



**Non-profit Organization**

# Constitution



**We are at the service of humanity**

**Address: House 02, Road 06, Senpara Parbata, Kafrul, Mirpur, Dhaka-1216 Bangladesh**

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<b>Clause: - 1</b>	<b>:</b> <b>Name of the organization and address:</b>
	a) <b>PATHWAY</b> b) Head Office: House-1, Road-2, Block-B, Section-6, Mirpur, Dhaka – 1216
<b>Clause: -2</b>	<b>:</b> <b>Working Area:</b> Entire Dhaka District and activities would be extended all over Bangladesh with the approval of the registration authority.
<b>Clause: -3</b>	<b>:</b> <b>Type of the organization:</b> Non-governmental, Non-profitable, Non-political, Voluntary and Charity organization.
<b>Clause: -4</b>	<b>:</b> <b>Aims and objectives of the organization:</b>  <p>PATHWAY is a non-governmental voluntary social welfare oriented non-profit organization. The overall aim and objective of PATHWAY is to work for the socio-economic development of the backward classes of people at grassroots level of the society, irrespective of caste and religion through unity, discipline, cooperative team formation, voluntary work, and favorable environment creation. Although modern states maintain the idea of welfare-state, currently in the third-world countries, people’s expectation on the state are so high that it is not possible for the state to meet all the demands alone. Therefore, various non-governmental development organizations are working in different ways to improve the condition of the backward grassroots people. PATHWAY is also a non-governmental organization, firmly believes that no society or state can develop without leaving a segment of society behind. Therefore, the goal of pathway is to work in the service of these backward people and improve their quality of life from the responsibility towards the state and human perspective. For this purpose, PATHWAY will implement various programs with the financial support of domestic and foreign donors.</p> <p>To eliminate the illiteracy among the members of the area included in its programs, the institution will educate the illiterate youth through the implementation of mass-education and non-formal primary education programs and provide them with practical education and employment. PATHWAY believes that Bangladesh will be a prosperous nation through the development of information technology. As the government moves forward with the conviction to build a digital Bangladesh, Pathway as a support organization will be mainstreaming the backward, grassroot level people into the society by imparting training on information technology. It goes without saying that the more technologically dependent a nation is, the more developed and prosperous the nation is. Therefore, along with the government, PATHWAY is confident and committed to play a strong role in building Digital Bangladesh.</p>

	<p><b>Programs:</b></p> <ul style="list-style-type: none"> <li>a) Establishing educational institutions and undertaking mass education projects for the spread of education in national life. To provide training to enhance professional skills.</li> <li>b) Providing scholarships and free educational materials to poor meritorious students.</li> <li>c) Undertaking various educational programs including setting up of mobile library and conventional library.</li> <li>d) To undertake various programs / projects aiming at the development of information and communication technology and to act as partner of the Government</li> <li>e) Providing credit assistance on easy terms to the unemployed and destitute; provide training on computer and various types of cottage industries related training such as jute products, weaving, leather, block batik, tie-dye, skin print, foam dolls and sewing.</li> <li>f) Undertaking training program related to agricultural technology development, and executing of various programs in the sector</li> <li>g) Providing practical training and undertaking projects on fisheries, poultry, livestock, vegetables, and nursery.</li> <li>h) To create clean pollution free environment by rising awareness and taking intensive afforestation program.</li> <li>i) Encouraging people to plant saplings of extinct indigenous medicinal plants and initiate nationwide projects to prevent the extinction of such plant varieties</li> <li>j) To work in the service of people affected by natural disasters such as flood, drought, famine by implementing rehabilitation program, distribution of relief and initiating all sorts of effective projects including health services.</li> <li>k) Setting up biogas plants and taking up solar power projects to protect the environment and prevent deforestation for fuel.</li> <li>l) Establishment of health services, clinics and charitable hospitals, and medical service schemes with provision of free services and facilities to the public, with prior approval of the appropriate authority.</li> <li>m) Assisting in raising awareness on maternal first aid, newborn immunization programs, aware about the benefits of mother's milk and overall health.</li> <li>n) Adopting comprehensive and effective measures including family planning programs to prevent population explosion</li> <li>o) To undertake various effective projects to increase health awareness among adolescents</li> <li>p) <b>HIV/AIDS and STD activities;</b> Adoption of HIV/AIDS and deathbed prevention and treatment programs. To create massive public awareness about the deadly HIV/AIDS through mass campaigning and following</li> </ul>
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	<p>religious practices, to undertake various activities aimed at alleviating physical and mental retardation of HIV/AIDS patients. Moreover, to create mass awareness about other STD / sexually transmitted diseases.</p> <p>q) Acid-burn Program: To take holistic development programs with Acid-burn patients, especially women. To provide complete nutrition by solving the physical and mental problems required by acid victims. Help them to become independent and self-reliant and lead a healthy and beautiful life.</p> <p>r) Arsenic identification activities and encourage the use of arsenic-free clean water.</p> <p>s) Adopting sanitation activities and encouraging the use of sanitary latrines.</p> <p>t) Taking effective steps to protect the life and property of laborer in various construction projects.</p> <p>u) To improve the quality of life of the Manta community through ensuring their food, clothing, education, medical and housing.</p> <p>v) Taking effective steps to improve the quality of life and safety of fishermen.</p> <p>w) To make disable people fully self-reliant by providing treatment, education, technical training, and credit.</p> <p>x) To undertake comprehensive rehabilitation projects at all levels including neglected poor and destitute children, orphans, old-aged people, unemployed, and injured freedom-fighters.</p> <p>y) For the welfare and mainstreaming the deviant youths and juvenile delinquents, initiative will be taken for their treatment, training including computer, and financial support to create employment opportunities</p> <p>z) Providing good treatment, education, entertainment, exercise, and sports for the development of the mentally disordered patient.</p> <p>aa) Child care, education and health for the working women.</p> <p>bb) Conduct necessary activities to raise awareness in the society against child marriage, polygamy, dowry and violence against women, raise the status of backward people in the society by freeing them from the curse of co-dependency and strengthen their role as economic developers. Providing legal assistance to the victims and raising awareness on their rights.</p> <p>cc) Rehabilitate sex workers and distressed mothers through training and providing education, treatment, and shelter to their children.</p> <p>dd) Anti-Narcotics Program: To make the drug addicts self-reliant and functional by providing them with good treatment, rehabilitation, and technical education by undertaking various anti-drug programs.</p> <p>ee) Activities for elderly population: To provide good medical care, food, clothing, shelter and recreation facilities.</p> <p>ff) <i>Bede</i> and Third Gender Resettlement Program: Aiming to rehabilitate <i>Bede</i> and Third Gender by providing capital with training in various</p>
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	<p>trades and bringing them into the mainstream through employment.</p> <p>gg) To undertake various training schemes to enhance the skills of vehicle drivers and make them self-reliant and self-reliant through employment generation.</p> <p>hh) Undertaking various training programs on road safety as a partner of Govt.</p> <p>ii) Building a social movement for safer roads. Taking up projects including training, seminars, rallies to create awareness about safe roads for students and parents of educational institutions and teachers in various public places.</p> <p>jj) To undertake projects aiming to develop the country's language, culture, history, tradition, science, literature, art and fine arts.</p> <p>kk) Acquiring savings deposits to inculcate saving attitudes with a view to empowering women and youth as self-reliant and self-reliant, as savings bring prosperity.</p> <p>ll) To provide loans to disadvantaged women and youth for self-employment from savings deposits, own funds of the organization or funds received from government or private entity against a small service charge.</p> <p>mm) Accepting donations, grants/loans from individuals, institutions, banks, domestic and foreign donor organizations with the aim of achieving economic strength.</p> <p>nn) Publication and promotion of magazines, newspapers, video films and documentaries. To disseminate information for the seek of the organization and the country.</p> <p>oo) Acting as an observer in local and national elections.</p> <p>pp) To assist members in marketing their products</p> <p>qq) Implementation of multifaceted developmental programs of the government through the organization.</p> <p>rr) To provide legal assistance and advice to neglected poor and destitute people.</p>
<p><b>Clause 5</b></p>	<p><b>:</b> <b>Minimum number of members:</b> Minimum number of members should be 21.</p>
<p><b>Clause 6</b></p>	<p><b>:</b> <b>Membership Fee:</b></p> <p>a) All citizens residing in the working area of the organization are eligible to become members will have to pay an admission fee of 50/- taka and monthly fee will be 100/- taka.</p> <p>b) If a member pays a one-time sum of BDT 100,000/- (One Lakh) to the organization, he will be considered as a life member. Their membership will continue as long as they live. But they must abide by all the rules and regulations of the organization's constitution.</p>

<p><b>Clause 7</b></p>	<p><b>: Eligibility and ineligibility of members:</b></p> <p>a) Any citizen of Bangladesh can become a member regardless of caste and religion. If he/she undertakes to abide by the association and memorandum and constitution of the organization and intends to engage himself/herself in service activities.</p> <p>b) Any citizen above 18 years residing in the proposed work area shall be considered as a member of this organization. Candidates interested in becoming members must comply with the rules and regulations of the constitution</p> <p>c) Application for becoming a member should be made through the prescribed form. After the approval of the application form by the Executive Committee, the membership will be obtained. If additional subscription is levied in the larger interest of the organization for special needs, it must be paid.</p> <p>d) If a member is under 18 years of age, then his/her membership shall be deemed cancelled.</p> <p>e) If any member is insolvent or mentally disordered or found to be indulging in anti-social activities then his/her membership shall be deemed cancelled.</p> <p>f) If a member does not pay the admission fee and monthly subscription for 3 (three) months, his/her membership will be considered cancelled.</p>
<p><b>Clause 8</b></p>	<p><b>: Classification of Members:</b></p> <p><b>General Members:</b> According to sub-section (a) of Clause 6, any eligible citizen shall be deemed to be an ordinary member by paying a fee of BDT. 50/- and a minimum monthly subscription of BDT. 100/-.</p> <p><b>Lifetime member:</b> According to sub-clause (b) of section 6, any citizen who donates a minimum of BDT. 100,000/- (one lakh) to the organization at one time shall be deemed to be a life member.</p>
<p><b>Clause 9</b></p>	<p><b>: Cancellation or reinstatement rules and regulations</b></p> <p><b>Organization posts may be canceled for the following reasons</b></p> <p>a) Absent five consecutive meetings if suffering from reasonable cause.</p> <p>b) Indulging in activities contrary to the interests of the organization and outside the rules of the constitution.</p> <p>c) If a member does not pay subscription for three consecutive months without proper reason.</p> <p>d) On death (in which case one of the heirs will get membership)</p> <p>e) If suffering from mental disorder.</p>

	<p><b>Membership Reinstatement Rules:</b> If the membership is revoked due to sub-section (a), (b), (c), and (e) of section 9, the membership can be restored by the decision of the executive council if the executive director applies for re-membership after showing appropriate reasons with a written commitment to apologize for the crime committed and that it will not be repeated. In this case he/she must pay a re-admission fee of BDT.50/-.</p> <p><b>Resignation</b> Any member/members who wish to resign may submit a letter of resignation to the Executive Director of the executive committee stating the reason for resignation. In this case, the Executive Director may submit the resignation to the Chairman and the Chairman to the Executive Committee. The decision of the executive committee in this regard shall be considered final.</p>
<p><b>Clause 10</b></p>	<p><b>: Types of committees, structure and working rules:</b></p> <p><b>a) General Council</b> This committee will consist of general members and life members. This committee should have minimum 21 members. The General committee always has supreme power. No program shall be implemented without the resolution and approval of the General committee and the annual budget shall not be valid without the approval of the General committee. All accounts of annual income and expenditure must be approved by the General Committee. The decision to elect next executive committee shall be taken by the general committee before 90 days of the expiry of the running Executive Committee.</p> <p><b>b) Executive Council</b> The membership of the Executive Council shall be for a minimum of 20 years. An executive council consisting of 7 members will be formed among the general council by general and life membership voting. All the tasks of the executive council will be completed according to the rules of the constitution and according to the decision of the general council. This council is the most important and powerful council of the organization. All activities of the organization will be managed and implemented through this executive council and all the activities of the organization should be accountable to this council.</p> <p><b>Council with 7 members:</b> It shall consist of the following executive officers:</p> <p>(1) Chairman = 1 person (2) Vice Chairman = 1 person (3) Executive Director = 1 person</p>

	<p>(4) Treasurer = 1 person  (5) Executive member = 3 persons  Total = 7 persons</p> <p><b>(c) Advisory Council</b>  (1) The General Council or the executive council may form advisory council with at least 3 members who are skilled persons or members on one or more subject areas so that any goal or objective of the organization can be properly implemented.  (2) The Executive Director or representative member shall act as secretary to conduct the business of such Advisory Council.  (3) The General Council/Executive Council may declare any or all duties of such Advisory Councils dissolved at the end of the term of office.</p>
<p><b>Clause 11</b></p>	<p><b>: Power and Responsibilities of the Executive Council in Administrative Procedures:</b>  (1) To authorize all necessary expenses of the organization.  (2) To constitute sub-committees or advisory councils to carry out special functions  (3) To determine the day, date, time and place of the meeting and the agenda of the meeting  (4) To arrange for the audit of all accounts, expenditure vouchers, account books, and form books of the organization.  (5) To appoint employees and fix the salaries of all employees with the prior approval of the registration authority.  (6) To exercise responsibility and control over the administrative, financial and management of the organization.  (7) The Executive Council shall manage all administrative management, initiate projects, implement and determine the responsibilities of officers/employees.</p>
<p><b>Clause 12</b></p>	<p><b>: 12. Powers, Responsibilities and Duties of Executive Council and Executive Officers</b></p> <p>Powers, responsibilities, and duties will be distributed among the members of the executive council for the management of the organization as follows:</p> <p><b>(a) Chairman</b>  The Chairman shall preside ex officio at all meetings of the organization. The chairman will hold the most prestigious position in the organization. He must perform his duties with utmost devotion, honesty, and efficiency in conducting development activities. He shall give permission to the Executive Director to convene the meeting and maintain the order of the meeting. According to the budget, the chairman can approve the expenditure of BDT 100000/- (one lakh) for immediate urgent needs. If there is an equal number</p>

of votes for or against any decision, the Chairman may cast one additional vote for any of the party. If any position of the executive council is vacant, any one of the qualified members can be nominated for that position.

1 Supervise and advise on all assignments.

2 He/she shall preside over all meetings ex officio.

3 Explain the clauses of the constitution.

4 He/she shall be a joint signatory of Bank accounts with the Executive Director or Treasurer of the organization for the transaction.

5 Always be active in protecting the image of the organization.

**b Vice-Chairman:**

In the absence of the Chairman, the Vice-Chairman shall deputize and perform all the powers, duties, and responsibilities of the Chairman.

**c. Executive Director**

The executive director is the key person in the management of the organization, and he is the chief executive of the organization. He shall convene the meeting in consultation with the Chairman and maintain order in the meeting. He must discharge his duties with utmost devotion, honesty and efficiency in conducting the development activities. He is responsible for maintaining all the books and accounts of the organization. He has the power to spend up to BDT 50000 (fifty thousand) for any expenditure. Oversee and advise various project activities. He/she will provide full cooperation in inspection work of registration officers when they inspect the activities of the organization. All correspondence will be conducted under his signature. Maintain liaison with local, national, and international organizations.

1. Will be and remain in charge of the office.
2. Will coordinate the activities of executive members of the organization, program formulation, project proposal preparation and project implementation.
3. He/she will maintain all types of communication including editing necessary documents/agreements and memorandum of understanding with government, private, autonomous, and other domestic/ foreign /donor organizations on behalf of the organization.
4. Maintain all types of documents, information, and documents of the organization.
5. All types of bill vouchers, transaction related documents will be checked and approved by himself and submit to proper authority for approval.
6. To protect and develop the image of the organization and keep it dynamic.
7. Always communicate, discuss, and take advice from all executive members including the chairman for the overall development of the

organization.

8. Provide overall support to administration, project preparation, budget preparation, program implementation, and evaluation.
9. Shall be the final authority regarding the appointment and dismissal of employment of all employees of the organization in proper administration.
10. Record and distribute the minutes of all meetings.
11. Record the membership list of all valid members.
12. Distribute the notice of all kinds of meetings, convening day, date, time place and agenda
13. The Chairman, Executive Director and Treasurer shall be joint signatories (any two) on the cheque.
14. Perform any duties assigned by the Executive Council and endeavor to perform organizational duties.

**d Treasurer:**

Funds received from members of the organization, savings and other sources will be deposited in the bank. Shall control and maintain accounts and ledgers. Prepare the budget and present it in the general meeting. Will made payment in favor of all approved vouchers. Will prepare and provide the necessary documents for annual audit.

1. Maintain the cash, check book, and account deposit - withdrawal details properly
2. The money/funds of the organization shall be deposited in any scheduled bank in the name of the organization.
3. Shall bear the signatory of the check transaction with the Chairman or Executive Director.
4. Make sure to keep the organization's accounting records properly.

**e. Executive member**

The Executive member will provide advice, maintain discipline, proper management of events, problem solving, and overall support to the organization in terms of membership growth. The members of the organization will play a key role in area-wise group formation, selection of team leaders and raising awareness about their responsibilities and duties through discussion, visiting the working area and collecting information about various activities of the members.

**f. Active member:**

The active members will endeavor to carry out the responsibility of any project of the organization at various times and he/she/they will assist in carrying out all development activities of the organization.

	<p><b>g. Advisory Council:</b></p> <ol style="list-style-type: none"> <li>1. Provide advice on all developmental work of the organization.</li> <li>2. Take the initiative to resolve the problem satisfactorily.</li> </ol>
<p><b>Clause 13</b></p>	<p><b>:</b> <b>Tenure of Committee/Council:</b></p> <p>The tenure of the Council of the organization shall be 03 (three) years and this term shall not be extended under any circumstances.</p>
<p><b>Clause 14</b></p>	<p><b>:</b> <b>Classification of Meeting</b></p> <p>The organization will have 5 (five) types of meeting arrangements</p> <p><b>a. General Council meeting</b></p> <p>This meeting will be held at least four times a year. With the approval of the chairman, the executive director will convene this meeting. At least 15 days prior notice of the meeting stating the place, date and time of the meeting should be sent to the members. The presence of one third of the total members will constitute a quorum for this meeting.</p> <p><b>b. Executive Council meeting:</b></p> <p>The meeting will be convened by the Executive Director on 7 (seven) days' notice with the approval of the chairman of the organization. The meeting shall be held at least once in a month and the presence of two-thirds of the members shall constitute the quorum of the meeting. This council will discuss and take decisions on all matters for the management of the organization.</p> <p><b>c. Emergency meeting</b></p> <p>In case of emergency, with the approval of the Chairman, the Executive Director can call an emergency general council meeting with three (03) days' notice and an emergency executive council meeting with 24 (twenty-four) hours' notice. The presence of two thirds of the members of the General Council shall constitute a quorum in an emergency meeting of the general council.</p> <p><b>d. Summoned meeting</b></p> <p>The meeting will be convened by the chairman or executive director with the approval of two-thirds of the general members. If the Chairman is requested to convene the meeting in writing and mentioning the special presence, if the Chairman or the Executive Director does not convene the meeting, the convenors shall meet in the meeting by appointing one of them as Chairman by giving a notice of the next 7 (seven) days. The decision taken in this meeting will be effective for the organization in the presence of two thirds of the members and the presence of two thirds of the members will be the quorum of this meeting.</p> <p><b>e. Adjourned meeting:</b></p> <p>If it is not possible to conduct the meeting due to lack of quorum, the meeting will be held in the next week at the same time and place and the decision can</p>

		be taken. A quorum shall not be required for an adjourned meeting.
<b>Clause 15</b>	:	<p><b>Term of general meeting and notice</b> The duration of various meetings and notices will be as follows:</p> <p><b>a. General Council meeting</b> With the permission of the Chairman, the Executive Director will call this meeting on 15 (fifteen) days' notice. That is, all the members should be informed by notice 5 (five) days before the date of the meeting and the acknowledgment of receipt of the notice should be accepted.</p> <p><b>b Executive Council meeting</b> The executive director will call this meeting on 7 (seven) days' notice.</p> <p><b>c. Emergency meeting</b> The meeting shall be convened by the Executive Director for special needs, on 3 (three) days' notice in general council and 24 (twenty four) hours' notice in case of Executive Council.</p> <p><b>d Summoned meeting</b> The Chairman or Executive Director shall convene this meeting with 7 (seven) days' notice if necessary</p> <p><b>e. Adjourned meeting</b> No separate notice or notification is required for this meeting. The meeting will be held at the same time and place in the following week where the original meeting supposed to be held</p>
<b>Clause 16</b>	:	<p><b>Quorum of meeting</b></p> <p><b>a. General meeting</b> A minimum of two-thirds of the total general membership will be required to attend in a general meeting.</p> <p><b>b. Executive meeting</b> The presence of two-thirds of the total members of the Executive Council shall be required.</p> <p><b>c. Emergency meeting</b> The meeting shall require the presence of two-thirds of the members if convened by the General Council and the presence of two-thirds of the members if convened by the Executive Council.</p>

	<p><b>d. Summoned meeting</b> A minimum of two-thirds of the members shall be present for the convened meeting.</p> <p><b>e. Adjourned meeting</b> No quorum shall be required for adjourned meetings.</p>
<p><b>Clause 17</b></p>	<p><b>: Summoned meeting details and Motion of no-confidence</b></p> <p>If the executive council expresses reluctance to take any action in any matter related to the interests of the organization, the chairman or the executive director will convene a meeting at the request of two-thirds of the general members of the organization. In special presence or if the Executive Director does not convene the meeting, the convenors shall convene the meeting themselves by giving 7 (seven) days' notice by convening one of them. The meeting will be the of the meeting requires two thirds of the members' presence. The decisions taken in the said meeting will be effective.</p> <p>(a) If any member of the Executive Council acts contrary to the interest of the organization, a motion of no-confidence can be brought against him/her by two-thirds of the members of the Executive Council. If a motion of no confidence is brought against the entire Executive Council, action will be taken as per Article 19 (a).</p> <p>(b) If for any reason any post on the Executive Council becomes vacant or any post becomes vacant through no-confidence, the Chairman may fill the vacant post by nomination.</p>
<p><b>Clause 18</b></p>	<p><b>: Conduct of Elections and Constitution of Election Commission</b></p> <p>a. Ninety (90) days before the expiration of the fixed period of the executive council, the council shall meet on matters related to the formation of the next executive council. In the meeting of the General Council, if there is no complication of the Executive Council or if not more than one member competes for the same position, the Executive Council can be formed according to the decision of the General Assembly.</p> <p>b If it is not possible to form the Executive Council by the General Assembly, an Election Commission will be formed to conduct election.</p> <p>c. Organization member or Advisory Council member or Union Parishad/Municipal Chairman/Member (Male/Female) local elite or local influential person or concerned officer of Directorate of Women Affairs</p>

	<p>cannot be a member of the Commission as per the decision of the Executive Council.</p> <p>d. The decision of the Election Commission regarding the election shall be considered final and no appeal shall lie against it.</p> <p>e. If not accept membership 30 (thirty) days before the election, no one can participate in the election.</p> <p>f. The election date must be announced at least 45 (forty-five) days before the election.</p> <p>g. The list of valid voters must be published 21 (twenty-one) days before the election.</p> <p>h. No candidate shall contest for more than one position and each member shall be entitled to only one vote for each position.</p> <p>i. The election shall not be valid without the participation of two-thirds of the total members of the organization.</p> <p>j. The Chairman of the Election Commission will perform all the duties of conducting the election and distribute the duties among others.</p> <p>k. The Election Commission will consist of a Chief Election Commissioner and two Assistant Election Commissioners.</p>
<p><b>Clause 19</b></p>	<p><b>: Source of income and expenditure rules</b></p> <p>The funds of the organization shall be formed through membership subscriptions, admission fees, savings, grants from public/private and international donor agencies, and income earned from the sale of products. When receiving all types of payments, the receipt payment required documents/records must be recorded and preserved. According to the approved budget, the Executive Director can issue expenditure vouchers up to BDT 50000 (fifty thousand). Any out-of-budget expenditure will require the approval of the General Council. Necessary budget revisions can be made. The revised budget will be approved by the General Council. Any expenditure without the approval of the General Council shall be considered illegal.</p>
<p><b>Clause 20</b></p>	<p><b>: Management of bank accounts</b></p> <p>a. One or more account can be opened in any scheduled bank approved by the government.</p>

		<p>b. The accounts will be managed under the joint signatures of these 2 (two) persons, the executive director, and the treasurer.</p> <p>c. With the approval of the Management, separate accounts can be opened for each project undertaken.</p> <p>d. Separate or single accounts can be opened for different branches/units of the project. Regarding the opening and management of the said account, measures can be taken according to the decision of the council.</p>
<b>Clause 21</b>	:	<p><b>Audit</b></p> <p>a. Registration authority or nominated or approved audit firm can audit the accounts of the organization and provide audit report</p> <p>b. Annual audit of the organization shall be completed once every year.</p> <p>c The Executive Council shall finalize all records for audit within one month after the end of the financial year.</p> <p>d. If the Audit Officer expresses his desire, the executive council will arrange for the presence of the organization's debtors and creditors during the audit.</p> <p>f. The members of the executive council may be entrusted with the responsibility for internal audit. They will conduct internal audit of the organization regularly. If any irregularity is raised by the Audit Officer, the Executive Council shall be held accountable. The Executive Council shall be responsible for any irregularities.</p>
<b>Clause 22</b>	:	<p><b>Operating Departments:</b></p> <ul style="list-style-type: none"> <li>a. Administration</li> <li>b. Finance</li> <li>c. Implementation</li> <li>d. Training</li> <li>e. Production and Marketing</li> <li>f. Planning and Evaluation</li> <li>g. Public Awareness</li> <li>h. Law</li> </ul> <p>The Board of Directors can increase and decrease the number of departments if they think fit</p>
<b>Clause 23</b>	:	<p><b>Alteration and Amendment of Constitution</b></p> <p>If for any reason or in the context of the circumstances, any section or sub-section of the constitution of the organization needs to be amended or added and changed/enhanced, then this amendment, addition and change or modification shall be considered effective subject to the approval of the registration authority with the approval of two thirds of the members present at the general council meeting.</p>
<b>Clause 24</b>	:	<p><b>Rules of dissolution of association</b></p> <p>If at any time or for any reason it is not possible to conduct the activities of the organization then two-thirds of the general members of the organization</p>

	<p>must decide and apply to the registration authority. The registration authority will take further action in this regard. If the organization is declared dissolved by the registration authority, all its accounts must be closed and all members must pay their dues. The furniture of the institution, other machinery, equipment, permanent and liquid asset which is government or private donation, can be donated to any other local voluntary social service organization under the supervision of the Department of Social Affairs.</p>
<b>Clause 25</b>	<p><b>: Administrative and financial links with local and national organizations</b>  Administrative and financial linkages can be established with local, national, international non-political voluntary organizations/donor organizations for expansion of activities. However, the registration authority will be informed in this regard.</p>
<b>Clause 26</b>	<p><b>: Recruitment of manpower</b>  If any special development project is implemented/managed through the organization funded by government/private, semi-government or national or international donors, qualified manpower can be appointed as per the project proposal (PP). Preference will be given to youth category in recruitment. The executive council and the registration authority can jointly take a decision in this regard. If any of the eligible interested members of the Executive Council are appointed, they may receive an honorarium.</p>
<b>Clause 27</b>	<p><b>: Domestic/Foreign Training</b>  Any member of the organization can participate in the training course on the invitation of domestic/foreign/private donor organization as per eligibility. The executive council will make nominations based on merit in discussion with the registration authority.</p>
<b>Clause 28</b>	<p><b>: Monograms and flags</b>  The organization can have a monogram, a flag and an anthem to protect its uniqueness and individuality. The said monogram and flag may be used after approval of the Registration Authority after the Executive Committee finalizes the sample flag and monogram and approves it in the General Meeting.</p>
	<p>Finally, it can be said that the education, health, and basic rights of the backward grassroots people of the society will be considered as the main goal and objective of PATHWAY to work towards social development and establishment of democracy, good governance and human rights.</p>