

# Bangladeshi Ovibashi Mohila Sramik Association

Head office : 132, Darussalam, Mirpur Road, Dhaka-1216

## CONSTITUTION

**Code : 01. The name and address of the Association:** The name of this Association will be BANGLADESHI OVIBASHI MOHILA SRAMIK ASSOCIATION and the address of head office will be at 63, East Rampura (1<sup>st</sup> floor) khilgaon , Dhaka-1219 . It can change its office to another address within Dhaka district by informing proper authority.

**Code :02. Working Zone:** Working zone will be initially within the whole of Bangladesh.

**Code 03. Aims and Objectives of the organization.**

- a) It is a self-sufficient, independent social welfare and social service oriented association. It is completely a non political, non profitable social welfare association. It is founded and operated by returned women migrant workers.
- b) The objective of the association is to give a voice to the women's migrant community and ensure they and their families are aware of their rights. And also ensure safe migration for women migrants and establish them as valued members of Bangladeshi society.
- c) To train and aware the women who are interested and intend to work abroad about their right and responsibility. To take any suitable programs to improve the present despicable plight of the whole lot of women and children of Bangladesh.
- d) To train and aware the intended migrant women about the process and rules-regulations to avail foreign job in right way without being cheated.
- e) To train the intended emigrant women about the rules regulation of the civic life of the employing country and teach them the language and culture of that country.

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সাধারণ সম্পাদক  
বাংলাদেশী অভিবাসী মহিলা শ্রমিক এসোসিয়েশন

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- f) To train properly the returning women in any vocational field to provide in a good working place after their happy entry to Bangladesh.
- g) To train and aware the intended migrant women to know about the quality of work, salary, working environment, social condition, working hour and other legal rights.
- h) To train the emigrant women about their health and medical requirements specially to train and aware about the deadly disease AIDS.
- i) To train the intended emigrant women about the hard work in working place that they have to face in time and the democracy and civic right of the recruiting country to make them respectful and responsible about the law and order of that country.
- j) To train the women to make them aware about their rights in future.
- k) To train and help the emigrant women and the children to make them aware in the field of health, education, security, vocational training and services.
- l) To train the women to eradicate illiteracy, provide vocational training, make them equipped with IT, provide moral education, aware about family planning.
- m) In order to develop its own fund the association will plough home and abroad to woo different philanthropic organizations and individuals in a very cordial manner.
- n) To set up a research and development wing to provide applied knowledge and tools for health and security in a form of regular journals and writings.
- o) To take necessary programs for the NRB worker to help them regularly.
- p) To provide proper education for the children of the emigrant women worker up to the class five completely free of cost.
- q) To collect the information from the returnee women about the working environment, salary, social security, employers behavior, health and medicine, any trauma and tribulation and any other odds or even.
- r) To provide vocational training regularly for the betterment of the destitute women.
- s) To train the women about good health, disease, sanitation, physical and mental treatment, medical help to the retarded person and pure and purification of water.

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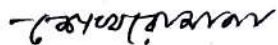
- t) To train the women to make them aware about the trafficking of women and children and eventually let them to prevent this criminal acts.
- u) To take up programs to make the organization financially self reliant through small industries and individual financial program.
- v) To eradicate illiteracy programs to be taken to teach children and adults both in traditional, technical and religious education.
- w) To take necessary action to maintain the good environmental systems and to set up the rehabilitation centre for the destitute women and children.
- x) For the women empowerment train and aware them to save money.
- y) To provide the free treatment for the mother and children in general and for the diseases arises in case of using contraceptive.
- z) To provide sufficient facilities for the unemployed poor and destitute women to set up their own small factory or agri-farm to make them self reliant.
- aa) To help the poor and destitute women in case of natural calamities.

**Code: 04. Number of member.**

Minimum number of member of the organization will be 35 (thirty five).

**Code: 05. Membership fee.**

- a) Monthly membership fee will be 10 (ten) taka per member, admission fee will be 20 (twenty) taka and monthly savings fee will be 10 (ten) taka.
- b) Fee might be changed under the approval of the governing body but no other fee or charges cannot be imposed in any method.

  
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**Code: 06. Eligibility and non eligibility of membership.**

**Eligibility:**

- a) Any Bangladeshi women of 18 (eighteen) years or above who is interested to go to abroad as a worker or who has returned from abroad after working in other country and now want help, the interested outgoing women to improve their life. The interested women have to apply with the appropriate fees in a prescribed form to the president of the association and under approval she will be a member.
- b) Executive committee can provide identity card to all the members by taking decision in a meeting.

**Non -eligibility:**

- a) Any women of below 18 years of age.
- b) Mentally ill, mad and convicted person. Anybody expelled from the association for disciplinary action.

**Code: 07. Type of Member**

There are three types of member:

**a) Founding member:**

The member who is a member from the inception of the association.

- c) **General member:** an eligible women according to code 6 a, who has paid the admission fees of 20 ( twenty ) taka and monthly fees of 10 (ten ) taka and becomes a member.
- c) **Life member:** an eligible member can be a life member by paying one time at least 50,000 ( fifty thousand ) taka or any thing worth at least 50,000 taka. She will be respected like advisors and will be entitled to give advise to the association .Of course they will have respect and follow the rules-regulations of the association.

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**Code:08. Cancellation and retrieval of membership:**

**Cancellation of Membership:**

- a) If she does not pay the membership fees for three consecutive months without any valid reason.
- b) If she is absent from three consecutive meetings without prior notice
- c) If she is involved in any activities against the interest of the association and any activities beyond the constitution.
- d) If she is convicted from the court.
- e) After her death.
- f) If she is insolvent.

**Retrieval of Membership:**

- a) If the membership is lost for the reasons of code 8 (1) and for 8 (2), then showing proper reason and paying 40 (forty) taka along with the prior dues she can apply for the membership to the president who will approve it in the executive committee meeting.
- b) If the membership is lost for the reason of code 8(3), she can apply for membership by written promise not to repeat the same act any more then the executive committee might retrieve her membership . In this case she has to pay 40 (forty ) taka re-membership fees.

**Code:09. Different Committee ,formation and activities.**

- a) **General Committee:**
- b) **Executive Committee**
- c) **Advisory Committee**
- d) **Adhoc committee**

**a) General committee council:**

- 1) This committee will form at least by 35 general members.
- 2) This committee will select executive committee
- 3) This committee will approve annual report and budget of the association.

*(Signature)*

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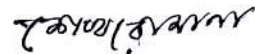
**b) Executive Committee Council:**

1) This committee will engage in policy making, planning and execution of the association. Executive committee will be elected by the vote of the general members. This committee will form by 9 (nine) members in following status:

a) President	01
b) Vice president	01
c) General Secretary	01
d) Assistant –general secretary	01
e) Treasurer	01
f) Press and publication secretary	01
g) Office secretary	01
h) Executive member	01
<hr/>	
TOTAL	09

**(2) Power of the executive committee:**

- This executive committee will introduce the necessary rules and regulations to execute the overall activities of the association.
- A sub committee will form from this executive committee to appoint the paid employees , to select the programs and to perform any other special assignments. The executive committee will supervise the sub committee and approve the activities of the sub committee.
- They will approve the projects and the required budget for it.
- They will present the annual budget in the general committee for the approval.



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- e) This committee will appoint president, executive director and financial director from the members of the association considering their competitive qualifications. They will work under the supervision of executive committee. These two directors will work under the supervision of the president. The president and these two directors will get remuneration and other facilities approve by the executive committee.
- f) The executive committee will analyze and evaluate all the projects and activities of the association.
- g) The executive committee can submit the proposal for amendment and alteration of the constitution.
- h) This committee will appoint qualified auditors to evaluate the financial activities of the association.
- i) Approval is required from this committee for any expenditure above 5,000.00 taka. In the case of project 10,000.00 taka can be paid by cash.
- j) The executive committee will take any necessary actions to solve the problem noticed by the president or general secretary.

**c) Advisory Committee**

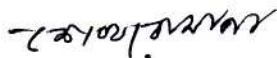
A five member advisory committee will be appointed from the civil citizen to get their advise, consultancy and to overcome any critical problem. This committee will form from the women of government, or from NGO . This five member committee will have a chairperson.

**Duties of the advisory committee**

- a) Overall help and co-operation to the association.
- b) To solve different type of problems.

**d) Adhoc committee**

By any reason if there is no executive committee then a five member's adhoc Committee will form for maximum of 90 days to perform its duty. Within this 90 days a new committee has to be formed.



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**Code:10.Tenure of executive committee**

Five years (13/04/2004 to 13/04/2009) for executive committee, two years for advisory committee and 90 days for adhoc committee.

**Code:11.POWER and activities of different committee and council.**

**1) President:**

She will preside over the meetings of general members or executive members. In case of ambiguities or both parties get equal number of votes then president will apply her power to settle the matter. In case of stalemate to run the organization she will call the meeting and take decision by the support of 2/3 members of the meetings. If not she will take final decision by her own and form a five member committee headed by a convener for 90 days within this period a new committee have to be formed.

**2) Vice president :**

In absence of president she will carry out the responsibility and power of president.

**3)General secretary:**

She will execute the daily activities, will maintain the records of the move-immovable properties, will call the meeting, will serve notice, will arrange election and maintain written communication etc. she will present the agenda and report in the general committee meeting. She will be the executive director of all the projects of the association.

**4)Assistant general secretary:**

She will carry out the responsibility of General Secretary in case of her absence and she will do any other responsibility given to her by the association.

**5)Treasurer:**

She will collect the membership fees and maintain the accounts of the association with consultation to general secretary.

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**6)Office secretary:**

She will maintain the records and files of the association and ensure the correspondents among the other offices.

**7)Press and Publication secretary:**

On behalf of the association she will print and distribute the leaflets and handbill whenever necessary.

**8)Executive members:**

They will execute any assignment given by the executive committee and will participate the activities of the executive committee.

**Code:12.Classification of the meetings.**

- 1) General committee meeting
- 2) Executive committee meeting
- 3) Emergency meeting
- 4) Urgent meeting
- 5) Adjunct meeting

**Code:13. Calling meeting and durations of notice.**

- 1) General committee meeting will be at least once in a year. By the approval of president, the general secretary will call the meetings. There will be 10 days notice for this meeting and one third of the members are required to make the quorum of the meeting.
- 2) Executive committee meeting will be once in a month if not at least once in two months, a five days notice will serve for this meeting and two-third members are required to make the quorum of the meeting. Executive committee will call the emergency meeting by serving 24 hours notice.

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- 3) Emergency meeting. For general committee, a three days notice and for executive committee meeting a 24 hours notice will serve to call the meeting. One-third members will form quorum.
- 4) Urgent meeting: For any reason if there is no meeting then if the members serve seven days notice to the president then she will call the meeting and the presence of two third members will form the quorum of the meeting. The declaration and decision of this meeting will be applicable to all members.
- 5) Adjunct meeting: If the meeting is not possible for quorum then for the adjunct meeting quorum is not required to hold the meeting.

**Code:14. Urgent meeting and vote of no confidence:**

- a) For any special case if one or more members serve written request to invite meeting, then the president will call the meeting within seven days and the decision of the meeting will be applicable to all members. The presence of two third members will form the quorum.
- b) **Vote of no confidence:** if a member of the executive committee acts against the interest of the association then a vote of no confidence will be applied and an Adhoc committee will run the organization.

**Code:15. Remuneration for the president:**

The president will work for the Association without payment but she will get remuneration if she works for the project.

**Code:16. Forming election commission and executing election:**

- a. A candidate has to be at least a member for two months of the Association.
- b. Election date has to be declared at one month earlier of the election.
- c. Valid voter list has to publish at 25 days before the election.
- d. A candidate will run for only one position and a member has only one vote for one position.

  
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- e. There will be no election in presence of less than half of the candidates.
- f. Election commission will be form by at least three members from the advisory committee or selected by them from the civil society. The decision of the commission is final.
- g. If there is only one candidate for a position then she will be automatically elected.
- h. For rules –regulations, executive committee will take care.

**Code:17. Source of income and guidance for expenditure:**

**Income:**

- a) Annual subscription of all the members.
- b) Admission fees.
- c) Local donation.
- d) From international donors and local patron and government.
- e) Income from the project of the organization.

**Expense:**

- a) For the main objectives of the association.
- b) For development of the association
- c) To pay the office salary
- d) For vocational training
- e) For any activities of the organization
- f) For adult education program
- g) For the employment of women, to increase their income and for other development programs.

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h) For the welfare of children.

**Code:18. Bank Account:**

The Bank account will be operated jointly by the signatures of two of the PRESIDENT and GENERAL SECRETARY .All the foreign donation received on behalf of the Association will be deposited in a single account of Bangladeshi schedule Bank. Further here we state that in every project Implementation fund will be deal by various names in various account of Bangladeshi schedule Bank. There The Bank account will be operated jointly by the signatures of two of the PRESIDENT and GENERAL SECRETARY of BOMSA.

**Code:19. Audit:**

Any recognized certified auditing company with no executive committee member, will audit the accounts . the audit report will be placed in the general council meeting for their approval. Every year audit report will be sent to the regular registration authority.

**Code:20. Adaptation and Amendment of the Constitution.**

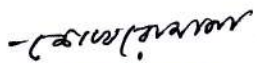
- a) For any alteration, adaptation, adjustment or change a vote of two third of the general members are required and it has to inform to the registration authority immediately.
- b) For any amendment a notice of thirty days is required and has to pass in the general council meeting.

**Code:21. Lay-off:**

For any reason if the association is closed then sixty percent of the signatures on behalf of the closure has to be collected and submit to the registration authority to lay-off the Association and the registration authority will take the final decision .The assets and properties will be handover to the registration authority for welfare of the society .

**Code:22. The inter-relationship among the national organizations and economic relation.**

It will work as local association and will take initiative to open a branch outside of SAVAR in case of expansion .In that case to maintain the relationship among the branches the constitution will change as required.

  
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