

NATIONAL DEVELOPMENT PROGRAM –NDP



CONSTITUTION

NDP Bhaban, Bagbari, P.O. Shahid Nagar

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National Development Programme- NDP

Bismillahir Rahmanir Rahim

Article No. 01

A) Name of the Organization : **National Development Programme- In brief (NDP)**

Article No. 02

A) Head Office Address:

NDP Bhaban, Bagbari, Post Office: Shahidnagar, Upazila: Kamarkhanda, Sirajgonj-6703, Bangladesh. Phone: 0751-63870-71, Fax: 0751-63877.

B) Working Areas: Working area during establishment of the organization is extended in all of the upazilas of Sirajgonj district. But in future on the basis of demand, under due approval of the appropriate authority the working area of the organization could be extended throughout everywhere in Bangladesh. To the interest of implementation of different programmes, the organization if likes could open its branch/project office in any place within Bangladesh.

Article No. 03:

Vision of the Organization: To build up a poverty free society for all on the basis of justice and equality, without making any discrimination between women and men, race, religion, caste or whatever it may be.

Mission of the Organization: To provide its best efforts to link the target beneficiaries in the main stream of development through capacity building and ensure their effective participation in all sorts of development initiatives through proper utilization of the local resources available to them.

Article No. 04:

Objectives:

Sub-Article:

1. To facilitate in building the grass root level organization of the target beneficiaries through making them aware on social and right-based issues.
2. To encourage the group target beneficiaries in savings practices for making them self-reliant.
3. To provide financial support in income generating activities of the target beneficiaries in view to improve their economic livelihoods.
4. To develop human resources and skill of the organization's staff and target beneficiaries.
5. To increase community awareness on safe water, health, hygiene and primary health care and mobilize them for implementation of the same.
6. To analyze socio-economical development process, evaluation and research, and co-operate with the local and foreign organization involved in similar activities.
7. To accept (receive) loan from government institutions, local-foreign donor organizations, bank or money laundering organization or any other sources for implementation of income generating programme.
8. To implement loan assistance programme for the poor community in view to develop their economic status and as a result people can be benefited from it.
9. To assist in enhancing agricultural production, such as fisheries, poultry and livestock extension.
10. To assist in taking, implementation and extension of social forestation programme with effective participation of the community people in view to keeping the environment sound.
11. To raise community awareness and take useful programme for mitigating disaster risk caused by the effect of climate change.
12. To provide financial assistance ensuring shelter support for the poor and homeless peoples.
13. To increase awareness and provide supports for primary health services, family planning and nutrition.
14. To take awareness programme on sexual diseases, HIV-AIDS and anti-narcotics related programme.

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15. To provide assets and financial supports for reducing poverty and changing livelihoods of the poor people.
16. To provide legal supports in restoring human rights of the distressed poor and promote good governance, civic education on voting rights and community mobilization towards electoral process.
17. To develop capacity of the civil society, CBOs and local government bodies in development planning and management.
18. To make aware and develop capacity of the community people in disaster preparedness and management and take effective measures for disaster mitigation, disaster response and post disaster rehabilitation activities.
19. To develop social awareness on disability issue, provide assistive device and financial supports to the people with disabilities for raising their social dignity and rehabilitation in the society.
20. To take training and rehabilitation programme for the socio-economic and human development of the indigenous community people and other small race groups.
21. To promote gender equality and human rights practices at organization and community level.
22. To take appropriate programme for the extension of different services of the organization and earn sustainability.
23. To promote child welfare, child education, child culture, child health and child organization in view to child welfare development.
24. To take different development initiatives for increasing the socio-economic status of the women, and empowerment and establishing rights for them.
25. To take informal and non-formal education programmes by the side of general (school) education in view to promote the education for all.

Article No. 05:

Membership:

Any citizen of Bangladesh with physically and mentally sound and above 18 years of age having full confidence on the constitution of the organization and under the rules and regulations as described below could be the member of this organization. S/he must be obliged to obey of the following terms and conditions and to be made undertaking of the same.

Sub-Article:

- a) Should apply in the organization's specified member admission form and granted the membership with due approval of the executive committee.
- b) Not be involved in anti- organizational activities.
- c) Not be involved in any activities subversive to the state, society and national development of the country.
- d) To be involved in either directly or indirectly assisting organizational activities.
- e) Not to engage of the active politics.
- f) Ready to pay fixed admission fee and annual subscription.

Article No. 06:

Cancellation of the Membership: The membership can be canceled causing any of the following point.

Sub-Article:

- a) Involved in any activities subversive to the constitution or in any anti- organizational activities.
- b) Irregularities in payment of annual subscription for two consecutive years.
- c) Absent in the annual general meeting (AGM) for two consecutive years.
- d) Causing death of any member.
- e) If there is declaration of insolvency by the court.
- f) If there is found any mental imbalance.
- g) Any work to be done that goes against state, society and development.
- h) If there is convicted by the court.
- i) If there is withdrawal of the membership on ones self-willingness.

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Abolishing of Executive Council:

Sub-Article:

- a) If there is absent in two consecutive EC meetings without showing any appropriate cause.
- b) If there is absent in the annual general meeting without showing any appropriate cause.
- c) If there is cancellation of the membership in general committee.
- d) If the non confidence proposal against any member is accepted.

Termination order:

Any member of the organization can be terminated paying him/her a show cause notice in ahead of 7 (seven) days and according to the decision of the executive committee, causing his/her involvement in any activities against the organization or the activities subversive to the organization's constitution or of the state.

Fill up the vacancy:

If there is any vacancy of the membership in general committee or executive committee, it is then the responsibilities of the executive committee to take decision for fill up the vacant post and the matter would be informed to the registration authority.

Re-establishment of the vacant post:

If the membership cancelled is related to the clauses mentioned in sub article 'b' and 'c' of *Cancellation of the Membership*, and if the member applied for re-establishment of the post and if the executive committee considered the case, then there may be re-establishment of the membership post.

Article No. 07:

Classification of the Membership: There will be three types of membership in the organization.

Sub Article:

- a) *Founder Member:* Of which kind of respectable person's initiation, the organization has been established; those will be considered as the 'founder member'. They will always be especially respectful in the organization and their names will be listed (written) on the board.
- b) *General Member:* After submission of application with specified admission form, if it is approved in the executive committee meeting and there is duly payment of admission fees and annual subscription, s/he/ will be considered as the 'general member'.
- c) *Donor Member:* Any person if donate taka 10,000 (ten thousand) or equal valued properties to the organization, s/he will be treated as the donor member. Annual subscription is not compulsory for them. They will have neither voting rights nor the rights for competition as a candidate. Names of them will be written on the board.

Article No. 08:

Organizational committee: There will a total of 4 (four) committees in the organization.

- a) Advisory committee
- b) General committee
- c) Executive committee
- d) Ad-hoc committee

a) Advisory Committee: This committee will give all kinds of advice to the organization for its smooth running. This committee member will have no voting rights. Any person residing in Bangladesh be self-noted, intellectual (government and non government) of whom or those are confidence to the ideology and objectives of the organization will only will be treated as eligible to become member of the advisory committee. There will be 5 (five) members in the advisory committee. Of them 1 (one) will be the 'chief advisor' and rest 4 (four) will be the member. The advisory committee will be formed by the executive committee. If it's possible for the executive committee members to be present in the advisory committee meeting thus provide all kinds of co-operation to them taking any decision.

b) General Committee: General committee will be formed with the founder and general members.

1. General committee is the supreme authority of the organization in all respect.
2. The general committee will approve the constitution of the organization, annual work plan, budget, accounts and audit report.
3. The general committee will be formed with all eligible members. If the general committee likes, they could increase the number members in the general committee with the consent of all members. The number of members will be finalized one month prior to the annual general meeting (AGM).
4. It will give approval the auditing farm in the annual general meeting for auditing the organization's annual expenses.

c) Executive Committee:

1. The executive committee will be responsible for maintaining constitution of the organization its policies and principles, take initiatives for preparation of annual work plan, budget and auditing the organization's annual expenses.
2. Be responsible for implementing constitution of the organization that is approved by the general committee, its policies and principles, annual work plan and the projects.
3. It will appoint all kinds of man-power, take action for dismissal, promotion, determination of salary and allowances, and prepare service policy and employment procedures.
4. Reserves the rights of authority for signing the memorandum of agreement/contract with the donor community.
5. Reserves the rights of authority for approval of membership, its cancellation and re-establishment.
6. Prepare and take arrangement for publication of annual reports.
7. Discuss, present and take decision and approval of any amendment of the article/sub-article of the constitution in the general committee meeting.
8. If needed the existing executive committee will function for additional 1 (one) month until the formation of new executive committee.
9. The executive committee will be formed only with the eligible general committee members but there must have at least 3 (three) women members in the committee.
10. *Structure of forming the executive committee:* There will be a total of 7 (seven) members in the executive committee.

(1) Chairman	1 no.
(2) Vice-Chairman	1 no.
(3) General Secretary	1 no.
(4) Treasurer	1 no.
(5) Executive Member	3 nos.

In view to implementation of the organizational policies and principles and planning for achieving its goal, the executive committee will appoint one director as the chief executive of the organization. The 'General Secretary', by virtue of his position will act as the chief executive of the organization. A 'program management committee' will be formed which will include the Director, Deputy Director, Assistant Director, Program Co-coordinator, Program/Project Manager, Manager (HR and Administration), Chief of Accounts, Chief of Internal Audit and Chief of Monitoring Unit working in the organization's head quarter, be responsible for overall implementation of the organization's goal and objectives. The General Secretary (existing director) on behalf of the program management committee will be responsible for making overall coordination with the executive committee.

d) Ad-hoc Committee: A 5 (five)-members ad-hoc committee will be formed causing any special circumstances of the organization, which will include members from the general committee. Of them, there will be 1 (one) 'Convener' and the rest 4 (four) will be the member, who will work for 2 (two) months duration.

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Work jurisdiction of the Ad-hoc Committee:

- 1) Perform responsibilities for a temporary period only.
- 2) Make arrangement for organizing the new executive committee.
- 3) Take care of movable and immovable property of the organization.
- 4) Transferred the responsibilities to the newly formed executive committee next to the election.

Article No. 09:

Power and responsibilities of the executive committee members:

Sub-Article-1:**Chairman:**

- 1) Will maintain her/his duty as the chief of the organization.
- 2) Presided over in all the meetings of the organization and signed in the meeting minutes.
- 3) Supervise all the programmes implemented by the organization.
- 4) Given explanation of different articles of the constitution (if be needed).
- 5) Sign in the cheque book of the Bank accounts opened in the name of different project.
- 6) Always be aware of smooth management of the organization.
- 7) S/he will approve the executive committee meeting minutes.
- 8) If there's having equal number of votes, s/he will give the casting vote to solve the problem.
- 9) S/he will take care of movable and immovable property of the organization.
- 10) Always be active to make implementation of the organization's goal and objectives.

Vice Chairman: Maintain all responsibilities of the chairman on behalf of his/her absence. S/he will co-operate the chairman in overall organizational functions.

Sub Article-2:**General Secretary:**

- 1) S/he will call all the meetings of the organization in consultation with the chairman.
- 2) Issued the notice mentioning meeting agenda, its date, time and place and will make arrangement for sending the notice to the members on due time and write down the meeting minutes and serve the same to the members.
- 3) S/he will make co-ordination with the chairman along with the executive committee and general committee members.
- 4) S/he will submit the annual report in the annual general meeting of the organization.
- 5) S/he will perform his/her duty as the administrative chief executive of the organization and maintain all kinds of valuable properties, deeds and agreements of the organization.
- 6) Keeps overall communication with the Directorate of Social Welfare including other government, semi- government, non- governmental development organizations and local-foreign donor organizations on regularly basis.
- 7) Take initiatives and decision for implementation of all kinds programme of the organization.
- 8) Collect and preserve funds of all the projects of the organization accordingly.
- 9) S/he will perform signing of the contract agreement on behalf of the organization with any organization/ institutions.
- 10) S/he will maintain overall communication linkage with the donor community for fund collection for the organization.
- 11) The General Secretary have the authority to serve show cause notices to all kinds of employees as administrative action against indiscipline, money misappropriations and monetary corruption cases, and casual suspension and final dismissal. In those cases, the matter will be informed of the next executive committee meeting and take approval of the same.
- 12) The General Secretary under due approval of the executive committee, could officer letter of employment to the employees under him/her jurisdiction.
- 13) Look after the movable and immovable properties of the organization.
- 14) S/he will sign in the cheque for money withdrawal from the Bank.
- 15) S/he will directly supervise the finance, audit and monitoring division of the organization.

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Sub-Article-3:**Treasurer:**

- 1) The Treasurer will collect the annual subscription from the members of the organization and keep proper accounts of it.
- 2) S/he will give advice to the accounts personnel of the organization about the matter related with accounts maintenance.
- 3) S/he will present the annual accounts statement, audit report and draft budget of the organization in the annual general meeting.
- 4) S/he will provide overall co-operation in case of auditing.
- 5) S/he will sign in the cheque for money withdrawal from the Bank.

Sub-Article-4:**Member:**

1. The members of the general committee will give advice in overall development of the organization.
2. Play active role participating in the general committee meeting on taking new projects and decisions taken related with implementation of the same.
3. Play active role participating in different type of project inspection, fund collection and programme evaluation concern for the interest of the organization.
4. S/he should obey the responsibilities delegated by the executive committee.
5. S/he should pay the subscription regularly on monthly/at a time.

Article No. 10:**Process of Executive Committee formation:**

1. All kinds of election will be performed with hidden ballot.
2. The election will be held with the mandate that each one is the candidate and voter in this electoral process.
3. In the election one person have the right for a single vote and caste his/her vote for each of the respective post.
4. None should allow casting vote with his/her representative.
5. The vote will be given through election commission signed ballot.
6. The members who paid subscription will only be treated as the voter. The full subscription will be paid in one month before the declaration of election schedule.

Duration of the Executive Committee:

Sub-Article-01: The executive committee will be formed for a period of 03 (three) years starting from the day of the election held and the decision regarding election will be taken in the executive committee meeting.

Sub-Article-02: If there is any vacancy arises of any post of the executive committee, then it should be filled up within 30 days through co-opt of one of the general committee members. If more than one post come to vacant at a time, then it will be filled up according to the decision of the general committee meeting.

Ineligibility of the voter and candidate in the election:

Sub-Article-01: If not to be a member of the general committee.

Sub-Article-02: If there is any dues for the monthly subscription.

Sub-Article-03: If there is any show-cause issued by the organization.

Sub-Article-04: If there is found of grouping and lobbying of the members in the election.

Sub-Article-05: If there is any donor member or advisory committee member.

Article No. 11

Election Commission Formation Process:

A three-member election commission will be formed in the executive committee meeting one month ahead of the election to be held. There will have one election commissioner and the rest two are members. The election commission will be formed only among the members of the general committee of which kind of members will not come as the candidate for any post. If the executive committee likes it needful, then there could be formed of the election commission from outside of the general committee members.

Working Principle:

1. The election commission will publish a final list of the general committee members.
2. The election commission will declare the election schedule and the election will be organized according to that schedule for the purpose of executive committee formation for next 3 (three) years.
3. The election commission will perform the election through the hidden ballot. But if there is the case that more than one candidate is not found to submit nomination for any post then the single candidate submitted nomination will be declare as elected in this post without any contest.
4. After the election held, the approval of the newly elected executive committee members will be taken from the department of social welfare, the registration authority.

Article No.-12:

Non-Confidence Proposal:

On the basis of solely compromise of the two-thirds members of the organization, for the cause of anti-organizational activities, there could bring the non-confidence proposal against any member of the executive committee. In this case, the members will inform the matter to the chairman. The chairman will make arrangement for inviting general committee meeting within 15 days notice. The said non-confidence proposal will be submitted in this meeting and if two-thirds member with solely opinion or support, the membership post of the relevant person shall be considered as cancel. Then the arrangement will be taken for fill up this vacant post.

Article No. 13:

Charges Handover:

Within 7 (seven) days of ending the period of previous executive committee after election held, there will be handed over the charges to the new executive committee.

Article No. 14:

Invitation of the organization's meeting:

Sub-Article- 1: *General committee meeting:* The meeting of the general committee will be held once annually. If there is needed, more than one special meeting may be held in a year. All kinds of general meeting would be invited with a 15 (fifteen) days notice.

Sub-Article- 2: *Executive committee meeting:* The meeting of the executive committee will be held every after 3 (three) months interval. If there is needed, more than this number may be held but at least 4 (four) meeting is compulsory in a year. The executive committee meeting would be invited at least 3 (three) days prior notice.

Sub-Article- 3: *Emergency meeting:* Any kind of emergency meeting of the executive committee would be invited with a prior notice of at least 24 hours and the emergency meeting for general committee with a prior notice of at least 3 (three) days.

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Sub-Article- 4: *Summon meeting:* The summon meeting could be invited in the case if the chairman or the general secretary of any cause failed to invite the meeting. In that case of inviting the summon meeting, there is needed 51% general committee member's signature and thus the decisions taken in the summon meeting would be treated as final.

Sub-Article- 5: *Pending meeting:* If there is postponed of general meeting due to lack of quorum then there will be given a notice within 15 days to arrange the next general committee meeting and in that case the decision taken by the members, which number it have to be present will treated as final. Meeting of the executive committee, if there is postponed for two times of any cause, then for third time the meeting will have to be held with the attendant member and the decision taken in the meeting will be effected.

Article No. 15:

Quorum in the meeting of the organization:

Sub-Article: a. *General committee meeting:* Quorum of the general committee meeting of the organization will be held on the presence of 51% of members.

Sub-Article: b. *Executive committee meeting:* Quorum of the executive committee meeting of the organization will be held on the presence of two-third members.

Sub-Article: c. *Emergency meeting:* Quorum of the emergency meeting of any kinds (general committee or executive committee) will be held on the presence of 33% members.

Article No. 16:

Financial Management:

Sub-Article- 1: To preserve accounts register in the name of the organization.

Sub-Article- 2: To maintain ledger book and cash books.

Sub-Article- 3: The subscription, fund and donation of the organization will be received through printing receipt marked with serial number.

A. *Period:* The financial year of the organization will be counted from the 1st July of the respective year to the 30th June of the following year.

B. *Fund Formation:*

1. Members admission fees
2. Annual subscription
3. Donation at a time
4. Grants of the national and international organization
5. Grants of the government, semi- government and non-government organization
6. Loan received
7. Bank interest
8. Service charge
9. Earning money from economic project and selling the products
10. Earning money from selling movable and immovable assets, old equipment and vehicles

C. *Fund management:*

1. The fund collected for the organization will be kept in any government recognized scheduled bank in the name of the organization. For operating the organizational activities, there will have a '*General Account*' and one '*Mother Account*' in the name of the organization.

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2. All kinds of transactions of the organization other than the donors grant, sub-grants will be maintained through the General Account and only the donors grant, sub-grants will be maintained through the Mother Account of the organization.
3. The said two bank accounts will be operated with the signature of the two signatories respectively among the chairman, general secretary/director and treasurer/chief of the accounts division. But the signature of the general secretary/director is mandatory.
4. The separate bank accounts to be opened in the name of different program/projects will be operated with the signature of the two signatories respectively among the chairman, general secretary/director and programme/project manager/co-coordinator/manager/project director of the respective program/projects. But in that case the signature of the programme/project manager/co-coordinator/manager/project director is mandatory.
5. The bank accounts to be opened at branch office level will be operated with the signature of the two signatories respectively among the director of the organization/area manager/respective branch manager and accountant/credit officer. But in that case the signature of the area manager/respective branch manager is mandatory.
6. Through the decision of the executive committee, the director reserve the rights to open all kinds of bank accounts in the name of the organization, closed or postponed it and changing of any signatories.

D. Approval of bill vouchers:

1. Because of increasing the organizational activities and financial transaction it is not possible alone for the director to give approval of all kinds of bill vouchers. In that reason to make completion the financial transaction of different program/projects in each of the case, the deputy director, assistant director, program co-coordinator, associate program co-coordinator, program manager (MF), area manager and branch manager of the organization has given the authority of approval the bill vouchers with a limited ceiling for each by the side of the director.
2. In all kinds of bill vouchers, limitation of the ceiling will have approval by the executive committee or management committee of the organization.
3. The approval of bill vouchers of the implementing projects funded by different development partners/donor organizations will follow the project/donors guideline.

E. Visitor's Book: The programmes of the organization will be kept open for the visiting of appropriate representative of the department of social welfare/registration authority, government, semi-government and donor organization, and there will be maintain a visitor' book in the office.

Article No. 17

Accounts Auditing:

The annual audit will be made for the accounts of the organization. The accounts audit will be made appointing the chartered accounting firm approved by the department of social welfare/NGO affairs bureau or the audit firm appointed by the micro credit regulatory authority/PKSF. Account auditing fee will be meet up from the fund of the organization. There will be nomination of the chartered accounting firm in the annual general committee meeting for the purpose of accounts auditing.

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Article No. 18:

Procedure for amendment of the constitution:

Sub-Article- 1: Any article/sub-articles of the constitution, if there is needed of any amendment, be submitted to the meeting of the general committee with the specific proposal for discussion, inviting opinion including the recommendations.

Sub-Article-2: Any amendment made in the article and sub-articles of the constitution will be in general approved on the basis of the opinion of two-third members attended in the general committee meeting.

Sub-Article-3: Amended article/sub-article for the purpose of final approval, there will be submitted to the registration authority.

Sub-Article-4: If there is approved by the registration authority, the said amendment or attachment paragraph will be treated as the integral part of the constitution and will be come into action.

Article No. 19:

Abolishment:

Essential and appropriate of any cause, if there is found the question to abolishing the organization, in this case the overall decision should taken in the general committee meeting with the discussion on the issue and with a approval of three-fifth of general members, and there will be application to the legal authority on a specified form. The registration authority according to the existing acts of the country will take the appropriate measure on the issue.

Article No. 20:

Legalities:

Whatever may be mentioned in the constitution, the organization will be governed according to the ordinance no. 46 of the year 1961 and, under the rules and regulations implied by it. Besides, if there is affiliation with any programme of the Government of Bangladesh or if there is any kind of partnership activities, the permission will be obtained from the respective department/ministry.

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