

Bismillahir Rahmanir Rahim
"Video Camera Welfare Society"
18 Biponi Bitan, Jallarpar Road, Zindabazar, Sylhet.

Section 1: Name of the Organization:

The name of this organization shall be "Video Cameraman Welfare Society." However, in this constitution, it shall only be referred to as the "Society."

Section - 2 Office:

The present address of the organization shall be: 18, Biponi Bitan, Jallarpar Road, Jindabazar, Sylhet.

Section - 3 Area of Operation:

The operational area of the organization shall be limited to Sylhet district. With the approval of the registering authority, its area may be expanded in the future.

Section - 4 Information Regarding Registration:

This organization shall be registered as a non-profit social welfare organization under the Societies Registration and Control Ordinance, 1961.

Section - 5 Nature and Type:

- a) It shall serve the people irrespective of nationality, religion, or ethnicity as a non-political and non-profit organization.
- b) It shall undertake various programs aimed at improving the lives of vulnerable and impoverished communities for their development.
- c) The organization shall always refrain from engaging in politics. However, during national crises, it shall uphold the interests of the country.
- d) The official language of the organization shall be Bengali. However, English may be used when necessary.
- e) Members of the organization shall neither give nor accept bribes and shall remain committed to the organization's principles.

Section - 6 Objectives of the Organization:

- a) The organization shall always be committed to the overall development of the area within its jurisdiction for the welfare of society.
- b) It shall foster brotherhood among videographers and video shop owners and extend support and cooperation to each other in times of happiness and sorrow.
- c) Each member of the organization shall lead a righteous life in their respective professions and engage in humanitarian activities.
- d) Establishing a videography training center to provide training to unemployed youth for employment.
- e) The organization shall undertake programs for the welfare of orphans, vulnerable, disabled, marginalized, and obstructed communities.
- f) It shall implement programs aimed at raising awareness and promoting entrepreneurship among farmers in areas such as fish farming, organic vegetable cultivation, seed production and marketing, tree plantation, goat farming, and poultry farming.
- g) The organization shall participate in social service activities such as vaccination drives, anti-drug campaigns, participation in national days, and adult education programs.
- h) It shall empower the people to establish self-employment ventures to alleviate poverty in rural areas.
- N) The organization will raise public awareness about climate change and green initiatives and will implement projects prioritizing environmental sustainability.
- O) The organization will organize training workshops, seminars, symposiums, conferences, meetings, etc., keeping in line with its goals and objectives.
- P) A special fund will be established to provide scholarships/assistance to talented but underprivileged students.
- Q) The organization will be proactive in providing assistance in the event of any natural disasters in the country and will participate in relief and rehabilitation programs.

R) It will observe national and international important days (non-commercial) with due respect.

S) With the aim of raising awareness about juvenile delinquency and preventing crimes among adolescents, the organization will provide vocational training and facilitate rehabilitation for self-empowerment.

T) The organization will adopt various programs to raise public awareness about the harmful effects of substance abuse and smoking.

Section No. 7 Membership Categories:

There will be four types of members in this organization:

- a) Founder members,
- b) Lifetime members,
- c) Patron members, and
- d) General members.

a) Founder members:

Those who have contributed tirelessly and worked towards the formation of this organization will be considered as founder members. A list of them will be compiled at the time of the organization's establishment, and their names will be preserved with due respect throughout the organization's existence. Founder members may be included in the list of any other type of member based on their eligibility. They will have voting rights and will be required to pay monthly dues.

b) Lifetime members:

Individuals who, with the approval of the Executive Council, donate at least BDT 10,000 or equivalent property to the organization's endowment fund will be considered lifetime members. They will have voting rights and will not be required to pay monthly dues. The General Council may increase or decrease the amount of one-time donation for lifetime membership.

c) Patron members:

Any individual or group interested in social service activities and recognized for their contributions to society, upon approval by the General Council, may become patron members. They will not have voting rights but can provide advice to the Executive Council on development projects or social service initiatives.

d) General members:

Any Bangladeshi citizen aged 18 or above interested in cooperation and engaged in social service activities may apply for membership by paying a registration fee of BDT 100. Upon approval by the Executive Council, they will be considered general members with voting rights. They will be required to pay a monthly fee of BDT 20. The General Council will elect the Executive Council. The General Council may increase or decrease the monthly fee and registration fee.

Section No. 8: Rules for Membership:

a) Membership can be obtained at any time during the year.

b) An application for membership must be submitted using the prescribed form provided by the organization.

c) After unanimous approval by the members present at the Executive Council meeting, the applicant shall be considered as a member. If the application form is incomplete, the applicant shall be notified in writing or orally within the next 15 days.

d) If a membership application is rejected, the applicant cannot reapply within the next 1 (one) year.

e) Those who were members of the organization under the previous constitution will automatically continue as members.

Clause No. 9: Reasons for Cancellation/Suspension of Membership:

The membership of members will be canceled due to the following reasons:

a) If any member applies to the President of the Executive Committee for the cancellation of his own membership.

b) When declared by any court in Bangladesh.

- c) If the monthly dues remain outstanding for 6 (six) months.
- d) When declared insane by any medical board.
- e) If causing substantial harm to the organization or embezzlement of the organization's funds.
- f) When convicted by any court in Bangladesh.
- g) If misconduct or misbehavior is committed.
- h) If absent consecutively in three meetings without valid reasons.
- i) If engaged in any activity contrary to the organization's constitution.
- j) Upon demise of a member.
- k) If a member takes employment in the organization.

Clause No. 10: Rules for Reinstatement of Canceled Members:

- a) If a member who applied for cancellation of membership to the President of the Executive Committee wishes to be reinstated, and the Executive Committee approves the application, he/she may be reinstated as a member.
- b) When a member lost membership due to a court declaration in Bangladesh, upon completion of the declared period, if he/she applies for reinstatement and the Executive Committee approves, he/she may be reinstated.
- c) If a member who lost membership due to outstanding monthly dues pays the dues within 6 (six) months and applies for reinstatement, and the Executive Committee approves, he/she may be reinstated.
- d) If declared insane by a medical board and later declared healthy, upon application for reinstatement and approval by the Executive Committee, he/she may be reinstated.
- e) When a member lost membership due to a court conviction in Bangladesh, upon completion of the declared period, if he/she applies for reinstatement through the court and the Executive Committee approves, he/she may be reinstated.

f) For other reasons, if anyone's membership is canceled and he/she applies for reinstatement, the matter will be presented to the Executive Committee. If approved by the Executive Committee, he/she may be reinstated as a member.

Clause No. 11: Disciplinary Measures:

If necessary due to the reasons mentioned in Article 9 of the constitution or for any other specific reason, the organization may take disciplinary action against any ordinary member or member of the Executive Committee. The complainant(s) must submit a written complaint to the President of the Executive Committee mentioning the reasons. The matter will be presented at the next meeting of the Executive Committee. The Executive Committee may take direct action against the accused member(s) or, if deemed necessary, form a special investigation committee comprising 3 (three) members excluding those involved in the Executive Committee to conduct an investigation. Based on the investigation report of the special committee, the Executive Committee will make the final decision on this matter in its meeting.

Clause No. 12: Organizational Structure of the Organization:

All activities of the organization will be managed by the General Council and the Executive Committee.

a) Formation and Scope of the General Council:

The General Council will be formed with all the general members of the organization.

The General Council will always be the highest authority of the organization.

The General Council will uphold the policy-making role of the organization.

The General Council will hold the Executive Committee accountable.

The General Council will approve the election of the Executive Committee and the proposed budget of the Executive Committee.

If deemed necessary for the amendment of the constitution, it will be registered with the consent of the General Council to the concerned authority.

If the Executive Committee fails to make a decision on any matter, the General Council will decide in that field. In case of failure of the General Council, the decision of the registering authority will be final.

b) Executive Committee:

The Executive Committee is the most important body of the organization. The routine administration of the organization will be controlled by a 21 (twenty-one) member Executive Committee. The structure of the Executive Committee is as follows:

Serial No.	Position	Number of Positions
01	President	01
02	Vice President	02
03	General Editor	01
04	Assistant General Editor	01
05	Organizational Editor	01
06	Assistant Organizational Editor	01
07	Finance Editor	01
08	Publicity Editor	01
09	Assistant Publicity Editor	01
10	Departmental Editor	01
11	Assistant Departmental Editor	01
12	Cultural Editor	01
13	Assistant Cultural Editor	01
14	Sports Editor	01
15	Welfare Editor	01
16	Religious Affairs Editor	01
17	Assistant Religious Affairs Editor	01
18	Executive Member	01

Clause No. 13: Duties, Responsibilities, and Powers of the Executive Committee:

a) Responsibilities and Powers of the President:

He shall be considered as the head of the Executive Committee and the chief executive officer of the organization. Ensuring the proper and orderly implementation of all organizational activities according to the advice of the Executive Committee is his responsibility. He shall always be accountable to the committee.

He shall preside over all meetings of the General Council and the Executive Committee. In the meetings of the Executive Committee, he shall only have the right to cast the deciding vote and shall have the authority to give rulings if necessary.

He shall have the authority to permit discussion on any external agenda item during the meetings of the Executive Committee. He may include immediate agenda items for discussion.

In special urgent circumstances, he shall have the authority to dismiss any official/employee temporarily.

He shall be authorized to interpret any clause or sub-clause of the constitution.

He shall approve all types of allowances, honorariums, and financial bills. No expenditure shall be incurred without his approval.

b) Responsibilities and Powers of the Vice President:

In the absence of the President, the 1st Vice President shall perform the duties of the President in all matters except financial ones. In case the 1st Vice President is absent, the 2nd Vice President shall perform duties corresponding to that.

They may act as the delegate of the President in financial matters upon the approval of the Executive Committee.

c) Responsibilities and Powers of the General Editor:

He shall carry out all routine duties of the organization according to the advice of the Executive Committee and the President.

He shall perform all regular administrative duties of the organization.

He shall sign letters to governmental and non-governmental institutions on behalf of the organization.

He shall oversee the management, supervision, and coordination of organization staff.

He shall convene meetings of the General Council and the Executive Committee with the approval of the President.

He shall preside over all meetings of the General Council and the Executive Committee.

d) Responsibilities and Powers of the Assistant General Editor:

In the absence of the General Editor, he shall perform the duties of the General Editor in all matters except financial ones.

He shall assist the General Editor in all other tasks as required.

e) Responsibilities and Powers of the Organizational Editor:

He shall collaborate with the Executive Committee to strengthen the organization based on its ideals, objectives, and principles.

He shall assist the President and the General Editor in all organizational matters.

f) Responsibilities and Powers of the Assistant Organizational Editor:

He shall perform the duties of the Organizational Editor in the absence of the Organizational Editor.

He shall assist in all organizational matters as required.

g) Responsibilities and Powers of the Finance Editor:

He shall maintain the financial records of the organization.

He shall prepare the annual budget and present it for approval to the General Council.

He shall collect monthly dues and maintain records of the same.

Additionally, he shall perform other tasks under the guidance of the President and the General Editor.

h) Responsibilities and Powers of the Publicity Editor:

He shall be responsible for all publicity-related activities of the organization.

He shall coordinate with the organization's management for publicity-related tasks.

i) Responsibilities and Powers of the Assistant Publicity Editor:

In the absence of the Publicity Editor, he shall perform the duties of the Publicity Editor.

He shall assist in all publicity-related activities as required.

The duties and responsibilities of various departmental editors are outlined as follows:

A) Responsibilities and Authority of the Editorial Director:

Supervision and oversight of the maintenance of all necessary documents, correspondence, and equipment in the office.

Regularly opening the organization's office.

B) Responsibilities and Authority of the Assistant Editorial Director:

In the absence of the Editorial Director, they will fulfill the necessary duties. They will also assist the Editorial Director at other times.

C) Responsibilities and Authority of the Cultural Editor:

They will undertake all necessary responsibilities related to the organization's cultural affairs. They will remain responsible for cultural activities conducted by the organization.

D) Responsibilities and Authority of the Assistant Cultural Editor:

In the absence of the Cultural Editor, they will fulfill the necessary duties. They will also assist the Cultural Editor at other times.

E) Responsibilities and Authority of the Literary Editor:

They will undertake all necessary responsibilities related to the organization's literary affairs. They will remain responsible for literary activities conducted by the organization. They will also consult with the President and the General Editor in carrying out their duties.

F) Responsibilities and Authority of the Social Welfare Editor:

They will undertake all necessary responsibilities related to the organization's social welfare activities. They will remain responsible for social welfare activities conducted by the organization.

G) Responsibilities and Authority of the Religious Affairs Editor:

They will undertake all necessary responsibilities related to the organization's religious affairs. They will remain responsible for religious activities conducted by the organization.

H) Responsibilities and Authority of the Assistant Religious Affairs Editor:

In the absence of the Religious Affairs Editor, they will fulfill the necessary duties. They will also assist the Religious Affairs Editor at other times.

I) Responsibilities and Authority of the Executive Members:

They will fulfill any assigned duties through the meetings of the executive committee.

Apart from this, they will assist the President and the General Editor in other matters.

Article No. 14: Method of Election:

Elections must be concluded before the expiry of the executive committee's term.

Election shall be conducted in two ways:

(a) The executive committee shall be formed based on unanimous decision in the general assembly.

(b) Election shall be conducted through secret ballot to form the executive committee.

In order to ensure fair conduct of elections, a nomination commission shall be formed at least 120 days before the expiration of the term of the executive committee, consisting of two valid members who are neither members of the organization nor members of the existing executive committee, and who are not candidates or supporters in the forthcoming election.

A quorum shall be complete with the presence of two members of the election commission.

Ordinary members and life members of the organization shall be considered as voters.

The election commission shall announce the election details at least 90 days prior to the election. The announcement shall include all necessary information and dates for the election.

All ordinary and life members participating in the election must assume office or renew their membership at least 80 days before the date of the election. Only their names will be included in the voter list, and they will be counted as voters. No one can participate or exercise the right to vote without being listed in the voter list.

The election commission shall prepare the voter list at least 70 days before the election. If there is any objection, the election commission shall notify the concerned party within 5 days of receiving the objection. The election commission shall review the received objections within 3 days.

The election commission shall publish the final voter list at least 60 days before the election. The deadline for submitting nomination papers shall be 30 days before the election. The election commission shall determine the time and date for the publication of the nominated candidates, symbol allocation, election date, vote counting, and result announcement.

Any appeals against the annulment of nomination papers must be lodged with the registration authority within 1 day of receipt. The registration authority shall decide on this within 1 day, and shall publish the final candidate list.

Any objections against the declared election results must be appealed to the registration authority within 7 days of the declaration of results. The decision of the registration authority in this regard shall be considered final.

The election commission shall send notices and election details to all members of the organization through postal mail. If necessary, notices may be published in the newspaper.

The election commission shall determine the incidental expenses related to the election, such as the cost of nomination papers, voter list, and candidate's security fee. Existing executive committee members shall assist the election commission in all respects.

If, due to unforeseen circumstances or other unavoidable reasons, it is not possible to conduct the election on the specified date, the election commission may, with the approval of the registration authority, arrange for the election to be held within the next one month.

Section 15: Absence of Members:

If any member of the Executive Committee remains absent without valid reasons for three consecutive meetings, their membership will be automatically terminated. In case a member of the Executive Committee is absent during a meeting, they must inform the Chairman in writing to take leave.

Section 16: Filling Vacant Member Positions:

If any vacant position exists within the Executive Committee, a member of the Executive or General Body will be appointed to fill the vacancy with the consent of the majority of the members present at the Executive Committee meeting.

Section 17: Term of the Executive Committee:

The term of the Executive Committee will be two (2) years. The calculation of their term will commence from the day they assume office.

Section 18: Appointment of Administrator:

Nominations for a new Executive Committee must commence at least 120 days before the completion of the term of the incumbent Executive Committee. In case unavoidable circumstances prevent the conduct of elections at the correct time, the outgoing Executive Committee may carry out additional duties for an additional period. During this extended period, the transfer of responsibilities to the newly elected Executive Committee must take place. Failure to conduct elections within this extended period will result in the automatic dissolution of the Executive

Committee, and the registration authority will appoint an administrator to organize the election process.

Section 19: Transfer of Powers of the Executive Committee:

On the day the term of the incumbent Executive Committee ends, the elected Executive Committee will assume responsibility for the transfer of powers from the outgoing Executive Committee. If the former President, General Secretary, and Executive Committee do not transfer their powers, the newly elected President, General Secretary, and Executive Committee will independently assume power, and, if necessary, take legal action against the former office bearers regarding the organization's records and documents. Any such actions against the former President, General Secretary, and other members will be considered as acts against the organization's constitution, and disciplinary action will be taken according to the relevant provisions.

Section 20: Dissolution of the Executive Committee:

The Executive Committee will be dissolved under the following conditions:

- a) If the President and General Secretary resign simultaneously or if both positions become vacant for any other reason.
- b) If the majority of positions in the Executive Committee become vacant simultaneously, and filling vacancies is not possible according to Section 16.

Section 21: Organization's Fund:

The organization's fund shall be formed by following means:

Membership fees.

Enhancement of the fund from self-income-generating projects.

Government grants.

Funds received from international donor agencies.

Formation of the fund through cultural events.

The Executive Committee may establish the fund by adopting other legitimate means.

Interest from bank-held funds.

Funds obtained from various types of training.

Section 22: Management of the Organization's Fund:

A maximum of 2000/= (two thousand) Taka in cash shall be kept on hand for daily expenses. If more funds are required, they must be withdrawn from the bank. However, if the amount exceeds 10,000/= (ten thousand) Taka, it can be withdrawn with the approval of the Executive Committee. The expenditure of funds must be approved by the Executive Committee.

Section 23: Operation of the Organization's Fund:

The organization's funds shall be maintained in one or more current or savings accounts in any scheduled bank in Bangladesh in the name of the organization.

Joint signatures of the President, General Secretary, and Treasurer (if not related to each other) shall be required to open an account, and funds may be withdrawn from the bank with the joint signatures of two individuals.

Section 24: Financial Inspection Procedure:

The organization's income and expenditure accounts must be prepared at the end of each financial year and shall be audited by an approved auditor appointed by the registration authority, a government-approved Chartered Accountant firm, or by any other person appointed by the registering authority. The audited accounts must be submitted to the registering authority within six (6) months.

Section 25: Employee Recruitment:

Whenever the need for recruitment of officers/employees for the organization's work arises, approval regarding officer and employee positions, including salary and allowances, shall be obtained from the General Council and submitted to the registering authority. Upon receiving approval from the registering authority, recruitment shall be carried out following government rules and regulations through publication in the newspaper as far as possible.

The Executive Committee shall be responsible for the recruitment of both officers and employees.

The Executive Committee shall form a Recruitment Board. A representative of the registering authority shall be included in the Recruitment Board.

Section 26: Employee Management:

The General Council shall have the authority to enact specific regulations for employee management.

Section 27: Administrative Task Management:

The General Council shall have the authority to enact specific policies for the management of administrative tasks.

Section 28: Calendar:

The organization's calendar year shall be counted as the Christian calendar year. However, regarding the organization's activities, both the Christian and Bengali calendars may be used concurrently

Section 29: Meeting Procedures:

(a) General Council Meeting:

Generally, an annual general meeting of the General Council shall be held every year. A meeting may also be called earlier if deemed necessary. This meeting shall review the previous year's Executive Committee's performance, financial statements, and present the budget for the next year, among other agenda items. Notice of such meetings shall be given at least 15 days in advance. The General Secretary, in consultation with the President, shall issue a written notice for the meeting. The quorum for this meeting shall be half of the total members of Forum 1/2 (one half).

(b) Executive Committee Meeting:

The Executive Committee shall hold meetings every 3 (three) months. However, meetings may be called earlier if necessary. The General Secretary, in consultation with the President, shall issue a written notice specifying the venue, date, and agenda of the meeting. The quorum for this meeting shall be half of the total members of Forum 1/2 (one half).

(c) Emergency Meeting:

An emergency general meeting of the General Council shall be called with a notice of at least 7 (seven) days, and an extremely urgent meeting with a notice of 3 (three) days. The General Secretary, in consultation with the President, shall issue a written notice for such meetings. The quorum for this meeting shall be half of the total members of Forum 1/2 (one half).

An emergency meeting of the Executive Committee shall be called with a notice of at least 3 (three) days, and an extremely urgent meeting within 24 (twenty-four) hours. The General Secretary, in consultation with the President, shall issue a written notice for such meetings. The quorum for this meeting shall be half of the total members of Forum 1/2 (one half).

(d) Postponed Meeting:

If for any reason, the President and General Secretary fail to call a meeting, they shall request the President, in writing, to convene a meeting based on the specified agenda within 30 (thirty) days of receiving such a notice. If the meeting is not convened within this period, the decision of 2/3 (two-thirds) of the total members of the General Council shall be considered final. However, discussions on other issues beyond the agenda described in the notice shall not be allowed.

(e) Rescheduled Meeting:

If the meeting cannot be held due to a quorum, or for any other reason, within the next 07 (seven) days, it must be rescheduled following the same agenda. If the meeting is rescheduled without achieving a quorum, the meeting shall proceed as usual, and the decisions made at this meeting shall be considered valid.

Section 30: Motion of No-Confidence:

If there is a desire to bring a motion of no-confidence against the Executive Committee, a specific allegation must be submitted in writing to the President and the General Secretary. Arrangements shall be made for a postponed meeting. At that meeting, the Committee shall have the opportunity to present its case for self-support. Subsequently, the motion of no-confidence shall be taken. If 2/3 (two-thirds) of the members of the General Council vote in favor of the motion of no-confidence, the Executive Committee shall be dissolved, and a new interim committee (consisting of one convener and four members) shall be formed until the next election. The interim committee shall hold elections within 90 (ninety) days and transfer power to the newly elected Executive Committee. If it is not

possible to form an interim committee for any reason, the matter shall be deemed final upon the decision of the registering authority.

Section 31: Motion of Resignation:

If any ordinary member of the General Council or any officer of the Executive Committee wishes to resign, they shall submit their resignation letter to the President of the Executive Committee. If the President wishes to resign, they shall submit their resignation letter to the General Secretary. A decision shall be made at the next Executive Committee meeting.

If 2/3 (two-thirds) of the members/officers of the Executive Committee resign together, the Executive Committee shall be dissolved. In this case, arrangements shall be made for a new election by the General Council.

Section 32: Collection and Preservation of Donations:

Donations or any financial assistance shall be received through external means with a receipt bearing the signatures of the President and the General Secretary.

There shall be a specific register for the distribution of receipts. Those collecting donations shall match the receipts in the register.

If a receipt is lost or misplaced, the President or the General Secretary shall be informed immediately in writing. If the reason for the loss is not acceptable to them, the matter shall be presented at the next Executive Committee meeting. Necessary decisions shall be taken by the Executive Committee, and compensation shall be provided if required.

Section 33: Amendment of the Constitution:

If there is a need to amend any provision of the Constitution, the proposal/amendment shall be presented at the General Council meeting. Approval shall be sought from 2/3 (two-thirds) of the members of the General Council. Once approved by the General Council, the proposed amendment shall be forwarded to the registering authority for final approval. Upon approval by the registering authority, the amendment shall be effective as part of the Constitution.

Section 34: Approval by the Executive Committee:

After each election, the Executive Committee shall seek approval from the registering authority. Otherwise, the actions of the Committee shall not be considered valid.

Section 35: Approval by the General Council:

If for any specific reason, 3/5 (three-fifths) of the total members of the organization wish to dissolve the General Council, an application must be made to the registering authority according to the rules. Upon approval by the registering authority, all assets, movable, and immovable, of the organization may be transferred to another similar organization. In the event of any complex situation arising, the decision of the registering authority shall be deemed final.