A SOCIETY REGISTERED UNDER THE SOCIETIES

REGISTRATION ACT XXI OF 1860

MEMORANDUM OF ASSOCIATION

AND

RULES AND REGULATIONS

OF

COMMUNITY SUPPORT FOUNDATION

A SOCIETY REGISTERED UNDER THE SOCIETIES

REGISTRATION ACT XXI OF 1860

MEMORANDUM OF ASSOCIATION

OF

COMMUNITY SUPPORT FOUNDATION

I. **NAME:**

The Name of the Foundation is **"COMMUNITY SUPPORT FOUNDATION"** (hereinafter to as the Foundation)

II. REGISTERED OFFICE:

The Registered Office of the Foundation shall be located at Raihan Complex (2nd Floor), 180 Sirajdowlla Road, Chawkbazar, PS-Chawkbazar, District-Chittagong Bangladesh or such other place as the Foundation may from time to time determine.

III. AREA OF OPERATION:

The activities of the Foundation shall be extended to all over Bangladesh.

IV. NATURE OF THE FOUNDATION:

1. This foundation is a non government and non political institution to develop knowledge and science, to provide education for poor women and children, to develop human resources and social development, to establish and conduct asylum for the poor and refugees, to provide legal aid to poor, to conduct research for education and diverse activities for establishing the spirit of independence. It shall perform the duty to establish various academies and to develop human resource.

V. AIMS AND OBJECTS:

2. To implement planned and continuous activities for developing society, human resource, health service and for conducting different humanitarian activities for establishing the spirit of independence. To establish orphanages for rearing orphans and urchins.

3. To establish and maintain various educational institutions for learning and training.

4. To organize different national and international seminars, symposiums and to establish libraries and to conduct research activities for establishing the spirit of independence.

5. To administer different publishing organizations for the development of human resources and education.

6. To implement planned and continuous activities for developing society, human resource, health service and for conducting different humanitarian activities.

7. To provide legal aid to poor for developing human resources.

8. To establish asylum for children, old aged men and women, freedom fighters and successors of martyrs.

VI. SOURCES OF INCOME:

Income of the Foundation shall be

a. Donation, gift or grant from the members.

b. Donation, gift or grant from Governmental or non Governmental individuals or institutions.

c. Donation, gift or grant from foreign individuals or institutions according to 'Foreign Donation Ordinance' of the People's Republic of Bangladesh.

d. Income from the organizations directed by the Executive Committee according to the policy of the foundation

VII. FUND:

The assets and funds of the Foundation shall be collected by way of subscriptions, donations, gift, will, any grant.

VIII. INCOME & EXPENDITURE:

a. Income and assets of the Foundation shall be spent according to decision of Executive Committee to implement the aims and objectives of the Foundation and to expand its activities.

b. Assets of the Foundation cannot be spent for the interest of any individual or for the activities against the aims and objectives of the foundation instead of the implementation of the aims and objectives of the foundation.

IX. BANK ACCOUNT MAINTENANCE

a. Money collected by the Foundation shall be kept at any branch of any scheduled bank subject to decision of the Executive Committee.

b. Bank accounts in the name of the Foundation shall be operated by the joint signatures of General Secretary and either of Joint Secretary & Secretary for International Affairs and or Finance Secretary of the executive committee.

X. ACCOUNTS MAINTENANCE

a. Accounts of income and expenditure and assets shall be under the supervision of the Executive Committee. Accounts shall be audited by the auditor appointed by the general meeting of Executive Committee.

b. All income and expenditure shall be preserved through proper receipt and voucher.

XI. WINDING UP:

If extinction of the foundation becomes necessary, after the repayment of liabilities surplus amount shall be spent and used according to the decisions of the two third members, and foundation shall be winded up.

XII. EXECUTIVE COMMITTEE:

The Executive Committee is hereby constituted with the following members according to the section II of the Society Act:

Sl. No	Name	Post
01.	**Advocate Rahima Akther**	President
02.	**Advocate Murshedur Rahman Chowdhury**	General Secretary
03.	**Advocate Mostafa Asgar Sharifee**	Joint Secretary and Secretary for International Affairs
04.	**Advocate Mohammad Abul Faiz**	Finance Secretary
05.	**Advocate Biplob Kumar Das**	Member
06.	**Advocate Md. Jahangir Alam**	Member
07.	**Advocate Tajmin Akter**	Member

XIII. We, the several persons here:

The names, father's names, addresses, profession, nationality, designations of us are stated below. We do hereby put our signatures against each of our names, being united and agreed on decision of establishing a society as per **Memorandum of Association**:

Sl. No.	Name & Educational Qualification	Identification/Present Address	Permanent Address	Signature
01.	**Advocate Rahima Akter** LL.B(Hons), LL.M(CU)	Father-Mohammad Younus, Mother-Lutfunnesa Begum, Profession-Lawyer, Advocate, Judge Court, Chittagong. Room No. 418, Ainjibi Annex Building-1, Court hill, Chittagong.	Matrichaya, Noyapara (Janer Keocia), Post-Keranihat, PS-Satkania, District-Chittagong. 01819800854	
02.	**Advocate Mohammad Abul Faiz** B.A, LL.B(CU)	Father-Jalal Ahammad, Mother-Late Siraj Khatun, Profession-Lawyer, Advocate, Judge Court, Chittagong. Room No. 545, Ainjibi Annex Building -1, Court Hill, Chittagong.	Village-Shilaigora, PS-Anwara, District-Chittagong. 01818095983	
03.	**Advocate Murshedur Rahman Chowdhury** M.A, LL.B, LL.M	Father-Dr. Nasir Uddin Chowdhury, Mother-Rahena Begum Siddiqa, Profession-Lawyer, Advocate, Judge Court, Chittagong. Room No. 650, Ainjibi Annex Building-1, Court hill, Chittagong.	Village & Post-Pomora, PS-Rangunia, District-Chittagong. 01199217093 Email : adv_mr_Chowdhury@yahoo.com	
04.	**Advocate Mostafa Asgar Sharifee** BSS(Hons), MSS(Econ), LL.B	Father-Amjad Ali Chowdhury, Mother-Kulsum Ara Begum, Profession-Lawyer, Advocate, Supreme Court of Bangladesh. Room No. 648, Ainjibi Annex Building-1, Court Hill, Chittagong.	Sharif Manjil, Village & Post-Chanua, Banskhali, Chittagong. 01755564313 Email : mostafa.sharifee@gmail.com	

05.	**Advocate Biplob Kumar Das** LL.B(Hons), LL.M(CU)	Father: Chandanesshar Das, Mother – Anima Rani Das, Profession – Lawyer, Advocate – Judge Court, Chittagong. Room No. 418, Ainjibi Annex Building-1, Court Hill, Chittagong.	Village – Tarakatia, Post – Mirsharai, P.S – Mirsharai, District – Chittagong. Phone – 01671701531. email : biplobllbcu@gmail.com	
06.	**Advocate Md. Jahangir Alam** LL.B(Hons), LL.M(CU)	Father: Abdul Hoque, Mother – Marioom Begum, Profession – Lawyer, Advocate – Judge Court, Chittagong. Room No. 650, Ainjibi Annex Building-1, Court Hill, Chittagong.	Imam Ali Sowdagar Bari, Village – Baraipara, Post – Chandgaon, P.S – Chandgaon, District – Chittagong. Phone – 01823923897	
07.	**Advocate Tajmin Akter** LL.B(Hons), LL.M(CU)	Father: Rakib Uddin Ahmed, Mother – Sadeka Begum, Profession – Lawyer, Advocate – Judge Court, Chittagong. Room No. 418, Ainjibi Annex Building-1, Court Hill, Chittagong.	House No. W/J-4 (2nd Floor), West Ferozshah Residential Area, Post – Pahartali, P.S – Akbarshah, District – Chittagong. Phone – 01912895275	

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A SOCIETY REGISTERED UNDER THE SOCIETIES

REGISTRATION ACT XXI OF 1860

RULES AND REGULATIONS

OF

COMMUNITY SUPPORT FOUNDATION

1. DEFINITION:

1.1 The Name of the Foundation shall be **"COMMUNITY SUPPORT FOUNDATION"**

1.2 The Principal Office of the Foundation for the time being will be located at Raihan Complex (2nd Floor), 180 Sirajdowlla Road, Chawkbazar, PS-Chawkbazar, District-Chittagong Bangladesh.

1.3 The date of Registration of the Foundation shall be the date of formal commencement of functioning of the Foundation.

2. INTERPRETATION:

2.1 In this Rules and Regulations unless there is any repugnant in the subject or context:

a. **"**The President" shall mean the person appointed by the members of the Executive Committee of the Foundation to preside at their meeting.

b. "The Office**"** shall mean the registered office of the Foundation.

c. "Member" shall mean a member of the Foundation admitted as such by the Foundation in pursuance of these rules and regulations.

d. "Secretary" means the General Secretary of the Executive Committee.

e. **"**Person" includes citizens of Bangladesh and other body corporate situated in Bangladesh.

f. **"**The Object" means the objects of the Foundation set out in the Memorandum of Association.

g. **"**The Foundation" shall means the **"COMMUNITY SUPPORT FOUNDATION"**

h. **"**The business" or "affairs" or "functions" of the Foundation shall mean and include the overall objects or any of them expressed in the Memorandum of Association of the Foundation.

i. **"**Year" means calendar year.

j. "The Act" shall mean the Societies Registration Act. 1860 as adopted in Bangladesh.

k. **"**The Executive Committee" shall mean the executive body, which shall be the final authority of the Foundation.

2.2 In the matter of determination of any dispute regarding the Memorandum of Association and Rules and Regulations of the Foundation, the decision of the Executive Committee shall be final.

Chapter 1: Organization

1. Qualifications to be member

Any adult Bangladeshi citizen who has following qualifications can apply for the membership of this foundation:

a. He is to be a person of good character, well wishing and patron of learning having the spirit of independence.

b. He is to be fully believer of aims, objectives and main principles of this foundation.

c. He is to be committed and active to implement the programs planned by this foundation.

d. He is to be fit physically and mentally.

2. Membership

a. Persons who have taken the initiatives to establish this foundation shall be founding members; the number of founding members is 05(Five). Their representations shall be privileged in different committees to run this foundation.

b. Founding members, if needed, can apply their power and right by their representatives (who have to be approved by executive committee).

c. Subject to the approval from two-third of founding members, any reasonable person shall be general member of this foundation.

d. If membership of a member is vacated due to his death, a person nominated earlier by the deceased shall be the member of the foundation, and he shall enjoy all benefits and rights.

3. Cancellation of Membership

Membership of member shall be cancelled by two-third votes of the foundation subject to the following causes:

a. If he carries out any activity or conspiracy against the foundation or its interest or any financial discrepancy;

b. If it's seemed that he has no trust on the aims of objectives of the foundation;

c. If he loses the qualifications of membership;

d. If he desires to rescind the membership.

4. Dues to be paid to cancelled member

If a cancelled or resigning member has any dues to be paid, he shall not be deprived from the dues.

Chapter 2: Committees

5. Committee

This foundation shall have following committees

a. Executive committee

9. Formation of Executive Committee

Executive Committee shall be formed with following posts:

a. President -1 post

b. General Secretary-1 post

c. Joint Secretary and Secretary for International Affairs-1 Post

d. Finance Secretary-1 post

e. Executive Member-1 post

10. Functions of Executive Committee

a. This committee for its all deeds shall be liable to general members;

b. Executive Committee shall execute all decisions, recommendations and principles guided by general members;

c. It shall present all reports of income, expenditure and works of this foundation at general meeting and preserve these;

d. It can appoint special envoy(s) to represent the foundation at home and abroad for the purpose of aims and objects of this foundation;

e. It can purchase any moveable or immovable property, take lease and loan for the interests of the foundation subject to the prior approval from general members;

f. It can sell, exchange, let, develop, mortgage, dispose of or otherwise deal with the property of the foundation upon such terms and for such price or consideration of any kind as the foundation may think fit;

g. It can operate bank accounts and make transactions to such limit which is approved by the general members;

h. It shall take necessary steps regarding salary structures, service policy, appointment, promotion and suspension of officers and workers;

i. It shall look after and protect all assets of this foundation;

j. It shall perform any duty assigned by the general members.

11. Jurisdiction of the President of Executive Committee

a. He shall be elected by the general members for three years;

b. He shall be the chief of Executive Committee, preside over the meetings & approve the agenda of the meetings of executive committee;

c. If there is difference of opinion among the members, he shall try to resolve it subject to the opinions of maximum members, and he shall take the necessary actions through the recommendation of General Secretary;

13. Jurisdiction of General Secretary of Executive Committee:

a. He shall be the chief executive of the foundation. He shall accomplish all the duties described by this constitution and assigned by the executive committee.

b. He shall implement all the decisions decided by the executive committee.

c. He, with the consultation of the President, shall summon the meeting of the executive committee.

d. He shall record and preserve all the proceedings of the meetings.

e. He shall coordinate all the activities of the organizations directed by the foundation, and shall inform the executive committee about the progress regularly.

f. He shall formulate different development policies for the organization directed by the foundation, and take effective measures subject to the recommendations to executive committee.

g. He shall maintain communication with all individuals and organizations related to the foundation.

h. He shall co-operate the treasurer to prepare annual budget.

i. He can execute different agreements with governmental and non-governmental donor organizations to achieve the objectives of the foundation.

j. He with Joint Secretary and Treasurer shall maintain accounts at any schedule bank subject to the approval from the executive committee.

k. He can take any decision for the sake of development of the foundation. Afterwards General Committee can ratify it.

l. General Secretary is a permanent post. He cannot be dismissed without the votes of two-third members.

14. Functions of Joint Secretary and Secretary for International Affairs

14(1) Secretary and Secretary for International Affairs is a permanent post. He shall assist General Secretary for all works of foundation, and in the absence of General Secretary he shall work as General Secretary.

14(2) Functions:

a. With the consultation of President of the foundation, Joint Secretary and Secretary for International Affairs shall maintain communication with different organizations of home and abroad, and he shall perform the duties assigned by the executive committee.

b. Joint Secretary and Secretary for International Affairs shall provide assistance and suggestion to General Secretary; moreover in the absence of General Secretary, Joint Secretary and Secretary for International Affairs shall work as General Secretary.

c. Joint Secretary and Secretary for International Affairs can not be dismissed without the votes of two-third members.

d. He shall work as special envoy of the foundation.

15. Finance Secretary and its jurisdiction

a. He shall perfectly maintain and record all accounts of income and expenditure of the foundation.

b. With the cooperation of General Secretary, he shall prepare and present annual budget.

c. He shall supervise the accounts of income and expenditure, and shall inform the Executive Committee about status of the fund.

d. He, with the approval from Executive Committee, shall present audited annual accounts of income and expenditure at General Meeting of the foundation.

e. He, along with General Secretary, shall maintain the bank accounts.

Chapter 3: Election

18. Election Process:

a. All the members of the foundation shall be the voters.

b. Except General Secretary and Joint Secretary & Secretary for International Affairs, all posts shall be elected through secret ballot on the basis that every member is voter and candidate as well.

19. Election Commission:

a. One Election Commissioner and one Assistant Election Commissioner shall be selected by the Executive Committee of the foundation before one month of the expiration the committees.

b. Election Commissioner and Assistant Election Commissioner shall be renowned educationist & will wishers of the foundation.

20. Duties of Election Commission:

a. To conduct election within one month of the formation of Election Commission.

b. To make necessary regulations for the elections

c. To make voter list before at least one week of the election

21. Casting Votes:

a. He, who obtains highest votes, shall be elected for the post.

b. Election Commissioner shall collect casting vote of General Secretary in case equal numbers of votes are found for the same post.

22. Alternative System of Election.

If committees are formed unanimously by the present members of general meeting, other articles regarding election shall be ineffective even though whatever has been written there.

Chapter 4: Meetings

23. Meeting of Foundation:

a. One general meeting which is termed as Annual General Meeting shall be held in every year. Moreover, more than one general meeting may be held.

b. Subject to the permission from the President, General Secretary shall send the notice of meetings mentioning venue, date, time and agenda with necessary documents before at least 10(ten) days of the meeting.

c. Before 24(twenty four) hours of the meeting, emergency meeting of the Executive Committee may be summoned at any time of the year.

d. President of the Executive Committee shall preside over the meeting. In the absence of him, any member nominated by the executive committee shall preside over the meeting.

e. Any decision regarding the amendment of this constitution may be taken by the two third members of the general meeting. In case of the amendment of Memorandum of Association, unanimous mandate of all the members of general meeting shall be required.

f. In Annual General Meeting, quorum shall be fulfilled by the presence of two-third members, Starting of Annual General Meeting may be lingered 30 (thirty) minutes if necessary.

g. In the meeting of Executive Committee, quorum shall be fulfilled by the half of the members.

h. If any meeting is postponed due to non-fulfillment of quorum, it shall not be necessary for the next meeting.

24. Meeting of Executive Committee

a. General Meeting of Executive Committee shall be held at least once within 2(two) months.

b. Subject to the approval from the President, General Secretary shall send the notice of the meeting to the members at least seven days before.

c. Subject to the approval from the President, emergency meeting may be summoned 24 hours before by the General Secretary through written notice.

d. Quorum shall be fulfilled by the presence of two-third members.

e. If any meeting is postponed due to non fulfillment of quorum, the meeting shall be held at the same venue and time, and quorum shall not be necessary for this meeting. Decisions made at this meeting shall be valid.

f. Membership of any member shall vacate automatically due to three consecutive absences without the prior notice. To fulfill this post, senior executives whose posts are not vacated shall discuss with the President, and subject to the discussion with the Executive Committee, the President shall appoint any member of the foundation to this post.

25. Postponed Meeting:

If one third members of the executive committee make written request to the President to summon the meeting, then the President shall summon the meeting within ten days of the request. In that case, if the President does not summon the meeting, then said one third members, after selecting Chairman from them, can summon the meeting accordingly. In this regard opinion of the General Secretary shall be accepted.

Chapter 5: Dispute Resolution and Dismissal

26. Dispute Resolution

a. If any dispute arises among the members of the foundation or Executive Committee, the President shall take initiative to resolve the dispute mutually.

b. If the President fails to resolve the dispute mutually, he shall introduce the dispute before the Executive Committee, and the matter shall be decided subject to the opinion of present majority members.

27. Dismissal

a. Half of the members of Executive Committee or one fourth members of the Foundation make objection to the President against the President, Any executive or any member. This shall not be applicable in case of the General Secretary.

b. The President shall introduce the matter before the emergency meeting or general meeting within ten days.

c. Decision regarding the said member shall be taken on the basis of the opinion of the majority members of the Foundation.

Chapter 6: Duty of the Foundation

28. Duty of the Foundation:

Executive Committee on behalf of 'Community Support Foundation' for the implementation of its own objectives shall play the role to direct one of more national or international level institutions on the basis of the policy of the Government of the People's Republic of Bangladesh.

Chapter 7: Financial Management

29. Constraint regarding candidature at election

President can not be elected more than once successively. However, he can be elected more than once after one successive term.

Chapter 8: Miscellaneous

30. Fiscal Year

Fiscal year of the Foundation shall be from 1st July to 30th June.

40. Enforcement of the Constitution

This constitution shall be in force since 21st July, 2015

31. Validation

For the sake of the formation of the Foundation, all decisions and activities made since 1st July, 2016 shall be valid constitutionally.

32. Tenure of the Executive Committee

Tenure of the Executive Committee is three years commencing from the first meeting of the executive committee. Tenure of the first Executive Committee shall be expired on 6th July 2019.

We, the members of Executive Committees are hereby agreed Certified Copy of a society as per **Rules & Regulations**:

Sl. No.	Name & Educational Qualification	Identification/Present Address	Permanent Address	Signature
01.	**Advocate Rahima Akter** LL.B(Hons), LL.M(CU)	Father-Mohammad Younus, Mother-Lutfunnesa Begum, Profession-Lawyer, Advocate, Judge Court, Chittagong. Room No. 418, Ainjibi Annex Building-1, Court hill, Chittagong.	Matrichaya, Noyapara (Janer Keocia), Post-Keranihat, PS-Satkania, District-Chittagong. 01819800854	
02.	**Advocate Mohammad Abul Faiz** B.A, LL.B(CU)	Father-Jalal Ahammad, Mother-Late Siraj Khatun, Profession-Lawyer, Advocate, Judge Court, Chittagong. Room No. 545, Ainjibi Annex Building -1, Court Hill, Chittagong.	Village-Shilaigora, PS-Anwara, District-Chittagong. 01818095983	
03.	**Advocate Murshedur Rahman Chowdhury** M.A, LL.B, LL.M	Father-Dr. Nasir Uddin Chowdhury, Mother-Rahena Begum Siddiqa, Profession-Lawyer, Advocate, Judge Court, Chittagong. Room No. 650, Ainjibi Annex Building-1, Court hill, Chittagong.	Village & Post-Pomora, PS-Rangunia, District-Chittagong. 01199217093 Email : adv_mr_Chowdhury@yahoo.com	
04.	**Advocate Mostafa Asgar Sharifee** BSS(Hons), MSS(Econ), LL.B	Father-Amjad Ali Chowdhury, Mother-Kulsum Ara Begum, Profession-Lawyer, Advocate, Supreme Court of Bangladesh. Room No. 648, Ainjibi Annex Building-1, Court Hill, Chittagong.	Sharif Manjil, Village & Post-Chanua, Banskhali, Chittagong. 01755564313 Email : mostafa.sharifee@gmail.com	

05.	**Advocate Biplob Kumar Das LL.B(Hons), LL.M(CU)**	Father: Chandanesshar Das, Mother – Anima Rani Das, Profession – Lawyer, Advocate – Judge Court, Chittagong. Room No. 418, Ainjibi Annex Building-1, Court Hill, Chittagong.	Village – Tarakatia, Post – Mirsharai, P.S – Mirsharai, District – Chittagong. Phone – 01671701531. email : biplobllbcu@gmail.com	
06.	**Advocate Md. Jahangir Alam LL.B(Hons), LL.M(CU)**	Father: Abdul Hoque, Mother – Marioom Begum, Profession – Lawyer, Advocate – Judge Court, Chittagong. Room No. 650, Ainjibi Annex Building-1, Court Hill, Chittagong.	Imam Ali Sowdagar Bari, Village – Baraipara, Post – Chandgaon, P.S – Chandgaon, District – Chittagong. Phone – 01823923897	
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