

Constitution (4th Amendment)



AUTHENTICATE AND RECORD
AS NO. 1519.....DT. 25.11.2020

Ulashi Sreejony Sangha (USS)
84, Ambika Basu Lane, R N Road Jashore-7400, Bangladesh
Phone: 0421-68453
Mobile No: 01712-294027
Mail ID: uss.jessore@gmail.com

AUTHENTICATED
Debashish Roy

Debashish Roy 25.11.2020
Advocate Judge's Court, Jessore.
& Notary Public For Whole of Bangladesh
Mobile No : 01711197510



Amended constitution

Reg number Jashore 6/85



Article 1

Bismillahir Rahmanir Rahim

Article 2

1. Name of organization: Ulashi Sreejony Sangha (USS)
2. Address : 84, Ambika Basu Lane, R N Road Jashore-7400, Bangladesh
3. Monogram : Connecting canal of Ulashi Jodunathpur in a navy bluish circle, and white spade between Betna river and connecting canal, Ulashi Sreejony Sangha has to be written within the circle.
4. Flag : White spade in green colour, length is 1.5 times of the width.

Article 3

- 3.1 Working area: Entire Bangladesh including Jashore.
- 3.2 Head office: 84, Ambika Basu Lane, R N Road Jashore-7400

Article 4

4.1 Vision

USS envisions a discrimination free and environment friendly society where all people live with dignity and freedom.

4.2 Mission

The mission of USS is to work with poor people and their stakeholders to establish a discrimination free and environment friendly society.

4.3 Values:

Mutual respect, Integrity, Justice, solidarity with poor, accountability and transparency

3.3 Objectives

4.4.1 To establish rights and entitlements for marginalized and deprived people in the community.

4.4.2 To improve livelihood through skill development and creating employment of deprived and poor people for sustainable development.

4.4.3 To Increase capability for adaptation to cope with climatic changed condition.

Kh. Azizul Haque Moni
Executive Director
Ulashi Sreejony Sangha (USS)
Jashore

Biswanath Banerjee
President
Ulashi Sreejony Sangha (USS)
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- 4.4.4 To strengthen institutional capacity enables to become capable in organizational management and quality programming and recognized as a midlevel NGO in its program areas.

Article 5

Requirements to be a member:

- 5.1 By the approval of president and general secretary of the committee any adult who shares the same values as USS do can be a member.
- 5.2 After the final approval from the Executive Committee, yearly fee to be a member is 100 BDT.
- 5.3 Anyone who has been currently or preciously engaged to any form of crime against state or society cannot be a member of the organization.
- 5.4 Members has to put faith on the organization's constitution and other core values.

Article 6

Classification of membership

1. General member, 2. Founder member and 3. Donor member

General member:

1. Anyone who shares the same values as USS do and is declared by an employee from USS can be considered as a member.
2. Anyone who is skilled with a something in particular and can act as a trainer or assistant trainer can be included as member by an application submission.
3. General member has to pay the yearly fee and anyone who denies loses membership.

Founder member:

1. Anyone who put faith on the organizational values and assist the organization with registration or finance can be a founder member or donor member
2. Members who abide by Article 5.2 a member can be founder member.
3. Every member is considered as lifetime member.
4. Anyone who will contribute most in the registration process will be declared as the founder president.

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Biswanath Banerjee
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Donor member:

1. If anyone donates at least 8 decimal lands will be recognized as donor member.
2. If anyone donates at least 10,000 BDT in the organizational fund will be recognized as donor member
3. All donor members are lifetime members.
4. Person who donates money or land as the first one will be eligible to partake in the president election process as a candidate.

Article 7

For the smooth execution of activities within the organization, the following committees will be in action. More committees can be formed if necessary. 1. Executive committee, 2. General Committee and 3. Election committee.

7.1 Executive committee:

7.1.1 This committee is formed by general members

7.1.2 Executive committee members are elected by YES vote from general body. This committee will be in effect for 3 years. Within 7 days after the declaration of the results of the election, new committee will take over. Executive committee will consist of 7 members:

President 1, Vice president 1, General secretary 1, Assistant secretary 1, treasurer 1 and members 2.

7.2. General Committee

7.2.1 Any member of the organization is a general committee member.

7.3 Election Committee

7.3.1 Executive committee will form Election body one month before the election.

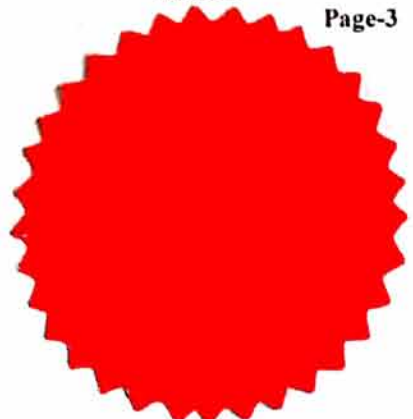
7.3.2 Organization will assist Election committee to execute election. No member of the election committee can participate in the election. Committee will be formed by 3 members: 1 commissioner assigned by the regulatory authority and 2 members assigned by the executive committee.

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Biswanath Banerjee
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Article 8

Duties and responsibilities



8.1 Executive committee

8.1.1 This committee will be responsible of operating the organization. Executive committee will prepare work plan and budget for the approval of general committee.

8.1.2 This committee will be responsible for all the technical decisions those are made on behalf of the organization. In few emergency cases their decision may be implemented without prior approval of general committee.

8.1.3 Any necessary actions can be taken within the organizational framework and any proposals from general committee will be presented through Executive committee.

8.2 General committee

8.2.1 General committee can express opinion (either positive or negative) upon the proposals made by the executive committee.

8.2.2 After an executive committee has served its period, general body is responsible to form another executive committee by Yes votes.

8.2.3 General members are bound to participate in general meeting at least once in a year to deliver opinion or any other form of services for the betterment of the organization.

8.3 Election committee

8.3.1 Committee will declare the date of election one month earlier and candidates may have 7 days to submit their nominations.

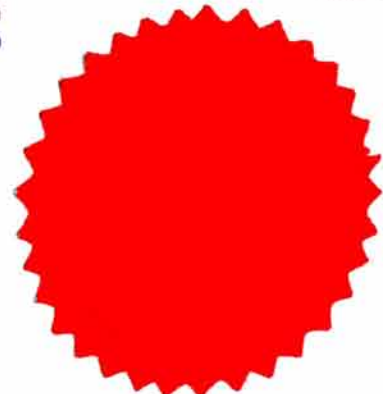
8.3.2 Within 3 days after the nomination submission, committee will sort out nominations. Nominations can be withdrawn maximum 24 hours before the final announcement has been made on the list of nominees. No nominations are allowed to be withdrawn on the day of selection of nominees.

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AUTHENTICATED
Debashish Roy
25. 11. 2020
Debashish Roy
Advocate Judge's Court, Jessore
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Biswanath Banerjee
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8.3.3 Name of nominees has to be signed by the election commissioner and has to be placed in the notice board within 24 hours.

8.3.4 Names of final nominees are to be placed on the notice board with the signature of the election commissioner.

8.3.5 Nomination has to be submitted within the format that is already approved by the executive committee.

8.3.6. Election committee will pay careful attention in case of nominee selection where there is a risk of misconduct against the organization's values and mission.

8.3.7 Any selected nominee can withdraw his/her nomination within 3 days after the declaration has been made about the complete list of final nominees. Then he/she will be considered as voter.

8.3.8 Votes will be cast between 10.00 AM to 3.00 PM on the election day.

8.3.9 No ballot paper will be considered as valid with the signature of the commissioner. Commissioner has to be present on the election day and other members will join to assist in the election procedure.

8.3.10 Within 24 hours of the last casted vote, final result of the election has to be declared.

8.3.11 In case of less than two nominees, the name of the elected candidates can be declared direct after the sorting process is executed.

Article 9

Department based duties and activities of committees:

9.1 President

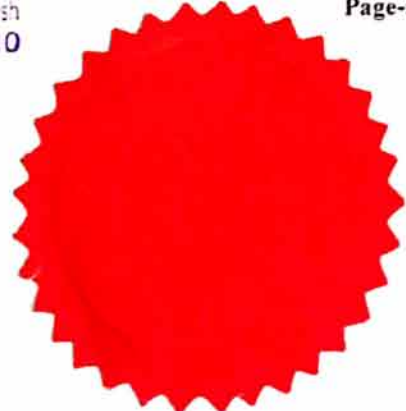
9.1.1 President will preside over general and executive committee meeting. He/she will function as a decorative member of the committee. He/she will cast the final vote if any issue is unsettled due to same number of votes on each side. If there is a stagnation in the meeting sessions, he/she may cancel or adjourn a session.

Kh. Azizul Haque Moni
Executive Director
Ulashi Sreejony Sangha (USS)
Jashore

AUTHENTICATED
Debashish Roy
25.11.2020
Debashish Roy
Advocate Judge's Court, Jessore.
& Notary Public For Area of Bangladesh
Mobile No : 01711197510

Biswanath Banerjee
President
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9.1.2 He/she can call for a meeting or can advise the general secretary/executive director to call for a meeting on any issue at any time.

9.2 Vice president

9.2.1 He/she may preside over a meeting when the president is absent.

9.2.2 He/she will execute any task or assignment that has been descended upon him by the president. He/she will be liable to the president on each action.

9.3 General Secretary

9.3.1 There has to be a chief executive officer of the organization who will be selected by the directory committees. He/she will be recognized as the chief executive officer/executive director/member secretary. He/she will work as the secretary of the micro credit program. Staffs employed within the micro credit program cannot be a member of the board. He/she will call for meetings with the consent of the president and if any stagnation arises or comes into effect, he/she will immediately inform the president and take necessary actions.

9.3.2 He/she will maintain all the necessary communications on behalf of the organization regarding activities, income and expenditure and other internal affairs.

9.3.3 As Ex officio general secretary will play the role of Executive director of the organization. Responsibilities described in Article 10.1 will be maintained by the general secretary. If the general secretary is unable to perform his/her duties under any circumstances, it is possible to create another position by the approval of the committees to operate successfully.

9.4 Assistant general secretary

He/she will perform duties in the absence of general secretary and will be liable to the president for his/her actions.

9.5 Treasurer

He/she will take part directly in the smooth operation of the organization. He/she will be one of the signatories of the organizational bank accounts.

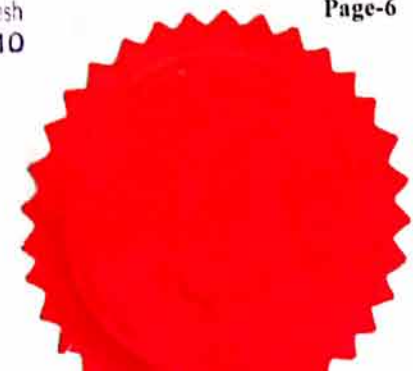
9.6 Executive committee member

Kh. Azizul Haque Moni
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Ulashi Sreejony Sangha (USS)
Jashore

AUTHENTICATED
Debashish Roy
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Biswanath Banerjee
President
Ulashi Sreejony Sangha (USS)
Jashore

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9.6.1 Members must vote for or against the proposals in the meetings.

9.6.2 Members must approve budget and activity.

9.6.3 Members must be liable to the president.

9.7 General committee member

9.7.1 Members must maintain the discipline of the meetings by being present and approving the proposals.

9.7.2 Members must deliver complete support to the Executive committee.

9.7.3 Member must participate in the yes vote or direct vote to form executive committee.

9.7.4 Members are liable to the president for their actions.

Article 10

Allocation of departments and activities:

Eligibility must be judged by the skill and experience combinedly.

10.1. Executive director

He/she will be the entitled to the entire power of the organization as chief executive. He/she must be responsible for the communication, memorandum sign, exchange of assistance, recruitment or dismissal of staffs and implementation of work plans. But all the agreements have to be approved by the Executive committee beforehand. He/she will have the highest responsibility to select and expand working area. He/she can recruit any employee to execute any of the aforementioned duties and those staffs must be liable to the Executive director for their actions. He/she must me take more duties descended upon him/her by the executive committee.

10.2 Employed staff

10.2.1 Staffs will be recruited, promoted and dismissed by the regulations of staff manual.

Kh. Azizul Haque Moni
Executive Director
Ulashi Sreejony Sangha (USS)
Jashore

AUTHENTICATED
Debashish Roy
25.11.2020
Debashish Roy
Advocate Judge's Court, Jessore.
& Notary Public For Whole of Bangladesh
Mobile No : 01711197510

Biswanath Banerjee
President
Ulashi Sreejony Sangha (USS)
Jashore

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10.3 Department of office

10.3.1 Each staff must be responsible to the departmental duties. Staffs will be liable to the executive director for their actions.

10.3.2 Department will be liable to maintain and preserve all necessary documents and articles. Department of office may communicate internally to well execute their duties. Any deviations or irregularities may be resolved by the consultation with other administration staffs.

Article 11

Holidays/Vacations

11.1 All holidays declared by the government will be automatically applied to the staffs.

11.2 Friday is the weekly holiday.

11.3 Holidays are to be applied by the regulations approved by the related organizational manual.

Article 12

Temporary termination and resignation

12.1 If any member has not paid the yearly membership fee 3 months after the Annual General Meeting (AGM), membership will be terminated. By paying 50 BDT as penalty and reapplying for membership within next two months, members may regain their membership. But if fails to take such measures, membership will be terminated without nay prior notice.

12.2 Any executive member who is absent in 3 meetings in a row, will be terminated from the list of executive members.

12.3 Any member considered as a threat to the organization will be terminated from their membership.

12.4 Anyone who does not display the mutual respect to others and does not follow and maintain organizational decorum and constitution will be terminated as a member.

Kh. Azizul Haque Moni
Executive Director
Ulashi Sreejony Sangha (USS)
Jashore

AUTHENTICATED
Debashish Roy
25.11.2020
Debashish Roy
Advocate Judges Court, Jessore.
& Notary Public For All over of Bangladesh
Mobile No : 01711197510

Biswanath Banerjee
President
Ulashi Sreejony Sangha (USS)
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12.5 Bail money against the member who is terminated will be transferred to organizational fund.

12.6 After the death of a member, any other eligible member may replace the membership to his/her name.

12.7 Any resignation will be considered as final.

12.8 Self defense time will be applied for next 7 days. But failing to defense properly may result in the finalization of the decision of the administration. Anyone who is employed may not get membership revoked before the time frame of the contract.

12.9 Any vacant position in the executive committee may be filled by the nomination from the executive committee and approval from Social Welfare department of the government.

Article 13

13.1 General meeting will be held once in a year. But any necessary meetings may be called upon anytime.

13.2 Executive committee meetings will be held 4 times in a year but more if necessary.

13.3 If requisition meeting is engaged to actions threat to organizational benefit, general members may request the president to be present in the meeting. If the president does not call for a meeting in the next 7 days, executive director may call otherwise. If he/she does not call

for the meeting, registration authority may be contacted. If this initiative fails, then 75% presence will decide and resolve.

13.4 If executive committee is terminated or dissolved, then interim committee may be formed which will organize an election in the next 90 days. This interim committee will remain in effect during these 90 days.

13.5 This interim committee will function as executive committee.

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Quorum

1. A meeting requires at least 40% presence of the members.
2. If 3 consecutive meetings do not fulfill the quorum, any decisions may be taken based on 75% participant's opinion.

Article 14

Notices:

- 14.1 Notices may be hanged on the notice boards all the time.
- 14.2 General meetings will be held with 1-month notice.
- 14.3 Executive committee meetings will be held within 7 days' notice.
- 14.4 Any emergency meetings can be arranged within 24 hours' notice and 3 hours in case of other emergency.



Article 15

15.1 Source of income: Membership fee, government, national and international donations, money made from products and commodities manufactured by the trainees may use as organizational fund.

15.2 Any organizational work plan may be executed by utilizing organizational fund.

15.3 Funds:

15.3.1 Organizational fund may be used by at least 2 signatories among the president, general secretary and any executive committee member. Any bank transactions may occur by the approval of executive committee. Among the 3 signatories, one has to be executive director.

15.3.2 To spend project fund 3 signatories are required including general secretary, executive director and project staff but at least one has to be from executive director.

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15.3.3 To raise fund, organization may engage itself with programs initiated by government, non-governmental departments, financial institutions, Polli Karma Sohayok Foundation (PKSF), international, national or local government (municipality).

Article 16

Documentation

Writing pads or other documentation modules of the organization will carry the name and monogram of the organization.



Article 17

Amendment of the constitution

Amendment decisions regarding the constitution will be authorized and approved by the executive committee. This primary approval will be finally approved by registration authority after the approval of general committee. Before the final approval from registration authority arrives, intermediate decisions will put into effect.

Dissolve

If 75% members of the organization register the necessity to dissolve the committee, then it has to be submitted to the registration authority who will take the final measures regarding this.

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