

# The Constitution

Clause 1: Name of the Organization - Population Services and Training Center (PSTC)

Clause 2: Address - House 93/3, Road # 8, Block - C, Niketon, Gulshan-1, Dhaka 1212

(Registered Office)

Clause 3: Classification/Nature of the Organization - This is a non-political, non-profit, non-governmental organization.

Clause 4: Scope Area - Dhaka and the whole of Bangladesh subject to the approval of the Registration Authority.

Clause 5: Vision and Objectives

a. Vision

The main and long-term goal of the Organization shall be to develop the potential of health, family, security, and standard of life and to secure a better future for the country.

b. Objectives

1. To implement PSC's development programs in order to improve the living standards of the people.

2. To increase the literacy rate especially for the women of the country by educating the people.

3. To provide health services to the people - especially for the underprivileged and to create health awareness for securing their health rights and develop the standard of living.

4. To provide financial support to women - especially for the underprivileged and to create financial awareness for securing their financial rights and develop the standard of living.

5. To create an awareness for the rights of children especially the rights of the underprivileged children.

6. To create an awareness for the rights of the elderly especially the rights of the underprivileged elderly.

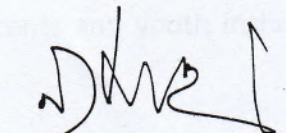
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পরিচালক (কার্ব্যম)

জাতীয় খেতাসেবী সংগঠন সমূহের রেজিস্ট্রেশন কর্তৃপক্ষ  
সমসাময়িক অধিদফতর, ঢাকা, বাংলাদেশ।

**pst**  
working for population & development



DR. NOOR MOHAMMAD  
Executive Director, PSTC  
Population Services and Training Center

**Population Services & Training Center (PSTC)**

House # 93/3, Level 4-6, Road # 8, Block - C, Niketon, Gulshan 1, Dhaka 1212

## THE CONSTITUTION (as amended)

Clause-1: Name of the organization: - Population Services and Training Center (PSTC)

Clause-2: Address: - House-93/3, Road-08, Block-C, Niketon, Gulshan-1, Dhaka-1212  
(Rented House)

Clause-3: Classification/Nature of the organization: This is a non-political, philanthropic voluntary Organization.

Clause-4: Scope Area: Dhaka and the whole of Bangladesh subject to the approval of the Registration Authority.

Clause-5: Goals and Objectives:-

### 5. a. Goals:

The main and foremost goal of the Organization will be to develop the standard of health, social security and life style of the poor and disadvantaged people of the country.

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পরিচালক (কার্যক্রম)

জনসংখ্যা পরিচালনা কেন্দ্র, ঢাকা, বাংলাদেশ

### 5. b Objectives:

- To implement different development programs in order to alleviate poverty.
- To increase the literacy rate especially for the expansion of standard universal education for all.
- To render health service for general mass especially for the disadvantaged group and to take initiatives for ensuring their health rights and develop the standard of health and nutrition.
- To remove discrimination in gender, caste and creed, religion and colour, and to increase the rights and power of the women.
- To ensure and develop the rights of children especially the rights of the underprivileged children.
- To render various development activities for adolescents and youth including the reproductive health.
- To decrease the maternal and child mortality rate.
- To create mass awareness from the grass root level to the highest level to control the spread of infectious diseases including HIV/AIDS/Malaria, Tuberculosis.
- To stop activities destructive for environment, to preserve bio diversity, to ensure congenial environment and public health.



- x. To control population and to turn the population into productive human resources.
- xi. To strengthen the activities for good governance and rights.
- xii. To strengthen the activities for training, publications, networking, advocacy, and research and to develop human resource, and to provide government and non-government organizations with development related assistance.

#### 5c. Activities:

- i. To empower the disadvantaged population and to introduce interest-free income generating innovative activities for them irrespective of their caste, creed, colour, religion and sex.
- ii. To provide universal primary education to adolescents and children of the low-income group families of urban and rural areas.
- iii. To create awareness among the disadvantaged population irrespective of caste, creed, religion and colour on their health rights; and to create congenial relationship/connectivity between the health service providers and recipients.
- iv. To establish community and clinic based health service centers with the approval of the concerned authority for ensuring health and nutrition for all through providing services on reproductive health, primary health care, nutrition, maternal & child health and family planning.
- v. To undertake awareness programs on rights and empowerment for the disadvantaged women folk irrespective of cast, creed and colour; and to create employment opportunities after providing quality vocational training for the unemployed.
- vi. To help establish rights of the children and to establish shelter home, provide education and introduce awareness building activities, impart trainings on skills or vocational education, counseling, nutrition and health services to the street children, children having no guardian, children engaged in hazardous jobs, differently able children, children victim of circumstances and children rescued from the traffickers; and to take measures for their rehabilitation in the family and in the society as well.
- vii. To organize youth and adolescents and introduce programs for their development; make them aware on reproductive health and to engage them in the mainstream activities in the society.
- viii. To implement awareness programs from grass root level to the highest level in order to control the spread of HIV/AIDS, malaria, tuberculosis and other infectious diseases.
- ix. To create awareness among the people on the importance of preserving environment for the sake of having a sustainable environmental

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পরিচালক (কার্যক্রম)

জাতীয় যোগসংযোগ সংকট সমাধান কেন্দ্রের রেজিস্ট্রেশন কর্তৃপক্ষ  
সুসংগঠিত, স্বচ্ছ, দক্ষ, বাংলাদেশ।

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atmosphere through afforestation, preservation of water bodies and bio diversity; to ensure supply of safe water to protect public health in urban and rural areas; to establish sanitary toilets and ensure their use by the dwellers; to introduce programs to develop environment friendly conservancy and sewerage systems.

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পরিচালক (কার্যক্রম)

পপুলেশন সার্ভিসেস অ্যান্ড ট্রেনিং সেন্টার  
কর্তৃপক্ষ  
কম্পিউটার এডমিনিস্ট্রেশন, ঢাকা, বাংলাদেশ।

- x. To impart trainings to the staff and volunteers engaged in development works; to extend assistance to government and non-government organizations on matters relating to development, and to establish strong networking with local government and non-government organizations and more so to do advocacy.
- xi. To implement programs on good governance and rights.
- xii. To produce publication and education materials relating to social development, research and consultancy.

#### Clause 6. Rules of Becoming a Member

##### 6(a) General Member:-

- i. Any enthusiastic, honest, healthy and conscious social worker who is involved in health and population, women welfare can be a member of this Organization.
- ii. Any person willing to be a member of this organization has to apply to the **Member-Secretary** in a form provided by this Organization.
- iii. After receiving the application of the person for the membership, the **Governing Body** will take the final decision on the membership.
- iv. Each person willing to be a member of this Organization must **deposit /pay** a minimum amount of BDT. 1000 (One thousand) or the amount fixed by the **Governing Body** at a time as admission fee in the name of the Organization.
- v. Each member should pay an annual subscription **of BDT. 500 (Five Hundred)** or the annual subscription **as** determined by the Governing Body.

##### 6(b) Special Member:

The **Governing Body** can nominate any person or organization for special membership of this Organization for a fixed period or throughout life for special contribution in health, population and education.

##### 6 (c) Life Member:

**A Life Member is required to pay BDT 100,000.00 (One Hundred Thousand) at a time as subscription fee.**



**Clause-7 Rights of Members:**

**7(a) General Members:**

1. The General Members will take part in the General Meeting of the Organization and will be considered as the members of General Body.
2. They will cast their votes in the election of the members of Governing Body.
3. Any member of the Organization can be appointed as officer/staff on salary subject to having proper eligibility in the project/program run by the organization and regulated unilaterally by own fund of the organization. However, in this case, they will cease to be the general members.
4. One-third (1/3) Members of the General Body can any time apply to the Chairperson asking for re-election for the dissolution of the Governing Body due to the unfitness of the Governing Body. The Chairperson will call for a meeting of the General Body within 15 days of receiving the mentioned application and he will decide on the dissolution as per verdict of the two-third members of the General Body.

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পরিচালক (কার্যক্রম)

১৯৯০ সালের ১২ নং সংস্করণ অনুযায়ী রেজিস্ট্রেশন কর্তৃপক্ষ  
আমন্ত্রণের অধীনস্থ, ঢাকা, বাংলাদেশ।

**7(b) Special Members:**

The Special Members cannot be voters and cannot contest in election. However, they will enjoy all the facilities and amenities like the members of the General Body.

**Clause 8: Dismissal of Membership:**

**8(a) General Members:**

1. If any Member fails to pay or keeps due the payment of the subscription fee consecutively for three years, a letter to be issued to the Member for payment of the dues. If no response is received within 30 days, the Governing Body will cancel the membership.
2. If any Member is engaged in any activity subversive to the ideals and objectives of the organization, the Governing Body may temporarily cancel the membership of the concerned person and if the allegation is proved the membership might be finally cancelled.
3. If any Member fails to discharge his duties due to physical or mental illness, then his membership can be cancelled.
4. If any Member remains absent in consecutive 3 meetings without any notice, the Governing Body may cancel his membership.

5. If any Member is declared bankrupt by the competent authority of the government, his membership can be cancelled.
6. If a member takes job in the organization as prohibited/described in the Section 7(a)3 and Section 10.10, his membership will be treated as cancelled without any notice.

**Clause: 9 Governing Body:**

1. There will be a Governing Body consists of 7 members in order to run all the business of the organization.
2. There will a Chairperson, a Vice -Chairperson, a Treasurer and 4 members in the Governing Body.
3. Out of four elected members of the Governing Body one member must be female.
4. The Executive Director will be the ex-officio Member-Secretary of the Governing Body.

**Clause-10: Authority of the Governing Body:**

1. The Governing Body will formulate necessary principles in order to run all the business of the Organization.
2. It will form Sub-Committees in order to appoint staff, select projects and to meet other special goals, and will supervise the business of these sub-committees. Besides, it will review and approve the decision and activities taken by these Sub-Committees.
3. It will approve the projects of the Organization and their budgets.
4. It will approve the Annual Budget.
5. The Governing Body will appoint an Executive Director to direct all types of activities and projects run by the organization. The Executive Director will, on behalf of the Organization, communicate, represent and execute agreement with government authority, private organization, autonomous bodies and donor agencies at home and abroad for the implementation of different activities and projects adopted by the organization.

The Executive Director will discharge his duty as the ex-officio Member-Secretary of the Governing Body of the Organization. The Executive Director will remain accountable to the Governing Body through the Chairperson for all of his activities and he will regularly present financial and activity report to the Governing Body.




The Executive Director may, if necessary, can delegate the power of signing agreement or represent the Organization to a Head/Director of unit/program Manager under his command.

He would execute /regulate administrative and financial transactions in different programs and projects adopted by the Organization. The Executive Director may, if needs be, can delegate the power of financial transaction to a Head/Director of Unit/ Program Manager under his command.

The Executive Director cannot be a Member of the Organization.

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পরিচালক (কার্যক্রম)

প. সেওয়াসেরী সংগঠন সমূহের রেজিস্ট্রেশন কর্তৃপক্ষ,  
ন্যাশনাল অধিদফতর, ঢাকা, বাংলাদেশ।

6. The **Governing Body** from time to time will review and evaluate the progress and financial transaction of all the activities of the Organization.
7. The **Governing Body** will suggest the General Body for necessary amendment, modification and alteration to the constitution of the Organization.
8. The **Governing Body** will appoint External Auditor and Evaluator for audit of the accounts and evaluation of the programs.
9. Besides, the **Governing Body** can take any decision to perform and solve any special act or problem brought by the **Chairperson or the Member-Secretary** if that is not subversive to the interest, goals or objectives of the Organization.
10. **Duties and Responsibilities of the Chairperson:** The Chairperson will be considered as the Head of the Organization. He would preside over the meetings of the General Body and those of the Governing Body too. He would instruct the Member-Secretary to convene the General Body meetings and the meetings of the Governing Body. He can temporarily delegate his own authority in writing to the Vice-Chairperson or to any Member of the Governing Body.
11. **Duties and Responsibilities of the Vice Chairperson:** He would discharge the duties of the Chairperson in absence of the Chairperson and will discharge any other duty vested upon him by the Chairperson and the Governing Body.
12. **Duties and Responsibilities of the Treasurer:** The funds of the Organization will be kept under the Treasurer. He will oversee the accounts of income and expenditure and will present those in the meetings of the General Body. He will take the initiative for annual audit of the Organization.
13. **Duties and Responsibilities of the Members:** The Members of the Governing Body will remain present in the meetings of the General Body and of the Governing Body as well. ***They will discharge duties given by the Chairperson of the Governing Body.*** They can give their own opinion and recommendations in formulating policies of the Organization and on other activities.
14. **Duties and Responsibilities of the Member- Secretary:** The Member-Secretary will convene the meetings of the General Body and that of the

Governing Body with the permission of the Chairperson. He will present the Points for Discussion, Activity Report to the Meeting and will assist in conducting the Meeting and will preserve the proceedings of the Meetings. He will have no voting power. He will extend all sorts of secretarial cooperation to the Governing Body and will maintain all files of the Organization and will be responsible for keeping liaison with the Registration Authority. He will take all measures to preserve movable and immovable properties and assets of the Organization. Besides, he will do all other duties given by the Governing Body.

**Clause-11 Meetings:**

**11(a) General Meeting:**

1. All General Members/Special Members of this Organization will meet together at least once in every year.
2. The Members of the Governing Body will be elected by the votes of majority of the General Members.

**11(b) Rules of Calling a Meeting:**

**1. Meeting of General Body:**

- a) The meeting of the General Body will take place at least once in a year.
- b) The meeting of the General Body may be called with a notice of 21 days.
- c) The emergency meeting of the General Body may be called with a notice of 7 days.

**2. Meeting of Governing Body:**

- a) The meeting of the Governing Body should be held at least once in every 3 months and can be called with a notice of 7 days.
- b) The emergency meeting of the Governing Body may be called with a notice of 24 hours.

**3. Adjourned Meetings:**

The adjourned meeting of the Governing Body will be held within 3 days and the adjourned meeting of the General Body will be held within 2 weeks.

**4. Called Meeting:**

If a called meeting is necessary to be convened, then one third members will together apply in writing to the Member-Secretary. If the Member-Secretary fails to call the meeting within 21 days with the

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পরিচালক (কার্যক্রম)

প্ৰোগ্ৰামিং সফটৱেৰ ডিজাইনিং কৰ্তৃপক্ষ  
সেৱা অধিদপ্তৰ, ঢাকা, বাংলাদেশ।



approval of the Chairperson, then application should be directly made to the Chairperson in the same way. If the Chairperson fails to call the meeting within 30 days, then the members can call the meeting themselves and if any resolution is passed with the two third majority, that resolution will be considered final.

**5. Quorum of Meeting:**

- a) Presence of two third members will form quorum in the meeting of the Governing Body.
- b) Presence of two third members will form quorum in the meeting of the General Body.
- c) No quorum is needed for the adjourned meeting.

**Clauser-12: Rules of Securing Funds:**

12(a) Income:

The funds of the organization will be collected by following mentioned ways:

- i. Annual subscription of all the members
- ii. Admission 'fee'
- iii. Donation of general mass
- iii. From the financial help of different social and international aid and government.
- v. From the income of the programs launched by the organization.
- vi. Taking loan from the Government/Semi Government/Private/international organizations.

12(b) Expenditures:

The funds of the organization will be spent in the following mentioned activities:

- a) For the fundamental programs of the Organization
- b) For the development of the Organization
- c) For the salaries of the staff of the Organization
- d) For the technical training centers
- e) For philanthropic activities
- f) To meet all the expenditures for the business of the Organization
- g) For adult education and for the education on practical life rules
- h) For the employment, income generation and development activities for the disadvantaged group.

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পরিচালক (কার্যক্রম)

পপুলেশন সার্ভিসেস সেন্টারের রেজিস্ট্রেশন কর্মকর্তা  
নবোবা অধিদফতর, ঢাকা, বাংলাদেশ।

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12(c) Bank Accounts Maintenance:

The **Chairperson, the Treasurer and the Member-Secretary** can run all the funds of the organization. The bank accounts will be run by the signatures of any two out of the mentioned ones subject to the decision of the **Governing Body**. The project accounts will run as per decision of the Governing Body.

12(d) Audit of Accounts organization:

The **Governing Body** will have the accounts of the organization audited by recognized auditor(s). The audit report will be presented in the General Body for the approval of the General Members and may be audited by the Registration Authority. Audit Report of each year should be sent to the Registration Authority regularly.

Clause-13: Election

1. The election will be held after every two (2) years.
2. The valid voter list of the Organization should be made at least 30(Thirty) days prior to the date fixed for the election and the list should be placed on the notice board of the organization for the information of the voters.
3. Only those will be voters who have paid the annual subscription on time.
4. Only the General Members of the Organization will be considered as the voters and can participate in the election.
5. The election can be held openly or with ballots. However, the decision of the General Body will be final in this regard.
6. In case equal number of votes the **Chairperson** will have a casting vote and can elect the final candidate.
7. The **Governing Body** will form an Election Commission before the election. However, the members of the Election Commission cannot contest in the election.
8. The General Members can cast 7 votes for 7 members including a female member of the **Governing Body**.
9. Only those can take part in the election who have attained the membership at least 61 days before the date of the election and have paid all the subscription.
10. All the members will be elected for a two- year term. If the **Governing Body** is changed that should be approved by the registration authority within 30 days.

**13(b) Bye Election:** If any post of the Governing Body falls vacant, the vacancy to be fulfilled through election within 60 days to the maximum from the date thereof.



**Clause: 14: Rules of Constitution Amendment:**

1. If any section or sub-section of this constitution is needed to be altered, modified or shrugged off, that should be done with the votes of two-third members of the General Body and the approval of the concerned Registration Authority should be taken.
2. Any amendment can be done by a notice of at least 30 days.

**Clause:-15: Rules of Validation of the Constitution:**

Rules should be formulated for the validation of the constitution. The **Governing Body will formulate these rules and those should be approved by the General Body. However, those may be implemented subject to the approval by the General Body.**

**Clause-16: Winding Up of The Organization:**

If the Organization is winded up due to unavoidable reasons, the **Governing Body** will propose to the Registration Authority to use the movable and immovable properties for the welfare of the disadvantaged general mass and the Registration Authority will take the final decision. However, the proposal for winding up should be made to the Registration Authority with the signatures of the three-fifth (3/5) members of the General Body.

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পরিচালক (কার্যক্রম)

জাতীয় স্বাস্থ্যসেবা সংগঠন সমূহের রেজিস্ট্রেশন কর্তৃপক্ষ  
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