

**CONSTITUTION
OF THE DOHS PORISHOD**

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CONSTITUTION OF THE DOHS PORISHOD

CONTENTS

PREAMBLE

CHAPTER 1

NAME, OFFICE AND CATEGORY OF PORISHOD

1. Name
2. Office
3. Categories of Porishod

CHAPTER 2

AIM AND OBJECTIVES OF PORISHOD

4. Aim
5. Objectives

CHAPTER 3

MEMBERSHIP OF PORISHOD AND RIGHTS AND OBLIGATIONS OF MEMBERS

6. Categories of Member
7. Membership
8. Rights of members
9. Obligations of members
10. Relinquishment of membership
11. Cancellation of Membership

CHAPTER 4

SUPERVISION OF DOHS PORISHOD

12. DOHS Central Committee.
13. Sub-Committees of DOHS Central Committee
14. DOHS Advisory Committee

CONSTITUTION OF THE DOHS PORISHOD

CHAPTER 5

MANAGEMENT OF PORISHOD

15. Committees and sub-committees
16. General Body
17. Executive Committee
18. Composition of Executive Committee
19. Conditions and reservations in respect of posts in EC
20. Tenure of Executive Committee
21. Dissolution of Executive Committee
22. Interim provisions in the case of dissolution of Executive Committee
23. Power and functions of Executive Committee
24. Sub-Committees
25. Service of members of the committees be honorary
26. Vacancy in a position of office bearer and general member of EC
27. Filling in vacancies

CHAPTER 6

ELECTION OF EXECUTIVE COMMITTEE

28. Election of Executive Committee
29. Eligibility of members to be voter in EC election
30. Eligibility of members to be candidate in EC election
31. Disqualification of members to be candidate in EC election
32. Composition of Election Commission
33. Power of Election Commission
34. Formation of Election Commission
35. Procedure for conducting election
36. Assumption of office of EC

CHAPTER 7

DUTIES AND RESPONSIBILITIES OF OFFICE BEARERS AND GENERAL MEMBERS OF EC

37. Duties and responsibilities of President
38. Duties and responsibilities of Senior Vice-President

CONSTITUTION OF THE DOHS PORISHOD

39. Duties and responsibilities of - Vice-President
40. Duties and responsibilities of Secretary
41. Duties and responsibilities of Joint Secretary
42. Duties and responsibilities of Treasurer
43. Duties and responsibilities of Joint-Treasurer
44. Duties and responsibilities of Member Security
45. Duties and responsibilities of Member Administration
46. Duties and responsibilities of General Members of EC
47. Duties and responsibilities of Convener, sub-committee
48. Duties and responsibilities of Member Security, Sub-Committee

CHAPTER 8

MEETINGS

49. Quorum
50. Annual General Meetings
51. Schedule of Annual General Meetings
52. Agenda for Annual General Meetings
53. Extra Ordinary General Meeting
54. Emergency General Meeting
55. General Meeting
56. Presiding General Meetings
57. Voting/polling procedure in General Meeting

CHAPTER 9

FUNDS AND ACCOUNTS

58. Funds and properties vest in Porishod
59. Operation of Funds
60. Funding
61. Expenditure
62. Mode of sanctioning of expenditure
63. Financial power of Porishod and others
64. Accounting

CONSTITUTION OF THE DOHS PORISHOD

65. Audit
66. Audit committee's right of access
67. Exemption from external audit
68. Maintenance of documents etc

CHAPTER 10

MISCELLENEOUS

69. Resolution of disputes
70. Registration of Porishod
71. Bye laws
72. Amendment of the Constitution
73. Proceedings and their evidentiary value
74. Interpretations

ANNEXURE A (Referred to in Article 12) The DOHS Central Committee

ANNEXURE B (Referred to in Article 13) Sub-Committees of the DOHS Central Committee

ANNEXURE C (Referred to in Article 14) The DOHS Advisory Committee

CONSTITUTION OF THE DOHS PORISHOD

CONSTITUTION OF THE DOHS PORISHOD

Preamble:

WHEREAS we the lessees of plots of Defence Officers' Housing Scheme (DOHS) aspire to propagate a congenial and safe community living and collective welfare for ourselves and our successors and all other residents of the DOHS and to promote socio-cultural, recreational, environmental and religious pursuits, now therefore, pledge to form a "Porishod" for the fulfillment of the under mentioned objectives within the meaning of a civilized society recognizing their affiliation to the Armed Forces of the country.

CHAPTER 1

NAME, OFFICE AND CATEGORY OF PORISHOD

1. **Name.-** All the DOHS shall have separate DOHS Porishod, hereinafter known as "Porishod", and the official name of the Porishod shall be named after the location where the particular DOHS is located.
2. **Office.-**(1) To facilitate the functions of the Porishod, a full time office shall be established and manned by paid employees who shall be appointed by the Porishod as per the by-laws formulated by it.
(2) The office of the Porishod shall be established within the premises of the respective DOHS area or as may be decided by the Porishod.
(3) The office organogram, recruitment, salaries, duties, daily office hours, holidays and various administrative matters of the office employees shall be fixed by the Porishod with the approval of the General Body.
3. **Categories of Porishod.-** The DOHS Porishod shall be categorized as below:
 - (a) Category A Porishod: DOHS having plots exceeding 500.
 - (b) Category B Porishod: DOHS having plots exceeding 100 and up to 500.
 - (c) Category C Porishod: DOHS having plots up to 100.

CHAPTER 2

AIM AND OBJECTIVES OF PORISHOD

4. **Aim.-** The Porishod shall be established for the fulfillment of the objectives set forth in the preamble and within the general administrative prescript of the DOHS Central Committee.
5. **Objectives.-** The objectives of the Porishod shall be:
 - (a) to run the Porishod administration through consensus and not in an authoritative manner.
 - (b) to ensure accountability and transparency by participation of maximum members of the Porishod.
 - (c) to organize social and cultural activities, and thereby increasing social interactions among members and other dwellers.
 - (d) to provide a forum for recreational facilities for the residents of the DOHS and the members of their family.

CONSTITUTION OF THE DOHS PORISHOD

- (f) to look after the environmental development of the DOHS area and consider all the matters incidental thereto with the appropriate authorities/agencies.
- (g) to ensure resolution of conflicts, disputes and differences among the residents, even when the residents get involved in such matters with others and the Porishod feels that the matter should be handled by them.
- (h) to foster goodwill, maintain friendly relations and develop a corporate life among the members of the Porishod.
- (i) to ensure welfare of all the members and maintain a congenial social environment in the DOHS.
- (j) to ensure proper security within the DOHS.
- (k) to regulate the activities of the DOHS Community Centre and other amenities/facilities, as per the instructions issued time to time by the DOHS Central Committee.

CHAPTER 3

MEMBERSHIP OF PORISHOD AND RIGHTS AND OBLIGATIONS OF MEMBERS

6. **Categories of Member.-** Every Porishod may have following categories of members:
- (a) Regular Member.
 - (b) Honorary Member.
 - (c) Associate Member.
 - (d) Foster Member.
7. **Membership.-** Subject to the provisions of this Constitution the membership of the Porishod shall be vested in a person in the following manners:
- (1) **Regular Membership:**
- (a) The following people shall be deemed to be Regular Members of the Porishod:
 - (i) Original lessees of the plots.
 - (ii) An owner of the plot/flat in the DOHS through gift, inheritance, purchase or in any other manner authorised by law.
 - (b) Original lessees shall be granted Regular Membership once the plot is allotted in his/her name.
 - (c) Persons mentioned in sub-clause (a) sub-sub-clause (ii) above shall be granted the Regular Membership after the registration of the plot/flat in his/her name; provided the individual applies in the manner prescribed by the Porishod.
 - (d) In the case of co-ownership of any undivided and un-demarcated flat/flats, a co-owner nominated by other co-owner/s in this respect shall be granted the Regular Membership. Otherwise, the Regular Membership shall be granted to the co-owner whose name appears first in the list (purchase deeds or other documents) proving ownership.
 - (e) If any person owns more than one plot/flat in one or more DOHS then he/she shall be allowed to hold Regular Membership in every such Porishod against any one plot/flat only.

CONSTITUTION OF THE DOHS PORISHOD

(2) **Honorary Membership:**

(a) When the Regular Membership of an original lessee is relinquished by transfer of his/her whole ownership in the plot to his/her spouse or children, then the individual (original lessee) may be granted Honorary Membership of the Porishod, provided that he/she continues to reside in that DOHS and also applies in the manner prescribed by the Porishod.

(b) A person, who purchases any plot/flat in any DOHS, but yet to be granted a Regular Membership of the Porishod, may be granted Honorary Membership provided that he/she resides inside that DOHS and also applies in the manner prescribed by the Porishod.

(3) **Associate Membership.-** A tenant in the DOHS, in whose name the flat is hired may be granted Associate Membership of the Porishod provided that he/she resides inside that DOHS and also applies in the manner prescribed by the Porishod.

(4) **Foster Membership.-** Spouses, children and dependents of regular, honorary and Associate Members residing inside the DOHS may be granted Foster Membership of the Porishod provided that the individual applies in the manner prescribed by the Porishod.

8. Rights of members.- Subject to the provisions of this Constitution, a member of the Porishod shall enjoy the following rights:

(a) **Regular Member.-** A Regular Member shall be entitled to enjoy all the common facilities available in the same DOHS. Subject to the provisions laid down in articles 29, 30 and 31, a Regular Member shall have the right to cast his/her vote and be a candidate in the election of the EC.

(b) **Honorary Member.-** An Honorary Member shall enjoy all the common facilities available in the DOHS except casting any vote or be a candidate in the election of the EC. However, an Honorary Member may become a member of any sub-committee under the EC if co-opted by the EC.

(c) **Associate Member.-** An Associate Member shall enjoy all the common facilities available in the DOHS except casting any vote or be a candidate in the election of the EC.

(d) **Foster Member.-** A Foster Member shall enjoy all the common facilities available in the DOHS except casting any vote or be a candidate in the election of the EC.

9. Obligations of members.- (1) All the members shall abide by the provisions of this Constitution and the norms and bye-laws of the Porishod with due diligence.

(2) The Regular Members shall duly pay the taxes and dues of the Cantonment Board and the Porishod as may be fixed by the respective authorities. Other members shall pay the required subscriptions regularly as may be fixed by the Porishod with the approval of General Body.

(3) It shall be the responsibility of every member to assist the Porishod to work smoothly in discharging of its functions and duties.

(4) A decision of the Porishod, once approved by General Body, shall be binding upon all the members.

10. Relinquishment of membership.- (1) **Regular Member:** The membership of a Regular Member shall be deemed to have relinquished if he/she transfers the ownership of his/her plot wholly or all the flats on the plot by gift, sale or in any other manner authorised by law.

CONSTITUTION OF THE DOHS PORISHOD

(2) **Honorary Member.**

(a) The membership of an Honorary Member (original lessee) mentioned in article 7 clause (2) sub-clause (a) shall be deemed to have relinquished if his/her spouse/children transfer the ownership of the respective plot wholly or all the flats on the plot to any other person by gift, sale or in any other manner authorised by law.

(b) The membership of an Honorary Member mentioned in article 7 clause (2) sub-clause (b) shall be deemed to have relinquished if he/she, becomes a Regular Member according to the provision of this Constitution, or transfers his/her ownership of the plot/flat wholly to any other person by gift, sale or in any other manner authorised by law.

(3) **Associate Member.**- The membership of an Associate Member shall be deemed to have relinquished once the individual ceases to be a tenant of the DOHS.

(4) **Foster Member.** The membership of a Foster Member shall be deemed to have relinquished once the Regular, Honorary or Associate Member, through whom he/she is entitled to be a Foster Member, has ceased to be such a member, or ceased to be a resident of the respective DOHS.

11. Cancellation of Membership: (1) The Chairmen, DOHS Central Committee may, with or without assigning any reason in this regard, cancel the membership of any Regular Member except the Regular Membership of:

- (a) an original lessee, and
- (b) spouse and children of original lessee.

(2) The EC of the Porishod, may cancel the membership of any Honorary, Associate or Foster Member if such member fails to observe the obligations mentioned in article 9 above or fails to comply with the norms of the membership as may be formulated by the Porishod.

(3) Once the membership of a member of any category is cancelled, then his/her membership shall not be restored without the approval of the authority who cancels it.

CHAPTER 4 SUPERVISION OF DOHS PORISHOD

12. DOHS Central Committee.- (1) The DOHS Central Committee (DCC) formed by the Government through the Notification of the Ministry of Defence shall act as the supervisory authority of all the DOHS Porishod.

(2) The composition, powers and terms of references of this Committee shall be regulated by the instructions contained in the Notification of the Ministry of the Defence. The composition, powers and the terms of references of the Committee may be attached to this Constitution as Annexure 'A'.

(3) On any matter of the Porishod, the decision of the Chairman, DOHS Central Committee or the Committee itself shall be final and binding upon all the members, residents and the Porishod.

13. Sub-Committees of DOHS Central Committee.- (1) To make the activities of the DOHS Central Committee more dynamic and decentralized the Government, through the Notification of the Ministry of

CONSTITUTION OF THE DOHS PORISHOD

Defence, may form other sub-committees under the DOHS Central Committee including the following sub-committees:

- (a) Petition sub-committee;
- (b) Development sub-committee;
- (c) Planning sub-committee;
- (d) Vigilance sub-committee;
- (e) Security sub-committee;
- (f) Arbitration sub-committee; and
- (g) Legal sub-committee.

(2) The compositions and the terms of references of these sub-committees shall be regulated by the instructions contained in the Notification of the Ministry of the Defence. The compositions and the terms of references of such sub-committees may be attached to this Constitution as Annexure 'B'.

14. DOHS Advisory Committee. (1) There shall be an advisory committee to be known as the DOHS Advisory Committee (DAC) to make decisions and provide directions on routine or such other matters as may be empowered by the DOHS Central Committee from time to time.

(2) The composition, power and the terms of references of DAC shall be guided by the instructions of the DOHS Central Committee circulated in this regard. The composition and the terms of references of this Committee may be attached to this Constitution as Annexure 'C'.

(3) The DOHS Central Committee reserves the authority to delegate its power, on any matter exercisable under this Constitution to the DAC and when so delegated the DAC shall have the power to act on behalf of the DOHS Central Committee. The action, under the above circumstances, shall be regarded as the action of the DOHS Central Committee and no person or authority shall have the right to raise any question in this regard.

(4) Whenever necessary, the EC of the Porishod shall contact with the DAC in respect of any matter of the Porishod.

(5) On any matter of the Porishod, the decision of the DAC, when duly delegated by the DOHS Central Committee, shall be binding upon all the members, residents and the Porishod of the respective DOHS.

CHAPTER 5

MANAGEMENT OF PORISHOD

15. Autonomy and Self-accountancy of Porishod. (1) The Porishod shall be an autonomous body and self-accounting organization.

(2) For proper and smooth administration the Porishod shall be formed by following organs:

- (a) General Body (GB);
- (b) Executive Committee (EC); and
- (c) Sub-committees.

16. General Body. (1) All the DOHS Porishod shall have a General Body which shall be formed by all the Regular Members of the Porishod.

(2) It shall be the primary policy making body of the Porishod in conformity with the relevant Acts and Rules of the Cantonment and of the country.

CONSTITUTION OF THE DOHS PORISHOD

17. **Executive Committee (EC).**- (1) There shall be an elected body, hereinafter known as the Executive Committee, to run the day to day administration, functions and other activities of the Porishod.

(2) This Committee shall work as the main executive organ of the Porishod remaining within the advisory authority of the General Body.

(3) This Committee shall be responsible for all the decisions and actions taken by it during its tenure and be answerable to the General Body. However, it shall not be required to give reasons for its decisions and actions to any individual member of the Porishod.

(4) This Committee shall perform its duties and functions under the framework of this Constitution and the general administrative supervision of the DOHS Central Committee and the DOHS Advisory Committee.

(5) This Committee may be assisted by other sub-committees or special committees, if needed be, constituted by the Committee itself.

18. **Composition of Executive Committee.**- (1) The Executive Committee shall be composed of:

(a)	President	-	01 (one)
(b)	Senior Vice-President	-	01 (one)
(c)	Vice-President	-	01 (one)
(d)	Secretary	-	01 (one)
(e)	Joint Secretary	-	01 (one)
(f)	Treasurer	-	01 (one)
(g)	Joint Treasurer	-	01 (one)
(h)	Member Security	-	01 (one)
(i)	Member Administration-		01 (one)
(j)	General Members	-	[See clause (2) below]

(2) The Executive Committee of category 'A' 'B' and 'C' Porishod shall have 8, 6 and 4 General Members respectively. However, subject to the prior approval of the DOHS Central Committee 2 (two) posts of General Member (open for all Regular Members) may be increased by General Body.

(3) The post of Joint Treasurer shall exist in a category A Porishod only

19. **Conditions and reservations in respect of posts in EC.**- (1) All office bearers and the general members of EC shall be elected from the Regular Members of the Porishod.

(2) The posts of President, Senior Vice President, Secretary, Treasurer, Member Security and Member Administration shall be reserved for the retired officers of defence services only.

(3) If a retired officer of defence services is NOT available for any of the posts mentioned in article 18 clause (2) above then the DOHS Central Committee may appoint a serving officer of any defence service to hold the post. In such circumstances the President shall be an officer of the rank of Brigadier General or equivalent.

20. **Tenure of Executive Committee.**- The office bearers and the General Members of the EC shall be elected for a term of 2 (two) years commencing from 1 March of the election year unless dissolves earlier.

21. **Dissolution of Executive Committee.**- The Executive Committee may be dissolved;

(a) when the entire Committee resigns, or,

CONSTITUTION OF THE DOHS PORISHOD

- (b) when 3 or more office bearers mentioned article 19 clause (2) resign, or
- (c) upon adoption of a proposal for dissolution of the EC in an Extra-Ordinary General Meeting by a minimum $\frac{3}{4}$ (three-fourth) majority where at least 50% of the Regular Members of the Porishod are attending and then duly approved by the Chairman, DOHS Central Committee, or,
- (d) by an order of the Chairman, DOHS Central Committee on the ground of exigency (with or without assigning any reason).

22. Interim provisions in the case of dissolution of Executive Committee.- (1) If an elected EC is dissolved before the tenure as mentioned in article 21 then an ad hoc EC may be formed by the Chairman, DOHS Central Committee and the EC so formed shall continue to function up to next EC election or as may be decided by the Chairman, DOHS Central Committee.

(2) The office bearers and the general members of such ad hoc committee may be selected from the serving officers of defence services and Regular Members of the respective Porishod as may deem proper.

23. Power and functions of Executive Committee.- (1) The executive and administrative powers, control and functions of the Porishod shall be vested in the EC.

(2) The powers and functions of the committee shall be as follows:

- a. To conduct all the activities of the Committee in accordance with the aims and objectives and within the purview of this Constitution.
- b. To meet at least once in each month or as frequently as required to transact the business of the committee on the date and time fixed by the President/Secretary.
- c. To approve sources of income of the Porishod and day to day expenditures.
- d. To prepare annual statement of income and expenditure and put it up annually to the General Body.
- e. To present annual report of activities of the Porishod along with a forecast budget of income and expenditure to the General Body for approval.
- f. To maintain paper books of account and prepare the audited balance sheet and the annual report for adoption in the Annual General Meeting.
- g. To settle the disputes/differences amongst plot owners, developers, flat owners, tenants etc. on the principles of Alternative Dispute Resolution (ADR)
- h. To organize social, cultural, sports, entertainment and religious events.
- i. To appoint and remove any employee from the service of the Porishod through a selection committee as nominated by the EC and determine their salary etc.
- j. To arrange collection of monthly subscriptions from the lessees/transferees of plot and tenants of the DOHS for payment of salaries to the security guards, office staffs and meeting other expenditures.
- k. To suspend the membership of the Porishod for a reasonable time if any member fails to pay the subscription of the Porishod and the taxes of the Cantonment Board for three months and one year respectively.
- l. To arrange payment of bills etc, related to the establishments under the Porishod to PDB/WASA/Electric Supply Authority etc., and other agencies.
- m. To look after the matters of welfare of the Members of the Porishod including handling the matter with Cantonment authorities and other agencies.
- n. To implement the decisions of the Porishod taken in the General Meeting.

CONSTITUTION OF THE DOHS PORISHOD

- o. To look after the law and order situation within the DOHS area.
- p. To take appropriate measures for safety and security of persons and property of the DOHS.
- q. To draw security plan for the DOHS area and revise it from time to time if necessary and implement the scheme.
- r. To take appropriate measures to maintain traffic discipline within the DOHS area.
- s. To co-ordinate the activities of sub-committees.
- t. To take responsibility of office functions.
- u. To maintain necessary records in the office viz: (i) names of the lessees/transferees of plot, (ii) names of the tenants and their contact numbers as far as possible, (iii) list of vehicles of all residents of the DOHS.
- v. To look after the discipline of all types of employees of the Porishod.
- w. To put into effect the service law and the by-laws from time to time for the management, administration, election and for such other purposes as may be conducive.
- x. To take prior permission/clearance from the DOHS Central Committee in the case of development work that may affect the master plan or approved layout of the concerned DOHS.
- y. To collect dues and subscriptions from the Members as may be approved by the General Body.
- z. To suspend or cancel the Associate or Foster Membership in the case of violation of any norms or bye laws.
- aa. To supervise the constructions of the buildings, structures, perimeter walls etc., within the respective DOHS and report the violation, if any, to the DOHS Central Committee or Cantonment Board.

24. Sub-Committees.- (1) To ensure the maximum participation of the Regular, Honorary, Associate and Foster Members in the DOHS activities and also to ensure the transparency and accountability, the use of sub-committees constituted by the elected and non-elected members should be a common practice. The EC may, therefore, constitute any number of sub-committees as required from time to time.

- (2) The sub-committees may be as follows:
 - (a) Alternative Dispute Resolution (ADR) sub-committee,
 - (b) Mosque sub-committee,
 - (c) Sports and Cultural sub-committee,
 - (d) Environment and Climatic Parity sub-committee,
 - (e) Purchase sub-committee,
 - (f) Project sub-committee, or
 - (g) Any other sub-committee for any special purpose.
- (3) The head of the sub-committees shall be addressed as 'Convener'.
- (4) In addition to the Convener each sub-committee shall have one member secretary and other 3 or 5 members. Members and member secretary of the sub-committees may be co-opted from the non-elected Regular and Honorary Members.
- (5) For each sub-committee one elected member of EC shall be included in any capacity.
- (6) The terms of references of the sub-committees shall be formulated by the EC.

CONSTITUTION OF THE DOHS PORISHOD

25. Service of members of the committees to be honorary.- (1) The services of all the Members of EC and sub-committees shall be honorary.

(2) However, a courtesy-cost may be provided once in a month to the attending EC members for EC monthly meeting. The amount of such courtesy-cost shall be decided each year by the General Body basing on the fund position of the concerned Porishod.

26. Vacancy in a position of office bearer and General Member of EC.-

(1) **Resignation from a position.-**

(a) If an office bearer or a General Member of the EC wishes to resign from his/her position he/she shall submit before the President of the EC in writing in this regard and if the resignation is accepted by the EC then that post shall be considered vacant from the day of such acceptance.

(b) The President of the EC may resign from his/her office by writing under his/her hand to the DOHS Central Committee. The post of the President shall be considered vacant once the resignation is accepted by the DOHS Central Committee.

(c) The Chairman of the DOHS Central Committee may ask any office bearer or a General Member of EC to resign his/her portfolio/membership, with or without assigning any reason.

(d) All such resignations shall be brought to the notice of the General Body through the AGM/EOGM/GM/EGM for records.

(2) **Other causes.-**

(a) If any office bearer or General Member of the EC fails to attend monthly/regular EC meeting for 4 (four) consecutive months without duly notifying (in writing) the reason(s) of absence to the President/Secretary of the EC, then his/her position in the EC shall automatically be deemed to be vacant as if he/she has resigned.

(b) If, after the election, any of the reasons, for which a particular member does not qualify to be a candidate in the election, occurs in the case of any person so elected, then his/her position in the EC shall automatically be deemed to be vacant as if he/she has resigned.

(c) If any office bearer or General Member of the EC, for any reason whatsoever, ceases to be a Regular Member of the Porishod, then his/her position in the EC shall automatically be deemed to be vacant as if he/she has resigned.

(d) If any office bearer or General Member of the EC dies then his/her position in the EC shall be vacant.

(3) **Validity of decisions in spite of vacancy.-** No decision of the EC shall be invalid on account of vacancy in a position of office bearer or General Member of the EC.

27. Filling in vacancies.- (1) While a vacancy occurs in the office of the President of the EC and the time of the next election is more than a gap of one year, an election to the post of the President may be arranged immediately by the Area Commander with the approval of the Chairman, DOHS Central Committee. The newly elected President shall serve up to the next EC election.

(2) While a vacancy occurs in the office the President and the time of next election is less than a gap of one year, the Senior Vice-President shall discharge the functions of the President in addition to his/her own duties until the next EC election.

(3) If the vacancy occurs in the office of the Senior Vice-President, Vice-President, the Secretary or the Treasurer, then it shall be filled in by an elected General Members of the EC who shall be selected by the EC and then he/she shall serve up to the next EC election.

CONSTITUTION OF THE DOHS PORISHOD

- (4) A vacancy in other portfolios or General Members may be filled in by co-opting a member from the Regular Members by the EC. Provided he/she is eligible and not disqualified to be a candidate according to articles 30 and 31 of this Constitution.
- (5) If any person, who has been co-opted as mentioned in clause (4), is unwilling to accept the post or refuses to carry on his/her duty, the EC may drop him/her and co-opt another in the similar way.
- (6) The EC may 'co-opt' members of sub-committees from the Regular or Honorary Members of the Porishod as and when required.

CHAPTER 6 ELECTION OF EXECUTIVE COMMITTEE

28. Election of Executive Committee.- (1) The election of the EC shall be held every two years on a convenient day in January or February of the election year.

(2) The election of the EC shall be conducted in the manner set forth by and under the arrangement of the Election Commission constituted under the provision of this Constitution.

(3) The office bearers and the General Members of the EC shall be elected by the direct vote of the Regular Members of the Porishod.

(4) The election for the posts of the EC shall be held individually. Each candidate is to be proposed and seconded by another voting member in writing.

(5) All the expenditures related to the election shall be borne by the respective Porishod.

29. Eligibility of members to be voter in EC election. (1) Subject to the age limit mentioned in clause (2) of this article all Regular Members of the respective Porishod shall have the right to cast votes in EC election.

(2) A Regular Member must attain minimum 18 (eighteen) years of age to be a voter.

(3) An individual having the Regular Membership in more than one Porishod shall have the right to cast his/her vote in EC election of all such Porishod.

30. Eligibility of members to be candidate in EC election. (1) Subject to the limitations mentioned in this article the Regular Members of the respective Porishod shall have the right to be a candidate for the posts of EC.

(2) A Regular Member must attain minimum 25 (twenty five) years of age for the candidature in the EC election.

(3) A person, who becomes a Regular Member under article 7 clause (1) sub-clause (a) sub-sub-clause (ii) of this Constitution, shall be eligible to be a candidate in EC election after 5 (five) years of grant of his/her Regular Membership. However, no such limitation shall be applicable in the case of an officer of the defence services (serving or retired).

(4) An individual having Regular Membership in more than one Porishod shall be eligible to seek nomination only in one Porishod at a time.

31. Disqualification of members to be candidate in EC election. (1) A Regular Member declared lunatic, by any competent medical board composed of medical officers of any CMH or a medical body referred by the DOHS Central Committee, shall be disqualified to contest in the EC election.

CONSTITUTION OF THE DOHS PORISHOD

- (2) A Regular Member who is a defaulter of Porishod dues for three months or more and Cantonment Board taxes for one year or more shall be disqualified for the candidature in the EC election.
- (3) Any person, who is having a partnership in, or employed in or serving in any capacity in any company or firm or other business organization which is involved in or associated with any kind of business with or in a DOHS, shall be disqualified for the candidature for any post of the EC of the respective DOHS.
- (4) A Regular Member proved to be involved in financial corruption or moral turpitude cases like murder, rape, forgery, defrauding or cheating etc., shall be disqualified for the candidature in the EC election.
- (5) An office bearer or a member of EC shall be disqualified for candidature in EC election if an action is taken against him/her by the DOHS Central Committee upon the report of any audit committee for gross violation of any financial norm or involvement in corruption.
- (6) An elected office bearer or a member, who resigns from his/her position, shall be disqualified for contesting for next 2 (two) consecutive EC elections unless permitted by the General Body and duly approved by the DOHS Central Committee.
- (7) An office bearer whose tenure of office expires in the year in which the election is being held shall be disqualified to be a candidate in that EC election if he/she has held the post of such or any other office bearer for 2 (two) consecutive terms.
- (8) A General Member, whose tenure of office expires in the year in which the election is being held, shall be disqualified to be a candidate in that EC election if he/she has held such post for 3 (three) consecutive terms.
- (9) However, during election procedure of EC, if, after the scrutiny of the nomination papers by the Election Commission, it is found that no nomination is submitted against one or more particular post/s of EC, then the limitations mentioned in the clauses (7) and (8) above shall be relaxed with the prior approval of the Chairman, DOHS Central Committee.

32. Composition of Election Commission.- (1) The Election Commission shall be composed of:

- (a) Chief Election Commissioner (CEC) - Local Station Commander or a serving officer not below the rank of Brigadier General or equivalent as may be decided by the concerned Area Commander.
 - (b) Commissioners - see clause (2) below.
 - (c) Member Secretary - Respective Cantonment Executive Officer.
- (2) The number of Commissioners shall be 3, 2 and 1 for category A, B and C Porishod respectively.
 - (3) In the case of category A and B Porishod one of the Commissioners shall be nominated by the Area Commander and another Commissioner shall be nominated by the DG, DMLC. In the case of category C Porishod one Commissioner shall be nominated by the Area Commander. The remaining Commissioner/s shall be selected from the voting members of the concerned Porishod. But no incumbent office bearer or member of the EC or a candidate contesting in the election shall be selected as a Commissioner.
 - (4) The service of the members of the Election Commission shall be honorary. However, their meal, conveyance or other incidental expenses shall be catered by the respective Porishod.

33. Power of Election Commission.-(1) The Election Commission shall have the full power to conduct the election in a peaceful manner and in doing so may issue necessary instructions.

- (2) On a matter of dispute, a candidate may appeal to the Chief Election Commissioner. The appeal shall be disposed of by the Chief Election Commissioner in consultation with all the members of the Commission.

CONSTITUTION OF THE DOHS PORISHOD

(3) All the decisions of the Election Commission in respect of any dispute arising out of the election shall be final unless otherwise reviewed by the DOHS Central Committee.

(5) The Election Commission shall promulgate the election procedures as per this Constitution.

(6) To ensure the continuity of the working condition and efficiency of the Porishod, the Election Commission shall conduct the election of the EC in time after inviting applications from the proposed candidates for the posts of office bearers and members of the EC.

34. Formation of Election Commission.- (1) Three months before the expiry of its tenure, but not later than 30 November prior to the election year, the EC shall inform the DOHS Central Committee in writing, about the termination of its tenure and shall request to constitute an Election Commission.

(2) The DOHS Central Committee shall then issue necessary instructions to the respective Area Commander to constitute the Election Commission and accordingly the Area Commander shall form the Election Commission within 31 December before the election year and the formation of the Election Commission shall immediately be brought to the notice of the DOHS Central Committee in writing.

(3) The incumbent EC shall then circulate the names of the members of the Election Commission to all the Regular Members at least 40 (forty) days prior to the election.

(4) Once the Election Commission is constituted, it may be altered with the approval of the DOHS Central Committee. If after its constitution any post falls vacant for any reason beyond the control of the constituting authority, it may be filled in as per the vacant post by the respective Area Commander.

(5) The Election Commission shall be constituted for conducting a particular election only. Once the election is over, the Commission shall cease to exist after 10 working days from the date of declaration of the election result officially.

35. Procedure for conducting election.- (1) After the Election Commission is constituted it shall then declare the election schedule. The declaration shall be made at least two months before the expiry of the term of the existing EC.

(2) The election of the office bearers and the General Members of the EC shall be held by secret ballot on a date fixed by the Election Commission as per the procedures laid down below:

(a) **Submission of nomination.** A Regular Member eligible for candidature in the election for the EC may submit his/her nomination as per the guidelines mentioned below:

(i) A candidate may seek nomination for only one post in the EC.

(ii) A Regular Member willing to contest for any post in the EC has to clear all dues of the Porishod and Cantonment Board before submitting the nomination paper and attach a certificate prescribed in this regard.

(iii) All nominations shall be submitted in the prescribed nomination paper issued by the Election Commission duly signed by the candidate himself/herself, and by his/her proposer and seconder, who shall also be Regular Members of the Porishod.

(iv) The nomination paper duly completed by the candidate seeking election shall be submitted to the Election Commission at a designated time and place set by the Election Commission.

(v) In case of non-compliance of any of the provisions mentioned in sub-sub-clauses (i) to (iv) above, then the nomination form may be considered for rejection by the Election Commission.

(vi) The last date of submission of nomination shall, at least, be 30 days prior to the actual date of election.

CONSTITUTION OF THE DOHS PORISHOD

(b) Scrutiny of nomination paper and disposal of objection etc.-

(i) On receipt of the nomination papers the Election Commission shall scrutinize the same and prepare a valid list of candidates within 72 (seventy two) hours of the last time of submission of nomination paper showing the position against which the nomination was submitted and display the same in the Notice Board and DOHS website.

(ii) The Election Commission shall circulate the names of the eligible candidates to the voters at least 21 (twenty one) days prior to the election by circulating notice in the conspicuous places of Station Headquarters, Cantonment Boards, Porishod Office and MEO's Office. Further measures in this respect shall, if needed, be decided by the Chief Election Commissioner.

(iii) If any objection is raised by any person or any allegation is submitted before the Election Commission in respect of eligibility of any particular candidate, then the Commission must receive/collect sufficient documentary evidence in order to satisfy itself to reach at a decision and provide justification in support of their decision. The Election Commission may seek the support from the DOHS Central Committee for official process that may be required to ascertain the genuineness of such objection or allegation.

(iv) The decision of the Election Commission, accepting or rejecting the objection or allegations, as the case may be, in this regard shall be final.

(c) Canvassing.-

(i) All candidates shall abide by the instructions related to canvassing as may be circulated by the Election Commission in this regard.

(ii) No candidate shall host any party or arrange any get-together or he/she be hosted by any Regular Member in any party or dinner or get-together or in any other form of canvassing for the election.

(d) Balloting.-

(i) The Election Commission shall issue ballot papers in the election booth ascertaining the identity and eligibility of the voters from the voter list issued earlier.

(ii) The balloting shall be conducted as per the instructions issued by the Election Commission in this respect.

(e) Distance balloting.- The distance voting system may be allowed in the DOHS located outside Dhaka and its periphery.

(f) Counting of votes.- After the expiry of voting time counting of votes shall commence in the presence of the candidates or their selected representatives and shall continue until all votes are counted and the results are compiled and signed by all the members of the Election Commission.

(g) Declaration of result.-

(i) The result of the election shall be declared within 24 hours of the last time of casting of votes.

(ii) The names of the newly elected office bearers and members against each position shall be displayed in the Porishod Notice Board immediately after the declaration of the result.

(iii) The Election Commission shall then submit a report concerning election results to the DOHS Central Committee.

36. Assumption of office of EC.- (1) The proper handing-taking shall be carried out between the incoming and outgoing EC of the Porishod within the last day of February of the election year.

CONSTITUTION OF THE DOHS PORISHOD

(2) Newly elected office bearers and members of EC shall assume office on the first day of March immediately following the election and shall serve for the term of office or until successors have been duly elected.

CHAPTER 7

DUTIES AND RESPONSIBILITIES OF OFFICE BEARERS AND GENERAL MEMBERS OF EC

37. Duties and responsibilities of President. The duties and responsibilities of the President shall be as follows:

- (a) The President shall be the operational head of the Porishod who shall run the Porishod activities within the limits provided in this Constitution and with due regards to the civic and democratic norms of the society rather than being authoritative.
- (b) He/she shall ensure the attainment of the aims and objectives of the Porishod as laid down in this Constitution.
- (c) He/she shall supervise the activities of the Porishod in co-operation with the concerned office bearers and members of the EC.
- (d) He/she shall over-see the activities of Member Security and Member Administration.
- (e) He/she shall keep close liaison with the Secretary and Treasurer.
- (f) He/she shall convene the General and any other meeting of the Porishod and of the EC and fix the agenda and date of such meetings as provided in this Constitution.
- (g) He/she shall preside over all the Meeting of the Porishod and the EC.
- (h) He/she shall have a casting vote in the case of a tie in any meeting/decision.
- (i) He/she shall authenticate the minutes of the Meetings by putting his/her signature and then distribute it to the Members.
- (j) He/she shall sanction the expenditures of the Porishod as per the directives of the Constitution.
- (k) He/she shall ensure the expenses of the Porishod as provided in this Constitution in attainment of the objectives of the Porishod and shall exercise judiciousness in regard to such expenditure.
- (l) He/she shall remain responsible for all activities of the EC.
- (m) He/she shall refer all the matters which are beyond the purview of the EC to the DOHS Central Committee.

38. Duties and responsibilities of Senior Vice-President. The duties and responsibilities of the Vice-President shall be as follows:

- (a) He/she shall perform the responsibilities of the President in his/her absence.
- (b) He/she shall perform all such duties as laid down for the President in his/her absence as the acting President including sanctioning of the expenditures.
- (b) Generally he/she shall assist the President on matters related to coordination with the DOHS Central Committee or as may be decided by the EC.

39. Duties and responsibilities of Vice-President. The duties and responsibilities of the Vice-President shall be as follows:

CONSTITUTION OF THE DOHS PORISHOD

- (a)
- (a) If both the President and the Senior Vice-President are absent due to any reason then the Vice President or in his/her absence a senior General Member, selected unanimously by the office bearers and other General Members present, shall preside over the EC meeting.
- (b) In addition, the Vice President shall act as convener of the Alternative Dispute Resolution (ADR) sub-committee.

40. Duties and responsibilities of Secretary.- The duties and responsibilities of the Secretary shall be as follows:

- (a) He/she shall ensure implementation of the policy decisions of the Porishod.
- (b) He/she shall exercise general supervision of the activities of all the office bearers and members of the EC.
- (c) He/she shall be responsible for notifying the members of the Porishod of the date and time of meetings, preparation of agenda for the meetings, issue of circulars etc, in consultation with the President.
- (d) He/she shall authenticate recording of the proceedings of the meetings as produced by the Joint Secretary.
- (e) He/she shall ensure maintenance of such registers/documents/records including the Register of the Members as are necessary for proper functioning of the Porishod.
- (f) He/she shall appoint and remove any person from the service of the Porishod including security guards and master roll employees as per the decision of the EC.
- (g) He/she shall receive and issue letters on behalf of the EC, if not otherwise delegated by the EC.

41. Duties and responsibilities of Joint Secretary.- The duties and responsibilities of the Joint Secretary shall be as follows:

- (a) He/she shall assist the Secretary in all respect and shall act as Secretary in absence of the Secretary.
- (b) He/she shall be responsible for recording of the proceedings of the meetings in the minute book maintained for that purpose.

42. Duties and responsibilities of Treasurer.- The duties and responsibilities of the Treasurer shall be as follows:

- (a) He/she is responsible for all financial transaction of the Porishod.
- (b) He/she is responsible for custody and maintenance of all auditable documents including books of accounts, ledgers and registers etc.
- (c) He/she shall ensure that all auditable documents, books of accounts and registers are kept up to date and statements of income and expenditures are recorded by the Accounts Executive/Accountants.
- (d) He/she shall ensure that all the expenditures are duly authorized by the President and the Secretary.
- (e) He/she shall ensure that all income/receipts are deposited in the Bank on the next banking day.

CONSTITUTION OF THE DOHS PORISHOD

(f) He/she shall maintain one or more savings/fixed account of the Porishod, as may be required, with any scheduled Bank of Bangladesh as decided by the EC.

43. Duties and responsibilities of Joint-Treasurer.- Where applicable the Joint Treasurer shall assist the Treasurer on matters related to duties and responsibilities of the Treasurer as may be assigned by the EC.

44. Duties and responsibilities of Member Security.- The duties and responsibilities of the Member Security shall be as follows:

- (a) He/she shall make proper security plan for the security of the DOHS in consultation with Secretary/President or the EC.
- (b) He/she shall maintain a register of the security guards and record their performance and conduct.
- (c) He/she shall maintain a duty roster register and oversee it and take such actions including maintenance of discipline as necessary for the security of the DOHS.
- (d) He/she is also responsible for primary security of the area.

45. Duties and responsibilities of Member Administration.- The duties and responsibilities of the Member Administration shall be as follows:

- (a) He/she shall be responsible for general administration of the DOHS area and all the employees (except security guards).
- (b) He/she shall look into, manage and solve all the civic problems such as roads, electricity, WASA, garbage disposal, area beatification etc.

46. Duties and responsibilities of General Members of EC.- The duties and responsibilities of the General Members shall be as follows:

- (a) They shall remain present in the EC meetings and participate actively in the discussion of the meetings;
- (b) They shall give opinions in the process of forming decisions in the EC and any other meetings and actions they are attending.
- (c) They shall perform other duties as imposed upon them by the EC.

47. Duties and responsibilities of Convener, Sub-committee.- The duties and responsibilities of the Convener, Sub-committee shall be as follows:

- (a) He/she shall preside over all the Sub-committee meeting. In his/her absence, the convener may nominate any member of that committee to preside over the meeting.
- (b) He/she shall ensure maintenance of the minutes of the meeting along with decision in the register regularly.
- (c) He/she shall function within the purview of the terms of references given by the Constitution, General Body and the EC.

48. Duties and responsibilities of Member Secretary, Sub-committee.- The duties and responsibilities of the Member Secretary, Sub-committee shall be as follows:

- (a) He/she shall fix the date and timing of the meeting in consultation with the Convener.

CONSTITUTION OF THE DOHS PORISHOD

- (b) He/she shall help the convener in preparing the minutes of the meetings.
- (c) He shall sign letters on behalf of the Sub-committee, if needed be.

CHAPTER 8 MEETINGS

49. Quorum.- (1) Initially the presence of at least 10% of the Regular Members of the General Body shall form a quorum of AGM.

(2) In the case of short fall, an interval of one hour (60 minutes) shall be allowed by deferring the Meeting to fulfill the quorum. If the quorum does NOT fulfill the minimum required number of members, then the meeting shall be continued with available number of members. In this case, minimum 50% of the EC members must be present or else a fresh date shall be announced for the AGM.

(3) The procedure applicable for AGM to form a quorum shall also be followed in EOGM.

(4) The presence of one third of the total members of the EC shall make a quorum for any EC Meeting.

(5) In the case of sub-committees, presence of three members and their majority decision shall hold good.

50. Annual General Meetings (AGM).- (1) The General Body of the Porishod is the main organ of the Porishod which shall meet in the Annual General Meetings (AGM) once in a year in the month of November.

(2) All Regular Members shall have the right to attend the Annual General Meeting of the Porishod.

(3) An AGM shall have the power to approve and disapprove any decision/actions of the EC or of any office bearer or member and can suggest making or amending any instruction of the Porishod, bye-laws with the approval of the DOHS Central Committee.

(4) All the resolutions adopted in any Annual General Meeting shall be by a simple majority

51. Schedule of Annual General Meetings.- The following procedure shall be observed for conducting the Annual General Meeting:

(a) The notice for the time, date and place of the meeting shall be issued by the Secretary in consultation with the President at least 30 days before the actual meeting.

(b) If any member wants to raise/make any proposal/point in the General Meeting, he/she must send it to Secretary at least 14 days before the meeting.

(c) The Annual General Meeting of the Porishod shall transact the following business:

(i) Consider the annual report of the Porishod.

(ii) Discuss and adopt the budget estimate for the year.

(iii) Consider and authenticate the audited Accounts of the Porishod.

(iv) Appoint auditors and fix their remuneration.

(v) Discuss and adopt other resolutions.

(vi) Consider any matter or any point raised by any member of the Porishod.

(vii) Any other business on the agenda allowed by the General Body.

52. Agenda for Annual General Meetings.- (1) The agenda of an AGM shall be circulated by the Secretary at least 14 (Fourteen) days in advance of the AGM.

(2) In preparing the agenda for the AGM the EC shall have the following rights.

CONSTITUTION OF THE DOHS PORISHOD

- (a) To determine the order of the business.
 - (b) To coordinate into one or more resolutions and all resolutions covering the same subject wholly or in part.
 - (c) To reject any proposal or point of order which are inconsistent or inappropriate with the aim and objectives of the Porishod.
 - (d) To frame and introduce any resolution which may be deemed necessary for consideration of the General Body.
- (3) All resolutions shall be adopted by a simple majority of the members present in the AGM. No business shall be transacted at any AGM unless a quorum is present or as mentioned in article 49 above.

53. Extra Ordinary General Meeting (EOGM). (1) The EC, whenever considers necessary and expedient, shall convene an Extra Ordinary General Meeting (EOGM).

(2) Such meeting shall be notified and conducted in the same manner as the AGM except that the minimum period of notice shall be 21 (twenty one) days and no other business other than that specified in the notice convening the EOGM shall be transacted.

(3) Generally an EOGM may be convened in the following circumstances:

- (a) When the amendment of the Constitution is in question.
- (b) When a 'no confidence motion' is raised against the EC or to any one of the core appointment of the EC.
- (c) On demand of minimum 100, 50 and 15 Regular Members for Category A, B and C Porishod respectively.

(4) The EC shall, upon a requisition having been so made in writing stating the purpose of the meeting, convene an EOGM.

(5) If the EC do not proceed within 20 (twenty) days from the date of the requisition being so deposited to cause a meeting to be called, the members making the requisition or a majority of them may themselves call the meeting in the same manner as nearly as the meeting would have been called by the EC.

(6) Quorum and decision making process of EOGM shall be as under:

- (a) The formation of quorum for the EOGM shall be same as AGM and all resolution adopted in such General Meetings shall be by a simple majority.
- (b) The EOGM requisitioned for the purpose of moving 'no confidence' motion shall require at least a quorum, 1/10 (one tenth) in the case of category A and B Porishod and at least 1/5 (one fifth) in the case of Category C Porishod of the Regular Members and the motion for 'no confidence' be adopted by $\frac{3}{4}$ (three-fourth) of the members present in the meeting.
- (c) If within 60 (sixty) minutes from the time appointed for an EOGM, a quorum is not present, the meeting if called upon on the requisition of members shall be dissolved once for all.
- (d) In any other case, it shall stand adjourned to the same day, time and place in the next week and any number of members present and eligible for vote in the meeting shall form the quorum.

54. Emergency General Meeting (EGM). (1) The EC while dealing with important matters requiring immediate approval of the General Body may convene an Emergency General Meeting.

(2) Such meeting shall be notified and conducted in the same manner as the AGM except that minimum period of notice shall be 07 (seven) days and no other business shall be transacted other than that specified in the notice convening the meeting.

CONSTITUTION OF THE DOHS PORISHOD

55. General Meeting (GM).- The EC may call for a General Meeting as and when required and as or demanded by the General Body. Notice for such meeting shall be circulated before 30 day. Agenda shall be promulgated before 14 days of the meeting. Other formalities of the General Meetings shall be as AGM. GM should be held only on the sanctioned agendas of previous months and coming months forecasted expenditures.

56. Presiding over General Meetings.-

In all above mentioned General Meetings (AGM, EOGM EGM or GM) the President or in his/her absence the Senior Vice-President shall preside over the meeting. And if the President and the Senior Vice President both are absent or otherwise unable to preside over the meeting then the Vice President, and in his/her absence a General Member of the EC, selected unanimously by the office bearers and other General Members present shall preside over the meeting.

57. Voting/polling procedure in General Meeting.- (1) If in any General Meeting a resolution is put to the vote it shall be decided by show of hands unless a poll is demanded by the President or by at least five other members of the EC present in the meeting.

(2) The President shall declare that the resolution by a show of hands has been carried out unanimously or by a particular majority. An entry to that effect recoded in the book of proceedings of the Porishod shall be a conclusive evidence of the fact without proof of the member or proportion of the vote recorded in favor of or against the resolution.

(3) If the poll is duly demanded in any General Meeting, the poll shall be taken in such manner as the President directs and the result of the poll shall be deemed to be the resolution of the meeting for which the poll was demanded.

(4) In the case of equality of votes by show of hands, the President of the meeting shall be entitled to a second or casting vote. But in the case of poll, the President presiding over the meeting shall not have any casting vote.

CHAPTER 9

FUNDS AND ACCOUNTS

58. Funds and properties vest in Porishod.- (1) All funds and properties of the Porishod shall vest in the Porishod as trustee to carry out the aims and objectives of the Porishod.

(2) The funds and accounts of the Porishod shall be maintained as per procedures laid down and any other instruction of the EC issued from time to time for ensuring accountability and transparency in the financial operation.

59. Operation of Funds.- All funds shall be maintained in a schedule/nationalized Bank in the savings/current accounts opened in the name of the Porishod as decided by the EC and shall be operated by any two the following office bearers.

- a. President (in the absence of President, Senior Vice-President).
- b. Secretary (in the absence of Secretary, Joint Secretary).
- c. Treasurer (in the absence of Treasure, Secretary or where there is a Joint Treasurer then Joint Treasurer).

60. Funding.- The sources of income of the Porishod shall be :

CONSTITUTION OF THE DOHS PORISHOD

- (a) Donations by the services Headquarters and other organization/individuals (subject to the approval of the EC).
- (b) Monthly subscription from the residents for engagement of security guards, office staff etc. (rate of subscription per premise or flat to be decided from time to time in a General Meeting).
- (c) Miscellaneous subscriptions from the members for gettogether etc.
- (d) Any other source (subject to the approval of the EC).

61. Expenditure.- The funds for the Porishod shall be spent for the following purposes:

- (a) **Recurring.**
 - (i) Payment of salaries of the office employees of the Porishod and security guards.
 - (ii) Purchase of stores and equipments.
- (b) **Non- Recurring:**
 - (i) Maintenance and upkeep of the office, mosque, parks, facilities including furniture, building etc maintained by the Porishod.
 - (ii) Get together on different occasions.
 - (iii) Cultural and literary activities.
 - (iv) Games and sports and other recreational events organized on any occasion.

62. Mode of sanctioning of expenditure.- (1) All proposals for expenditure and appropriations of the funds of the Porishod shall be discussed in the General Meeting and to be approved/rejected by the majority of the votes.

- (2) Each case of withdrawal of money from the bank is to be supported by the requisition and sanctioned by the President/Senior Vice-President of the EC.
- (3) Day to day expenses may be incurred from cash in hand by the President or Senior Vice-President or Secretary of the Porishod which shall be topped up with proper expense proceeding in the form of regular expense procedure.
- (4) No expenditure shall be split for the purpose of accommodating within the financial power mentioned in article 63 without the approval of a General Meeting.
- (5) There shall not be any limit for expenses by the EC once the expenditure is sanctioned or approved by the General Body through AGM, EOGM, EGM or GM.

63. Financial power of Porishod and others.- (1) The Porishod is authorized with the following financial limit to meet unforeseen emergency expenditure which shall be placed in the General Meeting of the respective Porishod for approval:

- (a) EC of category A Porishod up to - Taka 15,00,000/- (fifteen lacs).
- (b) EC of category B Porishod up to - Taka 10,00,000/- (ten lacs).
- (c) EC of category C Porishod up to - Taka 5,00,000.00 (five lacs).

(2) In addition the following office bearers are authorized with the financial limit mentioned below to meet unforeseen emergency expenditure which shall be placed and passed in the EC within 45 days of the expense made:

- (a) President of Category A Porishod up to - Taka 3,00,000.00 (three lacs).
- (b) President of Category B Porishod up to - Taka 2,00,000.00 (two lac).
- (c) President of Category C Porishod up to - Taka 1,00,000.00 (one lac).

CONSTITUTION OF THE DOHS PORISHOD

- (d) Secretary of all Porishod up to - Taka 15,000.00 (fifteen Thousand).
- (3) To meet any unforeseen expenditure the Treasurer shall normally hold a cash amount not exceeding Taka 100,000.00 (one lac) at any time, except the daily collection which shall be deposited in the bank on the next banking day.
- (4) The Secretary may use a discretionary power to meet emergency expenses in the absence of President or Senior Vice-President amounting Taka 15,000.00 (fifteen thousand) only which shall be placed before the EC for post facto sanction.

64. Accounting.- The procedure of accounting shall be as follows :

- (a) All expenses/receipts are to be supported by a proper voucher duly signed by the person incurring the expenditure and countersigned by the competent authorities (Secretary of the EC, in the case Secretary spends, President of the EC shall countersign).
- (b) All expenditure/receipts are to be entered in the cash book and duly recorded in the receipt /expenditure side of the cash book.
- (c) Bank account shall be recorded monthly.
- (d) All collections on account of subscriptions of security etc are to be deposited with the Treasurer daily and entered into a separate cash book maintained for that purpose.
- (e) All the receipt books should be numbered serially and signed by the Secretary before bringing into use.

65. Audit.- (1) The funds of the Porishod including all auditable documents of accounts etc. shall be examined and ascertained primarily by an Audit Committee, to be nominated from the Regular Members of the Porishod in the General Meeting.

- (2) The Audit Committee shall consist of a president and at least two members. A member of the EC shall not be eligible for nomination as a member of the Audit Committee during his/her tenure of office or as such.
- (3) The Audit Committee shall submit their report six monthly to the EC President who shall in turn place it before the EC.
- (4) An External Audit Committee shall also to be nominated by taking members from different Porishod. The External Audit Committee shall have one president and two members nominated by the General Body. The External Audit Committee shall annually examine the accounts and present its reports to General Body at the AGM.

66. Audit Committee's right of access.- (1) Both the Audit Committees shall have the right of access to the books and accounts of the Porishod and be entitled to inquire from the EC information as may be necessary for audit purpose.

- (2) The Audit Committees shall immediately bring to the notice of the President of the EC of any irregularity, who, shall after necessary investigation put up his/her recommendations before the General Body for decision.
- (3) The reports of the Audit Committee when approved in the General Meeting shall be conclusive except as regards to any error discovered within three months after the approval.

67. Exemption from external audit.- Porishod account is not subject to any kind of audit except by an Audit Committee provided under this Constitution.

CONSTITUTION OF THE DOHS PORISHOD

68. Maintenance of documents etc.- The following books of accounts/register are to be maintained by the concerned office bearers of the EC:

- a. Cash Book.
- b. Minute Book.
- c. Registers of donations and subscriptions.
- d. Receipt Books for donation and subscription etc.
- e. Registers of properties (movable or immovable).
- f. Attendance Register of security guards and others employers of the Porishod.
- g. Salary Disbursement Registers.
- h. Community Centre Reservation Book (where applicable)
- i. Register of Members.
- j. Alternative Dispute Resolution (ADR) Book.
- k. Formal complain book.

CHAPTER 10 MISCELLANEOUS

69. Resolution of disputes.- (1) Disputes on any matter among the members shall be placed before the EC for peaceful settlement or reconciliation of the same.

(2) When the residents get involved in disputes with other persons and the EC feels that the matter should be taken up by them, then it shall also be placed before the EC for peaceful settlement or reconciliation of the same.

(3) The EC shall handle the disputes primarily with its Alternative Dispute Resolution (ADR) sub-committee in the process of peaceful settlement.

(4) The EC may refer the case to the DOHS Central Committee for necessary guidance or decision. The decision of the DOHS Central Committee shall be final and binding upon the parties.

70. Registration of Porishod.- Since the DOHS is under the administrative jurisdiction of the Ministry of Defence and the Porishod is a welfare oriented organization exclusively for the residents of DOHS and is a self-governing and self-accounting organization, its registration under "The Societies Registration Act, 1860" or "The Voluntary Social Welfare Agencies Registration and Control Ordinance, 1961" is not applicable.

71. Bye laws.- (1) Bye laws may be framed, in the form of standing order procedure or policy or instructions etc., elaborating the powers, duties and responsibilities of different appointment holders, method of implementation of audit and account procedures, security plans, election related matters and other aspects not available in this Constitution.

(2) Such bye laws shall be framed by the special committees formed by the EC and passed by the majority votes in General Body and to be approved by the DOHS Central Committee.

(3) Bye laws and orders shall be in conformity with this Constitution. If it contradicts with the Constitution, then the Constitution shall prevail.

CONSTITUTION OF THE DOHS PORISHOD

72. Amendment of the Constitution.- (1) Amendment of the Constitution of the Porishod shall be made only in the Extra-Ordinary General Meeting of the Porishod; provided that no amendment shall be made under this article in respect of:

- (a) any provision of Chapter 4 of this Constitution, or,
- (b) any power conferred upon the DOHS Central Committee or its Chairman by this Constitution.

(2) Proposals for such amendments may be initiated by any member addressed to the Secretary, which shall be circulated by him to all the Regular Members of the Porishod at least 45 days in advance of the scheduled date of the meeting.

(3) Any such amendment shall be deemed to have been passed if 2/3 (two third) of the total Regular Members present cast their votes in favour of such amendment.

(4) After the decision of the EOGM it shall be sent to the DOHS Central Committee who shall forward the proposed amendment to all other Porishod for their opinion.

(5) The proposal so sent shall be placed in EOGM of such other Porishod. The results shall then be sent to the DOHS Central Committee.

(6) If the results received from the majority or half of the Porishod is in favor of the amendment then it shall be approved by the DOHS Central Committee for inclusion in the Constitution.

(7) If at any time, it deems to the DOHS Central Committee that an amendment should be brought in the Constitution, the proposal shall be forwarded to all Porishod for placing that in EOGM in the manner mentioned above. The results shall then be received by the DOHS Central Committee and subsequent action shall be done in accordance with clause (6) above.

73. Proceedings and their evidentiary value.- All minutes, proceedings, decisions, resolution of the General Meetings, the EC meetings and the meetings of the committees and the sub-committees signed by the Porishod Secretary/Joint Secretary or the secretary of any such meetings and countersigned by the President of the EC or the member or office bearer presiding over such meetings shall be valid and accepted as evidence of all the matters stated therein. Office copy of the minute shall be signed by all the EC members present in meeting of the EC.

74. Interpretations.- (1) In this Constitution except where the subject or context otherwise requires:

- a. **“Alternative Dispute Resolution”** (ADR) means a procedure to resolve dispute among the members within the capacity of various committees of the Porishod and higher committees without referring the matter for a formal litigation.
- b. **“Audit Committee”** means the committee nominated by the General Body to audit the accounts of the Porishod.
- c. **“Children”** means the actual and legitimate children. In the absence of the actual child legally adopted child, provided the adoption is done in accordance with the respective personal law applicable for the lessee, but shall not include wards.
- d. **“Convener”** means a member who is bestowed with certain specific responsibility and heads a sub-committee of the Porishod.
- e. **“Defence services”** means the Bangladesh Army, the Bangladesh Navy and the Bangladesh Air Force.
- f. **“Government”** means the Government of the Peoples Republic of Bangladesh represented by Ministry of Defence.
- g. **“Lessee”** means the person to whom a plot in DOHS has been leased out singly or jointly with others by the Government.

CONSTITUTION OF THE DOHS PORISHOD

- h. **“Office bearer”** means the President, Senior Vice-President, Vice-President, Secretary, Treasurer, Joint Secretary, Member Security, Member Administration of the EC assigned with the specific responsibility.
- (2) Necessary clarification of any expression or terminology, used in this Constitution but not defined or interpreted, shall be obtained from the DOHS Central Committee.

Authentication/Official

(Signature)

File reference number:

By the order of

The Chairman, DOHS Central Committee

and

The Chief of Army Staff, Bangladesh Army

CONSTITUTION OF THE DOHS PORISHOD

ANNEXURE A

(Referred to in Article 12)

The DOHS Central Committee

(As may be notified by Ministry of Defence)

CONSTITUTION OF THE DOHS PORISHOD

ANNEXURE C

(Referred to in Article 14)

The DOHS Advisory Committee

(As may be determined by the DOHS Central Committee)