

BANGIYA SANSKRITIK PARISHAD

GLASGOW



This constitution was adopted at the Extra General Meeting (EGM) of the Bangiya Sanskritik Parishad (BSP) on the Saturday, 17th June 2017 at Maryhill Community Hall, Glasgow, Scotland.

The following amendments were made to the constitution and accepted at the Extraordinary General Meeting (EGM) of the BSP on Saturday 9th February 2021.

- a. Official Meetings of BSP like EGM and AGM will be held in person or remotely using appropriate online video conferencing facilities. Where possible, both in person and remote video conferencing facilities could be used to provide flexibility to members to join meetings and contribute in running of the organisation.
- b. All references to Audit and Auditor in the BSP constitution is hereby being removed.

CONSTITUTION

Preamble: The Organisation shall be known as “Bangiya Sanskritik Parishad” and would be a social and cultural organisation hereafter referred to as the ‘organisation’. The crest of the organisation shall be as above.

1. **Objectives:**

The aims and objectives of the organisation shall be:

- a. To bring together Bengali speaking residents in and around Glasgow in the organisation and also those residents who wish to participate in all forms of Bengali cultural activities to maintain their heritage.

- b. To promote social and cultural interests through social gatherings and to create an active interest in all humane problems affecting the members of the organisation.
- c. To develop friendly relationship with host community and promote racial harmony and integration.
- d. To promote social cohesion and supportive environment for aging population.
- e. To encourage the advancement of education for both our senior and junior members
- f. To promote advancement of health to the community

2. Membership:

a) Members:

Membership shall be classified into the following categories:

- i. Honorary Members
- ii. Ordinary members

b) Honorary Members

Honorary membership will be conferred on ordinary members who are no longer resident in the UK and may be considered worthy of the distinction because of their services to the organisation. Honorary membership can be conferred only at the Annual General Meeting and proposal for such membership must be submitted with the approval of the committee in office.

c) Ordinary Members

Ordinary membership shall be open to:

- I. All Bengali speaking (and/or Bengali ethnic origin) residents of the United Kingdom. Residents shall include visitors for short period as well.
- II. Spouses and children of ordinary members (included in a. above).
- III. Membership shall also be open to any person who appreciate and uphold the aims and objectives of the organisation.

3. Eligibility for voting

Life members and ordinary members shall have the right of voting.

4. Subscription

Subscription will be decided at the AGM by the members every year.

5. Executive Committee

There shall be an Executive Committee to conduct the business of the organisation. This Executive Committee shall comprise of the following:

- a. President
- b. General Secretary and one joint secretary
- c. Treasurer
- d. Social Secretary
- e. Puja Convenor
- f. Ex-Officio (immediate past president, general secretary and joint secretary up to a period of one year)
- g. Co-opted members (maximum of three at any given time; members whose skill, commitment and contribution should be useful)

6. Election

I. Executive Committee

- a. The Executive Committee shall be elected at the Annual General Meeting. Each member shall have a single vote for a particular post of office bearer.
- b. Any ordinary member or life member can stand for the election
- c. In case of equality of votes between candidates for any post, a second ballot shall be taken at the same meeting. The issue shall be decided by lot if it is a tie in the second ballot as well.

7. Functions of the Executive Committee

- a. The president shall preside over all meetings of the Executive Committee. In the absence of the President the General Secretary or the treasurer will be able to conduct the proceedings of the particular meeting as chairperson.
- b. The President will have a casting vote.
- c. The Committee shall be meeting once every 4 – 6 weeks or as deemed necessary to run the business of the organisation.
- d. The General Secretary, with the consent of the President and the Treasurer, in writing may take decisions in all cases where prior approval of the Committee would involve undue delay in the taking

such decisions. All such decisions shall be placed in the next meeting of the Committee for approval.

- e. In case of any vacancy in the Executive Committee (other than in the post of the President and the General Secretary) the Committee shall have the power to appoint one of its own members or ordinary members to fill in the vacancy. If the President and/or the General Secretary resign, the members will elect a new President and/or a new General Secretary as the case may be.
- f. The General Secretary shall maintain minutes of all meetings.
- g. The minutes when confirmed shall be endorsed by the signature of the President.

8. Annual General Meeting (AGM)

- a. The following shall be the business of the AGM:
 - I. To approve minutes of the last AGM
 - II. To consider and adopt the General Secretary's report for the session
 - III. To consider and adopt **BSP financial accounts and the available report**
 - IV. To consider and approve annual subscription rate for the coming session
 - V. Election of the Executive Committee and appointment of the Auditor
- b. One quarter of the voting member's presence shall form the quorum. In case of lack of quorum, the AGM shall stand adjourned for one hour. Thereafter, the meeting shall be reconvened with any number of members present.
- c. At least 14 days' notice shall be given to the members about the AGM. An intimation regarding the agenda and **BSP** balance sheet shall be circulated with this notice.

9. Extra-ordinary General Meeting (EGM)

- a. The General Secretary may be requested to convene an EGM of the members for consideration of any important business on the requisition of at least one-quarter of the members. After such a requisition has been made, the General Secretary shall convene an EGM within a month of the date of receiving the requisition.
- b. The Executive Committee may convene an EGM if they deem fit.

10. Finance

The financial conduct of the organisation will be as follows:

- a. The Treasurer shall conduct the financial affairs of the organisation as directed by the Executive Committee. Correct books and accounts shall be kept by the Treasurer showing detailed financial affairs of the organisation and presented to the Executive Committee from time to time or on requisition from the Executive Committee.
- b. All items of expenditure shall be approved by the Committee before they are incurred.
- c. There shall be a current and/or deposit account maintained by the organisation.
- d. Any transaction with a bank shall require the signature of any two of the following:
 - i. President
 - ii. General Secretary
 - iii. Treasurer
- e. The financial year will run from the beginning of April to the end of March of the following year.

11. Termination of ordinary and associate membership

The ordinary and associate membership may be terminated by the committee on the following reasons:

- a. Termination for non-payment of subscription
- b. Termination for misbehaviour

12. Amendments, Repeals and interpretations

- a. Any amendments and/or additions may be made at an EGM, especially called for the purpose.
- b. In the event of any dispute regarding the interpretation of the constitution, the decision of the President shall be final.

13. Crest

The crest symbolises the eternal light of knowledge. Let the human mind receive this illumination to further relationship among nations.

14. Dissolution Clause

In the event of the BSP being terminated, its assets will be distributed or transferred to another voluntary or charitable organisation, to be used for charitable purposes only, after consulting all the members of the BSP.

None of the association's assets may be distributed or otherwise applied (on being wound up or at any other time) except to further its charitable purposes.

The expression 'charitable purpose' shall mean a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of the Taxes Acts.

PRINCIPLES FOR THE ORGANISATION OF THE DURGA PUJA, MAHALAYA, LAKSHMI PUJA, KALI PUJA AND SARAWASTI PUJA

1. The Pujas shall be organised by a Sub-committee called thereafter The Puja Committee.
2. The Puja Convener shall convene a meeting to form, by election, the Puja Committee. The Puja Committee shall comprise of the following:
 - a. Chairperson
 - b. Puja Secretary
 - c. Auditor
 - d. The Puja Treasurer shall be co-opted by the Executive Committee of the organisation.
4. 3. The Puja Convener shall be a member of the Durga Puja Committee.
5. 4. All members present at this meeting shall be eligible for election in the Puja Committee. Nominations may be considered from amongst the absentees with the consent of the nominee.
5. A competent person or a qualified accountant shall be appointed the Puja Committee to examine the Puja accounts.
6. The Puja Committee shall organise the Durga Puja, Mahalaya Lakshmi Puja, Kali Puja and Saraswati Puja.
7. The Puja Treasurer shall be the head of finance of the Puja Committee and conduct the financial affairs of the Pujas as directed by the Puja Committee.
8. The accounts of the Puja Committee are to be completed by the Puja Treasurer as soon as possible after the Saraswati Puja.
9. The Puja Treasurer shall maintain Bank Accounts in the name of the Bangiya Sanskritik Parishad Puja Committee. Any transaction with the bank shall require joint signatures of (a) The Puja Treasurer and (b) either the Chairperson or the Puja Secretary. All monetary transactions shall be made by the Puja Treasurer upon authorisation by the Puja Secretary or the Chairperson. As may be decided upon by the Puja Committee

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any imprest may be held by the Puja Secretary to meet incidental expenses which must be approved by the Puja Committee beforehand.

10. All assests of Puja Committee shall vest with the Bangiya Sanskritik Parishad .
11. As shall be appropriated by the Puja Committee a 'Sinking Fund' is to be maintained in a separate Deposit Account with the Bank to cover depreciation and replacement of usable items, e.g. Durga Image, Lakshmi Image etc.
12. A Balance Sheet shall be published by the Puja Committee in such forms as will be available to the subscribers.
13. All accounts and files of the Puja Sub-committee will be handed over to the Puja Convener before the Puja Committee ceases to exist.

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APPENDIX I

Form for Application for Membership

The General Secretary
Bangiya Sanskritik Parishad
Glasgow

Dear Sir,

I have read the Constitution of the Bangiya Sanskritik Parishad and desire to be a Member thereof.

I hereby undertake to abide by the rules of the Parishad and endeavour to promote the aims and objects of the same.

Date.....Signed.....
(Block letters) Name.....

Address.....
.....
.....
.....

For official use

Admitted to Membership from

being approved by the Executive Committee in their meeting dated

..... (President Bangiya Sanskritik Parishad, Glasgow)

APPENDIX II

The General Secretary
Bangiya Sanskritik Parishad
Glasgow

I/We would like to nominate the following member/members for election to the Executive Committee.

- a. **President:** Sri/Smt
- b. **General Secretary :** Sri/Smt
- c. **Treasurer:** Sri/Smt
- d. **Social Secretary:** Sri/Smt
- e. **Puja Convenor:** Sri/Smt

Yours faithfully,

Proposed by : _____

Seconded by: _____

I / we do, hereby, agree to serve in the Executive Committee, if elected in the Annual General Meeting.

- a. Signed:
- b. Signed:
- c. Signed:
- d. Signed:
- e. Signed: