1. NAME OF THE SOCIETY
The name of the Society is National Girl Child Advocacy Forum – a society

2.A. ADDRESS OF THE SOCIETY:
The registered office of the Forum is situated House No. 3/7, Asad Avenue, Mohammadpur, Dhaka-1207.

2.B. OPERATIONAL AREA: Will be all over Bangladesh and as per decision will open branch offices anywhere in Bangladesh.

3. Objective and Purpose: It is non-government, non-profitable, non-political voluntary and charitable organization. All the objects will be implemented after obtaining necessary permission from the government /concerned authority/competent authority before implementation of the objects and the objects contrary to the provision of section 20 of the Act shall be treated as ineffective.

3.1. To create mass awareness and social movement about girl child rights and to bring positive change in their lives.

3.2. To play the important roles at national level for develop the different policy on children in Bangladesh coordination with GO & NGO’s.

3.3. To established a protective mechanisms against women & girl children abuse, exploitation and violence.

3.4. To ensure child participation in decision making and planning process at all level.

3.5. To ensure child’s rights to survival with provision of health, nutrition and physical security through advocacy at state and grassroots level.

3.6. To take initiatives on any humanitarian or charitable program for the poor and under privileged children.

3.6. To set up hospital, clinic and center for women and children only for treatment.

3.7. To arrange a mechanism for treatment of the adolescence girls and boys who will be drag addict and AIDS patients, to undertake and operate service oriented activities for them and arrange for their rehabilitation.

3.8. To send voluntary team for the assistance, medical treatment of the victims of earthquake, flood tidal wave, cyclone within the country and in abroad.

3.9. To impart training on different subjects to enhance skills of the under privileged women, to create self-employment and income earning opportunities for them so that they can come out of the vicious circle of poverty.

3.10. To organize, operate, plan, control, establish schools, colleges, universities, training institute, academy, research center and other educational institutes, technical or non-technical, to facilitate, expand and promote educational opportunities and skill for people of all sections of the society, particularly for the women and girl children and also
operate non-formal education in the rural and slum areas by the forum or in partnership with other government and non-government organizations.

3.11. To organize and carry out issue based campaigns and rally such as early marriage, dowry, maternal health, safe delivery, sanitation & safe drinking water education, nutrition, sexual abuse and trafficking, acid attack, environment pollution to create awareness among the people of all sectors.

3.12. To enlist the support of the committed leaders from all sectors of the society who can clear obstacles and link the grass-root people to resources they need to build lives free from hunger.

3.13. The transform mindset of dependency, unleash the human spirit and creativity and confidence among the grass-root women so that they can take the responsibility to become the principal author of their own future.

3.14. To provide /grant, stipend, scholarship, educational materials to students, specially girl children and meritorious ones.

3.15. To provide all sorts of legal support to the disadvantaged people, specially girl children and women to protect their rights.

3.16. To conduct research, action research and field experimentation to find out ways and means to bring improvements and to change the socio-economic conditions of the women and girl children.

3.17. To arrange seminars, workshops for promotion of interaction amongst government, non-government, semi-government, autonomous organizations, voluntary agencies and societies, local government bodies, institutions, individuals and grass-root people to find out ways and means of women and girl children empowerment and protection of their rights.

3.18. To undertake various publication programs such as posters, booklets, brochures, books, magazines to communicate with all sections of society to draw their attention, promote their awareness of the socio-economic situations of the grass-root people, particularly children and women and to motivate them to look for the solutions to these problems.

3.19. To obtain funds from different local and international organizations, governments or other institutions or individual for girl children and women empowerment.

3.20. To offer training, consultancy and other services to other nationals and international organizations.

3.21. To establish and maintain contact collaborate with other organizations institutions, bodies and societies in Bangladesh and abroad including relevant international agencies interested in similar objects.

3.22. To mobilize the grass-root people, in particular women and girl children and encourage them for forming groups and mobilize savings and to enable them to gain excess to resource.

4. EXPENDITURE & AUDIT

The fund of the forum will be spent in implementing aims and of the forum and income of the forum shall not be distributed among the members of the forum by way of dividend or bonus, honorarium, salary, pocket money or any other way.

5. DISSOLUTION OF THE FORUM-A SOCIETY

If the Forum will have to dissolution due to any reasonable cause, it will be needed to apply through prescribed form along with approval of 2/3 (Two third majorities) general members to the register authority. Authority will take necessary steps. After the declaration
of dissolution of this forum, all liabilities will be paid by the all properties and the rest of the properties will be transferred to the Government.

6. EXECUTIVE COMMITTEE:

The list of executive committee is hereby constituted with the following members:

<table>
<thead>
<tr>
<th>SL</th>
<th>Name &amp; Address</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name: Dr. Badiul Alam Majumdar</td>
<td>President</td>
</tr>
<tr>
<td>2.</td>
<td>Name: Latifa Akanda</td>
<td>Vice-President</td>
</tr>
<tr>
<td>3.</td>
<td>Name: Nasima Akhter Joly</td>
<td>Secretary</td>
</tr>
<tr>
<td>4.</td>
<td>Name: Dr. Afroz Mahol</td>
<td>Joint Secretary</td>
</tr>
<tr>
<td>5.</td>
<td>Name: Khaleda Yasmin Eti</td>
<td>Treasurer</td>
</tr>
<tr>
<td>6.</td>
<td>Name: Rehana Siddiqi</td>
<td>Member</td>
</tr>
<tr>
<td>7.</td>
<td>Name: Rafiqul Islam Sarkar</td>
<td>Member</td>
</tr>
<tr>
<td>8.</td>
<td>Name: Shaheen Akhter Dolly</td>
<td>Member</td>
</tr>
<tr>
<td>9.</td>
<td>Name: Gazi Mohammad Hadayetullah</td>
<td>Member</td>
</tr>
<tr>
<td>10.</td>
<td>Name: Yasmin Ara Baby</td>
<td>Member</td>
</tr>
<tr>
<td>11.</td>
<td>Name: Mohammad Jahangir Hossain</td>
<td>Member</td>
</tr>
</tbody>
</table>
The Society Registration Act, 1860  
(Act No-21 of 1860)

RULES & REGULATIONS

OF

National Girlchild Advocacy Forum- a Society

Rule-1

If there is nothing repugnant or contrary of these aims and objectives, then

a. The name of the forum is “National Girlchild Advocacy Forum-a Society”
b. Act will mean the Society Registration Act.
c. Forum-a society will mean the organization “National Girlchild Advocacy Forum-a Society”

Rule-2

In this forum-a society there shall be 3 categories of members:

2.1. General Committee Members:
(a) Any organization or individuals will be member of this forum
(b) Those who beliefs women are the key to ending hunger.
(c) Those who are working in the field of girl children and women empowerment.
(d) Those who applied for having general memberships.
(e) Whose application approved by the Executive body and accepted by the President or Secretary.

2.2. Member of the Executive Committee:
(a) Those who are elected by the general committee.
(b) Those who are admitted having approval of the Executive Committee.

2.3. Donor member:
After motivated to know the objective and programs of the forum those who (individual/organization), will donate Tk.100,000/- in each property equivalent to Tk. 100,000.00 at a time will be treated as a donor member.

Rule-3

RULES FOR MEMBERSHIP:

3.1. Any individual/organization (Govt., Non government, firm or autonomous institution) who will come with a view to get benefit from the programs and projects of the forum through submit applications (fill up membership form) to the secretariat office accepting the condition of Registration Fee Tk. 500.00 for organization and individuals in Dhaka City and Tk. 300.00 for out of Dhaka City. Yearly renewal fees will be Tk. 300.00 for all.
3.2. The membership application form will be TK. 10.00

3.3. Any individuals or representatives of organization or institutions at least of 18 years age and having experience of girl children and women empowerment, poverty alleviation, income generation and socio-economic development of the grass-root people and/or interested in such activities, is eligible to become a member of the forum. Such person/organization may be associated with any government, non-government or commercial firm, but his/her membership of the forum will be in his/her individual capacity or organizational capacity. Membership application will be required to be recommended by one existing member of the forum and approved by the Executive Body.

3.4. If any cases membership form will not be accepted, it will be informed by the forum secretariat within the next two months from the application date.

Rule-4  
CANCELLATION OF MEMBERSHIP:

4.1. On the member’s death, resignation, insolvency, lunacy, or conviction for a criminal offence of the nature of moral turpitude.
4.2. When a member does not attend three consecutive general meetings of the forum with out prior leave of absence approved by the governing body.
4.3. When a member does not pay three consecutive yearly membership fees of the forum with out any prior approval from the governing body or any cause. When the forum in general meeting by a simple majority decides to terminate the membership of any person/organization with or with out assigning any reason whatsoever.
4.4. When a member desire to resign from his membership of the forum, he/she shall forward his/her signed letter of resignation to the president of the forum and such resignation shall take effect from the date of its acceptance by the governing body.

Rule-5  
RE-INTAKE OF THE MEMBERSHIP:

This respective terminated member should submit an application addressing the President begging forgiveness for his missed and if the application approval by the general body than it will be accepted by the Chairperson.

Rule-6  
PROVISION OF THE ALTERNATIVE REPRESENTATIVE:

6.1. If any case forum member will not present in the general meetings or executive meeting then he/she can send any representatives on-behalf of his/her.
6.2. On behalf of forum member representatives will be attending in the meeting but she/he will not be entitled to vote in the meeting.

Rule-7  
THE AUTHORITY OF THE FORUM:

The authority of the forum shall be two tiers as following:
1. General Body
2. Executive Body

Rule-8  
DUTIES AND RESPONSIBILITIES OF GENERAL MEMBERS:
8.1. Regularize payment of yearly fees for each member.
8.2. Take actively participation in the training program organized by the forum-a society.
8.3. Take actively participation in the different programs/events organized by the forum.
8.4. Members of the forum shall be paid such of money for the services performed by them to the forum as determined by the general meeting from time to time.
   However, no money shall be paid/reimbursed for attending any meeting of the forum.
8.5. The Forum shall maintain a roll of members, clearly indicating their full name, address and occupations and every member shall sign of the same. If a member of the forum changes his address he/she shall forthwith notify such change to the president/secretary of the forum, who shall thereupon cause the new address to be entered in the roll of the members. Where, however a member does not notify any change of address to the president/secretary, the address appearing in the roll of members shall be deemed to be correct address. The said roll of members also called a register of members, shall be maintained at the secretariat office of the forum.
8.6. There shall be a general body of the forum-a society and it shall consist at least 25 members and 50 % will be women members out of total members.
8.7. **The General Body shall have the following powers and functions, namely:**
   8.7.1. To nominate/elect the executive committee through confidential voting by the general members.
   8.7.2. To provide over all policy guidance and direction for the efficient functioning of the forum;
   8.7.3. To consider and approve the audited profit and loss account, receipts and payments accounts, income and expenditure account and balance sheet of the previous year;
   8.7.4. To approve the annual budget of the forum drawn up by the governing body;
   8.7.5. To nominate/elect Executive director if necessary;
   8.7.6. To appoint auditor(s) and fix up her/his/their remuneration fees;
   8.7.7. To amend these articles, if deemed necessary, by way of addition, alternation, modification or substitution;
   8.7.8. To perform such other functions as are conductive to the attainment of any of the objects of the forum;
   8.7.9. To delegate such of its power and functions to the president or secretary or any other authorities of the forum as it may consider necessary, proper or expedient.
   8.7.10. To participate in the executive committee or any other committee through election/selection.
   8.7.11. To consider and approve the development program.
   8.7.12. To participate the annual general meeting, extra-ordinary meeting, requisition meeting, or emergency meeting which is organized by president for the general member;
   8.7.13. To consider and approve the application for re-intake of membership.

**Rule-9**

**EXECUTIVE BODY:**

9.1. The affairs of the forum shall be managed by a Executive Body. The executive body, subject to the general control and supervision of the general body, shall generally pursue and carry out the objects of the forum. The executive body shall be responsible for the
management and administration of the affairs of the forum in accordance with the constitution and the rules and by-laws made there under.

9.2. The Executive committee shall have the responsibility to determine the direction and scope of the activities of the forum. It shall also have the responsibility to approve projects and to approve and administer the annual and supplementary budgets. The Executive Body shall exercise full management and financial control over the forum.

9.3. The executive body of the forum shall be composed of not more than 11 (eleven) members as follows:
   (i) President of the forum -1 person
   (ii) Vice president of the forum-1 person
   (iii) Secretary of the forum-1 person
   (iv) Joint Secretary of the forum – 1 person
   (v) Treasurer of the forum -1 person
   (vi) Executive Members of the forum- 6 person

9.4. All members of the executive body shall serve for a term of two years, provided that they shall be eligible for re-election for further additional terms. The member or members of the executive body, who are liable to retire after the end of two year term, shall continue to function till a general meeting is held. The actions taken by the executive body intervening period shall be valid.

9.5. The Executive body will be formed through election/selection by general members.

9.6. Members of the executive body shall function in their individual capacity exercising individual judgment, and shall not be subjected to or be bound by instruction or orders of the office, organization or agencies with which they may be associated.

9.7. The Executive body shall hold at least four regular meetings, once a quarter, every year and the meetings shall be called by notice under the signature of the president/secretary.

9.8. Six members of the executive body shall constitute a quorum. No meeting shall proceed with its business unless a quorum is present at commencement of the business. No quorum, shall however, be necessary for an adjourned meeting.

9.9. After two years end of the term of executive body, one election commission will be consist with three members. One person will be chief election commissioner others two will be member of the commission. Those persons will be neutral. This commission will be fully responsible to operate the election/selection procedure.

9.10. Any general member will not be eligible for his/her voting power with out clearance of membership fees. At the same she/he can not entitle as a candidate of executive members with out clearance of membership fees.

9.11. On a show of hands every member present in person shall have one vote. On a poll votes may be given either personally or by proxy appointed in writing under the hand of appointer.

9.12. (1) No person shall act as a proxy unless he is a member, (2) The instrument appointing him shall be deposit at he secretariat office of the forum not less than forty – eight hours before the time of holding the meeting at which he/she propose to vote.

9.13. An instrument appointing a proxy shall be in the following form:

**National Girl Child Advocacy Forum**

I--------------------------of (address)----------------------being a member of---------------- hereby appoint Mr. ----------- of (address)-----------------------------as my proxy, to vote for me and on my behalf at the (ordinary or extraordinary, as the case may be) general meeting of the Foundation to be held on the -------- day of ------- 20----- and at any adjournment
Rule-10

**DUTIES AND RESPONSIBILITIES OF EXECUTIVE BODY:**

In particular and without prejudice to the generality of the foregoing provisions, the Governing Body shall have the powers, subject to the provisions hereof to:

10.1. The Executive body shall exercise all executive and financial powers of the forum, subject to such direction as may be issued by the general body from time to time.

10.2. To prepare and approve annual plans and programs for the furtherance of the objects of the forum;

10.3. To consider the annual and supplementary budgets placed before it and pass them with such modifications as may be deemed necessary for being submitted to the General Meeting;

10.4. To prepare the annual report and cause the preparation of the accounts of the forum for consideration of the General Meeting;

10.5. To create such posts as may be required for the efficient management of the affairs of the forum and to fix their terms and conditions;

10.6. To receive and have custody of funds and resources of the forum and to open and operate bank account(s) with scheduled bank(s) or financial institution(s) and obtain credit facilities there from;

10.7. To incur expenditure subject to the provisions of approved budget;

10.8. To lay down terms and conditions governing scholarships, stipends, fellowships, consultancy, grants-in-aid, research scheme, projects;

10.9. To establish, maintain, amalgamate and/or close down any institution, firm, office, hostel owned and/or managed by the forum as may be deemed appropriate;

10.10. To takeover, acquire, movable and immovable properties, endowments, or funds together with any attendant obligations (by purchase, gift, lease, exchange, hire or otherwise) from the government and from foreign governments and international agencies or other public or private bodies or organizations or individuals, institutions, libraries, laboratories, in such a way that neither the transaction nor its terms and conditions are inconsistent with the forum objects;

10.11. To appoint board, committees, sub-committees and panels, consisting of persons who may or may not be members or employees of the forum, to deal with specific tasks as may be deemed proper or expedient;

10.12. To impose and recover fees charges for the services rendered by the forum;

10.13. To delegate such administrative, financial and other powers to its Chairman, secretary, committee, sub-committees and panels and board and officers of the forum as it may consider necessary and proper, subject to the condition that
action taken by them under the powers so delegate shall have to be confirmed and/or ratified at the next meeting of the executive body.

10.14. To execute all decision by executive body which decisions come from general members.

10.15. To organize the exchange visit program or experience sharing meeting with general/executive members.

10.16. To organize the exchange visit program or experience sharing meeting with general/executive members.

10.17. To approve the or cancellation regarding general membership of Forum.

10.18. To organize monthly meeting/bio-monthly meeting, quarterly meeting/ half-yearly/yearly/general/special/emergency meeting.

10.19. To raise the fund for development/activities purpose.

10.20. To executive body may from time to time make, vary and repeal by-laws for the regulation of the business of the forum, its employers and employees.

Rule-11
DUTIES AND RESPONSIBILITIES OF PRESIDENT:

11.1. The president of the forum shall preside over all meetings of the Executive Body and the General Body. The Vice president of the forum shall perform all the functions of the president absence of the president.

11.2. The president of the forum may invite any expert to attend a meeting of the Governing Body and General body. Such expert shall not, however, be entitled to vote at the meeting.

11.3. There shall be a president of the Executive Body of the forum who will be nominated/elected by the Executive Body from amongst the members having a record of service in social mobilization, poverty alleviation and income generation and/or interest in such activities.

11.4. The President may at any time call a meeting of the Executive Body and the General Body.

11.5. The president may in writing delegate such of the powers, as he/she may consider necessary to the vice president/Secretary.

Rule-12
DUTIES AND RESPONSIBILITIES OF VICE-PRESIDENT:

12.1. Vice president always works in partnership with president of forum.

12.2. Vice president will act as President in absence of President.

Rule-13
DUTIES AND RESPONSIBILITIES OF SECRETARY

13.1. The Secretary shall be the Chief Executive of the forum. He/she shall be nominated by the Executive Body.

13.2. The secretary will be accountable for the proper administration of the forum, funds, resources of the forum including formulation of annual plans and annual budget.

13.3. She/he will be accountable for execution of the annual plans approved by the Governing Body.

13.4. Responsible for opening bank account(s), making, drawing, endorsing, signing, accepting, negotiating and giving all cheques, bills of lading, drafts, orders, bills of exchange and other negotiable instruments as may be required in the interest of the forum;
13.5. For securing the performance of any contract, agreement or engagement entered into by the forum by mortgage or charge of all or any of the properties of the forum from time to time or in such manner as he/she may think fit in the interest of the forum;
13.6. For appointing and at his discretion, removing or suspending officers and others employees, either permanent or temporary as he/she may think fit and determining their powers, duties and responsibilities, and fixing their salaries or emoluments and other terms and conditions;
13.7. For prescribing the duties of all employees and staff of the forum;
13.8. For instituting, conducting, defending or abandoning any legal proceedings by or against the forum or its officers or otherwise concerning the affairs of the forum and also compounding and allowing time for payment or satisfaction of any debts due and or any claims or demands by or against the forum and for appointing advocate(s) for the purpose;
13.9. for referring any claims or demands by or against the forum to arbitration and observing and performing the awards;
13.10. for exercising supervision and disciplinary control over the work and conduct of the employees of the forum;
13.11. for coordinating and exercising general supervision of overall activities of the forum;
13.12. Secretary may in writing delegate such of his/her powers as he/she may consider necessary and fit to any member of the forum from time to time;

Rule-14
DUTIES AND RESPONSIBILITIES OF JOINT SECRETARY:

14.1. Joint secretary will works in partnership with the secretary of the forum.
14.2. Joint secretary will be accountable for all type of works in absence of secretary.

Rule-15
DUTIES AND RESPONSIBILITIES OF TREASURER:

15.1. Will collect the weekly/monthly income & expenditure statement from branch & project officers, keep the entries of those in the record books and prepare weekly/monthly statement.
15.3. Will make sure the income expenditure vouchers & salary sheet.
15.4. Will conduct audit of branch & project office
15.5. Will be ensure joint signatory of the bank account but bank account operate with the president and secretary.
15.6. Will be responsible for error in accounts, error in finance and total accounts.
15.7. Will perform the responsibilities bestowed by president.
15.8. Will submit last month’s financial accounts within 7 days of the next month & all over account transparency everywhere.
15.9. Will maintain all the files related to accounts and preserved them
10.10 Tk. 10,000.00 (Ten thousand) can be drawn by consultation with the president and secretary to meet up daily program cost, and subsequently that must be approved by the executive body.
15.11. Will ensure yearly audit from reputed audit firm with the approval of executive committee.

Rule-16
Resources of the forum

The resources of the forum shall consists of the following:
16.1. Grants, donations and/or contributions made by governments national and foreign, and any other organizations, local and international agencies, companies, foundations, bodies, firms or individuals;
16.2. Loans received from domestic and/or external sources;
16.3. Savings of the beneficiaries of the forum;
16.4. Fees and charges imposed by the forum for the services rendered by it;
16.5. Income from investments;
   a) income/profit from income generation/business activities;
   b) income and receipts from any other sources;
   c) fees and subscription from its members.

Rule-17
THE FORUM MAY IN FURTHERANCE OF ITS OBJECTS
17.1. Invest the funds and monies of the forum.
17.2. Borrow and raise resources with or without securities.
17.3. Draw, accept, make endorse, discount bills of exchange or other negotiable instruments.
17.4. Create reserve fund, sinking fund, insurance fund or any other special funds whether for depreciation, repairs, improvement, extension or maintenance of any properties or rights of the forum and/or for recouping wasting assets and for any such other purposes which may be deemed expedient or proper.

Rule-18
PROPERTIES OF THE FORUM:
18.1. Properties of the forum, movable and immovable, shall remain vested in the forum and shall be administered by the Executive body on behalf of the forum within the parameters set by the forum in its General Meeting or otherwise as directed by the Executive Body.
18.2. The forum may purchase, hire, lease, exchange, or otherwise acquire any property, movable or immovable, tangible or intangible (including copyright, patents and intellectual properties) and construct, alter and/or maintain such buildings, works or structures as may be necessary for carrying out the objects of the forum.

Rule-19
FORMATION OF THE ELECTION COMMISSION AND REGUALATION OF THE ELECTION:
19.1. The election commission consisting at least three members will be formed by the general members meeting. The commission will declare the election schedule.
19.2. The executive body consisting 11 members will be elected by direct voting / using ballot or showing hands in assenting of all members of general body. The election commission will declare the election result.
19.3. The election commission will be consist before two month ago from the expired date of executive body formation.
19.4. The election commission will be consist with three members. One person will be chief election commissioner others two will be member of the commission. Those persons will be neutral. This commission will be fully responsible to operate the election/selection procedure.

Rule-20
**DISQUALIFICATION OF THE PARTICIPATION IN ELECTION:**

20.1. If any person/organization terminated from the forum and again reinstated
20.2. If any person/organization has expired liabilities to any institution and if complaint lodge in respect of that.
20.3. If any person receipt any show-cause notice for his misconduct or misappropriation of money.
20.4. If any person’s age comes to below 18.

**Rule-21**

**Vacancy.**

20.1. If vacant any post of executive body that will be co-opt by new member according to majority’s decision of executive council.
20.2. If vacant the post of Vice- President & Treasurer then it will be filled from executive council’s member by nomination for the rest of term of this council.

**Rule- 22**

**Classification of Forum’s Meeting.**

22. General Meeting  
   Executive body Meeting  
   Emergency Meeting  
   Special Meeting  
   Requisition Meeting

**Rule – 23**

**General Meeting :**

23.1. General meeting will be held at least one time. The notice will be called to the member before 15 days at least. Number of general meeting extended as per needed.

**Rule- 24.**

**Meeting of the Executive body meeting :**

24.1. Executive Body meeting will be held at least one time in a month. The notice will be called to the member before 5 days at least.

**Rule – 25**

**Emergency Meeting :**

25.1. If needed any special meeting of the forum to the executive council than will be notice to the members at least before 24 hours.

**Rule – 26**

**Special Meeting :**

26.1. If needed any special meeting of the forum than will be notice to the members at least before 7 days with mention the agenda.
Rule- 27

**Requisition Meeting:**

27.1. If the general meeting is not called as per forum’s rule, in that case it will be requested to the president to call upon the meeting with the signature of more than ½ of total members. By 21 days if the president will not call upon the meeting, after then any general member on behalf of the secretary with signature of more than ½ of total members will call upon a requisition meeting.

Rule – 28

**Postponed Meeting:**

28.1. With due to postpone any meeting, and then need to be fixed for next date at present meeting while not to be needed for the Corium.

Rule – 29

**Quorum:**

29.1. The quorum will be fulfilling of the executive council meeting if most of (more than ½ of total member) the members will present at the meeting. And their compiling decision will be treated as a final decision.

29.2. The quorum will be fulfilling of the general council if most of (more then ½ of total member) the members will present at the meeting. And their any compiling decision will be treated as a final decision.

Rule -30

**Finance Management:**

30.1. All funds from any source will be put down to the central account of the organization. as per decisions of the general body this fund will be preserved in Bank account based on different programs or project fund.

30.2. The principal bank account will be maintained by the president, general secretary and treasurer. But it will be needed two signatures out three. The Project account will be carried out by treasurer and project director or responsible person along with signature of the president.

31.3. Approval of the executive body will be needed for any expenses of the Forum.

31.4. Bank Account will be opened in any schedule bank of Bangladesh.

31.5. The accounts of all expenditure, receive and payment along with draw money will maintain in register. This register and supporting document (Bill, Boucher) will preserve at the Forum’s Secretariat for at least five years.
Rule-32

**Fund Raise**

32.1. Fund will be raised from the source of home/abroad collaborators, members’ subscriptions, earning from organizational source, Government’s donation and other legal sources in order to achieve the Goal and objectives.

32.2. Before taking any project/program/function in order to increase the fund of this organization, pre approval for it from proper authority will be taken. All accounts including income and expenditure of the implemented project/program/function will be submitted to the proper authority.

Rule-33

**Audit**

33.1. Receipt and payment account of this organization will be submitted to the general council for final approval by the president and treasurer.

33.2. The general council can arrange of any internal audit.

33.3. In each end of the year the accounts of the forum will be audited by the Government enlisted audit firm. The audit firm will be appointed by the Executive council as per decision of the general council.

Rule-34

**INDEMNITY:**

34.1. Every member of the General Body, President, Vice-President, Secretary or other officer or employee of the Forum shall be indemnified by the forum against all costs, losses or expenses which they may incur or become liable to pay by reason of any contract, entered into or act or deed done by them in discharge of their duties in good faith and any loss occasioned by any error of judgment, damage or misfortune which may happen in execution of their duties in connection with the affairs of the forum unless the same happens through their own willful neglect or default, it shall be duty of the Executive Body, out of the funds of the Forum to pay

Rule-35

**Amendment and explanation of guiding methodology**

35.1. If raising any confusion or disagreement about any rule of the constitution, the president and the members of the executive council will give the explanation of it.

35.2. Any part of guiding policy will make to amendment or addition by the support of more than ½ of total members in annual or special general meeting. In this case, the subject of amendment will be included as agenda. Subsequently this amendment will be taken approval from the register authority.
35.3. If any member will have to need to bring any amendment of any rule of the guiding policy, then s/he will inform to the president at least one month ago in the annual meeting by written.

The president will discuss on this issue with more than ½ of total members of executive council and then getting consent it will be included as a agenda for approval to the executive council.

35.4. The Organization will be led under the ordinance 46, 1961 and the existing law of the state, whatever anything is mentioned in the guiding policy.

Rule-36

**Formation of Chapter Committee and its Management method**

36.1. The formation of chapter committee, number of members and financial management will be guided as same as the rules of the Central Committee.

36.2. Any Forum’s member organization can be a member of central committee if it has head office in Dhaka.

36.3. The president and the general secretary of each Chapter committee have voting rights to elect the Central Committee.

36.4. Organization of any Zilla/Upazilla can be a member of this forum by means of receiving approval from central committee.

Rule-37

**NOTICE**

37.1. A notice may be given by the forum to any member either personally or by sending it by post to him to his registered address.

37.2. Where a notice is sent by post service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice and unless the contrary is proved, to have been effected at the time of which the letter would be delivered in the ordinary course of post.

Rule-38

**The Seal**

38.1. The Executive body shall provided a common seal for the purpose of the Forum and shall have power from time to time to destroy the same and substitute a new seal in lieu thereof and the executive body shall provide for the safe custody of the seal for the time being and the seal shall never be used except by or under the authority of the body and in presence of one member of the executive body at least, who shall sign every instrument to which the seal is affixed in his presence.

Rule-39

**Dissolution of the Forum-a society**
39.1. If the Forum will have to dissolution due to any reasonable cause, it will be needed to apply through prescribed form along with approval of 2/3 (Two third majorities) general members to the register authority. Authority will take necessary steps. After the declaration of dissolution of this forum, all liabilities will be paid by the all properties and the rest of the properties will be transferred to the Government.