

# **Constitution (Revised)**

## Section -1

Name: Clinical Engineering Association-Bangladesh and in brief (CEAB)

## Section -2

Address: 37/2, Pritom Zaman Tower (13th Floor), Purana Palton, Dhaka-1000

## Section -3

Area of Activities:

Activities of his organization primarily will be limited within the district of Dhaka. In the next upon the permission of the registration authority activities will be extended throughout whole Bangladesh.

## Section -4

Nature and characteristics of the institute: The organization as a non political and non profitable volunteer organization according to the ordinance No-46 of 1961 (Volunteer social welfare organizations registrations and control) will work for improving the health service standard of the society and strengthen the activities of technology and will improve socio-economical health service and rehabilitation oriented works for the deprived patients, disadvantageous and other casts of the population. The organization aiming to do development works and activities of well being for human side to side keeping privileges of the people do socio-economic works education, to arrange technical oriented training program, take initiative to provide training on health technology, with the cultural development, activities through creation of self employment of the back footed and un advanced population , on the basis

huge participation of large population of the area that is the people of the society of different parts engage in socio-economic development activities , which is the commitment of the organization . (By the approval of relevant department)

## Section -5

Aim and purpose of the organization: Permission will be taken from the relevant ministry/department in case of implementing aims and purposes from serial number 1 to 45.

1/ Produce Clinical engineer and clinical technologists through providing academic knowledge and training within short time and amplify health technology and the health management of Bangladesh by the knowledge of Clinical engineering.

2/ Discover health technology, effective planning with low cost, technical evaluation, give and take of health technology and evaluation, management of medical equipments used in health sector , formulation development plan of maintenance and repair activities.

3/ Determination of proper technology prior to import /buy, set up equipment, proper management, development of security of the users and the patients in the health sector.

4/ Make arrangement of self employment of each person for socio-economic development

5/Establish library for the development of people's cultural and free thinking.

6/ Initiate program for the development of women, children and young people.

7/ Authority employed in health service for producing /making clinical engineering , formulate overall assistance oriented program and develop health management with low cost of Bangladesh like other developing countries through communicating and coordinating with the producers/manufacturers of international and multinational organizations/ industrialists of health equipments i the management of health, so that the people of lower income and middle income can have health service at a cheaper cost.

8/ Publicity of modern health technology through this organization, internal communication among the professionals employed in the health service and exchange of health technology, encouragement of developing the use of technology etc..

9/Discussing with the national and international organizations regarding conference, forum, symposium, workshop etc in the matter of clinical engineering, technology in health service and implement them. Developing and amplifying activities by communicating and coordinating with the interested person and organization. Formulate a policy regarding this matter.

10/ Take collaborative program for successful implementation of the program taken by the state aiming to the development of the people and ensuring participation of the people.

11/Maintaining link with the hospitals, universities /institutes formulate training /academic curriculum aiming to create work force on skill and proper healthcare technology management.

12/ Provide multifaceted ultra modern any kinds of technical education, vocational education or training for the people.

13/ Take grogram of training and rehabilitation for the disable, orphans and the old people and take program of old well-wishers.

14/ Take activities of children and mother health, nutrition, family planning, vaccination and primary health and set up social health Center.

15/ Make well off different neglected, address less and unwell people by giving them maintenance, health care and treatment and arrange them employment through training.

16/ The old people of the society are the live history of the country. Accordingly, assuring their respectful and honoured life in the society and the family affiliate them to the works of building the country.

17/ To create employment for the bohemians and people living in the streets by providing them alimony, treatment, health care and training.

18/ To create society without beggars, rehabilitate them and arrange for their employment by giving them alimony, treatment, health care and training.

19/ To rehabilitate the old, widows, orphans, disables, beggars, bohemians and floating people of the society through free treatment, health care and training.

20/ To arrange maintenance, education, treatment, training and security of the guardian les old, widows, disables, bohemians and floating people of the society.

21/ Provide free health service and financial assistance to the old and underprivileged people of the society

22/ Taking decision in the question of social customs and politeness and for the purpose of staying at the institute of the higher standard, middle stated or members and other interested people, taking steps of developing a good relation such as CEAHT.

23/ To establish a beautiful relationship between the young and the old people of the society.

24/ To take program of having long life of the old people of Bangladesh like developed countries of the world.

25/ To establish deep relationship with different organizations, controlling, managing branches in different sectors or associations in Bangladesh, in necessity , time to time, constitution, right, special tight , obstruction and take necessary decision in maintaining responsibility.

26/ To develop clinical engineering according to the local and foreign demand, to establish profitable health management through (Such as meeting, conference, visit) discussing with international health authority. For instance, researching on the field in which the marginal and poor people of the country can get developed treatment. Keep state with the developed technology, to bring change in thinking of all professionals employed in health service.

27/ To take special program for growth of the children

28/ To take special program for the welfare of the youth

29/ To take special program for the welfare of the women

30/ To take special program for the welfare of the who are physically and mentally disabled

31/ To employed skilled and trained health professional in the proper place and avoidance of merit trafficking (Brain Drain)

32/ For the purpose of keeping people away from anti social activities, take cultural activities for recreation.

33/ For the purpose of awaking citizen responsibility, take social education, adult education system

34/ To take program of producing bio gas using garbage

35/ To establish good relationship among people

36/ To research for the development of the standard of the formal and informal education and training.

37/ To take education, training, recreation, treatment and rehabilitation oriented program for the children and teenagers

38/ To distribute education materials, cloths among poor children and protect children from cruelty.

39/ Take social forestation for social development and environment al preservation and establish agriculture, fish, animal husbandry, Swan –chicken farm etc.

40/ Over all purpose of the association is to work for the development of the health service of human resource. It will take a role to manage all relevant activities related to it. So that the aim of the association does not move toward any person or persons.

41/ To take gromam of coordinating ultramodern technology and skill in determining proper disease.

42/ Establish mass library

43/ To establish nursery in the development of environment and take program of planting trees and social forestation

44/ To implement fundamental human right

45/ To keep environment clean and to take program cleaning environment.

Section -6 Classifications of the member/members of the organization

A) Advisor member

B) Founder member

C) General member

D) Life long member

A) Advisor member: - Person with special quality and expert in special subject and skilled and having great experience will be selected as advisor member.

B) Founder member: - Those members who will be the signatory during establishing this institute and the first initiators to establish this institute, all of them will be considered as founder member of this institute. All of the founder member will be entitled as the member of general council of the institute.

C) General member: - The qualification of the general member will be determined according to section 7

D) Life long member:- Those important persons will give Tk. 10,000 to the fund of the institute as grants will be selected as life long member of the institute.

Section -7 Qualification of being member:-

Bangladeshi citizens by born can be member of this institute by the conditions stated below:-

A) Dedicated social worker and interested person in health service can be member of this institute

B) At least 18 (Eighteen) years of old ( Voting right)

C) Have to have good moral character (Not convicted by the court)

D) Have to have good in mental (Not lunatic or mad)

E) Has to be obedient to the aim, purpose and constitution

F) Has to pay specific monthly contribution and admission fee.

G) Have to actively fulfill given duty of the institute

H) Devoted to social welfare and human service

Section -8 Cancellation of membership: -

A) If any person resign by his/her own and that accepted by the functional committee

B) If dies or convicted by the court

- C) Involve in activities which are contradictory to the aim and purpose of the organization
- D) If any member does not pay monthly contribution for 6 consecutive months
- E) If any member accept any job of the organization receive salary, allowance, profit and honoured money or any kind of financial advantage
- F) If absent in 3 consecutive executive council meeting without any acceptable reason.
- G) If become inactive from participation of the activities of the organization for 6 (six) months
- H) If the character, behavior, attitude and activities of the member becomes contradictory to the interest of the organization.
- I) If proved to being a lunatic and mad
- J) If declared as bankrupt by the court
- K) If convicted by the penal code for brain distortion and morale destruction
- L) if member becomes inactive in maintaining responsibility given by the organization
- M) If financial embezzlement and illegal extortion is dome by the member
- N) If the member does do any activity that is contradictory to the constitution of the organization and to become imperious in the activities of the organization
- O) If any member provides any statement on behalf of the institute regarding the institute in a news paper, meeting, seminar etc. without prior permission of the executive council
- P) If any member destroy voluntary, non political and non profitable image of the organization
- Q) If any member does do any activity which is not accommodated to the constitution and receives illegal extortion, donation fro the people/grants in the name of the institute



- R) If the member leaves the activities area
- S) If member creates obstruction to the activities of the institute imperiously collecting any valuable record of the institute.

Section -9 Right of the member: -

- A) The voting right of the founder member and general member of the organization will be preserved and the right of providing opinion on important matter of the organization will also be preserved.
- B) The general members will elect the executive council from the general members.
- C) The general members will submit opinion and recommendations for the development of the institute and society
- D) The general members will approve the matters stated below:-
  - 1) Change, enhance and add of the constitution
  - 2) Annual accounts report
  - 3) Annual accounts and Budget
  - 4) Establish Executive council
  - 5) Apply voting right

Section -10 Rules of Admission of member:-

- A) Has to apply to the Chairman/ General Secretary through specific application form by the institute
- B) Chairman/ General Secretary will submit these received application letters to the executive council meeting for approval and upon approval in the general meeting the members will be recorded in the book

- C) If the name of the applicant for the membership is considered as member in the executive council meeting then within 3 (Three) days the matter has to inform to the relevant person.
- D) After the application letter being received, has to be included in the institute as a member paying Tk. 500 and Tk. 100 as admission fee and monthly donation respectively to the cashier.

#### Section -11 Postponement of the membership

Except B,E,H,J, K, M of section 8, cancellation of membership due to the other subsection of section 8, primarily not cancelling the membership, will make alert through notice . If the relevant member does not make correction himself /herself by the notice, the membership of that member will be postponed. After that a show cause notice will issue to him/her. In the context of the notice, there will be an opportunity to have self defense for the member. After the cancellation of the primary membership of the member of the institute, if the reply of the members is proved to be satisfactory then the membership will come-back according to the decision of the executive council.

#### Section -12 Renewal of the membership/ Re-admission: -

Upon approval of the executive council paying all the due donations and promising to be obedient to the constitution and maintaining of the democratically given responsibility in the future, membership will be renewed /readmitted upon written application.

#### Section -13 Branch Office

##### A) Formation of Branch committee and structure

According to the constitution of the institute branch committee can be formed with the members of that area where the branch will be opened. That branch committee will be consist of 5 (Five) persons which include the president, general secretary and treasurer along with 2 (Two) members. The branch committee will be approved

and controlled by the central committee and elected and managed by the branch general council.

B) Responsibility , duty and advantages of the branch committee:-

The activities of the branch can be postponed anytime according to the decision of the central committee. The branch committee will have no responsibility and objection. All responsibilities will lie to the central committee in postponing the branch committee. If central committee postponed any branch committee then the central committee has to inform the registration authority in written format mentioning the reason of postponement within 30 days.

C) Controlling system of branch by central office:-

The branch will be bound to maintained its activities by the activities given by the central council and allotted budget given by the central committee.

Branch committee:-

President and the general secretary of the branch by dint of their designation will be considered as the member of the central general council.

Section 14 Three organizational structures for the management of the institute:-

- A) Advisory Council
- B) General Council
- C) Executive Council

Description of the organizational structure:-

- A) Advisory Council: Advisory Council will be formed with person with special quality, skilled and expert and having great experience. The members of the advisory council will provide advice on the important matters of the institute. The executive council of the institute through the meeting of the executive on the basis of discussion can form advisory council consist of 5 (Five) members. The maturity of this council will be 2 (two) years. The executive council will preserve the right to form new advisory council dissolving the previous advisory council prior to the completion of the term if necessary. This council will maintain advisor oriented responsibility in successful implementation of development oriented activities taken by the cooperative/organization.
- B) General Council: General council will be formed with the founder of the institute and all members of the general council. But the General council will have no limit on highest number of members.
- C) Executive Council: General council will elect an executive council consist of 13 (thirteen) members for 2 (two) years. 13 (thirteen) members of the executive council will be formed with the following executive council officers:-

Section -15 Structure of executive committee:-

- 1/ President  
1
- 2/ Vice president 1
- 3/ General Secretary 1
- 4/ Joint General Secretary 1
- 5/ Treasurer  
1
- 6/ Organizing secretary  
1
- 7/ Joint Organizing secretary  
1
- 8/ Press secretary  
1
- 9/ Joint Press secretary  
1
- 10/ Secretary of health affairs  
1
- 11/ Joint Secretary of health affairs 1
- 12/ Secretary of technology and development of human resource 1
- 13/ Joint Secretary of technology and development of human resource 1

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13 persons

Section 16 Fill in the vacant position of executive council

If the position of the council becomes vacant during the term, then they can fill up the position themselves from the member of the general council co-opting through general meeting. Approval of the co-opt member will be received from the registration authority. This co-opt member will receive approval from the general council in the next.

Section 17 Functions and responsibilities of the executive council: -

- A) All management functions of the institute will be fulfilled by the executive council and coordinate activities of the institute and fulfill management responsibilities.
- B) The executive council in its meeting will take decision to provide special responsibility to any member to be done.
- C) The executive council of the institute will take different types of project, implement and arrange for finance.
- D) Any decision of the executive council of the institute has to be approved by at least two third members of the institute
- E) The executive council will fulfill responsibility of supervising/taking care, preserving rules and discipline, collecting members, cancelling etc. of the institute and will fulfill responsibility of supervision and will advise in different matters.
- F) The executive council can legally cancel membership of any member or can accept any new member. But will be approved according to the decision of the general council.
- G) The executive council will maintain all administrative functions and will have full right of taking decision and implementation regarding all kinds of activities of the institute.
- H) Formulating annual budget of the institute will submit to the annual general meeting.

- I) The executive council will take any legal action for the interest of the area that the institute and regarding peace and affidavit. But that has to be approved in the general meeting.
- J) The executive council can form different sub-committee for completing any function.
- K) To appoint officials and employees of the institute upon approval of the registration authority.

## Section 18 Responsibility/Duty of the members of the executive council of the institute

### 1/ President

- A) He will preside over the executive council, annual general or special general or any other meeting and will advise the general secretary to call on the meeting.
- B) He will call on the meeting if necessary
- C) He will determine the policy and rules of managing the organization on the basis of the opinion of the members.
- D) He will be the signatory of any agreement signed with any other organization.
- E) He will supervise on the activities of all divisional officials, advise them and provide them encouragement and will represent in any meeting/Symposium/seminar on behalf of the institute. He will give reception to any guest and provide interview on behalf of the institute.
- F) He will approve all description of function of the institute
- G) He will approve all expense voucher of the institute.
- H) He will supervise all activities and provide advice
- I) He will always be active to protect the image of the organization
- J) In absence of any official, in order to manage his works, he can give appointment to any other member of the executive council.

### 3/ Vice president

- A) He will assist the president in his all activities
- B) He will fulfill responsibilities of the president in absence of him.
- C) He will execute responsibilities given by the executive council

### 3/ General Secretary

- A) He will preserve the accounts of all moveable and immoveable properties of the institute and will preserve proceedings of the executive council meeting and all other general meetings.
- B) To prepare report of annual activities of the organization and submit in the general meeting upon the approval of the executive council, to do publicity and show all other activities of the institute to the public.
- C) Preserve the list of the members of the institute and inform them about the activities of the institute.
- D) Communicate with the assistants and colleagues and preserve the documents of the institute and take initiative to record proceedings of the meeting.
- E) To call on all meetings of the institute upon advice of the president and record the meeting and determine the date and time of the meeting.
- F) He will preserve stock book for the immoveable and moveable property of the institute.
- G) Submit annual financial and activities report at the annual general meeting of the organization.

### 4/ Joint General Secretary:-

- A) He will assist General Secretary in his all activities
- B) He will fulfill responsibilities of the General Secretary in absence of him.
- C) He will execute responsibilities given by the executive council

### 5/ Treasurer

- A) He will receive all kinds of money, contribution and all kinds of grants, donation of the institute by receipt book.
- B) He will preserve all accounts of money by dint of record.



- C) He will assist Chairman and General Secretary in formulating annual budget of the organization.
- D) He will present annual expenses i the annual General meeting and will assist executive council in formulating budget and in approving annual budget.
- E) He will communicate with the bank and other financial institute regarding money transaction every month upon advice of the president and the General Secretary.
- F) Inform the president/General Secretary regarding the matter of depositing received money at the relevant bank account of the institute within 24 hours.

6/ Organizational Secretary: -

- A) He will fulfill responsibilities of the organizational affairs of the institute
- B) He will assist in the works of the president and the General Secretary
- C) He will execute responsibilities given by the executive council

7/ Joint Organizational Secretary: -

- A) He will fulfill responsibilities of the joint organizational affairs of the institute
- B) He will assist in the works of the president and the General Secretary and Organizational Secretary
- C) He will execute responsibilities given by the executive council

8/ Press Secretary: -

- A) He will fulfill responsibilities of the press affairs of the institute
- B) He will assist in the works of the president and the General Secretary
- C) He will execute responsibilities given by the executive council

9/ Joint Press Secretary: -

- A) He will fulfill responsibilities of the joint press affairs of the institute

- B) He will assist in the works of the president and the General Secretary and Press Secretary
- C) He will execute responsibilities given by the executive council

10/ Secretary of health affairs: -

- A) He will fulfill responsibilities of the health affairs of the institute
- B) He will assist in the works of the president and the General Secretary
- C) He will execute responsibilities given by the executive council

11/ Secretary of joint health affairs:

- A) He will fulfill responsibilities of the joint health affairs of the institute
- B) He will assist in the works of the president and the General Secretary and Secretary of health affairs
- C) He will execute responsibilities given by the executive council

12/ Secretary of technology and Human resource development affairs: -

- A) He will fulfill responsibilities of the technology and Human resource development affairs of the institute
- B) He will assist in the works of the president and the General Secretary
- C) He will execute responsibilities given by the executive council

13/ Joint Secretary of technology and Human resource development affairs:-

- A) He will fulfill responsibilities of the joint technology and Human resource development affairs of the institute
- B) He will assist in the works of the president and the General Secretary and Secretary of technology and Human resource development affairs
- C) He will execute responsibilities given by the executive council

Section 19 Power and responsibility of the general council:-

- A) The General council can take any legal decision and take action for the interest of the institute and the taken decision will be considered as final. Executive council will be formed by the founder members with general members.
- B) Annual General Meeting will be held within 18 (eighteen) months after registering this institute.
- C) Worker appointed or selected by the general council of the institute can present at the meeting of executive council and others as observer, but they will have no voting right.
- D) To read the proceedings of last meeting and approve that
- E) Submit all kinds of report and take decision through discussion
- F) Correction of sub section ( if any)
- G) Proposal of postponement/ Miscellaneous
- H) Executive council has to take opinion of General Council regarding any important matter of the institute
- I) The General council will fulfill responsibilities in electing members of the executive council

Section 20:- Different kind of meeting and rules of the meeting:-

- A) General Meeting
- B) Meeting of the executive council
- C) Emergency meeting
- D) Special General Meeting
- E) Adjourn meeting
- F) Summons meeting

A) General Meeting:-

At least once in a year General meeting will be held and that will be considered as Annual General Meeting. But special General meeting can be called on in special emergency case. In the General Meeting

below stated matters will receive approval. General meeting will call to within 15 days notice mentioning time, date and place of the meeting.

- 1) Annual Report of the organization
- 2) Annual Budget and accounts
- 3) Appoint Auditor for internal audit of income and expense of the institute i the annual meeting
- 4) Change, enhance and add of section , sub section of the constitution of the institute
- 5) The quorum of the meeting will be filled up with the presence of two third members. To take a decision, the majority of the members in a full quorum meeting will be granted

G) Meeting of the executive council:-

- 1) At least 6 meetings of the executive council will be held in a year
- 2) At least 7 (seven) days prior notice has to be issued mentioning time, date and place. The quorum of the meeting will be filled up by the presence of two third members. Decision will be taken by the proposal of the majority members of the full quorum meeting.

A) Emergency meeting:- Emergency meting can be called to in 3 days meeting mentioning time, date and place. The quorum of the meeting will be filled up by the presence of two third members. Decision will be taken by the proposal of the majority members of the full quorum meeting.

B) Special General Meeting:- The General meeting can be called on for any special reason within 15 days meeting . But without special agenda discussion and decision on any other subject can not be taken. Notice can be provided recording the purpose of the special agenda. The quorum of the meeting will be filled up by the presence of two third members. . Decision will be taken by the proposal of the majority members of the full quorum meeting.

C) Adjourn meeting

- 1) Adjourn General meeting due to the want of quorum has to be completed within 21 (twenty one) days from the date of the adjourning date. A notice has to issued within 7 (Seven) days from the date of the adjourning meeting. Decision taken in the meeting will be considered as final by at least two third members of the General council.
  - 2) If the meeting of the executive council in a 7 (Seven) days meeting becomes adjourn 2 (two) times due to the want of quorum, in the third time in a 3 (three) days notice the adjourn meeting will be held even if the quorum is not filled up and the decision in the meeting will be considered as final.
- D) Summon Meeting: -
- 1) According to the rules of the constitution, in a special circumstances or purpose if the president / General Secretary of the institute does not call on the meeting , at least two third members selecting a convener stating the agenda or purpose of the general meeting upon signing the petition for the summon meeting can be submitted to the president/secretary of the institute.
  - 2) After receiving the petition of the summon meeting within 21 days president / General Secretary will call on the summon meeting. After receiving the petition of the summon meeting, If within 21 days president / General Secretary does not call on the summon meeting then after the expiry of 21 days , within 30 (thirty) days , in a 15 days prior notice a summon meeting can be called on selecting a convener from the general members. The quorum of the meeting will be filled up by the presence of two third members. . Decision will be taken by the proposal of the majority members of the full quorum meeting.

#### Section 21 Collection of fund:-

- A) Admission fee
- B) member donation
- C) One –time member donation
- D) One –time member grants
- E) Grants of some special person /organization

- F) Government grants
- G) Arrange for Lottery upon the approval from the relevant authority for increasing income of the organization
- H) Income from different functions and projects

## Section 22 Financial management:

- A) A savings account has to be opened in a schedule bank in the country in the name of the institute for the financial transaction of the institute
- B) That savings bank account of the institute will be maintained by the joint signatures of any of 2 (two) persons among the president, General Secretary and the treasurers.
- C) The treasurer upon the advice of the president and the General Secretary can keep Tk. 5000 (Five thousands) on hand for meeting the current transaction of the institute. After expending money from the cash on hand has to be approved in the next meeting of the executive council.
- D) After the end of the financial year, the money in the fund or the deposited money in the fund can not be distributed among the members. Only to acquire the ideal and purpose of the institute and in case of implementation program, welfare oriented, natural disaster and to help the helpless money can be spent.
- E) Permission will be taken from the executive council prior to withdraw money for spending in necessary purpose.
- F) Collected money in the name of the institute can not be kept in hand. Collected money has to be deposited in the bank account within 24 hours or less and collect money receipt.
- G) Banking policy has to be maintained in all kind of bank transaction.

## Section 23 election process:

### Executive council:-

- A) Prior to election must inform the registration authority
- B) The election of the executive council will be held by proposal /support of the general members/raising hand system/discussion/through secret ballot.

Forming executive council, approval has to be taken from the registration authority within one month. After receiving approval from the registration authority the elected committee will receive its legality.

- C) Term: The executive council will have maturity of 2 (two) years after the date of being elected or selected.
- a) Prior to forming committee of the organization must inform the registration authority
  - b) Executive council will be formed through secret voting by general committee or the consent of all in a bi-yearly meeting or election meeting.
  - c) One member will cast one vote for one position. Vote can not be casted through representative.

#### Section 24 Duration of executive council:-

The duration of the executive council will be for two years from the date of the election of the executive council. Preparation for the next election will be taken during the duration of this committee.

#### Section 25 Extension of duration of last approved committee:-

For the unspecific reasons if the approved committee fails to arrange election within the specific time then in support and approval of two third members of the general council extending the duration for next three months has to arrange for election within that time period. This time extension can not be more then one time.

#### Section 26 Interim committee

- A) After expiry of the Fixed time of the elected committee and extended time due to have no legality of the executive committee during the interim time, a meeting called on by the previous president/founder president /founder member with 3 (three) to 5 (Five) members interim committee can be formed to start process of election and complete election.
- B) This committee of the institute will manage the current activities until the election held

- C) Upon collecting due donation of the members of the institute following all democratic process make regular and up date the list of the members of the institute.
- D) Regular final a and legal list of the general members will be hand over to the election commission for election purpose
- E) Assist election commission regarding the matter of election in all works
- F) After the election the interim committee will be dissolved

#### Section 27 Election of the executive committee term period

If the president/General Secretary/treasurer or majority members of the executive council resign or the committee or any members of the committee got involved in corruption / involved in any activities out of constitution, then the general council of the institute will preserve power with the support of at least two third general members during the term of the elected executive committee to re-form or can declare new election destroying the committee.

#### Section 28 Election commission

- A) An election commission consisting 03 (Three) members will be formed by the decision of general council or executive council prior to 45 (Forty five) days of ending the term of the elected committee. One of them will be chief election commissioner and the other two will be the Assistant election commissioners.
- B) For necessity of the institute, according to the decision taken in the meeting of general council election commission can be formed by the registration authority and according to the constitution.
- C) Election result has to be announced after the election being held. After the declaration of the election result the election commission will be dissolved.
- D) The member who will not participate in the election of the executive council or not a member of the organization, such respected persons will be the member of the election commission.
- E) The election commission will declare the schedule of the election 30 days before the election and will take preparation of the election.



- F) If two parties have the equal number of votes then final result will be decided by lottery
- G) The present executive council will hand over the power to the newly elected executive council within 7 (Seven) dys.
- H) Newly elected executive council will submit for approval from the registration authority within 30 (thirty) days and that will be effective after receiving the acceptance of approval from the registration authority.

#### Section 29 Appointment of person/workforce

An appointment board consisting of 05 (Five) members will be formed for appointing necessary workforce for implementing program and projects of the institute. Appointment notice has to issued at the national newspapers prior to appoint workforce. Interview has to be taken of the job candidates for recruitment. Workforce will be recruited upon the approval of the registration authority. No bank draft or security money will be received in recruiting people.

#### Section 30 Amendment of Constitution

Any decision of amendment, adding up , change and enhancement of any section of the constitution will be accepted by the vote or support of at least two third majority members of the total members and will be executed by the approval of the registration authority.

#### Section 31 Increase fund:-

In order to increase fund of the institute, taking any special projects/program/functions in that case prior permission has to be taken from the registration authority. After the end of projects/program/functions, the description of income and expense has to submit to the registration authority.

## Section 32 legal obstructionism

Whatever has mentioned in this constitution, all activities of this institute will be managed under the ordinance No-46 of 1961 and the prevailing law of the country and according to the approval of the relevant department.

## Section 33 Extinction of the institute

If any question arises of extinction of the institute then paying up all liabilities by the executive council, a petition has to be made to the registration authority upon the decision of at least three fifth (3/5) members of the total general members. The registration authority will take next action regarding this matter according to the ordinance.

Approved  
Registration authority  
Voluntary organizations (Registration and  
control)  
District Social welfare office  
Dhaka

**THE END**