

1. Introduction

The Indian Bengali community of Qatar has established BANGIYA PARISHAD, QATAR, for the purpose of Social, Cultural and Sporting interests of the Bengali Community, within the framework of the Laws of the State of Qatar and hereby affiliated to the Indian Cultural Center, under the aegis of Embassy of India, Doha, Qatar.

Address of Bangiya Parishad:

BANGIYA PARISHAD , POST BOX 19740 , DOHA, QATAR

Email: bpqatarmail@yahoo.com

Website: www.bangiyaparishadqatar.com

LOGO:



2. Interpretation

Hereinafter, **shall** is to be interpreted as **mandatory** and **should** is to be interpreted as **not mandatory but advisory or recommended**. Furthermore,

2.1 **Rules** shall mean the rules for the Bangiya Parishad for the time being in force.

2.2 The **Member** shall mean the Members of the Bangiya Parishad who shall necessarily be a Bengali-speaking Indian national.

2.3 **Associate Member** shall mean the non-Indian or non-Bengali speaking persons who have been accepted by the Committee to be included in the Bangiya Parishad.

2.5 **Financial Year & Term of the Committee** shall mean the twelve months duration from the 1st of July of any particular year to the 30th of June of the following year.

2.6 **General Body** shall mean the body formed by the Members of the Bangiya Parishad.

2.7 **The Committee** shall mean the Executive Committee of the Bangiya Parishad duly selected by the General Body of the Bangiya Parishad.

2.8 **Annual General Body Meeting** shall mean the meeting of the General Body of the Bangiya Parishad, once in a year, to discharge normal duties, e.g. Annual Report, Budget, Accounts, etc.

2.9 **Extra ordinary General Body Meeting** shall mean any other meeting of the General Body other than the Annual General Body Meeting.

3. Fundamental Principles

This forms the basic framework of the Bangiya Parishad.

All that is stated in this Section shall always continue to remain valid throughout the life of the Bangiya Parishad.

The Fundamental Principles shall not be a subject for deliberations/ discussions in any Committee or General Body for purposes of any modification / alteration, except unless directed by the Embassy of India and /or the Government of the State of Qatar.

Part A - AIMS and OBJECTIVES

The Bangiya Parishad shall promote Bengali culture and facilitate exchange of opinion and ideas amongst the Members and Associate Members of the Bangiya Parishad.

For achieving this purpose the Bangiya Parishad shall

3.1 Provide a platform for Members and Guest Members to meet and exchange views on both social and cultural matters.

3.2 Boost the morale and the image of the Members and Guest Members.

3.3 Cultivate and propagate the Bengali Socio-Cultural values, Ethics and Heritage.

3.4 Cultivate and propagate the Indian philosophy, culture, history and heritage amongst the expatriate Bengali community resident in Qatar in order to strengthen the national integration policies of India.

3.5 Provide assistance and support to Members and Guest Members wherever possible in accordance with the Rules and Regulations of the Bangiya Parishad.

3.6 Commit to such acts and things which are both in total accordance with the laws of the State of Qatar and which are for the healthy benefit of the resident Bengali community in particular and the resident Indian community in general.

Part B – MANAGEMENT

3.7 The governance and control of the Bangiya Parishad and its affairs shall vest with its Committee at all times except in emergency situations (defined elsewhere in this document wherein it shall vest with the available Founder Members).

3.8 The Committee on behalf of the General Body shall exercise all the powers of the Bangiya Parishad and carry out all the duties of the Bangiya Parishad, except deciding on the existence and continuation of the Bangiya Parishad.

3.9 In case the Bangiya Parishad, as an entity is to be closed down, then all powers with respect to deciding on the continuity and existence of the Bangiya Parishad shall

be within the jurisdiction and scope of the powers of the Embassy of India, the Government of the State of Qatar and the Founder Members only.

3.10 The Committee shall also give effect to the relevant guidelines and provisions issued by ICC, the Embassy of India, Doha and the prevailing rules and regulations of the Government of the State of Qatar.

4. Organization

Shall comprise of:

4.1 The Committee

To be selected from the members of Bangiya Parishad by the general members of Bangiya Parishad.

The committee, hence after, will elect / select its office bearers.

The committee shall consist of 9 persons as mentioned below:

- | | | |
|-------|--|-----------------------|
| 4.1.1 | President | Status: Office Bearer |
| 4.1.2 | General Secretary | Status: Office Bearer |
| 4.1.3 | Treasurer | Status: Office Bearer |
| 4.1.4 | Cultural Secretary | Status: Office Bearer |
| 4.1.5 | Assistant Cultural Secretary | |
| 4.1.6 | MEMBER – Communication, Media & Publications | |
| 4.1.7 | MEMBER – Picnic, Sports & Games | |
| 4.1.8 | MEMBER – Membership, Telephone Directory &
Website Update | |
| 4.1.9 | MEMBER – Food and General Affairs | |

4.2 **Advisor**

Requirement of Advisor is solely at the discretion of committee. May be chosen from the Bangiya Parishad Members and nominated by the Committee. No. of required Advisors to be decided by committee.

5. Functioning of the Committee

5.1 The General Body shall select minimum NINE Committee Members from amongst the Members of the Bangiya Parishad for each Term.

5.2 Out of the selected Committee Members selected for each Term, FOUR will be subsequently selected by the Committee for the posts of President, General Secretary, Cultural Secretary and Treasurer while the remaining will hold the positions of Committee Members.

5.3 The Term of the Committee shall be for a period of ONE YEAR only, unless the situation in the country warrants an extension in the Term solely out of emergency purposes. This extension shall have the ratification of the General Body under all circumstances.

5.4 The selected Committee Members in the interests & for the benefit of the Bangiya Parishad must be willing to devote enough time and effort for discharging the duties bestowed on the post selected against.

5.5 The current Secretary and the current Treasurer shall automatically be members of the subsequent Committee. However, in case of not continuation of current Secretary and the current Treasurer to the next committee, the General Body shall select one/two Committee Members from amongst the Bangiya Parishad Members in lieu.

5.6 The Current Committee Members are not eligible for selection in the immediate subsequent Committee, i.e. two continuous terms, unless due to reasons of exigency, the General Body feels that the services of all or any of

the Committee Members are absolutely essential and vital for the functioning of the Bangiya Parishad. The General Body should appreciate that recourse to this clause should only be taken in cases of extreme emergency and always supported by valid reasons and approved in a General Body Meeting.

5.7 The Committee Members of the Current Committee are however eligible for selection in subsequent Committees following a break of a minimum of ONE term.

5.8 The Committee shall select a President, a General Secretary, a Cultural Secretary and a Treasurer for the ensuing Term during its first Committee Meeting subsequent to its selection in a General Body Meeting.

5.9 The Committee, if thought necessary can co-opt one or more Members in the Committee for certain specific purposes only and for a certain specific time-frame which shall not exceed more than half the Committee's Term. Such co-opted Members shall NOT be vested with any of the powers of any of the Committee Members, except in cases where any casual vacancy is required to be filled up.

5.10 In case, the situation so exists that any point of time there are more than FOUR vacant positions, the Committee shall make arrangements for conducting an Extra ordinary General Body Meeting within a ONE month time period of being notified of such vacancies. This Extra ordinary General Body Meeting shall be used for the purpose of selecting Members against the notified vacancies.

5.11 A joint meeting of the outgoing and the incoming Committees shall take place within a maximum period of ONE MONTH from the date of selection of the new Committee. During this meeting the outgoing Committee shall formally hand-over all charge to the incoming Committee.

5.12 No act of the Committee or anybody, set-up under the Rules and Regulations of this Constitution shall be invalid merely by reason of:

- Any vacancy/ defect in the Constitution thereof
- Any defect in the election, nomination or appointment of a person acting as a Member thereof.

6. Powers, Duties & Responsibilities of the Committee

6.1 The Committee shall direct and manage the affairs and property of the Bangiya Parishad subject to the provision of rules and regulations.

6.2 The Committee may appoint Sub-Committees and may delegate specific powers to any such sub-Committee which shall be set-up for a specified purpose only.

6.3 The Committee shall be responsible for conducting within the stipulated period. The quorum for the AGM is defined as 50 % of the total number of Members on roll, at the time of announcement of General Body Meeting.

6.4 The Committee shall meet as often as the business of the Bangiya Parishad may require but not less than SIX times in a year. For committee meeting, the quorum is defined as 50 % of total no. of committee members plus one member.

6.5 A meeting of the Committee where a quorum is present shall be competent to exercise any or all of the powers or discretions vested in or exercisable by the Committee.

6.6 The Committee shall have powers to engage staff as necessary for administrative support and other social and cultural activities.

6.7 The Committee shall have powers to Mobilize/Purchase /Sell/Demobilize assets for running the affairs of the Bangiya Parishad.

6.8 The Committee shall have the powers to expel any Member from the Committee in case of absence from THREE continuous Committee Meetings spread over a maximum of SIX months unless the absence is due for reasons of illness or absence from the country.

7. Powers, Duties and Responsibilities of the Committee Members

7.1 The President

The President shall demonstrate leadership and guide the Committee in all matters to run the affairs of the Bangiya Parishad effectively.

7.2 The General Secretary

The duties and responsibilities of the General Secretary shall be as follows:

7.2.1 Shall carry out all duties consistent with the provision of rules, the resolutions of the General Body Meetings of the Bangiya Parishad.

7.2.2 Shall work under the direction of committee members.

7.2.3 Shall be responsible for the conduct of all correspondence and office work and shall submit these to the Committee at regular intervals.

7.2.4 Shall maintain a register of all classes of Membership attached to the Bangiya Parishad and their contact details.

7.2.5 Shall normally attend all meetings of the Committee and shall ensure that all business

conducted therein is accurately and completely recorded, reported and passed by the Committee if they are deemed acceptable by the Committee.

7.2.6 Shall prepare a Budget of expenditure for the financial year and submit this to the Committee for approval.

7.2.7 Shall maintain copies of all passed and agreed Minutes of Meetings duly preserved and filed.

7.2.8 Shall forthwith refer to the President any important matter which deserves urgent attention.

7.3 The Treasurer

The duties and responsibilities of the Treasurer shall be as follows:

7.3.1 Shall be responsible for maintaining an asset register for the Bangiya Parishad.

7.3.2 Shall make all disbursements in accordance with the provisions of the approved Budget and directives of the Committee.

7.3.3 Shall be responsible for maintaining proper books of accounts for all sums of money received and expended.

7.4 The Cultural Secretary

The duties and responsibilities of the Cultural Secretary shall be as follows:

7.4.1 Shall be responsible for organizing cultural events according to decision of the executive committee of Bangiya Parishad.

7.4.2 Shall prepare a budget for making the cultural event in consultation with General Secretary.

7.4.3 Shall be responsible for organizing commercial cultural events according to decision of the executive committee of Bangiya Parishad.

7.4.4 Shall be motivating all members and their families for taking part in house cultural events.

8. Powers and Duties of the Founder Members

8.1 This is limited to the governance and control of the Bangiya Parishad under emergency conditions ONLY. When a situation arises that the Committee is of the opinion that the organization is required to be dissolved and the Committee hands over responsibility to the available Founder Members and the current President of the Committee.

8.2 At all times, other than under emergency conditions, the Founder Members shall function as an Advisory Body only, if and only if opinion/ advice are sought by the Committee.

Founder Committee Members

1. Alok Purakayastha
2. Animesh Chandra Sarkar
3. Indrani Biswas
4. Partho Sarathi Mukherjee
5. Prabir Sengupta
6. Pradip Kumar Lahiri
7. Shubhendu Ghosh
8. Shyam Sundar Pal
9. Tarun Kumar Basu
10. Tarun Kumar Chakraborti

9. Powers and Duties of the Internal Auditor

9.1 The Internal Auditor shall have the right of access the books of account, vouchers, documents and records of the Bangiya Parishad and shall be entitled to seek information and explanation from the Secretary, Treasurer or any Committee member as it may be necessary for the purpose of audit.

9.2 The Internal Auditor shall make a Report to the Committee on the Accounts examined by him and the Report shall unambiguously state as to whether in the opinion of the Internal Auditor and to the best of knowledge and in accordance with the explanations given to him, the said Accounts give a true and fair view.

9.3 The Internal Auditor shall also state in the Report as to whether

9.3.1 in his opinion, proper books of accounts of the Bangiya Parishad have been maintained.

9.3.2 the financial statements dealt with in the Report are in agreement with the books of account.

9.3.3 all information necessary for the purpose of audit was made available to auditor

10. Finance

10.1 The revenue of the Bangiya Parishad shall be from the contributions from its members, associates and promoters.

10.2 Bangiya Parishad shall conduct its business solely for the purpose of the objectives defined in the constitution and shall always retain its identity as a non-profit making organization.

10.3 Funds of the Bangiya Parishad shall be handled by the executive committee efficiently and effectively.

10.4 Under no pretence whatsoever shall any such property, income, revenue or effects of the Bangiya Parishad derived howsoever be paid or transferred directly or indirectly , by way of dividend or bonus or otherwise by way of profit to the Members of the Bangiya Parishad, except in the cases highlighted in Sub-Sections 10.4.1 to 10.4.5 below.

10.4.1 The payment is towards a salaried officer or employee of the Bangiya Parishad.

10.4.2 The payment is in good faith and is reasonable as a proper remuneration to any member for any services rendered to the Bangiya Parishad and for which the member has incurred a similar personal expenditure and has submitted a proof of the expenditure incurred.

10.4.3 The payment by the Bangiya Parishad of any previously agreed considerations on money lent to Bangiya Parishad by any such member or reasonable or proper rent for the premises demised or let by any such member to the Bangiya Parishad.

10.4.4 The giving by Bangiya Parishad to any such member or other persons of prizes whether in case or otherwise and scholarships and awards etc. for furtherance of the objectives of the Bangiya Parishad.

10.4.5 The donation by Bangiya Parishad to any such member or other persons in distress or on charities in line with the objectives of the Bangiya Parishad.

10.5 The Committee shall keep proper books of Account with respect to:

10.5.1 All sums of money received and expended by the Committee and the matters in respect of which receipts and expenditure takes place;

10.5.2 The assets and liabilities of the Bangiya Parishad.

10.6 The Accounts shall be audited once in a year by Auditor, appointed by the Bangiya Parishad from amongst the members.

10.7 The audited accounts shall comprise of:

10.7.1) Balance Sheet as on the day of AGM of the operating year of the Term of the Committee.

10.7.2) Income and Expenditure account for the term of the committee.

10.7.3) Separate accounts of endowment and towards funds created for specific purposes.

10.7.4) Assets and Liabilities of Bangiya Parishad

10.8 The Accounts of the Bangiya Parishad shall be operated by the Treasurer and any ONE of the following:

- The President
- The General Secretary

10.9 In the event of the Treasurer not being available due to leave / sickness etc, the accounts shall be operated by the President and the General Secretary and the General Secretary shall hold the responsibility of Treasurer during this period.

10.10 The Accounts shall be in the name of the **Bangiya Parishad - Qatar**.

10.11 The names of the persons / organizations who have made any voluntary contributions to the Bangiya Parishad shall be announced in the General Body Meeting of the Bangiya Parishad.

11. Annual General Body Meeting (AGM)

12.1 The Annual General Body Meeting (AGM) of the Bangiya Parishad shall be held before 30th June of each year.

12.2 For AGM, a written / verbal notice shall be given at least TWO weeks in advance of the Meeting date, to each Member on the rolls of the Bangiya Parishad, at that point of time.

12.3 Members are entitled to take part in the deliberations of the AGM. Associated Members may attend the AGM in order to keep themselves aware of the affairs of the Bangiya Parishad, but shall have no role in voting related to any issue of AGM. Associated Members may offer advice to improve the activities of the Bangiya Parishad.

12.4 The business of the AGM shall include but not be limited to the following:

Audited Accounts & Other Reports of the current year.

The names of the Members and Associated Members shall be published during the AGM

- Selection of Committee Members for the subsequent year depending upon the circumstances.
- Selection and Appointment of an Internal Auditor.

13. Rules and Regulations

- 13.1 All ADULT Bengali-speaking Indian nationals resident in Qatar, both Male and Female, are eligible to become **Member**.
- 13.2 All ADULT Bengali-speaking non-Indian nationals resident in Qatar, both male and female may apply to become **Associate Member**.
- 13.3 All personnel shall have to apply in an appropriate form for seeking membership of the organization.
- 13.4 All Members / Associate members shall have to pay membership fee on annual basis as decided by executive committee. However, to change the membership fee, approval of AGM will be required. New members joining after 31st December shall pay half of the prescribed subscription fees for that year. Members of previous year(s) shall pay the full prescribed amount irrespective of date of payment of membership.
- 13.5 Membership can be denied or cancelled on the grounds of hiding information / unruly or indecent behavior / and any other unethical acts as the Committee will deem fit. However, if any applicant / member seeks justice, the matter shall be necessarily tabled in the annual General Body Meeting for a necessary ratification/ resolution.
- 13.6 Non-payment of membership fee within a stipulated period of TWO months from the application shall render the membership invalid. The defaulter may apply for reinstatement of membership after paying the membership fee with arrears.

- 13.7 The Committee shall be selected in an annual General Body Meeting by the general members who are on the rolls of membership on that day.
- 13.8 The method of selection shall be by secret ballot and on majority of votes polled.
- 13.9 The procedure of selection shall be followed by a three member Polling Officers team which will be selected by nomination by the current Committee. In the case of the first selection, the Polling Officers Team shall be selected by the Preparatory Committee.
- 13.10 The general body of members by majority can adopt any resolution as required which is deemed necessary for running the organization effectively, except issues that relate to the continuity and existence of the Bangiya Parishad. This may result in change or incorporation of any matter pertaining to the organization including the formation of a new Committee, change of title and scope of services of the organization. Changing the structure of the Committee is restricted to only increasing the number of members/ posts and not decreasing them.
- 13.11 The Minutes of the Committee meetings shall be made available for information purposes only to any general body member.
- 13.12 At least FIFTEEN days notice shall be required to be given to the members by the Committee for any General Body Meeting - Annual or Extraordinary.
- 13.13 If due to any reason the functions of the Committee is felt not conducive for the purpose of the Bangiya Parishad, a member supported by at least one third of all members on rolls, can request the Committee to convene an extraordinary General Body Meeting. The General Secretary or

his nominee shall convene an extraordinary General Body Meeting within ONE month of receipt of such a valid request.

- 13.14 If a situation arises that the organization is required to be dissolved, then the Committee shall convene an Emergency Extraordinary General Body Meeting to address the situation and hand over responsibility to the available Founder Members and the current President of the Committee.
- 13.15 If due to local regulations the situation so warrants that the convening of the General Body is not possible for dissolving the organization, then the Committee shall hand-over all assets to the available Founder Members.
- 13.16 If due to any conflicts within the Committee they are unable to function effectively or cohesively, the President is responsible for convening an Extraordinary General Body Meeting within ONE month of such a situation being brought to notice. The matter shall be placed before the General Body which will decide and adopt necessary remedial measures as it deems fit.
- 13.17 Persons of nationalities other than Indian are also eligible to apply for "Guest Membership" of the Bangiya Parishad. The acceptance of their applications is solely at the discretion of the Committee. However, on being accepted, such non-Indian members, designated as Guest Members can participate in all matters of the Bangiya Parishad, except that they do not enjoy voting rights and cannot hold any office / post in the Committee.

13.18 To become member of Bangiya Parishad Executive Committee, one is required to be a Member of Bangiya Parishad for at least immediate last 6 months.

14. Policies

1. To organize at least TWO cultural functions every year.
2. To organize at least TWO family get - together every year.
3. To organize and provide information about Bengali literature, art, craft, cuisine, etc., whenever possible to the Bengali community.

To organize welfare measures and social events as and when required.