

**BANGLADESHI
AMERICAN
ORGANIZATION OF
CENTRAL VIRGINIA
(BAOCV)**

**CONSTITUTION
&
BY-LAWS**

CONSTITUTION

ARTICLE I: NAME

Section 1: The name of the organization shall be the Bangladeshi American Organization of Central Virginia, hereafter referred to as BAOCV.

ARTICLE II: PURPOSE, NATURE, PLACE AND LANGUAGE

Section 1: The purpose of the organization shall be to:

- ❖ Foster community relations among Bangladeshis residing in central Virginia.
- ❖ Promote awareness of Bangladesh, Bangladeshi culture and heritage in the Bangladeshi and larger community through cultural and social activities.
- ❖ Promote Bangladeshi-American friendship.
- ❖ Develop relationships with other cultural/social entities.
- ❖ Foster participation in American mainstream activities and policy determination process.

Section 2: The organization shall be a non-profit, non-political, and secular organization.

Section 3: The principal office of the organization shall be located in the metropolitan area of Richmond, Virginia.

Section 4: The official language of the organization shall be English.

Section 5: General membership to the organization shall be limited to Bangladeshi descents residing in the central Virginia area, where the central Virginia area is as defined by the state of Virginia.

ARTICLE III: MISSION AND GOALS

Section 1: The mission and goals of the organization shall be to:

- ❖ Promote Bangladeshi culture and heritage among the people of Bangladeshi descent, and understanding and appreciation of Bangladeshi culture in the larger community.
- ❖ Promote Bangladeshi-American friendship and cultural exchange with other groups interested in Bangladeshi culture.
- ❖ Participate in American mainstream activities and policy determination process.

Section 2: To achieve its mission and goals as defined in Article III, Section1, the objectives of the organization shall be to:

- ❖ Provide a forum to express concerns of the community.
- ❖ Provide a forum to exchange information and views on matters of interest to the Bangladeshi community.

- ❖ Provide a forum for dissemination of Bangladeshi culture and heritage through appropriate programs and activities.
- ❖ Provide a forum to take all necessary steps to enhance and preserve Bengali language, arts, and folklore.
- ❖ Introduce and inculcate Bengali culture and values among the children and youths of the community.
- ❖ Provide a forum for honoring any distinguished person, association, or institution, which has contributed significantly for the causes of Bangladeshi people, culture, and heritage.
- ❖ Provide financial assistance for higher education and learning to needy Bangladeshis, as determined and approved by the joint chamber of the organization.
- ❖ Provide emergency funds and services to needy individuals and families of the community.
- ❖ Provide a forum for a warm welcome, guidance, contacts and all other possible helps to new arrivals in the community.

ARTICLE IV: MEMBERSHIP

Section 1: Those Bangladeshis who are taking part, directly or indirectly, in the formation of this organization will be eligible for initial full membership. They will constitute the founding members of the organization. In future, any Bangladeshi descent believing and sharing the objectives and purposes of the organization and also believing in the liberation war of Bangladesh can apply for associate membership in the organization. Thereafter the associate member can become a full member by fulfilling the following requirements:

- ❖ Completion of application for full membership.
- ❖ Completion of three months of associate membership.
- ❖ Approval by the membership application review board.

The Chamber of Executives has the authority to consider any special case to allocate membership provided that the decision has to be approved in the general meeting.

Section 2: Types of Membership

1. Voting Members:

- A. General Members: Bangladeshi descents (at least 18 years of age) who are initial full members and those who will become full members in future, as defined in article IV, section 1.
- B. Life Members: Life member, who shall be a voting member, making a one time donation, as determined and approved by chamber of Executives or chamber of general members.

2. Non-Voting Members:

- A. Associate Members: Any person regardless of color, creed, race, age, religion, gender and national origin, is eligible to become an associate member upon application on organization form and payment of annual membership fee. Associate members shall not be entitled to vote or hold office.
- B. Honorary Members: Honorary membership may be awarded to outstanding and eminent persons of the community, upon approval by the joint session and such membership shall be valid for two years from the date of the award and shall not have any voting rights.
- C. Life Members: Life member, other than a voting member, making a one-time donation, as determined and approved by chamber of Executives or chamber of general members.

ARTICLE V: ORGANIZATIONAL STRUCTURE

Section 1: Structure

The organization shall have two functional units called:

- 1. Chamber of Executives (COE).
- 2. Chamber of General Members (COGM).

Section 2: The Chamber of Executives

The chamber shall consist of fifteen officers and four members. They are as follows:

- 1. President
- 2. Vice-President
- 3. General Secretary
- 4. Assistant General Secretary
- 5. Treasurer
- 6. Secretary of Public Relations and Social Affairs
- 7. Assistant Secretary of Public Relations and Social Affairs
- 8. Secretary of Cultural Affairs
- 9. Assistant Secretary of Cultural Affairs
- 10. Secretary of Publication Affairs
- 11. Assistant Secretary of Publication Affairs
- 12. Secretary of Sports Affairs
- 13. Assistant Secretary of Sports Affairs
- 14. Secretary of Youth and Children Affairs
- 15. Assistant Secretary of Youth and Children Affairs
- 16. Executive Member
- 17. Executive Member
- 18. Executive Member
- 19. Executive Member

Section 3: The duties and terms of the officers and members of the chamber of executives are those set forth in the by-laws of the constitution

Section 4: The Chamber of General Members

The chamber shall consist of all general members of the organization.

Section 5: Membership Application Review Board

The board shall consist of three members randomly selected from the chamber of executives and two members randomly selected from the chamber of advisory council. The board shall be constituted at the beginning of each fiscal year for one-year term. The board shall review and rule quarterly on all completed application forms. The board shall deny full general membership to qualified associate members for the following two reasons:

- ❖ Not believing and sharing the goals, objectives and purposes of BAOCV.
- ❖ Not believing in the liberation war of Bangladesh.

The board may also deny full general membership for just cause with good and valid reasons. In such a case, the board must write in detail all the valid reasons for the denial and provide written copy to the member, and chambers of executives and advisory council. In case of a split decision for denial, both majority and minority opinions must be provided to the member and respective bodies. The board shall give the benefit of the doubt to the applicant and approve the membership application.

ARTICLE VI: ACTIVITIES OF THE CHAMBERS

Section 1: Activities of the Chamber of Executives

The members of the chamber of executives are responsible for the day-to-day operation of the organization.

Section 2: Activities of the Chamber of General Members

- ❖ The general members shall have the right to elect and be elected as office bearers of the organization.
- ❖ The associate members shall be eligible to participate in all the activities of the organization, but shall not be eligible to vote or be elected as office bearers of the organization.
- ❖ The associate members are eligible to be a member of a special committee formed by the chambers of executives, chaired by a member of the chamber of executives.

Section 3: Powers

The President is the chief executive of the organization, and executor of the executive powers of the organization vested in the chamber of executives. The President must be kept aware of all the activities of the organization.

Section 4: Term of Office

- ❖ Each officer and member of the chamber of executives shall be elected for a two-year term. The President and General Secretary shall not hold the same office consecutively, and no more than a total of three terms.
- ❖ All newly elected officers of the organization shall commence their term on October 1st of the same year after the election in September.

Section 5: Session

The chamber of executives shall have at least three meetings each year. The President of the chamber of executives shall call the meeting to review the activities of the organization. The President of the chamber of executives will preside over all meetings. However, in times of crisis nine members of the chamber of executives can call a special session. Special session should be called only for the following reasons:

- ❖ Major failure on the part of the chamber of executives.
- ❖ Non-activity on the part of the President or any officer of the chamber of executives.
- ❖ At the time of major impasse.
- ❖ Any member of the chamber of executives committing a crime or an immoral or anti community act.

A minimum of thirteen members from the chamber of executives is required to form the quorum of the session. Simple majority is required to take a decision in any session. Decision of that session is final for any unit of the organization. The session with at least ten affirmative votes can recommend to the general members for the dissolution of both the chambers and early election. In such a case, the President of the chamber of executives shall call a special general meeting within thirty days and follow through.

Article VII: SPECIAL COMMITTEE

Section 1: Definition

- ❖ The chamber of executives may form special committee(s) for successful completion of any event(s).
- ❖ The chair of special committee(s) shall be selected from either the chamber of executives or the chamber of advisory council.
- ❖ General and associate members can be members of special committee(s).

Section 2: Terms and Powers

- ❖ Special committee(s) shall submit a final report to the President of the chamber of executives within fifteen days of the completion of the task(s) and cease to exist thereafter.
- ❖ Special committee(s) shall keep the President of chamber of executives informed about the progress of the task(s).

- ❖ Special Committee(s) shall make and implement decisions related to that particular task(s).

ARTICLE VIII: AMMENDMENTS

Section 1: Any proposed amendment to the constitution shall be presented to the President at least sixty days prior to the general meeting with the signatures of at least five voting members.

Section 2: The chamber of executives shall present the proposed amendments to the members of BAOCV in writing at least thirty days prior to the general meeting.

Section 3: This quorum shall be constituted by the presence of four-fifth of the voting members. An affirmative vote by three-fourth of the members shall be required for the adoption of an amendment.

ARTICLE IX: DISSOLUTION OF BAOCV

In the event BAOCV absolutely has to be dissolved, the chamber of executives, with the approval of the general members, shall, at first, pay or make provisions for the payment of all liabilities of BAOCV. Any excess assets/funds after payment of all BAOCV liabilities shall be contributed to charitable, scientific, or educational organization or organizations, which shall at the time, qualify as a tax exempt organization under the Internal Revenue Service codes.

By-Laws

Article I: MEMBERSHIP

Section 1: Rights and Privileges: Any voting member qualified under article IV, section 2.1 of the constitution shall have one vote and have the same rights and privileges. The voting members shall be eligible to all facilities, seek election and hold office of BAOCV. Honorary, associate, and non voting life members as defined in article IV, section 2.2 of the constitution shall be non voting members, unless the honorary member is also a regular member under section 2.1 of that article.

Section 2: Membership Fees: An annual membership fee of five US dollars shall be charged to both the general and associate members. The organization will also accept donations from all members and any person or group in favor of the organization's goals. A full-time student and an unemployed individual will be eligible to pay fifty percent of the membership fee of the regular member.

Section 3: Membership Fee Review: The chamber of executives may review the membership fee from time to time, and may place before the general meeting for changes of such fees. Final approval of such changes of fees shall be determined by a simple majority vote of members present at the annual general meeting.

Section 4: Special Fees: The chamber of executives, with the approval of the voting members, may levy any reasonable special fees that become necessary.

Section 5: Dues Date: The annual fees due to BAOCV shall be payable to the Treasurer by July 31st of the year. Members failing to pay dues by July 31st shall be declared in arrears and shall automatically lose their voting rights for that year.

ARTICLE II: MEMBERSHIP PROCESS

Section 1: A Bangladeshi descent after completing the associate membership process can apply for full membership as explained in detail in article IV of the constitution. In the event of rejection of an application, a notice of such rejection shall be sent to the applicant within two weeks of rejection. Failure to send a rejection notice within the time period shall constitute the approval of the said application. Rejected applicants have the right to appeal.

Section 2: Appeal for review of rejected Application: The Chamber of Executives session shall review a rejected application form, provided the rejected applicant requests such a review in writing within two weeks of rejection. The session shall adjudicate the matter within thirty days of receiving the appeal.

Section 3: Membership Period, Transfer, and Lapse: Annual membership period shall run from October 1st of each year through September 30th of the following year. Membership in BAOCV is not transferable. Membership in BAOCV is continuous until the chamber of executives receives notice of termination or resignation in writing. Non-payment of annual membership fee shall constitute membership lapse in BAOCV.

ARTICLE III: THE CHAMBER OF EXECUTIVES

Section 1: Functions: The functions of the chamber of executives shall be to:

- ❖ Implement the constitution and carry out the policies and decisions of the general body.
- ❖ Plan, manage, and execute the activities so as to accomplish the purposes of BAOCV.

- ❖ Establish procedures in routine matters.

Section 2: Meetings:

- ❖ The President shall call a minimum of three chambers of executives meetings in a fiscal year and shall make it open to all general members.
- ❖ A special meeting may be called by concurrence of at least six members. Such a meeting shall be held within one week of such a call.
- ❖ The presence of six members of the chamber of executives shall constitute a quorum. A simple majority of the chamber of executives at any meeting shall be required for arriving at a decision.

Section 3: Term of the Chamber of Executives: The members of the chamber of executives shall be elected for one term for a period of two years. A member of the chamber of executives may be re-elected for the same office to serve a second consecutive term. The President and the General Secretary shall not hold the same office consecutively, and no more than a total of three terms.

Section 4: Succession:

In case of vacancy in the office of the President, the Vice-President shall hold the office of the President for the rest of the term and co-opt a person from the chamber of general member council as replacement for the chamber of executives' body.

In case of any other vacancies, the chamber of executives will co-opt by simple majority from the chamber of general member council for the rest of the term.

Section 5: Duties and Functions

President: The President shall:

- ❖ Manage, coordinate and direct all the activities of BAOCV.
- ❖ Implement and uphold the constitution, call and preside over the meetings of the chamber of executives.
- ❖ Take emergency decisions with the approval of at least five other members of chamber of executives.
- ❖ Co-sign with the Treasurer on financial accounts of BAOCV, and develop and implement plans to appropriate funds and control the expenses.
- ❖ Develop and implement plans with the chamber of executives to approve the amount of funds to be spent for planned and special event(s).
- ❖ Present annual budget and report to the general meeting and be the spokesperson, representative, and correspondent for BAOCV in its external activities.

Vice-President: The Vice-President shall:

- ❖ Assist the President in accomplishing the purposes and goals of BAOCV.
- ❖ Assume the duties and responsibilities of the President when requested by the President or if the President is incapacitated or has resigned.

General Secretary: The General Secretary shall:

- ❖ Prepare the agenda and notify, in consultation with the President, the members of the chamber of executives and general members of forthcoming meetings fifteen days prior to the date of such meeting.
- ❖ Prepare and make the correspondence of BAOCV.
- ❖ Maintain a list of members and volunteers for various functions of BAOCV.
- ❖ Take minutes of the chamber of executives and general meetings and make sure those are maintained properly. When presiding over meetings, shall make sure that minutes are taken and maintained properly.
- ❖ Sign membership forms and official documents as authorized by the constitution and the chamber of executives.
- ❖ Perform all duties incidental to the office and all other duties as assigned by the chamber of executives.
- ❖ In absence of the President and Vice-President, preside over meetings of the chamber of executives.
- ❖ Circulate decision of the chamber of executives within three days from the date of decision.
- ❖ Maintain all the records of the organization and not disclose that without consultation with the President.

Assistant General Secretary: The Assistant General Secretary shall:

- ❖ Assist General Secretary in accomplishing the activities and goals of BAOCV.
- ❖ Assume the duties and responsibilities of General Secretary if deems necessary.

Treasurer: The Treasurer shall:

- ❖ Maintain properly and accurately the records of all financial transactions of BAOCV.
- ❖ Co-sign with the President on financial accounts of BAOCV.
- ❖ Bring forward matters of financial significance to the organization and inform the chamber of executives or general members.
- ❖ Prepare all financial reports of BAOCV and assist the President in presenting that at the general meeting.

Secretary of Public relations and Social Affairs: The Secretary shall:

- ❖ Keep in touch with community members to extend needed help whenever possible and promote their well being.
- ❖ Organize and supervise social activities.
- ❖ Informally welcome new arrivals to the community and arrange to provide all necessary help, if necessary and requested.
- ❖ Promote the goals of BAOCV, and conduct membership drives.
- ❖ Develop and maintain close relations with the members of other communities.
- ❖ Keep members informed about the organization's activities.

Assistant Secretary of Public Relations and Social Affairs shall:

- ❖ Assist Public Relations and Social Secretary in accomplishing the activities and goals of BAOCV.
- ❖ Assume the duties and responsibilities of Public Relations and Social Secretary if deems necessary.

Secretary of Cultural Affairs: The Secretary shall:

- ❖ Organize and present cultural functions and events to celebrate and cherish Bangladeshi culture and heritage.
- ❖ Take all necessary measures to promote and continued awareness of Bangladeshi culture and heritage among Bangladeshi descents.
- ❖ Organize and present Bangladeshi cultural functions at cultural or social gatherings of other organizations as appropriate, to create visibility and introduce Bangladeshi culture to other communities.

Assistant Secretary of Cultural Affairs shall:

- ❖ Assist Cultural Secretary in accomplishing the activities and goals of BAOCV.
- ❖ Assume the duties and responsibilities of Cultural Secretary if deems necessary.

Secretary of Publication Affairs: The Secretary shall:

- ❖ Promote and advertise upcoming events of the organization.
- ❖ Prepare newsletters to publicize the activities of BAOCV.
- ❖ Prepare literary magazines and help publish in Bengali and English.
- ❖ Help publish yearly report.

Assistant Secretary of Publication Affairs shall:

- ❖ Assist Publication Secretary in accomplishing the activities and goals of BAOCV.
- ❖ Assume the duties and responsibilities of Publication Secretary if deems necessary.

Secretary of Sports Affairs: The Secretary shall:

- ❖ Plan, organize and implement sporting events for the members.
- ❖ Plan, organize and implement sporting events for the youth and children of the community during annual gathering and other social and cultural gatherings or events.
- ❖ Develop plans and encourage members to participate in local sporting events.
- ❖ If possible, plan and arrange informal gathering of members to watch and enjoy local, national or international sporting events.

Assistant Secretary of Sports Affairs shall:

- ❖ Assist Sports Secretary in accomplishing the activities and goals of BAOCV.
- ❖ Assume the duties and responsibilities of Sports Secretary if deems necessary.

Secretary of Youth and Children Affairs: The Secretary shall:

- ❖ Discern the ideas and opinions of the youth and children, and communicate to the chamber of executives.
- ❖ Identify the need and implement youth and children level Bengali educational and cultural programs and projects.
- ❖ Bring forward the activities proposed by the youth and children, and communicate to the chamber of executives.
- ❖ Develop plans and encourage the youth and children to participate in local cultural or sporting events.
- ❖ If possible, plan and arrange informal gathering of youth and children to watch and enjoy local, national or international cultural or sporting events.

Assistant of Youth and Children Affairs shall:

- ❖ Assist Youth and Children Secretary in accomplishing the activities and goals of BAOCV.
- ❖ Assume the duties and responsibilities of Youth and Children Secretary if deems necessary.

Members of the Chamber of Executives: The Executive Members shall:

- ❖ Perform all duties assigned to him/her by the chamber of executives.
- ❖ Assist the President and chamber of executives in the successful completion of its duties.

Section 6: Responsibility:

Each office bearer of BAOCV shall be individually and jointly responsible to the general members for the activities of BAOCV.

Section 7: Removal of Office Bearer:

A. Upon an affirmative vote of two third of the chamber of executives, a delinquent office bearer may be removed from the office, provided:

- ❖ The office bearer has failed to attend two consecutive meetings of the chamber of executives without any reasonable cause.
- ❖ The office bearer has been found to work consistently against the constitution and by-laws of BAOCV.
- ❖ A delinquent office bearer shall receive a show-cause notice prior to removal and will get a chance to defend himself/herself before the full chamber of executives.
- ❖ An office bearer who has been removed by the chamber of executives shall have the right to appeal the chamber of executives' decision to the general member session.

B. Removal of a member of the chamber of executives by general members:

The general members of BAOCV may remove an office bearer from the chamber of executives for just because at any special meeting of the members, provided that:

- ❖ Such removal is effective only upon the affirmative vote of two-third majority of voting members present.
- ❖ Quorum of such special meeting shall consist of simple majority of the voting members, and must submit the request for such removal.
- ❖ Request to hold a special meeting to affect the removal of an office bearer must be signed by at least twenty five percent of the voting members.
- ❖ The decision of the voting members shall be final.

Section 8: Signing Contracts: The President and the Treasurer shall sign all contractual documents of BAOCV.

Section 9: Transfer of Records: All records, assets, cash, bank accounts and every other document shall be transferred to the custody of the newly elected chamber of executives within two weeks after the conclusion of the election.

The BAOCV membership directory shall not be released or distributed to any outside agencies. If there is a request for membership directory from a paid member of BAOCV, the COE may approve the request and release the directory on the condition that the directory is used only for social and cultural purposes, and not for profit.

ARTICLE IV: MEETINGS

Section 1: Annual General Meeting: The annual general meeting of the members shall be held as follows:

- ❖ The annual general meeting shall be held in a place convenient to the majority of BAOCV members.
- ❖ The annual general meeting shall be held in either the month of August or September and at a time convenient to the majority of BAOCV members.

Section 2: Special Meeting: Special meeting of the members may be called at any time by the President or by the majority of the members of the COE or by written petition to the President by at least one fourth of the members. The purpose(s) of the special must be clearly written and communicated to the President. The President shall call a special meeting within three weeks of receipt of the written request and stated purpose(s).

Section 3: Notice of the Meeting: Notice of the annual and special meetings shall be mailed not less than two weeks prior to the scheduled meetings. Notice of special meeting shall contain a statement of purpose(s) and no other business

shall be discussed or transacted which does not pertain to such stated purpose(s). Notice shall be deemed delivered when sent through US Mail under the supervision of the President.

Section 4: Voting: Voting on any question except as otherwise provided by these by-laws may be voice vote or show of hands, unless the majority of the members present shall request that voting be written ballot.

Section 5: Keeping of Minutes: General Secretary or in his/her absence Assistant General Secretary shall keep the proceedings of the meeting in writing in the minute book of BAOCV.

Section 6: Rules of Order: Any improper conduct or use of profanity by a member as determined by the presiding officer shall result in the suspension of the member's rights during the balance of the meeting.

ARTICLE V: ELECTIONS

Section 1: Election of Officers: All officers and members of the chamber of executives and advisory council shall be elected directly by the votes of general members for one-term at the general meeting. The immediate past President of chamber of executives shall automatically become a member of the next chamber of executives. In the event the IPP does not want to serve in that position, that the general members shall also elect position.

Section 2: Election Commission: A commission of three general members, a chairperson and two members to assist the chairperson from the non-office holding members of the chamber of executives, shall be appointed by the Chamber of Executives forty five days prior to the annual general meeting. An individual appointed as member of the commission shall not seek or hold any office while serving on the commission. The election commission shall seek nominations for the chamber of executives. Three voting members must submit a nomination for a candidate to the election commission in writing, at least thirty days prior to the annual general meeting.

Section 3: Arbitration Commission: An arbitration commission comprised of a chairperson and two members from the general members shall be appointed by the Chamber of Executives three weeks prior to the annual general meeting to arbitrate any nomination or election related issues. The arbitration commission members shall not hold or seek any office while serving on the commission. The decision of the commission shall be final.

Section 4: Rules of Conduct: A member of the election or arbitration commission shall abstain from participating and making a decision arising out of a conflict where his/her spouse or children is involved. In case the arbitration commission

cannot resolve an issue, the election and arbitration commission jointly shall resolve the issue.

Section 5: Eligibility of offices: Candidates for election to the offices of the chamber of executives shall be voting members of BAOCV for a minimum period of three months preceding the election.

Section 6: Determination of Eligibility of the Candidates. The election commission shall determine the eligibility of nominated candidates. In the event of a dispute, the election arbitration commission will review and rule on the dispute, and the decision of the committee shall be final.

Section 7: Election Processes:

- ❖ The election commission with the President and Treasurer of chamber of executives shall prepare and mail to all members a list of members eligible to vote at least three weeks prior to the annual general meeting.
- ❖ The election commission shall post the eligible voters list at a suitable location on the day of the election.
- ❖ The election commission shall prepare ballots, which shall include the names of candidates whose nominations are accepted by the election commission for each respective position.
- ❖ The election commissioner shall determine the quorum by roll call immediately preceding the commencement of election.
- ❖ The election commission shall conduct the election, count the ballots, and declare the results of the election immediately after counting the ballots.
- ❖ The election commissioner shall conduct an oath ceremony of all newly elected office holders after the election and the oath shall consist of wordings expressing belief in the goals of the organization and the liberation war of Bangladesh. The exact wordings of the oath shall be decided in the general meeting.

By the approval of the Chamber of General Member, the Chamber of Executives has the authority to elect or select officers and members for the Chamber of Executives for unforeseen situation.

ARTICLE VI: FINANCE AND BUDGET

Section 1: The Treasurer in consultation with the chamber of executives shall prepare and approve the budget for the upcoming fiscal year.

Section 2: The chamber of executives shall abide by the approved budget and approve purchases and expenditures.

Section 3: Capital expenditures in excess of \$3000.00 must be approved by the general members.

ARTICLE VIII: BOOKS, RECORDS and AUDITS

Section 1: Books and Records: The records of BAOCV shall consist of its articles of incorporation, by-laws and amendments. Minutes of all general, chamber of executives, and special meetings, register of members, financial documents, inventories and such other records.

Section 2: Audit of accounts: At the end of each fiscal year, the chamber of executives of BAOCV shall audit the books of account, and be presented to the annual general meeting by the Treasurer.

Section 3: The records of BAOCV shall be maintained in English and shall remain in custody of designated officers.

Section 4: All records of BAOCV shall be open to all office bearers. Any member can inspect the records with prior approval from the chamber of executives.

ARTICLE IX: FISCAL YEAR

Section 1: The fiscal year of BAOCV shall begin on the first day of October in each year and end on the last day of September in the following year.

ARTICLE X: AMENDMENT OF BY-LAWS

Section 1: Amendments: Amendments of the by-laws may be made at the annual general meeting. A three-fifth majority of the total-voting members shall be required to constitute a quorum for the adoption of an amendment, and two third vote of the members present as a quorum is required for the approval of the amendment.

Section 2: Ten percent of the voting members can initiate any amendment of the by-laws. Such an initiative shall have to be notified to the President of BAOCV three weeks prior to a special meeting and one month prior to the annual general meeting in writing, stating the portion of the by-laws to be amended.

Section 3: Amendments shall become effective immediately upon approval.