



বাদাবন সংঘ
Badabon Sangho
(A Women's Rights Organisation)

Badabon Sangho

Village: Chitra, Post Office: Gouramva, Union: Gouramva
Upazila: Rampal, District: Bagerhat.

"Formation"

Introduction: From birth till date, a lot of non-government organisations are working alongside with the government of Bangladesh in reforming the war-stricken country and conducting various activities for her betterment and prosperity. Unfortunately, the country and nation could not yet achieve the level of desired goals and objectives. Consequently, poverty stricken people in slums and penurious people in cities are increasing at an alarming rate. They are being provoked to live in miserable conditions due to overpopulation. On the basis of this situation, prevalent development programmes have been designed to address the authentic needs of the poor and disabled people led to the formation of a non-government organisation named "Badabon Sangho". The aim of "Badabon Sangho" is to find feasible solutions for addressed problems and create a sustainable model for prosperous activities in respective regions.

Serial 01. Name & Address of Institution: "Badabon Sangho".

Village: Chitra, Post Office: Gouramva, Union: Gouramva,
Upazila: Rampal, District: Bagerhat.

Serial 02. Head Office of Institution:

The Head Office is proposed to be situated in Chitra Village, Rampal Upazila in Bagerhat district. If the office location requires any modification, then approval will be taken from the respective Registrar 30 days prior to change. In case of any change of office location, the necessary copies of written documents will be submitted to the donors and accounts section.

Approved Serial No. 03. Working Area of the Organisation:

Rampal Upazila of greater Khulna Division

Serial 04. Objectives of the Organisation:

Nonpolitical welfare, voluntary and non-profit organisation with the objectives of conducting various diversified social welfare activities.

Serial 05. Objectives of the Organisation:

5.1 Children Welfare: Children are the future of tomorrow. Therefore, Bagerhat district will initiate and take necessary steps to conduct activities in alignment to child welfare activities.

5.2 Youth Welfare: Youth is the spinal cord of the nation. They are the heartbeat that plays a big role in working towards the development of a nation. Therefore, the youth will be empowered and inspired to undertake developmental activities with given meticulous training by Badabon Sangho. Badabon Sangho will arrange training for the youth in order to equip them to work towards creation of a congenial environment, sound and healthy entertainment activities and to undertake all welfare activities that will benefit the society as a whole. The organisation will definitely assist the youth to utilise their merit, strengths and power to work for the development of the society.


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5.3 Women Welfare: Bengali women are in a very poor state especially women in the rural areas have despondent and deprived lives. Lack of social values provoke women to engage in begging, slavery and even prostitution. Badabon Sangho is aware of this and want to help these women overcome this situation. This organisation aims to free women off this cursed life and moreover work towards improving the mental health and education of these underprivileged women by addressing their contingent needs. The organisation will always stand by these women in fighting against dowry, which is so much prevalent in the rural areas.

5.4 Welfare Activities for Physically and Mentally Challenged People: Mental illness arises from being underprivileged, neglected, depressed and being in constant pain. Mental illness eventually leads to various physical disabilities. These people gradually become dependent upon others and lead even more miserable lives. The objective of Badabon Sangho is to help these women overcome the situation and become independent and empowered in order to lead a life of their choices by applying modern tools and techniques.

5.5 Family Planning: Small family is happy family. It has been observed that in a family of small number of children, all children receive affection, care and good education. Badabon Sangho will work towards building small and happy families in the concerned rural areas. They will also ensure that all children receive care, proper guidance and good education from their parents and other family members through effective family planning. Badabon Sangho will also educate the illiterate rural people about the positive sides of effective family planning.

5.6 Keep people away from unsocial activities and engage in healthy entertaining practices: Badabon Sangho aims to refrain people away from unsocial activities and engage in healthy entertainment practices instead. The organisation moreover will work towards creating harmony and peace in the society by keeping people away from malpractices. They will try to ensure that people in the concerned area do not go astray through bad companionship and any other means. Badabon Sangho will take all necessary measures to eradicate all sorts of injustices and malpractices in the society like gambling, card playing, stealing, robbery, murder, and extortion. Moreover, if the organisation is ever informed of any malpractices taking place in the society not through word of mouth, they will work out their best to prevent it from happening twice and take all necessary steps to stop it from happening. In order for the people to not go astray, Badabon Sangho will devise new strategies of healthy and fun activities and arrange for giving reward to people who will play a big part in supporting peace and tranquility in the society.

5.7 Arrange education for older people/senior rural citizens: Education is the backbone of the society. No country and nation can proceed further without education. 80% of the rural people are illiterate. Badabon Sangho will arrange education programmes for the senior citizens through night schools and try their best to educate the target group where education will be given without any cost. Education is particularly more important for farmers as through education, they will be able to apply modern techniques in their farming practices. Additionally, education will also enable the honest people to be independent and give them sense of responsibilities and duties.

5.8 Rehabilitation and Welfare of freed political prisoners: When political prisoners are freed from jail, they are unable to find employment. Badabon Sangho will work towards creating employment for these people.


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5.9 Welfare for juveniles: It is seen that children nowadays are becoming engaged in various crimes. This a social epidemic and Badabon Sangho's primary responsibility is to help prevent children from committing crimes.

5.10 Welfare for the socially underprivileged: Work for the betterment of the socially underprivileged people will be one of the primary duties of Badabon Sangho.

5.11 Welfare of beggars and destitute: A large part of the population constitutes of the beggars. This is a religious sin as well. Badabon Sangho will work for the beggars to pave ways through which beggars can find work and not a single person has to choose begging as a means of livelihood.

5.12 Rehabilitation and Welfare of patients: Badabon Sangho will work towards curing patients who are suffering from various kinds of diseases.

5.13 Welfare for the senior and weak citizens: When people get older, they eventually become weak and consequently becomes a burden to the society. Badabon Sangho will be working for the welfare of these senior citizens.

5.14 Education for Social Activities: Man is a social animal. People must come forward together to undertake healthy social activities and Badabon Sangho will help do that.

5.15 Coordination amongst the Social Welfare Organisations: Badabon Sangho is a social welfare organisation. As a social welfare organisation, it will collaborate and coordinate with other social welfare organisations as well and undertake activities accordingly.

Act 06: Classifications of Members:

- i. Founding Member
- ii. General Member
- iii. Donor Member
- iv. Lifetime Member

Act 07: Qualifications for attaining membership:

- i. Founding Member- These comprise of the people who took the initiative to start the organisation and filled up and signed the "B-Form" during registration, can be considered as a founding member. Founding member will regularly invest donations. They can stand in elections and given the opportunity to be voted. They cannot be made to resign if they are unwilling to leave the position.
- ii. General Member- This will be as per Act 08.
- iii. Donor Member- If any person donates minimum 2500 BDT collectively or any asset comprising of this amount for the welfare of the operation of the organisation, then that person can be considered as a donor member. These members have the right to vote and stand in elections. Their opinions for the development of the organisation can be considered and they will be held in high esteem on behalf of the organization.
- iv. Lifetime Member- If any person donates 1000 BDT collectively or any asset comprising this amount for the welfare of the operation of the organisation, then that person will be considered as a lifetime member. These members have the right to vote and stand in elections. They will be held in high esteem by the organisation and their membership procedures will have to conform to Act 08.

Act 08. Rules and Regulations of Membership:

- i. Membership is only open for Bangladeshi nationals.


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- ii. They have to conform to the morales and objectives of the organisation
- iii. The member has to be at least 18 years of age and an innovative person
- iv. The member has to fill up a 30 BDT form as per the standards set by the organisation and apply for membership to the President/General Secretary of the organisation.
- v. The General Secretary of the organisation will forward the application to the Executive Committee and the applicant will be enlisted in the book of members once the President of the Committee approves and signs the paper.
- vi. The General member can only be considered for membership if he pays a membership admission fee of 50 BDT and monthly 10 BDT collectively for 1 year, with the approval of the President of the Committee and be a member with $\frac{3}{4}$ rights

Act 09. Cancellation/Dismissal/Extinction of Membership:

- i. If any member wants to resign voluntarily from the position of the membership
- ii. Death, insanity, destitution, and held responsible for any punishment given by the court
- iii. Unable to provide donation for 3 months consecutively
- iv. Commit any action or demonstrate any sort of attitude that goes against the interests of the organisation
- v. If any member gets employed somewhere else

Act 10. Revival of Membership:

If any member wants to revive membership, then he has to state a formal apology, reapply in accordance to standards set by the organisation and can revive membership only if the President of the Committee approves. For this, the reviving member has to follow constituents stated in Act 08.

Act 11. Institutional Framework:

There are 3 kinds of institutional framework:

- i. General Committee
 - ii. Executive Committee
 - iii. Advising Committee
- a. General Committee: This is formed with all General Members concerned. No limitations are set in this category.
 - b. Executive Committee: The duration for this is 2 years. The Executive Committee comprises of 7 members. The classifications and designations of the respective members are given below:
 - 1. President/Chairman- 1 person
 - 2. Vice President/Chairman- 1 person
 - 3. General Secretary- 1 person
 - 4. Deputy General Secretary-1 person
 - 5. Treasurer- 1 person
 - 6. Executive Members- 2 persons

Act 12:


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1. Duties and Responsibilities of the President/Chairman: They will chair the general and annual meetings. If all members are divided into two groups comprising of two different opinions in equal portions, then the President/Chairman will take decisions through casting votes and lottery. He will supervise and manage all activities of the organisation. All bills of the Executive Committee need to be approved by the President/Chairman prior to implementation.
2. Duties and Responsibilities of the Vice President/Chairman: Undertake all activities of the President/Chairman in his absence and implement decisions accordingly for the benefit of the organisation.
3. Duties and Responsibilities of the General Secretary: Act as the Secretary of the Executive Committee. He will scrutinise all accounting transactions, manage budgets, implement all activities and arrange for meetings with the President/Chairman. He will draft and write letters, maintain communications with all respective stakeholders to undertake prescribed activities and operate all the activities of the organisation holistically. He will determine the salaries and benefits to be provided to staff through discussions with the top management, approve their leaves and take decisions related to any employee termination. It has to be mentioned here that this position requires the holder to act as the Chief of the organisation.
4. Duties and Responsibilities of the Vice General Secretary: He will conduct all the activities of the organisation in absence of the General Secretary and implement activities accordingly.
5. Duties and Responsibilities of the Treasurer: He will receive all accounting transactions in the form of receipts. He will deposit the money in the bank as soon as he receives it. He will assist the Secretary in determining and processing the annual budgets. He will assist the Secretary in operating the organisation and preserve cash, stock and documents of all financial transactions that take place in the company.
6. Duties and Responsibilities of the Executive Committee Member: They have the power to vote. Before implementation of any activity, they have to consult the President and General Secretary and implement activities upon their consultation and decisions. They have to attend all meetings and exchange ideas and opinions.

Act 13. Power, Duties and Responsibilities of the Executive Committee Members:

- a. Approve all the necessary expenses of the institution and form subcommittee amongst the General Members for undertaking special activities on behalf of the organisation.
- b. Place day, date, time, venue and meeting agenda. Preserve and maintain all necessary costs, vouchers and scrutinise cash inflow and outflow that takes place in the organisation.
- c. Recruit staff for the Executive Committee and have their salaries and other fringe benefits approved and registered from the concerned authority.
- d. Operate the administrative and financial activities of the organisation and simultaneously determine the duties and responsibilities of every staff recruited in the organisation.

Act 14. Receipt of Foreign Donations: Accept foreign donations under the Act and Rules and Regulations set in the registration procedures of 1978.


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Act 15. Procedures in the recruitment of Officers and Staff: Place job advertisements in the newspaper stating vacancies and hire 4 persons with the approval of respective institution and 1 person with the approval of the registered institution.

Act 16. Activities of the Administration Department:

The following departments will pertain in the central office of the respective institution:

- a. Institutional Information & Communications Department
- b. Training Department
- c. Women and Child Development Department
- d. Health, Education and Environment Development Department

Act 17. Activities of the Administration Department:

- a. The activities will be carried out in the areas as per Act 03. of the constituent stated in the formation of the institution.
- b. In order to successfully run the projects, there will be 1 Coordinator appointed by the Administration Department for each projects and they will supervise all the staff of each project concerned. Moreover, there will be 1 Manager appointed by the Administration Department and he will look after the development of people, assist in conducting Training, Research & Evaluation, Practical Efficiency Skills Training, Irrigational Work Activities, Publications, Dissemination of all Necessary Information, and look after all Financial Transactions.

Act 18. Development Centre and its Committee:

There will be a development centre under 1 or multiple thanas situated in the heart of the central office. Over here, the Field Officers will be members of the Committee. The main role of this Committee is to implement various work plan and activities.

Act 19. Administration Department and its Activities:

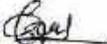
Non-Government organisation, "Badabon Sangho" has 2 long term and 2 short term objectives.

- a. Long Term Objectives: Develop the rural society through societal development in improving the lives of poor, neglected and landless farmers and empowering women financially and economically.
- b. Short Term Objectives: Grow the mindset of the people so that they are able to assist and cooperate with each other to empower the underprivileged and destitute people and implement project activities in unison. Example of Project Activities will be fishing, farming and forestry.

Act 20. Work Plan and Activities:

In order to implement the goals and objectives in reality Badabon Sangho will carry out the following activities:

- a. Make a classification amongst the underprivileged and neglected people in the rural areas and provide them with required assistance.
- b. Work Plan for helpless women: Train the underprivileged and helpless women to become empowered and independent.


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- c. Training: The organisation will arrange for different training programmes for these women with assistance from different Government and Non-Government organisations. The trainings will be based on human development and skills efficiency development.
- d. Training on Health and Education: Trainings will mostly focus on preventing AIDS and Environmental Development. The trainings will definitely be imparted upon approval from the concerned authority.
- e. Social Service related Work Activity: Arrange pure water supply for the concerned people by means of tube well, hygienic toilets and planting trees to preserve the sound environmental balance.

Act 21: Requirement of manpower for the implementation of projects:
The Director and Executive Committee of this organisation will arrange for suitable and good number of manpower in order to implement the project successfully. If required manpower will be recruited on a full time and part time basis.

Act 22: Protocol for conducting meetings of the organisation: 4 kinds of meetings are to be held for this organisation as follows:

- a. General Committee Meeting
 - b. Executive Committee Meeting
 - c. Emergency Meeting
 - d. Sudden Meeting
- i. General Committee Meeting: This will be held twice annually. The meeting will be announced at least 15 days prior to being held and all General Committee members are to receive notification. The meeting will be held valid with the presence of at least $\frac{3}{4}$ members.
 - ii. Executive Committee Meeting: This will be held once in a month. The members are to be notified at least 7 days prior to the meeting being held. The meeting will be considered valid upon the presence of $\frac{2}{3}$ members. Emergency Meeting: Executive Committee members are to be notified at least 24 hours prior to the meeting being held while General Committee members are to be notified at least 3 days earlier. The meeting will be held upon the presence of $\frac{2}{3}$ members.
 - iii. Sudden Meeting: If any meeting is postponed due to reasons such as any sudden emergency, lack of time and meeting being invalid, then the meeting is to be held once again in the same place and at the same time and will not require all the members to be notified. Number of members are not of any consideration in such type of meetings.

Act 23. Election of the Executive Committee:

- a. Executive Committee: The Executive Committee will be elected through direct votes of the legalised General Members. Upon completion of election, the Executive Committee members will be registered by the concerned authority within a month. One of the


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- members from the registration team will be present in the entire election process to monitor whether the election has been held fairly and neutrally.
- b. Duration of membership: The membership of a member will be valid for 2 years. This is effective from the date of joining as a member up to 2 years.
 - c. Election Commission: In order for the election to be held neutrally and fairly, there will be presence of 3 members who are either not participating candidates of the Executive Committee or belong to the General Committee. The Election Commission will hold election and announce the results within 90 days.
 - d. Duties & Responsibilities of the Election Commission:
 - i. Prepare a list of voters list with the assistance of legal General Members.
 - ii. Announce the concerned election areas
 - iii. Hold fair election and announce the results
 - e. Methods of voting: 1 person is allowed to put 1 vote for every positions and votes cannot be given through representatives but the person himself. Votes will be accepted through either secret ballot papers or directly by raising hand so that everyone get to witness the voting acts. The Election Commission will announce the election areas 30 days prior to the election being held and whoever they announce to be the winner shall be accepted as the final decision by everyone concerned.

Act 24. Proposal for Veto:

If any Executive Committee Members get engaged into any act that is considered to be harmful for the organisation, then 2 or 3 General members have the right to dismiss him and consider the position to be vacant. In this case the entire Executive Committee can be brought under legal action. In this case, the final decision lies with the registration committee.

Act. 25 Fulfillment of a Vacant Position: The General Committee Members have the right to fill a vacant position of the Executive Committee by one of the staff members of the organisation, however this can only be implemented through approval from the concerned authority.

Act 26. Income Source of the Organisation:

Donation from members, donation by various donors, individuals and financial assistance from government and non-government organisations.

Act 27. Financial Management:

For financial transactions of the organisation, a savings/running account has to be opened in one of the schedule banks.

- i. The savings/running account will be opened and monitored in the presence of the President, General Secretary and Accounts Officer.
- ii. Different accounts can be opened in different banks for different projects upon the supervision and approval by General Secretary/President or Executive Committee members and an operating person can be chosen for the financial transactions as decided and approved by the concerned authority.
- iii. The institute's money cannot be kept in hand or in cash. They have to be submitted to the bank immediately.


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iv. In order to successfully operate the organisation's expenses, a maximum amount of BDT 5000 can be kept as cash in the organisations's locker.

Act 28. Audit:

The financial transactions of the organisation can be conducted in 2 ways.

- a. By any firm approved by the Bangladesh Government.
- b. By any firm/individual as approved by the registration authority

The audit will be conducted once a year. The financial year will be counted from 1 July of a year to 30 June of the next year.

Act 29. Correction, Reformation and Modification of the organisation:

In case any changes are to be brought to the organisation, can be amendment of acts and other rules and regulations which require modification, then it can be considered only in the presence of 2/3 members through means of a meeting. It has also to be mentioned that the modification is to take place upon approval by the registrar.

Act 30. Law and Order:

Irrespective of what is written in the procedure for formation of the organisation, the organisation will conform to No.46 Act stated in 1961 and will operate as per the Rules and Regulations set by the Bangladesh Government. Other activities will operate as per the rules and regulations stated by the concerned authority.

Act 31. Termination Rules and Regulations:

If for any valid reason, 3/5 members of the organisation wish to terminate the organisation, then upon the approval of the registered authority all moveable and immovable assets shall be transferred to another organisation. The registration authority can take decisions otherwise.

This document has been prepared keeping in consideration the compliance to the law and order of the Bangladesh Government and also prepared to be amended if Government requires any kind of amendment or correction.

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