

ফাস্ট অনুবাদ



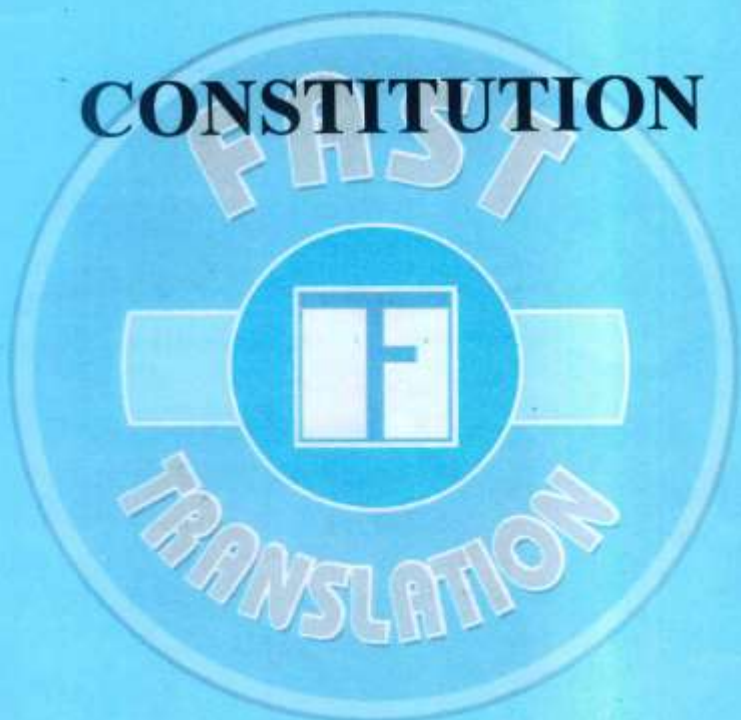
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সরকার অনুমোদিত আধুনিক অনুবাদ প্রতিষ্ঠান। Licence No. ESR (anubad)-2196/2004/35
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CONSTITUTION



SOCIO-ECONOMIC & RURAL ADVANCEMENT ASSOCIATION (SERAA).

ATTESTED

2/10/18

MD. SIDDIQUZZAMAN TARAFDER
Advocate, Bangladesh Supreme Court
Notary Public Whole of Bangladesh
Office: 20/1, Toyenbo Circular Road
(1st Floor), Motijheel, Dhaka-1000
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In the name of Allah, the most Kind and Merciful

:-Revised Constitution:-**Background:-**

Bangladesh is a populas developing village-based poor country. In the constitution of the country the basic human necessities of the people (food and clothing, accommodation, education and health) have been confirmed to manage by the state. But the majority portion of the people of rural area are mostly deprived from these five basic rights. Even they do not get a minimum advantages of livelihood. So it is needed to come forward for the development of the rural poor people. To build up them suitable citizen for the next century and for the definite objectives and purposes to start work with the rural poor people a social welfare organisation "Socio-Economic and Rural Advancement Association (SERAA)" has been originated. It is a non-political Voluntary Social Organisation.

Section No. 1 (One):- Name of the Organisation:-

In Bengali: "সোলিও-ইকোনমিক এ্যান্ড রুরাল এ্যাডভান্সমেন্ট এসোসিয়েশন (সেরা)"

In English: Socio-Economic and Rural Advancement Association (SERAA).

Section No. 2 (Two): Address of the Association:-

Village-Nilkanthapur, P.O.-Sukhari (2490)

Upazilla-Atpara, District-Netrokona.

For the advantage of managing activities of the organisation more then one branch office, liaison office may be formed and the Central office may be changed.

Section No. 3 (Three): Working area of the association:-

Presently in the district of Natrokona. In next phase with the advent of extension of the activities of the association the working are shall be changed subject to the approval of the registration authority.

Section No. 4 (Four): The date of formation of the Association: 05.12.1997 AD.**Section No. 5 (Five): The objectives and aims of the Association:-**

It is a non-political not-profitable social developmental voluntary social organisation. One or more than one subject or the coordination of various activities specially the development of the rural poor people is the main objectives and aims of this Association.

Approved

Sd./-Illegible

25/01/07

On behalf of Registering Voluntary
Social Welfare Organisations
District Social Services Office,
Netrokona.

Sd./-Illegible

03/01/07

Executive Director

Socio-Economic & Rural
Advancement Association (SERA)

Sd./-Illegible

03/01/07

Chairman

Socio-Economic & Rural
Advancement Association (SERA)

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Details Objectives and Aims:-

- a) Amidst voluntary labour construction of small roads of the locality and repairment and to clean the Jungle and to observe various national, international and religions days in a befitting manner.
- b) Informing the general people about the objects and aims of family planning for encouraging to adopt it and to develop the communication system by different programmas.
- c) To manage safe drinking water, to create consciousness about sanitation and to adopt various programmes regarding education and maintenance and to implement.
- d) After enhancing public consciousness about the environment to undertake extensive forest programmes and to implement for the aim of developing environment and to improve agricultural system through the extension of modern technology.
- e) In the establishment of human rights specially for establishing social rights of backward women, mother and children of the society and of the retarded people, true justice and the citizen rights and building up them as the prototype citizen for engaging them in different developmental activities.
- f) In the working area of the Association making the desired poor people unite into smaller groups including poor retarded persons through formation of self capital, relieving unemployment and poverty in the purpose of attaining their economic development to adopt income generating projects and to implement and to give direction to the zealous people about this.
- g) Through training in different trades to enhance the aptitude of the poor people specially of the distressed women and unemployed youths and creating awareness to manage financial capital through preparing different kinds of projects and to create self employment.
- h) Through implementation of Organisational, Non-organisational and Sub-organisational education programme to eradicate illiteracy and to enhance the rate of education creating awareness of the people.
- i) Those who sell their physical labour and afford livelihood whole or half year, with a view to having social development at their own initiativeness and probably the monetary help of the Association to adopt different types of income holder/income generating programmes.
- j) To create the financial stability of the Association and for the purpose of formation of fund to adopt various income generating programmes and to implement them.





- k) With a view to extend the activities of the society to purchase and sale the moveable and immovable properties, to build up fund taking financial help/grant for the purpose of developing the Association and to carry on various income-generating programmes for the purpose of doing self-sufficiency of the desired poor people.
- l) For the expansion of the activities of the Association to take financial support from any person, company, agency and organisation if needed.
- m) With a view to making neglected desired poor people of general society self sufficiency there are to start income-generating projects and to receive loan from govt./private/autonomous organisation and distribution.
- n) To perform overall development of the working area participating in active in various developmental programme of the govt. shall be considered as the moral responsibility of this organisation.

Section-6 (Six): Rules for becoming member of the society:-

- (a) Adult people of Bangladesh in respect of cast, religion, colour the honest and good-charactered male and female may become member of the society.
- (b) Member shall be appointed as per the decision of the executive committee of the society.
- (c) The rules and regulations of the society shall be obeyed and shall be bound to accomplish all kinds of works for the welfare of the society.
- (d) Willing to become a member of the organisation the candidates shall have to apply to the executive director in the prescribed form of the society. The candidate shall have to pay for superscription Tk. 100/- (Taka One Hundred Only) at a time and admission fee herewith if it is approved in the executive committee meeting of the society. The monthly amount of subscription of the member of the general committee shall be Tk. 5/- (five) only.
- (e) Each member shall have to approve one nominee.

Section No. 7 (Seven):-Classification of Members and Rights:-

There shall be four kinds of members of the society as the following:-

- (a) General Member (b) Life time Member (c) Donor Member and (d) Founder Member

(a) General Member:-

Adult persons of the working areas of the society in respect of cast, religion colour male and female, if their applications in the prescribed form of the society gain approval in the executive committee meeting they will be conferred general membership. All general members shall be voter and shall be able to become a



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candidate for the membership in the working committee at the consideration of the founder members.

(b) Life long Member:-

Adult persons of Bangladeshi citizen in respect of cast, religion, colour male and female donating Tk. 10,000/- (Ten Thousand) at a time he/she will be given life long membership. The said member can give any type of advice for the welfare of the society and he may be given the membership of Advisory Council.

(C) Donor Member:-

Any citizen of Bangladesh or foreign country or any native and foreign govt. and private organisation donating Tk. 20,000/- (Taka Twenty Thousand) only at a time or equivalent assets/goods he will be given donor membership. The tenure of the said member shall be as per contract of the executive committee. He may become a member of the Advisory council and may advise for the welfare of the organisation.

(d) Founder Member:-

Any Cooled brain, good-charactered male-female Bangladeshi regardful to the objectives, aims and constitution of the society donating Tk. 25,000/- (Taka Twenty Five Thousand) or equivalent amount of goods in view of establishing of the society then he will be given founder membership of the society. But in this respect the opinions of the existing founder members shall be required. The said members shall have the rights to compete in the working committee on priority basis including the voting rights of the member.

Section No. 8 (Eight): Dismissal of Membership:-

- (a) In the case of being absent in the consecutive three meetings without reason, not paying fixed subscription of the society and doing any work which is contrary to the constitution of the society and doing any work which is contra-rary to the constitution of the society the membership shall be considered as cancel.
- (b) Membership shall be cancelled after the death of the member, becoming brain disordered and grabbing the fund thereof.
- (c) The member of the society himself or by sons taking and giving of dowry the membership whereof shall be cancelled.

Section No. 9 (Nine): Keeping of Membership:-

- (a) In the case of being cancellation the membership due to the reason mentioned in "a" of Section-8 of the constitution of the society may apply for re-membership showing due causes. His membership position shall be retained as per the decision of the executive committee.



- (b) He will not be given the membership in any case while canceling membership due to the reason described in the section no. 8 "b" and "c" of the constitution. But the nominee of the said member shall be replaced as per the decision of the general committee.

Section No. 10 (Ten): The Organising Structure of the Society:-

There shall be 3 (Three) structures in this society.

- (a) General Committee (b) Executive Committee (c) Advisory Committee.

(a) General Committee:-

The general committee shall be formed taking with all members of the society (except subscriber member). The number of this committee members shall be at least 21 (twenty one). The executive committee shall be formed as per the decision of the general committee. This committee shall be considered as the highest committee in preparing law, explanation of law and determination of policy. This committee shall form executive committee in every biennial general meeting. The general committee shall approve all kinds of activities performed by executive committee and can solve every problem as the highest power holder of this society. This committee shall carry out various developmental projects in view of developing of this society.

(b) Executive Committee:-

The executive committee shall be formed with the coordination of 9 members in the presence of at least two-third members in the meeting of the general committee. The tenure of the executive committee shall be for two years. This committee shall prepare annual budget including all kinds of projects, making of budget and overall financial transaction. The executive committee shall form the Advisory Committee. If any member of this committee resign willingly or in case of being cancellation of membership due to any reason as per decision of the executive committee, this committee shall be entitled to appoint/approve new member for the position from the general committee taking members with quorum. In this there will not be needed any election. But if the executive director resigns the executive committee shall be dissolved, then the interim election shall be needed. Shall have to receive various income-generating activities and its implementation side by side of service-oriented programmes in view of making fund for the society. This committee shall be entitled to purchase and sale the moveable and immovable property in view of overall development of this society and shall receive local and foreign aids, grant and the financial benefits. The executive committee shall be entitled to do social developmental activities on the basis of partnership with like-minded organisations at the grass route level and as indispensable organisation.



Classification of the position of the Executive Committee:-

1. Chairman	1 Person
2. Vice-Chairman	1 Person
3. Executive Director	1 Person
4. Joint-Secretary	1 Person
5. Finance Secretary	1 Person
6. Organizing Secretary	1 Person
7. Respectable Members	3 Person

Total 9 (Nine) Person

(c) Advisory Committee:-

The Advisory Committee headed by 5 (five) members taking respectable, education founding and special persons shall be formed. The said committee shall provide counseling and advice for the purpose of solving problems and in view of setting development for the solvement of the problems of the poverty, the committee shall offer counseling decision and in view of solving problems for the development of the contract.

Classification of the position of the Advisory Committee:-

1. Chief Adviser	1 Person
2. Adviser Secretary	1 Person
3. Adviser Member	3 Person

Total 5 (Five) Person

Section No. 11 (Eleven): Responsibilities, Duties and powers of the Executive Committee:-

- (1) Chairman:-** Mr. Chairman shall be the highest respectable and unbiased person of this agency. He will preside over the general and executive committee meeting and shall supervise overall functions of this society. He will manage collection of fund in view of keeping active, development of attitude of this society. For the interest of the society he can at any time call meeting through the executive director and directly if needed. Mr. Chairman shall write annual confidential reports of the executive director of the society and shall countersign in the ACR of the subordinate officers, workers by the executive director. He will enter into contract with govt.-private agency, any donor agency and individual jointly with the executive director.
- (2) Vice Chairman:-** In absence of the chairman he will carry out the responsibilities like the chairman sitting in his own chair. He will cooperate in all works of the society in respect of the responsibilities carried out by the chairman and will give correct advice. He will actively participate in the developmental





activities of the society. He will play the role of responsibilities of the president in his absence.

(3) **Responsibilities and powers of the executive director:-**

- (a) To call meeting of all types with the consultation of the Chairman in absence of the Chairman with the vice-chairman and to carry out the responsibility of the secretary in all general and executive committee meeting.
- (b) He will be in the responsibility of implementing and conducting including preparing all kinds of projects as the chief executive officer and administrator of the organisation and shall prepare sub-rules/policies for conducting various programmes.
- (c) He will communicate with the various native and foreign donor agencies including govt./private organisations as the chief executive of the society ex-officio and shall preserve all kinds of deeds and documents of the society.
- (d) He will approve all kinds of bills, vouchers, documents, relating to transaction through verifications. But for the approval or additional or more than Tk. 50,000/- (Taka Fifty Thousand) shall send to the chairman.
- (e) He will take final decision about transfer, discharge and dismissal of the officers and workers of the society in the management of due administration. But for conducting activities and for implementing works of the society the decision of the executives committee shall be required in the case of appointing officers and workers. The executive committee shall appoint necessary officers and workers directly or through forming appointment committee as per managing directives of the society. In case of implementation of programmes with the cooperation of local and foreign donor agency necessary officers, workers shall be appointed as per policies of the donor agencies.
- (f) The executive director may confer partial responsibility, obligations, supervision rendered upon him by any founder member as per the decision of the executive committee after consultation with the chairman.
- (g) The executive committee shall evaluate the progress of each branch activities. He will write the annual confidential report (A,C,R) of all officers and workers engaged in this organisation.
- (h) The executive director shall put his signature in the agreement with donor agency for taking all kinds of cooperations including donation, financial help and receiving of all kinds of loan receipt shall put his signature. In this case if it is needed more than one person the chairman/vice-chairman jointly with the executive director shall sign jointly with the donor agency.



- (4) Joint Secretary:-** He will comply the responsibility of the secretary in all general and executive committee meeting sitting in his chair in absence of the executive director. In all activities in respect of complying responsibility of the executive director shall cooperate and advise. He will comply the responsibility vested by the executive director and shall put signature jointly with the executive director with various donor agencies.
- (5) Finance Secretary:-** He will manage duly the fund collection of the society and the statements of accounts and shall accomplish overall financial functions. He will have to open bank account in the name of the society in joint signature with the chairman/executive director and conduct financial transaction and sign cheque. The finance secretary shall deposit the collected money of the society in the bank as far as quickly.
- (6) Organising Secretary:-** He will execute the functions of organisational activities with the consultation of the chairman and executive director of the society. To keep the organisation in close ties and to advise duly for the uphold of the standard are his responsibilities and duties.
- (7) Honourable Member:-** The honourable members of the society shall comply the responsibilities given and vested by the executive committee and shall participate actively in all functions of the society spontaneously.

Section No. 12 (Twelve): Election:-

- (a) One year will be full from 1st January to 31st December. In such every two years the election of the society shall be held. Generally the English January month shall be considered as the month of election. Before at least one month valid voter list shall be prepared by the executive director and shall be informed to the voters hanging the same in the notice board of the society.
- (b) At least 15 days before the election the meeting shall have to be called determining the date, place and time of election meeting after calling candidature from the valid members.
- (c) In presence of valid members through secret ballot or raising hand or propose and second the member of the executive committee shall be elected the proposed or the desired person.
- (d) For the same post if there is no trace of more candidates he will have to be considered as elected usually without competition.
- (e) For the post of executive director of the society any one of the founder member and general member may become candidate but the founder member will be given priority.



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Section No. 13 (Thirteen): The Meetings of the Society:-

- (a) General Committee Meeting
- (b) Executive Committee Meeting
- (c) Adjournment Meeting
- (d) Emergency Meeting

(a) General Committee Meeting:-

The executive director shall call this meeting with the consultation of the chairman with at least 15 (fifteen) days notice. At least once in a year this meeting shall be held. The full quorum will be done with the two-three portion members present.

(b) Executive Committee Meeting:-

The executive director shall call the meeting with the consultation of the chairman giving at least 3 (three) days notice. The meeting shall be held at least once in every 6 (six) months. But for the need of the society the meeting may be called once or more than once in every 3 (three) months also. The full quorum of the meeting shall be done with two-third members present. In presence of more than half number members decision may be taken considering the quorum but if there is less than half number members present the meeting shall be adjourned.

(c) Adjournment Meeting:-

If the meeting becomes adjourned due to any reason the said meeting shall be held again within next 7 (seven) days in which meeting there will be no need of notice or quorum, shall be validity in the decision of the meeting.

(d) Emergency Meeting:-

The executive director shall call the said meeting with the consultation of the chairman for any emergency special need with 3 (three) or 24 hours notice. There will be no need of quorum.

Section No. 14 (Fourteen): The sources of income and expenditure of the society:-

Income: The fund of the society shall be formed in the following ways:

- (a) By the fund from all activities conducted through the society.
- (b) Govt./Private, native-foreign grant, financial support or receiving loan-through any type of financial support.
- (c) Through the admission fee of the members, one time subscription and through investment of collected savings.
- (d) Through financial help of the general people and of native-foreign aid.
- (e) Through implementation various kinds of income generating programmes.

Expenditure: The fund of the society shall be expended in the following ways:

- For conducting all activities of the society.
- For giving salaries and allowances to the officers/workers of the society.
- For the social developmental functions.
- To construct one or more than one office and repairment and on account of purchase of moveable and immoveable property for conducting the activities of the society in a befitting manner.

Section No. 15 (Fifteen): Regarding Accounts:-

For the monetary transaction one or more than one accounts may be opened in the name of the society in any schedule bank of Bangladesh. But all foreign aid received in favour of the society shall be received through only one account in any schedule bank of Bangladesh. The chairman, executive director and the finance secretary will run the banking transaction. Money may be drawn from the bank a/c in the joint signature of any one of other two persons out of these three persons including the executive director. In case of head office of the society all documents relating to banking affairs shall be preserved by the executive director or by his approved officer. At the time of transaction of the branch/area/project office the banking account shall be conducted with the joint signature of any three officers working in the society approved by the executive director of the society. In this case a letter mentioning the procedure of conducting banking account of the society by the executive director to the bank authority shall be sent. In case of each branch/area/project office there will be generally one current and one savings account. In case of need more than two accounts may be opened. The executive director may keep cash Tk. 10,000/- (Taka Ten Thousand) at hand for meeting day to day expenses of the society. In branch/area/project office the concerned chief shall keep maximum cash Tk. 5,000/- (Taka Five Thousand) at hand. The executive director shall approve day today bill vouchers of expenditure of the society and the salaries and allowances of the officers and workers shall be disbursed with the joint signature of the executive director, senior accounts officer/administrative officers. In case of branch/area/project office salaries and allowances of officers and workers shall be given as per executive decision.

It may be mentioned that for the interest of the society the chief executive director of the society shall have to change the procedure of conducting account through sending letter to the bank authority and shall have to keep close the bank account.



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Round Seal



Section No. 16 (Sixteen): Audit of Account of the Society:-

By the concerned thana and district Social welfare officers under the area of the society, by native and foreign donor agencies and by valid firm or company the annual accounts of the society can be audited and by registration authority audit may be done.

Section No. 17 (Seventy): Revision of Constitution of the Society:-

If it is needed to revise any matter or section of the constitution that will be submitted to the registration authority for final approval within 15 (fifteen) days after being approved in the presence of two-third members in the general meeting of the society. The approval of revision of the constitution shall be considered as effective by the registration authority.

Section No. 18 (Eighteen): Abolishment of the Society:-

If at any time due to any reason the society happens abolishment then after abolishment the moveable and immovable assets/properties of the society shall be transferred to any other voluntary organisation or society or to the registration authority.

The constitution of the society has been adopted and approved unanimously by the members present in the general meeting of the society on 5/2/1998 last.

Approved
Sd./-Illegible
25/01/07

On behalf of Registering Voluntary
Social Welfare Organisations
District Social Services Office,
Netrokona.

Sd./-Illegible
03/01/07

Executive Director
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Chairman
Socio-Economic & Rural
Advancement Association (SERA)

ATTESTED
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16 NOV 2008

The above is a true and fair
translation of the Original Photocopy
of document as presented to us.



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