

# এসেড হবিগঞ্জ

এসোসিয়েশন ফর সোসিও ইকনোমিক ডেভেলপমেন্ট  
Association for Socio Economic Development

মানবতার পৃথিবী গড়ি  
Let's build a world of Humanity

## Constitution

Amended and Approved on 01 May 2008



### ASED HABIGANJ

Srabon Vila (3rd Floor), House # 5485/3, Kobarstan Road  
Rajnagar Residential Area, Habiganj-3300, Bangladesh.  
E-mail : ased\_bd@yahoo.com, asedbd.org@gmail.com  
Web: <http://www.asedbd.org>

[Bismillahir Rahmanir Rahim (In the name of Almighty Allah)]

We,

Md. Dabirul Islam

Syed Md. Habibul Islam

Mohammad Javed Iqbal Chowdhury

Mosammat Kamrunnahar Chowdhury

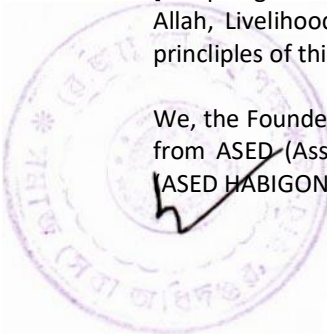
Sabina Yasmin Chowdhury

Jafar Iqbal Chowdhury

Have established ASED (Association for Socio Economic Development) on 01 January 1991 with our decision together.

[We pledge that, the values and objectives inspired use to establish ASED – Full faith and belief on Almighty Allah, Livelihood skill training for disadvantaged grassroot people, participation and production will be the principles of this constitution]

We, the Founder members and all the members of General Body decided to change the name on 01 May 2008 from ASED (Association for Socio Economic Development) to Association for Socio Economic Development (ASED HABIGONJ) and approved unannonymously the amended constitution accordingly.



A handwritten signature in blue ink, appearing to be 'Syed Md. Habibul Islam'.

A handwritten signature in blue ink, appearing to be 'Mohammad Javed Iqbal Chowdhury'.

# Constitution

## Article – 1:

### Name of the Organization:

ASED HABIGONJ

(Association for Socio Economic Development) – This name is not changeable in any situation.

## Article – 2:

### Current Address (Head Office):

Nasir Vila

House # 5422, Judge Bari Road, Rajnagar R/A,  
Habiganj-3300, Bangladesh.

**Phone:** +880-831-63951, **Mobile Phone:** +880-1711975443, 01915469393

**E-mail :** ased\_bd@yahoo.com, asedbd.org@gmail.com

**Web:** <http://www.asedbd.org>

## Article – 3:

### Date of Establishment:

01 January 1991

## Article – 4:

### Monogram of the Organization:

One house in the innerside of a crescent like moon, some trees behind with water waves in front. Golden sun is in the corner of the sky and flying penguin.

## Article – 5:

### Geographical Area of the Organization:

Primarily the working area will be Habiganj district but may be expanded to other districts subject project requirement with approval of proper authority.

## Article – 6:

### Fundamental Principles:

Training, Participation, Production and Development

## Article – 7:

### Type of the Organization:

Non-political, non-profit, socio-economic, service and research oriented, non-communal, voluntary non government organization.

## Article – 8:

### Goal:

To contribute in making of a non-discriminatory, self-reliant and aware society by sustainable development initiatives through effective interventions for socio-economic development at grass-root level for the unaware, superstitious and underdeveloped community people.

## Article – 9:

### Objectives:

#### Article – 9.1: Education Expansion

To establish kinder-garten, primary, non-formal and mass education centres for the deprived children, adolescents and adults through effective implementation of human resource development programs.



**Article – 9.2: Health**

Develop awareness on health care; ensure free primary health service; primary health care services, improving health of mother and children, healthy hygiene facilities and practices and modern health education. In this respect, establishment of health complex, community clinic and hospital for the improvement of public health.

**Article – 9.3: Human Rights**

Design and implement effective programs to ensure human rights at all levels of society. In this regard, necessary steps have to be taken to implement the universal human rights principles and programs at all the levels of the society.

**Article – 9.4: Self-employment**

To create self-employment opportunities through technical and market linkage training, social and financial support to unemployed youths and adults (both men and women) on poultry, duck rearing, dairy farm, catling, fish culture, kitchen gardening, apiculture, rickshaw pulling, sewing, embroidery, handloom initiatives for increase of income and better livelihood.

**Article – 9.5: Environment Conservation**

To implement different interventions including plantation, social afforestation, protect people from soil-air-water-sound pollution for maintaining environmental balance.

**Article – 9.6: Human Resource Development**

To develop a skillful, modern and aware community through education, training and mass awareness activities.

**Article – 9.7: Life Skill Training**

Life skill training on computer, short-hand, poultry, dairy, electronics, electric, radio and television repair for youths and modern technology training for rural men and women on modern developed agriculture, vegetable and fruit gardening, cattle rearing.

**Article – 9.8: Disaster Management**

To protect the working area from natural disaster by developing green belt, construction of cyclone-shelters, emergency relief (food, clothes, medicine) distribution in flood, drought and cyclone affected area.

**Article – 9.9: Addressing Basic Needs**


Take necessary steps to ensure basic needs of people including food, clothes, home, education and medicine. At the same time, ensuring increasing access to ICT and entertainment.

**Article – 9.10: Combat against Deadly Diseases**

Creating awareness and ensuring vaccination for preventing from 6 life threatening diseases – Polio, Tuberculosis, Measles, Leukaemia, Diphtheriae, Pneumonia etc. Creating mass-awareness on STD/STIs, HIV/AIDS, malaria etc. Promoting health services against diarrhoea, dysentery etc especially for children.

**Article – 9.11: Family Planning**

Creating mass awareness and promote family planning to reduce population growth rate as well as providing reproductive health services.



### **Article – 9.12: Social Security**

Establish shelter homes for orphans, physically and mentally disabled, old aged people, widows, hardcore poor deprived people, violence victim children, adolescents, women and men; and give them shelter there. Designing security enhancing projects including special education for disabled people; providing life skill trainings for deprived men, women and adolescents. Taking necessary programs to include minorities, tribal, ethnic communities in social security programs. Fight against dowry.

### **Article – 9.13: Ending Anti-Social and Unsocial Activities**

- a) Being associated with different government, non-government initiatives to stop drug addiction. Identify drug-addicted people and rehabilitate them accordingly. Creating mass-awareness against drugs and drug addiction through different media and campaign;
- b) Campaign and initiatives against dowry. Initiatives for legal and financial support to victim children, women and men;
- c) Rehabilitation of beggars to stop begging. Creating employment opportunities for the people who are involved in begging due to unemployment and many other reasons;
- d) Rehabilitate women and girls involved in prostitution and take initiatives to create normal livelihood options for them through training and education;
- e) Rehabilitate and mainstreaming of thieves, dacoits, snatchers through effective livelihood education and training with proper assistance law enforcement agencies;
- f) Campaign based activities to stop bribes, corruption, fraudulence, misappropriation, oppression, forgery, terrorism for making the society safer and better;
- g) To stop various anti-social and unsocial activities including child-marriage, illegal divorce, discrimination against women and girls, adolescent crime tendency.

### **Article – 9.14: Cultural Activities and Entertainment**

To establish and operate recreation club, debating club, science club, youth club, cultural club, sporting club, arrange play ground for children and youths for socio-cultural development and entertainment. Moreover, organize art and debate competition, sports etc. Provide assistance in preservation of folklores and tribal cultures of the working areas.

### **Article – 9.15: Agricultural Development**

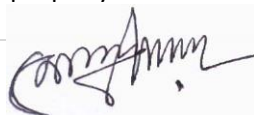
Good quality seed supply, technical training and support, establish demonstration firm, installing proper irrigation system, comprehensive insect management for agricultural development. At the same time providing proper information to the farmers, conservation of agricultural products, marketing of products have to be done with effective and efficient planning and implementation.

### **Article – 9.16: Reducing Unemployment**

Initiate small and cottage industries, fisheries and other project for creating employment options and self-employment opportunities for unemployed youths, rural men and women.

### **Article – 9.17: Nutrition**

Nutrition education and training, developing proper food habit with necessary change in diet plan, increasing access to safe water and proper foods for the poor disadvantaged community people. Special emphasis has to be given for the nutrition of mother and children. Malnutrition has to be addressed properly.



**Article – 9.18: Infrastructure Development**

For the development of communication system of remote rural areas, construction and maintenance of roads, bridges, culverts, public toilets, educational institutes, community centres, shelter homes, religious places, health complexes, blood banks etc.

**Article – 9.19: Community Development**

To establish a modern welfare society through removing all types of discrimination based on religion, race, sex, ethnicity, culture, wealth etc with creating awareness by recruiting professional, skillful and modern minded staff.

**Article – 9.20: Women Empowerment and Enhancing Mass-awareness**

Ensuring women empowerment through creating awareness of community people on different laws and policies; education, life skill training, increase income for women and girls. Establish women rights in the society and state affairs by ending gender discrimination. Develop public consensus against violence against women and children and provide legal support and shelter if required. Stop domestic violence by enhancing tolerance and cooperation among the family members.

**Article – 9.21: Dissemination and Publicity Interventions**

Issue based publicity and information dissemination through electronic and print media, poster, handbill, meeting, seminar, street plays for increasing mass awareness.

**Article – 9.22: Development of Labourers and Professionals**

Specialized interventions should be designed for labourers, marginal farmers, small business workers as well as professionals like teachers, doctors, lawyers, engineers to increase skill and efficiency.

**Article – 9.23: Housing**

Construction and repairing of houses and shelters for hardcore poor people.

**Article – 9.24: Development of Underdeveloped Community**

Design and implement programs for tribal, ethnic communities and underdeveloped hardcore poor people.

**Article – 9.25: Multi – sectoral programs**

- A. Ensure safe water, sanitation and hygiene practice. Interventions to reduce effects of arsenic
- B. Cordiantion with government and other non-government organizations and programs
- C. Necessary information and advice to establish people's right
- D. Some other interventions following the basic principles and constitution of the organization for the sake of development of community people.

**Article – 10:  
Membership****Article – 10.1:**


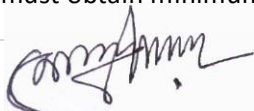
Members have to be the citizen of Bangladesh.

**Article – 10.2:**

Members have to be honest, brave and willing to serve society.

**Article – 10.3:**

Members must obtain minimum SSC or equivalent degree and minimum 18 years old.



**Article – 10.4:**

The Executive Committee may give honorary membership to some relevant person but ‘honorary member’ does not have vote power.

**Article – 10.5:**

Any person who is mentally imbalance, punished by law, involved in anti-social activities, involved in illegal activities or business and/or not respectful to human and the constitution of the organization can not be member of the organization.

**Article – 10:**

**Rules to Obtain Membership**

**Article – 11.1:**

Application to be submitted to the Executive Committee of the organization.

**Article – 11.2:**

With positive vote of two-third members of Executive Committee the applicant will get membership.

**Article – 11.3:**

Membership fee at the starting is BDT. 1000 and yearly BDT. 500 for each member.

**Article – 11.4:**

The Executive Committee with two-third majority votes may ask for contribution from members for the interest of the organization.

**Article – 12:**

**Roles, Responsibilities and Rights of the Members**

**Article – 12.1:**

The ‘General Members’ will elect or select Executive Committee (EC) members.

**Article – 12.2:**

Any general member may compete for any position in the EC.

**Article – 12.3:**

All the general and EC members will work for the greater interest of the organization, the community and the country.

**Article – 12.4:**

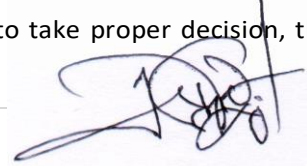
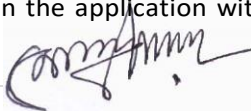
The members of the organization may work in any position of the organization as per the decision of the EC. But they will not receive salary like staff. They may receive honorium as per volume of work. Any member can be project staff; in that case s/he has to contribute 5% (five) of salary to the organization fund.

**Article – 12.5:**

The General Committee (GC) with two-third majority votes can place non-confidence in written and signed application against any EC member for in efficiency and/or corruption.

**Article – 12.6:**

The GC members will submit their application of non-confidence to the President. President will give decision on the application within 7 days. If the President fails to take proper decision, the GC will



resolve the EC, will form a convenor committee. The convenor committee will conduct an election for the formation of new EC committee.

**Article – 13:**

**Cancellation of Membership**

**Article – 13.1:**

If any body resigns, dies, loses mental balance, loses physical ability to work, convicted for punishment by court, membership will be cancelled.

**Article – 13.2:**

Being involved in anti-state, anti-constitution and/or anti-organization activities

**Article – 13.3:**

Due of member subscription and/or other contribution for consecutive 2 (two) years.

**Article – 13.4:**

Absence in 3 consecutive meetings of EC / GC without written approval of President / Secretary.

**Article – 14:**

**Regaining Membership:**

**Article – 14.1:**

For regaining the cancelled membership, an application with proper reasons may be submitted to the President. President will discuss the proposal in the next EC meeting. After meeting the applicant will be informed about the decision within 15 days.

**Article – 14.2:**

If positive decision is given, the applicant will apply in designated form by paying the due subscription and other contribution amount and re-membership fees of BDT. 1000 (One Thousand).

**Article – 14.3:**

If membership is cancelled for any reason except mentioned in the “Article – 13” will not be regainable.

**Article – 15:**

**Rules for the Organizational Office:**

**Article – 15.1:**

If the organization decides for expansion, new office can be set-up in any area of Bangladesh as per the decision of the EC.

**Article – 15.2:**

The roles, responsibilities and management of project office and staff will be controlled by central office.

**Article – 15.3:**

The EC may cancel, withheld or expand project office activities based on evaluation.

**Article – 16:**

**Organizational Structure**

For the smooth operation of the organization, there will be 3 committees:

- a. General Committee
- b. Advisory Committee
- c. Executive Committee





**Article – 17:**

**Construction, Roles and Responsibilities of Organizational Committees:**

**Article – 17.1: General Committee (GC)**

- I. GC is the highest authority of the organization, there will be at least 27 members in the GC;
- II. This organization preserved the right of the Sanction of constitution, change, increasing or amendment;
- III. This GC will take role for implementation of the executive council;
- IV. The EC will elect/nominate the members or the EC by vote or nomination;
- V. The members of GC will get all of the rights given by the organization.
- VI. GC will pass annual budget, approve annual expenditure and activity report;

**Article – 17.2: Advisory Committee (AC)**

- (a) Renowned educationist, social activist, intellectuals and idol persons will be members of this committee
- (b) The AC members will be nominated by the EC, EC has the right to change the AC members.
- (c) There will be 15 (Fifteen) members in the committee in total. One of the members will be nominated by the EC to lead the committee.
- (d) AC will be for 2 years but the EC may extend the duration.
- (e) The AC will work for the development of the organization
- (f) No membership fee is required but they may contribute if they wish.
- (g) The contribution of AC members may be recognized through honoring prizes or memento. The AC members may receive honorarium as per financial capability of the organization.
- (h) AC members do not have voting rights for organizational decisions.

**Article – 17.3: Executive Committee (EC)**

- i. EC will be nominated/elected by the GC for 2 years. There will be 9 (Nine) members in EC;
- ii. The EC will operate and control the organizational activities and management on behalf of the GC;
- iii. Construction of EC:

President	:	01
Vice – President	:	01
Chief Executive	:	01
Deputy Chief Executive	:	01
Treasurer	:	01
Executive Member (Female)	:	02
Executive Member (Male)	:	02
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<b>Total</b>	<b>:</b>	<b>09</b>

- iv. To maintain gender equality at least one of President, Vice-President and Chief Executive, Deputy Chief Executive will be female. Therefore, at least 4 of 9 members will be female;
- v. The Chief Executive will be nominated by the Founder Members.

**Article – 18:**

**Roles, Responsibilities and Power of the Executive Committee**

**Article – 18.1:**

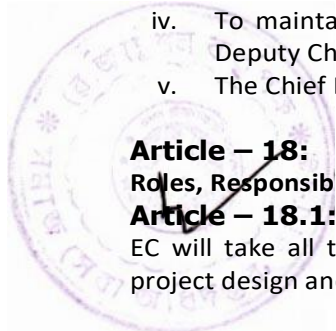
EC will take all the decision for operation and management of organizational activities, including project design and implementation.

**Article – 18.2:**

In line with organizational policy and GC approved budget and plan EC will control all the income, expenditure, accounts preservation.

**Article – 18.3:**

EC will take necessary action against any member as per “Article – 13”



**Article – 18.4:**

Will prepare policies, manuals and guidelines as per requirement of the organization.

**Article – 18.5:**

EC will control and operate organizational wealth on behalf of GC. EC will also take and give grant, help or loan or lend money.

**Article – 18.6:**

If vacancy is created in EC before election time, EC will take co-opt member from the other GC members for the rest of the time.

**Article – 18.7:**

EC will recommend to GC if any amendment of the Constitution is required.

**Article – 18.7:**

EC will form the election commission for the election of EC

**Article – 19:**

**Election**

- a) The election of EC will be there in every 2 (two) years;
- b) Election will be held 30 days before the end of duration of EC;
- c) There may be selection from the nominated members or election among the candidates;
- d) Construction of Election Commission:
  - Chief Election Commissioner : 01 person
  - Returning Officer : 01 person
  - Presiding & Polling Officer : As per requirement
- e) Chief Election Commissioner:
  - EC will nominate 1 efficient and skilled person as Chief Election Commissioner 30 days before the election. His duty will be finished after holding the election and announcement of result. S/he will nominate Retruning, Presiding and Polling officer as per requirement in consultation with the EC;
- f) Result will be published within 72 hours of the election.

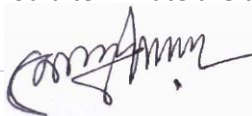
**Article – 20:**

- i. Founder Member: 6 (Six) persons who were involved in establishing the organization are recognized as "Founder Member". The person who took the lead is recognized as the "Main Founder Member". These founder members are considered as "Life Member". The founder members have the responsibility to nominate / elect the "Chief Executive";
- ii. Life Member: Any body may become "Life Member" with contribution of BDT. 50000.00 (Fifty Thousand taka) or materials of same value at a time;
- iii. Donor Member: Any body may become "Donor Member" with contribution of BDT. 5000.00 (Five Thousand taka) or materials of same value at a time. By paying rest 45000 taka may become "Life Member" later;
- iv. Honorary Member: As per decision of EC, anybody may be considered as honorary member.

**Article – 21:**

**Article – 21.1: President:**

- a) He is the highest post holder of the organization;
- b) He would preside over general and executive committee meeting;
- c) He can give decision by voting on any proposal at committee;
- d) He would advice to Chief Executive for calling executing or general committee meeting. They will jointly sign the meeting minutes.
- e) He would terminate the departing executive council.



- f) In case of any emergency situation or internal problems of members etc. by calling meeting organization the problem could be solved.

**Article – 21.2: Vice-President:**

- A. Assist the President as per requirement;  
B. Will ast as the President during his/her absence.

**Article – 21.3: Chief Executive:**

- (a) S/he will be the central person of the organization for operation and management. S/he will represent the organization in all the forums;  
(b) According to the designation s/he would act as the Executive of any development or donor project held by the organization;  
(c) S/he would take action to build up financial administration, making guide book, manual etc or updating and after approval of EC would take necessary steps;  
(d) S/he will be the joint signatory with Treasurer for the operation of the main bank account and will approve the bill-vouchers;  
(e) S/he would take steps for Employment regulations / manual for manpower or update and after sanctioning approval from executive council;  
(f) S/he may appoint any member of Executive or General Council for development of the organization. S/he will also lead the HR development and recruitment process;  
(g) S/he would follow up preservation, observation, dealings all documents in name of organization and sign on behalf of organization.  
(h) S/he would be liable to preserve resolution and decisions of both council and read out in next meeting;  
(i) S/he would call every meeting of both committees;  
(j) All liabilities of collecting member’s subscriptions, accounts, receipts preservation would be on him;  
(k) S/he would preserve power to sign all documents to take loan /donation from individual government /non-government/ Autonomous/ local/ foreign organizations.

**Article – 21.4: Deputy Chief Executive:**

- A. Assist the Chief Executive as per requirement;  
B. Will ast as the Chief Executive during his/her absence.

**Article – 21.5: Treasurer:**

- A. S/he would direct involve in accounts of income and expenditure activities;  
B. S/ee would put up all accounts and financial statement record to General Committee for necessary approval and give advice as per regulations;  
C. S/he would assist to the questions of financial matters with the Chief Executive;  
D. S/he will be the joint signatory with the Chief Executive for the operation of the main bank account.

**Article – 21.6: Executive Members:**

Will help in decision making and implementation process.

**Article – 22:  
Meetings**

There will be different types of meetings

- ❖ General Committee Meeting
- ❖ Executive Committee Meeting
- ❖ Emergency Meeting
- ❖ Postpond Meeting
- ❖ Special Meeting
- ❖ Other Meetings



**Article – 23:**

**Meeting Quorums:**

Presence of two-third of total members is required for quorum of meetings. In case of termination of the organization, presence of three-fifth of all the general members is required.

**Article – 24:**

**Fund and Financial Management:**

- A. Maintain of income of organization would be member subscription and admission fee, readmission fee, donation. All type of donation, grant, sanction of loan from government, semi-government, non-government, autonomous, local or foreign organization would be treated as income source of organization.
- B. Financial Management
  - a. Highest 5000/- Taka can be reserved as cash in hand from any source;
  - b. This cash would be preserved by Treasurer or employee of accounts department: Cashier or Accountant or Assistant Accounts;
  - c. Cash balance above Tk 5000/- should be deposit in the account of approved commercial bank account in name of organization;
  - d. The bank account in name of organization will be operated in obligatory signature of Chief Executive and Treasurer;
  - e. Fund received from government/non government/ foreign donation to operate all welfare service / development service / project can be accepted in proper bank account with the agreement of project approval authority;
  - f. For project activities, one or more operational bank account may be operated;
  - g. If fund supplied to operate any activity or project of government/ non government/ foreign donation, then regulations of financial management and organization should be followed in this respect;;
  - h. These rules and regulations could be formed by executive committee or in need of situation or type of project;
  - i. The expand any project/ programs Chief Executive may consider its importance and may give approval to responsible and program related employee to operate bank account in joint signature according to executive committee decision.
- C. All income-expenditure activity and preservation should be maintained according to the financial Management guideline of organization.
- D. Accounts Auditing: All income and expenditure account should be audited according to financial guideline within the each period of executive council.
- E. Chief Executive should be bound to submit audit report to next first general council meeting.

**Article – 25:**

**Registration and Approval from State Authority:**

The organization has to comply with the “Voulntary Spocial Service Organizations (Registration and Regulation)” Ordinance of 1961 and “The Foreign Donation (Voluntary Activities) Regulation” of 1978.

**Article – 25:**

**Termination System**

- A. The organization can be terminated for any unavoidable reason in approval of three fifth members of General Committee;
- B. If it is finalized about organization’s termination, it should be informed to the District Social Services Department properly. Then all of it’s documents, movable and unmovable property must be transferred to any registered organization by social welfare or government officer or any person referred by District Social Services Department;
- C. If termination of organization is decided then all of its financial transaction, loan and liability should be paid and adjusted. Without adjustment of financial claim, loan or liability, termination cannot be declared.

**THE END**

