

As per the Societies Registration Act XXI of 1860.

Memorandum of Association of

MOHANAGAR HOUSING SOCIETY

- I. The name of the Organization is “**MOHANAGAR HOUSING SOCIETY**”
- II. The Registered office of the Society is situated at House no. 14 (1st Floor), Road no. 02, Block-D, Mohanagar residential area, Hatirjheel, Rampura, Dhaka, Bangladesh.
 - a. Operation area of the Society is all over Bangladesh.
 - b. **Nature of the Society :**
It is a Non-political, Non-profitable, Non-government & charitable Society.
- III. **Objects of the Society:**
The objects for which the Society is established are all or any of the following:
All the objects mentioned here under will be implemented after obtaining necessary permission of the Government/ Concerned authority/competent authority and the objects contrary to the provision of section 20 of the Societies Registration act 1860 shall be treated as ineffective.
 1. The main objective of the Society is to set To encourage and foster a spirit of welfare and understanding among the residents of Mohanagar area irrespective of race, religion, gender or nationality in Bangladesh and outside Bangladesh.
 2. To foster promote and patronize research and welfare works for the development of this jurisdiction area.
 3. To take an active interest in the overall welfare of the community including but not necessarily limited to civic, recreational, cultural, social, environmental and security aspects of life and living.
 4. To organize conference, seminar, symposium and workshops on any national and international day.
 5. To make awareness among the general public, poor masses and human Foundation/regarding their beneficial program.
 6. To establish libraries, reading room, study center for developing the habit of study for the benefit of the Society.

7. To unite the residents in bonds of friendship, good fellowship and mutual understanding.
8. To arrange exhibition of Fine art/painting through display center/museum and mobile museum.
9. To provide a forum for open discussion of all matters of interest to the residents of Mohanagar Residential Area excluding politics and religion.
10. To undertake motivation work among the human being/public to create awareness of mankind and encourage voluntary social service and to provide a forum for the same.
11. In pursuant of the above objectives the Society shall:
 - i. Accept donations, gifts, contributions or subscriptions, cash or kind from individuals, institutions or companies. Foreign donations may be accepted after complying with laws and rules of the government regulating such matters.
 - ii. Hold, acquire, purchase, hire, lease, sell any moveable or immovable property and also invest money or property of the Society upon such security and in such manner as may be determined by the Society.
 - iii. Borrow or raise any money required for the Society upon such terms and in such manner as may be determined by the Society.
 - iv. Enter into any arrangement or agreement with any government department or authority (national, local or municipal), public or quasi-public bodies or bilateral and multilateral foreign donor agency in the interest of the Society.
12. To publish books, magazines and research papers and to promote and organize research works of the society.
13. To establish library and reading room for the members and for the use of general public for the purpose of promotion of education and culture.
14. To ensure Socio economical development through education (Child education, Adult education, scholarship, skilled training, etc), health (Vaccination, Awareness rising on communicable diseases, Water, Sanitation & Hygiene, Family planning), research and nutrition based program.
15. To establish human rights, fundamental rights, rules of law, legal aid, unprivileged peoples, health, housing, women's worker, Hawker's, Retailer's environment, sanitation, pure water supply of Religious Institute such as Mosque, graveyard, Madrasha and to set up old home for helpless old men, youth, Children labour & women and to help the destitute women & Children and to set up orphanages.

16. To accept donation, gifts, contribution, cash or kind from any person, institution or companies from here or abroad and to use the same towards the promotion and maintenance of the objects of the Foundation.
17. To establish Mosque, graveyard, Madrasha and to set up old home for helpless old men, youth, Children labour & women and to help the destitute women & Children and to set up orphanages.
18. Health & Nutritional Development for the Disadvantaged Children and their Families.
19. Community & Household based water supply & Sanitation System (Both rural and Urban areas)
20. To organize people and develop leadership to solve community and family Problem independently.

(IV) Fund

- (a) Fund will be created according to the provision of the Act income and expenditure will be maintained properly.
- (b) Fund of the Society will be spent in implementing aims and objectives of the Society and income of the Society shall not be distributed among the members of the Society by way of dividend or bonus, pocket money, honorarium or howsoever.
- (c). All money of the Society shall be utilized towards the promotion of the aims and objects of the Society only.

(VI) Winding Up

If upon winding up or dissolution of the Society there remains, after satisfaction of all debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Foundation but shall be given or transferred to some other institution(s) having purpose(s) similar to the purposes of the Society, such organization(s) to be determined by the 3/5th votes of members in Extra-ordinary General Meeting by the general members of the Society.

(VII.) Executive Committee.

The first Executive Committee is hereby constituted with the following members according to Section-2 of the Society Act.

01.	Name: Mr. Md. Matiur Rahman F/N: Md. Shamsuddin M/N: Mrs. Morzina Begum Address: H-28/A, R-1, Mohanagar R/A, Hatirjheel, West Rampura, Dhaka Date of Birth: 01.01.1953 National ID. No.: 19532693622000015, Mobile no. 01715033397 Nationality: Bangladeshi	President	Social Worker
02.	Name: Mr. SK. Md. Habibur Rahman F/N: Mr. Late Haji Sadek Miah M/N: Late Mrs. Momtaj Begum Address: H-8/D, R-2, Mohanagar R/A, Hatirjheel West Rampura, Dhaka. Date of Birth: 07.02.1954 National ID. No.: 1322207121178, Mobile no. 01713000141 Nationality: Bangladeshi.	Vice-President	Social Worker
03.	Name: Mr. Ahsanul Haq Tutul F/N: A.K.M. Fazlul Huq M/N: Mrs. Momotaz Begam Address: H-34/D, R-3, Mohanagar R/A, Hatirjheel, West Rampura, Dhaka Date of Birth: 10.11.1964 National ID. No.: 2693622455805, Mobile no. 01715004507 Nationality: Bangladeshi.	General Secretary	Social Worker
04.	Name: Md. Golam Rahman F/N: Md. Shamsuddin Ahmmed M/N: Mrs. Farida Bagum Address: H-50-52, R-3, Mohanagar R/A, Hatirjheel, West Rampura, Dhaka Date of Birth: 12.12.1978 National ID. No.: 2693622456121, Mobile no.01974454444 Nationality: Bangladeshi.	Organizing Secretary	Social Worker
05.	Name: Mr. Kazi Tofail Islam F/N: Mr. Kazi Rafiqul Islam M/N: Mrs. Amina Begum Address: H-99/B, R-1, Mohanagar R/A, Hatirjheel, West Rampura, Dhaka Date of Birth: 16.12.1973 National ID. No.: 1211328411377, Mobile no.01674748251 Nationality: Bangladeshi.	Office Secretary	Social Worker
06.	Name: Mr. Golam Abbas Faruque F/N: Mr. Nazir Ahmed M/N: Mrs. Halima Begum Address: H-16/D, R-2, Mohanagar R/A, Hatirjheel, Wast , Rampura, Dhaka Date of Birth: 28.02.1957 National ID. No.: 2693622455233, Mobile no.01712126706 Nationality: Bangladeshi.	Finance Secretary	Social Worker
07.	Name: Mr. Md. Shahidul Alam F/N: Mr. Rezaul Karim M/N: Mrs. Shamsun Nahar Address: H-21/A, R-1, Mohanagar R/A, Hatirjheel, Wast , Rampura, Dhaka Date of Birth: 02.01.1966 National ID. No.: 2693622453103, Mobile no.01711530328 Nationality: Bangladeshi.	Sports and Cultural Secretary	Social Worker
08.	Name: Mrs. Azmary Annah F/N: Mr. Ataur Rahman Bhuyan M/N: Mrs. Amina Rahman Address: H-50-52, R-3, Mohanagar R/A, Hatirjheel, Wast Rampura, Dhaka Date of Birth: 31.03.1984 National ID. No.: 2693622439058, Mobile no.01715107619 Nationality: Bangladeshi.	Women Affairs Secretary	Social Worker
09.	Name: Mr. Md. Kamrul Hasan F/N: Mr. M.A. Khan M/N: Mrs. Sufia Khatun Address: H-25/A, Flat-5/A, R-1, Mohanagar R/A, Hatirjheel West Rampura, Dhaka Date of Birth: 02.08.1974 National ID. No.: 19742692619987005, Mobile no.01942217177 Nationality: Bangladeshi.	Social Affairs Secretary	Social Worker

We the several persons whose the name's father's /husband's name, address, nationality, profession, designation of us is stated below. We do hereby put signature against each of our names, being united and agreed in decision of establishing a Society as per this Memorandum of Association.

SL	Name And Address	Designation	Signature
01.	Name: Mr. Md. Matiur Rahman F/N: Md. Shamsuddin M/N: Mrs. Morzina Begum Address: H-28/A, R-1, Mohanagar R/A, Hatirjheel, West Rampura, Dhaka Date of Birth: 01.01.1953 National ID. No.: 19532693622000015, Mobile no. 01715033397 Nationality: Bangladeshi	President	
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Date the ----- day of ----- 2014 Name address of witnesses:

As per the Societies Registration ACT XXI OF 1860

**RULES & REGULATIONS
OF
“MOHANAGAR HOUSING SOCIETY”**

- Section-1** If there is nothing repugnant or contrary of these aims and objectives, then
- a. The name of the Organization is “**MOHANAGAR HOUSING SOCIETY**”
 - b. Act will mean the Society Registration Act.
 - c. Society will mean the organization “**MOHANAGAR HOUSING SOCIETY**”
 - d. General Members will mean the names of which are written in the register book of the members i.e. E.C will mean the Executive Committee of the Society..

Section-2 Members

There are **5 (five)** types of members of the Society. The classes of these members are as follows:

- a. Founder Member
- b. Life Member
- c. General Member
- d. Donor Member
- e. Fellowship member

a. Founder Member

First Executive body will be the Founder member of the Society. They have voting power in this Society.

b. Life Member

Any person (approved by EC) donates to the Society, he will be long life member of the Society will enjoy full authority to select life member from the affluent class of the Foundation. He will have no voting right.

c. General Member

Any citizen of residence in Mohanagar residential area must have the following:

- a) Land Owner of this area.
- b) House Owner of this area.

- c) Flat Owner of this area.
They have voting power in this Society.

d. Donor Member

Executive Committee may select any person to be Donor member along with any type of donation. They have no voting power in this Society.

Section-3 Organizational Structure

There are three types of Organizing Committee of this Society. They are as follows;

- i) Advisory Council
- ii) Executive Council
- iii) General Council

i. Advisory Council

There shall be advisory council of the society which shall be giving advice to promotion and Development of the Society. They will select only for 3 (There) years approval of the Executive Committee. Any learned, Social worker and Elite person will be the member of Advisory Council of this Society.

ii. Executive Council

(1) Name of the members of the first Executive Committee have been mention in the Memorandum of the Society. Executive Committee will be consist of 9 (Nine) members. Members may be increased in such manner as may be approved by the Executive Committee. The members of E.C shall be Selected or elected for 3(Three) years.

2. Executive Committee:

- a. President 1
- b. Vice-President 1
- c. General Secretary 1
- d. Organizing Secretary 1
- e. Office Secretary 1
- f. Finance Secretary 1
- g. Cultural & Sports Secretary 1
- h. Women Affairs Secretary 1
- i. Social Affairs Secretary 1

Total- 9

- 3. Executive Committee will work for implementation of aims, objectives and program of the Society.
- 4. Will undertake policy making, initiative other works.
- 5. Will cooperate, consult and supervise the work of officers and staff.

6. Generally there will be one meeting in every three months. The meeting may be held any time if necessary.
7. Will preserve accounts of assets, income and expenditure of the organization.
8. Management of office, running activities properly, extension of the organization, execution of aims objectives, program and projects or in case of necessity will prepare rule, by-rule and approve the same and will run the work as per rules prepared.
9. If any member of the Executive Committee resigns, released or if the post becomes vacant for any reason then the Executive Committee will be able to fill the position.
10. Executive Committee will be able to appoint E.C members, nominate officers and staff which are necessary for the Society.

iii. General Council

General Member and Founder member will be constituted by General Council. They will be elected or selected by the Executive council of the Society. General council meeting will be held once a year.

Section-4 Responsibilities of the Executive Committee.

- a. **Chairman-** He will be the constitutional head of the Society. He will preside over all the meeting. He will give co-operation to all members and officers for proper implementation of various projects of the Society. He will collect and preserve all necessary papers & documents of the Society. He will write administrative letters regarding funds, letters with other organization, communicate the same and manage contract with all concerns. He will contact, negotiate and consult with everybody for overall development of the Society. He will perform necessary contact, execute documents, collect fund, prepare projects and will coordinate in implementation of the Society. He will run all activities of the Foundation. He will be able appointed officers and staffs and dismiss members, officers and staffs, which are necessary for the Society. All decision will be decided and approved by the Executive Committee.
- b. **Senior Vice Chairman:** He will organize all activities of the organization discussing with the Chairman. He presides in absence of Chairman over all the Meeting of the E.C as well as General works and Meetings. He will assist the Chairman to complete every work.
- c. **Vice Chairman:** He will organize all activities of the organization discussing with the Chairman. He presides in absence of Chairman over all the Meeting

of the E.C as well as General works and Meetings. He will assist the Chairman to complete every work.

- d. **Secretary** - He will supervise all administrative and day to day works. He will call all types of meeting discussing with the Chairman and will prepare the agenda of the meetings. He will collect and preserve all necessary papers and documents of the Society. He will run administration, project preparation, budget preparation, program implementation and evaluation. He will arrange writing minutes of all meetings. He will write administrative letters regarding fund letters with other organizations, communicate the same and manage contact with all concern. He will cooperate in evaluation of the project work of the organization keeping cooperation with everybody.
- e. **Organizing Secretary** : He will assist Secretary all of the administrative and day to day work. He also helps all type of meeting discursion and agenda selection of the meeting. He will run and ministration, project preparation. Beget preparation, program implementation and evaluation. He will do the every work absence so secretary.
- f. **Finance Secretary** – He will maintain all monetary accounts of the Society in consultation and instruction of the Chairman and Secretary. He will preserve all accounts, documents in written and will organize audit works.
- g. **Women Affairs Secretary:** He will arrange and organize all the women of the society and executed EC decision to the women.

Section-5 Fund

- a. Subscription and grant of members.
- b. Grant and donation of local and foreign donor agencies (according to foreign donation (voluntary activities) regulation ordinance 1978 shall obeyed.
- c. Grant and donation of the government.
- d. Grand and donation of Executive Committee and other persons.
- e. Grant and donation of any organization.
- f. Miscellaneous income

Section-6 Expenditure

- a. Any amount may be spend legally as per decision of the Executive Committee if not contrary to the constitution.

- b. Tk. 20,000/- may be spent on the spot as per decision of the Chairman and General secretary for the work of the Society but the same shall have to be approved in the next meeting of the Executive Committee.
- c. The rules for expenditure in different offices and branches of the Society will be fixed by the Executive Committee.
- d. No expenditure shall be occurred which is contrary to the constitution.

Section-7 Maintaining Bank Account

- a. The Society shall open Bank Account(s) and shall operate the same under the **Joint** signature of any two among the **Chairman**, the **General Secretary** and **Finance Secretary** of the Society or any other decision will be taken by the Executive Committee.
- b. If necessary separate accounts may be opened in the name of the each project as per approval of the Executive Committee.
- c. Separate account may be opened in the name of different office/branch or the project. In the order to open such account the decision of the Executive Committee will have to be observed.

Section-8 Audit of the Accounts

- a. Accounts of the Society will have to be audited by Chartered Accountants Firm appointed by the Executive Committee.
- b. Internal audit may be done by the body constituted with more than one member.
- c. All audit report must get approval of the Executive Committee.

Section-9 Terms

Terms will be 3 (Three) years for all Executive Committee.

Section-10 Cancellation of Membership from the Committee.

- a. If engaged in any activity contrary of the Memorandum of Association and Rules Regulation of the Society.
- b. In case of death or if resigns.
- c. In case of insanity.
- d. In case of failure to pay subscription for consecutive 12 months.

Section-11 Filling vacant Position.

If any position becomes vacant due to any reason then the same will be filled in by the Executive Committee with a suitable member.

Section-12 Special power.

- a. In case of any serious problem or situation and if there is no specific solution in the constitution or if any problem arises in any matter relating to

constitution then the Executive Committee will take final decision in this respect.

- b. No objection can be raised against this constitution until right of citizenship is threatened.
- c. In case meeting of Executive Committee is not possible due to any reason then the Chairman will be able to take decision if not contrary to the Society or constitution but the same will have to be approved in the next meeting.

Section-13 Revision of Memorandum of Association and Constitution.

Revision, addition, alteration and extension of the Memorandum of Association and Rules Regulation may be done in the interest of the Society with **2/3** majority of the members present in the meeting.

Section-14 Publicity and Publication.

- a. Executive Committee will be able to print and publish any material if it is needed for the Society.
- b. The Society will be able to publish periodicals, bulletins, magazines, News papers, video films abiding by the government rules.

Section-15 Annual General Meeting (AGM)

The Annual General Meeting shall be held once in every calendar year.

Section-16 Quorum and Procedure to take Decision.

Quorum of the EC Meeting will be formed by the presence of **2/3 (Two third)** members. Quorum of A.G.M & extra ordinary General Meeting will be formed by the presence of **2/3 (Two third)** Members. Decision of the majority will be considered procedure of taking decision.

Section-17 Requisition Meeting.

If meeting is not called as per provision of the constitution the **2/3** members of the concerned body will demand meeting in writing to the Executive Committee and he will give notice of the meeting within 21 days. If the meeting is not called within 21 days then the applicants of the requisition meeting will themselves call a meeting. Quorum of the meeting will be presence of **2/3** members of the concerned body. Basis of decision will be the vote of the majority.

Section-18 Amendment

With the prior approval of the authority Articles may be amended, modified, substituted, altered or repealed by a **Two-Third** of the members present and voting on a special resolution for the purpose at an Extraordinary General Meeting of the Members, provided that a notice in writing specifying the intention to propose the resolution as a special resolution shall have been served on the members of the Society at least twenty-one days prior to the meeting.

Section-19 Winding up.

Before winding up of the Society all its liabilities will have to be paid and the remaining portion will be used as per income Tax ordinance D-15 on the basis of the **Three-Fifth** majority's decision of the members presents in the General meeting of the organization.

AS PER THE SOCIETY REGISTRATION ACT 21 OF 1860.

MEMORANDUM OF ASSOCIATION

AND

RULES & REGULATIONS

OF

MOHANAGAR HOUSING SOCIETY