

“A Community has the power to motivate its members to exceptional performance, it can set standards of expectation for the individual and provide the climate in which great things happen”. – John Gardner



BYLAWS
OF
BENGALI ASSOCIATION OF SOUTH FLORIDA, INC.
A Florida Nonprofit Socio-Cultural Organization

Table of Contents

<i>Article 1 –</i>	<i>Definitions, Incorporation.....</i>	<i>Page 3</i>
<i>Article 2 –</i>	<i>Purpose & Mission Statement</i>	<i>Page 3</i>
<i>Article 3 –</i>	<i>Membership, Eligibility, Fees, etc.....</i>	<i>Page 3</i>
<i>Article 4 –</i>	<i>Executive Committee & Sub-Committees, Board of Directors, Functions, Terms.....</i>	<i>Page 4</i>
<i>Article 5 –</i>	<i>Selection/Election of Members, Meetings.....</i>	<i>Page 8</i>
<i>Article 6 –</i>	<i>Annual Events & Activities of BASFL.....</i>	<i>Page 11</i>
<i>Article 7 –</i>	<i>Code of Conduct.....</i>	<i>Page 11</i>
<i>Article 8 -</i>	<i>Budget, Finance, Code Compliance.....</i>	<i>Page 13</i>
<i>Article 9 –</i>	<i>Amendments, Document Revision History.....</i>	<i>Page 14</i>
<i>Article 10-</i>	<i>Dissolution.....</i>	<i>Page 14</i>
<i>Addendum</i>	<i>Document Revision History/Chart.....</i>	<i>“A”</i>

ARTICLE 1

DEFINITION & INCORPORATION

Bengali Association of South Florida, Inc. (BASFL), hereinafter referred to as the "Corporation", is a registered Not For Profit Corporation in compliance with Chapter 617, F.S. of the State of Florida, Division of Corporations. The rules and procedures set forth in this document are the Bylaws to operate and govern the "Corporation" on a day-to-day basis, simultaneously complying with the Federal, State and other Local Government laws and regulations. In case of contradiction, the Federal or State or other Local Govt. laws shall prevail. As a nonprofit entity, Bengali Association of South Florida, Inc. qualifies and maintains its Tax Exempt status under Section 501 (c) (3) of the Internal Revenue Service Code.

ARTICLE 2

PURPOSE & MISSION STATEMENT

Section 2.1-Purpose: Bengali Association of South Florida, Inc. was established in March 2007 primarily as a home-grown, Bengali nonprofit organization to promote cultural, educational, social activities and to encourage and revitalize the traditions, arts and crafts of India with special emphasis on Bengalis. Additionally, BASFL's purpose is to inculcate the basic Bengali values and traditions to the younger generation of Bengalis residing in South Florida. Its primary objectives are to foster friendship, ensure active involvement of all Bengalis in local philanthropic activities and missions and to spread and exchange the socio-cultural ties between the Bengalis in South Florida and other people at large.

Section 2.2-Mission Statement: To propagate and inculcate the Bengali values and culture to the newer generation, to organize Bengali socio-cultural activities and events as a tool to educate them about their roots and to contribute to the community at large.

ARTICLE 3

MEMBERSHIP, ELIGIBILITY & FEES

Section 3.1-Definition: Membership in the Corporation shall be available to any person(s) interested in furthering the objective and mission of the Corporation, who fulfills the eligibility criteria of a Member set forth by BASFL and the application for such membership shall be duly received and approved by the "Selection Committee" [see Section 4.2.6]. Any resident of South Florida (the primary member of a family should be at least 18 years or older), who can speak, read or write Bengali or who has an ethnic background related to Bengali language or is interested in the Culture and Tradition of Bengal, shall be eligible to become a member of BASFL, subject to the approval of the "Selection Committee" and other eligibility criteria set forth by the Selection Committee.

Section 3.2- Classes of Members: The Corporation shall have Three (3) classes of membership, namely, Associate Members, Resident Members and Executive Members.

Section 3.2.1. – Associate Member shall be an individual who generally supports the objectives of BASFL, whose application for admission as a member has been received and approved by the "Selection Committee". An Associate Member may enjoy the benefits of membership as from time to time defined by the Selection Committee, although, an Associate Member shall not have the right to vote in the affairs of the Corporation, until he/she becomes a Resident Member (See Section 3.2.2 below).

Section 3.2.2- Resident Member shall be an individual i) who supports the objectives of BASFL, ii) served as an Associate member for at least one (1) full year, iii) has been a South Florida Resident [as per State of Florida Residency Statues under Chapter 196.015 for at least one year prior to become eligible as a Resident Member and iv) whose application for admission as an Associate Member has been received and approved by the "Selection Committee". A Resident Member shall have full rights to vote in the affairs of the Corporation and otherwise enjoy all the benefits of membership as from time to time defined by the Selection Committee.

Section 3.2.3 – Executive Member shall be i) a Resident Member, ii) is willing to serve the organization to promote the objectives of the Corporation, iii) has shown active-positive involvement in BASFL's activities and iv) has been selected by the majority of Resident Members.

Section 3.2.4 – Honorary Member/s shall be chosen by the Executive Committee from the local community. A distinguished person, especially from the local or State Government or the community at large, who shows special interest in BASFL's activities, may be chosen to hold this honorary title. Generally, Honorary Member/s will enjoy all benefits of the organization, except the voting rights. Honorary Members are the special invitees to events or meetings organized by BASFL.

Section 3.3-Membership Fees shall be decided every year on a Calendar Year basis at the first Executive Committee meeting by 2/3rd majority vote of the Executive Committee Members present and voting. Membership fees shall be due every year on the 1st January and shall be paid by all members by no later than the 'Basanta Panchami Day' of the same year. Any new individual/family willing to be a member can join BASFL later by tendering the necessary membership fees during the year. As a guideline to determine the membership fees, there should always be three (3) annual rate plans for membership – viz., Family, Single and Student.

ARTICLE 4

Executive Committee & Sub-Committees, their Functions, Selection/Election & Terms

Section 4-Executive Committee (EC) shall be entrusted with the responsibility of

- Management of the affairs of BASFL.

- Proper coordination and control of events and activities of BASFL.
- Shall act as the custodian of funds and maintenance of financials of the Corporation.
- Shall be responsible for assisting in the preparation and implementation of financial budgets of BASFL.
- Shall be responsible for methodical collection and appropriation of funds.
- Shall maintain assets of BASFL.
- Shall ensure proper compliance of all governmental and other laws and statutes.
- shall look after overall well-being of the Corporation and
- shall convene, co-ordinate, conduct and attend all EC and other meetings and
- Shall maintain the records of the minutes of such meetings.

The primary functions of the EC members are not limited to the aforesaid functions.

The Executive Committee shall consist of twelve (12) Resident Members out of which five (5) members shall hold the offices of the President, Vice-President, General Secretary, Treasurer and Cultural Secretary.

The eligibility and job description of each individual Executive Committee member are as follows:

Section 4.1.1-President is a member of the Executive Committee. He/she must be selected/elected by the Resident Members at an Annual General Meeting. In case there is more than one Resident Member, who is willing and eligible to be the President of the Corporation, the onus lies on the Selection/Election Committee and Resident Members together to decide the next President of BASFL through a system of selection or election by majority decision.

President shall serve as the Chief Volunteer of the Corporation, mainly entrusted with the responsibility of achieving the organization's mission, objectives and purpose. He/she must provide leadership and guidance to the other EC members and to whom other EC members are accountable. President of the Corporation shall Chair all EC and other meetings, help preparing the Agenda of the meetings, encourage EC members in strategic planning, help maintaining, preparing, monitoring and reporting the books of account of the corporation and shall ensure that the Corporation is not deviating from complying with the governmental laws and regulations. He/she must play a leading role in fundraising activities. Any dispute or confrontation between the members of the corporation shall first be resolved and mediated by the President.

Section 4.1.2-Vice-President is a member of the Executive Committee. He/she must be selected/elected by the Resident Members. In case there is more than one Resident Member, who is willing and eligible to be the Vice-President of the Corporation, the onus lies on the Selection/Election Committee and Resident Members together to decide the next Vice-President of BASFL through a system of selection or election by majority decision.

Vice-President shall serve as an assistant to the President and must work closely with the President and other EC members. Typically, a Vice-President is responsible for jobs delegated by the President to him/her and must perform the President's responsibilities in the absence of the President.

Section 4.1.3-General Secretary is a member of the Executive Committee. He/she must be selected/elected by the Resident Members. In case there is more than one Resident Member, who is willing and eligible to be the General Secretary of the Corporation, the onus lies on the Selection/Election Committee and Resident Members together to decide the next General Secretary of BASFL through a system of selection or election by majority decision.

General Secretary is the person who keeps the communication chain alive between the other EC members, general members and the world at large. He/she sets the tone as to how the EC should work, ensures that members get necessary information needed to function properly and he/she oversees the logistics of the EC's operation. As a Communication leader, the General Secretary is responsible for convening and coordinating the meetings and other activities of the Corporation and shall be assisting the President in conducting all meetings including the Annual General Meeting of the Corporation. He/she is delegated with the responsibility of maintaining the minutes of all meetings and later, getting such minutes approved by the EC members and other members, as the case may be. The General Secretary shall work closely with the President, Vice-President and other EC members in policy execution, event management, maintaining proper books and records of the Corporation and shall monitor the applicability and execution of all government laws and regulations.

Section 4.1.4-Treasurer is a member of the Executive Committee. He/she must be selected/elected by the Resident Members. In case there is more than one Resident Member, who is willing and eligible to be the Treasurer of the Corporation, the onus lies on the Selection/Election Committee and Resident Members together to decide the next Treasurer of BASFL through a system of selection or election by majority decision.

Treasurer is the primary custodian of funds of the Corporation. He/she is responsible for preparing an Annual Budget within 15 days after being appointed for this position. Treasurer is in charge of collecting, recording, disbursement of funds and shall perform all bank related tasks, including but not limited to approval, deposit and disbursement of funds. He/she is responsible for preparing and presenting the financials of the Corporation to the members. If a Certified Public Accountant (CPA) or an Attorney-at-Law or a professional third party is appointed by the Corporation, the Treasurer shall furnish all necessary documents, documentary evidence as well as financial data and records to ease the responsibility delegated to such third party. The Treasurer is accountable for preparing and getting the Budget and Annual Financial Statements approved by the general members.

Section 4.1.5 - Cultural Secretary is a member of the Executive Committee. He/she must be selected/elected by the Resident Members. In case there is more than one Resident Member, who is willing and eligible to be the Cultural Secretary of the Corporation, the onus lies on the Selection/Election Committee and Resident Members together to decide the next Cultural Secretary of BASFL through a system of selection or election by majority decision.

Cultural Secretary is in charge of coordinating and conducting all events organized by BASFL. He/she, within 15 days of his/her appointment, shall furnish a tentative date and venue of all events and celebrations for the ensuing year and shall get such proposal approved by the EC. He/she shall work closely with the General Secretary and the Treasurer for conducting such events, approving and getting funds disbursed for such events. The Cultural Secretary has the

authority, in consultation of other three Cultural Committee members to decide as to how all cultural activities and events should be organized and performed by BASFL.

4.1.6 – Other EC Members: Besides 5 (Five) EC members mentioned above holding various executive positions/offices, there shall be 7 (Seven) more Executive Committee Members, who are primarily responsible for smooth running of the organization. It is important to note that all such members play vital roles in making policies and management decisions.

The primary responsibility of (Seven) other EC members is set forth under Section 4 above. It is imperative that all EC members, including office bearers, shall attend all EC and other meetings and events and must excuse themselves in case they are not in a position to attend such meetings or events due to certain unavoidable circumstances. EC members who are not actively involved in meetings and other activities of BASFL, without a formal request to be excused, may be urged to step aside for induction of new, active and willing members.

Section 4.2.-Sub Committees - Apart from 12-member Executive Committee, several other Sub-Committees, namely, Festival Committee, Cultural Events Committee, Food Committee, Finance Committee and Selection Committee shall be formed for smooth and effective running of the organization. Apart from Finance Committee and Selection/Election Committee, all other sub-committees shall be selected by the newly formed Executive Committee. The brief description and responsibilities of these sub-committees are as follows:

Section 4.2.1 – Festival Committee shall consist of 3 (Three) Resident/Associate Members selected by new EC to organize, coordinate and conduct Basanta Panchami & Sarodotsav Festival. The Festival Committee shall assist the EC members in taking all decisions and shall work hand in hand with the EC members to make such event/s successful. The Festival Committee shall consist of very hardworking, enthusiastic Resident members and Associate Members who would like to take active part in this event to make it flawless and should help portray the "Socio-Cultural" aspects of these events.

Section 4.2.2 – Cultural Events Committee shall consist of 3 (Three) Resident/Associate Members selected by new EC to organize, coordinate and conduct all cultural events such as Rabindra-Nazrul Jayanti, Holi-Picnic, Diwali Celebration and other events celebrated during the year. These 3 members, upon request, shall also assist the Cultural Secretary in organizing and conducting the cultural events during other major festivals such as Basanta Panchami and Sarodotsav Festivals. The Cultural Events Committee shall consist of very hardworking, enthusiastic Resident/Associate members who would like to take active part in this event to make it flawless and shall help portray the "Socio-Cultural" aspects of these events.

Section 4.2.3 – Food Committee shall consist of 3 (Three) Resident/Associate Members selected by new EC to chose food items, food vendors, delivery and distribution of food during all events. The concept of having a Food Committee is to select food vendor/s, ensure smooth distribution of quality food and to decide on a menu that would be appreciated by all. It should also give an opportunity to the younger generation to learn about the Bengali Food Culture and its hospitality.

Section 4.2.4 – Magazine Committee shall consist of 3 (Three) Resident/Associate Members selected by new EC to publish on an annual basis a Community Magazine

(‘Saikatey’) highlighting all events and activities of the organization and to inspire and educate the younger generation Bengalees with rich and vibrant Bengali culture. The idea of publishing a magazine is also to encourage Bengalees to take part in writing about their experience, thoughts and perception about their own society and its culture. All 3 Resident/Associate Members must put their efforts to exhibit the rich Bengali Culture and encourage young members to do the same.

Section 4.2.5 – Selection/Election Committee shall consist of 3 (Three) Resident Members selected by other Resident Members primarily to conduct and monitor a smooth and peaceful selection/election of all Committee Members including but not limited to selection/election of Executive Committee members. To reiterate, these 3 Selection/Election Committee Members, in turn, will be selected by the Resident Members. These Committee Members shall be independent Resident Members and shall not be a part of the existing Executive Committee.

Section 4.2.6 – Finance Committee shall consist of 3 (Three) Resident Members selected/elected by other Resident Members essentially to examine the books of account prepared by the current Treasurer to ensure all government laws, regulations, policies and formalities, including Clause 501 (c) (3) of Internal Revenue Services, are adhered to. It is also imperative on the part of Finance Committee members to guide and assist the Treasurer and the President in preparing and implementing the financial budget and preparation of Financial Statements. These Committee Members shall be independent Resident Members and shall not be a part of the existing Executive Committee.

Section 4.3 – The Term of all Executive Committee Members including all office bearers and all Sub-Committee Members shall be for a period of 1 (one) Calendar Year. It is expected that every year the executive committee will include some new faces and shall try utmost to help BASFL flourish in qualitative terms to give back to the community at large.

Article 5

Selection/Election of Members & Organization Meetings

Section 5.1 – Selection/Election of Executive Committee Members: Generally, the selection/election of all EC members including the office bearers shall be performed on the day of Annual General Meeting and shall be conducted by the newly formed Selection/Election Committee. The Resident Members with direct involvement of all Selection/Election Committee Members (3) [see Section 4.2.5] shall select/elect 12 EC members and later shall select/elect the office bearers out of all 12 EC members.

It is important to note, the tradition of Bengali community (later incorporated as BASFL) lays down a code of conduct that the outgoing committee shall step down to give opportunities to the new Resident Members, duly selected/elected, to hold the position in the newly formed Executive Committee. This will encourage other members to contribute their thoughts and ideas for the betterment of BASFL and would give color to BASFL. After all, the success of BASFL lies in the involvement and contribution of all members and to inculcate the rich Bengali values to the next generation.

Section 5.1.1 – Every year, BASFL’s Executive Committee, including the office bearers, shall include new, enthusiastic and willing members who shall work hard to uphold the purpose and mission of BASFL. In addition, as a general guideline, the same office bearer/s shall not be selected/elected to hold the same position as of the preceding year. Although, an office bearer of the preceding year may hold another office bearer’s title/position in the succeeding year. For instance, the General Secretary of the preceding year shall not be selected/elected to hold the General Secretary’s position in the succeeding year, although he/she can hold the position of a Cultural Secretary in the succeeding year. Notwithstanding the above clause, all such selected or elected positions can be held by an individual for a maximum period of two consecutive years.

Additionally, the eligible members or the selection committee shall not select two office bearers from the same family. However, not more than two members from the same family may hold positions in the Executive Committee.

Any exception to Section 5.1.1 above shall be approved by majority vote in the same meeting convened to select/elect such members.

Section 5.1.2 – Sequence of Selection of Resident Members, Sub-Committee Members, EC Members and Office bearers:

- a) At the Annual General Meeting, the outgoing Selection Committee shall furnish the list of existing Resident Members and shall include the list of newly selected Resident Members. The newly selected Resident Members will enjoy all the rights and privileges of a Resident Member from the new fiscal year or calendar year, as the case may be.
- b) Following the selection of Resident Members, the selection of two independent sub-committee members namely, the Selection/Election Committee and Finance Committee [see Section 4.2.5 & 4.2.6 above] will take place. To reiterate [see Section 4.2.5 & 4.2.6 above] the members of the Selection Committee and Finance Committee shall be independent Resident Members and cannot hold any position in the EC.
- c) Following the selection of sub-committee members, the newly appointed Selection Committee (3 members) will conduct and monitor the selection of 12 Executive Committee members. All Resident Members who are eligible to vote, at this time, shall select/elect the new 12-member Executive Committee.
- d) Following such selection of EC members, all Resident Members shall jointly select/elect 5 (five) office bearers, namely, the President, Vice-President, General Secretary, Treasurer and the Cultural Secretary. The Selection Committee members shall conduct and monitor such selection.
- e) Finally, the newly selected/elected office bearers (all five) will have the prerogative to decide whether to appoint another Cultural Secretary from any one of the other two counties of the tri-county area. Additionally, the new office bearers (5 or 6 as the case

may be) shall select the members of Sub-Committees under Section 4.2.1 thru Section 4.2.4 (see above).

Section 5.2 Organization Meetings: The meetings are categorized as i) Annual General Meeting, ii) Executive Committee Meeting, iii) Extra-ordinary General Meeting and iv) Sub-Committee Meetings.

Section 5.2.1-Annual General Meeting (AGM) is held once a year (usually the first or second week of December) at a time and place to be determined by the outgoing EC to:

- a) Discuss the activities of the past year,
- b) Discuss the state of finance – its collection and expenditure and the state of assets and liabilities of the corporation,
- c) Select the Executive Committee, Sub-Committees and the office bearers,
- d) Schedule (tentative) events for the next year,
- e) Make any amendments to the By-Laws of the Corporation, etc. to name a few.

A written notice must be served to all members at least 15 days prior to the date of the meeting. At least 15 days prior to AGM, the current President and Treasurer shall furnish the Financial Statement of the current Fiscal Year, approved by the Finance Committee to all concerned members via electronic mail. This is to facilitate the discussion and/or any questions or queries that member/s might have regarding any financial transactions. At the AGM the President & Treasurer shall answer all questions and concerns of all Resident Members. The current EC shall get the books of account audited by an independent Certified Public Accountant, in case it is recommended by the majority (greater than 50%) members present at the AGM.

The minutes of the AGM must be recorded by the outgoing General Secretary and shall later be electronically mailed to all members present at the AGM for their approval.

Voting: As mentioned under Section 5.1 above, it is customary to select and not to elect members of the Executive Committee and subsequently the office bearers. In case such circumstances arise, the Selection Committee shall have the right to decide on this issue by resolving whether to go for an election or a selection process.

Any resolution to be approved at the AGM requires at least majority vote of the Resident Members present at the meeting. In case the Resident Members decide to elect any or all EC members and office bearers, such process of voting shall be conducted and monitored by the Selection/Election Committee through official Secret Ballots. The election of such members shall be based on majority votes.

Section 5.2.2-Executive Committee (EC) Meeting- is held at a time and place to be determined by the EC members to discuss any matter relevant to conduct the business of the Corporation. To hold any EC meeting, at least 6 EC members must be present to have a quorum. No major decision can be made without quorum in the EC meeting. An agenda discussed in a meeting (EC) without valid quorum shall be tantamount to 'points of discussion'. The minutes of all EC meetings held during the year must be recorded and approved by the EC

members. **Any resolution, to be approved at the EC meeting, would need a quorum of six members and a 2/3rd majority vote of such members present and voting.**

Section 5.2.3-Extra Ordinary General Meeting (EGM) – Any major issue/s that require/s the consent and approval of the general body of members, can be discussed by convening an EGM. All members must be notified in writing, at least 15 days prior to the date of such EGM. The conduct and recording of such meeting must follow the procedure as outlined under section 5.2.1.

Section 5.2.4 – Sub-Committee Meeting – A sub-committee meeting may be held between the members (3) of such committee or as a part of the EC meeting, as the case may be. Proper notice and other formalities must be maintained as mentioned under Section 5.2.1 and 5.2.2 above.

Article 6

Activities of BASFL & Annual Events

Tentatively, the following major activities will be organized chronologically by any Committee formed under BASF's banner:

1. Basanta Panchami (Spring Festival) – January ~ February
2. Holi-Picnic – March
3. Poila Boishakh (Bengali New Year) – April (optional)
4. Rabindra-Nazrul Jayanti – May
5. Sarodotsav (Autumn Festival) – September ~ October
6. Bijoya Sammilani – September ~ October
7. Diwali (Festival of Lights) Celebration - November

Article 7

Code of Conduct

- a) Once the new Executive Committee is selected/elected, the EC shall immediately convene a governing body (EC) meeting to discuss at least the following:

- i) A smooth transfer or transition of all paperwork and necessary documents, usernames, passwords used, bank information, receipts, vouchers, office supplies, etc.
 - ii) Annual Budget of BASFL.
 - iii) Determination of Annual Membership fees, donations and sponsorships.
 - iv) The criteria and guideline for sponsorships and donations.
 - v) The collection drive for Membership Fees, Donations and Sponsorships.
 - vi) The timing and venue of all events for the next year.
 - vii) Any other issue that might be of importance.
- b) A formal Check-List shall be prepared by the outgoing EC and must strictly be followed to have a smooth transition of power. All government and other formalities, such as filing of Tax Returns, Annual Filing and Registrations, etc. must be clearly stated by the outgoing office bearers. The outgoing committee shall also hand over to the newly formed EC the Financials, all necessary paperwork, contracts, usernames, password access, bank documents, receipts, vouchers, office supplies, inventory (in the Storage and other premises) and all other BASFL related documents – it is their responsibility and as such, not an option.
- c) It is mandatory for all Executive Committee members to read, understand and acknowledge the terms and conditions set forth in the Bylaws as well as to keep themselves abreast of IRS Code 501 (c) (3) and other laws regulations formulated by regulatory bodies.
- d) The President shall be the presiding officer of all the meetings. In the absence of the President, the Vice-President shall assume the responsibilities of the President.
- e) A minimum of 7 calendar days notice will be provided to convene any EC or other meetings, except the Annual General Meeting which requires at least 15 calendar days notice of all concerned-members and non-members.
- f) In case of emergency, the Secretary, with the consent of the President may convene a governing body meeting with a 24 hour notice to all EC members.
- g) For misconduct or material violation of bylaws, any member, including the office bearers may be referred to a specially formed Ad hoc committee for taking further action against such member, leading to suspension or expulsion of the member. This Ad hoc committee may be formed by all Resident Members at a specially convened EGM or at the AGM to resolve any particular major issue.
- h) In the event any EC member/s resign/s or is/are removed, the EC may nominate another Resident Member as a replacement for the rest of the year.
- i) The minutes of all meetings shall be maintained by the current General Secretary and shall be handed over to the new General Secretary within 14 days after the selection of the new committee.

- j) It is important to note that BASF's platform shall not be used for the augmentation of personal interest of an individual or a group of individuals other than the purpose and mission mentioned under Article 2. Therefore, for example, any promotional material that belongs to BASFL or any other BASFL's property such as documents, leaflets, banners, web-pages shall strictly be used for the promotion of BASFL's direct interest as a non-profit organization and shall not be commercialized. [See Article 7 (k) and Section 8.3].
- k) Conflict of Interest – All members and other interested parties must strictly follow the Conflict of Interest Policy as set forth under Code 1023 of the Internal Revenue Services. [Please refer to IRS Form 1023 for details].

Article 8

Budget, Finance and Code Compliance

Section 8.1- Budget – An Annual Financial Budget must be prepared by the Treasurer of the new Committee along with the newly formed Finance Committee members. Such Financial Budget must be prepared and approved by all EC members including 3 Finance Committee members within 3 weeks from the date of selection of the aforesaid members. An Annual Budget must contain all sources of revenue and application of such funds keeping in mind all laws and regulations are complied with. Each category of sources of revenue such as membership fees, donations, advertisement, etc. must be clearly stated in the budget. Similarly all heads of application of funds and expenses must be clearly stated. Any deficit of funds from the current year's budget must be properly accounted for and addressed before the application of funds from the previous year/s, if there is any. As a general guideline, effort should be made that each event is self-supportive.

Section 8.2- Finance – The primary task of operating the funds is entrusted with the Treasurer of the Committee. The Treasurer, with the help of the President and 3-member Finance Committee, shall maintain the books of account, prepare monthly Bank Reconciliation Statement and submit a Monthly Financial Statement to the EC and discuss any relevant transaction in such EC meeting. The financial statement of the Corporation shall be prepared in compliance with Generally Accepted Accounting Principles (GAAP).

It is the primary responsibility of the Treasurer to compile and furnish, preferably, an audited Financial Statement to the general members at the AGM. Such Statement must be published electronically to all general members at least 15 days prior to the AGM. Any questions raised by the general members regarding any collection or disbursement of funds or any asset or liability must be addressed by the Treasurer to the satisfaction of the said member/s.

The disbursement of funds is a critical subject matter where the Treasurer and others responsible must take utmost care. Any major expenditure over \$500 must be approved by 2/3rd majority in writing by the EC members as well as 3-member Finance Committee. Any

disbursement of funds over \$200 requires at least 2 signatures either of the President or the Treasurer or the General Secretary.

Section 8.3 Code Compliance- It is the responsibility of the President, the Treasurer and the 3-member Finance Committee to monitor that all government laws, codes and other regulations are strictly in compliance. BASFL, being a non-profit organization and holding the status of a Code 501 (c) (3) organization under IRS regulations, must be operated carefully. The office bearers of BASFL must not act in a way where the Corporation loses its exempt [i.e. Code 501 (c) (3)] status.

Article 9

Amendments & Document Revision History

Bylaws and all government related laws and regulations must be strictly followed by the Executive Committee. The **amendment to the bylaws** of BASFL, can only be made with required a quorum (at least 1/3rd Resident members) and number of votes (2/3rd majority) in favor of such Amendment, in the Annual General Meeting (AGM) or an Extra Ordinary General Meeting (EGM). Such amendment, even if a minor one, shall be properly documented with all details and must be attached as an Addendum to the Bylaws as "**Amendment & Document Revision History**" [see attached Addendum "B"].

Article 10

Dissolution of Corporation

Section 10.1 - In the event of Dissolution of BASFL, the then Executive Committee shall take the responsibility of all governmental and other formalities to terminate the Corporation, close its books of account, etc. Proper notification of such Dissolution shall be provided to all concerned authorities.

Section 10.2 – Voting for Dissolution - It is mandatory to take a decision of Dissolution of Corporation by 2/3rd majority vote in AGM or EGM. The current Executive Committee will not have the exclusive power to dissolve the Corporation.

Section 10.3 – Disbursement of Funds – The funds available and possible dues at the time of Dissolution shall be disclosed at the AGM/EGM to members at large. All dues shall be paid in full to all concerned and the surplus funds or other assets, if any, shall be donated to a Charitable Organization, as defined under the Code of Internal Revenue Service and such act shall be decided by the Resident members at the closing AGM/EGM by a process of majority vote.

Section 10.4 – Future use of the name – The name, Bengali Association of South Florida (BASFL) shall not be used in future by any other body of individuals. This is to protect the interest, name and reputation of all concerned members and other interested people of the Community.

“The Constitution was not made to fit us like a straitjacket. In its elasticity lies its chief greatness” – Woodrow Wilson

Addendum "A"

"Amendment & Document Revision History"

Amendment 1 - _____ _____
Replacing: _____
Date of Amendment: _____
Votes in favor of Amendment: _____ President _____

Amendment 2 - _____ _____
Replacing: _____
Date of Amendment: _____
Votes in favor of Amendment: _____ President _____

Amendment 3 - _____ _____
Replacing: _____
Date of Amendment: _____
Votes in favor of Amendment: _____ President _____

Amendment 4 - _____ _____
Replacing: _____
Date of Amendment: _____
Votes in favor of Amendment: _____ President _____