



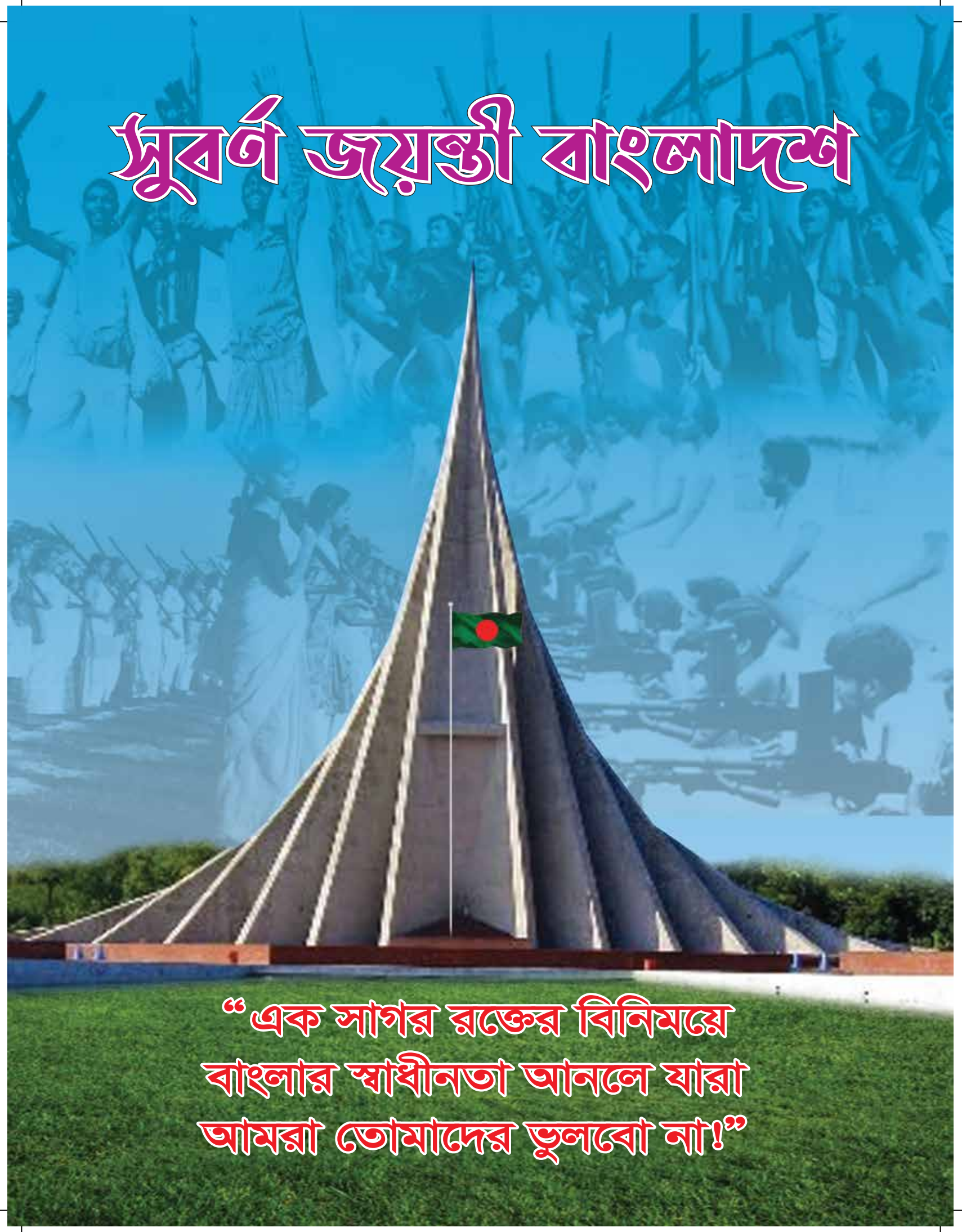
FOBANA

Annual Report 2020-2021



35th FOBANA Convention 2021, Washington DC

সুবর্ণ জয়ন্তী বাংলাদেশ



“এক সাগর রক্তের বিনিময়ে
বাংলার স্বাধীনতা আনলে যারা
আমরা তোমাদের ভুলবো না!”



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FOBANA Executive Committee
2020-2021

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35th FOBANA Convention 2021
Gaylord National Resort & Convention Center
Washington DC

November 26-28,2021

Hosted by:
American Bangladesh Friendship Society (ABFS)

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Official FOBANA Theme Song

ফোবানা, ফোবানা
প্রতি রক্ত কনিকা উঠল নেচে ফোবানার গানে
উঠল জেগে বাঙালীর চেতনা
এই মুক্ত আকাশ প্রান্তরে, প্রতি বাঙালীর অন্তরে,
উঠল জেগে বাঙালীর চেতনা ।।।।
বাংলাদেশ আমার প্রেরণা, বাংলাদেশ আমার সাধনা
স্বাগত জানাই ফোবানায়, স্বাগতম ফোবানা ।।

অনেক কষ্টে এনেছি আমরা দেশের স্বাধীনতা,
প্রবাসে পাড়ি দিয়েও আমরা ভুলতে পারিনি তা ।
তিরিশ লক্ষ প্রাণ দিয়েছে, যুদ্ধ করেছে জয়,
অত্যাচারীর উদ্ধতশির লুটিয়ে পড়েছে পায় ।
স্বাধীনতার চেতনা, বিশ্বকে আজ জানিয়ে দেব তা ।
ফোবানা, ফোবানা ।।।।

রবি ঠাকুরের গীতি মালার সুরের মূর্ছনায়,
আমি চলে যাই মেঠ পথ ধরে দূরের কোনো গায়..
নজরুলের কবিতা আমায় আজ দেয় সাড়া,
বিদ্রোহী হতে শিখিয়ে দেয়, মনটাকে দেয় নাড়া ।
এ আমার চেতনা, এ যে আমার বাঙালী চেতনা ।
ফোবানা, ফোবানা ।

জীবনানন্দের রূপসী বাংলা, কোথাও খুঁজে না পাই,
সবুজে ঘেরা আমার স্বপ্ন বাংলাতে খুঁজে পাই ।।
লালনের সেই একতারাটা আবার বেজে ওঠে,
বাউলের সুর, রাখালের বাঁশি, আমার বুক বাজে ।।।
দরদিয়া, রাখালিয়া, গেয়ে যাব আজ সবার হৃদয়ে তা ।
ফোবানা, ফোবানা ।।।।



Written and composed by

Rommel Khan (Feedback, Atlanta)



Original singers:

Rommel Khan and Polly Kabir.





FOBANA®, is a non-profit, non-political and non-discriminatory, IRS 501c(3) taxexempt (Tax ID 26-1747615) organization, established 1987. Only qualified Bangladeshi Associations in North America can be the members of FOBANA. One of the most important goal of this organization is to preserve and promote the language, culture and heritage of Bangladesh. This organization of Bangladeshi Associations in North America has been recognized as an umbrella, where all the Bangladeshis living in North America can gather to celebrate their successes and deliver cultural talents through stage performances. Since its inception in 1987, FOBANA® has been working tirelessly in this land far away from our ancestral homeland to keep our indigenous culture and commence it to our next generation growing in North America, primarily.

In addition, FOBANA® has recently received appreciation for its work to assimilate our people with the mainstream of North American people and culture. Those of us who are working in spite of all obstacles in different communities all over the continent are getting recognition from this organization. In other words, FOBANA® is a symbol of our hope and aspiration and a unifying force for bringing our communities together and for moving it in forward direction.

Please join us if you haven't already done so and encourage other organizations to join FOBANA too!

Registered Agent: Legalzoom

Mailing Address:

5815 Silkbay Meadow Dr, Katy, TX, 77494

Phone: (281)748-9880

Website: www.fobanaonline.com

E-mail: fobanashah@gmail.com

fobanaec@gmail.com

ফোবানার পক্ষ থেকে শুভেচ্ছা ও অভিনন্দন

ফোবানার পক্ষ থেকে উত্তর আমেরিকা প্রবাসী সকল বাংলাদেশীদের জানাচ্ছি আন্তরিক প্রীতি ও শুভেচ্ছা। বাংলা ভাষা, স্বদেশী সাহিত্য-সংস্কৃতি এবং কৃষ্টি ও এতিহ্য, স্বদেশের প্রতি ভালবাসা আমাদের প্রাণ... আমাদের অস্তিত্বের শেকড়। প্রবাসের মাটিতে আমাদের কৃষ্টি ও সংস্কৃতি এবং দেশাত্ববোধ বৃক্কের গর্ভীরে ধারণ করে নতুন প্রজন্মের কাছে তা ছলে দেয়ার অদ্যুত অভিলাষে ফোবানার প্রত্যয়ী পথচলা। আপনাদের ভালবাসাই আমাদের পথচলার পাথর, আগামীদিনগুলোতেও আপনাদের সাথে নিয়ে আমাদের এগিয়ে যাওয়ার দৃষ্ট অঙ্গীকার।

১৫তম ফোবানা সন্মেলনের স্বাগতিক সংগঠন এবং সবাইকে জানাচ্ছি আন্তরিক শুভেচ্ছা ও অভিনন্দন।

ফোবানা নির্বাহী কমিটি ২০২০-২০২১

Message from the FOBANA Chairperson



Welcome to the 35th FOBANA convention hosted by American Bangladesh Friendship Society (ABFS) at this beautiful Gaylord National Resort and Convention Center in National Harbor, Maryland. My sincere gratitude to ABFS for their courage and hard work for this special FOBANA convention to celebrate the 50th anniversary of the independence of Bangladesh, despite many uncertainties related to the global pandemic. As the pandemic condition improving with time, both social and economic activities are becoming more normal and people again have started attending concerts, games, social gathering etc. I am sure that you all are very excited to unite under the strong FOBANA umbrella to celebrate the 50th Anniversary. FOBANA host committee (ABFS) has arranged a series of beautiful programs involving many famous performers, scholars, investors, food/product vendors to give you a glamorous and vibrant convention. Thank you very much to all attendees for participating in this convention and making this program successful.

My heart goes out to all the victims of the COVID-19 pandemic and their love ones. FOBANA lovers across North America and Bangladesh worked very hard to help the COVID victims during this difficult time. We have extended our helping hands to our fellow Bangladeshis in North America as well as in Bangladesh by supporting them with food, medical supplies, and financial assistance. Thanks to all the kind donors for your generous donations. During the peak of the health crisis, I personally spent several months in Bangladesh to help victims of the pandemic. At the same time, I have tried to uplift the image of FOBANA through extensive interviews and publicities through TV programs and newspapers/magazines. My goal was to establish FOBANA's reputation as a philanthropic socio-cultural non-profit organization.

I sincerely appreciate all the FOBANA executives and the FOBANA lovers who worked very hard to keep our activities going, even though we started our tenure at the middle of the COVID 19 pandemic. As you all know, FOBANA is a non-profit/non-religious institute, and our member organizations are contributing significantly to their own cities and towns. Leaders of these member organizations are the pillars of FOBANA, and we need their active participation for the growth of our organization. By keeping politics aside, we must create a positive and peaceful environment within our organization so that highly active and qualified leaders are encouraged to join FOBANA to bring this organization to higher levels. We must also include more Bangladeshi-Canadian organizations; without their strong presence, FOBANA will never have the true footprint across North America.

FOBANA organization stands very strong by the support of our valuable community members like you but there are some enemies of FOBANA always there to divide and jeopardize our reputation. Unfortunately, some fake FOBANA propaganda/chaos in New York in 2019 and Washington in 2021 caused serious damage to FOBANA's reputation and brought confusions to our FOBANA lovers. We tirelessly worked to build our reputation by talking with media partners and journalists. As your Chairperson of FOBANA, I have given 50+ interviews in print/electronic media, TV shows, and live stage programs. The TV channels and electronic media from Bangladesh are broadly watched and read by Bangladeshis across the world. Hence, the messages I delivered through the reputable medias were effectively conveyed to our fellow Bangladeshis both in North America, Bangladesh, and across the whole world. We need to continue such positive campaign to improve our reputation.

The FOBANA scholarship program that we started six years ago from New York (FOBANA 2015) has now become an important signature product of FOBANA. We have now extended this program for the needy and talented students from Bangladesh. We have already signed a MOU agreement with Jagannath University (Dhaka, Bangladesh) and more agreements with other reputable universities in Bangladesh will be signed soon. Extending the scholarship program to Bangladesh can greatly benefit the poor students by many folds compared to the benefit of a student receiving the same amount of money here in North America. With your continued support we can certainly help a lot more needy and bright students. Please continue to support this program and thanks you for your generous support.

Again, member organizations are the pillars of FOBANA organization, and I sincerely appreciate the support received from various Bangladeshi organizations across North America. FOBANA executive members, advisers, and standing committee chairs/members worked very hard throughout the year to keep FOBANA moving forward. I sincerely thank all who worked very hard to keep this organization strong. It was indeed a great honor working with you all, and I will always be a dedicated FOBANA lover right beside you.

It has been a great honor serving as the Chairperson of FOBANA, and I will never forget the support and care received from many volunteers for the good of FOBANA. Thank you from the bottom of my heart.

Sincerely,

Zakaria Chowdhury

Chairperson

FOBANA 2020-2021

Message from the FOBANA Vice-Chairperson



Welcome to the 35th FOBANA Convention at Gaylord National Resort & Convention Center in Washington, DC, one of the grandest Convention venues of the history of FOBANA. This year we gather under difficult circumstances. With the pandemic still lingering for two years, the resulting economic downturn, and many unforeseen logistic difficulties have significantly impacted the organization of this Convention.

For the better part of this pandemic, we have been socially distanced for a while as we still work from home, our children attending school online, canceled birthdays, anniversaries, Eid, Puja, and Christmas. Given the dire situation last year, Executive Committee had to host the Convention virtually, for the first time ever in the history of FOBANA. Therefore, even with many new steep challenges and significant difficulties, we felt it is more important this year to hold the Convention in person, reconnect with each other, renew our longstanding fraternity, and rejuvenate individually.

My heartfelt gratitude and congratulation to the Host American Bangladesh Friendship Society (ABFS) and the Bangladeshi community of Washington D.C. to take the challenge of this huge undertaking to present such an extravaganza to entertain us. As always, thanks to FOBANA Executive Committee for lending its hand for the last two years to make this Convention successful. Even in this difficult time for FOBANA operation, we have made quite a few improvements of FOBANA operational procedures. We are ready to launch fully redesigned brand-new website, raised money for humanitarian help in Bangladesh and more. FOBANA has grown over the years beyond the scope envisioned at its inception. We all worked hard to make our beloved FOBANA a fine organization!

Sincere gratitude to everybody who worked tirelessly both behind and in front of the scene to make the 35th Convention 2021 a grand success during this extraordinary time. We welcome you to watch this grand Convention for the next three days along with millions of audiences throughout the globe.

Cheerfully

Dr. Ahsan Chowdhury (Hero)

Vice Chairperson

FOBANA 2020-2021

Message from the FOBANA Executive Secretary



On behalf of the 2021 Executive Committee I would like to welcome each of you to the 35th FOBANA Annual Convention at the Gaylord Contention Center. 35 years ago we started our mission with a much smaller crowd and agenda. Throughout the years we have grown and become more robust to achieve our goals. Here are we today hosting our annual convention at one of the largest and most prestigious venues in the world.

It's an exciting moment for FOBANA as we continue to grow, constantly remaining adaptable, motivated, and responsive to the Bangladeshi communities throughout North America. FOBANA socio-cultural activities are an exciting area to work in. To learn from and bond with one another and we'll continue to bring people together in forums like this to ensure FOBANA remains at the cutting edge.

2020 and 2021 were years unlike any we've experienced so far. They have been the years where the news cycle was flooded with predominantly unsettling and heartbreaking casualties, therefore we had to slow down a bit due to the COVID-19 pandemic. However, we were not stopped, and we continued activities virtually.

FOBANA is an icon, a name in the mind of every Bangladeshi Americans — a recognized institution by the Federal and State Government in U.S., Canada, and Bangladesh. FOBANA proactively works with disaster relief programs by bringing food, shelter, medicine, and blankets to hurricane and COVID-19 victims in many cities throughout North America and Bangladesh.

We are providing scholarships to a handful of students in both the U.S. and Bangladesh annually for the last few years and this time we intend to expand the scholarship program with other Bangladeshi universities such as BUET, Dhaka University, and Jahangirnagar University, and more — none of this would have been possible without your generous donations. Your donations and directions have strengthened and optimized FOBANA to become more robust and useful.

We are transforming the way we operate to continuously improve our ability to help the community by strengthening relation with the State department, congressional caucus, and federal entities. We should all be very proud of where we are today and excited about where we are headed.

I would like to thank the American Bangladesh Friendship Society, D.C. for presenting an excellent convention. And a special thanks to Convener Mr. ZI Russel and Member Secretary Shibbir Ahmed, as well as the entire host team.

Sincerely,

Masud Rob Chowdhury
Executive Secretary
FOBANA 2020-2021

FOBANA Executive Committee (2020-2021)



Chairperson
Zakaria Chowdhury
New York, NY
(646) 226-7144



Vice Chairperson
Dr. Ahsan Chowdhury, Hero
Austin, TX
(512) 413-9193



Executive Secretary
Masud Rob Chowdhury
Los Angeles, CA
(818) 730-1020



Joint Executive Secretary
Arif Ahmed
Atlanta, GA
(678) 696-8105



Treasurer
Nahidul Khan Sahel
Atlanta, GA
(770) 722-5369



FOBANA Executive Committee (2020-2021)

Outstanding Members



Outstanding Member
Shah Haleem (TX)
(281) 748-9880



Outstanding Member
Atiqer Rahman (FL)
(654) 8182970



Outstanding Member
Rehan Reza (KS)
(785)-554-0586



Outstanding Member
Nahid Chowdhury (NJ)
(201) 835-2473



Outstanding Member
Duke Khan (GA)
(770) 317-8229



Outstanding Member
Hashmat Mobin (TX)
(972) 935-4750



Outstanding Member
ATN Alam (VA)
(571) 237-5469



Outstanding Member
Sadek Khan (VA)
(703) 832-5014



Outstanding Member
Mohammad Arefin
(404) 552-3241

FOBANA Executive Committee (2020-2021)

Executive Member Organizations



Bangladesh Association of New Jersey (BANJ), NJ
Golam Faroque Bhuiyan
Sayerville, NJ
(732) 983-7566



Prio Bangla, VA
Pryalal Karmakar
(571) 225-0755



Bangladesh Theater Houston (BTH), TX
Nahida Naser Yasmin
(281) 467-8777



Bangladesh American Association of GA (BAAG)
Jashim Uddin
(770) 882-1293



Drama Circle, NY
Abir Alamgir
New York, NY
(347) 724-9518



1987
Bangladesh Association of California, CA
Dr. Zainul Abedin
(818) 599-3312



Bangladhara, GA
Mahbubur Bhuiyan
(404) 202-6484



Bangladesh Association of Los Angeles (BALA)
Abu Hanifa
(818) 389-2849

FOBANA Executive Committee (2020-2021)

Executive Member Organizations



America Bangladesh Friendship Society, DC
Inara Islam
(571) 435-6728



Bangladesh Association of America, Inc. (BAAI), MD
Saleh Ahmed
(301)755-8592



Bangladesh Association of Chicagoland, IL
Maqbul M. Ali
(773) 552-1373



Bangladesh Association of Florida (BAF), FL
M Rahman Jahir
(561) 876-2255



Bangladesh Association of Central Florida, FL
Babul Hai
(407)-360-3885



Bangladesh Association of Greater Washington-DC (BAGDC)
Karim Salauddin
(571) 436-8297



Bangladedh Association, Houston, TX
Khaled Zulfiqar Khan
(832)-352-3329



Bangladesh Foundatioi of Georgia
Dr. Mohammad Ali
(404) 702-6146



Bangladesh Accademy of Los Angeles
Zahid Hossain
(213) 304-0523

Executive Secretary's Report



Year End Report from Executive Secretary

2020 – 2021 was a tenure unlike any we've experienced so far – it was a tenure where the news was flooded with primarily distressing data and heartbreaking casualties. I'm not sure how the FOBANA annual report can even begin to cover everything that happened this year!

At the onset of COVID-19, FOBANA took the resolute and decisive action to be at the forefront to help others as needed as we did a phenomenal job last year. This year we raised approximately \$ 1700 for the COVID-19 victims. We Already disbursed \$560 to Chayatal BD and waiting on couple of other organization's bank account info and other details for funding. We picked three (3) non-profit organization from a list of many to disbursed the funds, they are Chayatal Bd, Manush manusher jonno foundation and Sohomormita foundation in Bangladesh.

We also handed over the scholarship fund to the US recipient \$1000 and our committee is working on disbursing the scholarships to the Bangladeshi recipients.

35th FOBANA convention hosting is another area where we had to spend significant time for the success of the convention. Throughout the year host committee was diligently engaged in fund collection, cultural event activities and rehearsal and bonding with other organizations, not an easy task for them to raise approx. Half a million dollar for the convention.

Executive Committee members had been focused on regular activities including periodic EC meetings, reviewing and optimizing operating procedures where needed and keeping a close tie with the FOBANA constituents. Standing Committees were engaged and focused on fulfilling their commitment to the organization.

A new robust website has been developed and now it's going through beta testing. The new site will enable members to Sign up and upload their documents online, where members information can be archived for years, newsletter can be sent to the subscribers, few government services (both US and Bangladesh) will be integrated and the site will have the options to add many more features and functionalities.

More promisingly we have added seven more new members in our approved members list, congratulations!

This year we were more connected using social media and Zoom. It proved that no one can do everything but everyone can do something even though not a whole lot was achieved this year due to the pandemic situation but a small success, smiles, and milestones were possible because of a good integration among ourselves.

Looking forward for a promising next tenure when we can smell the fresh air without the fear of pandemic and confinement.

Masud Rob Chowdhury
Executive Secretary

Treasurer's Report



Nahidul Khan Sahel
Treasurer, FOBANA 2020-2021

FOBANA Treasurer Report (2020-2021 Final) For The Period Of November 28, 2020 To Nov 17, 2021.

| Revenue (Credit) | | Expense (Debit) | | | |
|--|-------------|--|---------------------------------|------------|-----------------|
| Received From | Amount | Paid To | Description | Amount | Balance Forward |
| Beg Balance Operating Account. Nov 27.20 | \$23,844.00 | Mr. pryalal Nov 26.20 | Video card | \$152.00 | \$79,351.00 |
| Beg Balance Disaster Relief Acc. Nov 27.20 | \$2,362.00 | Time TV. Various dates | Convention Broadcasting | \$1,850.00 | \$77,501.00 |
| Beg Balance Scholarship Acc Nov 27. 20 | \$832.00 | Business America Magazine (Mr. Enamul) DEC 1 & 14 | Printing Work | \$1,000.00 | \$76,501.00 |
| PayPal Account Balance (Updated January 15, 2021) | \$5,816.00 | Host gator Domain Name Dec 02 | Renewal | \$217.00 | \$76,284.00 |
| 2019 Host Support Fund Collection After Final Treasurer Report 2020. Various date | \$2,300.00 | OSA Plaques (Shah Haleem) Dec 23 | Plaques. Awards | \$244.00 | \$76,040.00 |
| Shah Haleem Donation for Printing Work | \$100.00 | PayPal & Bank Fee | Service Charge | \$223.00 | \$75,817.00 |
| Covid Relif Fund Refund (Khaled Hussain Michigan). Nov 15.2020 | 1500 | One Stop 01-03 | Plaque Shipping Charge | \$50.00 | \$75,767.00 |
| AD. Revenue Received. FOBANA.TV | \$1,250.00 | Dr. Rafiq Khan 01-14 | Misc.Exp Paym | \$545.00 | \$75,222.00 |
| CK Received FB (Network For Good) | \$90.00 | Dr. Rafiq Khan 01-26 | Website MGT FOBANA.TV | \$112.00 | \$75,110.00 |
| 2019 Host Support Fund Donation BANT (Mr. Hasmat Mobin) Feb 12.2021 | 500.00 | 2020 Host Deposit Refund | Net Refund To BANT Feb 15, 2021 | \$1,000.00 | \$74,110.00 |
| 2019 Host Support Fund Donation. 1. Md. Jahir \$1000.2. Rahan Reza \$300. 3. Khaled Rouf \$200. Various Date | \$1,500.00 | Nomination Fee Refund | BANT Feb 15.21 | \$100.00 | \$74,010.00 |
| Membership Renewal Fee Received Various Date.2021 | \$6,700.00 | 2019 Host (Drama Circle) | Support From EC. 01/27/2021 | \$4,300.00 | \$69,710.00 |
| Disaster Relief From FB. Sep 13-21 | \$1,680.00 | PayPal & Bank Fee | Dec 1, 2020 to Nov 5,2021 | \$790.00 | \$68,920.00 |
| Nomination Fee Received 2021. Various Date | \$6,900.00 | Alif Salahuddin 05-29-21 | Scholaeship | \$1,000.00 | \$67,920.00 |
| Host & Voter Regisreation Fee Received. Various Date | \$14,750.00 | Myers Wolin, LLC. Attorney. 09-02-21 | Trademark Litigation | \$5,000.00 | \$62,920.00 |

FOBANA Standing Committees 2020-2021

Bangladesh Liaison Committee



Maqbul M. Ali
Chairperson



Golam Sarwar Khan Probal,
TV Programmer, Canada
Member



Priyalal Karmakar
Co-Chairperson



Mohammed Shuja Shahriar,
IT Specialist, IL
Member



Ataur Rahman Kazal
Journalist, Bangladesh
Member



Kamrul Ahmed
Ex- President, BAC,
Chicago
Member

Women Empowerment Committee



Nahida Naser, TX
Chairperson



Dr. Sonia Chowdhury, TX



Nahida Ali Daisy, TX

Ms. Nahida Sultana



Ms. Natalie Hossain

Health and Wellness Committee



Nahida Ali
Chairperson
Texas



Dr. Zainul Abedin
Member, CA



Dr. Tahsina Zaman Silvy
Orlando, FL



Ms. Ruby Afroz,
Owner, Benbrook
Hometown Pharmacy, TX



Dr. Laila Alamgir
Washington DC



Ms Sarah Hussain
RN, New York



Dr. Tariq Yasin Uzwal
Dallas, TX



Dr. Naser Uddin, PhD

Legal Committee



Mohammad Alamgir
Chairperson



Rubina Wadwah. Esq
Co-Chairperson



John Kapoor, Esq
Co-Chairperson



Rabiul Karim Belal - PA
Member



Rehan Reza
Member



Duke Khan - GA
Member



Golam Faruque Bhuiyan
Member



Shah Haleem - TX
Member



Jashim Uddin - GA
Member

Business & Investment Committee



Mahbub Bhuiyan, GA
Chairperson



ZI Russel, VA
Member



Duke Khan, GA
Member



Dr. Sheikh Mizanur Rahman
NY
Member



Dilu Mowla, GA
Member



Raju Mhajan, Esq., DC
Member



Enamul Haque Enam, TX
Member



Moshfequr Rahman Limon
Dhaka
Member

Unification Committee



Shah Haleem, TX
Chairperson



Mohammad Alamgir
Member



Duke Khan
Member



Jashim Uddin
Member



Rehan Reza
Member



Nahidul Khan Sahel
Member

Youth Forum Committee



Syed Hossain Babu
Chairperson

Constitution and Procedure Review Committee



Rabiul Karib Belal
Chairperson



Rehan Reza
Co-Chair



Golam Faruque Bhuiyan
Member



Mohammad Alamgir
Member



Jashim Uddin
Member



Prylal Karmakar
Member

Executive Logistics Committee



Masud Rob Chowdhury
Chairperson



Abir Alamgir, NY
Member



Prylal Karmakar
Member



Farhad Hossain
Member

Media & Public Awareness Committee



Masud Rob Chowdhury
Chairperson (California)



Abir Alamgir
Member (New York)



Anthony Pius Gomes
Co-Chair (Washington)



Hasanuzzaman Saki
Member (New York)



Md Kamruzzaman, Helal
Member (Michigan)



Sheikh Galib Rahman
Member (New York)

Convention Review Committee



Babul Hai, FL
Chairperson




Khaled Rouf, IL
Co-Chairperson



Pryalal Karmakar, VA
Co-Chairperson

| Cultural Committee | |
|--|---|
|  <p>Abir Alamgir, NY Chairperson</p> | <p><i>Photo not available at time of publication</i></p> <p>Mohammad Ali, CA Co-Chair</p> |
|  <p>Anni Ferdous, NY Co-Chair</p> | <p><i>Photo not available at time of publication</i></p> <p>Tanjina Trishan, GA Co-Chair</p> |
| <p><i>Photo not available at time of publication</i></p> <p>ABM Mustafa, FL Co-Chair</p> | <p><i>Photo not available at time of publication</i></p> <p>Shafiqul Islam, VA Co-Chair</p> |
| <p><i>Photo not available at time of publication</i></p> <p>Imtiaz Ahmed Pavel, TX Co-Chair</p> | <p><i>Photo not available at time of publication</i></p> <p>Razib Russell, NJ Co-Chair</p> |
| <p><i>Photo not available at time of publication</i></p> <p>Farhad Hossain, TX Co-Chair</p> | <p><i>Photo not available at time of publication</i></p> <p>Imran Rony, FL Co-Chair</p> |

Cultural Committee

| | | | |
|---|---|--|--|
| <p><i>Photo not available at time of publication</i></p> | <p>Abu Rumi, VA Co-Chair</p> | <p><i>Photo not available at time of publication</i></p> | <p>Chandan Choudhury, NY Co-Chair</p> |
|  | <p>Akhter Hossain, VA Co-Chair</p> | <p><i>Photo not available at time of publication</i></p> | <p>Fajle Rabbi Rajib, NY Co-Chair</p> |

Mainstream Liaison Committee

| | | | |
|---|--|--|---|
|  | <p>Saleh Ahmed (VA) Chairperson</p> |  | <p>Shafiqul Islam (VA) Co-Chair</p> |
|  | <p>Shaiful Islam Co-Chair</p> |  | <p>Radwan Chowdhury (DC) Co-Chair</p> |
|  | <p>Anthony Pius Gomes (VA) Co-Chair</p> |  | <p>Mizanur Rahman Bhuyian Co-Chair</p> |

Membership Review Committee



Jashim Uddin
Chairperson



Duke Khan
Member



Hashmat Mobin
Member



Mahabub Rahim REZA
Member



Rehan Reza
Member



Rabiul Karim Belal
Member



**Nahid Chowdhury
Mamun**
Member



Shah Haleem
Member

Social Network Committee



Pryalal Karmakar, VA
Chairperson



Syed Hossain Babu, CA
Member



Maqbul Ali, IL
Co-Chairperson



Mansur Chowdhury
Member



Sharmin Hossain Urmees
Co-Chairperson



Avishak Syam
Member



Damien Dias
Member



Maliha Sumona
Member



Rabiul Karim Belal, PA
Member



SM Lotifur Reza Tushar,
TX
Member

Social Network Committee



Humayan Kabir Hira
Member



Farhad Hossain, TX
Member



Selima Tasneem
Member



AZ Iqbal Khan Asif
Member



Khaled Rouf, IL
Member



Duke Khan
Member



Nahida Naser, TX
Member



ABM Mustafa
Member



Shah Haleem, TX
Member



Jony Jony
Member

Bindu
Member

Goodwill & Promotion Committee



Khaled Rouf, IL
Chairperson



**Shahidul Mallik
Badhon, NY**
Co Chairman



Pryalal Karmakar, DC
Co Chairman



**Mustafa Kamal
Mahmud**
Co Chairman



**Anthony Pius Gomes,
VA**
Co Chairman



Farhad Hossain, TX
Co Chairman



Nahida Naser, TX
Co Chairman



**Imtiaz Ahmed Pavel,
TX**
Co Chairman



Babul Hai, FL
Co Chairman

Awards and Guest Selection Committee



**Nahid Chowdhury
Mamun, NJ**
Chairperson



**Golam Faroque
Bhuiyan, NJ**
Member



Rehan Reza, KS
Co-Chairman



Jashim Uddin, GA
Member



**Mahabun Reza Rahim,
AZ**
Member

Alumni Committee 2021



Dr. Zainul Abedin, CA
Chairperson



Golam Faroque Bhuiyan
Co-Chairperson



Maqbul Ali, IL
Co-Chairperson

Convention Liaison Committee



**Mohammad M Rahman
Zahir, FL**
Chairperson



Parveen Patwary, VA



ATM Alam, VA



Arif Ahmed Ashraf, FL



Karim Salauddin, VA

Seminar Committee



Anthony Gomes
Chairperson



Nahida Ali
Co-Chairperson



Redwan Chowdhury
Co-Chairperson



Resmi Chowdhury
Co-Chairperson



Anika Rahman
Co-Chairperson

FOBANA Scholarship Committee



Duke Khan, GA
Chairperson



Golam Faroque Bhuiyan
NJ
Member



Rehan Reza, KS
Co Chairman



Nahidul Khan Sahel, GA
Member



Shah Haleem, TX
Member

Budget & Finance Committee



Nahidul Khan Sahel, GA
Chairperson

Fundraising Committee

Not filled in 2021

FOBANA Advisers 2020-2021



Dr. Nuran Nabi



Rabiul Karim Belal



Iqbal Bahar Chowdhury



Bedarul Islam Babla



Nurul Amin Chowdhury



Mohammad Alamgir



Mahabub Reza Rahim



Mahmud Musharraf Hussain



Mir Chowdhury



Azadul Haq

FOBANA Past Chairpersons



Dr. Nuran Nabi
New Jersey (2001-2004)



Hashmat Mobin
Texas (2008-2009)



Nurul Amin Chowdhury
Texas (2004-2005)



Rabiul Karim Belal
Kansas (2009-2010)



Atiquer Rahman
Florida (2005-2006)



Jashim Uddin
Georgia (2010-2011)



Mahabub Reza Rahim
Arizona (2006-2007)



Bedarul Islam Babla
New York (2011-2012)



Mir Chowdhury
New Jersey (2007-2008)



Dr Zainul Abedin
California (2012)



Rehan Reza
Kansas, (2012-2013)

FOBANA Past Chairpersons



Mohamed Alamgir
Washington, DC
(2012-2013)



Azadul Haq
Texas (2016-2017)



**Mahmud Musharraf
Hussain**
Washington, DC
(2013-2014)



Atiquer Rahman
Florida (2017-2018)



Duke Khan
Georgia (2014-2015)



Mir Chowdhury
New Jersey (2018-2019)



Nahid Chowdhury Mamun
New Jersey (2015-2016)



in 1987
Shah Haleem
Texas (2019-2020)

FOBANA ELECTION COMMISSION 2021

Election Commission of Federation of Bangladeshi Associations in North America (FOBANA) has declared detail election schedule of FOBANA Election 2021.



MD Mahabub Reza Rahim
Chief Election Commissioner



Rabiul Karim Belal
Election Commissioner



Dr. Zeenat Nabi
Election Commissioner



Established **Duke Khan**
Election Commissioner



Avishek Chakraborty
IT Consultant

35th
FOBANA
CONVENTION 2021
26-28 Nov. 2021

FOBANA Host Committee 2021

অদম্য বাংলাদেশ অর্থাৎ বিশ্ব

Chief Coordinators



Jakaria Chowdhury
Chairperson



Masud Chowdhury
Executive Secretary



Inara Islam
President



ZI Russel
Convener



Ms Parveen Patwary
Co-Convener



Shibbir Ahmed
Member Secretary

35th FOBANA Convention Team

Iqbal B Choudhury
Wahid Hossaini
Sadek M Khan
Inara Islam
ZI Russell
Shibbir Ahmed
Kabir Patwary
Atiqer Rahmen
AJM Hossain
Parveen Patwary
Mohammed Miah
Saleh Ahmed
Dr. Faizul Islam
Abdus Sattar
Shamsuddin Mahmud
Shafiqul Islam
Jewel Barua
Syed M Babu
Moinuddin Dulal
TunVeer Hasan

Munir Hossain
SM Lotifur R Tushar
Satarupa Barua
Akteer Hossain
Kamrul I Kamal
Shamim Chowdhury
Rokeya Hashi
Naser Chowdhury
Sharmina Shiraz
Dewan Bijoy
Mamun Khan
Abu Sarker
Hasnath Sany
Mir Rafiq
Dr. Sohel Rahman
Dr Anis Rahman
Anis Ahmed
Hiron Chowdhury
Fakir Selim
Jibak Barua

Dastagir jahandir
Rumpa Barua
Bulbul Islam
Masuma Marin
Fahmida Shampa
Radwan Chowdhury
Enamul Haque
Dewan Zamir
Anam Chowdhury
Nushrat Shafiq
Abubokor Hanip
Sadeq Chowdhury
Shafi D kajol
Waseem Hyder
Zeba Banu
AR Swapan
Jahanara M Patwary



Mahbubur Rahman Bhuiyan, MBA
Chairperson

Business and Investment Committee Report

It has been an honor and pleasure for me to be a part of one of the FOBANA Standing Committees. It was my pleasure to serve as a Business and Investment Committee's chairperson for the 2020-2021 year. As we all know, due pandemic the year 2020-2021 was one of the most challenging years for everyone for all activities. We had a very strong team and we worked throughout the year. The Committee met multiple times virtually, had total of four virtual meetings including the one with FOBANA 2021 Convention Host Committee. The Committee had worked very hard to have a successful FOBANA Business Network Lunch 2021. It is a tradition FOBANA holds every year with the selected honorary guests from all over the globe to engage and network. The Business Network Lunch event intends to gather top-level business leaders and exclusive guests from Global NRB, Bangladesh, and the USA.

FOBANA Business and Investment Committee's members are as follows:

- Duke Khan, Member, Atlanta, GA
- Mohammed Mowla, Member, Atlanta, GA
- ZI Russel, Member, Washington, DC
- Raju Mahajan, Esq., Member, DC
- Enamul Haque Enam, Member, Dallas, TX
- Dr. Sheikh Mizanur Rahman, Member, New York, NY
- Moshfequr Rahman Limon, Member, Dhaka, Bangladesh

The committee virtually met several times and discuss as follows (Committee's Activities):

- The Business and Investment Committee had decided to create a database of the NRBA (Non-Resident Bangladeshi Americans) and later Global database business professionals. 30% work has completed.
- The Committee had discussed to arrange 'A Bangladeshi Business Day' in most Bangladeshi populated States in the USA.
- The Committee had discussed to hold seminars at the Annual FOBANA Convention and other big meeting events of the NRBA and Global NRB to inform, cooperate and organize about business & investment opportunities in Bangladesh, USA, and the World
- The Committee had decided to work together with the FOBANA Conference Host Committee with any Business and Investment related activities and cooperate with their programs at the Convention.
- The committee had decided to arrange on site and/or virtual meeting, interview, and discussion for open communication, leading, and guiding on various NRB business issues; Also, to liaise with Bangladesh Embassy and Government as well as with the US and Bangladesh Business Councils to share information and develop business enterprises.
- We created a Facebook page & group by for posting all positive related news throughout the year.

Mahbubur Rahman Bhuiyan, MBA

Chairperson

FOBANA Business and Investment Committee, 2020-2021



Shah Haleem
Chairpeson

Unification Standing Committee Report

The Committee is responsible for coordinating all matters related to unification efforts between different groups who like to join FOBANA. The Committee will initiate dialogues with any individual, organization or group of organizations to a part of FOBANA.

Chairman the Unification Committee -Mr. Shah Haleem

Members: Mr. Duke Khan, Mr. Rehan Reza, Mr. Mohammad Alamgir, Mr. Jashim Uddin, Mr. Nahidul Khan Sahel

Default members: Mr. Zakaria Chowdhury, Mr. Dr. Ahsan Chowdhury Hero, Mr. Masud Chowdhury

Unification committee members had 3 internal meetings and a joint meeting with the other factions of FOBANA.

Mr. Zakaria Chowdhury, Chairperson did not attend any unification committee meetings and the joint FOBANA meeting with other faction.

Since the formation of our unification committee we have been following up with our commitment from the previous year. Other FOBANA faction steering committee Chairman Mr. Mohmmad Hossain Khan and his leadership team members reached out to us by email and call for an immediate meeting to discuss some proposals. Therefore, our FOBANA unification team to discuss their invitation to discuss over all complicated unification issues. Members agreed to join the meeting other factions to learn and hear their concerns with all our members of the unification committee and all proposals approved by our EC as per bylaws.

Unification committee also discussed - all proposals must be in writing. Any verbal proposal from either party will not be considered a serious proposal. By protocol all written proposals must be in writing formally from the FOBANA Unification Standing Committee for EC to review.

FOBANA Unification dialogue to continue in the future for betterment of FOBANA by future leaders.

Respectfully Yours!

Shah Haleem

Chairpeson

FOBANA Unification Committee 2020-2021



Anthony Pius Gomes
Chairperson

Seminar Committee Report

It has been a great honor to be a part of FOBANA, the biggest Bangladeshi Organization in North America, and I feel privileged to have had the opportunity to serve in the Seminar Committee with the most talented leaders and personalities of our community- Radwan Chowdhury, Nahida Ali, Reshmi Chowdhury and Anika Rahman, who have been relentlessly contributing to the society with their sincere commitment and best efforts to make a positive change and leave an impact.

Bangladeshi communities in North America have been growing bigger every year and getting stronger with emerging young leaders, who have been engaging with the local as well as in the mainstream leadership. FOBANA, being the biggest Bangladeshi platform, can play a vital role in developing and empowering our community for building a better society.

From the Seminar Committee, we had planned to organize a couple of very significant and impactful seminars relating to the prevailing situations in the Bangladeshi American communities in North America, to disseminate the knowledge, wisdom and rich experience of our immensely talented resource persons to help the community to get stronger, face challenges and overcome it to build a better society. The topics for the planned seminars were: ১. “উত্তর আমেরিকায় বাংলাদেশীদের অভিবাসী জীবন, মানসিক স্বাস্থ্য এবং সমাজ গঠন” ২. “যুব উন্নয়ন ও নেতৃত্বের গঠনই বাঙালি-আমেরিকান সমাজের উন্নয়ের সোপান” But unfortunately, due to COVID-19 and other related unavoidable circumstances, we had to cancel our planned seminars, but we are hopeful that FOBANA will continue its efforts via Seminar Committee down the line to strengthen our society in the coming days.

FOBANA is giant platform for the Bangladeshi diaspora in North America bringing the communities together, and we can play a significant role to make our society better with our committed efforts.

We are wishing all the best for a very successful FOBANA Convention this year in Washington.

Thanking you very much.
Sincerely,

Anthony Pius Gomes
Chairperson,
Seminar Committee, 2020-2021



Nahida Ali Daisy
Chairperson

Women Empowerment Committee Annual Report

It's an immense pleasure to introduce the FOBANA Women Empowerment Committee. As a thriving community Bangladeshis are leaving a remarkable footprint in all sectors of growth throughout North America. FOBANA has always extended relentless support for the community. WEC is one of the major limbs of FOBANA through which it paves the way towards prosperity for our community. There are immense potentials inside our women folks.

1. Recognizing their talents and highlighting prominent and successful women figures is one of the main priorities through our journey.
2. Encouraging and promoting women participation and leadership through informational meetings is another core activity we always perform.
3. The ongoing support system for abused women and children through various network systems is always there in our priority list.
4. Empowering women through educating them of their rights and encouraging them for financial independence is always there in our remedy list for preventing and addressing abuse and domestic violence.

On our first meeting (WEC) we invited FOBANA Chairperson Mr. Zakaria Chowdury, Vice Chairperson Dr. Ahsan Chowdury Hero and Executive Secretary Mr. Masud Rob Chowdhury. But Mr. Chairperson was not able to attend the meeting. After this we arranged 4/5 meetings with all the members. It was a great opportunity to meet all the Women Leaders from NORTH America. We hope this committee will continue their work with FOBANA.

We look forward to combining our power of enthusiasm for making FOBANA WEC more fruit bearing through connectedness throughout the US and Canada.

Hope for a grand meeting at the FOBANA Convention 2021.

Nahida Ali Daisy
Chairperson

FOBANA Women Empowerment Committee 2020-2021



Saleh Ahmed
Chairperson

Mainstream Liaison Committee Report

Due to COVID pandemic, In this 2021 we worked remotely and could not work in person. We also joined in zoom meeting and shared our ideas among the community.

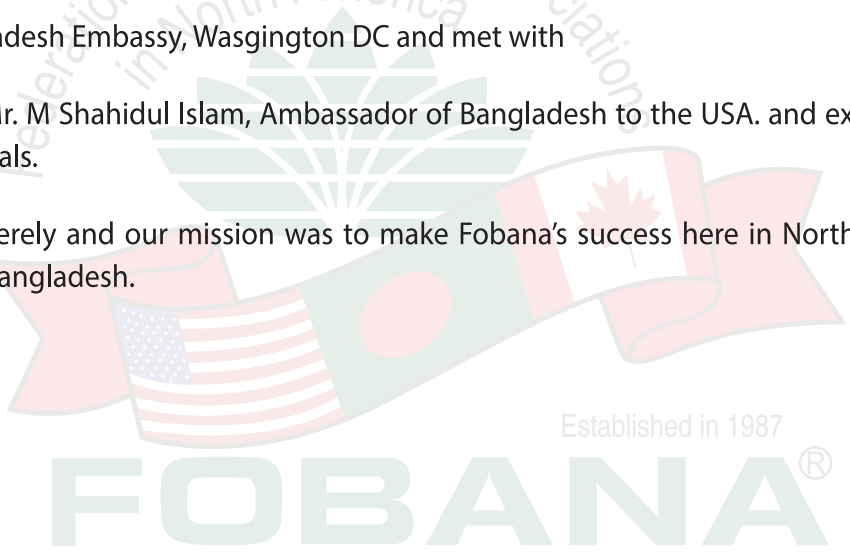
I visit the Bangladesh Embassy, Wasington DC and met with

His Excellency Mr. M Shahidul Islam, Ambassador of Bangladesh to the USA. and explained FOBANA's activities and goals.

We worked sincerely and our mission was to make Fobana's success here in North America and our native country Bangladesh.

Best Regards,

Saleh Ahmed
Chairperson
Mainstream Liaison Committee





Jasim Uddin
Chairperson

Membership Review Committee Report

The Membership Review Committee has done a great job during its tenure following and maintain the Operating Procedures to ensure the membership eligibility. We have convened a couple of important meetings to discuss, deliberate and review the membership candidates for this year.

The following are the recommendations of the Review Committee based on all the members:

1. The Committee unanimously agreed to recommend the 67 members as valid voters (a few required to submit additional documents) this year. The committee recommends that these individuals & Organizations be accepted as members and considered as valid voters during the AGM 2021.
2. The review committee decided a couple of disputed organizations not to allow (Based on current OP) them to vote during the upcoming election. There have been few organizations who did not fulfill all the criteria to become a Voter, therefore they cannot be a valid voter. It is always very time sensitive to finish this task and it puts too much pressure on the committee. The Fobana Treasurer, Mr. Nahidul Khan has done an outstanding job by collecting, safekeeping all the documents. It may be a good idea to rethink the membership deadline and should be given at least 90 to 120 days ahead. This will definitely help the future Treasurer, EC and Election Commission. I sincerely thank all the Committee members who attended all the meetings and gave hours and hours to finalize the list. Wishing all the best for the 35th FOBANA Convention, going to take place at the Gaylord National Resort & Convention Center, Washington DC.

Sincerely,

Jasim Uddin
Chairperson

Members:

Zakaria Chowdhury, Masud Chowdhury, Ahsan Chowdhury, Nahidul Khan, Mahabub Reza Rahim, Rabiul Karim, Rehan Reza, Hashmat Mobin, Duke Khan, Nahid Chowdhury, Shah Haleem, ZI Russel.



Pryalal Karmakar
Chairperson

Social Networking Standing Committee Report

Social Networking Committee has set Short and Long Term Goal as follows:

Short Time Goal (2-3 Year):

- o Start Create complete Database with all previous (possible last 34 years) and current member's organization's contact info.
- o Start Create a database with previous and current donors/sponsors info
- o Start Create a database with all previous EC members including founding members
- o Start Create a database with medias contact info
- o List all community, organizations and Medias social links, FB group, Page, Website Etc.
- o Start contacting all current and previous members (Individual and organizations)
- o Gather new organization's information from existing member organization from each city and state
- o Create a complete list for all Bangladeshi organizations (Members or nonmembers)
- o Approach new and non-existing members or previously members but not current members to learn their though about join/rejoin at FOBANA network
 - Learn their specialties
 - Learn their services
 - Encourage to join FOBANA
 - If they don't join, still we could have a partnership for exchange resources
- o Continue grow and make a big social network and bring all in one umbrella

Long Time Goal

- o Utilizes the Database the members database, continue build by adding with missing members info, especially from earlier age of FOBANA (1987)
- o Utilizes the Database, continue build by adding with previous and current donors/sponsors info, keeping in touch and build a bridge.
- o Utilizes the Database with Medias channels and their social networking tools.
- o Grow and continue list all community, organizations and Medias social links, FB group, Page, Website etc. and start utilizes them.
- o Create a good relationship with current and previous members (Individual and organizations) and continue keep dialog for helping each other's.
- o Make a dialog with new organization for each city and state, use each other's resources.
- o Hope by the end of 5 year, FOBANA will have pretty big network, with all and any Bangladeshi organization across the USA. Build a better connection, relationship and opportunity to build a leadership

Respectfully,

Pryalal Karmakar
Chairperson
Social Network Standing Committee



Zainul Abedin, PhD
Chairperson

35th FOBANA Alumni Committee Report

Alumni Subcommittee met for the first time on May 9, 2021. It was for an introduction among the committee members. The original Subcommittee of the Chairman & two co-Chairs were expanded among five (5) additional members. Since it was an introductory meeting of the subcommittee members, it was decided to invite the Fobana Executive Committee during subsequent meetings. However, this objective was overshadowed and missed due to the unending events and debates took place in the Executive Committee in the following months. The Committee meeting however, decided to invite all past Fobana officers, advisors, patrons, dignitaries, and star artists & performers. The event thus thought will present the following brief program at the Convention. Saturday, November 27, 2021

Venue: AGM Suite, Gaylord National Resort & Convention Center
11:59 Assembly- All FOBANA Alumnus, Chief Guests, Guests, Dignitaries, and Star Artists
12:15 Introduction
12:30 Keynote Address by Iqbal Bahar Chowdhury
12:50 Story telling by Fobana Alumnus
13:50 Vote of Thanks by Alumni Subcommittee
14:00 Refreshments & Entertainments

All is welcome, our respected past Fobana officers, advisors, patrons, dignitaries, and star artists & performers. We are expecting up to 150 guests.

Sincerely,

Zainul Abedin, PhD
Chairperson
FOBANA Alumni Committee 2020-2021

Members :

Golam Faroque Bhuyian
Maqbul Ali
Khaaled Roufr
Pryalal Karmakar
Nahida Nasser Yasmin
Babul Hai
Nahida Ali Daisy

FOBANA Voter List 2021

| Sl. No | Name/ Organization | Represented by |
|--------|--|---------------------------|
| 1 | Chairman | Zakaria Chowdhury |
| 2 | Vice Chairman | Dr. Ahsan Chowdhury, Hero |
| 3 | Executive Secretary | Masud Rob Chowdhury |
| 4 | Joint Secretary | ARIF AHMED |
| 5 | Treasurer | Nahidul Khan Sahel |
| 6 | Outstanding Member | Shah Haleem |
| 7 | Outstanding Member | Atiquer Rahman |
| 8 | Outstanding Member | Rehan Reza |
| 9 | Outstanding Member | Nahid Chowdhury |
| 10 | Outstanding Member | DUKE KHAN |
| 11 | Outstanding Member | Hashmat Mobin |
| 12 | Outstanding Member | ATM Alam |
| 13 | Outstanding Member | Sadek Khan |
| 14 | Outstanding Member | Mohammed Arafin |
| | Executive Member Organizations | Represented by |
| 15 | Bangladesh Association of California (BAC):2020015 | Dr. Zainul Abedin |
| 16 | Bangladesh Association of Chicagoland:2020016 | Maqbul M. Ali |
| 17 | American Bangladesh Friendship Society Org.:2020018 | Inara Islam |
| 18 | Bangladesh Theater Houston (BTH):2020020 | Nahida Naser Yasmin |
| 19 | Drama Circle:2020021 | Abir Alamgir |
| 20 | Bangladesh Foundation of Georgia (BFG):2020022 | DR. Mohammad Ali Manik |
| 21 | Bangladesh American Foundation of Central Florida:2020023 | Babul Hai |
| 22 | Bangladesh American Association of GA (BAAG):2020024 | Jashim Uddin |
| 23 | Bangladesh Association of New Jersey (BANJ):2020025 | Golam Faroque Bhuiyan |
| 24 | Bangladhara:2020026 | Mahbubur Bhuiyan |
| 25 | Bangladesh Association of Greater Washington DC (BAGWDC):2020027 | Karim Salauddin |
| 26 | Bangladesh Association of Huston (BAH):2020028 | Khaled Zulfiqar Khan |
| 27 | Bangladesh Academy of Los Angeles:2020029 | Zahid Hossain |
| 28 | Bangladesh Association of America, Inc. (BAAI):2020030 | Saleh Ahmed |
| 29 | Prio Bangla:2020031 | Pryalal Karmakar |
| | Active Member Organizations | Represented by |
| 30 | Bangladesh Association of Phoenix (BAP):2020032 | Mahabub Reza Rahim |
| 31 | Bangladeshi American Women Association of Texas:2020033 | Nahida Ali |
| 32 | Taranga of California:2020034 | Shiper Chowdhury |
| 33 | Bangladesh Foundation of Florida (BFF):2020035 | Atiquer Rahman |
| 34 | Bangladesh Community of Greater Chicago:2020036 | Khaled Rouf |

FOBANA Voter List 2021

| | | |
|----|--|---------------------------------------|
| 35 | US Bangladesh Foundation of Florida:2020037 | Mohammed Mujib Uddin |
| 36 | Bangladesh Association for Greater Kansas City (BAGKC):2020038 | Rehan Reza |
| 37 | Bangladesh Cultural Society of Georgia:2020039 | Mohammed arefin |
| 38 | Atlanta Cultural Society:2020040 | M. Mowla Dilu |
| 39 | Shatadal Inc.:2020041 | Md. Kabir Kiron |
| 40 | Bangladesh Community of Los Angeles:2020042 | Masud Rob Chowdhury |
| 41 | JAGORONI NEW JERSEY INC:2020044 | Mir Chowdhury |
| 42 | B. D. Sur Chanda fovslhy Inc:2020045 | Emdadul Haque |
| 43 | Bengali Boy's Cultural & Sports Association:2020046 | Mohin Uddin |
| 44 | Bangladesh League of America (BLA):2020047 | Shahin Chowdhury |
| 45 | NRB Business Association USA Inc.:2020048 | Aminul Jillany |
| 46 | USA Bangladesh Cultural Center:2020049 | Shahidul Mallick |
| 47 | Banga Foundation:2020051 | Dr. Rafiq Khan |
| 48 | Bangladesh Association of Georgia, Inc. (BAGI):2020052 | Mahammad Karim |
| 49 | Texas Bengali Cultural Alliance (TBCA):2020053 | Dr. Ahsan Chowdhury, Hero |
| 50 | Bangladesh Association of North Texas (BANT):2020054 | Hasmat Mobin |
| 51 | Bangladesh-American Society of Greater Houston (BASGH):2020055 | MD Asaduzzaman Kiron/Mr. Imtiaz Ahmed |
| 52 | Bangladesh America Friendship Foundation Inc.:2020058 | Shibbir Ahmed |
| 53 | Friends and Families Inc:2020059 | Abu Rumi |
| 54 | Karigor Production & Clutural Society:2020060 | Tipu Alam |
| 55 | Anandadhwani USA Inc.:2020061 | Dr. Pratap Das |
| 56 | Bangladesh Sports Council of America:2020062 | Mohiuddin Dewan |
| 57 | Manchitro Foundation:2020063 | Mohammad A. Khan (Russel) |
| 58 | Bangladesh Association of Georgia:2020064 | Mustafa kamal Mahamud |
| 59 | Bangladeshi American Society:2020065 | Mohammed S Haque (Sentu) |
| 60 | Global Youth Leadership Organization (GYLO):2020068 | Sheikh Jibrán |
| 61 | Bangladesh Association of Pennsylvania, Inc.:2020072 | Rabiul Karim |
| 62 | Bangladesh Youth ASSOCIATION of Texas (BYAT):2020073 | SM Lotiful Reza Tushar |
| 63 | OPORAJEO BANGLA INC:2020074 | Shampa Banik |
| 64 | Ekattor Foundation, Inc.:2020075 | Parveen Patwary |
| 65 | Sundorbon Inc:2020077 | Nurul Alim |
| 66 | Friends and Families DMV:2020079 | Mohammad Akhter Houseen |
| 67 | Maryland Friends and Family Inc.:2020082 | Mohammed Kazal |
| 68 | Shurubitan, Inc.:2020085 | Kamrul Islam |

FOBANA HISTORY (1987-2020)

34 YEARS OF PROUD HERITAGE

1. WASHINGTON D.C.

Host: Bangladesh Association of America, Washington D.C.

Date: October 31, November 1, 1987

Venue: World Bank H Building Auditorium

Chairperson: Iqbal Bahar Chowdhury/Rashida Alam

Secretary: Wahed Hossaini

Venue Northeastern Illinois University

President : Dr. Mohammad Sirajullah

Executive Secretary : Zafar S. Ashraf

2. NEW YORK

Host: Bangladesh Society of New York & Bangladesh Society of New Jersey

Date August 27 & 28, 1988

Venue : Thomas Edison Vocational High School Auditorium

Convener : Dr. M Yusuf

Member Secretary : Syed Tipu Sultan

7. TORONTO

Host : Bangladesh Association of Toronto

Date : September 4 -5 , 1993

Venue: Skyline Airport Tower & Hotel

Convener: Shamsul Huda

3. BOSTON

Host : Bangladesh Association of New England

Date September 1-2, 1989

Venue : Kresge Auditorium, MIT

Convener : Prof. A.K. Abdul Momen

General Secretary: Prof. Nasir Ahmed

8. NEW JERSEY

Host : Bangladesh Society of New Jersey

Date September 2-4, 1994

Venue : Brunswick Hilton & Tower

Convener : Dr. Siddiqur Rahman

Executive Secretary: Mir H. Chowdhury

9. MONTREAL

Host : International Society of Bangladesh & Bangladesh Association of Quebec

Date : September 1-3, 1995

Venue : Sheraton Laval Convention Center

Convener: Dr. Abu Lais Sher

Secretary: Masum Rahman / Niranjan Sarker

4. DALLAS

Host : Bangladesh Association of North Texas & Bangladesh Association of Houston

Date : September 1-2. 1990

Venue : Dallas Convention Center

Convener : Abul Kalam

Member Secretary Abdullah Hasan

10. FLORIDA

Host: Bangladesh Association of Florida

Date: August 30 September 1, 1996

Venue: Hyatt Regency Hotel, Miami

Convener: Dr. Abdus Sattar Khan

Member Secretary: Rashid A Sheikh

5. NEW YORK

Host : Bangladesh Society of New York

Date : November 30, December 31. 1991

Venue : P.S. 131 Jamaica, New York

Convener : Awlad Hossain

Member Secretary : Dr. Moinul Islam Miah

11. LOS ANGELES

Host: Bangladesh Association of California

Date: August 29-31, 1997

Venue: Burbank Airport Hilton

Convener: Dr. Zainul Abedin

Executive Secretary: Duke Khan

FOBANA History (1987-2020)

6. CHICAGO

Host : Bangladesh Association of Chicagoland

Date : September 5-6, 1992

12. NEW YORK

Host: Bangladesh Society of New York

Date: September 1-3, 1998

Venue: Madison Square Garden

FOBANA HISTORY (1987-2020)

Convener: M. Akhtar Hossain
Member Secretary: M. Hossain Khan

13. ATLANTA

Host: Bangladesh Association of Georgia
Date: September 3-5, 1999
Venue: North Atlanta Trade Center
Convener: Mintu Rahman
Member Secretary: Abu Liakat Hossain

14. NEW YORK

Host: Bangladesh League of America, NY, Inc.,
Date: September 1-3, 2000
Venue: Madison Square Garden
Convener: Rani Kabir
Acting Convener: Emad Chowdhury
Member Secretary: Bedarul Islam Babla
Chief Coordinator: Saidur Rabb

15. MONTREAL

Host: Bangladesh Association of Montreal
Date: August 31 September 1-2, 2001
Venue: Renaissance Hotel
Convener: Mokbul Hossain Mukul
Member Secretary Iqbal Kabir

16. DALLAS

Host: Bangladesh Association of North Texas
Date September 1-3, 2002, Venue: Dallas Expo Center
Convener: Nurul Amin Chowdhury
Member Secretary: Hashmat Mobin

17. DETROIT

Host: Bangladesh Association of Michigan
Date: August 29-31, 2003
Venue: Detroit Opera House
Convener: Akikul Hoque Shamim
Joint Member Secretary: Kamrul Huda Russel & Shafqat Chaudhury

18. WASHINGTON D.C.

Host: Bangladesh Association of America, Inc. (BAAI)
Date: September 3-5, 2004
Venue: Dulles Expo Center, Chantilly, Virginia
Convener: M. Abu Solaiman

Member Secretary: Golam M. Farooque

19. FLORIDA

Host: Bangladesh Foundation of Florida
Date: Labor Day Weekend, September 2-4, 2005
Venue: Radisson Plaza Hotel & Convention Center, Miami
Convener: Shameem G. Khan
Member Secretary: Atiquer Rahman

20. ATLANTA

Host: Bangladesh Association of Georgia
Date: Labor Day Weekend, September 1-3, 2006
Venue: Cobb Galleria Centre, Atlanta, GA
Convener: Jashim Uddin
Member Secretary: Mohammed Arefin Babul

21. KANSAS

Host: Midcontinental Bangladesh Association & Bangladesh Association of Greater Kansas City
Date: Labor Day Weekend, August 31 - September 2, 2007
Venue: Century II Convention Center, Wichita, KS
Convener: Rabiul Karim Belal
Member Secretary: Rehan Reza

22. DALLAS

Host: Bangladesh Association of North Texas (BANT) *Established in 1987*
Date: July 4th Weekend, July 3rd, 4th and 5th, 2008
Venue: Dallas Convention Center Theatre Complex, Downtown Dallas, Texas
Convener: Hashmat Mobin
Member Secretary: Sarwar Kamal

23. HOUSTON

Host: Bangladesh Association, Houston
Date: July 4th Weekend, July 2nd, 3rd, and 4th, 2009
Venue: George R. Brown Convention Center, Houston, Texas
Convener: Afzal Ahmed
Member Secretary: Azadul Haq
FOBANA History (1987-2020)

24. LOS ANGELES

Host: Bangladesh Academy of Performing Arts

FOBANA HISTORY (1987-2020)

Date: July 4th Weekend, July 2nd, 3rd, and 4th, 2010
 Venue: Pasadena Convention Center, Los Angeles, California
 Convener: Zahid Hossain
 Member Secretary: Tawfiq Khan

25. NEW JERSEY

Host: Bangladesh Association of New Jersey
 Date: July 1-3, 2011
 Venue: Meadowlands Exposition Center, Secaucus, New Jersey
 Convener: Mir Chowdhury
 Member Secretary: Nahid A Chowdhury

26. FLORIDA

Host: Bangladesh Foundation of Florida
 Date: August 31, September 1-2, 2012
 Venue: Broward County Convention Center, Fort Lauderdale, Florida
 Convener: Atiqer Rahman
 Member Secretary: Mujib Uddin

27. ATLANTA

Host: Bangladesh American Association of Georgia
 Date: August 30, September 1, 2013
 Venue: Cobb Galleria Centre, Atlanta, Georgia
 Convener: Duke Khan
 Member Secretary: M Mowla Dilu

28. LOS ANGELES

Host: Bangladesh Association of California
 Date: August 29-31, 2014
 Venue: Marriott Burbank Airport Convention Center
 Convener: Dr. Zainul Abedin
 Member Secretary: Belal Mustafa Syed

29. NEW YORK

Host: Bangladesh League of America
 Date: September 4, 5, 6, 2015
 Venue: York College Campus, City College of New York
 Convener: Bedarul Islam Babla
 Member Secretary: Zakaria Chowdhury

30. WASHINGTON DC

Host: Bangladesh Association of Greater Washington DC
 Date: September 2, 3, and 4, 2016
 Venue: Sraton Pentagon Hotel
 Convener: ATM Alam
 Member Secretary: Nurul Amin Nuru

31. FLORIDA (2017)

Host: Bangladesh Association of Florida
 Date: October 6, 7, 8, 2017
 Venue: Hyatt Regency Miami, Florida
 Convener: M. Rahman Zahir
 Member Secretary: Ali Ahmed Ashraf

32. GEORGIA (2018)

Host: Bangladesh American Association of Georgia
 Date: July 26, 27, and 29, 2018
 Venue: CNN Convention Center, Atlanta, Georgia.
 Convener: Jashim Uddin
 Member Secretary: Nahidul Khan (Sahel)

33. NEW YORK (2019)

Host: Drama Circle
 Date: August 30, 31, and September 1, 2019
 Venue: Nassau Coliseum, Long Island, NY
 Convener: Nargis Ahmed
 Member Secretary: Abir Alamgir

34. VIRTUAL (2020)

Host: FOBANA Executive Committee
 Date: November 28-29, 2020
 Venue: fobana.tv
 Chairperson: Shah Haleem
 Executive Secretary: Ahsan Chowdhury Hero



Constitution and Bylaws

ARTICLES OF INCORPORATION FEDERATION OF BANGLADESHI ASSOCIATIONS IN NORTH AMERICA (FOBANA)

Article I: Name

Section 1: The name of the corporation shall be **FEDERATION OF BANGLADESHI ASSOCIATIONS IN NORTH AMERICA**. The abbreviated name shall be **FOBANA**.

Article II: Definition of the Organization


Section 1: **FOBANA** shall be a non-profit, non-political, non-religious and non-discriminatory corporation which was established in 1987.

Section 2: **FOBANA** shall be organized exclusively for one or more of the purposes as specified in Section 501 (c)(3) of Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code.

Article III: Goals and Objectives

Section 1: The objectives of **FOBANA** shall be but not limited to:

- a. Organize periodic Bangladesh Convention in North America. This period shall be determined by the Operating Procedures of the Corporation.
- b. Assign responsibility and provide guidance to a member organization to organize convention in North America.
- c. Organize activities to create awareness to help fight discrimination and prejudice against people of Bangladeshi origin in North America.



- d. Strengthen ties between North America and Bangladesh.
- e. Be the central contact point of Bangladeshi organizations in North America.
- f. Promote ethnic Bangladeshi culture enriching the multiethnic traditions of the communities living in North America.
- g. Work towards protecting interest of people of Bangladeshi origin especially women, seniors and alumni and assist them on social issues through member organizations.
- h. Promote participation of youths in social, cultural, educational and scientific activities in North America and Bangladesh. Encourage and assist the youths for future leadership role.
- i. Promote and assist NRB Investment and business opportunities in USA, Canada and Bangladesh.
- j. Promote charitable activities and conduct such programs, but not limited to, the power to accept money or property, whether real or personal, or any interest wherever situated and making of distributions to organizations that qualify as exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.
- k. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501 (h) of the Internal Revenue Code), and this corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.
- l. No part of the net earnings of this corporation shall inure to the benefit of, of be distributable to, its members, directors, officers, or other private persons, except that this corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make distributions in furtherance of the purposes set forth in these articles.
- m. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- n. All references to sections of the Internal Revenue Code shall include such sections as of the date hereof and the corresponding section of any federal tax code.



Article IV: Membership

- Section 1: The Corporation shall have members who subscribe to the above objectives and abide by the provisions of the Articles of Incorporation and the Operating Procedures of the corporation, and pay membership dues.
- Section 2: Members shall have the right to vote, contest elections, and hold office.
- Section 3: The Corporation reserves the right to deny membership to any organization who is considered to have not met the requirements outlined in the Articles of Incorporation and the Operating Procedures of the Corporation or have been involved in any activity detrimental to the Corporation's interest.

Article V: Organization

- Section 1: The General Body of the corporation shall meet at least once a year to elect the officers of the Executive Committee following the guidelines outlined in the Operating Procedures of the Corporation.
- Section 2: The Executive Committee of the Corporation shall include at least 21 but no more than 25 members as the Office Bearers. There shall be one (1) Chairperson, one (1) Vice Chairperson, one (1) Executive Secretary, one (1) Joint Executive Secretary, one (1) Treasurer, (7) seven Outstanding Members, and at least (9) nine, but no more than (13) thirteen Member Organizations.

Article VI: Management

- Section 1: The Executive Committee shall manage the activities and affairs of the corporation. The activities and business of the corporation shall be managed and conducted in accordance with the Operating Procedures of the Corporation, provided the procedures are not inconsistent with the provisions of these Articles of Incorporation or contrary to the Laws of the USA or Canada.
- Section 2: Detail explanation of terms mentioned in the Constitution shall be provided in the Operating Procedures of the Corporation. If a detail explanation is not provided for a particular term, then the decision taken by a simple majority of the Executive Committee shall prevail.
- Section 3: The office bearers of the Executive Committee shall be responsible for the preservation and safe keeping of basic documents pertaining to the corporation and for maintaining books of minutes and other operational records.

Section 4: The FOBANA general body shall elect host organization for FOBANA convention. In the case of the emergency or unavoidable circumstances or inability of the host elect organization, FOBANA Executive committee shall elect a new host organization or itself for the FOBANA convention.

Article VII: Amendment Process

Section 1: The constitution can be amended by following the guideline stated in the Operating Procedures of the Corporation.

Article VIII: Indemnification

Section 1: The corporation shall indemnify any member of the Executive Committee, Office bearer, former member of the Executive Committee or any person who may have served at its request against expenses actually incurred by him/her in connection with the defense of any action, suit or proceeding in which he/she is made a party by reason of being or having been such member or office bearer, except in relation to matters as to which he/she shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty.

Article IX: Tenure

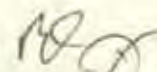
Section 1: The tenure of the Executive Committee shall end on the day of the termination of FOBANA Convention immediately after the new committee is sworn in and take over the charge from the outgoing Executive Committee.

Section 2: The tenure may be extended depending on the hosting of FOBANA Convention.

Section 3: The fiscal year of the corporation shall be from January 1 to December 31. ®

Article X: Dissolution of the Organization

Section 1: Upon the dissolution of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the



Witnesses

We, the following members of the FOBANA hereby sign as witness to this historic document.

| Name | Signature |
|--|-----------|
| BEDRUL ISLAM BAKH | |
| Duke Khan | |
| Masbub M. Ali | |
| Rabind Karim Beldashi | |
| Bashir Ahmed | |
| Aliqueer Rahman | |
| Mujib Uddin | |
| KHALED AHMED ROUF | |
| RUBEL CHOWDHURY | |
| Shah Saleem | |
| Mahmud Musharraf Hussain (BAAT) | |
| ALIE AHMED ASHRAF | |
| JASHIM UDDIN (Bangladeshi American Association of USA) | |
| MAHAMUD RAHMAN (Bangladesh Association of USA) | |
| MOHAMMED MOWLA BILU | |
| Azizul Chowdhury (Shehin) | |
| Iqbal Ahmed | |
| ZAHID HOSSAINI | |
| JANET BISWAS (| |

Witnesses

We, the following members of the FOBANA hereby sign as witness to this historic document.

| Name | Signature |
|---|-----------|
| Mir H. Chowdhury | |
| Lolam Faroque Khan (BAN) | |
| Dr. Faruque Azam (BTA, President) | |
| SHAH MOJAMMEL (BCC) President of Bangladesh Community of Chesapeake Bay | |
| MUSHARRUF SHAH (BCC) (BCC) musharrufe@gmail.com | |
| NAHIDA NASER Yasmin (BAH) Nahida nasyamin | |
| RANA WADUD (BANT) Ranawadud | |
| HASHMAT MOBIN (Outstanding) Hashmat Mobin | |
| AZADUL HAQ | |
| Mahabub Reza Rahim | |
| AHSAN CHOWDHURY | |
| SARKEE Hasan | |
| Obayedur Khan Bangladesh Association of Southwest Florida | |
| ZAHID REZA BANGLA INSTITUTE OF PERFORMING ARTS & MEDIA | |

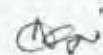
13/10

Memorandum Of Understanding "The Houston Accord"

June 8, 2013, Houston, TX

We, the undersigned agree to the following:

1. That effective as of June 8, 2013 FOBANA will be declared as united.
2. That there will be only one FOBANA convention this year and all of us will join the 27th FOBANA convention also known as FOBANA 2013 to be held in Atlanta, GA from August 30-September 1, 2013. There will be no concurrent FOBANA convention in another venue this year but a consecutive FOBANA convention in Los Angeles, CA in 2014.
3. That on principle we will support the host organization from Los Angeles for their effort to host the FOBANA 2014 in LA. We agree that we will cast our personal votes for the host organization from Los Angeles if there is any election and we will pursue others to vote for them.
4. That the host organization will follow the due process and guidelines as stated in the governing document of the organization.
5. That both the Central Committee and the Steering Committee will remain unchanged till the general body meeting to be held at FOBANA 2013. During the general body meeting a new Executive Committee will be formed for the next term. Till then both committee will work together.
6. That all incoming organizations will follow the due process and go through the review process. However, they will not be considered as new organizations and will have voting power.
7. That both committees will explore how to combine and come up with one governing document.

8. That all media and press releases will go through a review process by both the Central Committee and Steering Committee or by a media committee having representation from both committees.
9. That this accord is binding upon the Central and Steering Committee.

We sign below on our own will on the Eighth day of Sixth month of the Christian year of Two Thousand and Thirteen.

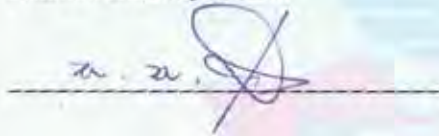
Rehan Reza



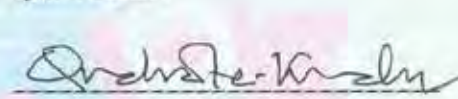
Mohammed Alamgir



Mahmud Musarrat Hossain




Qudrot E Khuda



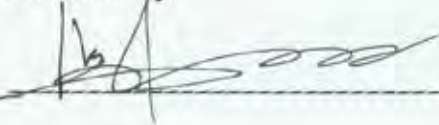
Azadul Haq



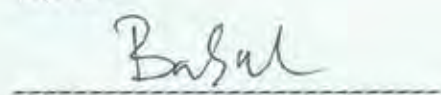
Dr. Zaimul Abedin



Mir Chowdhury



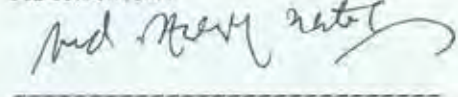
Babul Hai



Duke Khan




MD Nuron Nabi



Maqbul Ali



Mahabub Reza Rahim



Hashmat Mobin

Hashmat Mobin

Rabiul Karim Belal

Rabiul Karim Belal

Jashim Uddin

Jashim Uddin

Ahsan Chowdhury

Ahsan Chowdhury

M Mowla Dilu

M. Mowla Dilu



Operating Procedure of

FEDERATION OF BANGLADESHI ASSOCIATIONS IN NORTH AMERICA (FOBANA)

Updated: November 28, 2020

Revision History: 1. Additional requirement for voting rights 2. Zero tolerance for to maintain civility 3. Website management via 3rd party vendor 4. Inclusion of FOBANA Emergency Disaster Relief Fund program 5. Resolution passed in 10th EC meeting, 2020 (see Article XVI)

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Article I: Geographical Location

Section 1: FOBANA shall be a North America wide organization. It shall not be limited to a particular state, province or city. The mailing address of the Registered Agent, Chairperson or any of the authorized Office Bearers can be used as the permanent address for official business.

Article II: The Business and Fiscal Year

Section 1: The business year of the FOBANA shall be from one FOBANA convention to the next FOBANA convention.

Section 2: The fiscal year of the FOBANA shall be from January 1 through December 31.

Article III: Organization

Section 1: The General Body:

- a) The General Body of FOBANA shall consist of all member organizations in good standing and all individual members of the Executive Committee.
- b) The General Body shall meet at least once a year.
- c) The General Body of Members shall have the authority to modify or annul any decision made by the Executive Committee.

Section 2: The Executive Body:

- a) The Executive body of FOBANA shall consist of no more than 31 (Thirty-one) members and shall be called the FOBANA Executive Committee.
- b) There shall be 1 (One) Chairperson, 1 (One) Vice Chairperson, 1 (One) Executive Secretary, 1 (One) Joint Executive Secretary, 1 (One) Treasurer, 9 (Nine) Outstanding Members and 17 (Seventeen) Member Organizations as the Office Bearers.
- c) The Chairperson, Vice-Chairperson, Executive Secretary, Joint Executive Secretary, Treasurer, 9 (Nine) Individual members (respected individuals who have outstanding contributions to FOBANA) and up to 17 (Seventeen) members representing FOBANA Member Organizations shall be elected each year by the General Body of FOBANA.
- d) The head of the member organization or his/her representative shall represent the organization in the Executive Committee.
- e) Each member representing an organization shall be elected for a period of one year. If the person's term of office (in his/her organization) expires, the person replacing the outgoing person in that office shall complete the rest of the one-year term.
- f) The outgoing Chairperson and Executive Secretary shall automatically become members of the FOBANA Executive Committee as outstanding members in the following year.
- g) The Convener and Member Secretary of the current FOBANA convention shall automatically become members of the FOBANA Executive Committee as outstanding members in the following year. However, they shall not be qualified to run as Chairperson or Member Secretary in that year.
- h) The term of office bearers shall be for one year.
- i) The top five positions of the Executive Committee that include Chairman, Vice Chairman, Executive Secretary, Joint Secretary and Treasurer shall be eligible to run for second term for their office. This privilege shall be limited to 2 consecutive years. If any candidates running for second term, he or she must declare his or her intent 45 days prior to the Election Commission appointed by the Executive Committee.
- j) Any Outstanding Member shall not be eligible for running for the same position beyond 2 consecutive years.

- k) Any member organization who served FOBANA as the Executive Member Organization three (3) consecutive terms in a row cannot participate on the EC election on the fourth (4th) term as a candidate for the Executive Member Organization. However, no restriction is applicable to those member organizations who hosted FOBANA convention in the past and can participate on the EC election regardless of the number of consecutive years they served in a row. All member organizations must be elected through the FOBANA annual election process.
(Resolution Passed at the FOBANA 2018 (Atlanta, GA).
- l) The Executive Committee shall meet at least once a year. The presence of one-third members shall make a quorum.
- m) The Executive Committee shall form as many committees as required in order to carry out the function of FOBANA.
- n) Each committee shall have a Chairperson who shall report to the Executive Committee upon completion of the task or as directed otherwise.
- o) The Executive Committee shall assign its members the roles and responsibilities to manage each functional area identified in the By-Laws.
- p) Elected host organization shall automatically become a member of the FOBANA Executive Committee out of 17 (Seventeen) member organizations.

Section 3: The Advisors

- a) There shall be at least 3 Advisors to be nominated and selected by the Executive Committee for a term of one year.
- b) Individuals who have made an excellent contribution to FOBANA in the past and/or served FOBANA shall be eligible for this position.
- c) All ex-chairpersons of FOBANA will have an option to be automatically selected as Advisors after serving one year as outstanding members. This will not be valid for any chairperson or persons designated as "persona non grata".
- d) The Advisors shall provide advice and guidance to the Executive Committee and ensure participation in meetings as needed basis.
- e) The responsibilities shall include but not limited to, involve on broader aspects relative to legal matters, hearing grievances and conflict resolution, and mediate variances.
- f) The Advisors shall avoid any conflicts and direct participation in the election process or its operational matters.
- g) Advisors shall have no voting rights, shall not openly support any candidate and shall not influence the election. However, if an Advisor represents an organization, then the Advisor shall be entitled to all the rights and privileges including voting rights. In that special case, the Advisor will be requested to resign from the post of the Advisor.

Section 4: A member shall not be eligible for election as the Chairperson or Executive Secretary if he or she holds any Executive Office or Title of any political party from Bangladesh or under any local or other authority subject to the control of any of the said party in USA or Canada.

Article IV: Membership

Section 1: FOBANA shall be an organization of organizations. Individuals cannot be a member of FOBANA.

Section 2: Except those organizations prohibited in the Articles of Incorporation, any organization may apply for membership of FOBANA. In addition to the above, no political, religious, regional, business, charity, privately held foundation or company shall not qualify to be a member. FOBANA, however, may offer non-voting Associate

or student membership to organizations that may have a positive impact towards the common goal of the organization.

- Section 3: Prospective member organization must have at least 50 documented members on file when applying for membership. Proof of this could be a written list of members' names, an online video, a photo of a meeting or event showing members.
- Section 4: Prospective member organization must elect their officials democratically. Proof of this could be a written list of members' names, an online video, a photo of a meeting or event showing members.
- Section 5: Prospective member organization must be involved in community activities serving people of Bangladeshi origins in North America.
- Section 6: Membership application, in prescribed form, must be submitted to the Executive body of FOBANA.
- Section 7: The membership application must be recommended by at least one-member organization of FOBANA. This can be waived by the Membership Reviewed Committee if they can verify it verbally.
- Section 8: The application must be submitted at least thirty days (30) before the scheduled meeting of the General Body of FOBANA or before any other deadline decided by the Executive Committee.
- Section 9: Membership application shall accompany application fee and yearly dues.
- Section 10: The application fee shall be non-refundable.
- Section 11: The amount of application fee, membership dues and late fee charge shall be decided every year at the annual general meeting of the General Body. In case no decision was taken, the charges of the immediately previous year shall prevail. The late fee for EC members is \$50.00 and it will be effective from the beginning of the current tenure. Top 14 executives (5 (five) Officers and 9 (nine) Outstanding Members) must pay \$200.00 nomination fee. The nomination fee for the Executive Organization Membership is \$100.00.
- Section 12: The Executive Body or its duly appointed subcommittee shall examine the application and if no irregularities are found, it shall recommend to the Executive Body to accept the membership.
- Section 13: In case any objection is raised at the Executive Body, it shall be placed for review by the General Body and the majority members' decision shall be accepted.
- Section 14: In case a membership application is not accepted, the General body shall, through the Chairman of FOBANA, inform the organization explaining the reason for denial. Membership dues shall be refunded but not the application fee.
- Section 15: When membership application is accepted by the General Body, the organization shall become a member of FOBANA beginning the next business year.
- Section 16: Yearly membership dues must be paid in advance. For example - membership dues for the year 2006 must be paid by November 30, 2005. If not paid by November 30, the membership shall be suspended beginning January 1. However, the membership can be renewed by March 31, but a late fee charge shall be applied. If the membership is not renewed by March 31, the membership of the organization shall automatically be canceled. The organization shall have to apply as a new member.
- Section 17: A suspended member shall not have any privilege such as to participate in the organizational matter including exercising the right of vote in any decision making.
- Section 18: An organization may withdraw its membership by a written request signed by majority members of the Executive Body of the membership organization.
- Section 19: An organization that withdrew its membership may apply again. However, it shall be considered as a new applicant.
- Section 20: No two member-organizations shall have the same name.

Section 21: In the case where a member organization breaks up and two or more parties claim to be the inheritance of the parent organization, the head of the organization immediately before the break up shall identify the inheritance of the parent organization. To become a member of FOBANA, the other party or parties must come up with a different, not confusing name and shall have to apply as a new member.

Article V: Voting Rights

Section 1: Only member organizations in good standing shall be allowed to vote. The Membership Review Committee shall submit the list of potential voting members to the Executive Committee at the last EC meeting. The EC then shall finalize and approve the list. The Election Commissioner or Committee shall not have the right to make any changes to this list.

Section 2: New member organizations shall not be allowed to vote in the first two (2) years of their membership period. New members can vote on third (3rd) year. This must be in compliance with section 2a, 2b and 2c of Article III of the Operating Procedure.

Section 3: An organization must be a member in the immediate past two years to be eligible to vote.

Section 4: To eligible to vote, each member organization must fulfill the following conditions:

- a) Need to organize at least one successful socio-cultural community event in the last year. The event must be non-political, non-religious, non-profit, open to the general public and have large enough audience.
- b) The organization must have a current operational bank account in North America
- c) Submit proof of the above two requirements to the Membership Review Committee for its review and approval.

Section 5: Each EC member shall have an individual vote, but then they shall not be allowed to cast another vote as the head or a representative of a member organization. In that event, there has to be another person voting for it who has written authorization and met the approval of the Election Commissioner.

Section 6: The following rules shall apply for registration:

- a) The FOBANA EC shall determine the amount of registration fee for the participating organization(s) each year to enable them to perform cultural program on the stage of the convention.
- b) The participating organization(s) shall be required to register with the Host Committee on a prescribed form indicating their interest to perform on the stage of the convention. The registration fee must be paid directly to the EC within established time frame. The EC will provide the Host Committee a complete list of the registered organizations along with the amount of registration fee so collected 15 days prior to hosting the Convention.
- c) A valid member organization must also pay the registration fee to the EC to be eligible to vote in the AGM even if their organization decides not to perform.

Article VI: Authority

Section 1: The General Body of FOBANA, consisting of its members, shall have the authority to remove any or all the members, including office bearers of the Executive Committee by a resolution of vote of no-confidence passed by 2/3 (Two-thirds) majority of members present at the meeting or by 2/3 (Two-thirds) majority of members in a mail ballot or by resolution adopted by a 2/3 (Two-thirds) majority of members present at a Special General Meeting called for the purpose. Special General Meeting could be arranged via teleconference. However, impeachment, ousting or abolishment of the entire Executive Committee can only be done in a face to face general meeting.

Section 2: The Executive Committee shall have the right to revoke the privilege of the Host Organization to host the

annual convention and override the decision taken at the annual general meeting if the Host Organization does not adhere to the guideline set forth in the By-Laws for preparing for the convention.

Section 3: The authority of the Host Organization or Host Committee shall be limited to organizing the annual convention as defined in the By-Laws.

Section 4: The decision taken by the simple majority of the Executive Committee members shall have the final authority on any areas not explicitly mentioned in the Constitution or By-Laws.

Article VII: Annual Meeting

Section 1: There shall be at least one FOBANA General Body meeting.

Section 2: The simple majority of the member organizations (not a number of persons representing various organizations) shall make the quorum.

Section 3: The following businesses shall be conducted at the Annual General Body Meeting:

- a) Review the activities of the past year.
- b) Review the audited financial report of the past year
- c) Elect Officers for the following year
- d) Elect Host Organization for the next FOBANA Convention
- e) Miscellaneous matters included in the agenda
- f) Any other matters from the floor

Section 4: Proxy: Any member of a decision-making body such as FOBANA EC may delegate his or her voting right to any member of the "same body" to vote in his or her absence. As such, no member of FOBANA EC can designate another member from outside FOBANA EC to attend and vote during his or her absence during AGM or any EC meetings or teleconferences.

Article VIII: Amendment Process

Section 1: Amendments to the Article of Incorporation shall be jointly proposed in writing by at least two (2) member organizations and submitted to the Executive Committee at least forty-five (45) days in advance. Requests from an individual or single member organization shall not be entertained.

Section 2: Any amendments to the Articles of Incorporation shall require the consent of a simple majority of the General Body of FOBANA and/or two-third (2/3) members of the Executive Committee.

Section 3: Amendments to the By-Laws may be proposed by any single member organization of FOBANA and must be submitted to the Executive Committee at least thirty (30) days prior to the yearly general meeting or Executive Committee Meeting or teleconference.

Section 4: Any amendment to the By-Laws shall require a simple majority of the General Body of FOBANA or members of the Executive Committee.

Section 5: Any amendments to the Operating Procedure shall require only the simple majority of the Executive Committee and that can be also be accomplished via teleconference calls and/or e-mails.

Article IX: Activities

Section 1: The main activity of the FOBANA shall be, but not limited to, hold an annual convention.

Section 2: The FOBANA shall either itself host the annual convention or give the responsibility to one of its member organizations to host the convention. The practice should be to choose an organization to be the host of the convention.

Section 3: FOBANA shall promote and uphold the interest of the Bangladeshi Community in North America.

- Section 4: FOBANA shall conduct continuous fundraising program as **FOBANA Emergency Disaster Relief Fund (FEDRF)**. The goal of this program is to collect money exclusively for FEDRF throughout the year for FOBANA to be able to quickly help any humanitarian emergency disaster situation any time in the community.
- FOBANA must ensure that that any fund raised exclusively for FEDRF are distributed through FOBANA Emergency Disaster Relief Fund (FEDR) operation to the disaster victims in North America and in Bangladesh. **(Resolution passed on April 13, 2020 via email approval by EC)**
- Section 5: To properly manage/upgrade on a regular basis, FOBANA website shall be maintained by a professional 3rd party vendor with limited security access to the site. FOBANA Logistic Chairperson should be the point of liaison between the site vendor and EC. All changes, updates should be maintained by the vendor while Logistic Chairperson will monitor and hold the vendor accountable for content accuracy and site sustainability. **(Resolution Passed on November 2, 2019 in 2nd EC meeting)**
- Article X: Roles and Responsibilities of Officers**
- Section 1: **Chairperson:**
- The Chairperson shall be the Chief Executive Officer of this Organization. The chairperson shall lead, guide and Chair the Executive Committee meetings, represent FOBANA to outside bodies and the Com mittee to the General Body members. The chairperson shall maintain liaison and coordination with the Bangladesh Embassy, the Government, and contact with Advisors to seek guidance when needed.
- Section 2: **Vice-Chairperson:**
- The Vice Chairperson shall be the second person in the order of precedence to the Chairperson and shall carry out the Chairperson’s function in the Chairpersons’ absence or when authorized by the Chairperson. Vice Chairperson shall oversee the function of all sub-committees including providing guidance and making decisions needed for its operation.
- Section 3: **Executive Secretary:**
- The Executive Secretary shall be responsible for all organizational matters and shall oversee the functions and operation of Mainstream, Media and Youth wings of the Organization. The responsibilities shall include but not limited to, all administrative matters, develop strategic plans both long and short term, develop marketing plan, keeping minutes of the meeting, distribution of the minutes of the meeting, maintain official files including updated list of membership and their contact addresses and telephone numbers, coordination in the execution on EC decisions, assisting Host Organizations, and communicating with media. The Executive Secretary shall also prepare and present the Annual report, assist in the formation of Election Committee and any other su b- committees.
- Section 4: **Joint Executive Secretary:**
- The Joint Executive Secretary shall assist the Executive Secretary and acts as the Executive General Secretary in his/her absence. The Joint Executive Secretary shall record minutes and prepare and submit draft copies to the Executive General Secretary for his/her attention. The Joint Executive Secretary shall assist in the development of local organizations and to become a member of FOBANA Organizations; assist the organization in outreaching the Youth, Mainstream arena, and neglected area.
- Section 5: **Treasurer:**
- The Treasurer shall hold the funds, manage all financial matters including maintenance of up -to- date records of all financial transactions, submit statement of receipts and expenses to the Executive Committee, preparation of accounts and budget, collection of dues, responsible preparation of annual balance sheet and income statement for audit, Tax Return to IRS, maintain annual registration status current, deal with insurance matters, and marketing. The treasurer shall also prepare and present the Annual Report to the General Body Meeting.

The account shall be maintained in a reputed banking institution; the account shall be operated by the Treasurer. The Chairperson may empower the Executive Secretary or Joint Executive Secretary to operate the account in the absence of Treasurer. The treasurer shall liaise and coordinate with Host Committee in tracking matters and seek information related to financial status in accordance with the policy guidelines of FOBANA.

Article XI: Standing Committees

Section 1: Each standing committee shall be chaired by one of the presents or past Executive Committee members and will have at least one other member.

Section 2: Standing committees shall have the right to co-opt any number of members of the Executive Committee, Member Organizations to be a part of their subcommittee. They may also co-opt technical experts, subject matter experts or consultants to carry out their responsibilities.

Section 3: Standing committees shall be required to give a progress report on the Executive Committee meetings.

Section 4: The Chairman, Vice-Chairman and Executive Secretary will be officio members of all standing committees.

Section 5: Standing Committee Chair term limit – Standing Committee Chairpersons cannot serve as the chairs more than 2 years for same committee.

Article XII: Roles and Responsibilities of the Standing Committees

Section 1: Roles and Responsibilities of Constitution and Procedure Committee

The Committee is responsible for reviewing the Articles of Incorporation, By-laws, and its Operating Procedures, all official forms, and guidelines and report their recommendation to the Executive Committee.

The Committee will periodically review the policies and procedures and draft revised versions to be presented to the Executive Committee for ratification.

The Committee will periodically review the forms used and revise them if necessary, before presenting them to the Executive Committee for ratification.

The Committee will solicit input from other EC members and include their suggestions in the draft proposal.

The Committee will propose any new amendment to the Executive Secretary before the stipulated deadline for Annual General Meeting so that the Executive Secretary can inform the members.

Section 2: Roles and Responsibilities of Legal Committee

The Committee is responsible for handling all legal aspects of the organization.

The Committee will handle all legal issues affecting the operation of FOBANA, consultation with experts, select and hire and on call Attorney, initiate action to promote and protect FOBANA interest, represent FOBANA and handle all legal issues, guide to resolve disputes, mediate variances, and review important letters and documents before they are issued as needed.

Section 3: Roles and Responsibilities of Unification Committee

The Committee is responsible coordinating all matters related to unification efforts between different groups who like to join FOBANA.

The Committee will initiate dialogues with any individual, organization or group of organizations to a part of FOBANA.

The committee will create proposal and then present them to EC for approval before giving it to the

negotiating parties

Section 4: Roles and Responsibilities of Media and Public Awareness Committee

This Committee will be responsible for all Media and public facing matters This Committee will create all press release and send them to media outlets.

This Committee will write articles and publish them in FOBANA website to create public awareness for FOBANA

Section 5: Roles and Responsibilities of Business and Investment Committee

The core mission of this Committee is to provide service, promote and facilitate business opportunities between USA and Bangladesh by American, NRBA (Non-Resident Bangladeshi Americans) and Bangladeshi businessmen. As a non-profit organization, FOBANA will not engage itself in any for profit business.

The committee will not engage in any business directly on behalf of FOBANA

The committee is responsible for making contacts with potential NRBA (Non-Resident Bangladeshi Americans) looking for investment opportunities in both Bangladesh and USA.

Explore Retirement Planning and Retirement Investment, Investment in Real Estate and or properties by providing advice, and seed money or start-up capital, pre-IPO funds or franchising finance.

The committee will maintain contact with Bangladeshi Business Organizations, prepare and maintain all professional NRB database, prepare and maintain NRB investment database and formulate policies.

The committee will be responsible for open communication, leading and guiding on NRB issues, liaising with Bangladesh Embassy and Government at home, liaise with the US and Bangladesh Business Council, hold seminars and share information.

Section 6: Roles and Responsibilities of Budget and Finance Committee

The Committee is responsible for reviewing the Articles of Incorporation, By-laws, and its Operating Procedures, all official forms, and guidelines and report their recommendation to the Executive Committee.

The Committee will develop policies and procedures and present them to the Executive Committee for ratification.

The Committee will handle all legal issues affecting the operation of FOBANA, consultation with experts, select and hire and on call Attorney, initiate action to promote and protect FOBANA interest, represent FOBANA and handle all legal issues, guide to resolve disputes, mediate variances, and review important letters and documents before they are issued as needed.

Section 7: Roles and Responsibilities of Youth Forum Committee

The Committee is responsible for all youth matters affecting their interest.

Help to meet their basic personal and social needs to be valued and useful, and build skills and competencies that will encourage them to function and contribute not only to their daily lives but also for the benefit of the community they belong.

Establish contacts and create a database, develop youth chapter, encourage leadership, participation in education, access to computers, learn languages and culture, educate in communication, guide to work with diversity in mainstream, host seminars, participate in volunteer service, assist necessary training and job search in local businesses which employs youth in meaningful and relevant work.

Find out talents among the young generations from across the nation, highlight them in FOBANA website, Facebook, and Newsletter.

Encourage young writers to write to FOBANA Newsletters, be contributors in FOBANA website.

Section 8: Roles and Responsibilities of Health and Wellness Committee

The Committee is responsible for providing guidance and recommendation on healthy living, nutrition, homemaking, mental health and general wellness.

One of the prime goals of this Committee would be to create a support portal with relevant contact information for the abused women (Those who are suffering in silence)

To create a hotline where the victim can leave a message in Bangla or English if necessary. Calls will be directed to Women Affairs designated person who will then re-route it to the right agency.

Invite and work with other local national agencies and industry leading experts in this area so that we can provide the necessary support on a national level.

Publish some useful papers in easy to read Bangla and create powerful messages in video and distribute via YouTube, FOBANA Facebook page and website.

Continue educating women in various cities and explain their rights and where they can go for help and create guidelines to women entrepreneurs who want to open a business (boutique, sarees, jewelry etc.).

Dos and don'ts of how to do a business from home (for women).

Educate how to form a company, run a business etc., and build an exchange portal where they can get in touch with vendors in Bangladesh for products.

Highlight successful Bangladeshi women entrepreneurs in our website and invite them to FOBANA convention.

Provide written articles about the nutritional values of our everyday ethnic foods. Highlight risks among men of Bangladeshi origins supported by research

Invite the physicians of Bangladeshi origins to help build a network of support in the healthcare area.

Section 9: Roles and Responsibilities of Social Networking Committee

The Committee is responsible for leveraging online tools such as Facebook, Twitter, Google+ etc. to promote FOBANA and its activities.

The Committee will actively seek young volunteers who are visible and frequent visitors in the social media and groom them to become FOBANA promoter

The Committee will educate the young generation about FOBANA history so that they can spread the news.

The Committee will ensure that FOBANA is very visible in the cyber world, however, all messages will be in tune with FOBANA goals and mission.

Section 10: Roles and Responsibilities of Newsletter Committee

The Committee will be responsible for developing a periodic Newsletter

- The Committee will actively seek writers to write articles for the newsletter
- Section 11: Roles and Responsibilities of Bangladesh Liaison Committee
- The Committee will work as a bridge between contacts in Bangladesh FOBANA EC in USA on all matters related to FOBANA interest.
- The Committee will work with media, keeping contacts with professionals engaged in arts and culture, business, banking, education, industry, government, manufacturing, and media to project FOBANA mission and objectives and gain their support.
- Assist in the selection of guests and artists for participation in the FOBANA Convention. However, the final decision will be made by Host Committee.
- Maintain a database of all contacts in Bangladesh and share with FOBANA EC.
- Hold press events at the Press Club or other suitable venues.
- Promote and encourage Universities to participate in Seminars and other activities at the FOBANA convention
- Help to set up meetings for FOBANA EC visiting Bangladesh with media, journalists and important personalities to gain their support and promote partnership in our effort to implement FOBANA mission and objectives.
- Promote FOBANA in a positive manner and debunk any myths and misconception about FOBANA by participating in talk shows, interviews, and round table discussion.
- Open dialogue with relevant parties in Bangladesh and recommend to EC how FOBANA can make a tangible impact to Bangladesh in an unbiased and non-political manner.
- Seek sponsorships for FOBANA from prominent business entities.
- Section 12: Roles and Responsibilities of Seminar Committee
- The Committee will be responsible for inviting prominent academicians, scientists, research experts, subject matter experts, technical professionals to review papers, presentations submitted to FOBANA for Seminar presentation.
- Presenters will be allowed to submit their papers online via FOBANA website, these papers will then be sent to a mailbox of this Committee.
- The Committee members will review and catalog the papers.
- All papers will be in a database so that anyone can do research on these valuable papers.
- Invite Bangladeshi students in all major North American and Bangladeshi universities to submit papers.
- All papers will be published online after the review process.
- The Committee will pick the best papers among the submitted series then invite them to attend the FOBANA Convention. The list will also be presented to the host committee. The host committee will decide whom they want to pay for ticket and accommodation.
- Liaise with the Host Committee and work with them closely to organize seminars and provide the topics

selected by the Committee for presentation at the convention

Recommend prominent individuals who have made an extraordinary contribution in the field of arts, business, social, political, medicine and science & technology for recognition by the FOBANA EC at the convention.

Section 13: Roles and Responsibilities of Cultural Committee

The Committee is responsible for promoting the cultural aspects of FOBANA and maintain coordination with the Host Committee on the cultural affairs.

The Committee will help member organizations to promote their cultural events, dramas, dance groups, singers to attend other member states.

The Committee will lead and guide the Host Committee and its cultural committee to organize cultural events at the convention

The Committee will actively seek talents across North American and recommend them to Host Committee for inviting them to the convention.

The Committee will select judges during the convention to pick the best performer award

The Committee will help the host committee to arrange promotional tours or events leading to the convention.

The Committee will actively promote the FOBANA Artist Database.

The Committee may help the host committee to get artists from Bangladesh, but FOBANA will not be engaged in any business contract or financial dealing with Host Organization or the artist.

The Committee will not be responsible for any artist payments during the convention

The Committee will collaborate with the Media and Public Awareness Committee to publish FOBANA Newsletters.

Section 14: Roles and Responsibilities of Alumni Committee

The core mission of this Committee will be to invite, show proper respect and keep in touch with the FOBANA Alumnus.

The Committee will develop and maintain a database with the contact information for all FOBANA alumni

All alumni will be formally invited to the convention and to their special breakfast event. An

FOBANA pin will be presented to these Alumni (depends on budget approval)

All alumni will receive a Certificate of Appreciation for their contribution to FOBANA

All alumni will be requested to send their complete bio data and picture which will be permanently archived and promoted in FOBANA website.

FOBANA EC will provide special lanyard for the FOBANA Alumni distinguishing them all other guests.

Alumni will be invited to participate in the Committees.

Section 15: Roles and Responsibilities of Membership Verification Committee

The Committee is responsible for verifying the membership applications of organizations both new and old.

To assure that their registration is current with the State and also with IRS, verify if they

have Articles of Incorporation and By-Laws

Verify if they have minimum number of paid members, held elections according to their Articles of Incorporation, paid membership dues,

Verify if they paid their registration fees with the Host Organization and validate their membership status so they can vote in the annual election held by the Executive committee.

Retain a database for a membership organization, maintain documentation with necessary registration forms including copies of Registration with state and IRS, identify deficiencies, provide opportunities to make a correction, and recommend any modification of processes and policies.

This Committee will present the membership application to the EC monthly meetings and recommend that their membership is granted to the organization. Once EC accepts the application, then the membership package will be sent to the organization.

Section 16: Roles and Responsibilities of Mainstream Liaison Committee

The Committee is responsible for communicating with the mainstream personalities and open dialogue with them

This Committee will invite mainstream politicians and prominent people in FOBANA convention

Section 17: Roles and Responsibilities of Awards and Guest Selection Committee

The Committee is responsible for coordinating FOBANA awards and help select guests for FOBANA Convention.

The Committee will prepare guideline and criteria to select candidates for FOBANA award and then present the list to FOBANA EC for final approval

The Committee will suggest and help in contacting guests for the FOBANA convention by working closely with the Host Committee. The Host Committee will have the final say on who they want to invite.

The Committee will order awards ahead of time, keep them and coordinate the award presentation ceremony when the FOBANA Chairperson will present the award.

The Committee will coordinate with the Host Committee to preserve the time slot for presentation The Committee will work with the Cultural Committee for the best cultural performance awards

Section 18: Roles and Responsibilities of Scholarship Committee

The Committee is responsible for fund raising, selecting and finally awarding annual scholarships to talented students from Bangladeshi origin

The Committee will prepare guideline and criteria to select candidates for FOBANA Scholarships and present the list to FOBANA EC for final approval

This committee will raise funds for the scholarship

Donation for the scholarship program can be received from individuals and/or organizations in the USA and/or Bangladesh

Each scholarship will be for the amount of \$500. Donors can contribute in multiples of \$500. There is no maximum limit.

All donations to are tax-exempt to the maximum limit allowed by law

Money donated towards the FOBANA scholarship fund should only be used for the objective of the committee

All donations collected for a given year will be given away as scholarships for that given year.

The financial awards will be given to the students from the host city/state of the Convention for the respective year

The financial award will be a one-time financial award \$1000 per student

The Host Committee will work with the Scholarship Committee and Central Committee to seek and select the recipients

The awards will be personally presented to the recipients by the donors themselves during the FOBANA Convention

Each Donor will be given a Certificate of Appreciation from FOBANA for their contribution

The applicants must be Bangladeshi Americans residing in the State where the Convention is being held.

High School Graduates who have a cumulative GPA between 3.5 - 4.0 in the given year of the Convention.

Applicants must have community involvement

A properly filled out Application form, a color photo must be submitted by two months before the convention of each year. This date can be changed by the Scholarship Committee.

The recipients must agree to allow FOBANA to publicize their photo, name for promotion. Each

year the Scholarship Committee will come up with a topic for the essay

The essay (500 words or less) will be submitted to the Scholarship Committee

The Scholarship Committee may invite other members of the community or academic to review the essay.

The Scholarship Committee will then short list the candidate and submit to FOBANA EC for final ratification

After the ratification, the award recipients will be officially notified

The awards will be given on the last day of the convention on the main stage

No members of current FOBANA Executive Committee or Advisers can participate in the scholarship program

This committee will have at least 3 past FOBANA Chairperson as members

The current Chairperson and the Executive Secretary will be the officio members

Section 19: Roles and Responsibilities of Goodwill and Promotion Committee

The Committee is responsible for promoting FOBANA's mission and vision to our communities in North America and Bangladesh

The committee must clarify and correct any misconception that people may have due to social propaganda or negative publicity through the electronic, print media or any other ways

The committee must attend local programs and TV channels to express positive image of FOBANA

Section 20: Roles and Responsibilities of Women Empowerment Committee

To create a support portal with relevant contact information for abused women and children To create and maintain a 24 hours telephone hotline where the victim can leave message in Bangla or English if necessary. Calls will be directed to WEC designated person who will then re-route it to the right agency.

To invite and work with local and national women support agencies and industry leading experts in respective areas so that WEC can provide the necessary support to all member organization of FOBANA

To manage and update WEC Facebook page and publish useful papers in easy to read Bangla and create powerful messages in video and distribute via YouTube, FOBANA Facebook page and website.

To continue educating women about their rights and list resources where they can go for help To encourage women to higher education and financial independence

To create guidelines for women entrepreneurs who want to open a business (Dos and don'ts of how to do a business, how to form a company, run a business etc.), and build an exchange portal where they can get in touch with vendors from Bangladesh for products.

To highlight successful Bangladeshi women entrepreneurs and activists in FOBANA website and invite them to Annual FOBANA convention.

To encourage, promote and support women participation and leadership among the member organizations of FOBANA

To organize WEC informational seminar in cooperation with host committee at every FOBANA convention

Section 21: Roles and Responsibilities of Executive Logistics Committee

The Committee provides logistic and technical support to all FOBANA related activities.

The tasks include preparing and editing formal FOBANA documents like Operating Procedure, manage/delegate technical tasks related to FOBANA website, Facebook etc.

This committee is also responsible to manage/delegate all FOBANA related posters, banners, annual reports, videos etc.

Section 22: Roles and Responsibilities of Convention Liaison Committee

This committee is responsible for communicating with the FOBANA Convention Host Committee and maintain a transparent/healthy relationship between the Host Committee and the FOBANA Executive committee.

This committee members must have good understanding about FOBANA Convention and must educate the Host Committee regarding the convention related bylaws written in the FOBANA operating procedure to ensure that the HC closely follows the convention guidelines

This committee must inform the FOBANA executive committee immediately if the HC conducts any unethical activities and engages in any activities that contradicts with the rules outlined in the FOBANA Operating Procedure

This committee must provide a monthly report outlining activities related to the progress of the FOBANA Convention

Section23: Roles and Responsibilities of Convention Review Committee

This committee reviews the quality and standard of the FOBANA convention in a detailed manner

This committee shall have thorough understanding of the convention related bylaws documented in the FOBANA Operating procedure and thoroughly review and document whether the bylaws are followed accurately to execute the convention

The committee must inspect all aspects of the Convention by taking videos, pictures, public testimony etc. to justify their findings.

This committee must tabulate all aspects of the Convention and grade the performance from 0 – 5 (0 being unacceptably poor and 5 being Excellent

A written monthly report must be provided to the FOBANA Executive committee

Section24: Roles and Responsibilities of Fundraising Committee

This committee reviews FOBANA’s current and future yearly budget and evaluate the financial needs

This committee must pay attention to FOBANA’s funding needs in all sectors of the operation including the general fund, scholarship fund, legal fund, emergency fund etc.

This committee must develop a plan at the beginning of term presenting how the funds will be realistically raised

A written monthly report must be provided to the FOBANA Executive committee

Section25: Roles and Responsibilities of Following Year Convention Committee

This committee must work closely with the organization who is awarded with the following year convention

The goal of this committee is to make sure that the following year host organization continues to work towards preparing for a successful FOBANA Convention.

This committee must have thorough understanding of the Convention related section of the FOBANA bylaws written in the FOBANA Operating Procedure.

This committee must tabulate all the important tasks to be completed by the Host committee and gather monthly updates. A written monthly report must be provided to the FOBANA Executive committee

- Article XIII: Eligibility to be a Host Organization**
- Section 1:** The member organization shall be required to have prior experience to host at least a mini convention.
- Any Member organization desires to host a FOBANA Convention shall be required to present to EC at AGM a proposal highlighting their intent, organizational strength, financial soundness including an operating budget, experience, probable location, possible venue, date and action plan to prove their ability to successfully host an event like FOBANA
- Based on consensus reached at the AGM, the upcoming convention is awarded to a successful member organization known as the "Host Committee" to host it at their State of origin two years in advance under an agreement signed by both parties.
- Host Committee shall coordinate and work with the EC in the initial planning and execution of hosting the event. In the process, Host Committee shall seek guidance from the EC from time to time in order to meet compliance with FOBANA guidelines and the requirements stipulated in the agreement or as directed by EC.
- Host Committee shall be required to submit a comprehensive report confirming the formation of a full-fledged committee, acquisition of a venue, hotel and funding strategy at the following year prior to AGM for review by EC.
- EC reserves the right to safeguard its interest and take any action against the Host Committee for their failure to comply with their requirement. The action could contemplate the termination of award made for hosting the Convention. The EC may decide to award the convention to another willing organization or hosting convention by themselves.
- Host Committee must prepare a budget or estimates of income and expenditures for the tenure of the event. They must maintain accounts, prepare financial statements showing income and expenditures statements and perform their audit. A copy of the audited report must be submitted to the EC.
- Section 2:** The member organization shall be an active member of FOBANA for two (2) years.
- Section 3:** The same member organization shall not be qualified to become a Host Organization again within five (5) years of hosting an FOBANA Convention.
- Section 4:** The member organization shall be required to sign an agreement with FOBANA to the effect that they shall abide by the FOBANA Constitution, By-Laws, and Guidelines for Organizing FOBANA Convention without any reservation and pay by a certified check of the amount of \$2000.00 (two thousand dollars) non-refundable in advance as Security Deposit. Member organizations will not be considered as a candidate and will not be allowed to participate in the election or selection process unless the agreement is signed, and a \$2000.00 check is submitted to the Election Commissioner. In the case when a member organization is not elected or selected, then the check will NOT be refunded, and the agreement will be voided. EC will keep \$2000 deposit from all organizations who compete in the election unless the application is withdrawn prior to deadline. This deposit received from the organization who wins the election/selection shall also not be refunded to the Host Committee.
- Section 5:** It is preferred that the member organization have IRS 501 (c) 3 status. In case that they do not have the status, FOBANA shall receive the corporate checks and within 7 days FOBANA Treasurer shall disburse the check to the Host Organization
- Section 6:** The member organization must have a sound organizational and adequate financial strength to function effectively.
- Section 7:** The member organization must submit proof that they are duly registered in their State as active organization/corporation.
- Section 8:** The member organization must certify that they have duly paid federal and local income taxes and any other required papers are currently in their said state.

Article XIV: Host Committee

- Section 1: The Host Organization must form a Host Committee for the preparation of the convention.
- Section 2: The Host Committee must have one Convener, one Member Secretary, and one Treasurer.
- Section 3: Convener and Member Secretary of the Host Committee shall be included as members of FOBANA EC and attend all meetings during the term of the FOBANA Convention.
- Section 4: The Host Committee can have as many co-convener; assistants, committees or members to carry out their responsibility, however, only the Convener and the Member Secretary will be allowed to act as the liaison between the Executive Committee and the Host Organization.
- Section 5: Host Committee shall not create or designate any official position with the title that the leadership in hierarchy holds in the FOBANA EC so it creates any confusion for having two Chairmen in FOBANA Convention or on any publication materials that Host Committee will circulate.
- Section 6: If the Executive Committee raises any fund for the convention then the host committee shall give 20% to Executive Committee.

Article XV: Guideline for organizing an FOBANA Convention

- Section 1: The Host Organization must follow this guideline while organizing an FOBANA convention.
- Section 2: Use of name: The proper name for the organization and the convention must be used. The name of the organization is Federation of Bangladeshi Associations in North America or FOBANA. FOBANA is also synonymous to the convention. Hence, FOBANA followed by the year of the convention can also be used.
- Section 3: Use of logo: FOBANA is a registered trademark; therefore, it is necessary to use the correct logo in all communication. The Chairperson or Executive Secretary shall provide the official logo to the Host Organization. No other version of the logo shall be allowed.
- Section 4: Orientation Documents: A collection of templates and very useful information are stored in the FOBANA archive. The Host Organization shall review these files first before creating any new version. If however, a new version is needed to be created for a creative reason, the structure and content should be similar.
- Section 5: Inclusion of EC names in Communication: The contact information of the Chairperson and Executive Secretary shall be included in every communication and promotional materials that the host organization will produce. This is especially necessary for posters, Television commercials, newspaper advertisement, press releases, a fund-raising campaign and invitation letters. This will be the only way to prove that the host organization is approved by the Executive Committee.
- Section 6: Keeping Executive Committee informed: The Host Organization shall inform the Executive Committee for all media communication. Executive Committee can then be prepared to answer from the media about the organization. All convention related questions will be dealt by the Host Organization.
- Section 7: Official Letterhead: The Host Organization shall use an official letterhead template that has a reference to the Chairperson and Member Secretary of FOBANA.
- Section 8: FOBANA Theme Song: The Host Organization must play the FOBANA theme song during the opening and closing ceremony. They may also play it throughout the convention. The theme song is available on the web site or will be provided to them by the Chairperson or Executive Secretary.
- Section 9: Flags: The Host Organization must display flags of three countries in equal size and with proper mount (Bangladesh, USA, and Canada) during the opening ceremony.
- Section 10: Joint Meet the Press session: The Host Organization shall organize at least one "Meet The Press" session in New York or any other suitable venue about 2-3 months before the convention. FOBANA Executive Members, Advisors will join at their own expense. The venue, food, a 4'x10' banner, media packets and other expenses shall be the responsibility of the Host Organization. The Chairperson, Vice Chairperson, and the Executive Secretary shall be seated at the head table along with the other officers from the Host Organization. In for any unforeseen reason, such session can't be organized, then the Host Organization shall spend the fund allocated for this

session in television and newspaper promotion.

- Section 11: EC members in the opening ceremony: The Chairperson and the Executive Secretary shall be allowed to give a brief speech at the opening ceremony. The Host Organization shall allocate at least 3 minutes each. The Host Organization may invite additional Executive Members or Advisors at their own discretion.
- Section 12: All EC members on stage: Anytime during the 3-day convention the Host Organization shall invite all EC members (including the member organizations) on the stage and introduce them to the audience. This may be a simple introduction by announcing their names, organizations they belong to, or courtesy may be extended to allow few of them to speak. The latter would be at the discretion of the Host Organization.
- Section 13: Updates and statuses: The Host Organization shall provide periodic status on the progress of the convention to the Executive Committee. These updates can be in the form of e-mail or verbally in the teleconference.
- Section 14: Sponsorship Packet: The Host Organization shall send hard copy of sponsorship packets and posters to all member organizations as soon as they are prepared.
- Section 15: Convention Requirement: The Host Organization shall provide the following amenities to the Executive Committee during the convention:
- a) A meeting room that can hold up to 100 people for all three (3) days of the convention.
 - b) Either serve food or provide food coupons to all Executive Committee members on the day of the FOBANA Annual General Meeting
 - c) Provide specially marked Lanyard for the Executive Members, Advisors and FOBANA Alumni members
- Section 16: Executive Committee visit: The Executive Committee members will visit (at their own expense) the host city at least once before the convention at a mutually agreed date and time to witness the progress for the convention. The Host Organization shall provide a meeting room, food and if possible a tour of the venue. The Executive Committee members will meet with the members of the Host Committee and share their experience and wisdom.
- Section 17: Selection of Chief Guest: The Host Organization shall not invite any political or religious figure as the Chief Guest. This includes but not limited to any sitting ministers, head of opposition party, head or senior members of any political or religious parties. The Host Organization must select the Chief Guest with consultation with the Executive Committee.
- Section 18: Invitation of dignitaries: The Host Committee shall invite the following dignitaries maintaining their official protocol to attend the convention. Providing travel, room, and board and other incidental expenses shall be at the discretion of the Host Organization.
- a) Ambassador, Government of Bangladesh, Washington DC
 - b) Consul General, Government of Bangladesh, New York
 - c) Consul General, Government of Bangladesh, Los Angeles
 - d) Minister for Information and Cultural Affairs, Government of Bangladesh
 - e) High Commissioner, Government of Bangladesh, Canada
 - f) Minister for Commerce, Government of Bangladesh
 - g) Minister for Education, Government of Bangladesh
 - h) Minister for Labor & Employment & Expatriate Welfare & Overseas Employment, Government of Bangladesh
 - i) Minister for Tourism, Government of Bangladesh

- j) Senators of the state where the convention will be held
 - k) Local Congressman of the city where the convention will be held
 - l) Governor of the state where the convention will be held
 - m) Mayor of the city or any Elected Officials of the County where the convention will be held
- Section 19: Website: The Host organization shall be a sub-domain to the main FOBANA website (www.fobanaonline.com). A pre-formatted template shall be provided to the Host Organization as soon as they are selected as per the Web Site Guideline. In return, the Host Committee shall pay a one-time fee of \$500.00 to the Executive Committee. If the Host Committee decides to purchase any additional domain names, they will have to be pointed to this central location. The address of the website for the convention shall be like www.fobanaYEAR.fobanaonline.com.
- Section 20: In the case when the name of the host organization changes due to any reason, FOBANA Executive Committee shall go by the Registered Charter number, 501 (c) (3) certificate number (if any), number of incorporation or any other indicative number that would prove beyond doubt that the previous member organization is the sole owner of the organization and only the name has changed.
- Section 21: In the case of a situation as explained in Section 9 above, the member organization shall appeal to the Executive Committee in writing to change the name on record. The name of the member organization on record shall be changed upon verification of all documents and ownership.
- Section 22: The Executive Committee reserves the right refuse a name change if there is a potential dispute. In that case, the convention shall be held under the name of the Executive Committee.
- Section 23: The Host Committee must make special efforts to promote and give special preference to artists of Bangladeshi origin living in North America.

Article XVI: Election Procedure and Handover of Office and Accounts (Resolution passed at the 2019 Convention AGM in New York)

A. Election Procedure:

- Section 1: The Election Commission Committee (ECC) of FOBANA is an independent body under its constitution that will operate the election process of FOBANA.
- Section 2: The body administers elections to all elective positions of Executive Committee of FOBANA, and assists in the election of a Host Organization who wishes to host FOBANA Convention each year at their respective State where they belong.
- Section 3: The Election Commission shall consist of not more than five members. One person will be the Chief Election Commissioner (CEC) and the remaining four members will be the Election Commissioners. To be eligible for appointment, the CEC must have served as Chairperson of FOBANA in the past.
- Section 4: The term of office for CEC or any Election Commissioner is one year or more from the date on which they take their oath to function in office. Any member of this body is not eligible for becoming a candidate for any elective position. The appointment of ECC and the term of the Election Commission body will be decided at the last Executive Committee (EC) meeting, that takes place before Annual General Meeting (AGM), through majority consensus based on the selection process by the EC members.
- Section 5: ECC shall function under FOBANA constitution and any other law enacted by the Executive

Committee to act appropriately in the conduct of a free and fair election. Their function is to provide code of conduct guidelines, election schedule, maintain coordination, hold the election, administer ballots, count the votes, perform issue/validity resolutions, and announce the results under the conditions stipulated in the By-Laws.

Section 6: ECC shall announce the election schedule at least 120 days before the expiry of the term of the current Executive Committee, and formally notify it to all the member organizations on time.

Section 7: ECC shall maintain effective liaison with the Executive Committee in the performance of their activities to avoid any conflict with the Executive Committee agenda.

Section 8: ECC shall secure a list of current membership from the Membership Review Committee and work with it. Only members in good standing duly certified by the Treasurer shall be qualified for participation in the Election.

Section 9: Prospective candidate for the position of Chairperson, Vice-Chairperson, and Executive Secretary must meet at least one of the following two conditions:

a. The candidate at any time in the past was either a Convener or Member Secretary of a FOBANA Convention.

b. The candidate remained a member of the Executive Committee for at least two (2) years.

Member(s) willing to contest on any other elective position(s) must have served at least once as an office-bearer of his/her organization. The organization itself must be registered, functional and have a valid membership with FOBANA.

Section 10: Prospective candidate for the position of Outstanding Member must meet at least one of the following four conditions:

a. The candidate at any time in the past was either a Chairperson or Vice-Chairperson or Executive Secretary.

b. The candidate at any time in the past was either a Joint Executive Secretary or Treasurer for at least total of two years in these two Officer positions.

c. The candidate at any time in the past was either a Convener or Member Secretary of a FOBANA Convention plus remained a member of the Executive Committee for at least two (2) years. (resolution passed on November 22, 2020, 10th EC Meeting)

Section 11: Organizations intending to host FOBANA Convention must meet the eligibility requirement as stipulated under Section XIII of Operating Procedure. In addition, they will be required to complete and submit a proposal in the prescribed form. In support of their submission, the proposal must include organization profile, List of Board members including their contact numbers, Bank statement showing financial stability, a working budget, proposed venue and its location, Hotels and availability of transportation, and furnish evidence of organization's healthy operation and its activities, meeting minutes of AGM for the last three (3) years. All these information needs to be furnished to EC by no later than eight (8) weeks before the election date.

Section 12: As per election schedule, ECC shall invite nominations from members of the valid organization(s) registered with FOBANA for all elective positions forty-five (45) days before the election date. Nomination forms will be provided by ECC. There will be a non-refundable nomination fee required for submission for each position to be determined by the EC.

Section 13: Interested candidate(s) must complete and submit their nomination forms to ECC within the

deadline date established on the form. One candidate can run for only one EC position.

- Section 14: ECC shall review all nominations received within the deadline date, scrutinize them for eligibility, certify for validation, prepare a list for use.
- Section 15: ECC shall release this list as in Section 13 to the candidates with options for withdrawal and or switching to another Executive Committee position. This must be done three (3) weeks before the election date. ECC allows candidacy withdrawal without forfeiting the nomination fee. Also, they allow candidate(s) to switch off to another elective position by paying an additional \$100 fee. This must be done by no later than two (2) weeks before the election date.
- Section 16: Membership Review Committee will release the final valid membership list to ECC who will, in turn, be the voters in the election. This must be done two (2) weeks before the election date.
- Section 17: ECC will release the final list of candidates along with voters list to member/organization(s) ten (10) days before the election date. ECC will also release brief information on the Host Committee contenders.
- Section 18: General Body election will be held electronically. Election for all elective positions is one term of EC, Host Committee for the second year, and any proposition/amendment for General Body to vote will take place in 'one-shot' through a single electronic ballot with unique link provided to each eligible voter through their official email address. All elections will be decided by a simple majority of voting members. Voting shall be conducted by secret ballot electronically, nobody including ECC will not be able to see who voted for whom - each candidate through this electronic voting process. (resolution passed on Nov.22, 2020 in 10th EC meeting)
- The voter must be present at the election date to vote. A person is eligible to cast only one vote for one elective position – no proxy voting will be allowed. It's mandatory for any candidate (running in the ballot) to be present at the voting center on the election date. (resolution passed on Nov.22, 2020 in 10th EC meeting)
- Section 19: Section 19: CEC shall make an announcement of the election result at AGM. CEC puts his signature and stamp on the official election result printout, derived through electronic process, to make it official. (resolution passed on Nov.22, 2020 in 10th EC meeting)
- Section 20: CEC shall make an announcement of holding the Election, distribute officially signed ballots among the eligible voters, read the final list of candidates for positions they are contesting, CEC gives them a time frame to complete their casting of votes free from any interference. Once the given time is up, ECC will collect cast ballots, count them, note down any variance and review them for resolutions, finalize the election result and submit them to CEC. Immediately thereafter, CEC makes a review of the result, put his signature and stamp on it to make it official. CEC then announces the election results.
- Section 21: In the case of a tie for any position, ECC will make their decision on the appropriate method to break the tie, such as run-off election, coin-toss, or any other method deemed practical at that time.
- Section 22: The decision of the CEC shall be considered final and binding for all election matters.

B. Handover of Office and Accounts:

Section 1: CEC shall, after the elections, invite the Chairperson and the elected members of the new Executive Committee to take office. EC shall conduct oath-taking of the newly elected members of the Executive Committee on stage at the Convention. All the elected members must take the following FOBANA oath of allegiance:

'I pledge allegiance to the Federation of Bangladeshi Association in North America (FOBANA) organization which I am elected to serve. I solemnly swear to uphold the FOBANA constitution, bylaws and operating procedures to carry on my duties. I will always put the interest of FOBANA organization first and fulfill my duties as an elected Executive Member with the highest integrity and honor. Long live FOBANA.'

(Resolution passed on Oct. 9, 2019 via email by the EC)

Section 2: CEC shall get all the elected members of the Executive Committee including the Chairperson to sign a Code of Conduct which would guide their actions during their term.

Section 3: The outgoing Executive Committee would exercise their responsibility to hand over to the new Executive Committee all the completed accountings, books, and related documents including income and expenses within the date of remission of office.

Section 4: The outgoing Executive Committee would have the responsibility to get the returns of all income and expenses of the Host Committee duly certified, audited, and submit them to the new Executive Committee within the next one month after remitting office.

Article XVII: Corrective Action

Section 1: In case a current or past member organization or members of the Executive Committee or any member of the Standing Committees violates any provisions of the Constitution and Bylaws or Operating Procedures then the Executive Committee shall have the right to take corrective actions against them.

Section 2: The Executive Committee may send a Show Cause Notice to the member asking to respond within 30 days. Consecutive notices may be sent at the discretion of the EC.

Section 3: If no satisfactory response is received from the member within that specified period then further measures may be taken including but not limited to revoking the membership privileges, removing the names from the website or making the member 'persona non grata' for any specified period as decided by the EC.

Section 4: These corrective measures will not be in conflict with other measures if mentioned in the Constitution or By-laws or other procedures. The EC will have the right to choose any or all measures against a member.

Section 5: "Zero Tolerance" to establish basic decency and civility within FOBANA. Executive Committee members/subcommittee members must NOT personally attack other members via including but not limited to via email, messenger/text at the FOBANA official forums and during meetings that can cause disturbance and conflict within the organization. If any member commits any such offences, the following corrective action may be taken:

- a) That FOBANA member may be expelled from attending any future EC, Standing Committee, Advisory Committee meetings and AGM for an indefinite period of time depending on the severity of the offence.

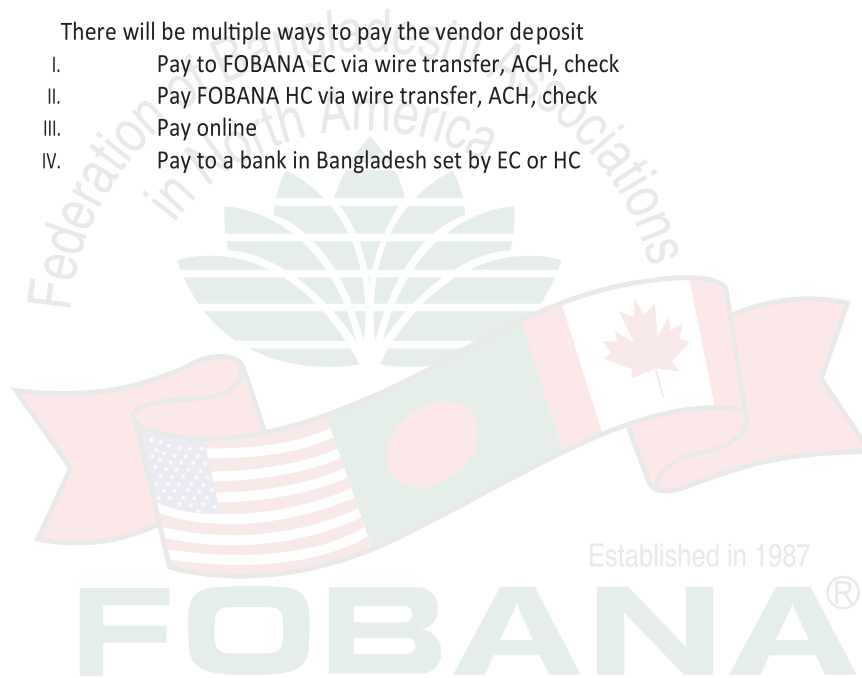
- b) That FOBANA member may be expelled from any/all official FOBANA forums such as EC, Standing Committee, Advisory Committee and General Body member email/text or any such forums for an indefinite period of time depending on the severity of the offence.
- c) EC may ask the elected organization to send a replacement member to FOBANA depending on the severity of the offence.

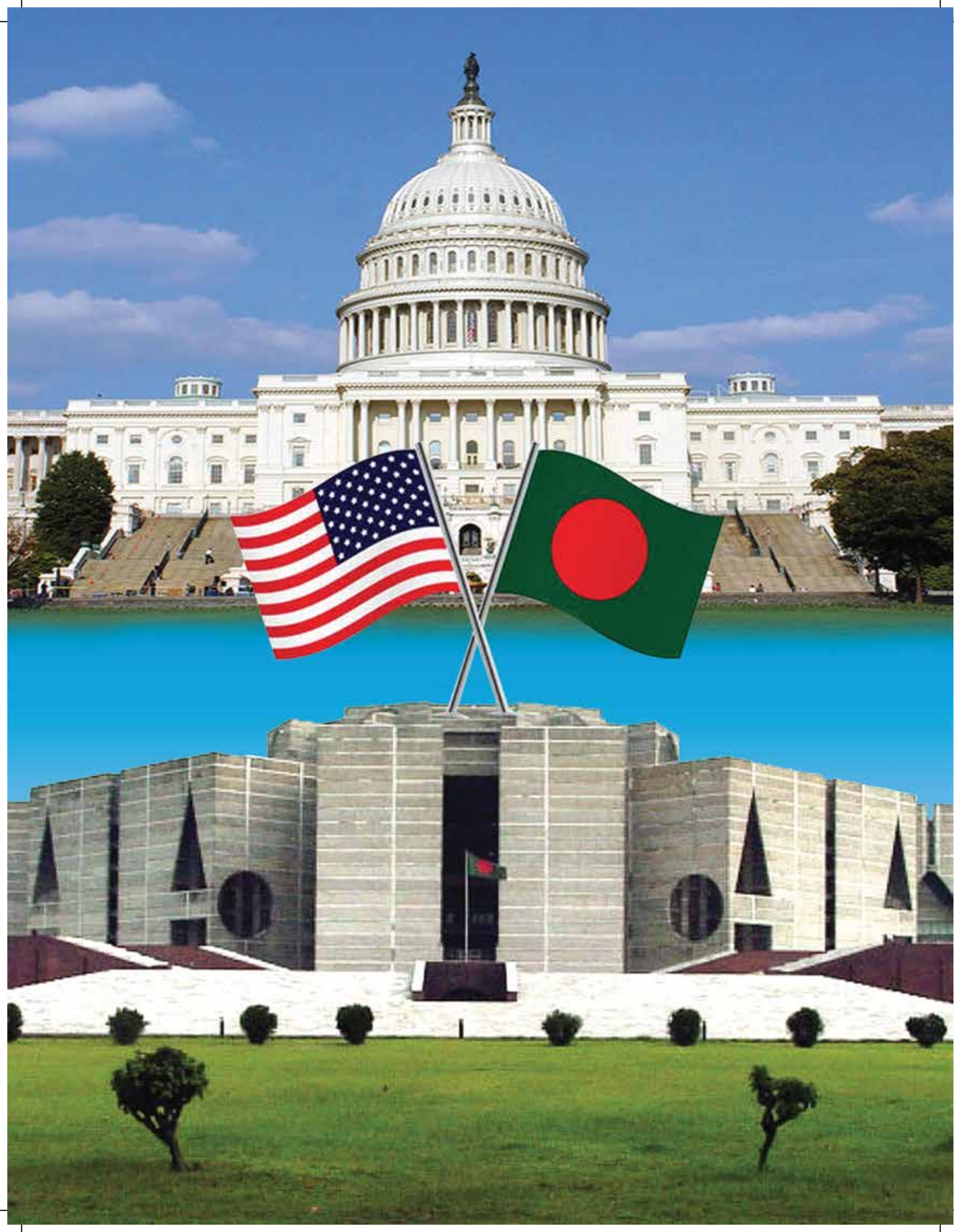
(Resolution passed on Dec 4, 2019 via email)

Article XVIII: Policy for Vendors Requiring Invitation Letters for Visa Purposes

- Section 1: All invitation letters will be issued by the Executive Committee signed by the Chairman, Executive Secretary, Convener and Member Secretary of the host committee
- Section 2: Only two invitation letters per vendor will be issued.
- Section 3: Vendors will be dealing directly with FOBANA and there will be no agents in Bangladesh for these purposes.
- Section 4: These letters will be either sent directly to the vendors or sent to host committee for dispatch.
- Section 5: Default dispatch method will be e-mail. However, vendors may pay the extra shipping cost (Fed-EX, UPS, DHL) if they would like to receive the original letters to submit to the US Embassy. The US Embassy may want to see the original letter.
- Section 6: The original letters will be embossed with the FOBANA seal to prevent any counterfeiting.
- Section 7: A record will be kept to track who was invited.
- Section 8: The EC or HC may independently verify if a vendor is legitimate.
- Section 9: The EC may engage its own committees such as the Business & Investment Committee or the Bangladesh Liaison Committee to gather information and/or take the interview to ensure that these are legitimate vendors.
- Section 10: The EC may request additional documents from the vendors or engage any 3rd party companies such as IBFB to verify their documents.
- Section 11: The EC may decline the request to send an invitation if they deem a vendor illegitimate. The host committee will have to comply.
- Section 12: Vendors must deposit the stall reservation fee (set every year by the host committee – for instance: premium stalls \$2000, standard \$1500 and general \$1000) before an invitation letter can be sent to them.
- Section 13: A Vendor Stall Agreement form must be signed.

- Section 14: The Vendor must notify the FOBANA Executive Committee or Host Committee in writing about their intention to cancel the reservation no later than 7 days prior to the convention. After that date, no refund will be issued because the stalls can't be allocated to any new vendors after that date.
- Section 15: Refunds will be issued within 90 days from the convention or a date set every year by the EC.
- Section 16: 50% refund minus any bank transfer and/or PayPal fee if they notify within 7 days prior to the convention. Vendors applying for a US Visa must show proof of visa cancellation for a refund.
- Section 17: No refund will be given if there are less than 7 days left of the convention.
- Section 18: No refund will be issued to vendors who will receive US VISA but will not attend FOBANA. They will be reported to the US Embassy about their absence in FOBANA.
- Section 19: A list of invited guests, vendors will be published in FOBANA website. Names that are not published will be called counterfeit and FOBANA will not be responsible for them.
- Section 20: There will be multiple ways to pay the vendor deposit
- I. Pay to FOBANA EC via wire transfer, ACH, check
 - II. Pay FOBANA HC via wire transfer, ACH, check
 - III. Pay online
 - IV. Pay to a bank in Bangladesh set by EC or HC





বাংলাদেশ বিশ্বের বিশ্বায়

