

The
Constitution of
NANDAN (Indian Bengali Association) Incorporated.

Alterations are highlighted in red

1. NAME

The name of the society shall be NANDAN INCORPORATED (An Indian Bengali Association), hereinafter referred to as the 'Association'.

2. OBJECTIVES

- a. To promote better communication and liaison between the Bengali speaking people in New Zealand.
- b. To promote better communication and understanding between the Association and the Government of New Zealand and its various departments, local authorities, other groups, and individuals for the benefit of Bengali speaking people residing in New Zealand.
- c. To promote and encourage Bengalis to be proud of their custom. Language, culture and values by organising social and cultural events throughout the year.
- d. To undertake sporting activities including organising training camps, participating in sporting tournaments for the development of the youths in the community.
- e. To organize activities which would help raise funds for the development of the Association and help charitable and philanthropic Organizations.
- f. To oversee and protect the interest of the members and to co-ordinate and assist the efforts of the Bengali community throughout New Zealand for the progress and development and the betterment of the said community.
- g. To make such representation to the government or government organizations both statutory and no statutory as required in the fulfilment of the Association's objectives.

3. MEMBERSHIP

- a. General Member: It is open to any person of Indian origin of age 18 or over having respect for the Bengali language and culture and is residing in New Zealand.

Honorary Member: Honorary membership is by invitation only and may be offered to any person who will be contributing to the benefits and growth of the Association. Honorary members do not have voting rights. They can, however, give suggestions pertaining to the activities and operating procedures of the association. **President and General Secretary will offer and communicate the honorary members when required**

- b. Any person eligible for membership can contact any existing member or get the

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information from the website (<http://nandan.info>). Once the payment is done, send an email to the mail id . Once the general secretary sends a confirmation mail, the membership will be accepted

- c. A member may withdraw his/her membership from the organization, in writing, to the general secretary. Membership fee for the unused period will not be refunded.
- d. If Membership not paid within 3 months of the AGM, treasure or General Secretary will follow up with the member, if still unpaid within 3 weeks, membership will lapse and member name will be removed from the address book, WhatsApp group and would not receive any communications from Nandan
- e. Executive committee Members would not be allowed to be part of another executive committee member of organisations which does similar events in a calendar year as Association.
Executive committee members if also are associated with organisations with Arts and culture in form of Drama, Dance, Recitations, or any other art form can participate in Association events but in case there is a conflict of dates for an Association event and the other organisation, the Executive member would have to give priority to the Association.

For online content, if Executive committee members who are associated with executive committee of other organisations also plan to release content online for a similar festival or theme. It is recommended to let the committee know of the same to avoid any impact on viewership.

- f.
 - a. Where it is proposed to expel a member, the General Secretary on behalf of the Executive Committee shall give fourteen days' notice to the member concerned of the SGM /AGM which will consider expelling the matter
 - b. Any member receiving notice in accordance with paragraph 3.g.a of this rule shall have the right to appear in person or through other counsel at the meeting at which such member's expulsion is to be proposed and shall be given the opportunity to be heard and if necessary to call witnesses.
 - c. SGM/AGM may expel a member form the Association on the grounds of conduct unbecoming or unworthy of a member by passing a resolution by a two-third majority of the members present to that effect in accordance with this rule.
 - d. The decision of the Association in AGM/SGM shall be final and conclusive and no person shall have any right to review or appeal to any court, other authority, on any question in law or act.

4. SUBSCRIPTIONS


There is no admission fee for this association. The subscription amount for full membership will be reviewed every year by the executive committee as per the situation.

The admission fee and membership subscription may be revised /altered and the sum of which shall be determined at the Annual General Meeting (AGM) of the Association.


5. DEVELOPMENT AND MAINTAINANCE OF ASSET

The Association is encouraged and allowed to:

- a. Purchase, take lease, exchange, and hire or otherwise acquire in its own name, any


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asset that may be deemed necessary or expedient for the purposes of the Association.

- b. Construct and maintain or alter any houses, buildings or works necessary or expedient for the purposes of the Association. To take any gift or property whether or not subjects to any trust for one or more objectives of the Association.
- c. Manage, lease, mortgage, sell or otherwise deal with all or part of the Associations Property.
- d. Take such step by personal or written appeals, public meeting and otherwise as from time to time may be deemed necessary fur the objective of the Association and to mobilize fund in the form of grant, donation, contribution, subscription and otherwise.
- e. Invest any fund of the Association not immediately required for any of its objectives in such a manner as may from time to time be determined in the form of secured investment.
- f. Undertake any lawful action as may be deemed incidental or conducive to the attainment of the objectives of the Association.

6. MEETINGS

a. Annual General Meeting (AGM)

The Annual General Meeting of the Association will be held withing fourteen months of the previous Annual General Meeting. The Executive Committee will fix a date as soon as it can be conveniently arranged for the following purposes.

1. To receive the annual report and statement of accounts for the preceding year duly signed by Treasurer and President of the executive committee
2. To elect members of the Executive Committee for the ensuing year.
3. To consider Notices of Motion provided that if the carrying of any such proposed motions would materially affect any of the above-mentioned business, then such motion shall be dealt with prior to such business.
4. To set the membership fee for the ensuing year..
- ~~5. To appoint the Auditor for the ensuing year.~~

At least fourteen days' notice of the date of such meeting shall be send by email by the general secretary to all the members.


b. Special General Meeting (SGM)

1. A Special General Meeting shall be deemed to have been duly convened if a notice calling the meeting and setting forth the general nature of the business were posted to each member at least seven days prior to the meeting.
2. At the written request of not less than two third of the members (such request to state the business to be brought forward), the Secretary shall convene a Special General Meeting of the Association to consider same, such meetings to be held giving fourteen days' notice.

c. Executive Committee Meeting (ECM)

1. The Executive Committee meeting shall be held as required and at least once in every three months.


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2. A notice of seventy-two hours must be given with the agenda but in case of an emergency a twenty four hours' notice shall be required.
3. A proper minute of all meetings must be maintained.
4. Previous minutes shall be read out, discussed, and approved unanimously prior to the commencement of any Executive Committee Meeting.
5. Only Executive Committee Members are allowed to attend the ECM. No other persons are allowed to these meetings.

7. QUORUM

- a. At any General Meeting of the Association there shall be not less than one-third of the members in person in order to form a quorum, whereas five members of the Executive Committee are required to form a quorum prior to the commencement of any Executive Committee meeting. If there is no quorum present within an hour after the time fixed for commencement of the meeting, the meeting shall stand adjourned to the same day and hour of the following week. Those present at such adjourned meetings shall be competent to transact all the business for which the meeting was called.
- b. Voting at AGM/SGM shall be organised by showing of hands and saying "Aye or "Naye" by the full members who are physically present at the AGM/SGM to be held in Auckland. Voting at Executive Committee can be performed by showing of hands in the Executive Committee Meetings.

8. THE EXECUTIVE COMMITTEE

- a. EXECUTIVE COMMITTEE SHALL CONSIST OF ELEVEN MEMBERS (MAXIMUM) NAMELY:
 1. President, Vice-President(Optional), General Secretary (joint -if required), Treasurer (Joint – if required), Cultural Secretary(Joint – if required), Sports Secretary and five ordinary Executive Committee Members capped to eleven.
 2. The full members of the Association in a General Meeting shall elect the President, General Secretary, Treasurer, Cultural Secretary and four ordinary executive committee members. A joint Treasurer/secretary can be appointed for any training purpose for a year to understand the process and accounts. A Joint Cultural Secretary can be appointed to share the workload of all the cultural events.
 3. An Office bearer of the outgoing Executive Committee may be eligible for contesting the election for another year after which one year waiting period will apply for any office bearer position. The person already holds a particular position may continue to hold the same position if no other candidate is willing to contest for the same position in the election.
 4. The Executive committee will notice to the absentee member who is absent without apologies from three consecutive meetings, and up on discussion of the reasons explained by absentee member, the Executive Committee may appoint another person from the members in place of any person so removed or any person who may have resigned. The person so appointed shall be entitled to hold the office until the next Annual General Meeting.
 5. The President shall be the Chairperson of all Executive Committee meetings as well as the Annual General Meeting and Special General Meeting. In absence of the President, the General Secretary shall be the Chairperson of the said meetings, and in absence of the President and General Secretary, the members


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present at an Executive Committee, or a General Meeting may elect one of their members as Chairperson for that meeting

6. The President may at any time upon not less than seventy-two hours' notice convene a meeting of the Executive Committee.
7. Voting at Executive Committee Meetings shall be show of hands or by a poll, each member present of the Executive Committee shall be entitled to record only one vote.
8. The Executive Committee shall have power to delegate to any of its members for any specified purpose such powers it may deem necessary. it shall also have the power to form sub-committees and to co-op any person to such sub-committees should it deem necessary.
9. In the case of a tie, the Chairperson shall have and shall exercise a casting vote and shall decide and declare the result

b. Powers and Responsibilities of Executive Committee Members

PRESIDENT: The President will preside over all meetings of the Association; approve financial transaction and minutes of the meetings. He/ she or his nominated representatives from the EC will represent the Association to the Government Departments or to various functions who have invited the Association. The president also will provide moral and public support for its members who are harassed by racial, religious, or sexual discrimination. He/she will be one of the three signatories of the Association. (removed cheque option)

VICE PRESIDENT: The Vice President will assist the President as and when required. He or she will fill up the temporary vacation of the President's office and preside over the meeting in absence of the President The Vice President will also perform other jobs and represent Association in the Government Departments as and when required.

GENERAL SECRETARY (GS): The General Secretary will take care of overall administration of the Association, initial approval of all financial transaction and take postfacto approval from the President.

1. The G.S. will issue notice of Agenda of the meetings, keep, issue, and write minutes of all the meetings.
2. The G.S. will organise all events of the Association with the help of respective EC members. He/ She will organise any religious function as approved by the EC.
3. The G.S. will receive letters, applications from all members, prospective members of the community and Government/ other departments and correspond with all these accordingly.
4. G.S. will be responsible for Nandan mailbox (replaced by PO box)
5. The G.S. will organise events as and when directed by the EC, to raise funds for the Association. He/ She will also organise the social functions with the help from the secretaries/ executive committee members and others.
6. The G.S. will issue press statements, seek legitimate funds from various Government agencies. In consultation with the President he/she shall also maintain liaison with the Government and its various departments and local authorities.
7. The G.S will take approval from the EC for any expenditure of over \$300.00 for a single item.
8. The G.S. will be the second of the three signatories of the Association. (Removed cheque)

TREASURER: The Treasurer shall maintain accounts and books of the Association and shall

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deposit all money received into such bank as the Executive Committee may, from time to time direct to the credit of the Association. All payments out of the funds of the Association shall be made in consultation with the G.S and President. He/ she will be the third cheque signatory of the Association. All Bank transactions are to be made by any two authorised signatories and instructions to the bank is to be given accordingly>>

In case of a Joint Treasurer is appointed, He/She will have the same responsibilities as of a Treasurer. He would be the fourth authorised signatories and instruction to bank given.

CULTURAL SECRETARY: The cultural secretary shall be responsible for the organising cultural function as per decision of the E.C. He or She shall ensure that all such functions be organised and staged decently. The Cultural Secretary will be responsible for bringing out newsletter, souvenir, and other magazines as and when directed by the E.C. He or She may constitute a subcommittee for all the cultural events in consultation with the General Secretary. He/she has to get the budget sanctioned for any activity undertaken by him/her for the Association, from the EC, before he/she actually spends any money.
A joint Cultural Secretary if elected would have equal authority and work together for all the events for Association

SPORTS SECRETARY: The Sports Secretary shall organise various sports regularly and arrange sporting events such as annual sports. In future he or she will develop a team, which can participate in Inter-ethnic sports competition in consultation with G.S. He/she has to get the budget sanctioned for any activity undertaken by him for the Association, from the EC, before he actually spends any money.

ORDINARY EXECUTIVE COMMITTEE MEMBERS: An ordinary EC member shall attend all the EC Meetings, express own opinion, and perform all other jobs as and when asked by the EC.

9. WINDING UP OR DISSOLUTION

- a. The Association may be wound up voluntarily if at a General Meeting of its members, a resolution was passed requiring the Association to be wound up, and the resolution is confirmed at a subsequent General Meeting called together for that purpose and held not earlier than thirty days after the date on which the resolution so to be confirmed was passed.
- b. Any property belonging to the Association on a voluntary winding up and all the property of the Association in the event of the dissolution by the Registrar shall, subject to the payment of any debts and liabilities of the Association, be donated to any charitable/ voluntary organisation having similar objectives. The name of the charitable/voluntary organisation will be decided in a General Meeting.

10. COMMON SEAL

The Association shall have a common seal, which shall be in the custody of the Executive Committee and shall not be used without the authority of the EC and its affixing to be witnessed by Three (3) EC members.


11. GENERAL

All complaints shall be made in writing to The General Secretary. Every member shall be bound by and observe the constitution and by-laws of the Association.

12. ALTERATIONS TO THE CONSTITUTION


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- a. The Constitution or any clause of the constitution may be replaced, altered, added to or amended in any way at any AGM/SGM of the Association by a resolution to that effect by passed by two third majority of the full members of the Association and entitled to vote or by an unanimous resolution taken at the AGM/SGM provided that 14 days' notice shall be given of any proposed repeal. alteration., addition or amendment
- b. All members of the Association have the right to propose their opinion about addition or alteration or amendment of the constitution. Members will inform their opinion in writing to the General Secretary of the Association, and he/she will place this opinion to the EC. The EC will make necessary arrangement of AGM/SGM with 14 days' notice if the EC considers the proposed amendment is relevant Should the proposal not be acceptable to the EC, the event must be communicated the member(s) concerned, and such proposals will be submitted to the members at the next AGM under miscellaneous agenda.

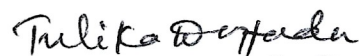
13. ELECTION OF THE EXECUTIVE COMMITTEE


The election of the new executive committee will be done on the AGM Day. Only the attendees of AGM will be able to vote for the new committee. A returning officer will be chosen who wish to not be a part of the new executive committee. Once the present committee is dissolved, returning officer will ask for any nominations for the post of president. The outgoing president can nominate themselves if interested. Voting will be done based on raising the hand. Once the majority is obtained, President will be confirmed. The recommended order of election is General Secretary, Treasurer, Cultural Secretary, Sports secretary (if required) and backbone committee. For all the posts, nominations can be recommended by the people present in AGM.

14. BRANCH OFFICE

- i. The EC will be allowed to open any new branch of the Association in any part of New Zealand. The branch office will have a steering committee of 5 members headed by an elected convener. The committee will be responsible for all sorts of social and economic activities as required in the fulfilment of the Association's objectives. However, the branch will seek approval of their activities including its budgets and all other functions.
- ii. The branch will follow the constitution of the Association and instructions from the EC. The steering committee would be responsible for submitting the annual reports and audited accounts of the branch before the AGM of the branch.
- iii. For any dispute, which cannot be resolved by the steering committee, the committee will contact the President or the General Secretary of the Association for further decision. In case of any illegal activities of the branch, the steering committee will be ceased and the branch activities will be stopped with immediate effect, However, the ceased steering committee can raise the issue to the AGM of the Association for judgment by the General members of the Association. The EC, if it is required, has the right to nominate or to arrange another steering committee to run the branch office up to the next AGM of the branch.


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