



BENGALI CULTURAL SOCIETY OF KUWAIT  
CONSTITUTION

1. NAME

The name of this Society shall be BENGALI CULTURAL SOCIETY.

2. OBJECTIVES OF THE SOCIETY

The objectives of the Society shall be to promote social, cultural and sporting activities among the members of the Society.

3. MEMBERSHIP

MEMBERSHIP will be available to Bengalees of Indian origin (in case of family members, at least one spouse shall be a Bengalee of Indian origin), who are resident in Kuwait and not less than 18 years of age. Membership can be on family or single category with separate subscription amounts applying to each category. For family members voting and all other rights shall be available to both spouses.

4. APPLICATION FOR MEMBERSHIP

Application for membership shall be made to the Executive Committee using the formal application form. Membership will be granted upon approval of the application by the Executive Committee and upon payment of the appropriate subscription for the current year or longer period.

5. EXECUTIVE COMMITTEE

5.1 The Management of the Society shall be vested in an Executive Committee which shall comprise President, Vice President, General Secretary, Hon. Treasurer and at least five other Committee members to a maximum of seven. All Executive Committee members shall be elected by the members of the Society. Out of all the Executive Committee members, at least one shall be a lady member.

5.2 All Executive Committee members shall be members of the Society.



## 6. TERM OF OFFICE

- 6.1 The Executive Committee members shall hold office for a period of one year from the date of handing over of the charges by the previous Executive Committee following the Annual General Body Meeting.
- 6.2 The outgoing members of the Executive Committee are eligible for re-election.
- 6.3 No member can hold the same position/post of the Executive Committee for more than two consecutive years

## 7. NOMINATIONS

- 7.1 Nominations for the election to the Executive Committee shall be in writing duly signed by a proposer and a seconder (both of whom shall be members of the Society), and counter-signed by the nominee.
- 7.2 Nominations shall be delivered to the General Secretary in writing preferably 7 days before the notified date of the Annual General Body Meeting. In case no nomination is received as stated above, nominations can be accepted at the Annual General Body Meeting.

## 8. METHOD OF VOTING

Only members are entitled to vote and speak at the General Body Meetings. Proxy voting shall be permitted. Authorisation for proxies must be presented to the Executive Committee in writing prior to the start of the meeting, and must be recorded in minutes. Voting shall be by secret ballot.

## 9. EXECUTIVE COMMITTEE MEETINGS

- 9.1 The quorum for Executive Committee Meetings shall be seven Executive Committee members. The quorum must contain any two of the following Executive Committee members:  
President, Vice-President and General Secretary.
- 9.2 Any member of the Executive Committee who is absent from the three successive meetings without good and sufficient cause shall be replaced by another member co-opted by the Executive Committee. Such co-option shall be ratified in a General Body Meeting.
- 9.3 In the event of tie in a voting, the President, or during his absence, the Vice-President shall have the right to a casting vote.



## 10. POWERS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall meet as the business of the Society demands and have the power to conduct the affairs of the Society. The decisions taken by the Executive Committee regarding management of the Society including organising all cultural programmes shall be final.

## 11. SUB-COMMITTEES

The Executive Committee shall have the power to appoint sub-committees from amongst the Executive Committee members or from the members of the Society, for any purpose that may be deemed necessary. Sub-committees shall be bound by directives of the Executive Committee. Sub-committees shall not involve the Society in any expenditure unless authorised by the Executive Committee.

## 12. RECORDS OF THE SOCIETY

12.1 The proceedings of all General Body and Executive Committee meetings shall be minuted.

12.2 The minutes of a General Body meeting shall be adopted in the next General Body meeting.

12.3 A general report and the statement of account of the Society shall be submitted to the General Body meeting.

## 13. CONTROL OF THE SOCIETY FUNDS

13.1 Funds shall be kept at the custody of the Treasurer and its management shall be vested with the Executive Committee, as they deem fit.

13.2 Budgeted expenses for any forthcoming activities of the Society shall be discussed and approved by the Executive Committee. For any major activities, the Treasurer has to present the budgeted expenditure at the General Body meeting for consent.

13.3 All expenses shall be supported by vouchers and shall be approved by any two of the following:

President, Vice-President, Gen. Secretary.



## 14. FINANCIAL RECORDS AND ACCOUNTS

14.1 The financial year of the Society shall be from January 1 to December 31. The Treasurer, at the Annual General Body meeting shall present a statement of the accounts that shall be internally audited by an auditor.

14.2 The members present at the Annual General Body meeting shall appoint the auditor, who shall be a member of the Society. The auditor so appointed shall hold office for one year along with the term of the Executive Committee pursuant to paragraph 6.

14.3 The auditor shall:

- a) make a report to the members of the Society on the accounts examined by him at the Annual General Body meeting;
- b) state in his report that in his opinion and to the best of his information and according to the explanation given to him the said accounts give a true and fair view of the receipts and expenditure of the society during the period for which the statement of account is drawn up;
- c) in the event of qualifying his report, state the reasons for such qualifications; and
- d) read his report during the Annual General Body meeting

## 15. SUBSCRIPTIONS

15.1 Membership year will run from 1st January to 31st December.

15.2 Any new member joining the Society on or after 1st July will need to pay half the applicable yearly subscription.

15.3 Subscription shall be paid to the Treasurer and once paid shall not be refunded.

15.4 The majority of the members of the Society attending the Annual General Body meeting may revise the subscription amount, if necessary.

## 16. PAYMENT OF SUBSCRIPTION

New Members shall make full payments of the applicable subscription fee at the time of applying for membership. Existing members shall pay their annual subscription by 31st March each year. Any member failing



to pay subscription without good and just cause by the above date shall be deemed to be a non-member and shall automatically forfeit his rights of membership, until such time as he/she becomes a fully paid-up member.

## 17. GENERAL BODY MEETING

### 17.1 Annual General Body Meeting

17.1.1 The Annual General Body Meeting of the Society shall be held at the expiry of the term and by not later than 15th January of the following year.

17.1.2 The business of the Annual General Body Meeting shall comprise:

- a) presentation of reports and audited accounts for the year;
- b) election of Executive Committee for the ensuing year;
- c) consideration of the proposals duly made to amend the constitution; and
- d) any other business raised during the meeting.

### 17.2 Ordinary General Body Meeting

17.2.1 There shall be at least two Ordinary General Body Meeting in a year

17.2.2 The business of an Ordinary General Body Meeting shall comprise:

- a) presentation of reports and audited accounts for the year; and
- b) any other business raised during the meeting.

### 17.3 Extra Ordinary General Body Meeting

17.3.1 The Executive Committee may at their discretion, call an Extra Ordinary General Body Meeting of the Society at any time.

17.3.2 Upon a written request of not less than 30% of members to call such a meeting, the Executive Committee shall call an Extra Ordinary Meeting within fourteen (14) days of such request. Such requests must also state full particulars as to the purpose for the Extra Ordinary General Body meeting and the meeting shall be confined to that for which it has been convened.



#### 17.4 Quorum

The quorum for the General Body meeting shall be 25% of the members present at the time in Kuwait. For Extra-ordinary General Body Meeting, a quorum of 40% will be required.

#### 17.5 Chairman

President of the Society shall be the Chairman of all General Body Meetings. In the event of President's absence, the Vice-President will act as Chairman.

### 18 NOTICE OF MEETINGS

18.1 The Executive Committee shall give notices of meetings to the members of the society as follows:

- a) Not less than fourteen (14) days' notice for Annual General Body Meeting and Ordinary General Body Meetings; and
- b) not less than seven (7) days for an Extra Ordinary General Body Meeting.

18.2 The Executive Committee shall notify members through newspaper advertisements, telephones or electronic mail (email).

### 19 ALTERATION OF CONSTITUTION

19.1 Alteration of constitution shall be made only at the Annual General Body Meeting or at an Extra-Ordinary General Body Meeting called for this purpose.

19.2 Any such proposal for alteration shall be duly proposed by at least 15% of Members to the General Secretary and at least twenty-one (21) days before the date of the meeting at which it is to be considered.

19.3 Such alteration will only be allowed provided that at least 60% of the members of the Society are present or represented by proxy according to Paragraph 8 and shall be accepted when passed by a simple majority of those members present.

### 20 RESIGNATION OF MEMBERSHIP

Members wishing to resign shall notify the President or the General Secretary in writing.



## 21 REINSTATEMENT OR READMISSION TO MEMBERSHIP

- 21.1 Any person who has ceased to be a member of the Society, may be readmitted or reinstated to membership of the Society, provided that payment is made of any arrears of subscription due, and conditions of Paragraphs 3 & 4 are fulfilled.
- 21.2 No such arrears will be payable if the person can provide a valid justification for ceasing to be a member (e.g. if he was out of the country during the intervening period). The Executive Committee will have authority to waive the payment of arrears based upon this justification.

## 22 PARTICIPATION OF OTHER NATIONALS

Participation of other national/communities, besides members, in cultural programme arranged by the Society shall be considered on individual basis by Executive Committee, whose decision in this regard will be final.

## 23 INTERPRETATION

In the event of any dispute arising in any General Body Meeting as to the meaning of any of these Rules or any by-laws, the Chairman of the Meeting shall decide on the meaning and his decision shall be final for that Meeting.

Kuwait.

December 1999