

Constitution of

(Revised)

Samajik Kallyan Sangstha (SKS)

Salandar, Thakurgaon, Bangladesh

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Background:

Bangladesh is a country of unlimited poverty, illiteracy, appetite and unemployment. Century after century, the country is exploited by different established self-centered people. Due to dependence on other for long years, economic infrastructures of the country have not been developed. As a result dependence mentality has been created among the people here. All of those are the consequences of planned colonial rule. Limited income sources and currency devaluation as well as rising prices of daily essential commodities and increasing expenditures of the lives of the people are threatening situation. National income is low due to low per capita income. For it, majority people here live below poverty line. But we can not utilize our potential land and human resources. Today's have come for changing. Samajik Kallyan Sangstha (SKS) has been established aiming at ensuring productive livelihood through education developing in the arena of economic development. The organization will create employment opportunities for financial development of rural landless poor people of Bangladesh. Policies developed with sincere efforts of staff and officers of the organization will assist in implementing the programs of the organization smoothly and effectively. So, the effective achievements of the organization will reach the door steps of rural poor people and thus rural villages will be developed. The organization believes that proper application of physical and mental power contributing in their respective field on the basis of their respective traditional culture and deep heart of patriotism will ensure successful access for reaching its goal. The access of this way is difficult but true. So, for implementing this truth especially for overall rural development, contribution of all from educated, influenced persons to people of lower strata i.e poor, illiterate, landless, personnel of government and non-government is very essential. The policies, strategies and program related to organization developed and approved through effective decision of its own and sharing experience and expertise of others, the organization is established.

By-laws

1. Name of the organization :

In bengali : Samajik Kallyan Sangstha(As Ka As)
In english : Samajik Kallyan Sangstha (SKS)

2. Address of the organization:

Salandar, Post office: Salandar, subdistrict+ district:Thakurgaon, Bangladesh
Date of establishment: 05-01-96

N.B: The address of the organization may be changed with the decision of executive committee and approved by general committee of the organization.

3. Vision of the organization:

SKS seeks an equitable society free from all kinds of discriminations and exploitations.

4. Mission of the organization:

Socio-economic development of rural and urban poor of men and women, adolescent, children, disabled, unemployed youth and disaster affected mass people through an extensive and intensive participatory development process considering women's empowerment.

5. Major principles of the organization:

Solidarity, education, peace, health, agriculture, income generation and employment opportunity and women empowerment etc development and progress are the the major principles of the organization.

5. Program implementation:

Working area: District of Thakurgaond, Panchagarh and Dinajpur.

Geographical coverage:

The organization will implements its different development activities in greater Dinajpur and gradually in other districts with the approval of concerned registration authority.

6. Nature of the organization:

It is a humanitarian non-political voluntary organization.

7. Aim and objectives of the organization:

Ka) Undertake overall welfare related activities for all human being without discriminating irrespective of caste, sex and religion

Kha) Organize vulnerable landless and marginal farmers

Ga) Identify people's needs through survey and undertake program accordingly

- Gha) Provide concept on observed issues for awareness raising of the women
- Uang) Undertake initiative for participation of women (divorced, tortured and widows) in different development activities for their establishment
- Cha) Conduct training for gender development
- Chha) Undertake necessary initiative for preventing dowry, divorce, poligamy, early marriage and motivate and make mass people aware in this regard
- Ja) Train adolescent girls on family planning, laws related to family and their respective rights
- Jha) Make mass people aware of primary health care and family planning service issues
- Ung) Homestead gardening and livestock rearing
- Ta) Income generation and meet nutrition demand of people through fish cultivation
- Tha) Income generation and employment opportunities creation through silk industry
- Da) Local resource mobilization and assist in utilization
- Dha) Assist in maintaining balance of natural and social environment through tree plantation and social afforestation
- n) Undertake education programs for children and literacy program for adult people
- Ta) Undertake necessary training program for skill development of its target people
- Tha) Skill development and assist in creating employment opportunities through multi-purpose vocational training
- da) Undertake necessary humanitarian projects collecting funds from home and abroad
- dha) Assist its target people in economic development activities through supplying necessary capitals
- N) Assist in facing natural disasters on emergency basis
- Pa) Implement E.P.I and primary health care projects
- Pha) Make people of the society aware of eradicating different social prejudices. Motivate people on cultural, sports and sanitation services
- Ba) Organize training course on Traditional Birth Attendant (TBA) and motivate people on mother and child health care issues
- Bha) Establish Polli Krishi Foundation for multi-purpose productions i.e rice, potatoes, tobacco, wheat, mustard, chilly, onion, garlic, maize, mango, nut etc.

- Ma) Start project providing tailoring training to the youths and adolescents and provide them necessary loan support
- Unja) Based on experience, take necessary steps for study on social development issues, publication, discussion meeting and seminars and create closed linkage development and coordination among govt. & non govt.officials of government departments and coordinate activities
- Ra) Train women on small cottage, handicrafts etc and provide loan support on affordable installment for advancing them toward economic development i.e implement program "Save the country, save the nation").

Glossary/synonym:

- Ka) Member secretary means supreme authority and the chief of the organization
- Kha) All programs as mentioned in the by-laws will be treated as programs of the organization
- Ga) Organization means Samajik Kallyan Sangstha (SKS)
- Gha) Executive committee means the executive committee of Samajik Kallyan Sangstha (SKS)
- Ung) General committee means the list of the members of the organization

8. Membership:

Ka) Eligibility of membership:

Any individual/organization having interest to social service development activities may be the members of this organization. He/she/it must be honest and sincere for getting membership of this organization. Any insane individual will not be eligible for getting member of this organization. Application must be submitted to chairman of executive committee of the organization in this regard. If executive committee of the organization is not formed, application for membership must be submitted to convenor of the organization.

Kah) Types of membership:

The organization will have four types of members: Patron Member, Donor Member, Lifetime Member and General Member.

Ga) Process of getting membership:

In order to get any kind of membership of the organization, one has to apply along with the president of the executive committee.

1. Patron/supporting member:

For getting Patron/supporting membership, Tk. 500.00 for admission fee must be paid and that must be approved in the meeting of executive committee and membership must be renewed in each fiscal year providing equal amount of Tk. to admission fee. Monthly subscription will not be required for it. Supporting members will not be entitled to get member of executive committee/general committee or he/she will not be entitled to be appoint as any official or he/she will not be entitled to be elected and he/she will not be entitled to provide vote in executive committee election. Executive committee may include supporting members in election commission.

2. Donor member:

Providing Tk.5000.00 (Five thousand) at a time donor membership can be obtained. In this regard approval of executive committee will be required. Donor members will not be entitled to include as voters of any election of executive committee, advisory committee or general committee or apply vote in said committee or include in election commission.

3. Life members:

Any individual/organization may be life member of this organization donating Tk.5000.00(Five thousand) or asset of equivalent amount at a time. Life members will be entitled to apply their votes in any election of executive committee and advisory committee.

4. General members:

Any individual wishing to get general membership must pay Tk.20.00(Twenty) as admission fee and get general membership. After obtaining membership, he/she must pay Tk.20.00 (Twenty) as monthly member subscription in each month. Receipt of membership will be treated as final after getting approval of executive committee or convenor if executive committee is not formed. Each member will be entitled of voting power in the case of forming general committee. A general member will be treated as eligible for contesting any election excluding advisory committee of the organization. Monthly membership subscription of general members can be changed based on the opinion of executive committee and approval of general committee.

5. Advisory committee:

Membership of advisory committee can be obtained as per decision of executive committee and approval of general committee. Member of advisory committee can not be obtained any membership of the organization. Only patron member can obtain this membership.

6. Cancel of membership:

For violating the following principles of the organization, membership can be cancelled temporarily and permanently within six month.

1. If any member is involved in organization anti policy activity or cooperation
2. If any member does not pay monthly subscription 6 consecutive months
3. If any member is absent of 3 consecutive meetings
4. If any member is proved to be insane or mad
5. If any member is sentenced by court due to involving in an anti social or subversive activity

7. Process of permanent cancellation of membership:

After temporary cancellation of membership of 6 months if that is approved in general meetings or special general meeting, cancellation of said membership will be treated as permanent cancell of membership.

Exclusively if membership is cancelled due to violation of the principles of 1 and paragraph 3 of article 8, show cause notice will be issued to said member by general secretary. If said member can present satisfactory justification to the show cause notice, decision of temporary cancell of his/her membership will be withdrawn. If satisfactory justification is not presented him/her, his/her membership will be cancelled permanently after approval of general meeting/general special meeting.

9. Rules of re-obtaining of temporary and permanently cancelled membership:

For obtaining temporary or permanently cancelled membership, application mentioning same violation of principles as occurred will not be occurred again including admission fee and re-admission fee with same amount of Th as fine must be submitted to chairman of executive committee. After getting approval of submitted application in this regard by the executive committee, temporary cancelled membership can be obtained.

N.B: If membership of executive committee, general committee and advisory committee is cancelled, said membership can not be obtained again within the tenure of concerend committee.

10. Development worker membership:

S.S.C or equivalent passed exam rural youths having willingness to implement rural development programs and creating employment opportunities with own initiative are entitled to get opportunities of development worker membership following the terms and conditions as mentioned belwo:

- Ka) Development worker candidates must submit application in prescribed formate with 2 (two) PP size photographs.
- Kha) If application is approved, the candidate must pay Tk.100.00(One hundred) for admission fee and receive primary training organized by the organization.
- Ga) After receiving the training course, he/she must form village samittee center unit with landless and marginal farmers of village level in the areas as to be specified by the organization. The members of the village samitte must pay Tk. 20.00(Twenty) for admission fee.

Gha) Under Gram Unnayan program against respective samittee bank account must be opened and each member of each samittee will accumulate weekly savings @Tk.3/5. Acumulated samittee savings must be deposited in respective samittee bank account. Each samittee will sit in a weekly meeting and accumulate weekly savings through this meeting and discuss finding solutions of problems if any. Development worker should prove that they have been able to perform constructive activities. Development workers will be responsible for implementing the programs of central organization and assist in selecting program of project advisory committee.

11.Branch related information:

The organization will not include any branch. The working area will be treated as project area. The working area will include regional committee and central committee. Different professional personalities will be involved in said committee which will be formed by development workers of the organization. The samitee of the organization must work for implementing the programs of the organization. In addition samittee formed by union parishad in the working area can be involved in the samittee formed and controlled by the organization.

11. Organizational structure:

For implementing organizational activities the names of the committee are as follows:

1. Executive committee
2. General committee
3. Advisory committee

Structures of different committee:

1. General committee:

General committee will be formed with all general members of the organization. Total members of this committee will be atleast 3 times of executive committee.

2. Advisory committee will be formed with supporting members of the organization. The committee will be formed consisted of 03 (three) members.
3. Executive committee will be formed consisted of 07 members. Name of the position of the members are as follows:

Chairman	01
Vice-chairman	01
Member secretary	01
Treasurer	01
Members	03

Chairman and vice-chairman are the most respectable position of the organization. The executive committee will include a member secretary and

executive director as an ex-officio will perform the responsibilities of member secretary.

Vacancy of position:

The members of the executive committee will be eligible for fulfilling vacant position from the members of general committee during their tenure.

12. Process of election of different committee:

1. For any election of the organization, an election commission consisted of 3 members from executive committee, supporting members, life members and general members will be formed. The chief of the commission will be designated as chairman. But until forming commission for first election, the committee will be formed in convenor committee meeting, This commission will take necessary steps for different committee election.
12. For the information of the general members, 15 days before the election, all the rules of voting including the voter list will be hung on the notice board of the head office of the organization.
13. Elections will be held by secret or open ballot and a member may cast only one vote for a position.
14. Nomination papers will be accepted by the Election Commission and are not refundable.
15. Any elected person of any committee will be entitled to contest in election after completion of tenure.

16. Tenure of different committee:

Tenure of executive committee and general committee of the organization is 2 (two) years. For any appropriate reason if it is not possible to hold election on due date after completion of tenure, an interim committee will be formed consisted of 3 (three) members who will not participate in the next election. As soon as the election is over, interim committee to be formed will hand over their overall responsibilities to newly elected executive committee.

13. Responsibilities of executive committee:

- Ka) Executive committee will be responsible for planning and implementing all program activities of the organization. Officials of executive committee will assist general secretary in this regard.
- Kha) Executive committee will be responsible for maintaining and preserving movable and immovable assets of the organization.

Ga) Executive committee will take necessary steps for collecting funds toward implementing program activities of the organization.

Gha) Executive committee will assist general secretary for preparing technical and financial reports of previous fiscal year of the organization and preparing plan and budget for the next fiscal year and present in the general meeting to be held in each fiscal year.

Ung) Executive committee will supply necessary funds for salaries/honorarium of the staff/officers of the organization and assist general secretary in maintaining and preserving necessary documents of the organization.

Cha) This committee if necessary may send its members/officials for investigating any progress of activities of the organization.

Chha) This committee will receive activities report of its any official/member assigned for any tasks and take necessary steps in this regard. In addition the committee will approve any issue as per policy of the organization.

14. Responsibilities and power of different members of executive:

Chairman:

Chairman will preside over any meeting of executive committee and general committee. In absence of chairman vice-chairman will preside over said meetings. He/she will provide constructive advice to member secretary of the organization. He/she will advise member secretary to convene meeting if necessary. In absence of chairman of the executive committee, vice chairman will provide decision in executive and general meeting through signing.

Vice-chairman:

In absence of chairman, vice-chairman will perform the overall responsibilities of chairman. In absence of chairman and vice-chairman, in the chair of any member from concerned committee, the meeting of said committee of said date can be conducted.

Member secretary:

Ka) He/she will be assigned to perform overall management of the organization and he/she will be treated as chief executive director

Kha) He/she will convene meetings of general committee and executive committee in consultation of chairman of executive and general committee of the organization.

Ga) He/she will submit any paper/document as to be demanded by concerned registration authority

Gha) He/shr will check bill/vouchers and approve those,

- Ung) He/she will perform the responsibilities of member secretary and as an ex-officio, he/she will be treated as executive director. He/she will have no voting power in any election of any committee of the organization.
- Cha) He/she will take necessary steps for undertaking and management of different projects toward implementing goal and objectives of the organization.
- Chha) Based on decision of executive committee, he/she will appoint necessary staffs for implementing programs of the organization and if necessary he/she will be entitled to discharge and provide promotion of staffs. Based on financial self-sufficiency, he/she will be responsible for preserving movable and immovable infrastructures developed and purchased vehicles after getting approval of appropriate authority
- Unj) He/she will sign any document, certificate and contract agreement of the organization
- Jha) He/she will liaison with different donors and take necessary steps for collecting funds toward implementing the program activities of the organization.
- Ung) He/she will transact any financial issue through national scheduled bank with joint signatures of member secretary and chairman or treasurer of the organization.

Treasurer:

She/he will be responsible for maintaining overall accounts of the organization. She/he will operate bank account as per financial policy of the organization. She/he will assist member secretary in implementing activities related to budget of the organization.

Executive members:

Executive members will play their respective constructive roles for overall development activities of the organization. They will cooperate chairman and member secretary of the organization. They will perform their responsibilities as to be assigned by the executive committee.

Meetings:

Process of meeting:

All meetings will be convened through issuing notice mentioning agenda, time and date of the meetings. After receiving by the concerned officials/members necessary steps will be taken. Due to unavoidable circumstance, if it is not possible reach notice to any concerned official/member or in spite of reaching notice if any official/member does not sign in the notice book, it will not be treated as anti-policy or violation of rules of the meetings of the organization. In this case member secretary in consultation of chairman of the organization will sign the notice book.

Time limit for convening meetings:

15 days, 10 days, 7 days, 7 days and 7 days notice will be required for convening general committee meeting, special meeting of general committee, advisory committee meeting and executive committee meeting respectively. But in case of emergency meeting can be convened by chairman of the organization through 24 hours notice. If it is necessary to organize any function, member secretary of executive committee will issue notice for it. Decision on the issue of presiding over this meeting will be taken through executive committee meeting.

Quaram of different meetings:

Ka) Attendance of $\frac{3}{4}$ members will be required for fulfilling quaram of general meeting while attendance of $\frac{2}{3}$ members will be required for fulfilling quaram of executive committee meeting.

Kha) Quaram will not be required for pending meeting. Said pending meeting will be held at the end of scheduled date of 7 days and decision of majority participants of the previous agenda will be treated as final.

Ga) Attendance of $\frac{3}{4}$ members will be required for fulfilling quaram of dissolution meeting.

Gha) Decision:

Based on support of $\frac{3}{4}$ members, decision on any issue of any meeting of the organization can be taken. Said decision on any issue though if it occurs violation of any principle of the organization will be treated as applicable.

15. Finance:

Ka) Bank account against the organization with joint signatures of chairman and member secretary of the organization will be opened in any branch of national commercial scheduled bank and overall funds of the organization must be deposited in said account. Chairman and member secretary of the organization are entitled to keep and spend up to Tk. 1000 of the organization without approval of executive committee. But said spent amount of money must be gotten approved by the executive committee in the next executive committee meeting. Necessary amount of funds can be withdrawn from the bank account following necessary rules and regulations based on financial policy of the organization for meeting expenditures of implementing project activities from the approved budget.

Kha) Fund of the organization will be created on the following sources:

Admission fee, members' monthly subscription, re-admission fee, membership renewal fee, fine obtained for reobtaining cancelled membership,

Assistance/donation from department of social welfare services, different national and international donor organizations and income earned from income generating activities.

Donation of generous minded people.

Ga) Income and expenditure of the organization:

- For implementing the projects undertaken toward achieving goals and objectives of the organization
- For developing the organization
- For salaries of the staff/officers of the organization
- For implementing the project already undertaken

Gha) Overall income and expenditure accounts of the organization will be gotten audited by official assigned/appointed by department of social welfare services, Govt. of the people's republic of Bangladesh. Income and expenditure accounts of the organization may be gotten audited by internal audit team after getting permission of executive committee. But audit by department of social welfare services is obligatory.

Ung) Allowance/honorarium:

If chairman, vice-chairman and any other member of the organization are employed on part time basis for performing assignment related to the organization, they will be entitled to receive necessary allowance/honorarium from the funds of the organization. Member secretary will be entitled to receive allowance and salary on permanent basis for employment of permanent assignment.

16. Organizational office management and staff/officers employed in implementing project activities:

Ka) Some staff/officers will be employed for office management and implementing project activities. The staff/officers will be of two types i.e salaried staff/officers and voluntary staff/officers. The chief of the staff and officers will be designated as executive director. Executive director will be appointed by executive committee of the organization. As an ex-officio, he/she will perform the responsibilities of member secretary. In cooperation and approval of executive committee, executive director will develop staff management policy and perform the following tasks:

1. Executive director as per service rules will be entitled to appoint staff, provide promotion, suspend and transfer. In this regard he/she will create posts, provide promotion and suspend etc showing appropriate reason and make those effective after getting approval of executive committee of the organization.
2. He/she will operate bank accounts of the organization as per standard rules and regulations for financial management.
3. He/she will control all salaried and voluntary staff and officers of the organization

4. He/she will maintain necessary documents related to overall income and expenditures of the organization
5. He/she will prepare plan and budget for current fiscal year and income and expenditure statement of the previous fiscal year,
6. He/she will perform the responsibilities related to the bi-laws as to be assigned by the executive committee.
7. He/she will develop necessary policy for the interest of the organization.
8. Responsibilities for management of the organization:
Executive director will be assigned for overall management of the organization.

Requisition meeting:

In spite of non-operation of program of the organization, if member secretary or chairman of the organization do not convene meeting, on the agenda written by $\frac{3}{4}$ members of general committee or executive committee prior to one month chairman or member secretary will be requested to convene meeting. Nevertheless, if chairman or member secretary fails to convene meeting, any one of $\frac{3}{4}$ members attended being a convenor can preside over said meeting. If member secretary is absent in the said meeting without any appropriate reason, complain against both of them for violation of rules and regulatios of the organization can be brought and necessary legal steps can be taken.

Adhoc committee:

For any reason at any time if it is not possible to form executive committee or if the formed executive committee is broken, the activities of the organization will be continued forming adhoc committee consisted of 03 members. The activities of this committee must be gotten approved by general committee. Any member except executive director/member secretary of the organization can be elected or selected as chairman of this committee. The formed adhoc committee must be gotten approved by the concerned registration authority.

Unfaith proposal:

Ka) At any time if any member of the organization do anti-organizational activity, unfaith proposal against said member can be brought and approved with decision of $\frac{2}{3}$ members.

Kha) Unfaith against whole executive committee in the above stated condition can be brought and approved by $\frac{2}{3}$ rd members of the general committee of the organization. In this case scope for surrender will be provided.

Ga) For unfaith proposal if any position is vacant, executive committee will fulfill said position from the members of general committee through selection process.

Gha) If any member resigns of his/her position, resignation of said position must be considered by executive committee.

17. Amendment of bi-laws:

If it is essential for alteration/addition/correction/expansion of any article, sub-article or any word of the bi-laws, decision in this regard will be taken in an executive committee meeting and that will be effective after getting approval of general committee in annual general meeting. For voluntary organization said amendment will not be effective until getting approved of registration authority of the Govt. of the people's republic of Bangladesh.

18. Dissolution of the organization:

For any reason if it is essential for dissolution of the organization, overall movable and immovable assets of the organization must be donated for public welfare purpose. For this effective purpose resolution of $\frac{3}{4}$ members and approval of registration authority will be required.

The end