

Translatate copy Sign by the members of Executive Council

PROTIBONDHI SHISHU SHIKKHA O PARICHARJA SAMITY (PROSHIPS)

Constitution of the Organization (Amended)

Address of the Organization:

Kachari para, College Road
Upazila: Islampur, Dist: Jamalpur,
Bangladesh

E mail : proships@dhaka.net

PROTIBONDHI SHISHU SHIKKHA O PARICHARJA SAMITY (PROSHIPS)
Society for care and education of children with disabilities

Secretariat

PROTIBONDHI SHISHU SHIKKHA O PARICHARJA SAMITY (PROSHIPS)
Kachari para, College Road Upazila : Islampur, Dist: Jamalpur, Bangladesh

Constitution/Bi-Law:

Section 1 : Name of the Association:

This shall be named as **PROTIBONDHI SHISHU SHIEKKHA O PARICHARJA SAMITY (PROSHIPS)** And in English, Society for care and education of the children with disabilities.

Section 2: Address:

Head office of the association shall be at any place under the Upazila. Liaison office Will be set up at any place subject to approval of the executive council in the interest of the association.

Present address:

PROTIBONDHI SHISHU SHIKKHA O PARICHARJA SAMITY(PROSHIPS)
Kachari para,College Road
Upazila:Islampur, Dist: Jamalpur,Bangladesh

Section 3: Nature of association:

This is a non political, non profit voluntary rehabilitation and welfare oriented organization concerning the disabled person and children.

Section 4: Working Area : Whole of Jamalpur district.


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মোঃ আশরাফ হোসেন
সাধারণ সম্পাদক / সিনিয়র প্রধান
পরিচালক শিশু শিক্ষা ও পরিচর্যা সমিতি (প্রশিপি)
ইসলামপুর, জামালপুর


Mr. Ashraf Hossain
Chairman
Proships

Section 5 : Aims and objectives:

1. Take initiative for socioeconomic, health and educational development of the disabled children largely of the disabled community.
2. Taken initiative to prevent the disabilities.
3. Arrange for rehabilitation of the disabled children and ensure them the education, training and other skills preventing the disabilities.
4. Establish and operate any vocational training centers, schools to provide the training and also to conduct such research conducive to the association.
5. Take necessary steps to help making correct statistics regarding the persons with different kinds of disabilities under the upazila and make attempt to identify their socioeconomic conditions and solve their different problems.
6. Make lobbying with local and upazila administration to preserve the interest of the disabled children and encourage taking necessary step related to the disability.
7. Take necessary step to ensure the disabled children and persons to take part in different state developmental activities and also encourage the administration.
8. Assist those rural based organization which are engaged in providing services related to the disabilities.
9. Arrange the discussion, seminar, workshop, view exchange on the issues of disabilities of different types to achieve the target of the works related to the disability.
10. Arrange excursion and tours to the organizations of same nature to achieve the practical knowledge related to the disability.
11. Arrange publication and printing of different leaflet, booklet, books, education materials etc related to the issues of disability.



স্বাক্ষরিতঃ ড. সফাতুল
আব্দুল হক
আব্দুল হক
আব্দুল হক
আব্দুল হক


Mr. Ashraf Hossain
Chairman
Proships

12. Supply and observe the news and information to accelerate the target of the association and procurement of different information as necessary for the disabled and provide necessary suggestion.
13. Constitute the benevolent fund for those of the disabled persons who will be the members of this association under this association and the source and the actions of this fund shall be determined by the decision of the executive council
14. Arrange to provide lone to the families having child disabled in the nominal interest for rearing the poultry and operating the poultry, duck, bird firm, weaving firm, aqua firm and taking burga land for cultivation.
15. Maintain coordination with local in Bangladesh and international organizations and the different programs related to the disability.
16. Exchange the experience regarding social and rehabilitation of the disabled persons and for their socioeconomic conditions.
17. Assist the families with disabled child to implement the aims and objections of the association.
18. Operate the activities with the marginal community in order for taking the marginal and disabled community in to the mainstream development activities of the society.
19. Arrange program with all children of the society to retain the honor and dignity of the disabled children.
20. Take action to prevent the loss due to climate change and natural calamities and operation relief activities to combat them on urgent basis.

Section 6: (A) Rules for membership:

Any person or membership of disabled families having interest to work for development of disabled communities and prevent the disabilities irrespective cast and creed can be the members of this association. Person willing to be the member of association shall be required to submit the form duly filed in or in written application and he will obtain the membership under the design of the Executive council but a recognized member shall be required to subscribe monthly minimum Tk 10(ten) and an admission fee for Tk 100/-


 চেম্বার প্রেসিডেন্ট, বাংলাদেশ
 সমাজিক সেবাসংস্থা / প্রতিষ্ঠা হাট
 গুলশান-১, ঢাকা-১২১২


 Mr. Ashraf Hossain
 Chairman
 Proshipe

and he also has to undertake that he will follow all rules and regulations and without that undertaking he could not obtain membership.

B) Rights of the members:

All member/nominated persons shall represent the association . All general members shall be elected by the election in the post of Executive council , they will perform their respective duties. Executive council shall consist of total 9 (nine) members . All general members shall cast their individual single vote to fill up the total nine post of the Executive council. All members shall be regarded as the general members.


All members shall have right to make constrictive criticism but attention must be made that the same should not go against the interest of the association. Due to disqualification of the members of the Executive council, two third majority of the general council at any time. Within 15(fifteen) days of getting such application the president shall call the meeting of the general council and can form the Executive council by reelection as per the decision of the majority members.

Section 7: (A) Cancellation of membership:

1. The member wether of general council or executive council shall be caceled from the association if it is proved that they are involved in the destructive activities in this association.
2. If a member fails to pay the subscription for six months.
3. If any members is convicted by the court.
4. If a member dies his membership shall automatically be cancelled.
5. If a members fails to attend the three consecutive meeting without reason.
6. If a member is involved in the anti stae and anti social activities.

Section 7: (B) Reinstatement of membership:

1. If amember is expelled under Ka (2) subsection then he can apply for reinstatement in complince with the condition. Then he will have to all due and arrear subscription and a readmission fee of Tk 100/-(one hundred) in the printed receipt of the association.



Handwritten signature in purple ink, likely of the Chairman, with some illegible text below it.



Handwritten signature in purple ink, likely of the Chairman, with the printed name "Mr. Ashraf Hossain" and title "Chairman Proships" below it.

2. If a member is expelled under Ka (4) subsection then his membership cannot be reinstated.

Section 8: Organizational structure of the association:

Organizational structure of the association shall be as follows:

A) General council , B) Executive council and C) Advisory council.

A) General council:

1. General council shall consist of all general members.
2. General council shall elect the Executive members
3. General council shall make annual budget and development plan.
4. General council shall approve the annual budget and audit.
5. General council shall appoint auditor for conducting audit.

B) Executive council:

01. Executive council shall consist of total 9 (nine) members from the representative of disables of all classes (blind, physical, hearing and unnatural disabled) and from the teachers/doctors/businessmen, social workers, Imam.

02. Position of the members of the executive council:

President	01
Vice President	01
General Secretary	01
Asstt. General Secretary	01
Treasurer	01
<u>Executive member</u>	<u>04</u>
Total	9 nos.

3. This council shall be valid for 2 (two) years.
4. President of the general council and executive council shall be the same.


চালু প্রতিষ্ঠান
সংগঠন ও পরিচালনা
সংক্রান্ত সকল কার্য
সম্পর্কে যোগাযোগ করুন।
ই-মেইল: info@calu.org


Mr. Ashraf Hossain
Chairman
Proships

5. All posts of the executive council of the association shall be open to all and any members shall be entitled to the above post by election.
6. Executive council shall frame that necessary rules and regulations for smooth operating of the association.
7. Executive council shall have right to form one or more subcommittee as required for the association and upon obtaining the objectives , can dissolve such committees and before meeting the objectives if necessary.

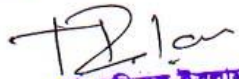
C) Advisory council:

1. Advisory council shall consist of 3 members as decided by the executive council.
2. Upazilla Nirbahi Officer (UNO) of the Upazilla Parishad shall be the President of this advisory council ex-officio.

Section 9: Power and functions of the officers of the executive council:

(A) President:

1. Shall preside in the meeting of general and executive council .
2. President can have the meeting called by the general Secretary if necessary and shall keep an eye on the conduct of the all members to avoid any untoward situation in the meeting and shall maintain sanctity of the meeting issue ruling if necessary .
3. President shall keep attention to the income and expense of the association and if necessary shall render construction suggestion for the executive council .
4. In case of disagreement or equal numbers of vote cast he will have right to cast the deciding vote as an ex-officio.
5. President shall have right to perform additional duties beyond own duties in the association if necessary.
6. Moreover , he can perform all activities according to the post in the interest of the association.


মোঃ অশরাফ হোসেন
সভাপতি-সংসদীয় পরিষদ
স্বাক্ষরিত: ১৫/০৫/১৯ (১৯/০৫/১৯)
ইসকানপুর, বাগালপুর


Mr. Ashraf Hossain
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(B) Vice President:

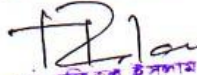
1. In absence of the president , he will act on behalf of the president and at all other times , shall render assistance to the president.

(C) General Secretary:

1. Shall act as the executive head of the association.
2. Shall can meeting in the consultation with the president.
3. Shall maintain record of general and executive council and subcommittee and advisory council duly.
4. Shall maintain the member register.
5. Shall maintain all other records note, druft relatedto the association and sign on the record and pay bill and vouchers.
6. Shall prepare report to be considered in the meeting of the executive council.
7. Shall perform all acts and make necessary costs by approval of the executive council.
8. He can take any decesion if necessary on emergency by approval of the president /vice president but that must be ratified in the following meeting of the executive council.
9. He will maintain communication with the benevolent person, organization and agaovt. And privat and autonomous and international organization and take necessary step to seek financial and other help fro them.
10. He can assign any of his duty or responsibility to any other person if necessary on others.

(C) Treasurer:

1. He will maintain records of assets and valuable records related to this.
2. He will deposit the amount to the bank within 3 days of receiving the amount .
3. He will pay all bills being assisted by the general secretary .
4. He will have the accounts audited annually by the auditorand shall submitthe report to the general council for information.


সেতাঃ শ্রীফ হুসাইন উসমানী
সাধারণ সম্পাদক : কলকাতা টাউন
ক্রমিক : ১০১৯৬ ও ১০১৯৭ নম্বর : ১০১৯৬
৪৩৩০০১৬ কলকাতা


Mr. Ashraf Hossain
Chairman
Proships

(E) Executive members:

1. The will extend full cooperation to all members and general secretary of the executive council.

Section 10: Rules for election:

A) Election of the executive council shall be held for every 2 years.

B) A valid voter list shall be prepared by the general secretary 1 month before the election and shall be informed to the voters by hanging on the notice board.

C) Only the members whose subscription is paid till 30 June shall be eligible to vote and the month of July shall be the month of election.

D) Only the general members of the association can cast vote and take part in election.

E) Final voter list shall be approved by the executive council.

F) Election can be held by open or secret ballot of which decision shall be taken in the general council.


Section 11: (A) Election commission and Election commissioner:

1. Election commission shall be formed before election but any person having relation with any candidate cannot be the member of the election commission.

2. One of the members of the election commission shall be made the head of the election commission by the executive council. The election commission shall be formed of 3 members consisting of one presiding officer with election commissioner and one polling officer from the members.

(B) Nomination and scrutiny of nomination:

1. Election commission shall invite nomination papers through the notice 15 days before holding election and 3 days time shall be allowed to submit nomination duly proposed by one voting member and identified and signed by one voter. All nomination papers shall be submitted to the election commissioner.


মোঃ মফিজুল ইসলাম
সম্পদে সম্পদকে (নির্ভরীয়) বিশ্বাস
নির্ভরীয় বিশ্বাস ও কর্মসূচী পরিচিতি (প্রশিপি)
—মহুদ আলমগাজ


Mr. Ashraf Hossain
Chairman
Proships

2. After submission of the nomination , election commission shall scrutinize the nomination paper and after scrutiny , date will be fixed for withdrawal of the nomination.

3. If it is seen after scrutiny that against any particular post, any additional nomination has not been submitted then the election commission can declare that candidate as elected without facing any competition.

4. Only the member with up-to-date payment of subscription can be eligible for vote and the presiding officer shall supply the ballot of specific form as per the demand and polling officer shall permit to cast vote as per the voter list.

5. Election commissioner shall open the ballot box in presence of the agent of candidates after 4-30 PM of the election day and count the vote and shall declare the candidate securing the largest votes as elected.

6. If any two candidates secure same number of votes then election commission shall decide by the lottery.

(C) Election shall be held for all post of executive council and a voter shall have right to cast one vote.

(D) Any member can take part in the election for being the member of the executive council .

(E) After declaring the election result , the newly election commission shall assume responsibility from the outgoing executive council taking over all documents and papers from the 1st day of august.

Section12: Rules for call of meeting:


(A) 1. One meeting of the general council every year shall be held.

2. Gap in between two Annual general meetings(AGM) shall not be over 15 months.

3. Emergency meeting : Any emergency meeting of the general council shall be called in minimum 3 days (24hours) notice.

4. One meeting within 3 months of the executive council shall be held and notice for 7 days shall be given for such meeting.

5. Emergency meeting of the executive council can be called by at least 24 hours notice.



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Mr. Ashraf Hossain
Chairman
Proships

(B) Adjourned meeting:

If any meeting of the executive council is adjourned then that will be called within 2 weeks and if a meeting of the general council is adjourned then that will be called within 4 weeks.

(C) Called up meeting:

For such meeting , one third members shall files written application to the general secretary and if the general secretary fails to call such meeting 21 days then the same application shall be made to the president and if the president fails to call such meeting within 30 days then the members themselves can call such meeting and decision in this meeting if taken by the two third majority shall be regarded as final.

(D) Quorum of meeting:

1. Presence of two third members including the general secretary of the executive council shall form quorum but no quorum shall be required for any adjourned meeting.
2. In the winding up meeting , presence of three fourth members including the general secretary shall be required.
3. Presence of two third members in the general council shall form quorum.
4. Presence of two third members in the budget meeting shall form quorum.


Section 13: Collection of fund rules: (A)

1. By the monthly subscription of members.
2. Admission fee and readmission fee
3. BY public donation/Community Contribution
4. By toll collection from the local bazaars
5. By income of the association
6. By donation received from different social international donor agencies.

Expenditures of fund: (B):

The fund of the association can be spent as follows:

1. For progress of the association.
2. For development of the disabled.
3. To prevent the disability.
4. To create awareness about disability.
5. To spend for the cause of the association.


মোঃ রাফিকুল ইসলাম
সংসদে সাবেক / সাবেক প্রধান
স্বাস্থ্য, শিশু ও পরিবার কল্যাণ
বিভাগের, সদস্য


Mr. Asimul Hossain
Chairman
Proships

Maintenance of accounts- (C)


01. A separate account will have to be opened with any commercial bank approved by the government in the name of the society/organization.
02. Subscription, donation, grant and money received in other ways should be deposited in the bank account of the society. Deposit received will be considered proper in this case.
03. The bank account of the society will be operated as per policy of the social service department of the government.
04. Separate bank accounts may be opened as per decision of the executive council for maintaining and operating accounts of different projects conducted by the society, bank accounts will be operated by the signatures of any two among the president, general secretary / executive head and Treasurer.
05. The accounts manual or accounts policies which will be prepared for operating accounts of the organization approval of the executive council should be taken for it,

Auditing of the account of the society: (D)

01. The Treasurer will prepare income and expenditure report at the end of each financial year and he will submit audit report before the executive council. Thereafter, he will place it for consideration of the members of annual general meeting (AGM).
02. Accounts of the society should be audited within the payment period by chartered accountant appointed by the general council/social service department.

Section: 14; Amendment rule of the constitution:

If any section, sub-section, sentence or word is to be changed, added, contracted, deducted or modified of the constitution of the society then it can be done by the vote of two third members of general council, however the amended constitution should be submitted for approval to the registration authority. It will be effective after approval by the registration authority.


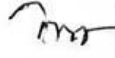


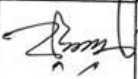
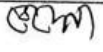


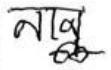

মোঃ রাফিকুল ইসলাম
সাধারণ সম্পাদক / নির্বাহী প্রধান
জিএসসি সিসি সিসি এ অফিস (জিএসসি)
কুমিল্লা, কুমিল্লা



Mr. Ashraf Hossain
Chairman
Proships

Section:15 Dissolution rule of the society:

If the society is dissolved for any divine reason , then the decision of its three fifth members of the general council will be considered as final for use of the welfare of the public all its movable and immovable property. And the organization can be dissolve as per decision of the three fifth members . Beside , the decession for dissolution of the organization should be submitted to the registration authority. It will be effective after approval by the registratioin authority.

Signature and Name of the Members of Executive Council (2013-2015) of the socity/ organization.

SL No	Name of members	Designation	Address	Signature
01	Mr.Ashraf Hossen	President	Dewangonj Bazer Post:Dewangonj Upazila-Dewangonj Dist.Jamalpur	
02	Mr.Jahangir Alam	Vice President	Vengura Sarder Bari Post: Gongapara Upazilla- Islampur Dist: Jamalpur	
03	Mr.Rafiqul Islam	General Secretary	Deghirpar Post.Dewangonj Upazila-Dewangonj Dist:Jamalpur	
04	Mr.Mamunur Rashid	Asst.Secretary	Shurerpar, Dengargor Upazila-Islampur Dist:Jamalpur	
05	Mr.Rafiqul Islam (Ovi)	Treasurer	580/1,West kacharipara,New College road,JamalpuTown.	
06	Mrs.Bedena Akhter Women with Disabilities	Executive Member	Pochabahela ,Islampur sader Union, Upazila- islampur Dist:Jamalpur	
07	SM Rejaul Karim	Executive Member	Vengura, Sarder Bari Upazila-Islampur Dist: Jamalpur	
08	Mr.Ismail hossen Visually Impaired	Executive Member	Bachabahela Islampur Sader Union Upazila-Islampur Dist: Jamalpur	
09	Mr.Nannu Mia Physical Handicap	Executive Member	Khalerpar, Collegeroad, Islampur Paowrshava Upazila-Islampur Dist: Jamalpur	


শ্রী আশরাফ হোসেন
স্বাক্ষর
১৩/০৫/১৫


Mr. Ashraf Hossain
Chairman
Proships