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Article: 1: Name of the Organization: Sustainable Development for Vulnerable Peoples in Bangladesh.

Article:2:

Address of the Organization: Vill:West Sharulia, P.O.: Sharulia Bazar, Thana: Demra, Dist: Dhaka-1361, Country: Bangladesh.

Article:03: Area to Work: Dhaka District: In future by the approval of the Concerned Authority it can expand its work area around the country.

Article: 04.: Ideology & objective of the Organization: This is a social welfare, non for profit & non political organization. One or multiple projects it can execute for the benefit of the mankind. By creating unity, discipline, cooperative environment it can undertake any project for the socio-economic development for the local peoples at all classes. It can operate/execute its honorary undertakings by taking donation from local & international organization.

Article:05: In detail aim & objective of the Organization:

i. Health Program: By the approval of the Ministry of Health it can freely diagnose the , disease , prevention of disease, Well treatment and supply of Medicine. For the benefit of the vulnerable peoples it can establish Medical Hospital and initiate training program for the improvement of the medical/health services. For the better treatment it can import medical instrument from abroad. It can co-operate the new baby born mother by primary treatment, Start **Vaccination**/immunization program for the new born baby. Benefit of the mother breast milk for the new born bay, in a word it can take all necessary programs for the improvement of the national health. To develop consciousness that mother breast milk is better than tin milk. To develop general consciousness about mother & child health among the general peoples.

ii. Education program: By the approval of the ministry of Education it can run education program among the rural/urban poor peoples to spread/expand education. To attract urban/rural peoples it can initiate and execute child education, adult education. execute non-formal education. To literate the illiterate peoples and give them job my vocational training program. To give scholarship to the meritorious students and free distribute book and related material at free of cost to the vulnerable/meritorious students.

iii. Program for the disable and vulnerable welfare and rehabilitation:

By the approval of the concerned ministry it can run the above mentions project. By taking rehabilitation project it can save the most vulnerable peoples and develop the quality of the general health, education, social & environment. Make house and run medical center for the old, physically disable peoples. Rehabilitate the physically & mentally disorder peoples.

iv. Family Planning Program: These program includes are birth control, education about family planning, develop consciousness about health by establish different clinic, distribute birth control materials, record child death/birth registration by the approval of the Concerned Authority.

v. Women Welfare Program: By the approval of the concerned authority it can develop project for to develop the status of the women by economically empower the women & reduce the dependency of the women. To arrange many workshops, symposium and conference for women rights and consciousness, to legally assist women. To run special training program for women to develop socially and economically in the society, to financially help women for their self-reliant.

vi. Agriculture, Fisheries and livelihood develop program:

By the approval of the concerned ministry it can take many projects on agriculture, fisheries and livelihood develop: such as inspiration for modern agriculture system, to increase production by modern education and easily supply the necessary agricultural materials, seeds, fertilizer,

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chemicals by cheap price to the peasants and to built cold storage to store the agricultural products for optimum benefit to the peasants. To nurture the bees, duck-cooks, fish, goat and cattle farm and for that arrange necessary training program for local unemployeed youth/peasants.
vii. Environment Protection Program: By develop consciousness and expand education it can protect the environment. For this aim it can execute plantation program, nursery, forestry and environment free project by the approval of the concerned authority.

viii. Poverty Alleviation Program:

By the approval of the concerned authority it can execute the poverty alleviation program which will cover destitute landless, homeless and low income peoples socio-economic development project can be taken. By necessary institutional and vocational education to create job and increase income for the educated unemployed youth, widow women.

ix. Social Movement:

By developing consciousness program against unsocial works, drugs and anti smoking movement can be strength. To inspire general people to avoid against smoking and other drugs abuse. Develop movement against childhood marriage, multi marriage, dowry and torture against women, develop consciousness for marriage registration. To stand by for the flood, cyclone, and disaster affected people and take rehabilitation program. To inspire general peoples to Develop different social & cultural function program against blindness, fundamentalism, social prejudice and suppression and to prevent social corruption tendency To arrange funeral for the unclaimed dead body.

x. Technical center develop for the human resource development:

Bu the approval of the concerned authority execute necessary program for human resource development to develop socio-economic development of the nation and to create jobs for the educated unemployed youth by different vocational training center.

xi. Small and cottage industry related program:

By the concerned authority it can execute the small and cottage industry related program by establishing industry, to develop new entrepreneurs, to run different cocking (foreign) for the women, Naxikatha bunun, Katha webbing, block-buttk and arrange training for different income generated projects.

xii. To develop cordial relation with different social welfare organization: To facilitate the project to coordinate with other related organization. To develop relation with govt., non-govt. organization and communicate with local-international organization (By the approval of the concerned authority)

xiii. To prevent aids and different disease protection project:

By the approval of the ministry of health cancer, HIVAIDS, Hepatitis-B virus plugs, etc diseases protection project can be taken by the participation of the general peoples and arrange medication/treatment for the affected patients.

xiv. Arsenic prevention project:

To develop consciousness against the bed effects of arsenic water, prevention to drink pure water. To find out the maximum harmful virus for the human beings by arsenic and find out the areas and the deep tub-wells.

Article: o6. Classification of Members:

Classification will be the following:

- a. Founder member;
- b. General Member;
- c. Life member.

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Article 07: Qualification of the members:

- a. Founder member: Those who are involved with the foundation signatory of the organization would be the founder member;
- b. General Member: Qualification of the general member would follow the Article no 08.
- c. Life Member: Any Bangladeshi by donation Tk. 5000/- or equal wealth to the organization would be qualified for the general member.

Article: 08. Admission requirement for the members:

- a. Only Bangladeshi and dedicated social worker can be the member of the organization.
- b. An application with taka 50/- apply to the President/General secretary for the membership;
- c. Must be obedient with the ideology and objects of the organization;
- d. By the decision of the Executive Committee membership application would be granted/terminated;
- e. Monthly fee taka 20/- must be paid regularly;
- f. General Secretary process the submitted application for approval and by approval decision membership will be written to membership registration book.
- g. Member must have minimum 02 years practical experience about social work.
- h. Age must be minimum 18 years and same mentality and creativity is another factor for membership.

Article: 09: Right/Advantage of the members:

Only the general have the right to vote/election participation. Life member can have privilege to be member of election commissioner/adviser of the organization: If the life member practices as a general member he/she have the right to vote/participation of the election.

Article: 10: Termination of Membership: By the following causes membership may be terminated:

- a. If member wish to resign;
- b. Mentally disorder;
- c. Absent consequently three general meeting and not participate in any activities of the organization;
- d. Work against the activities of the Organization. Or behavior, character is against the organization or misuse the fund.
- e. Not to pay three month fees;
- f. Dead/financial problem/criminally accused by the court.
- g. Any member has the job in the organization. If any member can take salary, honorarium, profit or any financial benefit from the organization.

Article: 11: Readmission: If any member regret for his/her fault may newly apply for admission for membership. Article -8 will follow for his/her readmission.

Article: 12: Structure of the organization:

Structure of the organization would be three stairs for good management:

- a. General Assembly
 - b. Executive committee
 - c. Advisor committee
- a. General Assembly: General Assembly would be constitute by all general members; No limitation would be followed for member.
 - b. Executive Committee: General Assembly will nominate/elected 07 members executive committee for 02 years. By the Following officers 07 members executive committed would be constituted/formed:

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- i. President – 01
- ii. Vice-President - 01
- iii. General Secretary - 01
- iv. Finance Secretary - 01
- v. Organization Secretary - 01
- vi. Office Secretary - 01
- vii. Social Welfare Secretary - 01

c. Advisor Council:

i. Executive Committee can nominate 03 members Advisory council. Above 25 years old person who is contribute by advising, finance & wealth for the development of the organization can be the honorary member of the Advisory council must approve by the executive committee.

ii. The tenure of Executive committee is 02 years. Executive committee can dissolve the Advisory council after finish their activities.

Article : 13: Branch of the Organization: By the approval of the registration authority organization can open the branches.

iii. Branch office setup and structure: According to the constitution local branch office must be open by local peoples. Defined branch office will be constitute by 05 person, a branch President, General Secretary, Finance Secretary and 02 members. Branch office will be directed/control by the central executive committee and elected and run by the local general assembly.

iv. Responsibility, work and facilities of the Branch: Brach offices will execute the works passed be the central general assembly and executive committee. It must be responsible to the local general assembly & central general assembly. Without the approval of the central general assembly branch office is not authorized to do any extra activities according their choice. The facilities they can enjoy but it must be approve by the central general assembly.

v. Dissolution of Branch Office: By the decision of the central general assembly any time any branch can be closed. There are no responsibilities of local branch office at all. All responsibility will be carried out by the central general assembly for the close of local branch office. Central assembly must be notifying by written the approval authority within 30 days for the causes of the close the local branch office.

vi. Allotted budget approved by the central assembly must be followed by branch office.

vii. President, General Secretary and Finance secretary of branch assembly will be automatically the member of the central general assembly.

Article: 18: Power & Responsibility of the Executive committee in administration:

- a. Approve the necessary finance for the organization;
- b. Create sub-committee for special occasions;
- c. Day, date, time, place and agenda decide;
- d. Arrange all the expenditure, Boucher of expenditure, Book & Cash book.
- e. By the prior approval of the approval authority employer must be selected and decided the salary.
- f. Reserve the power of cancellation membership by the Article 10.

Article -15: Power, responsibility and duties of the Executive Committee:

- a. President: He/she will be chair of all meeting of the organization. For any crucial decision he/she can exercise the Casting Vote. In all case President will be the representative of the organization or he/she can select any one for representation for the organization. He/she will approve all the expenditure vouchers.
- b. Vice-President: In absence of the President he/she will be in charge.
- c. General Secretary: He/she will call all meetings with discussion to the President. He/she will do monetary and annual budget, audit report by the assistance of the Finance Secretary and submit it to the Meeting of the Executive committee, Meting of the advisory Committee and Meeting of the General Assembly. According to the decision of the Executive committee he/she will be the no formal Executive Director. For emergency purpose he/she can keep up to Tk. 5000/-cash in hand.

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- d. Finance Secretary: He/she will be responsible for all financial matters. Expenditure of the organization, Voucher of Bills and Monthly fee of the General members will be kept and will take all necessary steps for annual audit report.
- e. Organization Secretary: For the overall development of the organization he/she will keep discussion, communications, advice always with the General Assembly and the Executive Committee. Any responsibility delegated by the Executive Committee will be done accordingly. He/she will do all the works according to the advice of the President/General Secretary.
- f. Office Secretary: He/she will always be in the office and do the normal official works. Maintain all records of the office; fully cooperate the General Secretary for correspondence.
- g. Social Welfare Secretary: He/she will do the planning and execution of all types of Welfare activities. By the advice of the President/General Secretary he will do his/her activities.

Article: 16. Way of Election: a. Executive Committee: a. By the Proposal/approval of all the general members, by election/Selection executive committee will be formed. After formation of Executive Committee, within a month approval must be taken from the Registration Authority.

- a. Tenure of the Executive Committee will be 02 years and election must be held at the 2nd annual general assembly.

Article: 17. Election Commission: Three members election commission will be formed by the General assembly by the person who are not interested to be a member of the Executive Committee/not a member of the organization.

Article: 18: Way of Casting Vote: One must cast on vote for a post/cannot delegate to others for Vote. Before 30 days election commission will declare the Election manifesto. In election purpose decision of the Election commission will be final.

Article: 19. Rules if the Meeting:

- a. General Meeting: After one year general election will be held. 15 days prior notice and corum will be filled up with the two/third members present.
- b. Meeting of the Executive Committee: Minimum 04 meeting will be held in a year. Minimum 7 days prior notice place, time, date and agenda must be notified.
- c. Emergency Meeting:
- d. General Meeting: General Meeting may be called with in 03 days prior notice. 2/3 members participation corum will be formed.
- e. Executive Meeting: Executive Meeting may be called with in 24 hours prior notice. 2/3 members participation corum will be formed.
- f. Special General Meeting: For any special cause General Meeting may be called with in 07 days prior notice. But only the special agenda will be discussed, not other agenda/decision. 2/3 members participation corum will be formed.

Article -20: Fill up of vacant position: By the consent of the general Assembly any vacant position of the Executive Committee will be filled up and but it will execute after the approval of the Registration authority.

Article-21: Power-responsibilities of the General Assembly:

- i. The sovereign power will be at the hand of the General Assembly. For the benefit of the Organization they can arrange any legal decision.
- ii. Employed/nominated any general members can participate in the Executive Committee as an observer. Not voting power.
- iii. After 18 month of the approval of the registration authority general meeting must be called.
- iv. Following is the norms of the general meeting:
 - a. Presentation must be proved by the signature;

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- b. Present the minutes of the last general meeting and approve.
- c. All reports must be present and approve must be taken by discussion/debate;
- d. If any general meeting President/Vice president absent, in this case present members can select any member with power/responsibility to preside the meeting.

Article: 22: Fund/Finance

- a. Individual, local/foreign organizations, Welfare foundation or organization and from the Government organization donation can be taken.
- b. At the end of the year no extra money can be distributed among the members. Only the welfare function of the organization can use the fund.
- c. This fund can be use for arbitrary/emergency purpose. For the benefit of the organization fund can be donate.

Article-23: Financial Management:

- a) For good management of the Finance of the organization a current/saving account be open to any national Bank. But for the benefit of the organization more than one account can be open at the project areas.
- b) The Above account must be operate by the joint signature of the President, General secretary and the finance secretary. Money can be transacted by any two persons signature.
- c) For the benefit of the organization collected money can't be keep in hand. As soon as possible in cash money must be deposited to the bank account. For emergency purpose 5000/- taka can be keep at hand of the general secretary.
- d) For the purpose of dailies expenses voucher/proposal submitted by the general secretary to the president/finance, president/finance joint signature money can be drawn from the bank.
- e) Must take the approval of the Executive committee after expense the money and all the expenditure must be approve by the year end general meeting and must submit the annual budget.

Article: 24: Audit:

All the expenses of the organization must be audit by any govt. approved audit farm. It is always be on a yearly basis. After finished audit, must submit it to the registration authority for approval.

Article: 25: Methodology for Amendment of the constitution:

For amendment of the constitution on 2/3 rd members must approved, then sent it to the registration authority for final approval. After approve of the Registration authority it can be executed.

Article: 26: Increase of Fund:

To increase funds of the organization it can arrange any project/functions/program by the approval of the registration authority and income-expense for this purpose must be submitted to the registration authority.

Article: 27: Domination of Laws:

Any articles exist in the constitution but it must follow the 46 no articles of 1961 ordinance of the Govt. of the Peoples Republic of Bangladesh. Other functions must be executed by the prior approval of the concerned ministry/division/authority.

Article- 28: Dissolution of the organization: For specific reason if the 5/3% of the members wants to dissolve the organization then accordingly request the Registration authority to take the necessary action on the mentioned purpose and oblige thereby by the Registration authority.

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