

Bismillahir Rahmanir Raheem

Bangladesh Community Dublin (BCD) Constitution

Section 1: Name of the Organization

Organization Name: Bangladesh Community Dublin (BCD)

Date: 27th September 2022

Slogan: Bangladesh community in service

(The slogan reflects the organization's mission and vision.)

Article 2: Logo and Office

Logo: The official design logo of the organization will be used for all official purposes. Who will be responsible for the design and use of the logo will be specified.

Office: Offices will be established on a permanent or temporary basis at any convenient location in County Dublin, subject to certain criteria for selection.

Article 3: Form of Organization

Type of Organization: Non-profit, religious, social and non-political non-governmental organizations. This organization will be financially transparent and sustainable.

Article 4: Activities of the Organization

- A. Full participation in all activities of Bangladeshis living in Dublin.
- b. Various religious, cultural and humanitarian events including national day celebrations of Ireland and Bangladesh.
- c. Organizing sports activities for people of Bangladeshi origin living in Ireland.
- d. Organizing various cultural and social events.
- e. Liaison Cooperative Cooperation between Ireland and Bangladesh.
- f. Establishing good relations with Bangladeshi associations for improving the quality of life.
- G. Participation in all assistance and support including counselling, education and bereavement support for Bangladeshi brothers and sisters living in Dublin.

Article 5: Types of members of BCD

- a. **General Membership:** Membership of the organization is open to Bangladeshis and people of Bangladeshi origin living in Dublin.
- b. **Life Member:** All founding members of the BCD shall be considered life members. Life membership may also be awarded to various individuals at the discretion of the Executive Committee.
- c. **Honorary Member:** Honorary membership may be granted to persons of particular note in social, national and regional circles.

Article 6: Structure of the Organization

- a. **Advisory Council:** The Advisory Council appointed by the Executive Council shall be constituted within three months of the establishment of the Executive Council. The number of members of the Advisory Council shall not exceed one-third of the Executive Council. The term of the Advisory Council shall be the same as that of the Executive Council and the Advisory Council shall advise the General Assembly on various matters.
- b. **Executive Council:** The number of secretarial posts of the Executive Council shall be limited to 21 to 31 members. The number of effective issues may be increased on the advice of the Advisory Council. The term of the executive council will be two years. A general meeting will be convened to form the executive council. An executive committee will be formed to elect the members of the advisory council.

Rules for constitution of Executive Council:

Three months before the expiration of the outgoing executive council's term, a general meeting will be called. At this meeting, the members shall form a special council consisting of five to eleven members from the advisory and executive congregation. This council shall determine the rules for the constitution of the new committee, based on the opinion of the advisory member. This council shall then, based on the advisory member's opinion, or with their consent, or with the written consent of the member, constitute the next executive committee. This executive committee will take over after the previous committee's term expires.

To run for any post, one must be an ordinary member of the Bangladesh Community Dublin (BCD). To be elected to the BCD executive committee, one must have been a member of the BCD at any level for at least one year. To be eligible to vote, one must have been an ordinary member of the BCD for at least one year. No one can hold the post of President or General Secretary for more than two consecutive terms. All members of the executive committee will pay a monthly subscription.

Structure of the Executive Committee:

- the president
- Vice President
- Vice President

- Vice President
- Vice President
- General Secretary
- Deputy General Secretary
- Deputy General Secretary
- Deputy General Secretary
- Organizing Secretary
- Co-Organizing Secretary
- Co-Organizing Secretary
- Finance Secretary
- Assistant Finance Secretary
- Publicity and Office Secretary
- Assistant Publicity and Bureau Editor
- Youth Secretary
- sports Secretary
- Associate Sports Secretary
- Women's & Children's Affairs Secretary
- Associate Women Affairs Secretary
- Cultural Secretary
- Co-Cultural Secretary
- Religious Affairs Secretary
- Social Welfare Secretary
- Education Secretary
- member
- member
- member
- member

c. Ordinary Members:

Membership of the organization is open to all Bangladeshis and persons of Bangladeshi origin residing in Dublin. General members will fill up the application form for membership. All general members

shall pay annual subscription and may attend general meetings of BCD. If any member engages in criminal activities in Bangladesh or Ireland or engages in activities against the organization, the Executive Committee may terminate his membership subject to discussion.

Article 7: Functions of the Executive Committee

1. the president

Post Description:

The President-elect will serve as the main leader for managing the affairs of Bangladesh Community Dublin (BCD). He will direct and supervise all activities of the organization.

Key Responsibilities and Functions:

1. Manage and control all activities of the Executive Committee.
2. Will preside over all meetings and take decisions keeping the keynote.
3. Subcommittees can be formed and dissolved in case of emergency or in consultation with senior officials.
4. Counselors will maintain overall contact and counsel with members of the congregation.
5. Will work on matters related to the interests of the organization by keeping in touch with various government and private levels.

2. Vice President**Post Description:**

The Vice-President shall provide full support to the President-elect as an ex-officio member of the BCD Executive Council.

Key Responsibilities and Functions:

1. Assist the president-elect.
2. In the absence of the President, the Executive Council will perform the functions.
3. He will manage the activities of the committee and sub-committee.
4. Ensure consultation and cooperation of all members.

3. General Secretary**Post Description:**

The General Secretary shall perform the duties of the administrative activities of the organization and convene successful meetings of the Executive Council.

Key Responsibilities and Functions:

1. Conduct meetings and write minutes.
2. He will be responsible for the implementation of all the decisions of the executive council.
3. Develop legal advice and communication systems.
4. Keep the organizational editor active and functional.
5. Keep in regular contact with the president.

4. Deputy General Secretary**Post Description:**

The Deputy General Secretary shall assist the General Secretary and conduct the affairs of the Executive Council in his absence.

Key Responsibilities and Functions:

1. Will work according to the instructions of the General Secretary.
2. Will perform the overall responsibility of the activities.
3. Participate in all meetings and cooperate.

5. Organizing Secretary

Post Description:

The Organizing Secretary will assist in the smooth running of all activities of the organization.

Key Responsibilities and Functions:

1. Keep a list of all members of the organization.
2. Maintain overall communication.
3. Coordinate with the General Secretary to maintain communication with all the Secretary participating in the Executive Committee meetings and activities of the organization.
4. Assist in the successful presentation and editing of activities.

6. Joint Organizing Secretary

Post Description:

The Assistant Organizing Secretary will provide overall support in all activities of the Organizing Secretary.

Key Responsibilities and Functions:

1. He will perform his duties in the absence of the Organizing Secretary.
2. Assist in coordinating activities.
3. Cooperate with other members.

7. Publicity and Office Secretary

Post Description:

Promotion and Office Secretary will manage all promotional activities of BCD.

Key Responsibilities and Functions:

1. Save and maintain all documents of the organization.
2. Will perform the overall responsibility of publication and promotion.
3. Will play an important role in working effectively through social media and other media.

8. Assistant Publicity and Bureau Secretary

Post Description:

The Assistant Publicity and Office Secretary will provide support in the overall activities of the Publicity and Office Secretary.

Key Responsibilities and Functions:

1. Promotion and will work as per the direction of the office editor.
2. Adopt strategic planning if necessary.
3. Assist in activities.

12. Youth Secretary

Post Description: The Youth Editor will be the new generation representative of the BCD community. His job will be to actively involve and motivate the young members of the organization in the activities of the organization. One of its aims is to make the organization more dynamic and effective by involving the new generation in youth related developmental and social activities.

Key Responsibilities and Functions:

1. Encourage active participation of young members of the organization.
2. Plan and implement developmental and social activities for the new generation.
3. Provide leadership and guidance to youth members in various activities.
4. Ensure necessary materials and support for youth activities.
5. Coordinate with other editors and members to manage youth activities smoothly

9. Information and Technology Secretary**Post Description:**

The Information and Technology Secretary will provide information retrieval, storage and support for the secure operation of the organization's operations.

Key Responsibilities and Functions:

1. Responsible for technical solutions and information management.
2. Ensure technical support to members.
3. Implement information security and safety policies.

10. sports Secretary**Post Description:**

The Sports Secretary will organize annual tournaments of all activities and help in boosting the enthusiasm of the participants.

Key Responsibilities and Functions:

1. Organize various sports competitions and tournaments.
2. Create an environment of stimulation for the participants.
3. Undertake programs to increase interest in sports among members.

11. Assistant Sports Secretary

Post Description:

The Assistant Sports Editor will provide overall support to the Sports Editor.

Key Responsibilities and Functions:

1. Assist in organizing games and other activities.
2. Collect and store sports related information.
3. Actively participate in activities.

12. Cultural Secretary

Post Description:

The Cultural Secretary will carry out the cultural and social responsibilities of all activities.

Key Responsibilities and Functions:

1. Assist in preparation of annual schedule of social and cultural initiatives.
2. Assist in planning and implementation of cultural activities.
3. Coordinate with Finance Secretary and President.

13. Associate Cultural Secretary

Post Description:

The Assistant Cultural Secretary will provide full support in the management of all the activities of the Cultural Secretary.

Key Responsibilities and Functions:

1. Work according to the instructions of the cultural editor.
2. Assist in cultural activities.
3. Ensure participation in cultural initiatives with members.

14. Religion Secretary

Post Description:

Religion Secretary will conduct religious activities with respect for all religions.

Key Responsibilities and Functions:

1. Plan and implement religious events.
2. Provide assistance to members in religious matters.
3. Show respect to all religions.

15. Women's & Children's Affairs Secretary

Post Description:

The Women & Children Affairs Secretary will liaise with all the women members of BCD and help them to be involved in all the activities of the organization and play their timely role.

Key Responsibilities and Functions:

1. Motivate and support women members.
2. Ensure their involvement in all activities of the organization.
3. Plan and implement various programs.

16. Assistant Secretary Women Affairs

Post Description:

The Assistant Women's Affairs Editor will provide overall support in the activities of the Women's Affairs Editor.

Key Responsibilities and Functions:

1. Assist in editorial duties on women's issues.
2. Assist in coordination of activities.
3. Special initiatives will be taken for women members.

17. Secretary of Social Welfare Affairs

Post Description:

The Social Welfare Affairs Secretary will support social and worthwhile initiatives with emphasis on humanitarian activities.

Key Responsibilities and Functions:

1. Plan and implement social welfare activities.
2. To motivate the members in humanitarian activities.
3. Take initiatives to solve social problems.

18. Education Secretary

Post Description:

The Education Secretary will work to promote education and knowledge among the members of the BCD.

Key Responsibilities and Functions:

1. Organize educational programs and seminars.
2. Ensure exchange of information and cooperation on educational matters among members.
3. Plan to create educational opportunities and training opportunities.

19. Executive Member

Post Description:

The Executive Member shall cooperate in all activities of the Executive Council and participate actively in the meetings.

Key Responsibilities and Functions:

1. On behalf of the President or the Executive Council, the activities will be carried out smoothly.
2. Participate in all meetings and assist in the development of activities.
3. Encourage members to participate.

Article 8: Meeting

The general meeting shall be held at least once a year. The committee will announce in advance the date, place and time of the general meeting. Meetings of the General Assembly shall be open to ordinary members. Maximum participation of members should be ensured for taking all decisions in general meeting. Members' views will be received and discussed. Also the meeting of the Executive Committee shall be held every two months or earlier.

Article 9: Financing

Funding:

1. Contribution of all members of the organization.
2. Funds received from donations, grants and other sources.
3. Event income of the organization.

Article 10: Suspension or Cancellation of Membership

If any member is financially delinquent, ill, or considered mentally unstable, the membership of such member may be suspended by decision of the Executive Council. Besides, those who do not pay the annual subscription on time or engage in activities contrary to the activities of the organization, their membership can also be suspended by the executive committee. Members may appeal against this decision and regain membership.

If any member is ineligible to participate in the meeting of the Executive Committee, a decision will be taken to cancel the membership. If any member of the Executive Council fails to conduct the proceedings properly, his membership shall also be suspended. The President or General Secretary will notify the member through email or text message.

In addition, if any member of the Executive Council dies suddenly, is absent for a long period of time, or resigns for any other reason, the Executive Council shall, subject to discussion, consider the position vacant and make arrangements to fill the vacant position.

Article 11: Basic Objectives of the Organization and Working Committee

Bangladesh Community Dublin is a social organization made up of all Bangladeshis and people of Bangladeshi origin living in Ireland. The main objective of BCD is to promote the activities of the members and to entrust the management of the organization to the executive committee.

The organization shall be governed by this constitution through an executive council. If the members of the Bangladesh Community Dublin or the Executive Committee feel that the Constitution requires amendment, the Executive Committee shall present the proposed amendment to the General Assembly and attempt to approve the amendment.

Article 12: Regulations

Any change or amendment to this Constitution shall be decided by a majority in the General Assembly. The proposed change shall be announced in advance among the members and discussed in the general meeting. The Constitution may be changed subject to a minimum two-thirds vote of the Executive Committee.

Article 13: Conduct and Ethical Standards

A code of conduct and discipline is necessary for all members of the organization, which will help maintain mutual respect, responsibility, and disciplined behavior among members. This clause will contribute to maintaining a healthy and safe environment of the organization and to establish unity and harmony among the members.

Article 14: Effectivity of the Constitution

This constitution shall come into force from the date of establishment of the organization.