



# প্রান্তিক ওয়েলফেয়ার ট্রাস্ট PRANTIK WELFARE TRUST

আর্ন্ত মানবতার সেবায় নিয়োজিত  
(Regn. No. IV-6 dated 22.04.2010)

## **PRANTIK WELFARE TRUST RULES, 2011**

In exercise of the powers conferred by Articles 11(4) of the Prantik Welfare Trust Deed executed on 22<sup>nd</sup> day of April, 2010, the Board of Trustees on its General Meeting held on 11.06.2011 is pleased to make the following rules, namely:

### THE PRANTIK WELFARE TRUST RULES, 2011.

1. **Short title & Extent:** The rules may be called 'The Prantik Welfare Trust Rules, (rules-1), 2011'.
2. **Enforcement:** These rules shall come into force with immediate effect.
3. **Definitions-**  
In these rules, unless there is anything repugnant in the subject or context,-
  - a) 'Trust Deed' means the Prantik Welfare Trust deed no. IV-6, dated 22.04.2010.
  - b) 'Trust' means Prantik Welfare Trust.
  - c) 'Author' means any of the persons who sponsored and established the Trust by contributing amount as mentioned in the Trust Deed.
  - d) (1) 'Trustee' means a member of Trust other than Authors, who contributed or shall contribute an amount specified in the Trust Deed for being a Trustee.  
(2) 'Member' means any person of the Board of Trustees.
  - e) 'Board of Trustees' means & includes the Authors & Trustees.
  - f) 'Office' means registered office of the trust at 66/A, Kadamtala, Basaboo, Sabujbag, Dhaka and any branch or branch offices at places as approved by Board of Trustees.





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- g) 'Administrative Board' means Administrative Board consisting of members directly elected by the Board of Trustees from time to time as per article 9 of the Trust Deed.
- h) 'Article' means each article bearing number 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 & 11 as contained in the Trust Deed.
- i) 'Year' means English calendar year.
- j) 'Month' means English calendar month.
- k) 'Monogram' means monogram having within a circle Bo-leaves in the middle representing Four-Noble-Truth surrounded by Bengali words meaning Prantik Welfare Trust dedicated to the welfare of marginalized people and outside the circle sprouting lotus leaves representing Eight-Noble-Path.
- l) 'Seal' means the common round seal having the name, 'Prantik Welfare Trust- Established on 22.04.2010' within the border of inner circle of the same.
- m) 'Buddhist Community' means a community in Bangladesh having belief, practice & faith on the principles, ideology & philosophy of Lord Buddha & Buddhism.
- n) 'Chairman' means the Chairman of the Administrative Board of the Trust for the time being in force as elected by the Board of Trustees.
- o) 'First Vice Chairman' means the First Vice Chairman of the Administrative Board of the Trust as elected by the Board of Trustees.
- p) 'Second Vice Chairman' means the Second Vice Chairman of the Administrative Board of the Trust as elected by the Board of Trustees.
- q) 'Secretary General' means the Secretary General of the Administrative Board of the Trust as elected by the Board of Trustees.
- r) 'Joint Secretary' means the Joint Secretary of the Administrative Board of the Trust as elected by the Board of Trustees.







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- s) 'Treasurer' means the Treasurer of the Administrative Board of the Trust as elected by the Board of Trustees.
- t) 'Member of the Administrative Board' means any member of the Board of Trustees as elected by the Board of Trustees.
- u) 'Auditor' means the person or a team appointed by the Board of Trustees to perform the duties of verification of accounts of the Trust.
- v) 'Body of Advisors' means Body of Advisors appointed by the Administrative Board during its tenure only and shall advise the Administrative Board on matters if referred by the said Board.

#### 4. Formation of the Board of Trustees.

- 4.01 'Board of Trustees' shall be responsible for promoting and attaining the objectives as specified under article 10 of the Trust Deed.
- 4.02 Entry of Trustee: After creation of the Trust, any member of the Buddhist community may at any time apply for getting himself/herself as a trustee of the Trust by contributing an amount to the Trust fund not less than the amount as specified at article 6 & 8 of the Trust Deed.
- 4.03 Rights of Authors or Trustees are not transferable.

#### 5. Functions of the Board of Trustees.

- 5.01 The Board of Trustees is the sovereign body of the Trust & its functions are described as under:
  - a) To formulate policies & guidelines from time to time for attaining the objectives and enhancing the activities of Trust & upholding the image of Trust.





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- b) To form the 'Administrative Board' for execution of the policies & guidelines of the Board of Trustees & managing the affairs of the Trust.
- c) To insert, alter or amend any rules & regulations in the interest of the Trust.
- d) To insert any provision in any article of the Trust Deed subject to approval by all alive authors and registration by the appropriate authority provided that in the event of death or being mentally incapacitated of any of the authors, this part of rule can not be implemented.

## 6. Meetings of the Board of Trustees.

6.01 Members of Board of Trustees shall at least once in a year meet in a meeting which is called Annual General Meeting to transact the following business of the Trust.

- a) To receive, discuss and approve the Annual report of Trust submitted by Administrative Board.
- b) To receive & approve the annual audited accounts of Trust submitted by Administrative Board.
- c) To approve the Annual budget of the Trust.
- d) To appoint auditor or audit team to audit the accounts of Trust.
- e) To take any other action/step pursuant to the aims and objects of the Trust Deed.

6.02 At least 14 (fourteen) days ahead of AGM notice specifying the agenda, date, time & venue is to be served by the Administrative Board upon all members of the Board of Trustees.







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- 6.03 Attendance and participation of at least 1/3rd members of the Board of Trustees shall form necessary quorum to hold the AGM.
- 6.04 Any resolution in the AGM of Trust deemed to be adopted and passed by the majority members present in the meeting and in case of equality of votes, the Chairman shall have a casting vote.
- 6.05 Members of the Board of Trustees may meet in a meeting or meetings other than AGM to pass special resolution under demanding and express situations and this short of meeting/meetings shall be treated as Extra Ordinary General Meeting or Meetings.
- 6.06 At least 21 (Twenty one) days ahead of EGM notice specifying the agenda, date, time & venue is to be served by the Administrative Board upon all members of the Board of Trustees.
- 6.07 Attendance and participation of at least 1/3rd members of the Board of Trustees shall form necessary quorum to hold the EGM
- 6.08 Any resolution in the EGM of Trust deemed to be adopted and passed by the majority members present in the meeting and in case of equality of votes, the Chairman shall have a casting vote.

## **7. Formation of the Administrative Board.**

- 7.01 The Administrative Board of the Trust shall be elected by the Board of Trustees, consisting of 12 (Twelve) members from the Board of Trustees. Office bearers of the Administrative Board shall be as follows:-

| <b><u>Designation</u></b> | <b><u>No. of Post</u></b> |
|---------------------------|---------------------------|
| Chairman                  | 01 (One)                  |
| Vice Chairman             | 02 (Two)                  |
| Secretary General         | 01 (One)                  |
| Joint Secretary           | 01(One)                   |
| Treasurer                 | 01(One)                   |
| Members                   | 06 (Six)                  |
| Total                     | 12 (Twelve)               |





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- 7.01 The Administrative Board shall be elected by the Board of Trustees for a tenure of 2 (Two) years. The period of tenure shall be effective from the date of taking over charge of office by the Administrative Board after being elected. However, the period of two years may be extended by the days or period not exceeding ten days the next body so elected takes over charge of the office of the Administrative Board.
- 7.03 The casual vacancy of any member in the Administrative Board occurred due to death or permanent disability or permanently remaining outside Bangladesh shall be filled in by Board of Trustees by nominating a member of the Board of Trustee either by a resolution adopted by majority votes in an EGM or by election for the remaining tenure of the Administrative Board.
- 7.04 The Board of Trustees in a AGM or EGM shall appoint at least three months ahead of expiry of the tenure of existing Administrative Board an Election Commission consisting of one chairman and 2 (two) members from the members of the Board of Trustees, who shall be responsible to conduct the election of the Administrative Board in accordance with the general principle & practice or as determined by the Election Commission provided that none of the member of the Election Commissioner shall be eligible for contesting any of the post of the Administrative Board.
- 7.05 Any Author or Trustee shall not take any remuneration or other pecuniary benefit for his service in the Trust.

## 8. Responsibilities of the Administrative Board.

- 8.01 The Administrative Board shall be responsible to execute the policies & guidelines of the Board of Trustees & manage the administrative functions of the Trust.







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- 8.02 The Administrative Board shall be responsible to maintain cash book, ledger book including other books of accounts, records, minute books, files & documents of the Trust.
- 8.03 The Administrative Board shall make all correspondence on behalf of the Trust & serve notice of all meetings of Board of Trustees as well as Administrative Board.
- 8.04 The Administrative Board shall be responsible to prepare annual accounts and Budget of the trust for placing in the Annual General Meeting.
- 8.05 The Administrative Board shall be responsible to get the accounts audited by auditor/audit team appointed by the Board of Trustees.
- 8.06 The Administrative Board shall be responsible to arrange the meetings of the Board of trustees & the Administrative Board.
- 8.07 The Administrative Board shall be responsible to open Bank Accounts including FDR Accounts in the name of Prantik Welfare Trust by the Chairman, Secretary General & Treasurer with any schedule bank in Bangladesh & the same (Bank Accounts) shall be operated jointly by any two of them.
- 8.08 If any member of the Administrative Board desiring to resign from his post for health or other grounds shall submit a petition addressing the Secretary General and in case of the Secretary General to the Chairman and the petition so received shall be put up in an Extra Ordinary Meeting to be convened immediately by the Secretary General. The applicant-member shall continue to discharge his responsibility until the petition is approved by and further decision taken in the EGM in respect of filling up the consequential vacancy, if any occurs.





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## 9. Powers & Functions of the Administrative Board.

- ৭.০১ The Administrative Board can hold meeting in any place or places in Bangladesh in the interest of Trust and notice thereof stating agenda, time, date & venue shall have to be served not less then 7 (seven) days ahead of the meeting. Attendance and participation of at least five members of the said Board shall form necessary quorum to hold any meeting and adopt any resolution by majority vote.
- ৭.০২ The Administrative Board can open branch office/offices/centers in the name of Trust with approval of Board of Trustees.
- ৭.০৩ The Administrative Board can form, engage any sub-committee/body during its tenure with specific terms of reference (TOR)
- ৭.০৪ The Administrative Board shall sanction and distribute financial assistance for medical treatment, education, vocational training, daughter's marriage of distressed people or any other purpose as specified in article 10 of the Trust Deed from budget allocation of the Trust Fund, which includes, for the time being, income from the interest received against Bank Accounts. In the event of any shortage of budget allocation against the aforesaid purposes, donation, if any received during the period concerned may be disbursed for meeting the expenses of deserving cases.
- ৭.০৫ The Administrative Board shall keep cash in hand not exceeding Tk. 5000.00 (Five thousand) and make all payments either by Bank Cheque or by cash against proper money receipt.

## 10. Accounts & Audit.

- 10.01 The Trust shall maintain proper books of accounts and record of all financial transactions in accordance with generally accepted Accounting Principle.
- 10.02 The Books of accounts shall be opened for inspection of any member/members of the Board of Trustees if, upon prior 15 days







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notice is given to the Secretary General intimating specific purpose/area for such inspection.

10.03 The Trust shall prepare annual accounts for the financial year ranging from July to June, which shall be audited by an Auditor or Audit Team.

10.04 For the first time, Auditor or Audit Team was appointed by Administrative Board for auditing the accounts of the Trust.

## 11. Duties & Responsibilities of the Chairman

### **The Chairman-**

11.01 Shall preside over all meetings of the Administrative Board of Trustees and the Board of Trustees.

11.02 Shall, after consultation with the Secretary General, fix the date, time, place & agenda of any meeting shall be fixed for notification by the Secretary General and after the end of any meeting, he (Chairman) shall put his signature of approval on the proceeding recorded and submitted by the Secretary General.

11.03 Shall give approval of sanction against any applications duly placed by the Secretary General for approval.

11.04 In absence of the Chairman, First Vice Chairman and in absence of Chairman and First Vice Chairman, Second Vice Chairman shall perform all the functions and duties enumerated at 11.01 to 11.03 above.

## 12. Duties & Responsibilities of the Secretary General

### **The Secretary General-**

12.01 Shall keep and maintain all records and files of the Trust.

12.02 Shall, after consultation with the Chairman, fix the date, time, place & agenda of any meeting and serve notices as per provision of these rules, record proceedings of any meeting and





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after the end of the meeting put up the same to the Chairman for his approval.

- 12.03 Shall put up all application after consultation with the treasurer for sanction of money to the applicant.
- 12.04 Shall make all correspondences under his signature on behalf of the Administrative Board.
- 12.05 In absence of Secretary General, the Joint Secretary shall perform all the functions and duties enumerated at 12.01 to 12.04 above provided that if the Secretary General and the Joint Secretary are absent for any reason or not available or away from work-place, the Chairman may ask the Treasurer to perform all the above mentioned functions and duties.

## 13. Duties & Responsibilities of the Treasurer

### The Treasurer-

- 13.01 Shall keep and maintain cash book, ledger book including other books of accounts, all financial records and relevant files of the Trust pursuant to existing accounting principles and practices.
- 13.02 Shall prepare annual accounts and budget for placing before the Board of Trustees at the time of AGM.
- 13.03 Shall put up latest receipts & payment account in all meetings.
- 13.04 Shall keep records of money receipt-books relating to trustee and donors.
- 13.05 Shall assist Secretary General in the matter of disposal of all applications for financial assistance in the light of available disburseable fund.
- 13.06 In absence of the Treasurer, the Secretary General shall perform all the functions and duties enumerated at 13.01 to 13.05 above.







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## 14. Seal.

14.01 There shall be a seal of the Trust which shall be approved by Board of Trustees and to be preserved in safe custody by the Administrative Board for use in official matters.

14.02 The monogram approved by the Board of Trustees shall be used by the Administrative Board as and when deemed necessary and applicable.



## AMENDMENTS OF PRANTIK WELFARE TRUST RULES, 2011

In exercise of the powers conferred by Articles 11(4) of the Prantik Welfare Trust Deed executed on 22<sup>nd</sup> day of April, 2010, the Board of Trustees on its General Meeting held on 14<sup>th</sup> September, 2012 is pleased to make the following amendments of PRANTIK WELFARE TRUST RULES, 2011, namely:

1. The existing portion at serial-6.03 and 6.07 under rule-6 shall be substituted as under:

6.03 Attendance and participation of at least 1/3rd members of the Board of Trustees shall form necessary quorum to hold the AGM;

Provided that the quorum shall be determined excluding any trustee/trustees staying abroad on the date an AGM takes place.

6.07 Attendance and participation of at least 1/3rd members of the Board of Trustees shall form necessary quorum to hold the EGM;

Provided that the quorum shall be determined excluding any trustee/trustees staying abroad on the date an EGM takes place.

2. After the existing provision of 9.04 under rule-9, the following shall be inserted.

Provided that in pursuance of serial-09 under Article-10 of the Trust Deed, a Crisis Management Fund created in the rear of mayhem held on 29<sup>th</sup> & 30<sup>th</sup> September, 2012 in Ramu shall continue with voluntary contribution to meet any future exigency and 5% of annual interest earned out of the trust fund be allocated to the said Crisis Management Fund;

Provided that pursuant to existing income constraint annual budgetary allocation of fund shall be made against serial-(4), (5) (6), (7), (8) & (10) of Article-10 of the Trust Deed if and when annual income reaches the level of Tk. 40.00/50.00 lac; and

Provided further that steps for implementation of any specific aims and objects having at any moment no budgetary fund allocation may, however, be taken up if any donor or any member or more members of the 'Board of Trustees' specifically donate/sponsor the required amount of money to the Trust fund.



Amended by  
1st AGM held  
on 20/09/2013



### **NOTIFICATION**

File No. Prantik/ Rules/ 6.03.07, 7<sup>th</sup> 6<sup>th</sup>, (১১৭১) ২৫/০৩/২০২২  
Dhaka, the 22/06/2021

In exercise of the powers conferred by Article 11(4) of the Prantik Welfare Trust Deed executed on 22<sup>nd</sup> day of April, 2010, the Board of Trustees on the <sup>12.8</sup>Annual General Meeting held on 25/03/2022 is pleased to make the following insertions in the Prantik Welfare Trust Rules, 2011.

In the aforesaid Rules,-

1. in the end of Rule 6.03, the following shall be inserted, namely:-

"Provided that if the AGM on any notified day is adjourned due to non- fulfillment of quorum, another date of AGM may be fixed and notified at least fifteen days ahead of proposed AGM and the AGM could be held normally if the quorum fills in or not. In the event of non- fulfillment of quorum, it would be automatically deemed that all the notified trustees have their silent consent and approval in favour of the AGM so held.

Notwithstanding anything contained in this Rule, any proposal in consistent with the aims and objects as defined in Article 10 of the said Deed of Trust can be placed and approved in the AGM so held with quorum or without quorum."

2. in the end of Rule 6.07, the following shall be inserted, namely:-

"Provided that if the EGM on any notified day is adjourned due to non- fulfillment of quorum, another date of EGM may be fixed and notified at least fifteen days ahead of proposed EGM and the EGM could be held normally if the quorum fills in or not. In the event of non- fulfillment of quorum, it would be automatically deemed that all the notified trustees have their silent consent and approval in favour of the EGM so held.

Notwithstanding anything contained in this Rule, any proposal in consistent with the aims and objects as defined in Article 10 of the said Deed of Trust can be placed and approved in the EGM so held with quorum or without quorum."

3. in the end of Rule 7.04, the following shall be inserted, namely:-

"Provided that if the Election Commission so constituted fails to take any step for holding election due to force majeure, namely, pandemic diseases, natural calamity or any other unpredictable disaster or situation, it shall continue to remain functioning until and unless a congenial atmosphere and normal situation turns up for taking step for holding election and during that time it shall have the authority to extend the



tenure of the existing Administrative Board of Trustees as it  
deems fit and proper by issuing notification stating reasons  
thereof. This provision shall take effect retrospectively."

Approved at  
12th AGM held on  
25/03/2012