



# স্পোন-বাস্তুরায়িত কৰাৰ প্ৰয়াস

## NGO Constitution

### CONSTITUTION

#### 1.0 NAME

##### 1.1 NAME

The name of the organization shall be স্পোন-বাস্তুরায়িত কৰাৰ প্ৰয়াস thereafter referred as the “স্পোন”.

##### 1.2 LOCATION

The Organization shall have its head office in Kamrup(R) District; the address shall be Vill: Niz madartala,P.O.Baihata chariali, 781381. Upon resolution by the directors, may move its headoffice to any place in Assam as well as create branch offices as it shall deem necessary for the implementation of its activities and the achievement of its goals.

## **2.0 OBJECTIVES**

### **2:1 VISION**

To open An Ashram & A School as well as to Bring transformation for the betterment of the Society and Environment.

### **2:2 MISSION**

Our mission is to help people in need and to restore hope among the ones who are enfeebled by miserable life.

Being among beings we want to develop personal responsibility,accountability and self reliance through education,using principles of Faith,Hope and Love in the Society.

### **2:3 MAIN OBJECTIVE**

To stand by people who are in need of help.

To enhance youth involvement for creating a better society.

To encourage the students from backward places in personal development and manifest their talents.

Work for women empowerment to provide them with a life of dignity.

To improve assist and empower women and children of their rights and opportunities to live better, safer and fuller lives

### **2:4 SPECIFIC OBJECTIVES**

The Organization shall have the following specific objects:

- a) To mobilize resources and establish educational opportunities for vulnerable children
- b) To ensure that children get a healthy environment to showcase their individual talents.
- c) To provide Financial and academic support to meritorious students who are unable to continue their higher education due to financial problems.
- d) To improve assist and empower women and children of their rights and opportunities to live better, safer and fuller lives.
- e) Raise awareness and inspire understanding of problems related to gender based violence, the impact of domestic violence on children's emotional and psychological wellbeing and to empower women in actively participating in development and social change that would enable a more stable home environment for children.

### **3.0 MEMBERSHIP AND GOVERNANCE**

#### **3:1 MEMBERSHIP**

Membership shall be open to persons or institutions who subscribe to this constitution and who are interested to contribute to the stated aims and objectives of the organization. Members must be sixteen(16) years or older

### **3:1:1 CATEGORIES OF MEMBER**

**Trustees:** These are the founding members of the Organization.

**General Member:** opened to all persons that meet the eligibility criteria as laid down in section 3.1 of this constitution

**Committee Member:** an individual who has made contribution to the field of social work is eligible for committee membership. One must be a general member atleast for six(6) months and eighteen(18) years or older.

**Adviser:** A Committee Member of the Organization may nominate someone to the status of Adviser by sending a brief (no longer than one page) advocacy statement discussion the candidate to the Board of Directors.

**Honorary Membership:** Nominated by Trustees, Accepted by Board of Directors.

Any member of the Organization may resign their membership, by giving written notice to the General secretary. The board of directors may, terminate or suspend the membership of any Member, if in its opinion their conduct is prejudicial to the interests and objects of the organization.

### **3:2 RIGHTS AND DUTIES OF MEMBERS**

#### **TRUSTEES:**

- i) Attend Every Meeting
- ii) Support and advise the Board of Directors on fulfilling their tasks and duties
- iii) May define the tasks and duties of the Board of Directors
- iv) Elect three of their members as representatives of the Board of Directors
- v) Can Terminate or suspend the membership of any Committee Members and General members
- vi) Act as ambassadors to the Organization

### **General Member:**

- i) Attend the General Meeting and participate fully where possible and by recommending the Organization as much as possible
- ii) Pay registration and monthly subscription fees.
- iii) Vote and stand for electable positions in the Organization

### **Committee Member:**

- i) Attend the General Meeting
- ii) Shall meet once per two months or as necessary to conduct the events of the organization.
- iii) Participate fully where possible and by recommending the Organization
- iv) Access to information regarding new sources of funding
- v) Act as ambassadors to the Organization
- vi) Nominate anyone as General member of the Organization.
- vii) Attend the Committee Meeting.
- viii) Follow Instruction of Board of Directors
- ix) Submit monthly report to Board of Directors.

**Adviser:**

- i) Shall meet once in a year with board of Directors or as necessary to conduct the events of the organization
- ii) Participate where possible and by recommending the Organization
- iii) Support and advise the Committee members.

**Honorary Membership:**

- i) Support and advise the Organization.

**3:3 NUMBERS OF BOARD MEMBERS**

সপ্তেন-বাষ্পবায়িত কৰাৰ প্ৰয়াস shall be administered by Board of Directors of not less than seven(7) members and not more than fourteen(14) members elected at the group's Annual General meeting. Until otherwise varied by a special resolution passed at a General Meeting, the Board of Directors (BOD) shall consist of:

- Three(3) Directors from Trustees
- The President
- General Secretary
- The Treasurer
- Two Public Relation Executive
- Two Executive Members

### **3:3:1 RIGHTS AND DUTIES OF BOARD MEMBERS**

The Board of directors shall meet once per month or as necessary to conduct the activities of the organization. At least five (5) Board of Directors must be present to resolve any kind of question. Voting at board members meeting shall be by show of hands on majority basis. if there is a tied vote then the trustees will take the decision. The board members can change the committee at any time. During project implementation or any other urgent situation the board members shall meet as often as is necessary. All meetings must be recorded. Give Remark on the report submitted by committee members. General secretary have to submit individual reports to board of directors of all committee members report such as financial, media etc. If any board members and committee members, during his term of office, should cease to be a member of the Organization, resign from office or die, the trustees shall elect one of their members to hold office until the next General Meeting when a new member shall be elected. The board members will help committee members in the running and implementation of the activities of the Organization. the board members will send general guidelines related to the affairs of the organization to General secretary & president. One of the Directors shall chair all meetings of the Board. To work in collaboration with other organizations and to amalgamate with any organization with the same or similar objectives and the same exemptions from taxes and duties to those of the Organization.

### **4.0 MEETINGS AND QUORUMS**

#### **4:1 PROCEEDINGS OF THE BOARD**

The Board may meet for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit. The quorum necessary for the transaction of business shall be not less than half the number of members of the Board for the time being. Questions arising at any meeting shall be decided by a majority of votes.

## **4:2 CALLING OF MEETINGS**

### **(a) General Meetings**

All general meetings of the Organization shall be summoned by the General Secretary, acting in consultation with the president, by giving at least 10 days notice accompanied by the proposed agenda. Any committee members can call general meeting. And a the meetings of the board shall be summoned by any of the board members , all members shall be given at least seven(7) days notice of a board meeting unless it is deemed an emergency meeting.

### **(b) Committee Meetings**

Any member of the Board and adviser may request for a committee meeting, and on the request of at least two (2) members of the Board, the General Secretary shall at any time summon a meeting of the committee by at least 14 days of notice served upon the several members of the committee, with an indication of the proposed agenda.

## **4:3 DISQUALIFICATION OF MEMBERS OF THE BOARD/COMMITTEE**

The office of a member of the board shall be vacated:

- i.) If a receiving order is made against him or he makes an arrangement or composition with his creditors;
- ii.) If he becomes of unsound mind;
- iii.) If he fails to attend the meetings of the Board/Committee for a period of three(3) months, except by special leave approved by the Board;
- iv.) If by notice in writing to the organization he resigns his office;
- v.) If he is removed from office by a resolution duly passed under this constitution

## **5.0 FINANCE**

- (i) Money obtained by the organization shall be used only for its projects, administration including rental and equipment to meet its mandate;
- (ii) The organization's bank account shall be in the name of সম্পোন-বাস্তৱায়িত কর্বাৰ প্ৰয়াস
- (iii) Cheques shall be signed by any two (2) nominated signatories;
- (iv) The Board members will each year draw up a detailed budget and a sub budget for monthly expenses, every credit or debit will be recorded in a database maintained by the Treasurer;
- (v) The Treasurer must submit a comprehensive financial

statement each year and a financial report on expenses for each months at Board Meetings.

## **6.0 Alteration of the Constitution**

Proposals for amendments to this constitution or dissolution must be delivered to the secretary in writing;

The secretary in conjunction with all other designated officers shall decide on the date of a forum meeting to discuss such proposals, giving at least four weeks (28 days) clear notice;

Any changes to this constitution must be agreed by at least two thirds of those financial members present and voting at any general meeting.

## **7.0 Dissolution**

The group may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

## **8.0 Adoption of the Constitution**

This constitution was adopted by the Trustees & members present at the Opening Meeting:

JENISH ALI BORAH : \_\_\_\_\_ (founder & Trustee Member)

DEEPJYOTI SAMRAH : \_\_\_\_\_ (Founder & Trustee Member)

SOURAV DEKA : \_\_\_\_\_ (Founder & President)

RAKTIM RANJAN GOSWAMI: \_\_\_\_\_  
(General Secretary)

BHAGYSHREE GOSWAMI : \_\_\_\_\_  
(Trustee member)

TRISHNA DEVI: \_\_\_\_\_ (Member)

BIKASH KASHYAP: \_\_\_\_\_ (Member)

November 10th, 2018

## **9.0 LEGAL STATUS**

The organization is a body corporate with its own legal identity which is separate from its individual members.

The organization shall continue to exist even if the members change.

The organization may own property, enter into contracts, and sue or be sued in its own name.

## **10.0 DISPUTES**

In the event of a serious disagreement between the members of the Board members and/or the Organization regarding the interpretation of this constitution then any two (2) Committee members , Board of members or any five (5) members of the Organization shall be entitled to declare a dispute. Such declaration shall be in writing, state the issue in dispute, and is addressed to the Executive Committee.

The Board members shall consider such declaration within two (2) weeks of receiving it.