



# Golapganj Upazila Social Trust (UK)

## [www.golapganjsocialtrust.com](http://www.golapganjsocialtrust.com)

Email: [golapganjsocialtrust@gmail.com](mailto:golapganjsocialtrust@gmail.com)  
UK Registered Charity Number 1190653

## **The Rules of the Election Procedures**

### **A. ELECTION COMMISSION**

1. The EC shall appoint up to three independent individuals at least 40 days before the biennial election date to conduct the organization's elections.
2. The selected individuals must be impartial and possess a good understanding of the procedures.
3. They must not be controversial or have any interest in the election.
4. They will work independently without intimidating nominees or their agents.
5. A maximum of two observers will be allowed during polling time to observe the polling arrangements from honorary life members. If no representatives from any honorary life members are present, the EC will decide whether to choose someone from general members.
6. They may seek help from the Executive Committee, Board of Management, or volunteers.

### **B. RULES OF ELECTION**

1. The Executive Committee will create an election timetable, including the closing date for membership registration, provisional and final voter list dates.
2. The Board of Management's election date shall be the first or second Sunday of June.
3. The voter list must be organized on a union basis.
4. The election commission will follow the voter list provided by the Executive Committee for the election.
5. Only members of the final voter list will be eligible to participate in the election, either as a candidate or a voter.
6. The election notice will contain important dates such as the last date for nomination, nomination withdrawal, scrutiny of nominations, and the date of the election. This notice will be sent to all voting members at least 15 days before the closing date of nomination.
7. No one who has been a member of the Charity for less than 12 months shall be eligible to run for election to the Board of Management.
8. GUST members located outside the M25 area are eligible to apply for a postal or proxy vote.
9. GUST members who are located within the M25 area but currently outside the country for either holiday or work can request a postal or proxy vote. To do so, members must provide proof of their absence, which can be in the form of an airline e-ticket or details of their overseas work.
10. Members of the election commission are authorized to liaise with the staff or Executive Committee of GUST for any queries or clarifications required.
11. If the number of nominations exceeds the number of vacancies, the election shall be conducted by ballot.

12. Any individual serving as the Chairman/Vice Chairman/General Secretary/Assistant General Secretary/Treasurer/Assistant Treasurer or any other secretarial post to the Executive Committee of any other similar Golapganj Upazila-based organization will not be eligible for the Executive Committee. Existing members cannot stand for election in any other similar organization. If they wish to do so, they must resign from the committee; otherwise, their position will automatically become vacant.
13. Any individual serving as the Chairman/General Secretary/Treasurer or any other similar position to the Executive Committee of any other Golapganj Upazila-based organization will not be eligible for the Board of Management committee. Existing members cannot stand for election in any other similar organization. If they wish to do so, they must resign from the committee; otherwise, their position will automatically become vacant.
14. The Golapganj Upazila Social Trust has 70 founding and co-founding members (membership numbers 01 to 70) who started the organization on December 1st, 2017. If there is a constitutional crisis where the Executive Committee or Election Commission fails to reach a decision, they may seek the opinions of the founding members. The Executive Committee may also seek the opinions of the founding members if necessary for the charity's operations. Most decisions made by the founding members are generally accepted.
15. All Officers, except for the Chair and General Secretary who hold the same position, are elected for two consecutive terms of two years each and may run for re-election. However, the Chairman and General Secretary are not eligible for re-election to their current position. After one term, they can run for election again. *(Each term is defined as two years, hence four years.)*
16. The Election Commission will ensure the legal implications of the election procedures under the constitution/memorandum/Trust deed of the organization.
17. The Election Commission will clarify the election process, whether it will be by ballot or just a show of hands or otherwise, etc.
18. There will be a specific nomination form for the election, and individual members can obtain this from the Election Commission.
19. All nominations will be scrutinized by the Election Commission on the set date, and outcomes will be notified to the candidates accordingly.
20. The Election Commission will ensure that the ballot paper is printed with the candidate's full name and in alphabetical order. If necessary, the Election Commission may allocate a symbol for each candidate.
21. Candidates are not allowed to organize public meetings but may produce printed material for publicity. Organizing a public meeting will be considered a violation of the election process, and the nomination of the respective candidate/s will be void. The Election Commission will organize public meetings for all Board of Management candidates and may print material for publicity.
22. All members will contest individually; no panel system will be followed in the election.
23. The vote will be counted openly with all candidates present after the closing time for casting the vote.
24. The resulting form will be signed by all members of the Election Commission before announcing the election result.
25. Any decision involving the election made by the Election Commission is final.
26. Candidates may nominate themselves or be nominated by any other representative.
27. Any candidate who currently serves on the EC/board of any other organization with a name similar to the Golapganj Upazila Social Trust (including the name Golapganj Social) is not eligible to sit on the Board of Management or EC Committee. This is to prevent any possible conflict of interest.

28. When a candidate nominates themselves for the Board of Management and also chooses to nominate themselves for the EC Committee, they must do so at the same time. If the candidate is not elected for the Board of Management, they will be eligible to claim a refund for their EC nomination fee.
29. Candidates must play a role in increasing the number of members eligible for candidacy in the elections. To achieve this, candidates must focus on recruiting new members from the closing date of the previous election until the closing date of the next election. If a candidate fails to propose a certain number of new members (who must also accept membership), they will not be eligible for the Board of Management and EC Committee positions. **The requirements for each position can be expressed as follows:**

Position	Minimum number of members recruited.
Board of management member	<b>1</b>
Chairman	<b>50</b>
Vice Chairman	<b>3</b>
General Secretary	<b>20</b>
Asst. General Secretary	<b>2</b>
Treasurer	<b>10</b>
All other secretarial (Other than General Secretary)	<b>1</b>
EC Member	<b>1</b>

### **C. POWER HAND OVER**

1. The elected members of the Board of Management will hold a meeting following the election at the election venue.
2. The Election Commission will conduct the proceedings of this meeting, which will also be attended by the outgoing Chair, General Secretary, and Treasurer of the Executive Committee.
3. During the meeting, the outgoing Chairman, General Secretary, and Treasurer will hand over their power to the new Board of Management, except in cases where a suitable arrangement has been agreed upon for vital reasons.
4. Following the announcement of the election results, the first meeting of the Board of Management will be held to elect an Executive Committee. If any elected board members are not present at the meeting, they may vote by proxy.
5. All proceedings of the meeting will be recorded in the minutes, which must be kept for future reference.

This Rules of Election Procedures was first adopted at the General Meeting of the Charity on the 18th of November 2018 and was last amended on the **24th of April 2023** at a Board Meeting of the Golapganj Upazila Social Trust (UK).

*Mohammed Abdul Basit*

**Mohammed Abdul Basit**  
Chairman

*Anwar Shahjahan*

**Anwar Shahjahan**  
General Secretary

*Bodrul Alom*

**Bodrul Alom**  
Treasurer

***Date: 24th April 2023***