

Constitution

Rule-1 Name of organization: (CRUD)

COMMITTEE FOR RURAL AND URBAN DEVELOPMENT

Rule-2 Address of organization: Head office

**House no-51, Cherakhana road, Shaistanagor R/A,
Hobiganj-3300, BANGLA DESH.**

E-mail-ru_development@yahoo.com

Rule-3 a) Area of organization for activities:

Hobiganj District. But it may extent any Districts of Bangladesh by the permission of registration authority.

b) Date of establishment -1/6/2000 A.D

Rule-4 Aim of organization: a) In all races & tribes of Bangladesh including landless, poor, distress, helpless people e.g. farmer, women, children & hardcore people should be organized and to aware about his income generating and environmental development & hygiene and to relieve them from poverty, illiteracy & ill health by doing work in our organizational way. To over come our natural disaster, cyclone, flood, waterless condition, epidemic & endemic diseases. To develop awareness about Health, citizenship, birthright and to make an educated, healthy & workable nation.

b) To help the people of Bangladesh by restoring the country from our natural disharmony.

Rule-5 Work plan of organization: a) To make the aware, educated & organized of rural & urban areas landless, wealth less, poor, hardcore people

b) To improve the activities of forestry & horticulture, by giving the loan facilities to this subject oriented organization or people. Also help to improve the income generating and environmental development of people.

c) **Institutional educational program:** To educated the street children on basic, primary, vocational training of rural & urban areas. To take program on women & adult education about general or mechanical sector and to aware them on development of the Personal as well as social advancement.

d) **Health:** 1) Primary & public health awareness.

2) To develop awareness about health facilities & duties of public health (curative & preventive)

3) To make awareness on nutrition & easy availability of nutrition. And also help to prevention of diseases.

4) Eye, Mother & child health program, family planning & population control, arsenic mitigation program.

5) Hospital & charitable dispensary, Vaccination, Blood donation, eye & other organ transplantation or donation.

6) Rehabilitation of handicapped both children & adult and other program on this sector

a) **Nursing and training center establishment.**

e) **Research, publication & training:** research on social, cultural, environmental development health related program. Publishing books, distribution & training program may be taken.

f) **Women affairs:** In Bangladesh women's are suffering from dual rule of our society, to develop awareness about their right, to organize & to make aware, on education, source of income generating, develop their personalities.

g) **The Program, which** is interrelated to the organizational rules & regulation.

h) **Income generating program** for both male & female e.g. modern agricultural system, transportation, business, poultry, vat nary, fisheries, production of vegetable, etc and to help in training with scholarship or make a team wise program among them. On such sector by helping or giving knowledge & supplying information along with distributing crops, fertilizer, equipments or credit support.

g) **To improve** the status of poor & helpless people, by supplying modern technology, on such sector giving training on computer composing, typing, VDO photography, training on primary health care, nursing, pharmacist (compo under), village health worker etc, among the poorly educated young's. Which help them unemployment, self-sufficient. By arranging training on urban irrigational instruments, electrical instruments maintenance, using sewing machine, on such training unemployed young's will be benefited.

Chairman
CRUD



Chief Executive
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- i) To expansion of the activities or program organization can buy or rent house & to move on lands water or air organization can buy or chartered vehicles or aeroplanes.
- ii) All the wealth of organization can be utilize for the activities of the organization but not for personal use.

RULE – 6 Categories of the members: Are as follows

1. Primary member.
2. General member.
3. Life member.

Rule –7 Eligibilities of members

1. Primary member those members are signature holder during establishment of this organization will be the primary member.
2. General member. General will selected accordingly the rule of 8
3. Life member. Any Bangladeshi citizen can be the life member by donating – 20,000.00 Taka only.

Rule-8 Members admission Law

- i. Only Bangladeshi spiritual citizen & social worker will be the member of this organization.
- ii. application should be submitted to chairmen /chief executive by fill up a printed specific form with Taka –100.00 only.
- iii. Members must be obeying the rules and regulation of the organization.
- iv. Members age not below 18 years, they should bear good moral character, well behavior & constructive in nature.
- v. Admission fee –100.00 Taka and monthly fee 20.00 Taka should be paid regularly.

vi. Secretary scrutinized all the applications of members those who are applied and submitted to the executive committee or general committee for approval. After approval by the committee their name must be written to the registered book properly.

Rule-9 Members right and facilities - all the members of organization have voters right & they have Got every right to participate in election. Life members have got the power to participate in election as an election commission, advisor of organization when required or he can take active part of any developmental works of organization.

Rule-10 Cancellation of member ship: Following causes will be the responsible for the cancellation of member ship.

- i. If any body himself give resignation from his post.
- ii. If any body loss his normal mental or psychotic condition.
- iii. If any body absent from at least three consecutive meeting or they are lost their interest in any activities of organization.
- iv. If any activities which is subversive for the organization, any morality of his character which is harmful for organization. Or discrepancy of accounts of the organization.
- v. If any body dead, become lunatic, economically is not sound or convicted by the court.

Rule-11. Readmission: if any member lost their membership he must beg pardon for his activities & again he must be applied for membership newly. To recovery his membership again he must follow the rules and regulation of rule-8.


Rule-12 Opening of liaison office: i for the extension of the activities of organization liaison office can be started any place of Hobiganj, by the decision of executive committee, chief executive will selected place for office which must be related to the organizational activities.

ii Branch or liaison office must follow the order of central office .

iii . Branch office is directly supervised by central office and acts as like as central office, branch office can be abolish any time by central office by the decision of executive committee.


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Rule-13 Constitutional structure: for the management of organization constitutional structure will be three categories ---

- i . general council
- ii .executive council
- iii advisory council

General council: It will form by all the general members. But there is no upper limit of the number of general member.

Executive council: A seven (7) members executive council will be form by the general council either selection or election. Executive council select an chief executive who must be paid, he will be the responsible for all the activities of the organization and act as general secretary. Chief executive have no voting right but he have got the power of general secretary by the law of organizational constitutions .on such situation. Another one (1) member should select for executive committee. So total number of executive member is 8(eight). Executive council member will seven (7) and following executive personal from the executive council.

- i. **Chairmen**-----1 person.
 - ii . **Vice chairmen**-----1 person.
 - iii. **General secretary / chief executive**----1 person.
 - iv. **Treasurer/ financial secretary** -----1 person.
 - v. **Executive member** -----3 person.
- Total = 7 person.**

Advisory council: 1. Executive committee can arrange at least 3 members advisory council. It may from one or more subjects. Members should be expert person or specialist on his subject & age must be above 35 years.

2. Executive council can extent the duration of advisory council or can be abolish after the completion of their duration. It may be applicable for single member or total members

Rules—14. Responsibilities & power of Executive council on administrative management:

- a. Responsible for necessary budget of the organization
- b To from a subcommittee on a special activities of organization
- c To make arrangement for meeting and they will be responsible to fixation of date, place, time& agenda.
- d. To preserve whole accounts, expenses vouchers, cash book and to scrutinized the expenses or accounts of organization.
- e. To fixation of salary structure of officers &stuff which was permitted from registration authority.
- F They are responsible for financial, managerial and administrative activities of the organization.
- b. They also responsible for all administrative, managerial, executive, project proposal &its implementation and also responsible for the duty of officers &stuff
- c. They are responsible for suspension of the membership according to the rule—12.

Rule—15 The empowerment of executive council &executive member and their responsibilities or duties

- a. **Chairmen:** 1. He preside all the meeting.
2. He will help the chief executive &giving advice or direction to chief executive.
- b. **Vice chairmen:** a. helps the chairmen in all his activities.
b. Responsible for all activities in absence of chairmen.
- c. **General secretary:** a. he is the over all in charge of the office.
b. Responsible for all the correspondence of the organization
c. Program of organization, planning of program, project proposal, and to organize the executive members for establishing the project
d. He will preserve all the papers, information and documents.
e. He will preserved all the bill, vouchers, all the transactional & Scrutinized all transactional papers, to give approval and send to the authority for approval.
f. He is responsible for good will of the organization; its development and keep the Organization remain active


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- g. For the development of the organization he will maintain relation ship with the other executive members, take advice from them.
- h. he will be take the prime rule on administration , preparing the project proposal ,budget ,implantation of plan etc.
- I .he have got supreme power on appointing officers or stuff
- And take the prime rule on suspension of them for the sake the sound administration
- J .he have to arrange writing the description of meeting, to arrange to circulate this to the members
- K .to maintain the proper members list and maintain their admission etc.
- l. to serve the notice of the date ,place, time and agenda of every meeting.
- m. to updated the monthly, quarterly, and yearly expenses ,deposit of the organization which is maintain by financial secretary and arrange to submit this to appropriate meeting for approval .
- n. He wills putting the signature on the joint account of the organization along with the financial secretary
- o. He will be the responsibility for implantation of the activities approved by the executive council and administrative power.
4. **Financial secretary** – a. He will maintain the cash, cheque book expenses of the organization properly.
- b. Money or the account of the organization Will be deposited properly on the specific bank of the organization.
- c. He will put the signature to the cheque along with the chief executive.
- d. He will responsible for preservation and maintenance of registered book of expenses properly.
5. **Executive member**-they will follow the decision of executive council

Rule- 16 Election: All the elections should occur by proposals from voters or members it may be either by selection or election. Casting of either open or secret.

Rule-17 Process of election

Executive council –all executives and members either selected or elected by proposals or secret voting.

Duration of the council – duration will be 2(two) years from the date of selection or election. Election or selection will be held on the annual general meeting after every two years

Rule-18 Election commission

To presiding the election, persons should be selected those who are not the member of the organization. Election commission will be made by three persons.


Rule-19 Process of voting –

One person have got the right of one vote, he will cost only one vote .no representative is allowed for casting vote. Tofsil should announce before 30(thirty) days of the date of election. Any decision about election taken by the election commission will be final.

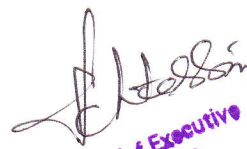
Rule- 20 Duration of election –executive council will be handed over their responsibilities at least 45 (forty five) days before the duration of election or duration of the executive council.

Rule-21- 1. General meeting- will be held every one year, which will be held with in 15 (fifteen) days of serving notice. Coram will be full filled by the presence of the 2/3 (two third) members.

2. **Executive meeting** –executive meeting will be held at least 4 four. Date, time, place, &agenda, which must be announced 7(seven) days before the date of meeting. Carom should be fulfilled by the presence of 2/3 members.


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3. **Emergency meeting** – 1. General meeting can be called within 3 three days notice.

2. Executive council meeting can be called within 24 hours notice. 2/3 (two third) members presences will complete the carom.

4. **special meeting** – can be call with in 21(twenty one) days notice. But on such type of meeting only special subject will be consider except this, no other subject can be consider for conversation, or cannot be taken any other decision expect special subject. presence of the members must be 2/3 two third of the total meeting .

5. On call meeting (Tolobi meeting) –

1. **Only 2/3 (two third)** members of the general meeting can be taken the decision for the meeting, agenda or cause of the meeting and with the signature of the members on call meeting notice will be sanded to the chief executive or chairmen by the address of organization.

2. **If the chairmen** will not call the meeting within 21(twenty one) days of the date of on call meeting, on such situation members of the on call meeting, can call the meeting with in three months but meeting must be held upon on office of organization carom will be fulfilled with the presence of 2/3(two third) members.

3. meeting for prose pond-

1. General meeting can be late maximum for 30 thirty minutes otherwise meeting will be prose pond

2. If general meeting is pros pond due to leak of 2/3 (two third) carom of the members, again within thirty days notice can be serve for next the general meeting, if again carom is not full then meeting will be continue with the present members and their decision or opinion will be the final

3. If the meeting of the executive council is pros pond due to leaking of the carom, the present member will take decision of the proposed subject and vacant post of executive member will be fulfilled by co-opt from the present– general members

Rule 22. Responsibilities and empowerment of the general member –

1. All the responsibilities of organization are depends on the general members they can take any legal decision or implantation .2/3 rd (two third) of the general members decision will be the final.
2. Annual general meeting AGM will be held within 18 eighteen months of the date of registration.
3. Any personal who have previously selected or member permitted by organization will be attending the executive or other meeting. But he has no power for costing vote.
4. Following activities for the general members – presence of the members can be identify by roll call
 1. Activities of the last meeting will be monitor or read and approved.
 2. All the report should be submit
 3. any correction on rule sub rule if any
 - 4 proposed for prose pond of the meeting and miscellanies.
6. **When chairmen or vice chairmen** is absent or unable to attend the meeting, meeting will be presided by any present member who is proposed by the members.



Rule –23. Account / money transactions

1. **Donation** can be taken from personal, foreign organization, NGOs, foundation, any organization of our country or any charitable organization either in our country or abroad. Donation can be taken from government also.
2. **No money** of the profit cannot be distributed to the members of the organization, which **will be collected after every financial year& which will only spend** for organization not for personal.
3. **Money** can be spend for organization during the crisis period of the organization or any law and order situation on the court .it can be donated to any organization which is related to our organization.


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Rule –24 financial management 1. a saving /current account must be open in schedule Bangladeshi bank by name of the organization .

2. **Account** should be run under signature by the chairmen/chief executive and financial secretary. Money can be with drawn from account by the signature of any two out of these three person.



4. Money of the organization always keeps in his bank account nobody can preserved it in his own hand. Only 5000.00 tk. (five thousand) can keep in hand for any urgent organizational work.
5. Daily expenses can be maintained by the chief executive –by submitting vouchers and money can be with drawn from account along with the signature of both financial secretary & chief executive.
6. All expenses of the organization can be maintain by with drawn of money from account with the signature of any two out of three, e.g. chairmen, chief executive & financial secretary. But it should be submitted to the executive council for approval and it must be submitted to (all expenses) the general council during AGM. Along with budget.
7. Daily expenses of the organization can be approved by the chief executive and he can maintain all the expenses

Rule –25 Audit all the expenses of the organization can be audited by the registered audit firm or by the approved audit firm from registered authority. Besides this any person who approved by the registered authority can be monitor the audit.

Rule –26 rectification of the constitution: any change or rectification of constitution opinion taken from 2/3 members, which should be send for approval to the registered authority, after approval by the registered authority it can implemented.

Rule –27demolition of the organization: if 3/5 members of the total members wants to demolition of the organization with certain specific cause, it can be submitted to the registered authority and registered authority will take the necessary action.

গঠনতন্ত্র অনুমোদিত হইল

২৬/৩/০৬
নিবন্ধী কর্তৃক
যেহালাসেবী লম্বা সেবা অংশন লম্বা,
লম্বা সেবা অংশন,
হবিগঞ্জ।

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