

CONSTITUTION

Constitution of Bangladesh Research Foundation

ARTICLE I

Name

The name of this E-Organization, established in 2011, is **Bangladesh Research Foundation (BRF)** and its publication is titled as **Bangladesh Research Foundation Journal (BRFJ)**.

ARTICLE II

Objective

The objective of this Organization is to provide an opportunity for multidisciplinary research scholars to publish their unpublished and original articles in an internationally recognized journal entitled ***BANGLADESH RESEARCH FOUNDATION JOURNAL (Print ISSN 2224-8404, Online ISSN 2305-1566)***, the professional publication of **Bangladesh Research Foundation**.

ARTICLE III

Membership

Section 1: The Organization is open to all interested research authors.

Section 2: The Organization will not discriminate against any research authors on the basis of designation, academic background, religion, sex, national origin, creed, age, disability, marital status, and political opinions or affiliations or status.

Section 3: Dues

- a. The membership will be given only to those who would publish at least one article in the journal of the organization.
- b. The publication of the journal will entirely depend on the contributions of the authors.

ARTICLE IV

Officers

The officers of this Organization will be as follows:

- a. The President of the Organization will hold the position of Editor-in-Chief of *Bangladesh Research Foundation Journal*.

- b. The Secretary General of the Organization will hold the position of Executive-Editor and Treasurer of *Bangladesh Research Foundation Journal*.

ARTICLE V

Member Responsibilities

Each of the Organization members must keep in mind that his/her innovative article is an addition to the existing areas of knowledge. Therefore, s/he is subject to the rules and regulations set forth in the Editorial Policies of *Bangladesh Research Foundation Journal*, as well as the national and international laws of publication. As such, if any author is found out to have plagiarized in his/her article, s/he must agree to take its full responsibility personally without involving the Editorial Board or the Panel of Reviewers or the Advisory Board of the journal.

ARTICLE VI

Funding

The Secretary General of the Organization will also play the role as a Treasurer designated as the party responsible for finances. All monies raised through the Organization dues or fundraisers are acknowledged as **Bangladesh Research Foundation Funds** and will be maintained in a bank account by the Treasurer of the Organization. So, spending monies for the publication of the journal, the development of the Organization's website etc. should be the responsibility of the Treasurer.

ARTICLE VII

Duties of Officers

Section 1: Duties and Responsibilities of the President:

- a. Be the chief executive of the Organization.
- b. Preside over meetings of the Organization.
- c. Appoint the presidential cabinet, committees or commissions that are deemed necessary.
- d. Call special meetings of the Organization.
- e. Take care that this Constitution is faithfully executed.
- f. In emergency cases, perform any administrative power or duty not provided for in this Constitution.

Section 2: Duties and Responsibilities of the Secretary General:

- a. Exercise presidential duties in absence of the president.
- b. Assume presidential office upon vacancy.
- c. Appoint staff aides as deemed necessary.
- d. Make sure the Invitation Letter for Articles is timely distributed.
- e. Prepare agenda for the Organization meetings.
- f. Maintain complete and accurate records/minutes of all Organization meetings.
- g. Report to the President.

Section 3: Duties and Responsibilities of the Treasurer:

- a. Keep complete and accurate account of the Organization's funds
- b. Sign requisitions for Organization funds
- c. Report to the President.

ARTICLE VIII

Advisers

- a. This Organization will have at least ten members as advisers, preferably among professors from public/private universities of Bangladesh.
- b. The Advisers will contribute to the Organization as the consultants for advice, counsel, and as a resource.
- c. Be familiar with the policies pertaining to the Organization.

ARTICLE IX

Reviewers

The officers will select some teachers/experts from public and private universities/institutions of Bangladesh along with other countries as Reviewers of the journal. They will review and edit (if necessary) the articles submitted by the authors and confirm the acceptability of their publication to the Editor-in-Chief and the Executive-Editor.

ARTICLE X

Amendments

If necessary, any amendments will be added to the Organization Constitution following Article X. There is no need to continually change the document.

Authorized Signatures & Date:



Md. Abdul Karim Ruman
President
Bangladesh Research Foundation



Md. Miraz Hossain
Secretary General & Treasurer
Bangladesh Research Foundation