

# **BSF Saraswati Puja General Body MEETING MINUTES FOR**

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## **I. MEETING DETAILS**

Chairperson: Sujoy Daskundu  
Secretary: Sreemoy Ghosh

Date: 01/08/2023  
Time: 3:15 PM

Location: Indian Trails Middle, Tuskawilla Road, Winter Springs, FL

## **II. ROLL CALL.**

Copies of the proposed amendment were distributed to every member.

President - Sujoy Daskundu talked about the following.

- Why we need the new amendment
- What is the purpose
- The new amendment was written as a group by – Sujoy Daskundu, Aparajita Das, Chiraojyoti Deb, Soumya Chakraborty, Pradip Gupta, Soumitra De. (Last 6 President)
- The new amendment was also approved through the new Executive committee.
- Sujoy Daskundu read through every point and explained every points.
- There was a brief pause for members – if they had any questions.
- Sreemoy Ghosh and Anindiya Paul asked about the eligibility of BOT based on Citizenship and Permanent resident status. Pradip Gupta replied to their queries and explained.
- Then a vote was taken. The amendment passed with 100% approval.

After the Vote the general body meeting ended at 3:55 PM.

## **III. Amendment [Also attached as PDF]**

### **Board of Trustees : Effective Date : Durga Puja 2023**

#### **Number of BOT members = 3**

#### **2) The board of trustee candidate must meet the following conditions:**

- a) Must be at least age of 35 years
- b) Must be a BSF member for at least 5 consecutive years.
- c) Must be in good standing in the society
- d) Should also have served at least one term as an elected officer position in BSF or have demonstrated sustained documented activity and leadership in BSF for at least 5 years.
- e) Must be an US citizens or permanent residents with green card, are only eligible to run for election for an office of Trustee.
- f) BOT members cannot be part of the current Executive Committee.

- g) BOT member can not have any family member in the Executive Committee.

**Process to elect BOT members: Members can decide by voting.**

- 1) Members can nominate one BOT member of their choice. Each member can only nominate one candidate. Deadline for Nomination: Aug 31<sup>st</sup>. Forms will be available at Society website. Exact same process how members elect our president. If we have more than three candidates, there will be an election. EC will be fully responsible to arrange for a BOT election during Durga Puja. The top three candidates with most votes will be elected.
- 2) Term 3 years unlike president term of 2 years.
- 3) No term limit. But the candidate must go through voting process every three year.
- 4) In case, for some reason, there is no nomination, only then the President and EC committee can choose and vote on their own. The President must have the majority vote from the EC committee.
- 5) In the case, if one of the members of board of trustee can't serve the full term for any reason, in that case the President and the EC committee have right to appoint someone else with the credential for the remaining time. No vote needed in that case.
- 6) BOT must agree to share their personal email addresses and phone numbers.
- 7) The three members Board of Trustee will have the same power and will work as a team.

**Responsibilities:**

- 1) BOT main responsibility is to see and keep eye on the overall activity status of the society.
- 2) President and treasurer will submit the following to the board of trustees once a year other than bank statements and balances (twice). All these reports are due Jan 1<sup>st</sup> with 14 days grace period.
  - a) Submit Bank statements and balances in all accounts every 6 months. 1) First one – Due by July 15<sup>th</sup>. 2) Second one – Due by Jan 15<sup>th</sup>. – No grace period.
  - b) P&L statement (Jan 1 – Dec 31<sup>st</sup>) in proper accounting format.
  - c) Balance sheet in proper accounting format.
  - d) Account payable and Account receivable
- 3) Proof of Liability insurance
- 4) Provide of Tax return
- 5) Proof of all bill payment status – a) insurance b) storage c) All utility bills 4) Property taxes of any BSF owned assets 5) Any other taxes & licenses
- 6) Must provide complete information on any single expenses anytime if it is over 30% of yearly budget. Must get written permission from the BOT. BOT will not unreasonable hold providing / granting permission.

- 7) When the executive committee is planning to use any funds from savings and CDs
- 8) When the executive committee is planning to spend 30% of the budget on a single item.
- 9) All communication between BOT and EC must be via email.
- 10) BOT will have a judicial role, of interpreting the Articles of Incorporation and bylaws, and of mediating or arbitrating in disputes or disciplinary actions referred to it. Such judicial intervention will be at the request of EC or the General Body of Members by resolution.
- 11) BOT will have executive authority to appoint auditors and receive audit reports if needed.
- 12) If the executive committee fails to provide the following information as needed by the deadline mentioned above, then the board of trustee can officially notify the EC via email or mail, requesting all needed information within next 30 days from the grace period. Deadline Feb 15<sup>th</sup>. Same for the bank statements and balances – 30 days grace period from deadline.

**Failure to receive the requested documents, the board of trustee can appoint someone qualified from BSF members in good standing as a receiver and call for an election.**

**Exceptions** – The EC along with the president must communicate via email or mail and provide causes for the delay. unforeseen reason / health issue / Some personal issue. BOT, in this circumstance may provide another 30 days grace period based on their own discretion.

#### **IV. Attendees [RSVP List attached]**

<b>First Name</b>	<b>Last Name</b>	<b>Email</b>
Ujjal	Ghosh	ughosh@gmail.com
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RSVP Saraswati FINAL PASSED BOT  
Puja – 2023 – BSF – I AMENDMENT.pdf