

Article I – Name and Objective

1.1 Name

The name of the organization shall be “PURBASHA”.

1.2 Character

PURBASHA shall be registered in the state of Georgia, and shall be a non-profit and non-political organization engaged in promoting Bengali culture & heritage, various community activity and charitable cause.

1.3 Registered Office

The registered office of the association shall be decided by the executive committee for every fiscal year. A fiscal year shall begin on the **1st day of January** and end on the **last day of December**.

1.4 Vision

The vision of the association is to become a leading beacon of Bengali language, literature, art, culture and heritage in the state of Georgia.

1.5 Mission

- To promote Bengali language, literature, art, culture and preserve and pass on the rich and vibrant Bengali heritage among young second generation Bengali community in USA.
- To create cross cultural interaction and appreciation of diverse cultures.
- To engage in cultural exchanges with like-minded organizations.
- To participate in social welfare activities.
- To encourage participation of youth in the activities of the association

Article II – Membership

2.1 Membership

Any person, who is over the age of 18, interested in Bengali language and culture, may become a member of PURBASHA on payment of the membership fee. Membership shall be valid for the current fiscal year and subject to subsequent renewals.

There shall be four types of membership:

1. Single
2. Student (Full time student / Post doctoral fellow)

3. Family - defined as the member, the spouse, dependent children and dependent parents (living with the member at the same address or at a managed care facility)
 4. Student family – defined as a family where either both adults are students (Full time student / Post doctoral fellow) or one adult is a student and the other adult is a homemaker. It includes dependent children and dependent parents (living with the member at the same address or at a managed care facility).
- 2.1.1 The executive committee shall decide the annual membership fee amount for each category of membership and the due date for the current fiscal year. Notification of the membership dues shall be provided to the members of the immediate past year by the executive committee at least two weeks prior to the due date. Membership dues, once paid, shall not be refundable. At least two thirds of the membership present in a duly convened general body meeting can terminate the membership of any member whose activities are considered to be improper or whose activities are considered to be detrimental or subversive to the mission of the association.
 - 2.1.2 PURBASHA committee may decide to have a maximum cap on the member count. Upon such decision is reached, any new membership request may be put on hold or denied.
 - 2.1.3 Any individual, who has exceptionally contributed or may contribute in future to PURBASHA organization, may be extended the membership to PURBASHA upon request, even during the period when membership is not accepted.
 - 2.1.4 Any individual with a criminal background, who has ever been indicted or convicted with criminal activity in United State or abroad, will not be eligible to become member of PURBASHA Inc.
- ## 2.2 Eligibility to vote
- 2.2.1 Members shall be eligible to vote in the election of the president of the executive committee, run for post themselves, and participate in the voting to amend the constitution, provided they have been members for at least 1 year on the day of the election or amendment.
 - 2.2.2 A member and spouse under family membership or student family membership category shall be allowed to cast one vote each. A single or a student member shall be allowed to cast one vote. A vote can only be cast in person. Dependent parents and children shall not have any voting privilege.

Article III General Body Meetings

3.1 Meeting Frequency and Schedule

- 3.1.1 **Annual general body meeting** of the association shall be held on the **2nd Sunday of January each year**. Additional general body meetings may be held as decided by the executive committee.
- 3.1.2 PURBASHA may conduct general body meeting on every second Saturday of every odd months of the year. This schedule may change as deemed necessary in future, through the majority vote process.
- 3.1.3 PURBASHA meeting calendar will be published every year. Every member will be responsible of keeping track of the calendar and no notification should be necessary prior to meeting. However a practice of curtsey email by the PURBASHA President one week prior may be followed.
- 3.1.4 A group of members with a signed consent of at least one third of the membership may petition the executive committee for a general body meeting. The executive committee shall call the meeting within thirty days of the receipt of the petition. If the executive committee fails to convene such a meeting in due time, an emergency meeting may be called by one third of the members by notifying the membership of the association directly. As the membership count may be changing frequently, the “ONE THIRD” threshold value should be publish by PURBASHA executive body as and when deemed necessary. The published THRESHOLD COUNT should be considered accurate by the group of members seeking such meeting.
- 3.1.5 Outside the normal scheduled meeting, the Secretary shall call all the meetings. Quorum necessary for a general body meeting shall be at least one-third of the membership of PURBASHA.
- 3.1.6 The attendance count on scheduled meeting should be at least the above mentioned THRESHOLD COUNT (refer 3.1.4) in order to arrive to any meaningful decision.

3.2 PURBASHA Meeting Process and Etiquettes

- 3.2.1 Every meeting should have a pre-published agenda (President, Secretary or meeting initiating member(s) should be responsible for such agenda. Without such agenda, meeting should not be considered official and therefore the outcome of the meeting will not be accepted nor be acted upon by PURBASHA.
- 3.2.2 No topic outside the agenda should be officially discussed on a meeting. If such topic comes up, that should be postponed till next meeting for official discussion.

- 3.2.3 Every meeting should be followed by a “minutes or the meeting” document detailing the “Attendees, the issues/topics discussed, the new issues/topic that may have come up and should be addressed in next meeting, Action item and person responsible for leading such action”. The MOM may be any other relevant details that may deem required.
- 3.2.4 If any decision taken that required vote, the person’s name and voting direction should be published to make sure there is no in-accuracy in counting.
- 3.2.5 In a meeting where a disciplinary action is taken against an individual person, the person should be properly notified, both by phone and email. The person must attend the meeting in order to layout his/her side of the story in the meeting. If the person cannot be present in the meeting due to any feasible reason, such meeting should not be conducted. If the person chose to remain absent without a proper written notification, a simple majority vote among the presented member can be accepted as the final decision.

Article IV Executive Committee

4.1 Structure

- 4.1.1 The executive committee shall manage the activities of the organization for one fiscal year. All executive committee members must have been members of the association for at least one full year on the day of the election and must be a member for the year they serve. The executive committee shall consist of eight members including three officers: a president, a secretary and a treasurer. The president of the executive committee shall be elected once a year at the annual general body meeting of the association members, which shall be held on 2nd Sunday of January. The president of the executive committee shall then select other committee members including officers.
- 4.1.2 The outgoing executive committee shall deliver to its successor all official materials by February 1st. In the event of a vacancy arising in the executive committee, the executive committee shall nominate any eligible member of the association to fill that vacancy for the remainder of the term. The executive committee shall be responsible for completing an audit of its finances and filing tax documents on time as required by law for the fiscal year it serves. The executive committee shall employ modern means to communicate efficiently and on time. The executive committee shall make these by-laws and the contact information of the executive committee members accessible to all members of the association at all times.

4.2 Executive Committee meetings

4.2.1 The executive committee meetings shall be called by the secretary in consultation with the president as and when necessary. The presence of a minimum of five executive committee members including at least one officer shall constitute the quorum. A simple majority of the members present shall be enough to pass a resolution. In the event of a tie, the presiding officer shall have the power to cast an additional vote as the deciding vote. Notice of an executive committee meeting shall be given at least seven days in advance. An emergency meeting of the executive committee may be called with 24 hours notice by any officer or by any five members of the executive committee by informing all members of the executive committee.

4.3 Duties

4.3.1 The President

1. Should lead the organization efficiently and effectively, responsible and accountable for successful conduct of all events during her/his tenure as President.
2. Shall preside over all meetings of the association including the executive committee meetings.
3. Shall coordinate the work of the other executive committee members to further the objectives of the association.
4. Shall act as a spokesperson and represent the association in inter-organizational matters and shall keep other executive committee members abreast on those matters.

4.3.2 The Secretary

1. Shall record the minutes of all meetings of the executive committee as well as general meetings.
2. Shall be responsible for all correspondence and non financial record keeping.
3. Shall perform all other duties as delegated by the president.
4. Shall perform the duties of the president in his/her absence.

4.3.3 The Treasurer

1. Shall have custody of all the funds.
2. Shall keep a full and accurate account of the receipts and expenditures, make disbursements in accordance with the budget as approved by the executive committee and present an updated financial statement of the association to the executive committee when requested by the committee.

3. Shall present a financial statement to the general membership at the annual general body meeting held on **2nd Sunday of January** and at other times as decided by the executive committee.
4. Shall perform the duties of the President in the absence of the president and the Secretary.

4.3.4 Other executive committee members

1. Shall assist the president in organizing the social and cultural events, community service activities, fund raising and other activities as decided by the executive committee.

Article V Advisory Council

5.1 Purpose and Goal

- Uphold the vision and the by-laws of the association
- Develop leadership within PURBASHA
- Conduct the election process

The council, with the help of the present executive committee, shall conduct the election process by requesting nomination from members of the association for election of the president of the executive committee for the next fiscal year.

The council shall have neither day-to-day executive function nor shall have any responsibility for the executive duties.

5.2 Composition

- 5.2.1 The advisory council shall consist of five persons - three of whom are to be elected from the members of the association who have served as an officer of PURBASHA for at least one full term. The fourth position shall be elected from any member of PURBASHA, who is eligible to become a member of the Executive Committee as defined in section 4.1.
- 5.2.2 The fifth person shall be the immediate past president. In case the immediate past president is not available to serve in the advisory council, any member of PURBASHA may be elected, who is eligible to become a member of the Executive Committee as defined in section 4.1.
- 5.2.3 In the event of a vacancy arising in the advisory council, the vacancy shall be filled for the remainder of the term by cooption from among eligible members of

the association. The Chair of the advisory council shall be elected by the members of the council by annual rotation.

5.3 Election and Retirement

5.3.1 Two of the elected members of the advisory council shall retire and be replaced every year through an election held during the annual general body meeting of the association members on the day of annual general body meeting. A member of the advisory council shall serve for a term of two consecutive years except that the first advisory council shall decide which two of its members shall retire at the end of the first year.

5.4 Meetings of the Advisory Council

5.4.1 The advisory council shall meet at least once in a year. The council's meetings shall have a quorum of three of its members. The chair shall convene and preside over the meetings of the advisory council.

Article VI Amendments

6.1 Amendment process of By-Laws

6.1.1 These by-laws may be amended or new ones added in a duly convened general body meeting, only by at least two-thirds majority vote of the members present.

6.1.2 The executive committee may initiate any amendments it deems necessary for better functioning of PURBASHA.

6.1.3 A group of members, with a signed consent of a third of the total membership, may petition the executive committee for an amendment. The executive committee shall formally initiate the amendment process within thirty days of the receipt of the request by notification of the proposed amendment to all members and shall convene a general body meeting within thirty days of the notification to discuss the same.

Article VII Finances

7.1 PURBASHA FUND Management.

- 7.1.1 The association shall keep its funds in a bank which is FDIC insured. The president, the secretary and the treasurer may sign checks on the said bank accounts of the association.
- 7.1.2 There should be only one bank account from where all the transactions should be conducted.
- 7.1.3 PUBASHA fund may be maintained in a SAVING or a CHECKING account. This fund SHOULD NOT be invested in stocks or any other type of financial securities.
- 7.1.4 If PURBASHA fund ever exceeds \$250,000.00 (which is the insurance limitation by FDIC), another account should be opened to split the FUND. This is to ensure that 100% of PURBASHA FUND is always insured for maximum security against any kind of economics or financial loss.
- 7.1.5 The Treasurer will be responsible to manage all the band accounts and financial activity.

7.2 Financial Transaction Process.

- 7.2.1 The sources of income/earning for PURBASHA shall be limited to yealy membership fees, commercial advertisement on PURBASHA events, yearly magazine & website, individual/group/business donations, internal/external sponsorship/donation and earning though sponsorship of Bengali cultural functions such as Bengali Movies, Bengali Play, Bengali Celebrities visit, etc.
- 7.2.2 Only cash or cash equivalent transactions be reported on the financial books and statements.
- 7.2.3 All financial transactions of PURBASHA should be conducted through it's designated bank account. Making transaction through personal check or cash and later reimbursement is highly discouraged.
- 7.2.4 The detail monthly bank statement should be emailed to all the existing members through official email address. This email should also contain the detail of the expense and earning during the period.
- 7.2.5 The treasurer shall present an updated financial statement of the association to the executive committee when requested by the committee.

- 7.2.6 The treasurer shall present a financial statement of the association to the general membership at the annual general body meeting held during the annual general body meeting and at other times as decided by the executive committee.
- 7.2.7 The financial records may be audited, if deemed necessary, once at the end of the fiscal year.
- 7.2.8 No individual member of PURBASHA is allowed to make profit, financial gain, earn salary or any form of compensation (for time and effort) from PURBASHA. However PURBASHA may hire outside professionals, contractors or institution during various community events and expense will be paid out from PURBASH Fund.
- 7.2.9 Any expense more than \$200 should be pre-planned and agreed upon in an EC meeting or general body meeting.
- 7.2.10 If the association disbands, the non liquid assets of the association shall be transferred to an organization with similar purposes chosen by the association membership at a duly convened general body meeting (conducted specially for such purpose).
- 7.2.11 If the association disbands, the cash or liquid assets should be distributed to all the current members based on their membership tenure, prior financial contribution history, current year financial contribution. An agreeable process should be reached among all members regarding the disbursement of the liquid assets. If no agreeable arrangement can be reached, the liquid asset should be handed over to a charity of most popular choice among the members.

Article VIII Communication Policy and Etiquette

8.1 Website and Email Accessibility.

- 8.1.1 The PURBASHA website admin password and principal email address password should be known only to President, Secretary and one person (among EC) who will be responsible to managing website or email communication, will know the password.
- 8.1.2 Password should not be changed without proper notification.
- 8.1.3 Beginning of every fiscal year, a proper hand over of password should occur to new President, Secretary and designated person of EC.
- 8.1.4 Once the handover of password occurs, the all the password will be changed and communicated to above mentioned (8.1.1) persons.

8.2 Website and Email Accessibility

- 8.2.1 PURBASHA will use email as the primary form of communication within PURBASHA members, as well as with any external entity.
- 8.2.2 Pre-selected one or more person(s) among EC, would be responsible for official email communication on behalf of PURBASHA (both internal and external).
- 8.2.3 No negative opinion / comments against an individual or group should ever be expressed in an email from one or more PURBASHA member(s) towards one to more PURBASHA member(s).
- 8.2.4 While emailing to PURBASHA community or a subset of PURBASHA community, always put the TO email ids to BCC to maintain and honor privacy of each and every members.
- 8.2.5 Email should be strictly used for informational purpose. No issue discussion or express of opinion should be done on email. Such engagement will be performed in the in person meetings only.

Article IX. Cultural Stage participation, award distribution process.

9.1 Website and Email Accessibility

- 9.1.1 Due to the nature of PURBASHA's activity, kids and adults of PURBASH community will be actively involved and participate in various cultural and stage performance (both in PURBASHA event and non-PURBASHA events sponsored/represented by PURBASHA). Following steps just briefs out process in which an individual can show interest in participation and will be allowed/selected to participate. These steps are mere effort to allow every individual to participate in such performance with maximum fairness and impartiality.
 - a. All PURBASHA events and planned performance should be declared at least 60 days prior to such occurrence. Each individual performance should be planned out and circulated among all the active PURBASHA members. Exact time slot will not be necessary at this point. Communication shall be done through established communication process.
 - b. All interested participants should email to a designated person about his/her interest in taking part in specific performance within one week of such communication.
 - c. The request will be accepted in absolute first come first serve basis. In case the number of requested participants are more than required, the excess

number of request should be rejected on “Last come first out” basis, and will be communicated to them in a meeting and/or through email. The reason for such rejection should also be clearly communicated without. The participation request and requested date/time should be properly maintained (by designated event manager) in order to avoid any dispute regarding this later.

- d. In case any performer withdraw from the participation due to any reason, the spot should be filled up with the previously requested person in the queue (first come first serve basis). Any withdrawal should be clearly communicated.
 - e. It possible that a particular planned performance item is cancelled. All effort should be made to communicate this ASAP to the EC and all participants (or guardians). At least two third EC majorities should accept this change. If the event needs to be cancelled urgently in short notice, the President, event organizer and the participants (guardians) should be communicated ASAP.
- 9.1.2 If any award distribution is planned for kids, all participants to such event should be given awards just because he/she has participated in the competition.
- 9.1.3 PURBASHA EC should make all out effort to remain impartial and non-discriminative towards any or all members of PURBASHA community. This is to minimize and avoid any dispute or hard feeling towards one another among the members of PURBASHA family.

Article X. Violation Handling Process.

10.1 Humane is error.

- 10.1.1 It is possible that an individual/group or members, knowingly or unknowingly, violate the constitutional process depicted here in this document. Such violation should be resolved and corrected in most respectful and dignified manners. Following step provide a direction to resolve any such violation.
- a. If an individual realize that he/she has committed a violation of PURBASHA constitution, he/she should notify this to the President in and one-on-one communication and take advise how to resolve it ASAP. The President should provide such direction / advise promptly or take action to resolve such situation. President may take collective opinion from other members or EC during the resolution process. The source of violation should remain officially anonymous and should not be discussed in official meeting nor should be mentioned in official email.
 - b. If any PURBASHA member discover a violation of PURBASHA constitution, he/she should communicate this to the President in and one-on-one communication. Once the President agree that such violation has occurred,

he/she should take this up with the violation source individual directly through one-on-one communication.

- c. If the source individual agrees that the violation has occurred, STEP (a) should be followed to resolve the situation.
- d. If the source individual dispute the violation status and the President fail to convince such occurrence, a meeting should be called among all members to resolve the situation. The proposed resolution should be decided with a simple majority vote. In no circumstances, the name of the violation source should be officially disclosed during meeting or email. Only the issue shall be discussed and solution accepted.
- e. In all circumstances, all out effort should be given to resolve issues with most dignified and respectful manner.
- f. All such resolution shall be documented by the Secretary of PURBASHA. PURBASHA can use these document as reference in future and will help PURBASH to resolve similar issues quicker and faster.