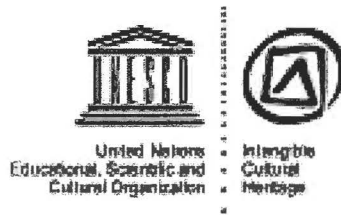


Reçu CLT / CIH / ITH

Le 30 AVR. 2019

N° ...0338.....



NGO accreditation

ICH-09 – Form

REQUEST BY A NON-GOVERNMENTAL ORGANIZATION TO BE ACCREDITED TO PROVIDE ADVISORY SERVICES TO THE COMMITTEE

DEADLINE 30 APRIL 2019

Instructions for completing the request form are available at:

<https://ich.unesco.org/en/forms>

1. Name of the organization

1.a. Official name

Please provide the full official name of the organization, in its original language, as it appears in the supporting documentation establishing its legal personality (section 3.b below).

বাংলাদেশ জাতীয় কারুশিল্প ফাউন্ডেশন

1.b. Name in English or French

Please provide the name of the organization in English or French.

National Crafts Foundation of Bangladesh (NCFB)

2. Contact of the organization

2.a. Address of the organization

Please provide the complete postal address of the organization, as well as additional contact information such as its telephone number, email address, website, etc. This should be the postal address where the organization carries out its business, regardless of where it may be legally domiciled (see section 3).

Organization: National Crafts Foundation of Bangladesh (NCFB)

Address: VIII- Nolsondha, Union- Pathrail, Upzila- Delduar, Dist- Tangail.

Telephone number: +8801705272501

Email address: nationalcraftsfoundationbd@gmail.com

Website:

Other relevant information:

2.b Contact person for correspondence

Provide the complete name, address and other contact information of the person responsible for correspondence concerning this request.

Title (Ms/Mr, etc.):	Rafiqul Islam Mithil
Family name:	Mithil
Given name:	Mithil
Institution/position:	Director
Address:	1/3, Block-E, Lalmatia, Dhaka-1207
Telephone number:	+8801706272501
Email address:	nationalcraftsfoundationbd@gmail.com
Other relevant information:	Community Based Tourism Expert

3. Country or countries in which the organization is active

Please identify the country or countries in which the organization actively operates. If it operates entirely within one country, please indicate which country. If its activities are international, please indicate whether it operates globally or in one or more regions, and please list the primary countries in which it carries out its activities.

local

national

International (please specify:)

- worldwide
- Africa
- Arab States
- Asia & the Pacific
- Europe & North America
- Latin America & the Caribbean

Please list the primary country(ies) in which it is active:

4. Date of its founding or approximate duration of its existence

Please state when the organization came into existence, as it appears in the supporting documentation establishing its legal personality (section 5.b below).

4th February, 2010

5. Objectives of the organization

Please describe the objectives for which the organization was established, which should be in conformity with the spirit of the Convention' (Criterion C). If the organization's primary objectives are other than safeguarding intangible cultural heritage, please explain how its safeguarding objectives relate to those larger objectives.

Not to exceed 350 words; do not attach additional information

Conduct activities to promote socio-economic, ethical and skill development in the areas of agriculture, crafts, tourism and hospitality, safeguarding and promote intangible cultural heritage, enabling policy environment, collective activities and cultural enlightenment for that goal.

Explore and organize innovative and novel activities to make a positive change of society and priority areas are (a) agriculture and rural development (b) handloom and crafts (c) safeguarding intangible cultural heritage (d) tourism and hospitality (e) health and medicine including traditional systems and practices (f) information and communication technology, (g) art, culture and knowledge systems including cultures of local and indigenous communities and local knowledge (h) industry and workplace (i) human rights, citizenship, constitutional issues and legal regimes (j) enabling policy environment and rights and responsibilities for good governance (k) migration and safety of movement (l) education (m) relief, rehabilitation and disaster management and any other activities to realize the general intentions of the Foundation stated in the above paragraph. In all activities ecological and environmental concerns and the idea of justice, responsibility and ethical social relationship will remain the framework of the work design and the goal of the Foundation. The perspective of women and the indigenous communities and the oppressed and disadvantaged classes will be guiding paradigm of the activities of the Foundation at all levels. The foundation will actively disseminate their positive achievement regionally and internationally, where appropriate.

6. The organization's activities in the field of safeguarding intangible cultural heritage

Sections 6.a to 6.d are the primary place for establishing that the NGO satisfies the criterion of having 'proven competence, expertise and experience in safeguarding (as defined in Article 2.3 of the Convention) intangible cultural heritage belonging, inter alia, to one or more specific domains' (Criterion A).

6.a. Domain(s) in which the organization is active

Please tick one or more boxes to indicate the primary domains in which the organization is most active. If its activities involve domains other than those listed, please tick 'other domains' and indicate which domains are concerned.

- oral traditions and expressions
- performing arts
- social practices, rituals and festive events
- knowledge and practices concerning nature and the universe
- traditional craftsmanship
- other domains - please specify:

6.b. Primary safeguarding activities in which the organization is involved

Please tick one or more boxes to indicate the organization's primary safeguarding activities. If its activities involve safeguarding measures not listed here, please tick 'other safeguarding measures' and specify which ones are concerned.

- identification, documentation, research (including inventory-making)
- preservation, protection

- promotion, enhancement
- transmission, formal or non-formal education
- revitalization
- other safeguarding measures – please specify:

6.c. Description of the organization's activities

Organizations requesting accreditation should briefly describe their recent activities and relevant experience in safeguarding intangible cultural heritage, including those demonstrating the capacities of the organization to provide advisory services to the Committee. Relevant documentation may be submitted, if necessary, under section 6.c below.

Not to exceed 550 words; do not attach additional information

The activities for which National Crafts Foundation in active immediately are the following: i. Crafts and Handloom development: particularly to support and promote endangered knowledge and practices, craftsmanship, including community planning, landscape development and economic activities; ii. Agriculture and Rural Development iii. Community Based Tourism: particularly to promote inclusive responsible tourism in the rural level. iv. Safeguarding Intangible Cultural Heritage-ICH: to promote and inventorying endangered ICH elements v. Information and Communication Technology: to use information and communication to empower people undertaking activities that enhance community capacity to communicate for collective and common good. vi. Art and Culture: including cultures of local and indigenous communities and local knowledge systems: supporting, promotion of cultural activities, lifestyles and values of various communities of Bangladesh vii. Handloom & crafts promotion of handloom and handloom products and the enhancement of the social and economic interest of handloom producers; promoting handlooms and strengthening handloom sector.

6.d. Description of the organization's competence and expertise

Please provide information on the personnel and members of the organization, describe their competence and expertise in the domain of intangible cultural heritage, in particular those that demonstrate the capacities of the organization to provide advisory services to the Committee, and explain how they acquired such competence. Documentation of such competences may be submitted, if necessary, under section 6.c below.

Not to exceed 200 words; do not attach additional information

1. Shahid Hussain Shamim, Chairman, ICH and craftsmanship Expert
2. Jahangir Alam Jony, Vice Chairman, Handloom & Ecological Agriculture Researcher
3. Rafiqul Islam Mithil, Director, General Secretary, Community Based Tourism Expert, Certified Accessor and Tour Guide
4. Md. Rabiul Islam, Treasurer, Community Organizer
5. Moinul Hussain Deepto, Executive Member, ICT Expert
6. Habel Mia, Executive Member, Artisan
7. Nabakumar Dey, Executive Member, Artisan

7. The organization's experiences in cooperating with communities, groups and intangible cultural heritage practitioners

The Committee will evaluate whether NGOs requesting accreditation cooperate in a spirit of mutual respect with communities, groups and, where appropriate, individuals that create, practise and transmit intangible cultural heritage' (Criterion D). Please briefly describe such experiences here.

Not to exceed 350 words; do not attach additional information

Community Based Tourism: Tool for developing inclusive community and safeguarding ICH elements.

NCFB working in different location these all are textile and crafts based destination each of them has rich ICH elements like – Manipuri Community in Sylhet, Garo Community in Netrokona and Jaqared handloom weavers community in Tangail. Since the last decades of experience NCFB found that CBT can be one of the unique ways to include people in preserving and promoting ICH elements. Safeguarding ICH elements need to ensure the practices within the community. To develop an inclusive community and safeguarding the ICH elements Community Based Tourism can play a vital role because it's a platform for the artisans, farmers and tourists to experience the home stay with local community in identifying textile, how to keep good quality agro seeds, planning organic farming, daily livelihoods of the villages, natural dye, understanding weaving and other crafts. These are life time learning for any textile and craft enthusiast. Moreover, CBT stakeholders facilitated skill development training for presenting their own traditional knowledge in different ways. Trained the community on housekeeping, storytelling, traditional cooking, lifestyle presentation, tour guiding etc. Then community organize tour, souvenir development by the master craftsperson, setting itineraries focusing on ICH elements. To engage the community NCFB organize the people for creating awareness among the community about what is CBT, What they have to do, what they need to learn. Then develop a Tourism Development Management Committee (TDMC). TDMC is the main responsible and accountable identity in the operation level of CBT homestay facility. TDMC's activities include- Tourists distribution, Food menu & Itinerary setting etc. Then registered the TDMC under cooperative society act. TDMC work as a bridge between the community and stakeholders. Then engage local government, community leaders, stakeholders and Youth with the CBT process. CBT create huge awareness among the community about their ICH elements. Community gets involve in the inclusive development process by the formation of Tourism Development Management Committee (TDMC). Then they achieved legal entity by registration the TDMC under society act. Community gets skill development training on community based tourism, housekeeping, storytelling, traditional cooking, lifestyle presentation, itinerary setting and tour guiding. For all of their affords they receive financial benefits out of their activities. Once they understand the value of their ICH elements community becomes much more aware about their valuable assets that they inherited from their ancestor.

8. Documentation of the operational capacities of the organization

The Operational Directives require that an organization requesting accreditation submit documentation proving that it possesses the operational capacities listed under Criterion E. Such supporting documents may take various forms, in light of the diverse legal regimes in effect in different States. Submitted documents should be translated, whenever possible, into English or French if the originals are in another language. Please label supporting documents clearly with the section (8.a, 8.b or 8.c) to which they refer.

8.a. Members and personnel

Proof of the participation of the members of the organization, as requested under Criterion E (i), may take diverse forms such as a list of directors, a list of personnel and statistical information on the quantity and categories of the members; a complete membership roster usually need not be submitted.

Please attach supporting documents, labeled 'Section 8.a'.

9. Signature

The application must include the name and signature of the person empowered to sign it on behalf of the organization requesting accreditation. Requests without a signature cannot be considered.

Name: Rafiqul Islam Mithil

Title: Director

Date: 30th April, 2019

Signature: 
30-04-19

NGO-90461-04

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Le 30 AVR. 2019

N° 0338

We, the several people, whose names, addresses and signatures subscribed below, are desirous of being formed into a Society pursuant to the Rules & Regulations:

No.	Name & Address	Designation	Signature
1.	<p>Name: SHAHID HUSSAIN SHAMIM S/O: Hazi Abdul Malek & Anuwara Begum Address: 2/6 Shams Tower, Shajahan Road, Mohammadpur, Dhaka-1207 Date of Birth: 01/06/1959 NID: 6445801373 Occupation- Crafts, Handloom & Textile Expert Nationality-Bangladeshi</p>	Chairman	
2.	<p>Name: JAHANGIR ALAM JONY S/O: Md. Aftabul Islam & Kanchan Mala Address: Vill: Bishnopur, Pathrail, Delduar, Tangail Date of Birth: 09/02/1966 NID: 9312371704208 Occupation- Handloom & Ecological Agriculture Researcher Nationality-Bangladeshi</p>	Vice Chairman	
3.	<p>MD. RAFIQU L ISLAM S/O: Tilamuddin Mia & Saher Begum Address: Vill: Dhallah, Dhallah Bazar, Singair, Manikganj Date of Birth: 04/10/1990 NID: 19905618243000051 Occupation- Community Based Tourism Organizer Nationality-Bangladeshi</p>	General Secretary	
4.	<p>MD. RABIUL ISLAM S/O: Nazimuddin Bissas & Nurjahan Begum Address: Vill: Bishnopur, Pathrail, Delduar, Tangail Date of Birth: 20/09/1977 NID: 9312371704204 Occupation- Community Organizer Nationality-Bangladeshi</p>	Treasurer	

5.	MOENUL HUSSAIN DEEPTO S/O: Shahid Hussain Shamim & Maharun Nahar Address: 2/6 Shams Tower, Shajahan Road, Mohammadpur, Dhaka-1207 Date of Birth: 18/09/1992 NID: 19922692532001732 Occupation- ICT Expert	Executive Member	
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	Nationality-Bangladeshi		
6.	HABEL MIA S/O: Bosiruddin & Sifatun Begum Address: Vill: Nohua, Jangalia, Delduar, Tangail Date of Birth: 18/09/1968 NID: 9312323743055 Occupation- Artisan Nationality-Bangladeshi	Executive Member	
7.	NABAKUMAR DEY S/O: Gobindo Chandra Dey & Suroshe Rani Dey Address: Hinganagar, Delduar, Tangail Date of Birth: 05/06/1957 NID: 9312311723466 Occupation- Artisan Nationality-Bangladeshi	Executive Member	

Dated thethe day of 2019.

Le 30 AVR. 2019

N° 0338

THE SOCIETIES REGISTRATION ACT 1860

(ACT. XXI OF 1860)

MEMORANDUM OF ASSOCIATION

AND

RULES & REGULATIONS

OF

National Crafts Foundation of Bangladesh

The Societies Registration Act, 1860
(Act. XXI of 1860)

MEMORANDUM OF ASSOCIATION

OF
National Crafts Foundation of Bangladesh

- I) The name of the Society is **National Crafts Foundation of Bangladesh**

- II) The Registered Office of the Society shall be situated at **Vill- Nolsondha, Union- Pathrail, Upzilla- Delduar, Dist- Tangail**, Bangladesh or such other place at the Society may from time to time determine.
 - (1) **Area of operation:** The area of operation of the Society shall be extended all over Bangladesh.

- II) (2) **Nature of the Foundation:** It is a Non-profitable, Non-political, Non-Government, Charitable and voluntary Society.

- III) **Objectives of the Foundation:** The objectives for which the society is established one all or any of the following: "All the objectives will be implemented after obtaining necessary permission from the Government / concerned authority or competent authority and the objects contrary to the provision of section 20 of the Act 1860 shall be treated as ineffective."
 1. Conduct activities to promote socio-economic, ethical and skill development in the areas of agriculture, crafts, tourism and hospitality, safeguarding and promote intangible cultural heritage, enabling policy environment, collective activities and cultural enlightenment for that goal.
 2. Explore and organize innovative and novel activities to make a positive change of society and priority areas are (a) agriculture and rural development (b) handloom and crafts (c) safeguarding intangible cultural heritage (d) tourism and hospitality (e) health and medicine including traditional systems and practices (f) information and communication technology, (g) art, culture and knowledge systems including cultures of local and indigenous communities and local knowledge (h) industry and workplace (i) human rights, citizenship, constitutional issues and legal regimes (j) enabling policy environment and rights and responsibilities for good governance (k) migration and safety of movement (l) education (m) relief, rehabilitation and disaster management and any other activities to realize the general intentions of the Foundation stated in the above paragraph. In all activities ecological and environmental concerns and the idea of justice, responsibility and ethical social relationship will remain the framework of the work design and the goal of the Foundation. The perspective of women and the indigenous communities and the oppressed and disadvantaged classes will be guiding paradigm of the activities of the Foundation at all levels. The foundation will actively disseminate their positive achievement regionally and internationally, where appropriate.
 3. The activities for which the Foundation will be active immediately are the following: i. Crafts and Handloom development: particularly to support and promote endangered knowledge and practices, craftsmanship, including community planning, landscape development and economic activities; ii. Agriculture and Rural Development iii.

Community Based Tourism: particularly to promote inclusive responsible tourism in the rural level. iv. Safeguarding Intangible Cultural Heritage-ICH: to promote and inventorying endangered ICH elements v. Information and Communication Technology: to use information and communication to empower people undertaking activities that enhance community capacity to communicate for collective and common good. vi. Art and Culture: including cultures of local and indigenous communities and local knowledge systems: supporting, raising funds and promotion of cultural activities, lifestyles and values of various communities of Bangladesh vii. Handloom & crafts promotion of handloom and handloom products and the enhancement of the social and economic interest of handloom producers; promoting handlooms and strengthening handloom sector; xi. Industry and Workplace: safety in the workplace, development of human resources, skills and the capacities of the workers and promoting their causes; promoting the cause of national economic development benefiting workers and trade union education ix. Education: Supporting and promoting establishing, schools and, colleges for the community, and/or university for advanced and higher learning, also setting residential places and spaces of learning in science, technology, philosophy and the wisdom of positive lifestyle building particularly emphasizing the oral tradition and cultures. x. Human rights, citizenship, constitutional issues and legal regimes: defending human rights enshrines in the national constitution and the international covenants in order to achieve peace and stability in the country as well as in the region, xii. Collaborate with similar organizations: To initiate projects and activities also with others in pursuance of the above objectives.

4. Establish, subsidize, promote, co-operate with receive into foundation, become member of, act as or appoint trustees, agents, or delegates for, control, manage, superintend, give gifts, give donations or other assistance to any individual, association, institution or fund, whether incorporated or not, which to the Foundation may seem conducive to or to achieve or the further any of the objects or purposes of the foundation.
5. Print, publish, issue, circulate and assist and aid in printing, publishing, issuing and circulating papers, periodicals, books and other literary, scientific and useful works, efforts and undertakings as may seem conducive to the attainment of any of the objects of the Foundation.
6. Found, subsidize, aid, assist, establish, maintain, run, administer, manage trust funds, grants and other benefactions.
7. Encourage research, investigation, invention, planning and development of agriculture and related activities.
8. Promote, establish, manage, control, supervise, give gifts, grants, aid or other assistance to any person, company, cooperative society, corporate body or undertaking or associations or persons as may seem to the foundation conducive to or to achieve or to further any of the objects and purposes of the Foundation.
9. Provide facilities for, foster, encourage, secure, maintain good and closer relationships and amity in and among communities and peoples of Bangladesh.
10. Admit any person (whether eligible or not for membership) to be an associate or as honorary members of the Foundation on such terms and to confer on them such rights and privileges as may seem expedient.
11. To receive and accept gifts, grants, aids, donations, benefactions of any nature and kind whatsoever and to arrange, establish and maintain funds, properties and assets by subscription and contribution and by receiving and acceptance of gifts, grants, aids, donations, benefactions and other means provided however in case of foreign gifts.,

donations, etc. the provisions of foreign donations (voluntary activities) Regulations Ordinance 1978, Ordinance being No XVI of 1978 shall be complied with.

12. Arrange and borrow any money and funds required for purposes of the Foundation of such securities as may be determined.
13. Purchase, take on lease, exchange, hire or otherwise acquire any real and personal or immovable and movable properties and any rights and privileges whatsoever and to build, construct, alter and maintain buildings, houses or other constructions for the housing of the Foundation or its staff or as necessary or convenient for any of the objects or purposes of the Foundation.
14. Work, improve, manage, administer, develop, turn to account, gift away, sell, lease, mortgage or otherwise dispose of or deal with all or any of the funds, properties and assets of the Foundation.
15. Invest in any forms in such securities, shares, debentures, bonds, capital notes or otherwise in such manner as may from time to time be determined by the Board.
16. To open any account with any bank, deposit money therein, to draw cheque thereon and to transact all business in connection therewith.
17. Give guarantees and to guarantee payment of money or performance of any obligation or undertaking whatsoever and to stand surety and to perform and discharge obligations arising from giving of guarantee or security.
18. Set up, acquire, purchase, manage and dispose of industrial, business and other concerns and real estate for the benefit of the Foundation.
19. Promote, organize and establish branches and offices of the Foundation wherever considered necessary and to manage and control such branches and offices and to delegate such powers and functions to branches and offices as may be considered necessary.
20. To do all such things as are incidental or conducive to the attainment of the above objects or any of them. Provided that nothing herein shall be deemed to authorize the Foundation to take part in or to support or to further or to give any gift, grant, aid, donation or benefaction in support or furtherance of any political activity.
21. To undertake and carry on any humanitarian or charitable program for the poor and under privileged people.
22. To take up program for promotion of literature, fine art science and education.
23. To take up program to distribute relief among the neglected, poverty stricken in the event of any natural calamity like flood, storm, cyclone and earth quack.
24. To arrange/ take up training activities of improved educational program for literate and half educated people for the purpose of increasing capability of works.
25. To make awareness among the general public, nursing, nursing diploma, nursing institute poor masses and human society/ regarding their beneficial program.
26. To establish libraries, reading room, study center for developing the habit of study for the benefit of the society.
27. To publish rare/ old manuscript of the lost folklore of the country including the myth book after being collected them.
28. To arrange exhibition of Fine art/ painting through display center/ museum and mobile museum.

29. To arrange display of sculpture/ collection of painting through museum and mobile museum.
30. To arrange painting collection by establishing educational institution of fine arts.
31. To undertake motivation work among the human being/ public to create awareness literature arts and science.
32. To undertake program for educational research on archeology and historical relies.
33. To collect and preserve mechanical and scientific nap and design for the benefit of members and the general public.
34. To establish library and reading room for the members and for the members and for the use of general public for the purpose of promotion of education and culture.
35. To establish run and maintain school, college and such other educational institution both general and technical for the purpose of diffusion of useful knowledge among the people or target group.

To achieve the above objects, the Foundation shall have the following powers:

1. Establish, undertake, superintend, administer and control, subsidize and contribute to any provident, benevolent or charitable funds, to or from which may be made gifts, grants donations and advances and to made and give gifts, grants, donations, charitable or benevolent institutions or undertakings or objects.
2. Undertake and execute any trusts, which may seem to the Foundation conducive to any of its objects.
3. Provide facilities to, foster, encourage, secure, maintain good and closer relationships and amity in and among communities and peoples of Bangladesh and other countries of the world.
4. Admit any person (whether eligible or not for membership) to be an associate or as honorary members of the foundation on such terms and to confer on them such rights and privileges as may seem expedient.
5. Arrange and borrow any money and funds required for purposes of the foundation of such securities as may be determined.
6. Purchase, take on lease, exchange, hire or otherwise acquire any real and personal or immovable and movable properties and any rights and privileges whatsoever and to build, construct, alter and maintain buildings, houses or other constructions for the housing of the foundation or its staff or as necessary or convenient for any of the objects or purposes of the Foundation.
7. Work, improve, manage, administer, develop, turn to account, gift away, sell, lease, and mortgage or otherwise dispose of or deal with all or any of the funds, properties and assets of the foundation.
8. Invest in any forms in such securities, shares, debentures, bonds, capital notes or otherwise in such manner as may from time to time be determined by the Board.
9. To open any account with any bank, deposit money therein, to draw cheque thereon and to transact all activities, project, project and any other business in connection therewith.
10. Give guarantees and to guarantee payment of money or performance of any obligation or undertaking whatsoever and to stand as surety and to perform and discharge obligations arising from giving of guarantee, surety or security.

11. Set up, acquire, purchase, manage and dispose of industrial, business and other concerns and real estate for the benefit of the foundation.
12. Promote, organize and establish branches and offices of the foundation wherever considered necessary and to manage and control such branches and offices and to delegate such powers and functions to branches and offices as may be considered necessary.

IV) INCOME:

The income and property of the Foundation whatsoever derived shall be applied solely towards the promotion of the objectives and the purposes of the Society as set forth in this memorandum and no portion hereof shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise howsoever to the persons who are members of the Foundation or to any person claiming through any of them provided that nothing herein contained shall prevent the payment in good faith or out-of-pocket expenses or of remuneration to any member of the staff or officers of the Foundation or any member thereof or other person in return for any services actually rendered to the Society or to any of the objectives for which the Foundation is established.

V) Fund Mobilization and Utilization:

In order to be able to fulfill objectives of the Organization, the **Foundation** will:

- a) Accept donations, cash or kind, from any person, institution, society, NGOs, foundations or companies from home or abroad and will use the same towards the promotion and maintenance of the objectives of the Society and create & provide funds to apply the same as the Society may deem expedient for the fulfillment of its objectives, provided that the Society shall not receive any foreign donation without undergoing the formalities as laid down in the Foreign Donation (Voluntary Activities) Regulations Ordinance (Ordinance No. XLVI of 1978) and the Foreign Contributions (Regulation) Ordinance (Ordinance No. XXXI of 1982) as amended from time to time.
- b) Pay out the funds of the Foundation or out of any particular part of such funds all expenses incidentals to the formation and management of the Foundation or of administering any special trust or otherwise carrying out of any for the forgoing objects including the payments for the salaries to persons employed.
- c) Procure donation, subscription, and charges or receive money, land Building, furniture or other properties as official grants, participation in seminar, workshop or training & national or foreign help. All earnings of the society would be engaged to full fill the goal & object of the Foundation.
- d) To undertake any other lawful activities consider being helpful to extend the aims and objects of the Society not specified in this memorandum. Invest the money of

the Society not immediately required upon securities or in such manner as may from time to time be determined by the Executive committee.

VI) The Foundation shall:

- a) Institute, conduct, defend or compromise legal proceedings by or against the Foundation or its office bearers in respect of matters affecting the Foundation.
- b) Make rules and regulations or by-laws not inconsistent with the law, nor with the memorandum of the Foundation for the proper administration of the Foundation and all its institutions and projects.
- c) Do all such other lawful acts, matters, deeds and things as are incidental or conducive to the attainment of the objects.
- d) Provide facilities to, foster, encourage, secure, maintain good and closer relationships and amity in and among communities and peoples of Bangladesh and other countries of the world.
- e) Admit any person (whether eligible or not for membership) to be an associate or as honorary members of the foundation on such terms and to confer on them such rights and privileges as may seem expedient.
- f) Arrange and borrow any money and funds required for purposes of the foundation of such securities as may be determined.
- g) Purchase, take on lease, exchange, hire or otherwise acquire any real and personal or immovable and movable properties and any rights and privileges whatsoever and to build, construct, alter and maintain buildings, houses or other constructions for the housing of the foundation or its staff or as necessary or convenient for any of the objects or purposes of the Foundation.
- h) Work, improve, manage, administer, develop, turn to account, gift away, sell, lease, and mortgage or otherwise dispose of or deal with all or any of the funds, properties and assets of the foundation.
- i) Invest in any forms in such securities, shares, debentures, bonds, capital notes or otherwise in such manner as may from time to time be determined by the Board.
- j) To open any account with any bank, deposit money therein, to draw cheque thereon and to transact all activities, project, project and any other business in connection therewith.

- k) Give guarantees and to guarantee payment of money or performance of any obligation or undertaking whatsoever and to stand as surety and to perform and discharge obligations arising from giving of guarantee, surety or security.
- l) Set up, acquire, purchase, manage and dispose of industrial, business and other concerns and real estate for the benefit of the foundation.
- m) Promote, organize and establish branches and offices of the foundation wherever considered necessary and to manage and control such branches and offices and to delegate such powers and functions to branches and offices as may be considered necessary.

VII) Dissolution or Winding up:

If, upon the winding up or dissolution of the society, there shall remain any assets after liquidation all its debts and liabilities, shall not be paid to or distributed among the members of the society, the same shall be given or transferred to or applied to some other society, to be determined by the 3/5th votes of the members of the Foundation.

The First Management committee of the Foundation is hereby constituted with the following persons:

No.	Name	Designation
1.	SHAHID HUSSAIN SHAMIM	Chairman
2.	JAHANGIR ALAM JONY	Vice Chairman
3.	MD. RAFIQL ISLAM	General Secretary
4.	MD. RABIUL ISLAM	Treasurer
5.	MOINUL HUSSAIN DEEPTO	Executive Member
6.	HABEL MIA	Executive Member
7.	NABAKUMAR DEY	Executive Member

We, the several people, whose names, addresses and signatures subscribed below, are desirous of being formed into a Society pursuant to the **Rules & Regulations**:

No.	Name & Address	Designation	Signature
1.	<p>Name: SHAHID HUSSAIN SHAMIM S/O: Hazi Abdul Malek & Anuwara Begum Address: 2/6 Shams Tower, Shajahan Road, Mohammadpur, Dhaka-1207 Date of Birth: 01/06/1959 NID: 6445801373 Occupation- Crafts, Handloom & Textile Expert Nationality-Bangladeshi</p>	Chairman	
2.	<p>Name: JAHANGIR ALAM JONY S/O: Md. Aftabul Islam & Kanchan Mala Address: Vill: Bishnopur, Pathrail, Delduar, Tangail Date of Birth: 09/02/1966 NID: 9312371704208 Occupation- Handloom & Ecological Agriculture Researcher Nationality-Bangladeshi</p>	Vice Chairman	
3.	<p>MD. RAFIQUL ISLAM S/O: Tilmuddin Mia & Saher Begum Address: Vill: Dhallah, Dhallah Bazar, Singair, Manikganj Date of Birth: 04/10/1990 NID: 19905618243000051 Occupation- Community Based Tourism Organizer Nationality-Bangladeshi</p>	General Secretary	
4.	<p>MD. RABIUL ISLAM S/O: Nazimuddin Bissas & Nurjahan Begum Address: Vill: Bishnopur, Pathrail, Delduar, Tangail Date of Birth: 20/09/1977 NID: 9312371704204 Occupation- Community Organizer Nationality-Bangladeshi</p>	Treasurer	
5.	<p>MOINUL HUSSAIN DEEPTO S/O: Shahid Hussain Shamim & Maharun Nahar Address: 2/6 Shams Tower, Shajahan Road, Mohammadpur, Dhaka-1207 Date of Birth: 18/09/1992 NID: 19922692532001732 Occupation- ICT Expert</p>	Executive Member	

	Nationality-Bangladeshi		
6.	HABEL MIA S/O: Bosiruddin & Sifaton Begum Address: Vill: Nolua, Jangalia, Delduar, Tangail Date of Birth: 18/09/1968 NID: 9312323743055 Occupation- Artisan Nationality-Bangladeshi	Executive Member	
7.	NABAKUMAR DEY S/O: Gobindo Chandra Dey & Suroshe Rani Dey Address: Hinganagar, Delduar, Tangail Date of Birth: 05/06/1957 NID: 9312311723466 Occupation- Artisan Nationality-Bangladeshi	Executive Member	

Dated thethe day of 2019.

Witness:

MD. MASUDUR RAHMAN
Company Consultant & Tax Adviser
JESSORE & ASSOCIATE
1, Kawran Bazar, T.C. B Bhaban, Dhaka
Phone-088-9127925
Mobile-01913-374913, 01718-117193

MD. ROBIUL ISLAM
16/A, B.B AVENUE, DHAKA

**The Societies Registration Act, 1860
(Act. XXI of 1860)**

RULES & REGULATIONS

OF

National Crafts Foundation of Bangladesh

In these rules and regulations, unless the context otherwise requires:

- a) The Society means **National Crafts Foundation of Bangladesh**
- b) President means President of the Executive Committee.
- c) Office means the registered office for the time being of the Society.
- d) Government means Government of the People's Republic of Bangladesh.
- e) Member means a member of the Society whose name appears and/or is borne on the Register of the Members.
- f) Month means English calendar month.
- g) Seal means the Common Seal of the Foundation.
- h) General meeting means a General Meeting of The Foundation.
- i) Ordinary Meeting and Extra-ordinary meeting mean respectively an Ordinary General Meeting and Extra-ordinary General Meeting.
- j) Rules means any rules, regulations, by-laws and procedures framed by the Executive Committee for the proper function of the Foundation.
- k) Proxy means an attorney duly constituted or appointed under an instrument of proxy, power of attorney or other authority in writings.
- l) In Writing and Written include printing, lithography, laser printing, type writing, telex, fax, e-mail and other modes of representing or reproducing words in visible form.

Membership:

The membership of the Foundation shall consist of:

General Members: Such individuals who may be admitted from time to time and whose names entered in the register of Members including such individuals who sign the Memorandum of Association of the Society shall be considered as General Members. Each General Members shall pay an entrance fee of Taka 500.00 (Five Hundred Taka only). General Membership of the Society shall be limited to persons including founder members and would be admitted by the Executive Committee (from amongst the citizens of Bangladesh) who, in the opinion of the Executive Committee are capable of contributing substantially to the promotion of the objectives

of the Foundation. Each General Member shall pay annual subscription of Taka 250.00 (Taka Two Hundred Fifty only).

Associate Members: Individuals or Associations or NGOs or Groups or Organizations committed to development may be included by the Executive Committee become Associate Member without the right to vote. The Associate Member shall be requested to pay an admission fee of Taka 500.00 (Five Hundred Taka) only.

Founder Members: The Founder members of the Society shall be persons who are signatories to the Memorandum of the Society on the Roll of Members of The Foundation maintained for the purpose of the date of the registration of the Foundation under Act XXI of 1860.

Life Members: Any person who will be interested in the activities of the Society and not hindered by law or the constitution of the Society may be enrolled as Life Member fees.

Patrons: Individuals of excellence of their own or Association or Society or Foundation or bodies or persons of eminent position may be included by the Executive Committee without voting right.

Volunteer Members: Enthusiastic individuals committed to fulfillment the objectives of the Society may be included by the Executive Committee to become Volunteer Member without voting right. No admission fee will be required.

The Society shall maintain a register of members which shall be open to inspection, on any working day office hours at the office of the Society, by the Members and /or Officers on payment of such fees and upon giving such notices as may, from time to time, be prescribed by the Society in this behalf.

Each General Members of the Society shall be entitled to one vote.

No member of the Society whose subscription dues are in arrears shall be entitled to vote.

Any member failing to pay the arrears due for three consecutive years shall lose his membership.

So much of the funds of the Society as may not be wanted for immediate use, or to meet the usual accruing liabilities shall, in the discretion of the Executive Committee, be invested in any of the following:--

- a .In government securities.
- b. In trustee securities.
- c. In bank deposit.
- d. By any such means.

The amount to the credit of any special fund shall be used by the Executive Committee only for the specific purpose therein mentioned and not otherwise.

Management: The affairs of the Foundation shall be managed by an Executive Committee, which shall have the responsibility to determine the direction and scope at the activities of the Foundation.

The election of the Executive Committee shall be determined by the majority votes of the General Members.

The Executive Committee shall have power to co-opt members if any when they consider desirable.

The Executive Committee shall exercise full management and financial control of the Foundation.

Duration of the Executive Committee shall be for 5 years.

Authorities of the Foundation:

The following shall be the authorities of the Foundation:

i. General Body shall consist of the members who are subscribers to this Memorandum and Articles of Association as well as those who join this association out of their own free will and out of love of the objectives of this association and shall function as members for the purposes of general meeting as contemplated under the Act.

ii. Board of Directors

iii. Executive Committee

iv. Executive Director

v. Founding Members

vi. Such other bodies, committees, sub-committees or panels as may be appointed or constituted from time to time, by the Board of Directors for the areas such as Zilla, Thana, Union, Village, Para, Mohalla, etc.

Tenure:

The tenure of the Executive Committee shall be **5 (Five)** years and shall extend from and expire at the alternate Annual General Meeting of the Foundation.

The **Chairman, Vice Chairman, Treasurer, Office Bearers & Executive member** shall be for a **5 (Five)** years term. They may be re-elected in their respective posts.

a). Chairman :

The **Chairman** of the Foundation shall be elected by the General Body at its Annual General Meeting from among its members and shall hold office until the election of his/her successors but shall be eligible for re-election. The General Body will elect from among its members another person who will act as **Chairman** of the Foundation if a vacancy occurs in the office of the **Chairman** or if the **Chairman** is unable to discharge the functions of his/her office on account of absence, illness or any other cause, until a President is elected at the next Annual General Meeting or until the **Chairman** resumes the functions of his/her office as the cause may be.

a). Executive Director :

The **Executive Director** of the Foundation shall be elected by the General Body at its Annual General Meeting from among its members and shall hold office until the election of his/her successors but shall be eligible for re-election. The General Body will elect from among its members another person who will act as **Executive Director** of the Foundation if a vacancy occurs in the office of the **Executive Director** or if the **Executive Director** is unable to discharge the functions of his/her office on account of absence, illness or any other cause, until a

President is elected at the next Annual General Meeting or until the **Chairman** resumes the functions of his/her office as the cause may be.

b) Vice Chairman:

If any member(s) engage in any anti-society activities, the Vice Chairman can directly dismiss him/her (except the **Chairman**) from the Executive Committee but it must be regularized in the next Annual General Meeting.

c) Treasurer:

He/she will be in charge of accounts section including maintenance of proper books of accounts and cash books. The treasurer shall be the Chief Financial Officer of the Society, shall be responsible for the receipt, custody and disbursement of society funds and other assets, shall be custodian of the financial records of the **Foundation** and shall have charge of investment of the Foundation funds, subject to direction or approval of the Executive Committee, the treasurer shall give such bond for the faithful discharge of his/her duties as the Executive Committee requires. In general, the treasurer shall perform all duties incidental to the office of Treasurer and such other duties as may from time to time be assigned to him/her by the Executive Committee.

d) Executive Members:

He/she will hold office to prepare plans and programs for the furtherance of the objectives of the Society; as well as procure efficient management of the affairs conferred by the Executive Committee.

The composition of the Executive Committee shall be as follows:

- i) The **Chairman** of the Foundation.
- ii) The Vice Chairman of the Foundation.
- iii) The General Secretary of the Foundation.
- iv) The Treasurer of the Foundation and
- v) The Three Executive Members from the General Body.

Governing Body

1. The Governing Body shall comprise with **Chairman**.
2. The total number of the Governing Council members should not be more than 7 (**Seven**) including the Foundation. Any vacancy shall be filled up by the majority decision of the Council.
3. For day to day management of the affairs of the Foundation , the Executive Committee will nominate the Executive Committee not more than 7 (**Seven**) members among them.
4. The **Chairman** of the Executive Committee will be the Chairman of the Governing Body.
5. The Executive Committee shall carry out mandates and policies of the Foundation as determined by its voting membership.
6. Subject only to the provisions of the Constitution and to all resolutions and enactment's of the Voting Members passed at AGM of EGM, the Governing Body has full and complete

power and authority to perform all acts and to transact all business for and on behalf of the Foundation .

7. The Governing Body shall have such other powers and duties as this constitution may elsewhere provide and as the Foundation may, in addition, grant or dispose.
8. The Governing Body in a majority opinion may decide to appoint Advisors for the Foundation among the reputed personalities of the Foundation but the number shall not be more than three at a time. Governing Body can decide any kind of assets purchase & sales, rent, another way received, reserved, other developing way.
9. Governing Body always maintaining assets, goodwill creation by the Country law & rights.
10. For betterment decision Governing Body takeover such as same nature of work organization. Explanation the Constitution the Executive Committee's legislator is full & final.

Executive Committee

The Executive Committee (hereafter sometimes referred to as committee) consists of the following Office Bearers and Members, the total number would not be less than **7 (Seven)** and not more than **15 (Fifteen)**.

Chairman	1 (One)
Vice Chairman	1 (One)
General Secretary	1 (One)
Treasurer	1 (One)
Executive Members	3 (Three)
Total:	7 (Seven)

Meeting of the Executive Committee:

In presence of 2/3 (Two third) members of the Executive Committee at any such meeting shall form a quorum and each member shall have one vote.

The Executive Committee shall meet not less than twice a year.

The Society shall keep at its office a registers containing the names and addresses and occupations and nationality of the members of the members of the Executive Committee and shall send to the Registrar of any changes that may take place in the names, addresses, occupations or nationality such members of the Executive Committee.

Any question at such meeting may be decided by a majority and if the votes are equal, the President of the meeting shall have a second or casting vote.

Any one member of the Executive Committee may request a special meeting thereof to be called by the Executive director by giving seven days' notice of his/her desire to the Executive Director, in the case of emergency or urgent reference by giving three days' notice to the Executive Director but at such special meetings no business other than specified in the notice shall be taken into consideration, save by the unanimous consent of those present.

Emergency meetings may be convened with specific agenda with 24 hours' notice in the event of emergencies.

Minutes of all proceedings of the Committee shall be made and regularly entered into a Minute Book to be kept by the Executive Director and copies circulated among the Members. The book shall be open to the inspection of any member at any reasonable time.

Any casual vacancy against the members of the Executive Committee, arising from death, resignation, and removal or otherwise, may be filled by co-option by the Executive Committee and the members so co-opted shall hold office for the unexpected portion of the term of the office of the member causing the vacancy.

The Executive Committee shall function notwithstanding any vacancy therein and notwithstanding any defect in its constitution and no act or proceeding of the Executive Committee shall be invalid by reason only of the existence of any vacancy amongst its members or any defect in its constitution.

Annual General Meeting:

It shall be at least once in calendar year. Fourteen days notice shall be given to every member before holding General Meeting stating the time and place of such meeting and the business to be transacted in such meeting.

Provided that any meeting may be convened at any shorter notice, if the entire voting strength consents in writing of such shorter notice.

At every general or specific meeting 5 Members of the Society, entitled to be present and to vote, shall form a quorum, provided that if the necessary quorum is not present at such meeting then such meeting shall be adjourned to such subsequent date as may be fixed by the Executive Committee and notified to Members, and if the necessary quorum as defined above is not present at such adjourned meeting the Members then actually present shall form a quorum. The President of the Society and in his /her absence a Member elected by the Members shall preside.

Advisory Committee:

There shall be an Advisory Committee not less than 5 and to be nominated by the Executive Committee. It shall render advice on any matter referred to it by the Executive Committee and Annual General Meeting. The Executive Committee will try to make good use of the suggestions of the advisory committee.

Funds:

- I). Membership fees, regular subscriptions, donations received from members of the Society, well wishes, business communities, government and non-governmental national & international Society will constitute the funds of the Society.
- ii) Earnings through publication of journal, booklets, newsletters, books and souvenirs will also contribute to the funds of society.
- iii) Earnings through training programs, research projects, and consultancy will also contribute to the fund of the society.
- iv) Members of the Society can also engaged themselves to research programs or any other activities and shall be eligible to utilize funds and get remuneration, as permissible by the executive committee.

BANK ACCOUNT

The Society shall open Bank Account with any commercial Bank/Banks and shall be operated under the Single signature of **Chairman** or as per decision of the Executive Committee of the Society.

SEAL

The Executive Committee shall provide a common seal for the Society. The seal shall be deposited with Executive Director.

AUDIT

The Executive Committee will get the accounts of the organization audited by any Chartered Accountant Firm approved by the Government or by a social welfare officer. Audited report will be submitted and approved in the Annual general meeting.

AMENDMENT

Executive Committee, if necessary, will be able to propose/recommend alteration, extension, addition, and limitation of any section, sub-section or word of the Constitution. The same will have to be approved in presence of 3/5 presence legal members of total legal members in next Annual general meeting of the Organization.

ARBITRATION

All members of the National Crafts Foundation of Bangladesh are bound with the arbitration agreement that they have signed to become members in which they have forfeited their right to take legal action against the Center, its Trustees, officers, directors, managers, employees, and other agents, members, and any members who has agreed to settle his or her dispute in accordance with the Arbitration Article by signing the Arbitration form, and they all have opted to accept the arbitration decision of appointed arbitrators as specified in this Arbitration Article.

Whenever any dispute or difference arises between the society on one hand and any member on the other hand or amongst the members and directors touching or regarding the affairs of the society or interpretation of any of these articles every such difference may be referred under the arbitration Act, 1940 to the arbitrators. One to be appointed by each party in dispute and their decision shall be binding on the parties concerned. In case, the Arbitrators fail to agree within themselves on the point referred to, they shall refer the dispute to an umpire appointed as provided under Arbitration Act and the judgment of such umpire shall be final and binding on all concerns.

DISSOLUTION OF ASSOCIATION

If upon the winding up or dissolution of the Society there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be handed over or transferred or given to some other institutions, having objectives similar to the objectives of Society, to be determined by the 3/5 voting of the members of the Society in the extra ordinary general meeting at or before the dissolution.

We, the several people, whose names, addresses and signatures subscribed below, are desirous of being formed into a Society pursuant to the **Rules & Regulations**:

No.	Name & Address	Designation	Signature
1.	<p>Name: SHAHID HUSSAIN SHAMIM S/O: Hazi Abdul Malek & Anuwara Begum Address: 2/6 Shams Tower, Shajahan Road, Mohammadpur, Dhaka-1207 Date of Birth: 01/06/1959 NID: 6445801373 Occupation- Crafts, Handloom & Textile Expert Nationality-Bangladeshi</p>	Chairman	
2.	<p>Name: JAHANGIR ALAM JONY S/O: Md. Aftabul Islam & Kanchan Mala Address: Vill: Bishnopur, Pathrail, Delduar, Tangail Date of Birth: 09/02/1966 NID: 9312371704208 Occupation- Handloom & Ecological Agriculture Researcher Nationality-Bangladeshi</p>	Vice Chairman	
3.	<p>MD. RAFIQUUL ISLAM S/O: Tilmuddin Mia & Saher Begum Address: Vill: Dhallah, Dhallah Bazar, Singair, Manikganj Date of Birth: 04/10/1990 NID: 19905618243000051 Occupation- Community Based Tourism Organizer Nationality-Bangladeshi</p>	General Secretary	
4.	<p>MD. RABIUL ISLAM S/O: Nazimuddin Bissas & Nurjahan Begum Address: Vill: Bishnopur, Pathrail, Delduar, Tangail Date of Birth: 20/09/1977 NID: 9312371704204 Occupation- Community Organizer Nationality-Bangladeshi</p>	Treasurer	
5.	<p>MOINUL HUSSAIN DEEPTO S/O: Shahid Hussain Shamim & Maharun Nahar Address: 2/6 Shams Tower, Shajahan Road, Mohammadpur, Dhaka-1207 Date of Birth: 18/09/1992 NID: 19922692532001732 Occupation- ICT Expert Nationality-Bangladeshi</p>	Executive Member	
6.	HABEL MIA		

	S/O: Bosiruddin & Sifaton Begum Address: Vill: Nolua, Jangalia, Delduar, Tangail Date of Birth: 18/09/1968 NID: 9312323743055 Occupation- Artisan Nationality-Bangladeshi	Executive Member	
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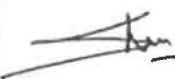

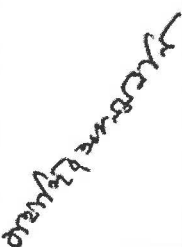



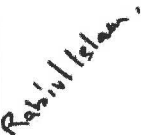
Dated thethe day of 2019.



Witness:

MD. MASUDUR RAHMAN
Company Consultant & Tax Adviser
JESSORE & ASSOCIATE
1, Kawran Bazar, T.C. B Bhaban, Dhaka
Phone-088-9127925
Mobile-01913-374913, 01718-117193


MD. ROBIUL ISLAM
16/A, B.B AVENUE, DHAKA

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2.	<p>Name: JAHANGIR ALAM JONY S/O: Md. Aftabul Islam & Kanchan Mala Address: Vill: Bishnopur, Pathrail, Delduar, Tangail Date of Birth: 09/02/1966 NID: 9312371704208 Occupation- Handloom & Ecological Agriculture Researcher Nationality-Bangladeshi</p>	Vice Chairman		
3.	<p>MD. RAFIQL ISLAM S/O: Tilamuddin Mia & Saher Begum Address: Vill: Dhallah, Dhallah Bazar, Singair, Manikganj Date of Birth: 04/10/1990 NID: 19905618243000051 Occupation- Community Based Tourism Organizer Nationality-Bangladeshi</p>	General Secretary		
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7.	NABAKUMAR DEY S/O: Gobindo Chandra Dey & Suroshe Rani Dey Address: Hinganagar, Delduar, Tangail Date of Birth: 05/06/1957 NID: 9312311723466 Occupation- Artisan Nationality-Bangladeshi	Executive Member		নবকুমার

Dated the^{4th}.....the day of February..... 2019.

Witness: 
MD. MASUDUR RAHMAN
 Company Consultant & Tax Adviser
JESSORE & ASSOCIATE
 1, Kawran Bazar, T.C. B Bhaban, Dhaka
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