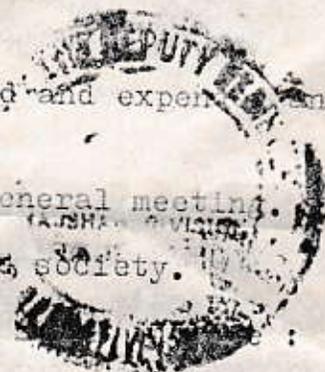


- vii) Dispose of applications for shares.
- viii) Dispose of applications for loans, services or supplies and determine the security to be taken.
- ix) Appoint sub-committee as may be deemed necessary from time to time and define their powers and duties.
- x) Appoint commissioned or non-commissioned agents to inspect the member societies.
- xi) Conduct any other business permitted by these by laws and the Rules.

D. Duties of the Managing Committee :

The Managing Committee shall observe in all their transactions, the provisions of the Act, Rules and the Bye-laws of the Association and shall perform the following duties, namely to :

- i) Receive and disburse money.
- ii) Maintain true accounts of money received and expended and accounts of the assets and liabilities.
- iii) Prepare for submission to the annual general meeting:
  - a) An annual report of the working of the society.
  - b) An annual statement of accounts which:
    - 1. Cash account.
    - 2. Balance sheet.
    - 3. Profit and loss ~~appropriation~~ account.
    - 4. Profit and loss appropriation account.
    - 5. Manufacturing and trading account.
    - 6. Monies received as gifts or subsidies
- iv) Prepare the annual statements of accounts, required and place them before the auditors.
- v) Prepare and submit all statements and returns required by the Registrar as he may direct.
- vi) Enter accounts of the Association regularly and punctually into the proper books.
- vii) Maintain an up-to-date register of member cooperatives.
- viii) Facilitate the inspection of books by those entitled to inspect them.
- ix) Convene special general meetings according to the Rules.



C. All sales shall be made for cash. If a loan is required to secure this cash it must be arranged prior to securing services or commodities. There shall be no exception to this rules without the prior approval of a general meeting.

D. Business operations shall be conducted honestly and with a view to.

i) Providing rapid, efficient and dependable service to member cooperatives.

ii) Making a business profit on all business operations.

iii) Maintaining the prices charged or paid by the Association at or near the competing rates in.

iv) Satisfying the customers whenever possible.

36. THE MANAGING COMMITTEE:

The Management of the day-today affairs of the Association shall vest in a Managing Committee.

A. The first Managing Committee appointed under rule 29(i) of the B.C.S. Rules shall consist of 9 Directors including the Thana Project Officer of IRDP ~~who shall act as Secretary~~

B. The second and subsequent Managing Committee shall consist of 12 elected Directors who shall elect their Chairman, Vice-Chairman and other office bearers. TPO of IRDP shall

~~act as Ex-office Secretary to the Managing Committee of the Association without any voting power~~

~~The powers of the Managing Committee shall exercise the following powers~~

i) Admit new members, and provide model bye-laws for members cooperatives.

ii) Fine, suspend, remove or expel member cooperatives or confiscate shares.

iii) Raise capital and invest funds, hire out machines and equipment.

iv) Enter into contracts for maintenance of machines and equipment.

v) Appoint salaried or non-salaried officers to conduct the business of the Association and define their duties.

vi) Compound or abandon or delay to enforce any debt or

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The managing committee

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- xi) Decide who will, a) Maintain accounts and records; b) Keep cash, securities and other documents; c) Prepare statements of account, reports and returns among the officers of the Association.
- xii) Prepare an annual budget for submission to the annual general meeting.
- xiii) Submit recommendations for payment of a bonus and of dividends on shares to the annual general meeting for approval.
- xiv) Arrange to supply the requirements of members and sale of their products.
- xv) Rectify objections raised by the audit.
- xvi) Perform such other duties as may be entrusted by the general meeting and necessary for implementation objectives of the Association.

E. Summoning Meeting of the Managing Committee :

- i) The Managing Committee shall meet at the office of the Association once a month on a date to be decided in advance by the Managing Committee and pasted on the Association bulletin board.
- ii) Emergency meetings of the Managing Committee may be called by the Secretary at the request of the Chairman giving all Directors a twenty four hours written notice giving the date hours venue and agenda for the special meeting.
- iii) Any three directors may requisition a special meeting of the Managing Committee by giving at least seven clear days notice to the Chairman and the Chairman shall forthwith cause to issue the notice of such requisitioned meeting to all the directors.
  - a) The requisition shall specify the object of the meeting and shall be signed by the requisitionists and shall be delivered at the office of the society.
  - b) At such special meeting no business other than that specified in the notice shall be transacted.

37. POWERS AND DUTIES OF CHAIRMAN & VICE-CHAIRMAN :

- i) The Chairman, or the Vice-Chairman in the absence of the Secretary shall be responsible for the transactions of the business of the Association.

required to be exercised or performed under the Act, the Rules and the by-laws by the Managing Committee. This orders shall be in strict conformity with the provisions of the by-laws. The Chairman or the Vice-Chairman shall not act in opposition to or in contravention of any order given or decision taken by the Managing Committee at a meeting.

ii) All orders passed or all actions taken, by the Chairman, or in his absence by the Vice-Chairman on behalf of the Managing Committee shall be placed for confirmation before the Managing Committee in the meeting immediately following.

A. DUTIES OF THE SECRETARY OR ANY OFFICER DEPUTED BY THE GOVERNMENT TO THE ASSOCIATION:

For better functioning of the Association if the Govt. lays down preconditions for providing financial and/or technical assistance to the Association under the Rule 72 B.C.S. Rules, the Managing Committee shall accept such terms and conditions subject to the provisions of the B.C.S. Act & the Rules.

If any officer/officers and or technical assistance is provided by Govt. through IRDE as per terms and conditions as aforesaid, he/they shall work as Secretary or in any other capacity and shall be deemed to have been appointed under Rule 47 of the B.C.S. Rules, 1942 and ~~shall~~ shall exercise such functions as performed by an Executive Officer as provided under the Rules.

The Secretary or any other officer as may be appointed by Govt. and accepted by the Managing Committee for doing the work of the day to day management shall perform the following functions as prescribed under the Rules:

- i) Maintain accounts of the Association in prescribed forms.
- ii) Prepare statements, returns, etc. as required by the Managing Committee and the Act and the Rules.
- iii) Receive money of the Association and issue receipts on behalf of the Association.
- iv) Pay all cost of management and working expense out of the funds of the Association and get the expenditures subsequently passed by the Managing Committee.

v) Institute, defend and conduct legal proceedings in law courts.

vi) Prepare the annual budget of the Association.

vii) ~~Handle~~ Handle all correspondences, complaints, applications for

- viii) Place all records for inspection and audit to the inspecting and audit officers.
- ix) Prepare rectification reports for inspection and audit and place the same before the Managing Committee for approval.
- x) Arrange for the provision of technical know-how to the officer, staff and cooperators of the TCCA.
- xi) Arrange procurement and distribution of various agricultural inputs like fertilizer, plant protection materials, agricultural machinery etc. among the cooperators of the Association in collaboration with the operating agencies of the Agriculture Department and the BADC.
- xii) Help organise cooperative societies, TIF groups and provide adequate facilities and ensure holding of regular weekly meetings and to attend them as frequently as possible.
- xiii) Establish liaison with the officers of the Nation Building Departments at the Thana.
- xiv) Supervise loan operation.
- xv) Guide extension activities (Cooperative and agriculture) of the TCCA and its affiliated societies.
- xvi) Act as controlling and supervising officer for the officers and staff of the TCCA with power to fine, suspend or dismiss : provided that the power of dismissal shall be exercised with prior concurrence of the Managing Committee.
- xvii) Distribute work among other employees of the Association.
- xviii) Remain responsible for safe custody of the assets and liabilities of the TCCA.
- xix) Sign documents, cheques, contracts, capital stock, shares and make any other payments as authorised in this bye-laws.
- xx) Perform any other duty as assigned by the Managing Committee in executing the different activities of the Association.
- B. In the event of any difference of opinion between the officer/ officers as may be provided by Govt. or by IRDP as approved by Govt. as per terms and conditions under Rule 72(2) and the Managing Committee with regard to any matter concerning the business of the Association not expressly covered by the Act, Rules or the bye-law the Secretary or such officer as may be appointed and accepted by the Managing Committee performing the functions of the Secretary/ Executive Officer may refer the matter to the authority as prescribed by the Govt. if there be any specific conditions in the terms

39. An elected director may be disqualified if he loses membership in his member cooperative or if his member cooperative should withdraw or be disqualified. 24  
B.A director may be disqualified for violating the Act, Rules or

Bye-laws  
39. AUTHORISATION TO SIGN DOCUMENTS:

All cheques and other financial documents of value Taka 50.00 (fifty) and above will be jointly signed by the thana Project Officer and one of the members of the Managing Committee who has been authorised to do so by a resolution of the Managing Committee, Cheques, bills and other negotiable instruments of below Tk.50.00 (fifty) will be signed by thana Project Officer, and approved by the Managing Committee in the subsequent meeting.

CHAPTER - VII

, OTHER MATTERS :

40. INSPECTION OF ASSOCIATION BOOKS:

- A. All persons under the Rules who are authorised to inspect the books of the Association shall be permitted to do so.
- B. The following shall be kept open for inspection at all times:
- i) A copy of the Act as modified.
  - ii) A copy of the Rules as modified.
  - iii) A copy of the By-Laws.
  - iv) A register of member cooperatives.
  - v) A register of directors and officers.
  - vi) A copy of the latest audited balance sheet.
  - vii) Other documents to be specified by the Managing Committee.

41. METHOD OF KEEPING ACCOUNTS :

- A. Accounts shall be kept according to the Registrar and the Rules.
- B. The Managing Committee shall select book keepers accountants and cashiers, No person in the Association who shall handle cash shall also keep accounts.

42. SETTLEMENT OF DISPUTES :

Disputes will be settled in accordance with the Rules.

43. MANNER OF SENDING NOTICES :

- A. All important notices of interest or importance to member cooperatives shall be sent by ordinary post in sufficient time to bring the matter to member's attention.
- B. In addition all notices shall be posted at the business office of the Association on a bulletin board reserved for such notices.
- C. All notices shall be sent in Bengali.

44. AMENDING BYE-LAWS:

General meeting may change, amend, delete or add to the by-laws

45. INTERNAL SUPERVISION AND AUDIT :

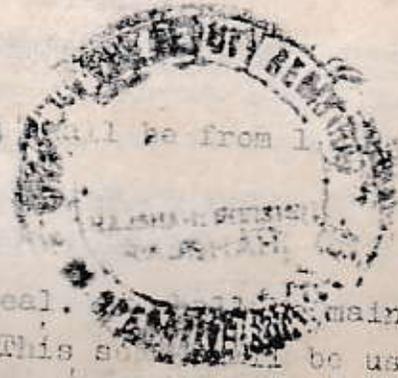
The Managing Committee shall cause appropriate supervision to be maintained over all affairs of the society and shall maintain running audits of member cooperatives. It shall ~~assist~~ <sup>assist</sup> the Registrar in every day in carrying out official audits.

46. SUPPLYING DOCUMENTS TO MEMBER CO-OPERATIVES :

The Managing Committee shall provide that copies of the By-laws, registered lists of delegates to the general Meeting, of officers and directors of the Association and copies of the latest audited balance sheet of the Association shall be furnished to all member cooperatives in Bengali.

47. BUSINESS YEAR OF THE ASSOCIATION :

The business year of the Association shall be from 1st July to June 30th the following year :



48. COMMON SEAL OF THE ASSOCIATION :

The association shall adopt a seal. The seal shall be maintained in a locked safe when not being used. This seal shall be used on all important documents of the Association.

49. MISSION FROM THE BY-LAWS :

All matters not provided for in these By-Laws shall be decided in accordance with the Act and Rules.

The above Bye-laws refer to the application of the Association for registration dated 23rd November 78

Signature of applicant for registration [Signature]

200

*Handwritten notes in Bengali:*  
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