

..... *Organization logo* .....

**International Youth Change Maker (IYCM)**  
*(A voluntary social welfare organization)*

**Constitution**

***Bismillahir Rahmanir Raheem***

## **Part 1: Introduction to the organization**

The International Youth Change Maker Organization was established in 2015 with the aim of working in the service of public welfare or humanity in Kotwali Police Station of Barisal Sadar Upazila of Barisal District of Barisal Division.

### **Article 1**

Naming and slogan of the organization

This organization is called in Bengali as 'International Youth Change Maker' - in English as 'International Youth Change Maker' which is abbreviated as IYCM. The slogan of the organization - Bangla slogan - 'I will change myself, I will change the world'. In English - 'Change Yourself, Change the World'

### **Article 2**

Types and characteristics of the organization:

International Youth Change Maker Organization - a completely non-sectarian, non-political, non-profit, voluntary, social, democratic and welfare oriented social organization. This organization will not have any affiliates or this organization will not act as an affiliate of any other organization. In the near future, the Department of Social Services will be registered as a voluntary organization and institution under the Voluntary Social Welfare Organization (Registration and Control) Ordinance, 1981 and related rules, 1982 and all the rules adopted by the Government of the People's Republic of Bangladesh will be strictly followed.

### **Article 3**

Office of the organization:

According to the decision of the executive council, the head office of the organization will be set up on a temporary basis at Segunbagicha in Dhaka. Subsequently, the permanent office of the organization will be set up in its own or rented building at any convenient place subject to consideration of the financial condition of the organization. However, at least two-thirds of the members of the executive council must agree. Otherwise, the decision of the majority members of the advisory council will be final.

#### **Article 4**

Work area:

The scope of work of this organization will be limited to 14 districts including Dhaka at present. Subsequently, the scope of work will be expanded based on the views of two-thirds of the members of the Executive Council and the Advisory Council.

#### **Article 5**

Description of organization logo / monogram

There will be a logo for use in the official work of the organization.

Logo design:

The logo will be a world map surrounded by wheat leaves and inside the diagram will be two shapes aimed at young people and below it will be written INTERNATIONAL YOUTH CHANGE MAKER.

Meaning of logo:

The world map is a symbol of unity and solidarity, with youth embodying youth. Wheat leaves represent the green and forested world.

#### **Article 6**

Aims and Objectives:

1. To co-operate in creating an environment for the development of the present potential of the present students and to play a role in developing them as good citizens by awakening their moral values, patriotism and sense of social responsibility.

2. Organizing various workshops in schools and colleges such as debates, quizzes, sports, cultural programs, free information services and awareness programs for the creation of creative, social people and good citizens.
3. To establish all the rights of the children of Bangladesh in accordance with the National Youth Policy and the UN Convention on the Rights of the Child and to implement the youth policy and to build Bangladesh as a youth and child friendly country. Achieving the SDG goal. And networking with young people around the world.
4. National Youth Policy and Child Rights Charter are being implemented to some extent and its progress (grassroots, local and national level) should be closely monitored and monitored.
5. Proper implementation of youth rights should be closely monitored and monitored
6. Create opportunities for non-discriminatory participation of youth and children at all levels. Ensure participation of children in various activities with adults on issues related to the interests of youth and children and take initiative to change the policy.
7. To inform the responsible and responsible persons at the local and national level about the situation of youth and child rights for the implementation of youth and child rights.
8. Promoting and implementing SDG goals along with the government.
9. To highlight the success and achievements of the youth of Bangladesh to the youth of the world.
10. Working with street children.
11. Ensuring quality education for disadvantaged children.
12. The organization currently operates nationally and internationally. It can even operate on a wider range at the international level, depending on organizational strength.

## **Article 7**

Conditions for membership: A) Only Bangladeshis by birth / paternal / matriarchal origin and those who are motivated and motivated by the aims and objectives of the organisation, constitution-like workers can be members of this organisation. B) Classification of members- There will be four types of members as follows: A) Ordinary member: Any citizen who meets the conditions can become an ordinary member by filling the online form. A) Associate Member: In accordance with the terms Expatriates can become associate members by completing the form subject to a minimum annual payment of ৳8 240 / 19,920. E) Honorary Member: In keeping with the conditions In recognition of their special contribution in their respective fields, an honorary membership will be conferred on a person with the approval of the Executive Council. 6) Life member: in keeping with the conditions Any adult can become a life member of the organisation by completing the form subject to a one-time payment of Rs.500 / -. A) Each member has to pay a compulsory monthly fee of Rs. 100 per month. 6) The Executive Council reserves the right to change the monthly fee of the members.

## **Article 8**

Eligibility to become a member: Bangladeshi citizen can become a member of this organisation on the following conditions: A) Minimum 18 (eighteen) years of age (suffrage). (Age worthy of relaxation in case of students). B) Must have good moral character (not punished by court). C) Must have a healthy brain (not crazy and insane). D) Must be loyal to the ideals and objectives and constitution of the organisation. E) Must pay prescribed monthly subscription. F) The responsibilities entrusted to the organisation should be actively fulfilled. G) Must be dedicated to social welfare and human service. I) Apply by filling the prescribed online membership form of the organisation. J) The application must be accepted by the Executive Council.

## **Article 9**

Membership cancelled A) If any act against the constitution of the state or organisation is proved against any member, his membership will be cancelled. B) The membership of the person who is against the interest of the organisation and involved in financial loss may be cancelled. C) In all cases the unanimous / majority decision of the executive council shall be final. D) If any person resigns voluntarily and it is approved by the Executive Council. E) In case of death or accused of moral crime in court. F) If the monthly subscription of a member

organisation is not paid for more than 6 months in a row. G) If you do not participate in 3 consecutive events without acceptable reasons. I) Unable to attend 3 consecutive executive council meetings without acceptable reasons. J) After 6 (six) months of inactivity and inactivity in the work of the organisation. K) If the nature, conduct, attitude and activities of the members are against the interests of the organisation. L) If proven mad and insane. M) If declared bankrupt by the court. 6) If convicted by a criminal court due to brain damage and moral turpitude. O) If the member becomes inactive in performing the duties assigned to him. T) Misappropriation of funds and illegal extortion. T) Acting unconstitutionally and being arbitrary in the activities of the organisation. D) If any member on behalf of the organisation does not get the permission of the executive council before giving a statement in the papers, meeting-committee, seminar about the organisation. S) To tarnish the voluntary, non-political and non-profit image of the organisation. N) If any member in the name of the organisation is unconstitutional and illegally extorting money and accepting donations from the people. P) If you leave the working area of the company. F) In case of obstruction of the activities of the organisation by arbitrarily seizing valuable records of the organisation. V) The executive and advisory councils of the organisation shall reserve the authority to expel any member for relevant or unavoidable reasons.

## **Article 10**

Resignation from the post A) If any member of the Executive Council or any ordinary member resigns, his reasons must be mentioned and submitted to the President. B) The President may accept or reject the resignation letter of the member by the unanimous order of the Executive Council. However, in the case of the Advisory Council, if such an incident occurs, the Advisory Council will resolve it itself.

## **Article 11**

Members' rights A) The voting rights of the general members shall be reserved and the right to comment on important matters of the organisation shall also be reserved. B) The Executive Council shall be elected by the ordinary members from among the ordinary members. C) Ordinary members will submit opinions and recommendations or express their views on the development of the organisation and the development of the society. D) Ordinary members of the following matters 1. Structure changes, additions / modifications and additions. 2. Annual Account

## **Article 12**

Organizational structure:

The three-tiered organizational structure of the organization is as follows:

- A) Advisory Council
- B) Executive Council
- C) General Council / General Member

Structure of the Advisory Council:

The executive council may, if necessary, form an advisory council of 5 to 10 members to take constructive advice from eminent persons of the society and experts on one or more subjects. The Advisory Council shall, at the invitation of the Executive Council, provide advice on specific matters relating to the organization. The Executive Council may dissolve the Advisory Council in the event of a no-confidence motion by two-thirds of the general members. However, the advisory council will solve the internal problems of the general members or the executive council or the internal problems of the advisory council towards any particular member / members of the advisory council. If a majority of the members of the Advisory Council express no confidence in the Executive Council, the Advisory Council may suspend the Executive Council.

Structure of the Executive Council:

1. President 1 person
2. Vice-president 1 person
3. General Secretary 1 person
4. Secretary for Publicity and Publication 1 person
5. Finance Secretary 1 person
6. project secretary 1 person
7. Human Resource Officer 1 person

An executive committee or district council will be formed with a total of 6 members.

## **Article 13**

Duties, functions and qualifications of the executive committee

President-

1. Be considered the head of the organization.
2. He will preside over all the meetings of the organization.
3. Will be in charge as the executive director of the organization.
4. No proposal will be approved without the signature of the President.
5. The President will be in full charge of conducting the meeting.
6. Will perform any kind of responsibility in the interest and welfare of the organization.
7. The President shall give a casting vote if an equal number of votes are cast on any decision in a meeting.
8. Call an emergency meeting for special needs.
9. To determine the duties and functions of the organization on the basis of the opinion of the members of the executive council.
10. Carries out the power to amend, change and modify the constitution of the organization in case of urgent need in consultation with the advisory council and in collaboration with the vice-presidents. However, in this case, the consent of at least two-thirds of the members of the advisory council. However, the next general meeting must take a final decision on the amendment in accordance with the rules.

Vice President-

1. Will be considered as the second main person of the organization.
2. Will co-operate with the President in all matters.
3. In the absence of the President will preside over the meeting.
4. He will be the Deputy Executive Director of the organization.
5. Like the president, he can decide according to the constitution.
6. Assist in revising, changing and modifying the constitution of the organization.

### General Secretary-

1. Be an office executive and stay. The executive council will be responsible for the smooth running of the organization.
2. He will provide signatures for all types of communication, letter writing and correspondence issues.
3. Coordinate with the members of the Executive Council and propose and implement the activities, programs and projects of the organization.
4. Maintain all types of correspondence, papers, information and documents of the organization.
5. Assist in the implementation and evaluation of administration, project preparation, budgeting activities.
6. In the interest of good governance, the part-time staff will have the final say in the recruitment, contract and dismissal of the organization. However, the executive council will take action as decided.
7. Make arrangements to keep a record of all types of meetings.
8. Maintain communication, discussion and consultation with all the executive and general members of the organization. Present the annual report and budget of the organization.
9. After discussing with the President, he will arrange for the distribution of notifications by specifying the date, time and place of the meeting.
10. Prepare monthly, quarterly, annual deposit and expenditure accounts by the Finance Secretary and arrange for approval and submission at appropriate meetings.
11. Perform any duties assigned by the Executive Council.

### Publicity and Publication Secretary-

1. It is the job of the publicity secretary to distribute leaflets, posters and speeches of the organization among the members of the organization for the development of the organization.

2. Have completed the design of all types of publications, data collection, proofreading from the organization.
3. He will present various proposals in the executive meeting with more emphasis on external promotion of the organization.
4. Arrange press conferences and roundtable discussions as needed.
5. Arrange for publicity during various events or activities of the organization and check whether it is being done properly.
6. He is also responsible for promoting the organization on various social media.
7. It is his responsibility to arrange for the publication of various news articles in the organization. He will be in charge of publishing in the interest of the organization.

#### Finance Secretary-

1. The main task of the finance editor is to keep accurate account of the income and expenditure of the organization and to keep a watchful eye on the money collected so that it is spent in the interest of the organization.
2. It is his responsibility to collect monthly fees from the members of the organization, and to receive grants from various organizations and individuals.
3. He will identify the future source of funding for the organization and present it to the executive council meeting.
4. Make annual financial report and submit it to annual meeting for approval.
5. Will be responsible for all kinds of financial matters of the organization.
6. Will play a special role in increasing the funds of the organization.
7. The Finance Secretary will generally be responsible for all matters relating to the accounting of the organization's deposits and expenses.

#### Project Affairs Secretary-

All kinds of projects will be implemented through him.

Projects related to afforestation will be presented along with the President. Once the project is approved, the budget of the project, to-do and other necessary matters

will be presented in the preparatory meeting. Perform appropriate responsibilities in project management.

Present along with the project committee on climate change. Once the project is approved, the budget of the project, to-do and other necessary matters will be presented in the preparatory meeting. Perform appropriate responsibilities in project management.

The project related to child rights will be presented along with the committee. Once the project is approved, the budget of the project, to-do and other necessary matters will be presented in the preparatory meeting. Perform appropriate responsibilities in project management.

SDGS will present along with the Sustainable Development Goals Project Committee. Once the project is approved, the budget of the project, to-do and other necessary matters will be presented in the preparatory meeting. Perform appropriate responsibilities in project management.

Human Resource Officer-

(.....)

Executive Member:

1. You will play a leading role in the implementation of any organizational decision.
2. The main function of the members is to participate and cooperate in all the activities of the executive committee.
3. Any member may present his / her views in the meeting of the Executive Council in the interest of the organization.
4. To stay and work in the committee consisting of members for various programs.
5. Attend monthly meetings and assist in important decisions.

Other-

1. In case of danger to all the members of the organization, everyone including the executive council of the organization will try to be by their side.
2. All the members of the organization will always strive for the development of the organization.
3. All members, including the executive council, must be committed to working selflessly.
4. Any complaints, grievances, suggestions should be contacted by the Executive Council.
5. All members have to pay monthly fee on time.
6. There should be no internal quarrels between the members, which adversely affects the organization.

## **Article 14**

Matters relating to the organization's funds

Fundraising for the organization can be done in the following ways:

- A) Member subscription.
- B) One time member subscription.
- C) Formation of funds through one-time grants and income from any project and borrowing from banks, institutions, foundations and investing institutions.
- D) Grants from any particular person / organization.
- E) Government grant.
- F) Government special project grant.
- G) Foreign donations, grants and donations, grants, etc. of foreign embassies for any work.

## **Article-15**

Financial Management:

- A) In case of financial transactions of the company, a savings / current account should be opened in the name of the company in any of the scheduled banks in the area or in the country.
- B) The bank account shall be conducted under the joint signature of any 2 of the three persons, the President, General Secretary and Finance Secretary of the said savings / current account number organization.
- C) On the advice of the president and general secretary of the organization, the finance secretary can save Rs. 5,000 / - (five thousand) for current expenses. After spending the money on handicrafts, it has to be approved at the next meeting of the executive council.
- D) At the end of the financial year the money of the fund or the money of the deposited fund cannot be distributed among the members. Only the achievement of the ideals and objectives of the organization and the implementation of the program can be spent on welfare, natural disasters and the work of the helpless.
- E) Approval must be obtained at the meeting of the Executive Council to withdraw the necessary funds of the organization before spending.
- F) Money collected in the name of the organization cannot be kept in hand under any circumstances. Receipt of deposit should be collected by depositing in the concerned bank as soon as possible after receiving the collected money.
- G) Banking policy should be followed in all bank transactions.

\*\* No subscription may be accepted in the name of this organization without proper receipt and decision of the Executive Committee. According to the decision of the advisory and executive council, all necessary activities for financial transparency including receipt book, cash book, stock register, distribution register, deposit register, bill voucher should be taken.

## **Article 16**

Foreign aid / grant matters:

The provisions of the Foreign Donations Ordinance 1986 will reflect the organization's acceptance of foreign aid / grants. After receiving foreign aid / grant,

the company will operate a single account in any of the scheduled banks of the government.

## Article 17

Debt repayment: The Executive Council of the organization will be responsible for the repayment of loans taken by the organization from various banks, financial institutions and other sources. Article 18 Audit: A) All the income and expenditure of the organization will be submitted to the advisory council after every 1 year. B) The advisory council will form an internal audit committee to audit the income and expenditure of the organization. The advisory council of the organization will form an audit committee consisting of 3 (three) members from among the general members. Every financial year the internal audit committee will audit the income and expenditure of the company. If necessary, the advisory council can change the members of the internal audit committee. Article 19 Miscellaneous The organization will provide all necessary assistance, including financial assistance, to any member / officer facing a civil / criminal case for any work done in good faith to conduct the activities of the organization in the consideration of the Executive Council. 4th part: meeting and election Article 20 Different types of meetings and meeting rules: A) General meeting. B) Meeting of the Executive Council. C) Emergency meeting. D) Special general meeting. E) Postponed meeting. F) Summons meeting. General meeting A general meeting shall be held at least once a year and shall be deemed to be an annual general meeting. However, special general meetings may be called for special needs. The following issues will be approved in the general meeting. The general meeting will be convened by mentioning the time, date and place in 15 (fifteen) days notice. 1. Annual report of the organization. 2. Annual budget and accounts. 3. To nominate auditors for internal audit of income and expenditure of the organization at the annual general meeting. 4. Section, sub-section change, extension or addition to the constitution of the organization. 5. The decision of the meeting will be fulfilled in the presence of at least 1/3 of the total members. The proposal of the majority members in the quorum full meeting will be adopted as the decision of the meeting. Meeting of the Executive Council 1. At least 12 meetings of the executive council will be held annually. 2. Notice of the meeting should be issued at least 3 days in advance mentioning the time, date and place. The quorum will be filled in the presence of at least 1/2 part of the members of the executive council. The proposal of the majority members of the full quorum meeting will be accepted as the decision of the meeting. Emergency meeting: An emergency meeting can be called by mentioning the time, date and place in 3 (three) days notice. The quorum will be filled in the

presence of a minimum (two thirds) of the total members. The proposal of the majority of the members of the quorum will be accepted as the decision of the meeting. Special General Meeting For any special reason the general meeting may be called within 15 (fifteen) days notice. However, no issues other than the special agenda can be discussed and decided in this meeting. The purpose of the special agenda is to record and give notice as usual. The quorum shall be filled in the presence of the minimum (two thirds) of the total members. The proposal of the majority of the members of the quorum will be accepted as the decision of the meeting. Postponed meeting 1. Due to lack of quorum, the adjourned general meeting has to be completed within 21 (twenty one) days from the date of adjournment. Notice must be issued within 7 (seven) days from the date of adjournment meeting. The decision taken at the meeting shall be final as per the decision of the minimum (two thirds) of the members of the General Assembly. 2. If the meeting of the Executive Council is adjourned due to lack of quorum on 3 (three) days notice, the second meeting held on 3 (three) days notice will not be full but the adjourned meeting will be held with all the members present and the decision of the meeting will be final. Summons meeting 1. If the President / General Secretary does not convene a meeting of the body as per the provisions of the Constitution, at least one (two thirds) of the total members will nominate a convener and sign the agenda of the special general meeting. . 2. The President / General Secretary shall convene the meeting within 21 (twenty one) days of receipt of the application for the meeting. If the President / General Secretary does not convene the meeting within 21 (twenty one) days from the date of receipt of the application for the meeting, the general members shall convene the meeting within 15 (fifteen) days notice within 30 (thirty) days from the date of expiration of 21 (twenty one) days. You can. The quorum will be filled in the presence of the total members (two thirds). The proposal of the majority members of the full quorum meeting will be accepted as the decision of the meeting.