must have at least 50 documented members on file when applying for membership. Proof of this could be a written list of members' names, an online video, a photo of a meeting or event showing members.

Section 4: Prospective member organization must elect their officials democratically. Proof of this could be a written list of members' names, an online video, a photo of a meeting or event showing members.

Section 5: Prospective member organization must be involved in community activities serving people of Bangladeshi origins in North America.



- Section 6: Membership application, in prescribed form, must be submitted to the Executive body of FOBANA.
- Section 7: The membership application must be recommended by at least one member organization of FOBANA. This can be waived by the Membership Reviewed Committee if they can verify it verbally.
- Section 8: The application must be submitted at least thirty days (30) before the scheduled meeting of the General Body of FOBANA or before any other deadline decided by the Executive Committee.
- Section 9: Membership application shall accompany application fee and yearly dues.
- Section 10: The application fee shall be non-refundable.
- Section 11: The amount of application fee and membership dues and late fee charge shall be decided every year at the annual general meeting of the General Body. In case no decision was taken, the charges of the immediately previous year shall prevail. The late fee for EC members will be \$50.00 and it will be effective from the beginning of the current tenure.
- Section 12: The Executive Body or its duly appointed subcommittee shall examine the application and if no irregularities are found, it shall recommend to the Executive Body to accept the membership.
- Section 13: In case any objection is raised at the Executive Body, it shall be placed for review by the General Body and the majority members' decision shall be accepted.
- Section 14: In case a membership application is not accepted, the General body shall, through the Chairman of FOBANA, inform the organization explaining the reason for denial. Membership dues shall be refunded but not the application fee.
- Section 15: When membership application is accepted by the General Body, the organization shall become a member of FOBANA beginning the next business year.
- Section 16: Yearly membership dues must be paid in advance. For example - membership dues for the year 2006 must be paid by November 30, 2005. If not paid by November 30, the membership shall be suspended beginning January 1. However the membership can be renewed by March 31, but a late fee charge shall be applied. If the membership is not renewed by March 31, the membership of the organization shall automatically be canceled. The organization shall have to apply as a new member.
- Section 17: A suspended member shall not have any privilege such as to participate in the organizational matter including exercising the right of vote in any decision making.
- Section 18: An organization may withdraw its membership by a written request signed by majority members of the Executive Body of the membership organization.
- Section 19: An organization that withdrew its membership may apply again. However, it shall be considered as a new applicant.
- Section 20: No two member-organizations shall have the same name.
- Section 21: In the case where a member organization breaks up and two or more parties claim to be the inheritance of the parent organization, the head of the organization immediately before the break up shall identify the inheritance of the parent organization. To become a member of FOBANA, the other party or parties must come up with a different, not confusing name and shall have to apply as a new member.

Article V: Voting Rights

- Section 1: Only member organizations in good standing shall be allowed to vote. The Membership Review Committee shall submit the list of potential voting members to the Executive Committee at the last



- EC meeting. The EC then shall finalize and approve the list. The Election Commissioner or Committee shall not have the right to make any changes to this list.
- Section 2: New member organizations shall not be allowed to vote in the first year of their membership period.
- Section 3: An organization must be a member in the immediate past year to be eligible to vote.
- Section 4: Each EC member shall have an individual vote, but then they shall not be allowed to cast another vote as the head or a representative of a member organization. In that event, there has to be another person voting for it who has written authorization and met the approval of the Election Commissioner.
- Section 5: The following rules shall apply for registration:
- (a) The FOBANA EC shall determine the amount of registration fee for the participating organization(s) each year to enable them to perform cultural program on the stage of the convention.
 - (b) The participating organization(s) shall be required to register with the Host Committee on a prescribed form indicating their interest to perform on the stage of the convention. The registration fee must be paid directly to the EC within established time frame. The EC will provide the Host Committee a complete list of the registered organizations along with the amount of registration fee so collected 15 days prior to hosting the Convention.
 - (c) A valid member organization must also pay the registration fee to the EC to be eligible to vote in the AGM even if their organization decides not to perform.

Article VI: Authority

- Section 1: The General Body of FOBANA, consisting of its members, shall have the authority to remove any or all the members, including office bearers of the Executive Committee by a resolution of vote of no-confidence passed by 2/3 (Two-thirds) majority of members present at the meeting or by 2/3 (Two-thirds) majority of members in a mail ballot or by resolution adopted by a 2/3 (Two-thirds) majority of members present at a Special General Meeting called for the purpose. Special General Meeting could be arranged via teleconference. However, impeachment, ousting or abolishment of the entire Executive Committee can only be done in a face to face general meeting.
- Section 2: The Executive Committee shall have the right to revoke the privilege of the Host Organization to host the annual convention and override the decision taken at the annual general meeting if the Host Organization does not adhere to the guideline set forth in the By-Laws for preparing for the convention.
- Section 3: The authority of the Host Organization or Host Committee shall be limited to organizing the annual convention as defined in the By-Laws.
- Section 4: The decision taken by the simple majority of the Executive Committee members shall have the final authority on any areas not explicitly mentioned in the Constitution or By-Laws.

Article VII: Annual Meeting

- Section 1: There shall be at least one FOBANA General Body meeting.
- Section 2: The simple majority of the member organizations (not a number of persons representing various organizations) shall make the quorum.
- Section 3: The following businesses shall be conducted at the Annual General Body Meeting:
- a) Review the activities of the past year.
 - b) Review the audited financial report of the past year



- c) Elect Officers for the following year
- d) Elect Host Organization for the next FOBANA Convention
- e) Miscellaneous matters included in the agenda
- f) Any other matters from the floor

Section 4: Proxy: Any member of a decision-making body such as FOBANA EC may delegate his or her voting right to any member of the "same body" to vote in his or her absence. As such, no member of FOBANA EC can designate another member from outside FOBANA EC to attend and vote during his or her absence during AGM or any EC meetings or teleconferences.

Article VIII: Amendment Process

Section 1: Amendments to the Article of Incorporation shall be jointly proposed in writing by at least two (2) member organizations and submitted to the Executive Committee at least forty-five (45) days in advance. Requests from an individual or single member organization shall not be entertained.

Section 2: Any amendments to the Articles of Incorporation shall require the consent of a simple majority of the General Body of FOBANA and/or two-third (2/3) members of the Executive Committee.

Section 3: Amendments to the By-Laws may be proposed by any single member organization of FOBANA and must be submitted to the Executive Committee at least thirty (30) days prior to the yearly general meeting or Executive Committee Meeting or teleconference.

Section 4: Any amendment to the By-Laws shall require a simple majority of the General Body of FOBANA or members of the Executive Committee.

Section 5: Any amendments to the Operating Procedure shall require only the simple majority of the Executive Committee and that can be also be accomplished via teleconference calls and/or e-mails.

Article IX: Activities

Section 1: The main activity of the FOBANA shall be, but not limited to, hold an annual convention.

Section 2: The FOBANA shall either itself host the annual convention or give the responsibility to one of its member organizations to host the convention. The practice should be to choose an organization to be the host of the convention.

Section 3: FOBANA shall promote and uphold the interest of the Bangladeshi Community in North America.

Article X: Roles and Responsibilities of Officers

Section 1: Chairperson:

The Chairperson shall be the Chief Executive Officer of this Organization. The chairperson shall lead, guide and Chair the Executive Committee meetings, represent FOBANA to outside bodies and the Committee to the General Body members. The chairperson shall maintain liaison and coordination with the Bangladesh Embassy, the Government, and contact with Advisors to seek guidance when needed.

Section 2: Vice-Chairperson:

The Vice Chairperson shall be the second person in the order of precedence to the Chairperson and shall carry out the Chairperson's function in the Chairpersons' absence or when authorized by the Chairperson. Vice Chairperson shall oversee the function of all sub-committees including providing guidance and making decisions needed for its operation.



Section 3: **Executive Secretary:**

The Executive Secretary shall be responsible for all organizational matters and shall oversee the functions and operation of Mainstream, Media and Youth wings of the Organization. The responsibilities shall include but not limited to, all administrative matters, develop strategic plans both long and short term, develop marketing plan, keeping minutes of the meeting, distribution of the minutes of the meeting, maintain official files including updated list of membership and their contact addresses and telephone numbers, coordination in the execution on EC decisions, assisting Host Organizations, and communicating with media. The Executive Secretary shall also prepare and present the Annual report, assist in the formation of Election Committee and any other sub-committees.

Section 4: **Joint Executive Secretary:**

The Joint Executive Secretary shall assist the Executive Secretary and acts as the Executive General Secretary in his/her absence. The Joint Executive Secretary shall record minutes and prepare and submit draft copies to the Executive General Secretary for his/her attention. The Joint Executive Secretary shall assist in the development of local organizations and to become a member of FOBANA Organizations; assist the organization in outreaching the Youth, Mainstream arena, and neglected area.

Section 5: **Treasurer:**

The Treasurer shall hold the funds, manage all financial matters including maintenance of up-to-date records of all financial transactions, submit statement of receipts and expenses to the Executive Committee, preparation of accounts and budget, collection of dues, responsible preparation of annual balance sheet and income statement for audit, Tax Return to IRS, maintain annual registration status current, deal with insurance matters, and marketing. The treasurer shall also prepare and present the Annual Report to the General Body Meeting.

The account shall be maintained in a reputed banking institution; the account shall be operated by the Treasurer. The Chairperson may empower the Executive Secretary or Joint Executive Secretary to operate the account in the absence of Treasurer. The treasurer shall liaise and coordinate with Host Committee in tracking matters and seek information related to financial status in accordance with the policy guidelines of FOBANA.

Article XI: Standing Committees

Section 1: Each standing committee shall be chaired by one of the presents or past Executive Committee members and will have at least one other member.

Section 2: Standing committees shall have the right to co-opt any number of members of the Executive Committee, Member Organizations to be a part of their subcommittee. They may also co-opt technical experts, subject matter experts or consultants to carry out their responsibilities.

Section 3: Standing committees shall be required to give a progress report on the Executive Committee meetings.

Section 4: The Chairman, Vice-Chairman and Executive Secretary will be officio members of all standing committees.

Article XII: Roles and Responsibilities Of the Standing Committees

Section 1: Roles and Responsibilities of Constitution and Procedure Committee

The Committee is responsible for reviewing the Articles of Incorporation, By-laws, and its Operating Procedures, all official forms, and guidelines and report their recommendation to the Executive Committee.



The Committee will periodically review the policies and procedures and draft revised versions to be presented to the Executive Committee for ratification.

The Committee will periodically review the forms used and revise them if necessary before presenting them to the Executive Committee for ratification.

The Committee will solicit input from other EC members and include their suggestions in the draft proposal.

The Committee will propose any new amendment to the Executive Secretary before the stipulated deadline for Annual General Meeting so that the Executive Secretary can inform the members.

Section 2: Roles and Responsibilities of Legal Committee

The Committee is responsible for handling all legal aspects of the organization.

The Committee will handle all legal issues affecting the operation of FOBANA, consultation with experts, select and hire and on call Attorney, initiate action to promote and protect FOBANA interest, represent FOBANA and handle all legal issues, guide to resolve disputes, mediate variances, and review important letters and documents before they are issued as needed.

Section 3: Roles and Responsibilities of Unification Committee

The Committee is responsible coordinating all matters related to unification efforts between different groups who like to join FOBANA.

The Committee will initiate dialogues with any individual, organization or group of organizations to a part of FOBANA.
The committee will create proposal and then present them to EC for approval before giving it to the negotiating parties

Section 4: Roles and Responsibilities of Media and Public Awareness Committee

This Committee will be responsible for all Media and public facing matters

This Committee will create all press release and send them to media outlets.

This Committee will write articles and publish them in FOBANA website to create public awareness for FOBANA

Section 5: Roles and Responsibilities of Business and Investment Committee

The core mission of this Committee is to provide service, promote and facilitate business opportunities between USA and Bangladesh by American, NRBA (Non-Resident Bangladeshi Americans) and Bangladeshi businessmen. As a non-profit organization, FOBANA will not engage itself in any for profit business.

The committee will not engage in any business directly on behalf of FOBANA
The committee is responsible for making contacts with potential NRBA (Non-Resident Bangladeshi Americans) looking for investment opportunities in both Bangladesh and USA.



Explore Retirement Planning and Retirement Investment, Investment in Real Estate and or properties by providing advice, and seed money or start-up capital, pre-IPO funds or franchising finance.

The committee will maintain contact with Bangladeshi Business Organizations, prepare and maintain all professional NRB database, prepare and maintain NRB investment database and formulate policies.

The committee will be responsible for open communication, leading and guiding on NRB issues, liaising with Bangladesh Embassy and Government at home, liaise with the US and Bangladesh Business Council, hold seminars and share information.

Section 6: Roles and Responsibilities of Budget and Finance Committee

The Committee is responsible for reviewing the Articles of Incorporation, By-laws, and its Operating Procedures, all official forms, and guidelines and report their recommendation to the Executive Committee.

The Committee will develop policies and procedures and present them to the Executive Committee for ratification.

The Committee will handle all legal issues affecting the operation of FOBANA, consultation with experts, select and hire and on call Attorney, initiate action to promote and protect FOBANA interest, represent FOBANA and handle all legal issues, guide to resolve disputes, mediate variances, and review important letters and documents before they are issued as needed.

Section 7: Roles and Responsibilities of Youth Forum Committee

The Committee is responsible for all youth matters affecting their interest.

Help to meet their basic personal and social needs to be valued and useful, and build skills and competencies that will encourage them to function and contribute not only to their daily lives but also for the benefit of the community they belong.

Establish contacts and create a database, develop youth chapter, encourage leadership, participation in education, access to computers, learn languages and culture, educate in communication, guide to work with diversity in mainstream, host seminars, participate in volunteer service, assist necessary training and job search in local businesses which employs youth in meaningful and relevant work.

Find out talents among the young generations from across the nation, highlight them in FOBANA website, Facebook, and Newsletter.

Encourage young writers to write to FOBANA Newsletters, be contributors in FOBANA website.

Section 8: Roles and Responsibilities of Health and Wellness Committee

The Committee is responsible for providing guidance and recommendation on healthy living, nutrition, homemaking, mental health and general wellness.

One of the prime goals of this Committee would be to create a support portal with relevant contact information for the abused women (Those who are suffering in silence)



To create a hotline where the victim can leave a message in Bangla or English if necessary. Calls will be directed to Women Affairs designated person who will then re-route it to the right agency.

Invite and work with other local national agencies and industry leading experts in this area so that we can provide the necessary support on a national level.

Publish some useful papers in easy to read Bangla and create powerful messages in video and distribute via YouTube, FOBANA Facebook page and website.

Continue educating women in various cities and explain their rights and where they can go for help and create guidelines to women entrepreneurs who want to open a business (boutique, sarees, jewelry etc.).

Dos and don'ts of how to do a business from home (for women).

Educate how to form a company, run a business etc., and build an exchange portal where they can get in touch with vendors in Bangladesh for products.

Highlight successful Bangladeshi women entrepreneurs in our website and invite them to FOBANA convention.

Provide written articles about the nutritional values of our everyday ethnic foods.

Highlight risks among men of Bangladeshi origins supported by research

Invite the physicians of Bangladeshi origins to help build a network of support in the healthcare area.

Section 9: Roles and Responsibilities of Social Networking Committee

The Committee is responsible for leveraging online tools such as Facebook, Twitter, Google+ etc. to promote FOBANA and its activities.

The Committee will actively seek young volunteers who are visible and frequent visitors in the social media and groom them to become FOBANA promoter

The Committee will educate the young generation about FOBANA history so that they can spread the news.

The Committee will ensure that FOBANA is very visible in the cyber world, however, all messages will be in tune with FOBANA goals and mission.

Section 10: Roles and Responsibilities of Newsletter Committee

The Committee will be responsible for developing a periodic Newsletter

The Committee will actively seek writers to write articles for the newsletter

Section 11: Roles and Responsibilities of Bangladesh Liaison Committee



The Committee will work as a bridge between contacts in Bangladesh FOBANA EC in USA on all matters related to FOBANA interest.

The Committee will work with media, keeping contacts with professionals engaged in arts and culture, business, banking, education, industry, government, manufacturing, and media to project FOBANA mission and objectives and gain their support.

Assist in the selection of guests and artists for participation in the FOBANA Convention. However, the final decision will be made by Host Committee.

Maintain a database of all contacts in Bangladesh and share with FOBANA EC.

Hold press events at the Press Club or other suitable venues.

Promote and encourage Universities to participate in Seminars and other activities at the FOBANA convention

Help to set up meetings for FOBANA EC visiting Bangladesh with media, journalists and important personalities to gain their support and promote partnership in our effort to implement FOBANA mission and objectives.

Promote FOBANA in a positive manner and debunk any myths and misconception about FOBANA by participating in talk shows, interviews, and round table discussion.

Open dialogue with relevant parties in Bangladesh and recommend to EC how FOBANA can make a tangible impact to Bangladesh in an unbiased and non-political manner.

Seek sponsorships for FOBANA from prominent business entities.

Section 12: Roles and Responsibilities of Seminar Committee

The Committee will be responsible for inviting prominent academicians, scientists, research experts, subject matter experts, technical professionals to review papers, presentations submitted to FOBANA for Seminar presentation.

Presenters will be allowed to submit their papers online via FOBANA website, these papers will then be sent to a mailbox of this Committee.

The Committee members will review and catalog the papers.

All papers will be in a database so that anyone can do research on these valuable papers.

Invite Bangladeshi students in all major North American and Bangladeshi universities to submit papers.

All papers will be published online after the review process.

The Committee will pick the best papers among the submitted series then invite them to attend the FOBANA Convention. The list will also be presented to the host committee. The host committee will decide whom they want to pay for ticket and accommodation.

Liaise with the Host Committee and work with them closely to organize seminars and provide the topics selected by the Committee for presentation at the convention



Recommend prominent individuals who have made an extraordinary contribution in the field of arts, business, social, political, medicine and science & technology for recognition by the FOBANA EC at the convention.

Section 13: Roles and Responsibilities of Cultural Committee

The Committee is responsible for promoting the cultural aspects of FOBANA and maintain coordination with the Host Committee on the cultural affairs.

The Committee will help member organizations to promote their cultural events, dramas, dance groups, singers to attend other member states.

The Committee will lead and guide the Host Committee and its cultural committee to organize cultural events at the convention

The Committee will actively seek talents across North American and recommend them to Host Committee for inviting them to the convention.

The Committee will select judges during the convention to pick the best performer award

The Committee will help the host committee to arrange promotional tours or events leading to the convention.

The Committee will actively promote the FOBANA Artist Database.

The Committee may help the host committee to get artists from Bangladesh, but FOBANA will not be engaged in any business contract or financial dealing with Host Organization or the artist.

The Committee will not be responsible for any artist payments during the convention

The Committee will collaborate with the Media and Public Awareness Committee to publish FOBANA Newsletters.

Section 14: Roles and Responsibilities of Alumni Committee

The core mission of this Committee will be to invite, show proper respect and keep in touch with the FOBANA Alumnus.

The Committee will develop and maintain a database with the contact information for all FOBANA alumni

All alumni will be formally invited to the convention and to their special breakfast event.

An FOBANA pin will be presented to these Alumni (depends on budget approval)

All alumni will receive a Certificate of Appreciation for their contribution to FOBANA

All alumni will be requested to send their complete bio data and picture which will be permanently archived and promoted in FOBANA website.

FOBANA EC will provide special lanyard for the FOBANA Alumni distinguishing them all other guests.



Alumni will be invited to participate in the Committees.

Section 15: Roles and Responsibilities of Membership Verification Committee

The Committee is responsible for verifying the membership applications of organizations both new and old.

To assure that their registration is current with the State and also with IRS,

Verify if they have Articles of Incorporation and By-Laws

Verify if they have minimum number of paid members, held elections according to their Articles of Incorporation, paid membership dues,

Verify if they paid their registration fees with the Host Organization and validate their membership status so they can vote in the annual election held by the Executive committee.

Retain a database for a membership organization, maintain documentation with necessary registration forms including copies of Registration with state and IRS, identify deficiencies, provide opportunities to make a correction, and recommend any modification of processes and policies.

This Committee will present the membership application to the EC monthly meetings and recommend that their membership is granted to the organization. Once EC accepts the application, then the membership package will be sent to the organization.

Section 16: Roles and Responsibilities of Mainstream Liaison Committee

The Committee is responsible for communicating with the mainstream personalities and open dialogue with them

This Committee will invite mainstream politicians and prominent people in FOBANA convention

Section 17: Roles and Responsibilities of Awards and Guest Selection Committee

The Committee is responsible for coordinating FOBANA awards and help select guests for FOBANA Convention.

The Committee will prepare guideline and criteria to select candidates for FOBANA award and then present the list to FOBANA EC for final approval

The Committee will suggest and help in contacting guests for the FOBANA convention by working closely with the Host Committee. The Host Committee will have the final say on who they want to invite.

The Committee will order awards ahead of time, keep them and coordinate the award presentation ceremony when the FOBANA Chairperson will present the award.

The Committee will coordinate with the Host Committee to preserve the time slot for presentation

The Committee will work with the Cultural Committee for the best cultural performance awards

Section 18: Roles and Responsibilities of Scholarship Committee

The Committee is responsible for fund raising, selecting and finally awarding annual scholarships to talented students from Bangladeshi origin



The Committee will prepare guideline and criteria to select candidates for FOBANA Scholarships and present the list to FOBANA EC for final approval

This committee will raise funds for the scholarship

Donation for the scholarship program can be received from individuals and/or organizations in the USA and/or Bangladesh

Each scholarship will be for the amount of \$500. Donors can contribute in multiples of \$500. There is no maximum limit.

All donations to are tax-exempt to the maximum limit allowed by law

Money donated towards the FOBANA scholarship fund should only be used for the objective of the committee

All donations collected for a given year will be given away as scholarships for that given year.

The financial awards will be given to the students from the host city/state of the Convention for the respective year

The financial award will be a one-time financial award \$1000 per student

The Host Committee will work with the Scholarship Committee and Central Committee to seek and select the recipients

The awards will be personally presented to the recipients by the donors themselves during the FOBANA Convention

Each Donor will be given a Certificate of Appreciation from FOBANA for their contribution

The applicants must be Bangladeshi Americans residing in the State where the Convention is being held.

High School Graduates who have a cumulative GPA between 3.5 - 4.0 in the given year of the Convention.

Applicants must have community involvement

A properly filled out Application form, a color photo must be submitted by two months before the convention of each year. This date can be changed by the Scholarship Committee.

The recipients must agree to allow FOBANA to publicize their photo, name for promotion.

Each year the Scholarship Committee will come up with a topic for the essay

The essay (500 words or less) will be submitted to the Scholarship Committee

The Scholarship Committee may invite other members of the community or academic to review the essay.

The Scholarship Committee will then short list the candidate and submit to FOBANA EC for final ratification

After the ratification, the award recipients will be officially notified



The awards will be given on the last day of the convention on the main stage

No members of current FOBANA Executive Committee or Advisers can participate in the scholarship program

This committee will have at least 3 past FOBANA Chairperson as members

The current Chairperson and the Executive Secretary will be the officio members

Article XIII: Eligibility to be a Host Organization

- Section 1: The member organization shall be required to have prior experience to host at least a mini convention.
- Section 2: The member organization shall be an active member of FOBANA for two (2) years.
- Section 3: The same member organization shall not be qualified to become a Host Organization again within five (5) years of hosting an FOBANA Convention.
- Section 4: The member organization shall be required to sign an agreement with FOBANA to the effect that they shall abide by the FOBANA Constitution, By-Laws, and Guideline for Organizing FOBANA Convention without any reservation and pay by a certified check an amount of \$1000.00 in advance as Security Deposit. Member organizations will not be considered as a candidate and will not be allowed to participate in the election or selection process unless the agreement is signed and a \$1000.00 check is given to the Election Commissioner. In the case when a member organization is not elected or selected, then the check will be immediately returned and the agreement will be voided. This deposit shall be refunded to the Host Committee prior to hosting the event upon meeting the requirements as specified in the agreement. The deposit may be forfeited in case the member organization does not follow the FOBANA Constitution, By-Laws and guidelines.
- Section 5: It is preferred that the member organization have IRS 501 (c) 3 status. In case that they do not have the status, FOBANA shall receive the corporate checks and within 7 days FOBANA Treasurer shall disburse the check to the Host Organization
- Section 6: The member organization must have a sound organizational and adequate financial strength to function effectively.
- Section 7: The member organization must submit proof that they are duly registered in their State as active organization/corporation.
- Section 8: The member organization must certify that they have duly paid federal and local income taxes and any other required papers are currently in their said state.

Article XIV: Host Committee

- Section 1: The Host Organization must form a Host Committee for the preparation of the convention.
- Section 2: The Host Committee must have one Convener, one Member Secretary, and one Treasurer.
- Section 3: Convener and Member Secretary of the Host Committee shall be included as members of FOBANA EC and attend all meetings during the term of the FOBANA Convention.
- Section 4: The Host Committee can have as many co-convener; assistants, committees or members to carry out their responsibility, however, only the Convener and the Member Secretary will be allowed to act as the liaison between the Executive Committee and the Host Organization.
- Section 5: Host Committee shall not create or designate any official position with the title that the leadership in hierarchy holds in the FOBANA EC so it creates any confusion for having two Chairmen in FOBANA Convention or on any publication materials that Host Committee will circulate.



Section 6: If the Executive Committee raises any fund for the convention then the host committee shall give 20% to Executive Committee.

Article XV: Guideline for organizing an FOBANA Convention

Section 1: The Host Organization must follow this guideline while organizing an FOBANA convention.

Section 2: Use of name: The proper name for the organization and the convention must be used. The name of the organization is Federation of Bangladeshi Associations in North America or FOBANA. FOBANA is also synonymous to the convention. Hence, FOBANA followed by the year of the convention can also be used.

Section 3: Use of logo: FOBANA is a registered trademark; therefore, it is necessary to use the correct logo in all communication. The Chairperson or Executive Secretary shall provide the official logo to the Host Organization. No other version of the logo shall be allowed.

Section 4: Orientation Documents: A collection of templates and very useful information are stored in the FOBANA archive. The Host Organization shall review these files first before creating any new version. If however, a new version is needed to be created for a creative reason, the structure and content should be similar.

Section 5: Inclusion of EC names in Communication: The contact information of the Chairperson and Executive Secretary shall be included in every communication and promotional materials that the host organization will produce. This is especially necessary for posters, Television commercials, newspaper advertisement, press releases, a fund raising campaign and invitation letters. This will be the only way to prove that the host organization is approved by the Executive Committee.

Section 6: Keeping Executive Committee informed: The Host Organization shall inform the Executive Committee for all media communication. Executive Committee can then be prepared to answer from the media about the organization. All convention related questions will be dealt by the Host Organization.

Section 7: Official Letterhead: The Host Organization shall use an official letterhead template that has a reference to the Chairperson and Member Secretary of FOBANA.

Section 8: FOBANA Theme Song: The Host Organization must play the FOBANA theme song during the opening and closing ceremony. They may also play it throughout the convention. The theme song is available on the web site or will be provided to them by the Chairperson or Executive Secretary.

Section 9: Flags: The Host Organization must display flags of three countries in equal size and with proper mount (Bangladesh, USA, and Canada) during the opening ceremony.

Section 10: Joint Meet the Press session: The Host Organization shall organize at least one "Meet The Press" session in New York or any other suitable venue about 2-3 months before the convention. FOBANA Executive Members, Advisors will join at their own expense. The venue, food, a 4'x10' banner, media packets and other expenses shall be the responsibility of the Host Organization. The Chairperson, Vice Chairperson, and the Executive Secretary shall be seated at the head table along with the other officers from the Host Organization. In for any unforeseen reason, such session can't be organized, then the Host Organization shall spend the fund allocated for this session in television and newspaper promotion.

Section 11: EC members in the opening ceremony: The Chairperson and the Executive Secretary shall be allowed to give a brief speech at the opening ceremony. The Host Organization shall allocate at least 3 minutes each. The Host Organization may invite additional Executive Members or Advisors at their own discretion.

Section 12: All EC members on stage: Anytime during the 3-day convention the Host Organization shall invite all EC members (including the member organizations) on the stage and introduce them to the



audience. This may be a simple introduction by announcing their names, organizations they belong to, or courtesy may be extended to allow few of them to speak. The latter would be at the discretion of the Host Organization.

- Section 13: Updates and statuses: The Host Organization shall provide periodic status on the progress of the convention to the Executive Committee. These updates can be in the form of e-mail or verbally in the teleconference.
- Section 14: Sponsorship Packet: The Host Organization shall send hard copy of sponsorship packets and posters to all member organizations as soon as they are prepared.
- Section 15: Convention Requirement: The Host Organization shall provide the following amenities to the Executive Committee during the convention:
- a) A meeting room that can hold up to 100 people for all three (3) days of the convention.
 - b) Either serve food or provide food coupons to all Executive Committee members on the day of the FOBANA Annual General Meeting
 - c) Provide specially marked Lanyard for the Executive Members, Advisors and FOBANA Alumni members
- Section 16: Executive Committee visit: The Executive Committee members will visit (at their own expense) the host city at least once before the convention at a mutually agreed date and time to witness the progress for the convention. The Host Organization shall provide a meeting room, food and if possible a tour of the venue. The Executive Committee members will meet with the members of the Host Committee and share their experience and wisdom.
- Section 17: Selection of Chief Guest: The Host Organization shall not invite any political or religious figure as the Chief Guest. This includes but not limited to any sitting ministers, head of opposition party, head or senior members of any political or religious parties. The Host Organization must select the Chief Guest with consultation with the Executive Committee.
- Section 18: Invitation of dignitaries: The Host Committee shall invite the following dignitaries maintaining their official protocol to attend the convention. Providing travel, room, and board and other incidental expenses shall be at the discretion of the Host Organization.
- a) Ambassador, Government of Bangladesh, Washington DC
 - b) Consul General, Government of Bangladesh, New York
 - c) Consul General, Government of Bangladesh, Los Angeles
 - d) Minister for Information and Cultural Affairs, Government of Bangladesh
 - e) High Commissioner, Government of Bangladesh, Canada
 - f) Minister for Commerce, Government of Bangladesh
 - g) Minister for Education, Government of Bangladesh
 - h) Minister for Labor & Employment & Expatriate Welfare & Overseas Employment, Government of Bangladesh
 - i) Minister for Tourism, Government of Bangladesh
 - j) Senators of the state where the convention will be held
 - k) Local Congressman of the city where the convention will be held



- l) Governor of the state where the convention will be held
 - m) Mayor of the city or any Elected Officials of the County where the convention will be held
- Section 19: Web site: The Host Organization shall use only the website that is provided by the Executive Committee. This website shall be a sub-domain to the main FOBANA website (www.fobanaonline.com). A pre-formatted template shall be provided to the Host Organization as soon as they are selected as per the Web Site Guideline. In return, the Host Committee shall pay a one-time fee of \$500.00 to the Executive Committee. If the Host Committee decides to purchase any additional domain names, they will have to be pointed to this central location. The address of the website for the convention shall be like www.fobanaYEAR.fobanaonline.com.
- Section 20: In the case when the name of the host organization changes due to any reason, FOBANA Executive Committee shall go by the Registered Charter number, 501 (c) (3) certificate number (if any), number of incorporation or any other indicative number that would prove beyond doubt that the previous member organization is the sole owner of the organization and only the name has changed.
- Section 21: In the case of a situation as explained in Section 9 above, the member organization shall appeal to the Executive Committee in writing to change the name on record. The name of the member organization on record shall be changed upon verification of all documents and ownership.
- Section 22: The Executive Committee reserves the right refuse a name change if there is a potential dispute. In that case, the convention shall be held under the name of the Executive Committee.
- Section 23: The Host Committee must make special efforts to promote and give special preference to artists of Bangladeshi origin living in North America.

Article XVI: Election Procedure

- Section 1: The outgoing Chairperson shall be the Chief Election Commissioner by default. In the case of any conflict of interest of if the outgoing Chairperson declines then the EC will choose a Chief Election Commissioner earlier or by the last EC meeting. The Chief Election Commissioner shall have the right to select minimum two (2) more Election Commissioners to form a minimum three (3) members Election Committee. The decision of the Election Committee shall be considered as final for all election matters.
- Section 2: The Election Committee shall invite nominations from the members for positions in the Executive Committee no earlier than two (2) weeks prior to the annual General Body Meeting or as directed by the Executive Committee. The nominations can be accepted till the election begins.
- Section 3: Only members duly certified in good standing by the Treasurer shall be qualified to be nominated for the Election.
- Section 4: Prospective candidate for the Chairperson, Vice Chairperson, and Executive Secretary must meet at least one of the following two conditions:
- (a) The candidate at any time in the past was either a Convener or Member Secretary of an FOBANA Convention.
 - (b) The candidate was a member of the Executive Committee for at least 2 years.
- Section 5: Members in good standing should submit duly signed nominations in writing to the Election Committee in a sealed envelope. The nominations must accompany the non-refundable nomination fee. The amount of the nomination fee will be declared by the Election Commissioner before the election procedure begins.



- Section 6: In the General Body meeting, the Chief Election Commissioner shall open the nomination envelopes, verify their membership status, and shall enquire about the willingness of the nominee to serve FOBANA Executive Committee and announce their names for election.
- Section 7: The election shall be held by secret ballots under the supervision of the Election Committee.
- Section 8: The candidates getting the largest number of votes shall get elected into the office sought by him or her.
- Section 9: In the case of a tie, a runoff election amongst tied candidates shall be held. The Chief Election Commissioner shall decide the date and time for this runoff election.
- Section 10: The Election Committee members shall not be allowed to vote in the election.
- Section 11: A candidate can only run once and for one position in the election.
- Section 12: The Election Committee shall decide the order of the election.
- Section 13: The Election Committee may request other members of the Executive Committee to assist them in the election process.
- Section 14: A spouse of an Election Committee member shall not be allowed to run for the election due to a potential conflict of interest unless the Election Committee member excuses him/herself from the committee.

Article XVII: Corrective Action

- Section 1: In case a current or past member organization or members of the Executive Committee or any member of the Standing Committees violates any provisions of the Constitution and Bylaws or Operating Procedures then the Executive Committee shall have the right to take corrective actions against them.
- Section 2: The Executive Committee may send a Show Cause Notice to the member asking to respond within 30 days. Consecutive notices may be sent at the discretion of the EC.
- Section 3: If no satisfactory response is received from the member within that specified period then further measures may be taken including but not limited to revoking the membership privileges, removing the names from the website or making the member 'persona non grata' for any specified period as decided by the EC.
- Section 4: These corrective measures will not be in conflict with other measures if mentioned in the Constitution or By-laws or other procedures. The EC will have the right to choose any or all measures against a member.

Article XVIII: Policy for Vendors Requiring Invitation Letters for Visa Purposes

- Section 1: All invitation letters will be issued by the Executive Committee signed by the Chairman, Executive Secretary, Convener and Member Secretary of the host committee
- Section 2: Only two invitation letters per vendor will be issued.
- Section 3: Vendors will be dealing directly with FOBANA and there will be no agents in Bangladesh for these purposes.
- Section 4: These letters will be either sent directly to the vendors or sent to host committee for dispatch.
- Section 5: Default dispatch method will be e-mail. However, vendors may pay the extra shipping



cost (Fed-EX, UPS, DHL) if they would like to receive the original letters to submit to the US Embassy. The US Embassy may want to see the original letter.

- Section 6: The original letters will be embossed with the FOBANA seal to prevent any counterfeiting.
- Section 7: A record will be kept to track who was invited.
- Section 8: The EC or HC may independently verify if a vendor is legitimate.
- Section 9: The EC may engage its own committees such as the Business & Investment Committee or the Bangladesh Liaison Committee to gather information and/or take the interview to ensure that these are legitimate vendors.
- Section 10: The EC may request additional documents from the vendors or engage any 3rd party companies such as IBFB to verify their documents.
- Section 11: The EC may decline the request to send an invitation if they deem a vendor illegitimate. The host committee will have to comply.
- Section 12: Vendors must deposit the stall reservation fee (set every year by the host committee – for instance: premium stalls \$2000, standard \$1500 and general \$1000) before an invitation letter can be sent to them.
- Section 13: A Vendor Stall Agreement form must be signed.
- Section 14: The Vendor must notify the FOBANA Executive Committee or Host Committee in writing about their intention to cancel the reservation no later than 7 days prior to the convention. After that date, no refund will be issued because the stalls can't be allocated to any new vendors after that date.
- Section 15: Refunds will be issued within 90 days from the convention or a date set every year by the EC.
- Section 16: 50% refund minus any bank transfer and/or PayPal fee if they notify within 7 days prior to the convention. Vendors applying for a US Visa must show proof of visa cancellation for a refund.
- Section 17: No refund will be given if there are less than 7 days left of the convention.
- Section 18: No refund will be issued to vendors who will receive US VISA but will not attend FOBANA. They will be reported to the US Embassy about their absence in FOBANA.
- Section 19: A list of invited guests, vendors will be published in FOBANA website. Names that are not published will be called counterfeit and FOBANA will not be responsible for them.
- Section 19: There will be multiple ways to pay the vendor deposit
- i) Pay to FOBANA EC via wire transfer, ACH, check
 - ii) Pay FOBANA HC via wire transfer, ACH, check
 - iii) Pay online
 - iv) Pay to a bank in Bangladesh set by EC or HC