

Bismillahir Rahmanir Rahim

# DDEF

DISABLE DEVELOPMENT & EDUCATIONAL FOUNDATION

(MONOGRAM)

Approved by :

Sd/- Illegible

Date : 08/06/2010 AD

Assistant Director

&

Registration Authority

1978 foreign donations (Voluntary Activities)

Regulations Ordinance

Government of the People's Republic of Bangladesh

NGOAB

Prime Minister Office.

## CONSTITUTION

DISABLE DEVELOPMENT & EDUCATIONAL FOUNDATION (DDEF)

Head Office : Village+post: Raihanpur,Ps: Patharghata,District:  
Barguna,Bangladesh

Present Address: Village: Lemua, post: Raihanpur,Ps: Patharghata,District:  
Barguna,Bangladesh

Liaison office: Eidgah Market Thana Para Road  
Sadar Police Station, Borguna,Bangladesh.

Sd/-Illegible  
General Secretary  
DDEF

Sd/-Illegible  
Chairman  
DDEF

Bismillahir Rahmanir Rahim

# DDEF

## DISABLE DEVELOPMENT & EDUCATIONAL FOUNDATION

### Section-1

**Preface:** The people of Bangladesh were covered by the string curse of domination after that through a hard relinquish and fighting being release from the string of domination has gained the national freedom. After two eras (12 years) of the freedom the poverty/want has not been reduced, we have not gotten economical self-reliance; in spite of having, suppression, oppression and exploitation the people of this country have not given up the honest life. To build up developed life they have not became hesitated to give hard labor and relinquish. As a result the uprising the new sup of independence and creating of new life- the main ingredients for these are Educational, vocational training to the neglected widows and disabled person through utilizing of the local assists and modern technology the prosperity exists, the people of Bangla knew those from the previous time, for this conversion is needed in respect in respect of Educational, culture, claim of local assets and it's proper utilization has been being done by the people of this country. Without Educational, culture, social & financial development no nation can establish a developed nation. But the major portion people of our country are deprived from Educational and training till to date. In which the level of age the children should to go to school in that stage they are going to work-filed. For that reason in spite of having a large population the want of skilled people is seen keenly. Due to not having the skilled population sufficient local assets are wasted. We are suppressed socially and economically. To be released from this miserable situation we need creation of consciousness in respect of well Educational, social & financial. Primary health care, to sustain the ecological balance and for this as the govt. declared developed nation for stand uprising the head DISABLE DEVELOPMENT & EDUCATIONAL FOUNDATION (DDEF), Borguna has taken this special program. Within the program there existing Educational, training, proper use of the local assets, giving the knowledge of social and economical, creating the environment of employment. About 10% people of the total population are disabled. To rehabilitate the disabled people and giving them training to the people of all level to be ensure to them and to protect the prejudice and unsocial activities.

Sending the light of social & economical development in view of build up an educated and prejudice free society on 01 January 2001 AD an organization named DISABLE DEVELOPMENT & EDUCATIONAL FOUNDATION (DDEF) has been opened which is social building, non-political, voluntary organization.

### Section -2

#### **Nomenclature:**

Sub-Section 2:1- DISABLE DEVELOPMENT & EDUCATIONAL FOUNDATION (DDEF).

In Bangla : ডিজএবল ডেভেলপমেন্ট এন্ড এডুকেশনাল ফাউন্ডেশন (ডিডিইএফ) ।

In English : DISABLE DEVELOPMENT & EDUCATIONAL FOUNDATION (DDEF).

Acronym : (DDEF).

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**Sub-Section: 2:2 Definition:**

It will be mentioned by the name of ডিজএবল ডেভেলপমেন্ট এন্ড এডুকেশনাল ফাউন্ডেশন (ডিডিইএফ) and in the same way it will be opened by the named “DISABLE DEVELOPMENT & EDUCATIONAL FOUNDATION (DDEF)”. It’s acronym DDEF.

Sub-Section : 2:3 Definition : The organization named “DISABLE DEVELOPMENT & EDUCATIONAL FOUNDATION (DDEF)” will be a non-political non-govt. social organization.

**Sub-Section : 2:4** The symbol or monogram of the organization will be a widow and a disabled person earns money for livelihood in the society by hard labor a proved picture in a circle indication victory.

**Section-3**

Area of Activities : Area of activities of this organization at the whole over Bangladesh.

**Section-4****Permanent and mailing address of the organization:**

The head office will be established at Village+post: Raihanpur,Ps: Patharghata,District: Barguna,Bangladesh. But the address of head office is changeable. As per decision of meeting of the executive committee the address of head office might be changed.

Present Address: Village: Lemua, post: Raihanpur,Ps: Patharghata,District: Barguna, Bangladesh

Liaison office: Eidgah Market Thana Para Road Sadar Police Station, Borguna,Bangladesh.

**Sub-Section 5:1 Aims:**

In view of making conscious socially, economically and culturally the legging behind widow and disabled people of the society to make them competent for utilizing their assets and opportunities and for personal development taking of own decision and to help them to be self-reliant by engaging them in work.

**Sub-Section 5:2 Objective:**

Pragraph (a) Rehabilitation and training program to disabled person: -

1. In the undeveloped area in view of making the women and disabled people self-reliant and successful for making self-reliant to make the opportunity of employment, Educational, health etc. through business to make the infrastructure.
2. To help the disabled person in rehabilitation who are harmed due to natural calamity.
3. Under the housing program to help them with finance in housing/development to the group members.
4. To advice and provide training in making furniture purchasing bamboo & cane in cheap rate to the group member.
5. To maintain the cost of livelihood through marketing of loom products.
6. To make opportunity for taking Educational to the disabled children free of cost.
7. Providing the proper training to the disabled person to make them self-reliant.

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### **Paragraph (3) Health Program:**

1. For overall development of mother and children to give them Educational on health & nutrition, to make them encouraged, health support and through family planning to control the birth.
2. Through protection the killing diseases like AIDS/S/T.V to save the misguided people of the society to make them encouraged and conscious to take various program activities.
3. In the program area of the organization to help the people to drink the pure water and to protect arsenic to take various programs.
4. To the protect the neglected people from the water born diseases to make them motivated to use the sanitary latrine and to provide them sanitary equipment in cheap cost.
5. To provide health care to the people through community treatment.

### **Paragraph (c) Educational Program:**

1. To encourage the formal and non-formal Educational.
2. Through mass Educational/adult Educational/child Educational program by eradicating the illiteracy to help the educated society and to protect the child labor.
3. To create the opportunity for Educational to the working child and to arrange training program/to build the school Bhaban and to provide the Educational equipment and communicating equipment to the disabled children.

### **Paragraph (d) Agricultural program :**

1. In development of the existing agricultural system to help the farmers by modern and time being to extending the agro-products.
2. To help them in fish-culture, ducks-hens farming and cattle farming and providing them training in bee farming, to help them in cultivation through modern technology and to protect from use of chemical fertilizer and pesticides making the people conscious.
3. Cultivation of vegetable in yard of the residence, to do huge development in horticulture and to increase awareness in development of seeds and to make them trained to cultivate by modern technology.
4. To provide training to the farmers to product the agricultural products which are on the way of abolishing and to help them to use the un vogue agricultural products.
5. To preserve the wildlife which are on the way of abolishing, to provide them training to preserve, especially large-scale program for making forest zone.

### **Paragraph (e) Environment Development Program:**

1. In view the preservation of ecological sustainability with the help of govt. & non-govt. institution creating of forest at the surrounding places of the residence, yards of various institutions and on the vacant places and creating & preserving the said forests to take social forestation program and make the people encouraged in this respect.
2. By the slop of roads, barrage etc. area to sustain the ecological sustainability through plantation with the help of govt. & non-govt. organization.
3. In view of producing the pants of fruits & non-fruits trees to establish nursery and make them developed and to distribute the plants of fruits & non-fruits trees free of cost.

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4. The unseen kind of trees and the trees which are at the point of abolishing to be preserved or to save the trees from various kinds of diseases.
5. To bring the all families of the rural under sanitation program at the rate of 100% and to inform the procedure of using the sanitary latrine.

Paragraph (f) Human Development Program:

1. Through formation of groups of men & women in the village areas to help them to be united and to make then conscious socially.
2. As per the time being and requirement of era arranging training program in the working area to make the people community into human resources.
3. By arranging seminar, symposium, workshop by increasing the awareness of the people to help them.
4. To view the establishing the helpless & neglected disabled women with dignity to provide them training, in view of protecting polygamy to make them motivated and to support legally, to provide legal aid to the widows and to make then conscious regarding their right.
5. In view of protecting the social prejudice and in view of fresh cultural environment various kinds of bulletins, books, leaflets, newsletters, poster publication and establishment of library and to arrange program for recreation.
6. To extend peace, to preserve human rights and in view of establishing the social moral justice for building volunteers in all the levels to take various steps and help them in this respect.
7. In using of all kinds of technology based on computer to increase awareness of youth and disabled persons and to arrange training program.

Paragraph (g) Income Generating programs :

1. To help the members of the organization to make the own capital through small fund.
2. In the project area in view of self-reliance for the small income people in view of making self-engaged and alternative employment to help them financially.
3. In view of doing small business and in producing of other market able productions to provide them training and to support them in marketing.

Paragraph (h) Program for establishing social moral justice:

1. To establish the social moral justice and in view of sweep out the prejudice from the society to make to make the country people as per prevailing law.
2. To conciliate the contradiction filing the case to establish the prevailing grameen ponchayet based moral justice and through arbitration system of the village old men to make them encouraged to re-conciliate the arisen contradiction.

Paragraph (i) Religious Programs:

1. By increasing the humanitarian dignity of the people of all kinds of people in that view to develop the religious institutions of people of various religions with the help of the govt., non-govt. and donor agencies to provide the financial equipments and also to provide them technical & training program.

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### **Paragraph (j) Supporting Programs:**

1. In view of implementation of the objectives receiving of donation from various govt., non- govt., autonomous institutions or to communicate with the organization of local & abroad/international and by taking program conjointly, implementation of the same which are similar with the program activities of this organization or to help any organization to be forwarded established for the interest of the nation.

### **Paragraph (k) Inherent Object :**

1. In the village area of Bangladesh through training to the people to change them effective manpower and to create opportunity for employment to the rural widows and disabled persons.

## **Section-6**

Qualification for being member :

6:1 Any person under the district of Barguna sound minded age limit 18-60 any men or women who are interested to the aims & objectives of this organization and interested to be directed as per entire sections & sub-sections of the constitution will be considered to apply for membership.

2. For achieving the membership post of this organization by filling up a application form valued TK. 20/- (Twenty) can achieve the membership post by the approval of the executive committee.

3. In question of qualification of membership of the executive committee the decision made by the executive committee will be considered as final.

4. Through specified application form with recommendation of 02 (Two) members of this organization should be submitted to the General Secretary of the organization.

5. If the executive committee approves the application and if he deposits admission fee amounting TK. 50/- (Fifty) and monthly subscription amounting TK. 20/- he can be the member of this organization and will get facility of carry out the responsibilities & duties.

Disqualification of being members:

1. If any person fails to fulfill any sub-section from 1 to 6 of the said section-6.
2. If he becomes mentally disordered will be considered as disqualified to be member of this organization.
3. If he is proved as miscreant or bad character person in the society.
4. If he is remaining under trial under Civil or Criminal Court of Bangladesh or convicted as opposite party.
5. If he is considered as accused and convicted as per the rule of the Criminal Procedure Code of Bangladesh.
6. If he becomes abnormal strengthlessly.

Classification of members of Sub-Section 6 : 2 :- In general in this organization 6 kinds of members will be prevailing.

**Paragraph (a) Advisor Member:**

In this membership post nomination will be given to the elite person. Political figure, U.P. chairman, Thana Nirbahi Officer, Municipal chairman etc. nomination will be given by this how 3/5 Nos. advisor member will exist.

**Paragraph (b) Donor Member:**

Among the elite persons of the society such rich persons might exist who are faithful to the aims & objectives of this organization and who want to help this organization financially and cannot be involved in the work of this organization due to various causes can sent their word/advice/proposal etc. for consideration in the meeting of the executive committee in written, they will have the right of casting vote. They can be the donor members by giving TK. 2,000/- (Two thousand) only at a time.

**Paragraph (c) General Member:**

After paying the admission fee application should be submitted for membership and after receiving this application as per decision made in the executive committee membership will be given.

**Paragraph (d) Executive Member**

All the members of the executive committee will be called as the executive member who will be elected from the general committee by vote or proposal & support.

**Paragraph (e) Life Member:**

After receiving the membership of the general committee by giving minimum TK. 10,000/- (Ten thousand) at a time the general member can be the life member of this organization. Rather, the social elite or any person entitled for special credit can be the life member after approval by the consent of the executive members of this organization. The life member who is out of the members of the general committee will not have the right of casting vote. Promoted from the general committee the life members will be considered as the member of the general committee.

**Paragraph (f) Establishing member**

The members who have taken enterprise to form this organization and trying heart & soul for improving this organization from the very beginning and are remaining active by paying subscription regularly and are involved with the program activities of this organization will be entitled for dignity as the member of this organization. The establishing member will have the right of casting vote and they will be considered as the general member of this organization.

**Sub-Section 6:3** Members of the various committees and duty, right & facility of the post.

**Paragraph (a) Advisor Member:**

He cannot carry on any responsibility of the post of the executive committee and cannot participate in election and he will not have the right for casting vote. For conducting the programs and implementation he can give advice/consultation. For development he can help financially. He cannot get any facility from this organization.

### **Paragraph (b) Establishing Member**

For whom noble view this organization has been established will be the establishing member of this organization he will have the right of casting vote and can be elected in any post and can carry on the responsibilities.

### **Paragraph (c) Life Members:**

He can carry on the responsibility of any post of the executive committee. He will have the right of casting vote. For conducting & implementation of the program activities he can give any kind of advice, consultation. For development he can give financial support. But he cannot get any facility from this organization.

### **Paragraph (d) Donor Member:**

For development of this organization he will work. He cannot carry on any responsibility on any post of the executive committee. He will have the right of casting vote. He cannot take any facility from the organization. But he can give advice/consultation on any matter.

### **Paragraph (e) General Member:**

The members of general committee will have the right of casting vote. He can participate in election for any post of the executive committee. He can enjoy all kinds of facilities and can carry on responsibility on any post temporarily.

## **Section-7**

### **Withheld and cancellation of membership post temporarily:**

Sub-Section 7:1 Cancellation of membership post :

Due to any cause/causes mentioned below the membership post might be cancelled after taking decision made by the executive committee. In this respect the said member can submit appeal against the allegation for him to the executive committee.

1. Without proper cause of receiving the membership post if he fails to pay the affixed monthly subscription.
2. If he involves in any activity out of the constitution or if he involves in any activity which hampers the goodwill of the organization.
3. If he does any work adverse to the interest of the organization.
4. If he remains absent from the works of the organization for continuously three months.

Sub-Section: 7:2 Rules of Punishment

1.If the deposit destroy by the member of DDEF or do work against of DDEF constitution, financial harmful activities and image noise they will be punishment by the state law.

2.Any person apply for the post of membership and approved by the executive committee then Sub section 7:1 & 7:2 will be furnish on him and concern of punishment no obligation for implementation of rules in against him.



### **Sub-Section 7:3 Re-establishment of membership post :**

1. For reestablishing the membership post showing the proper cause for which membership pots has been lapsed in this respect paying fee TK. 250/- (Two hundred) fifty application should be submitted within 30 (Thirty) days of forfeiting the membership post to the chairman of this organization. After that by the approval of the executive committee membership post might be re-established.

### **Sub-Section 7:4 Duration of membership post**

As per Sub-Section 7 : 1 & Sub-Section 7:2 if the membership post might not be lapsed the membership post of a member will be prevailed.

## **Section-8**

### **Branches of this organization:**

For implementation of the program activities of this organization by the approval of the registration authority one or more branch office might be established under the central office.

### **Section: 8**

1. Within the territorial jurisdiction of this organization viz within the district of Borguna for facilitating of work one or more branch offices might be established.
2. The branch activities will be conducted under control of the executive committee.
3. The books of account and stock register of the branch office will be preserved under responsibility of the chief of the branch.
4. The monthly report of branch activities shall have to be sent to the head office.
5. The appointment, transferring and discharge etc. of officers/workers of branch office will be executed by the chairman on behalf of the executive committee.

## **Section-9**

### **Organogram :**

Sub-Section 9 : 1 :- The organogram of this organization will be as under :

1. General Committee.
  - (a) This organization will have general committee.
  - (b) The general committee is the height committee of this organization where all the members will have the right of casting vote.
  - (c) All the members of this organization by dint of their right of casting vote in the development activities will approve the budget with programs.
  - (d) The basic rules of the organization : Will be affixed by the general committee.
  - (e) The right of casting vote of the members of general committee will be affixed by the executive committee of which duration will be 02 (Two) years.
  - (f) normally 21(twenty) member will be added in general body.

## 2. Executive Committee:

- (a) To conduct the activities, preservation of assets and training program properly.
- (b) Appointment, affixing of salary, promotion and discharging of salaried officer/workers.
- (c) If it is required to form the committee, sub-committee, adhoc committee and permanent committee.
- (d) For the membership post of general committee examining the application to approve or if it is not considered it should be forfeited and if any member of the general committee behaves misbehavior to take proper step against him.
- (e) Except the said powers mentioned under the rules of the constitution to carry on the other responsibilities by the general committee.
- (f) To take required steps to call the meeting of executive committee, general committee, seminar, symposium, to publish magazine, publication and to take all the organizational steps.

### (3) Advisory Board :

Among the elite and honest persons of the society 'Advisory Board' will be appointed by the executive committee. The number of member of the 'Advisory Board' will not be more than 05 (Five) in number. Among these 05 (Five) members the 'executive committee will appoint one member as the chief advisor. For the welfare of the organization the 'Advisory Board' will give advice/consultation.

(a) The executive committee will be formed by the vote of the members of the general committee. The duration of the executive committee will be 02 (Two) years. The executive committee will conduct the entire program activities of the organization.

(b) The 07 (seven) Nos. members of the executive committee elected by the general committee will take & conduct the all programs of this organization.

1. Chairman	01 (One) No.
2. Vice- Chairman	01 (One) No.
3. General Secretary	01 (One) No.
4. Treasurer	01 (One) No.
5. Social Welfare Secretary	01 (One) No.
6. Executive Member	02 (Two) Nos.

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**Total : 07 (Seven) Nos.**

Chairman :

- (a) By dint of post he will be considered as the chief of the meeting.
- (b) By dint of his post the chairman will preside over in all the meetings of executive committee, general committee and any other meeting and symposium and will supervise in all the program activities of the organization.
- (c) He will conduct and control the meeting.

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(d) He will control on the activities of the meeting and on the important matter will take decision after discussion.

(e) The chairman of this organization will be entitled for casting vote.

**Vice-Chairman:**

At the absence of the chairman the vice-chairman will bear the daily responsibility of work.

**General Secretary:**

- (a) Discussion with the chairman of this organization he will call the meeting of executive committee, general committee and other meetings. He will file up the decisions adopted in the meeting and will take required steps to implement the same.
- (b) He will bear the responsibility for preservation of office and assets.
- (c) He will preserve the requited files and secret documents.
- (d) Consultation with chairman of this organization he will affix the salary. Allowance, bonus of the members of the executive committee and also will be sanction leave.
- (e) He will preserve the books of accounts and conjointly take decision discussion with the finance secretary in the regards of finance.
- (f) As per decision of the executive committee he will do the audit activities by the social service officer.
- (g) By dint of his post he will be the Members' Secretary of the executive committee.
- (h) On behalf of the organization in respect legal contradiction he will file the case and will appoint lawyer.
- (i) For the interest of the organization if it is required he can impose his responsibilities on the any member of the general committee.
- (j) If any appointed officer behaves a misbehavior and illegal path, does any work adverse to the interest of the organization he can discharge him.
- (k) On behalf of the organization he can execute deed of agreement with donor agencies, govt. & non-govt. industries (Bank, Insurance Foundation etc.) or any other person or can impose the responsibility of executing such agreement upon any other person.
- (l) If Authority hope as appointment of executive director any body. Executive Director can be official work in his home.

**Treasurer:**

- (a) He will bear the responsibilities accounts keeping and management of the organization.
- (b) He will take required steps to issue all kinds of bills approved by the chairman of this organization,
- (c) He will take required step for auditing the yearly accounts by appointing auditor and will approach the audit report before the executive committee.

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- (d) He will help the general secretary to prepare the annual report.
- (e) Discussing with the chairman of this organization he will prepare the annual budget and amended budget and before submitting in the annual general meeting he will discuss with the executive committee and will submit the same for approval.
- (f) The treasurer can impose his responsibilities entirely or separately upon any member or appointed officer after approval of the executive committee.

Executive Member: EC Member will be co-operation to handling of the organization. Besides to be work if EC Committee over the duty.

## **Section-10**

### **Election and election procedure:**

- (a) Election will be held after every two year in view of formation of executive committee.
- (b) The duration of the executive committee will be valid for the subsequent two years from the date of election.
- (c) As per opinion of the members of the general committee election will be held by secret ballot/proposal support under supervision of the election commissioner by the general members the executive committee will be formed.
- (d) After completion the duration the executive committee will appoint one Chief Election Commissioner and two assistant commissioners consisting with neutral persons who are not involved with this organization.
- (e) Any member of election commission cannot participate in election.
- (f) In respect the election under the supervision of the election commission the election of executive committee through secret ballot/proposal-supporting.
- (g) If the election commission is satisfied in this respect that it not necessary to held election by secret ballot, in that respect he can held election through proposal-supporting.
- (h) For approval of the newly appointed executive committee should be sent to the proper authority for approval within shortest possible time.

### **Sub-Section: 10 : 2 Election method and responsibility of the election commission:-**

- (a) The election commission will declare the date of election before minimum 21 (Twenty one) days .
- (b) The last date of submission of nomination will be affixed before 07 (Seven) days and within this day the desirous person who willing to participate in the competition of election will deposit the election fee to the organization and purchasing the nomination and will submit the same to the election commission.
- (c) Before 03 (Three) days of election nomination papers will be picked (If required).
- (d) Before 24 hours of holding the election the competition candidate can withdraw his nomination.
- (e) At the time of receiving the vote the election commissioner will be considered as the chief officer.
- (f) After receiving election the presiding officer & pooling officer will open the election box in front of the competitors and will count the same. If seal is put up over the two symbols of the two or more competitors for same post that vote will be considered as forfeited.
- (g) After completion of calculation of vote the decision made by the election commissioner will be considered as final.

## **Section-11**

### **Program & project conducted by the organization:**

**Sub-section: 11 : 1** Appointment of Officers-workers, specialists.

The aims & objectives of this organization is for implementation of the activities on behalf of the executive committee the executive director can appoint the employees, expertise and will affix their salary & allowance. After completion of the program activities and if it is not necessary by discharging or if they not seemed to be competent within the working period the executive director can discharge them on behalf of the executive committee.

**Sub-Section : 11 : 2** the appointed persons will abide by the rules & regulation and service rule of this organization.

### **Sub-Section 12 : 1 General Meeting**

- (a) In every year general meeting will be held one time.
- (b) The executive director/general secretary will call this meeting by issuing notice before 15 (Fifteen) days. But in this respect the consent of the chairman of this organization must exists. Quorum of this meeting will be formed at the presence of two-third members.
- (c) In special requirement and by the approval of the executive committee more than one time the meeting of general meeting might be called.
- (d) For preserving all kinds of proposal & decision a register boll must be kept.
- (e) In each general meeting a resolution must be made, after completion of meeting it will be kept in the resolution book clearly and in brief and proper way after duly sealed & signed by the chairman and executive director.

### **Sub-Section 12:2 Meeting of the Executive Committee :**

- (a) After every two months the meeting of executive committee will be held minimum one time.
- (b) Before 30 (Thirty) days of election the meeting of the executive committee must be called.
- (c) This meeting should be called by issuing notice before 07 (Seven) days.
- (d) By the attendance of the three-fifth members of the executive committee quorum will be formed.

### **Sub-Section 12 : 3 Emergency meeting will be two in kind :**

- (a) Emergency meeting of the general committee :- This meeting might be called by issuing notice before 3 (Three) days. Quorum will be formed by the presence of three-fifth members. By the approval of the chairman of this organization the executive director can call this meeting.
- (b) By the approval of the executive committee or chairman the Executive Director can call this meeting by issuing notice before 24 (Twenty) four hours. Quorum will be formed by the presence of the three-fifth members.

## **Section-13**

### **Financial Management:**

Sub-Section 13:1 From the month of July to June will be considered as the financial year. Rather, as per decision of the general committee and as per requirement of the donor agency time line may be fixed. Organization will be open Savings/STD/Current bank account Government approved any Scheduled bank .Organizational Account Chairperson, General Secretary & Treasurer within this three General Secretary /Chief Executive's Sign compulsory and (Chairperson & Treasurer) within two with one person sign to be handle of bank account. Otherwise approval by the Committee will be handle.

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**Sub-Section 13 : 2 Source of fund of the organization :**

- (a) Members admission fee and monthly subscription.
- (b) Donation from well wishers, donor members, life members and workers.
- (c) Donation from National or internal donor agencies.
- (d) Donation from govt., semi-govt. institution or from individuals and govt.
- (e) Received money from various publications, sale and other concerned source of income of the organization.
- (f) Income from income generating program and income or charge from other programs.
- (g) Income from other sources implemented by the executive committee.

**Sub-Section 13 : 3 sectors of cost:**

- (a) For achieving the direct objective of the organization for implementation the program activities mentioned in the Section 2:1 money might not be expended. Keeping balance with the fund of the organization and amongst development programs mentioned in section 2:1 money might be expended to implement the development activities priority based.
- (b) To conduct the program activities of this organization the executive committee can conduct the general cost viz as per requirement salary & allowance and for other costs he can expense money from the fund of this organization.
- (c) The amount of money mentioned above specifically in (a) sector should be included in the approved budget and it should be restricted.
- (d) If for any reasonable cause in the above mentioned sector of (a) & (b) if the real expenditure is more than the budgeted money in this case before costing approval should be taken from the executive committee and subsequently the supplementary budgeted account should be submitted in the general meeting for approval showing reasonable cost.
- (e) In every financial year the revised or amended budget should be submitted in the general meeting in the month of June for approval.

**Sub-Section 13 : 4 Conducting & Controlling the Organization:**

- (a) As per decision of the executive committee the fund of this organization might be deposited in any scheduled bank.
- (b) The bank account will be operated by the joint signature of any two person out of three person like chairman, general secretary & treasurer specifically by the signature of the chairman & general secretary or chairman and treasurer.
- (c) The entire documents regarding bank account like papers, cheque book, pass book and it's account will be preserved by the treasurer of this organization.
- (d) The books of accounts of this organization will be audited by the auditor appointed by the professional auditor or by the registration authority as per financial year.
- (e) Before drawing money from bank account showing the issuing of cheque in special register stating the required cause the drawing money from bank the finance secretary will take approval from the general committee.
- (f) As per requirement of this organization in any place of this country (as per facilitating place of the organization) one or more accounts might be opened in any bank of this territory.

### **Sub-Section 13 : 5 Preservation of books of accounts, deeds, reports etc.**

#### **Will preserve the real books of accounts of the organization.**

- (a) The accounts of all kinds of income & expenditure of the organization and how these incomes & expenditures will be done to be written in these books of accounts.
- (b) All the activities of this organization and particulars of purchasing & selling of all kinds of goods should be supported by all kinds of cash memo and vouchers and the concerned information should be enclosed herewith.
- (c) The large figured cost should be done by purchase cheque/draft, the small scaled purchase might be done by cash amount but by whom it has been purchased should be supported by the cash memo and voucher.
- (d) The assets & liabilities accounts should be preserved in the books of accounts in written.
- (e) The register book regarding execution of accounts should be preserved in the office and as per rule fixed by the executive committee the accounts relating books should be preserved up to 03 (Three) years duly.
- (f) Up to at least three years of execution the books of accounts should be preserved duly in the office premises.

#### **Sub-Section 13 : 6 Accounts auditing and submission :**

- (a) Appointing a professional auditor by the executive committee before submission in the general meeting all the audited accounts should be examined and signed.
- (b) The executive committee making such balance sheet, accounts of income & expenditure and report will submit in the general meeting for approval/acceptance.
- (c) By this in the committee of the organization/in the meeting of the executive committee if it is proved wrong within three months of approval in the meeting of the executive committee and the audited accounts after that if dissimilarity is seen it will be considered as final. In the subsequent time error will not be corrected.

### **Section-14**

#### **Power of calling the called up meeting of the general members will be prevailed.**

##### **Sub-Section 14 : 1 Called Up Meeting :**

If for any reason the Chairman or General Secretary does not call the meeting for long days in this case the two-third members of the general committee can submit an application before the Chairman/General Secretary in written. If they fails to call the meeting within 15 (Fifteen) days in this case the conveners themselves can call such meeting. In this meeting the decision made by three-fifth portion of members will be considered as final.

##### **Sub-Section 14 : 2 Postponed Meeting :**

If in any meeting the participants cannot reach to a decision at the time of continuation of meeting or due to any contingent cause meeting is ended or did not held due to want of quorum number of members in this case in the subsequent specified time the said meeting will be held. For such meeting no separate meeting will be needed. By the presence of three-fifth members quorum will be formed.

#### **Section-15 amendment of constitution:**

- (a) If for any reasonable cause the amendment, changing or adding of the constitution of this organization is required to be done in this case, by the approval of the two-third members of the general committee an application should be submitted before the registration authority. By the approval of the registration authority it will be implemented.
- (b) For approaching the amendment bill in the coming meeting it should be sent before one month to the executive director for consideration.

Sd/-Illegible  
General Secretary  
DDEF

Sd/-Illegible  
Chairman  
DDEF

Approved by :

Sd/- Illegible  
Date : 08/06/2010 AD  
Assistant Director  
&

Registration Authority  
&  
1978 foreign donations (Voluntary Activities) Regulations  
Ordinance  
Government of the People's Republic of Bangladesh  
NGOAB  
Prime Minister Office.

- (c) To remove the stability of the organization :
- (1) If for any unavoidable reason any stability is created in the organization,
- (2) If the executive committee fails to held election within the specified time line.
- (3) If the executive committee resign within the specified duration in this case the general members will form an adhoc committee including 5/7 members of establishing members or life members.
- (4) If the executive committee fails to hand over the responsibility after formatting the Adhoc Committee the Adhoc committee will be formed by the direct interfere of the registration authority.
- (5) After formation of Adhoc committee the executive committee will hand over the responsibility to the Adhoc committee.
- (6) The duration of Adhoc committee is 3 (Three) months viz 90 (Ninety) days from the date of formation of committee.

#### **Responsibilities & Duties of Adhoc Committee:**

- (a) Within 3 (Three) day of formation of Adhoc committee the responsibilities of the samity should be taken.
- (b) The Adhoc committee can execute the all kinds of responsibilities of the executive committee and also can do the financial transaction.
- (c) In view the formation of full faced committee within 90 (Ninety) days the said Adhoc committee will collect the due subscription of the members, making of final voter list with admission of new members, appointment of election commission, approval of voter and can conduct the entire program activities.
- (d) If the Adhoc committee fails to form the executive committee with the specified duration, the registration authority cannot interfere. The duration of Adhoc committee shall have to be extended for more 30 (Thirty) days.
- (e) Within the duration of the Adhoc committee the responsibilities should be handed over to the newly formed executive committee through a formal process.
- (f) If the Adhoc committee fails to hand over the responsibility within the specified time line while the duration of the Adhoc committee will be fulfilled from it's subsequent day the executive committee can take the responsibility without handing over the responsibilities.

#### **Sub-Section : 15:2 Explanation of the constitution :**

If any explanation of any section of the constitution is needed within the interim period the explanation made by the executive committee will be considered.

#### **Section 16 Foreign help/Grant:**

For collection of foreign fund/grant the organization follow the 1978 foreign donation rules & Regulations. After receiving the foreign fund/grant organization can be handle a bank account in a scheduled bank.

#### **Section : 17. Account Auditing(Method of Audit)**

After End of the financial year organization receipts & Payment account do audit by NGOAB Scheduled Audit Firm. To publish the Audit report will be approved by Annual meting and to be submitted a audit report to the registration authority for their consideration.

#### **Section : 18. Winding up of the organization:**

(a) If in any special situation any question is arisen regarding abolition or winding up or terminated in this respect decision will be made by the consent of the three-fourth members of this organization. They should be apply to the NGOAB for next step. NGOAB will taken be next decision .

(b) Due to abolition of this organization the entire assets (after payment of debts and liabilities) of the organization will be given any other servicing or charitable organization or the Government by the consent of the three-fourth members of the general committee/executive committee. But it will be executed by the approval of the registration authority.

N.B. : This prospectus has been made by the light of prevailing rule of the govt. but it is amendable by the lights of any order issued by the govt.

Approved by :

Sd/- Illegible  
Date : 08/06/2010 AD  
Assistant Director  
&

Registration Authority  
1978 foreign donations (Voluntary Activities) Regulations Ordinance  
Government of the People's Republic of Bangladesh  
NGOAB  
Prime Minister Office.  
(SEAL)

Sd/-Illegible  
General Secretary  
DDEF

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Chairman  
DDEF



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