

**Registered according to voluntary organization related ordinance of 1961 under  
the department of social welfare**

# Constitution



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# Constitution

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**Article- 1 Name of the organization:**

The organization will be named as  
**“CSF”**  
OR  
**“CSF-Global”**

**Article- 2 Registered office of the organization:**

Address of the registered office:

House No. 9  
Road No. 2/1  
Flat A1 & B3  
Banani R/A  
Dhaka -1213

The office address of the organisation may be transferred to any location within Dhaka district according to the decision of the executive committee and with approval from the registration authority.

**Article- 3 Programme area of the organization:**

Dhaka district. In future the programme may be extended throughout Bangladesh with approval from the registration authority.

**Article- 4 Type of the organisation:**

CSF will be a not-for-profit, non-political, non-government, voluntary, public welfare organization.

**Article- 5 Aim & objectives of the Organization:**

**Aim:** The aim of CSF is to identify major all disabling diseases in children and to detect, prevent as well as treat those conditions. CSF also aims to conduct research and plan and implement programmes for education and rehabilitation of children with disabilities.

**Objectives:** CSF will plan and implement programmes with approval from the department of health or other appropriate ministries /departments / authorities to fulfill the following objectives.

1. To promote the care of children's disabling disease.
2. To prevent disabling diseases in children.
3. To provide curative services for diseases in children.
4. To prevent disability in children.
5. To provide prompt treatment for children with disabling diseases.
6. To organize health promotion, education and awareness campaign on childhood disability through distribution of leaflets, discussion meetings and traditional and modern communication media with a view to prevent childhood disability and establish rights of children with disabilities.
7. To provide social, cultural, educational and economic rehabilitation services to children with disability.
8. To strengthen the education programme for children with disabilities.
9. To conduct extensive research on childhood disabilities to utilize the results of the research for ensuring better services.
10. To implement programmes in partnership with other government departments as well as non government development organizations in order to realize the aim and objectives of the foundation.
11. Community participation will be encouraged in all activities of CSF to create a friendly environment and society for children with disabilities.
12. To develop an integrated and multisectoral programme for the promotion of child disability and for the prevention and treatment of disabling disease in children.
13. To implement the above mentioned programmes CSF will
  - (a) Appoint and regulate officers and employees of the foundation with the approval of the registration authority.
  - (b) Generate and spend foundation's fund according to the government rules and regulations and with approval from the appropriate authorities.
  - (c) Maintain assets and accounts of the organization.
  - (d) Implement programmes in partnership with government, non-government, national and international organizations.
  - (e) Construct its own premises through donations/grants from government, non-government agencies and individuals.

**Article- 6 Membership Categories:**

Members of the organization will be categorised in the following manner:

- (a) Founder member
- (b) General member
- (c) Donor member

**Article- 7 Eligibility for membership:**

- (a) **Founder member:**

Any member who will be associated with the vision and organization of the foundation and act as a signatory will be a founder member.

**(b) General member:**

Eligibility of the general members will be according to article 8.

**(c) Donor member:**

Any person can acquire lifetime/ donor membership of the organization by donating minimum 10,000 taka or assets equivalent to this amount. They will not have the right to vote but will be appraised by the foundation in a befitting manner.

**Article- 8 Eligibility criteria for General Membership.**

Any adult male or female irrespective of race, religion and nationality can apply for the membership of this organization.

- (a) Should bear a good moral character and should have faith on the objectives of the organization.
- (b) Should apply to the Chairperson or General Secretary in the organisation's application form and submit 100 taka.
- (c) The proposed membership applications will be accepted / rejected according to the decision of the General Council
- (d) Members will have to pay monthly subscription of 500 taka
- (e) General Secretary will be responsible for submitting the membership application forms to the General Council for approval and will register those who are approved.

**Article- 9 Cancellation of membership:**

- (a) If any member fails to pay the subscription fee for six months after obtaining membership,
- (b) If s/he is absent in 3 successive meetings,
- (c) If any member fails to abide by the rules of the constitution or acts against the interest of the organization
- (d) If s/he is convicted in a criminal lawsuit or declared bankrupt.
- (e) If s/he become mentally imbalanced
- (f) If s/he resigns voluntarily
- (g) If two-third of the members of the organization agree that s/he has lost the ability to work in the interest of the organization.
- (h) If s/he dies.
- (i) If s/he receives salary, allowance, honorarium or profit from the organization.

**Article- 10 Readmission of members:**

If any member loses his/her membership s/he has to beg for forgiveness and apply again. His/her membership will be granted on the basis of article 8.

**Article- 11 Branches of the organization:**

Branch offices of the organization will be opened with the approval of the registration authority.

**(a) Structure and organization of the branch committee:**

The branch committee may be formed with members from the same area as the branch office according to the constitution of the organization. There will be five members in the branch committee consisting of the chairperson, general secretary, treasurer and two members. The branch committee will be approved and regulated by the general council and elected and directed by the general council of the branch.

**(b) Duties, responsibilities and privileges of the branch committee:**

The programmes decided by the general and central committees will be implemented by the branch committee. The branch committee will be accountable for all their actions to the general council and the central committee. The branch committee will not be able to undertake any activities without the approval of the central committee. It will enjoy the privileges endowed by the central committee.

**(c) Discontinuation of the activities of the branch:**

The activities of the branch may be discontinued at any time according to the decision to the central committee. The branch committee will not have any responsibility in this matter. The central committee will bear all the responsibilities. The central committee will have to inform the registration authority in a written form within 30 days of discontinuing the activities of a branch.

**(d) Regulation by the central committee:**

The branch committee will have to carry out the programmes within the budget allocated by the central committee.

**(e) The chairperson, general secretary and treasurer of the branch committee will be considered as members of the central committee by virtue of their positions.**

**Article- 12 Structure of the foundation:**

There will be 3 committees to implement the programmes of the foundation. They are

- (a) General council
- (b) Executive committee
- (c) Advisory council

**(a) General council:**

All the general members of the organization will form the general council.

**(b) Executive committee:**

The executive committee will have 7 members for the duration of 2 years. The executive committee will consist of the following –

- President ----- 1
- Vice president-----1
- General Secretary-----1
- Joint secretary ----- 1

Treasurer-----	1
Member-----	2
	7 persons

**(c) Advisory council & sub-committees:**

1. The executive committee can form one or more three member advisory sub-committees with competent persons from various disciplines to ensure effective implementation of the aim and objectives of the foundation. The members of the advisory council & sub- committees will be selected both from within and outside the members of the organization.
2. The general council may decide to abolish the membership or responsibilities of any or all the members of the advisory council at any time.
3. The executive committee will select a medical advisor in the advisory council. He will provide technical support in planning & implementation of foundation's programmes for child sight & also co-ordinate the activities of the advisory council.
4. The membership of the advisory council will be honorary.
5. The duration of the advisory council will be for two years.

**Article- 13      Activities and authorities of the committees:**

**1. General council:**

- (a) General council will have complete authority over the organization. It can take any legal decision and action in the interest of the organization.
- (b) The annual general meeting will be held within 18 months of registration of the organisation.
- (c) Any employee appointed or selected by the organization may be present as observer in any meeting of the executive committee or others. However, s/he will not have the right to vote.
- (d) The programme of the general council will be as follows:
  - i) To ascertain the presence through roll call
  - ii) To present and approve the minutes of the previous general meeting.
  - iii) To submit all reports and take decisions through discussion.
  - iv) To amend by-laws (if any).
  - v) To propose adjournment or discuss any other issues.
  - vi) If the president or the vice-president is absent or is incapable or refuses to preside over any meeting then any member present can be nominated with the authority and responsibility to preside over the meeting.

**2. Executive committee:**

Executive committee will be authorized to conduct the regular activities of the organization as well as being responsible for carrying out selected programmes.

- (a) To formulate rules and regulations and to implement programmes for the organization
- (b) To generate and manage fund of the organization
- (c) To utilize the assets of the organization for its development.
- (d) To prepare the annual planning, budget and report.
- (e) To appoint, transfer and dismiss employees of the organization.
- (f) To conduct election of the organisation.
- (g) To interpret the constitution of the organisation
- (h) To form & guide sub-committees if necessary to implement the programmes.
- (i) To appoint members in the advisory council and determine their responsibilities according to the needs. The executive committee will submit the names of the advisory council in the annual general meeting for approval.
- (j) To employ officers and employees and to regulate their salaries and allowances. However, the permission of the registration authority will be sought before employing any person.

**Article-14 Responsibilities & duties of the members of the executive committee:**

- (a) **President:**  
S/He will act as the constitutional head of the organisation. S/He will preside over all the meetings of the organisation and will sign on the minutes of the meetings. S/He will approve the monthly accounts and budget. S/He will represent the organisation in different seminars, meetings, forum, discussion meetings etc. S/He can sign contracts with different forums and individuals for the development of the organization.
- (b) **Vice-President:**  
S/He will assist the president in all respects and will be in current charge of the president in his or her absence.
- (c) **General Secretary:**  
General Secretary will conduct all the duties of the organization according to the constitution as the chief executive person and under the supervision of the chairperson and with cooperation from the executive committee. He will convene meetings with the advice of the president and submit the programme activity reports of the organization. He will prepare and submit the annual report of the foundation, maintain income expenditure account and also present the audited annual accounts of the foundation to the executive committee. He will take care of all valuable documents and assets. He will approve the vouchers of the daily expenditure. He will be responsible for supervising the regular and daily management of the organization. He will be accountable to the executive committee and will have to present the progress report of all activities of the foundation.
- (d) **Joint Secretary:**

S/He will assist the general secretary in all activities. In the absence of the general secretary s/he will be in charge of the general secretary.

**(e) Treasurer:**

He will be in charge of all the accounts of the organization. He will not be able to spend any funds without the permission of the president and general secretary. He will bear in mind the decision of the executive committee while allocating budget for any sector. He will prepare the monthly and annual financial report and perform the internal analysis. More over s/he will assist in final audit of the foundation by the auditor.

**(f) Members of executive committee:**

The members of the executive committee will carry out the responsibilities bestowed by the executive committee and assist the other departmental secretaries.

**Article- 15 Formation of the executive committee and election procedure:**

- (1) The executive committee will be selected or elected through either consensus or proposal and support of the general members by confidential ballot. Approval from the registration authority has to be obtained within one month of formation of the executive committee.
- (2) Duration: The duration of the executive committee will be for 2 years from the day of the selection or election. The executive committee will be formed by election or consensus at the biannual general meeting.

**Article- 16 Election commission:**

A 3-member election commission will be formed to conduct the election with persons who are not members of the organization and who themselves will not participate in the election.

**Article- 17 Vote/election procedure**

- (1) Only the members of the general council can vote.
- (2) Each person can cast his vote only once for any post. No one will be allowed to cast vote through representatives.
- (3) The election commission will announce the election schedule 30 days before the election.
- (4) The decision of the commission regarding the election will be considered as final.
- (5) The elected committee will be approved by the registration authority within one month.

**Article- 18 Different meetings of the foundation**

- General meeting



- Executive meeting
- Advisory council's meeting
- Urgent meeting
- Special general meeting
- Summon meeting
- Adjournment meeting

### **Rules of the meetings:**

**(1) General meeting:**

General meeting will be held once a year. The members will receive the notice 15 days prior to the meeting. Corum will be complete if two-thirds of the total members are present. The following subjects or agendas will be included in the meeting.

- (a) Report of the previous year's programmes and its approval.
- (b) Report of the general secretary
- (c) Audit report.
- (d) Planning of the budget
- (e) Appointment of the auditor
- (f) Miscellaneous issues

**(2) Executive meeting:**

There will be 4 executive meetings annually. The notice informing about the date, time, place and agenda of the meeting should be given 7 days prior to the meeting. Corum of the meeting will be fulfilled by the presence of two-thirds of the total members.

**(3) Advisory council's meeting:**

There will be two meetings of the advisory council annually. The notice informing about the date, time, place and agenda of meeting should be given 7 days prior to the meeting. Presence of two-thirds of the members will be required to fulfill the corum.

**(4) Urgent meeting:**

- (a) The urgent meeting may be convened within 3 days notice. Two-thirds of the total members will have to be present to fulfill the Corum.
- (b) Meeting of the executive committee can be convened within 24 hours. Two-thirds of the total members will have to be present to fulfill the Corum.

**(5) Special general meeting:**

General meeting can be convened within 21 days notice for any special reason. However, no other issue apart from the special agenda can be discussed and no decision can be taken in this meeting. A notice about the objectives of the special agenda should be given. The corum will be fulfilled by the presence of two thirds of the total members.

**(6) Summon meeting:**

- (a) At least two-thirds of the total members will be needed to apply to the foundation's president and general secretary to convene the summon meeting. They will declare and sign the objectives or agenda of the special general meeting.
- (b) The president & General Secretary having failed to convene the summon meeting within 21 days of receiving the notice, the summon members can convene the summon meeting after 22 days of sending the notice. A 15 days' notice period should be provided. However the Summon meeting should be conducted within the office premise of the organisation. The corum will be fulfilled by the presence of two-third of the members.

**(7) Adjournment meeting:**

- (a) The general meeting can be delayed for maximum 30 minutes after the scheduled time. Otherwise the meeting will be postponed.
- (b) If the general meeting is postponed due to incomplete corum then a notice for the next meeting should be given within 30 days. And if the corum is not fulfilled again for that meeting then the meeting will be held with only the members who are present and their decision on any matter will considered as final.
- (c) If the meeting of the executive committee is postponed twice due to incomplete corum, then on the third meeting, decisions can be taken with the members who are present and the post of the members vacated in the executive committee must be fulfilled by general members.

**Article- 19 Financial matter of the organisation:**

**(a) Financial / fiscal year of the organisation:**

The time period from the 1st July to 30th June will be considered as the fiscal year.

**(b) Fund generation:**

The Sources of fund generation will be

- 1) Admission fees of the members
- 2) Monthly subscription
- 3) National and international legalised grants

In addition fund can be obtained from government and nongovernmental organizations as well as national and foreign individuals or donor agencies.

**(c) Financial transaction:**

Fund will be reserved and regulated/operated through an account opened in the name of the organisation in any branch of a national bank. Money can only be withdrawn through joint signatures of either organisation's chairperson general secretary or treasurer. However signature of the treasurer is mandatory. Not more than 5000 taka can be withdrawn without the approval of the executive committee. Upto three thousand taka can be reserved for emergency situations. The vouchers of all financial transactions of the

organisation will be preserved. The monthly account of income and expenditure will be recorded properly in the cashbook.

**(d) Annual budget:**

Money will be spent to materialise the objectives of the organisation and to pay the wages of the employees according to the annual budget.

**Article- 20 Accounts and audit:**

- (a) All kinds of foreign donation for the organisation will be accepted though a single account of any schedule bank.
- (b) Signatures of any two persons from the chairperson, general secretary or the treasurer will be needed to operate the account. However signature of the treasurer is mandatory.
- (c) The auditor selected by the organisation will audit the annual account of income and expenditure. The account will start from the 1st July. However the audit can be done by appropriate social welfare officer.

**Article- 21 Constitutional amendment:**

The constitution can be amended on the basis of the decision taken by two-thirds of the members present at the general meeting of the organisation and this has to be submitted to the registration authority for final approval. The amendment will be considered as final if approved by the registration authority.

**Article- 22 Funding.**

Any project or programme may be conducted with the approval of the registration authority to generate fund for the organisation. At the end of the project or programme under taken an account of the income and expenditure will be submitted to the registration authority.

**Article- 23**

All activities of the organisation will be regulated according to the Foreign donations (Voluntary Activities) Regulation Ordinance 1978, inspite of whatever may be mentioned in this constitution. Other activities will be implemented with the approval of the appropriate authorities.

**Article- 24 Dissolution:**

The organisation may be dissolved on the basis of decision taken by three-fifths of the members present at the general meeting. At the time of dissolution all the remaining fund or asset of the institution after paying off all debts can be transferred to any other organization with similar aim and objective. However, the registration authority

will be approached to take the necessary steps and it will take the final decision on the matter.