

**REGISTERED UNDER THE SOCIETIES REGISTRATION ACT, 1860**

**(ACT XXI OF 1860)**

**MEMORANDUM OF ASSOCIATION**

**AND**

**RULES AND REGULATIONS**

**OF**

**COAST Foundation**

**Registered Under the Societies Registration Act, 1860**

**(Act XXI Of 1860)**

**Memorandum of Association**

**OF**

**COAST Foundation**

1. **Name of the Foundation:** The name of the Foundation shall be **COAST Foundation**.
2. **Registered Office:** The registered principle office of the Foundation is now situated at **“COAST Foundation”**, Metro Melody (1<sup>st</sup> Floor), House No. 13, Road No.2, Shyamoli, Dhaka-1207, Bangladesh. The Principal Office shall be moved at such a place, where Executive Committee members of the Foundation may deem fit and proper of their discretion and other offices will be at any other places in the country and abroad as decided by the Executive Director (ED).
3. **Establishment:** It was established on 25 November, 1997 as the name of **“COAST Trust”**. But now it is going to perform its activity as Foundation i.e. **“COAST Foundation”**.
4. **Vision:** Striving for a world of equity, justice and free from poverty where human rights and democracy are the common cultures.
5. **Mission:** COAST Foundation shall organize strategically important activities related to development, which will facilitate a sustainable and equitable improvement especially in coastal areas of Bangladesh for disadvantage section of population through their increased participation in the socio-economic, culture and civic life.
6. **Objectives:** The objectives for which the Foundation is constituted are any or all of the followings:
  - a) To facilitate sustainable livelihood of the poor and marginalized, especially of the women and children, by providing micro finance and promoting enterprise development.
  - b) To support and take necessary steps to mediate initiatives of the poor in realizing their demands on government and other institutions where they have legitimate rights and shares, initiate programs/projects and activities, alone and/or in

partnership with others, with the aim of protecting and preserving the ecological/natural resources in the country specially of the Bay of Bengal.

- c) To do advocacy with positive engagement with the government for policy and practice changes. And will also involve in networking and alliances in local, national and international levels to do the same especially to convey the concern of the poor or marginalized section of population of Bangladesh.
- d) To undertake humanitarian response including assistance to refugees, internally displaced people, disaster (natural and human initiated) preparedness, post-disaster rehabilitation programs and humanitarian response in the country or abroad in following different international compliances including but not limited to UN / Red Cross / Red Crescents' covenants and charters.
- e) To undertake social cohesion and peace building activities among communities.
- f) To undertake and support SDG (Sustainable Development Goals) and its related follow up activities.

**7. Strategies:** To attain the above-mentioned objectives the Foundation shall follow either any one or all the strategies as mentioned below:

- a) The Foundation will accept public, private and foreign donations, and borrow money if necessary and generate its own income for its sustainability.
- b) The foundation will promote positive engagement with the government.
- c) The Foundation will be governed and managed in maintaining highest level of professional excellence, management standards, integrity, participation, transparency and accountability.

**8. Areas of operation:** The operation areas of the Foundation are throughout Bangladesh and also outside of the country.

**9. Resource Mobilization:** The Foundation will undertake the following activities either any or all to attain and furtherance of the objectives and strategies as mentioned above:

- a) To issue appeals/applications for money and funds from interested persons, banks and organizations in Bangladesh and abroad as grants or loan and to receive gifts, donations and subscriptions of cash and securities and any property either movable or immovable.

- b) To sell, mortgage, lease and exchange and otherwise transfer or dispose of all of properties, movable and immovable.
- c) To undertake and accept the management of any endowment or foundation fund or donation relevant to its vision, mission and objectives.
- d) To conduct and organize training courses, research, educational activities, workshops, seminars, lobbying and influencing activities.
- e) To seek national, international technical expertise and consultants.
- f) To construct, maintain, alter, acquire, purchase or otherwise own or take on lease or hire in any place of Bangladesh or in abroad, temporarily or permanently, any movable or immovable property.
- g) To acquire, take over or receive all sorts of gifts, assets of any other foundation, society, institute or entity with similar objectives.
- h) To do such other lawful things as are conducive, desirable or incidental to the attainment of the above objectives and for furthering the growth of the Foundation, without being restricted or limited by any rule of construction such as or similar to “ejusdem generis”.

**10. Nature of the Foundation:**

- a) The Foundation is a non-political/non-partisan, non-profitable, non-governmental and charitable. It is not the benefit for any particular religion, community or caste.
- b) The Foundation may engage in providing financial services, enterprises development, revenue generating and surplus making activities but none of the income or surplus shall be distributed to the EC (Executive Committee), GC (General Committee) members who shall render voluntary services and the income and the surplus shall be utilized for implementation of objectives of the Foundation.

**11. Sources of income, its utilization and bank accounts:**

- a) The Foundation shall derive its income and further resources from the followings:
  - i. Donations and contributions received from other sources including agencies, foundations in Bangladesh or from abroad, national and international bodies, organizations and other sources;

- ii. Funds received from domestic and/or external sources;
  - iii. Fees, interests and charges imposed by the Foundation for services rendered by it;
  - iv. Income from investment;
  - v. Income and receipts from other sources.
- b) The Executive Committee shall delegate the authority to the Executive Director for furtherance of the objectives of the Foundation-
- i. Invest and deal with funds and money of the Foundation;
  - ii. Open bank accounts, borrow and raise resources for the Foundation with or without any securities;
  - iii. Draw, accept, make, endorse, discount and deposit Government and others promissory notes, bills of exchange, cheque or others negotiable instruments.
- c) All properties of the Foundation, movable and immovable shall be overseen by the EC. The EC may delegate ED or any other officials not below the level of Director in consultation with ED, for its operation, administration, purchase or sell or auction or transfer or its disposal.
- d) EC may purchase, hire, lease, exchange or otherwise acquire property movable and immovable, tangible or intangible (including copyrights, patents, and intellectual properties) which may be necessary or convenient for the purpose of the Foundation and construct, alter and/or maintain such building and works as may be necessary for carrying out the objectives of the Foundation. The EC may delegate ED or any other officials not below the level of Director in consultation with ED, to fulfil any legal obligations.
- e) The income and property of the Foundation, however derived, shall be applied towards the promotion and furtherance of the objectives of the Foundation as set forth in this Memorandum of Association. Savings as otherwise provided herein, no portion of the income and property of the Foundation shall be paid or transferred, directly or indirectly, to any members of the GC and EC.
- g) All funds shall be paid into the Foundation's Mother Bank Account with the banker of the Foundation and shall not be withdrawn/transfer except by

cheque/transfer letter jointly signed by the Chairperson or Vice-Chairperson or Treasurer and the Executive Director of the Foundation. All other bank accounts shall be opened or closed in any scheduled bank at any place with written instructions of the Executive Director of the Foundation or by his/her assigned staff of the Foundation.

12. **Dissolution:** The Foundation may be dissolved by a resolution adopted by three-fifth majority of the members in an extra-ordinary General Meeting specially covered for this purpose. On dissolution the assets after payment of all debts shall be handed over to organization(s) having similar objectives as may be decided by the Executive Committee. The income of the Foundation shall not be distributed by way of divided or bonus among the EC or GC members of the Foundation and/or members of the staff.
13. **Revision of the Memorandum of Association, Rules and Regulations:** Any clause of the Memorandum of Association, Rules and Regulations except vision, mission, objectives, strategies and activities of the Foundation could be changed or new clause could be formulated by the two third majority votes of the GC.
14. **Rules and Regulations:** A certified copy of the Rules and Regulations attested by the first Executive Committee is enclosed herewith.
15. **Executive Committee:** There shall be an Executive Committee, hereafter referred to as EC and the EC will be consisting 5 to 10 members. The first EC shall consist of following persons as the founder members of the Foundation:

Sl. No.	Names	Designation
1.	Mr. Abbas U Bhuiya Ph.D	Chairperson
2.	Mr. Minar Monsur	Vice-Chairperson
3.	Mr. Mostafa Kamal Ahmed FCA	Treasurer
4.	Mr. Gawher Nayeem Wahra	Member
5.	Mr. Jacob Kumar Sarker	Member
6.	Ms. Jasmeen Sultana Paru	Member
7.	Ms. Anjulika Khisa	Member
8.	Mr. M Rezaul Karim Chowdhury	Member Secretary/Executive Director

16. We, the following persons, whose names and addresses are given hereunder, are desirous of being formed into Foundation in pursuance of the above Memorandum of Association of the Foundation:

a. **List of Executive Committee:**

Sl. No.	Names and particulars of the promoters	Position	NID No.	TIN	Signature	Photo
1	Mr. Abbas U Bhuiya Ph.D Son of Abdul Gafur Bhuiya and Arshen Nessa, Apartment 3, House 14, Road 57, Gulshan 2, Dhaka-1212 <a href="mailto:abbas.bhuiya@gmail.com">abbas.bhuiya@gmail.com</a> Mobile: 01711535740	Chairperson	3294935204	689297887469		
2	Mr. Minar Monsur Son of Abdul Mabud and Nurjahan Begum, 134 West Dhanmondi, Modhubazar, Dhaka-1209 Email: minarmonsur@gmail.com Mobile : 01914900781	Vice-Chairperson	2694807984700	132069880993		
3	Mr. Mostafa Kamal Ahmed FCA Son of Moqbul Ahmed and Suraiya Begum, Amicus Amity, Flat C 5, Plot 371, Road 10, Block C, Bashundhara RA, Dhaka-1229 Email : kamalfca44@gmail.com Mobile : 01711505244	Treasurer	2825413608	311995183423		
4	Mr. Gawher Nayeem Wahra Son of I H Hyder Wahra and Saleha Khatun, 7/3 Aurongajeb Road, Mohammadpur, Dhaka-1207 Email : <a href="mailto:nayeem5508@gmail.com">nayeem5508@gmail.com</a> Mobile: 01713005883	Member	2695045911524	387715978105		
5	Mr. Jacob Kumar Sarker	Member	3273580757	322258530445		

	<p>Son of Jonathan Sarker and Kanak Lata Sarker, House 3, Road 9, Mohammadia Housing Society, Mohammadpur, Dhaka-1207</p> <p>Email: <a href="mailto:sarkerjacob@gmail.com">sarkerjacob@gmail.com</a></p> <p>Mobile: 01711806070</p>					
6	<p>Ms. Jasmeen Sultana Paru Daughter of Md Sona Meah and Elma Khatun, House 13, Flat B-1, Road-1, Nasirabad Housing Society, Pachlaish, Chattogram</p> <p>Email: <a href="mailto:ellma.ellmactg@yahoo.com">ellma.ellmactg@yahoo.com</a></p> <p>Mobile: 01712110376</p>	Member	<u>1595708568674</u>	<u>357363221232</u>		
7	<p>Ms. Anjulika Khisa Daughter of Kali Ratan Khisa and Panchalata Khisa, Village-North Kalindipur, PO-Rangamati, Upazilla-Sadar, District-Rangamati</p> <p>Mobile: 01818390051</p>	Member	<u>8428708150310</u>	<u>530110827519</u>		
8	<p>Mr. M Rezaul Karim Chowdhury Son of Jalal Ahmed Chowdhury and Momtaz Begum Chowdhury, House 13/2, Grand Ruby Apartment, Road-2, Shyamoli, Dhaka-1207</p> <p>Email: <a href="mailto:reza@coastbd.net">reza@coastbd.net</a></p> <p>Mobile: 01711529792</p>	Member Secretary /Executive Director	2214527964296	469143370570		



**b. List of General Committee:**

SL. No.	Names and particulars of the promoters	Position	NID No.	TIN	Signature	Photo
1	Mr. Abbas U Bhuiya Ph.D Son of Abdul Gafur Bhuiya and Arshen Nessa, Apartment 3, House 14, Road 57, Gulshan 2, Dhaka-1212 <a href="mailto:abbas.bhuiya@gmail.com">abbas.bhuiya@gmail.com</a> Mobile: 01711535740	Chairperson	3294935204	689297887469		
2	Mr. Minar Monsur Son of Abdul Mabud and Nurjahan Begum, 134 West Dhanmondi, Modhubazar, Dhaka-1209 Email: minarmonsur @gmail.com Mobile : 01914900781	Vice- Chairperson	2694807984700	132069880993		
3	Mr. Mostafa Kamal Ahmed FCA Son of Moqbul Ahmed and Suraiya Begum, Amicus Amity, Flat C 5, Plot 371, Road 10, Block C, Bashundhara RA, Dhaka-1229 Email : kamalfca44@gmail. com Mobile : 01711505244	Treasurer	2825413608	311995183423		

4	Mr. Gawher Nayeem Wahra Son of I H Hyder Wahra and Saleha Khatun, 7/3 Aurongajeb Road, Mohammadpur, Dhaka-1207 Email : <a href="mailto:nayeem5508@gmail.com">nayeem5508@gmail.com</a> <u>Mobile:</u> 01713005883	Member	2695045911524	387715978105		
5	Mr. Jacob Kumar Sarker Son of Jonathan Sarker and Kanak Lata Sarker, House 3, Road 9, Mohammadia Housing Society, Mohammadpur, Dhaka-1207 Email: <a href="mailto:sarkerjacob@gmail.com">sarkerjacob@gmail.com</a> <u>Mobile:</u> 01711806070	Member	3273580757	322258530445		
6	Ms. Jasmeen Sultana Paru Daughter of Md Sona Meah and Elma Khatun, House 13, Flat B- 1, Road-1, Nasirabad Housing Society, Pachlaish, Chattogram <u>Email:</u> <a href="mailto:ellma.ellmactg@yahoo.com">ellma.ellmactg@yahoo.com</a> <u>Mobile:</u> 01712110376	Member	<u>1595708568674</u>	<u>357363221232</u>		

7	Ms. Anjulika Khisa Daughter of Kali Ratan Khisa and Panchalata Khisa, Village-North Kalindipur, PO-Rangamati, Upazilla-Sadar, District-Rangamati Mobile: 01818390051	Member	<u>8428708150310</u>	<u>530110827519</u>		
8	Mr. M Rezaul Karim Chowdhury Son of Jalal Ahmed Chowdhury and Momtaz Begum Chowdhury, House 13/2, Grand Ruby Apartment, Road-2, Shyamoli, Dhaka-1207 Email: <a href="mailto:reza@coastbd.net">reza@coastbd.net</a> Mobile: 01711529792	Member Secretary/ Executive Director	2214527964296	469143370570		
9	Ms. Begum Shamsun Nahar Daughter of Alhaj Nurul Islam Mian and Begum Jahanara Islam The Palace, Flat-B-2, House-12, Road-9, Banani, Block-G, Dhaka. Email: <a href="mailto:rahans@gmail.com">rahans@gmail.com</a> Mobile: 01715101981	Member	2691651239378	690089258837		
10	Mr. M Zahirul Alam, FCA Son of Azahar	Member	269165014825 9	430000591088		

	<p>Mia and Feroja Begum Flat-A/6, Block-B, Road-6, Plot-111, Bashundhara R/A, Dhaka. Email: zahirulalam459@gmail.com Mobile : 01758699969</p>					
11	<p>Mr. Tofail Ahmed, Ph.D Son of Jalal Ahmed and Begum Sufia Ahmed Flat A 4, House 19, Road 12, Sector-4, Uttara, Dhaka Email: tofail101@gmail.com Mobile : 01711354545</p>	Member	2696536939713	832999692792		
12	<p>Mr. Nurul Alam Masud Son of Nuru Zaman and Setara Begum Village: Krishnarampur/30 , Noakhali Paurashobha, Upazilla- Sadar, Noakhali Email: nurulalam.masud@gmail.com Mobile: 01919231722</p>	Member	7528704123652	277088282242		
13	<p>Mr. Mobashir Ullah Chowdhury Son of Lutful Alam Chowdhury and Begum Rousonara House/Holding No:220, Village:Ukil Para, Char Jangla, Bhola Sadar, Bhola Mobile : 01572539097</p>	Member	1907927170	N/A		

14	Mr Abu Morshed Chowdhury Son of Abu Ahmed, Rokeya Begum Abu Morshed Chowdhury Bari, West Bazar Gata, Cox's Bazar Pouroshobha, Cox's Bazar Email: abumurshedchy@gmail.com Mobile : 01811624610	Member	5527185242	595239712481		
15	Mr. Dr Alauddin Mojumder Son of Nazir Ahmed Majumder House No-13/2, Grand Ruby Apartment, Road No-2, Shyamoli, Dhaka-1207 Email: auddin1957@gmail.com Mobile: 01715187820	Member	3011447906043	125677698031		
16	Mr. Ashoke Kumar Bose Son of Anil Kumar Bose and Shova Rani Bose Plot 2, Flat 4 A, Road 10, Shekhertek (Rofique Housing), Adabor, Dhaka-1207 Email: ashokebose71@gmail.com Mobile : 01711844799	Member	2382720734	753311399814		
17	Ms. Mahamuda Khatun Daughter of Md. Mohiuddin and Momena Khatun, Shammad Ali Soyel Bari, Bansa Nagor, Ward no. 3, Laximpur	Member	6900406320	N/A		

	Pourashabha, Laxmipur. Mobile : 01931775355					
18	Ms. Farjana Begum Daughter of Nasir Ahmed and Farida Begum, Eakub Coloni, Fariderpara, Chandgoan, Chattogram Mobile : 01984567427	Member	1929254587	N/A		
19	Ms. Beauty Akter Daughter of Abdul Majid Hawlader and Monowara Begum Molla Bari, Village and PO: Haibatpur, Upazilla-Nalchity, Jhalokathi Mobile : 01742484780	Member	4217321317307	N/A		
20	Ms. Halima Begum Daughter of Md. Jomir Hasan Maji and Momtaz Begum Vill: Jinnagar, Ward-8, Charfasion Paurashava, Charfassion, Bholo Mobile : 01724431300	Member	0922508823561	N/A		
21	Ms. Ruma Akter Daughter of Md. Moqbul Ahamed and Afla Khatun, Village: East Rajarkul, Hajir Para, Upazilla: Ramu, Cox's Bazar Mobile : 01878050765	Member	2216676704784	N/A		

- 17. Founder members:** As the following persons are the founder members of the COAST Trust so, they will also be considered as the founder members of the Foundation:

<b>Sl. No.</b>	<b>Names and particulars of the promoters</b>	<b>Position</b>
1.	Mr. M Rezaul Karim Chowdhury, son of Jalal Ahmed Chowdhury and Momtaz Begum Chowdhury, House 13/2, Grand Ruby Apartment, Road-2, Shyamoli, Dhaka-1207	Member Secretary/Executive Director
2	Mr. Tofail Ahmed Ph.D, son of Jalal Ahmed and Begum Sufia Ahmed, of Flat No. A-4 (5 <sup>th</sup> Floor), House-19, Road-12, Sector-4, Uttara, Dhaka.	GC Member
3	Ms. Begum Shamsun Nahar, daughter of Alhaj Nurul Islam Mian and Begum Jahanara Islam, The Palace, Flat B 2, House 12, Road 9, Banani, Block G, Dhaka	GC Member
4	Mr. Minar Monsur, son of Abdul Mabud and Nurjahan Begum, House 19, Road 13, Dhanmondi RA, Dhaka	EC Member
5	Mr. M Zahirul Alam FCA, son of Azahar Mia and Feroja Begum, Flat A/6, Block B, Road 6, Plot 111, Bashundhara RA, Dhaka	GC Member
6	Mr. Abbas U Bhuiya Ph.D, son of Abdul Gafur Bhuiya and Arshen Nessa, Apartment 3, House 14, Road-57, Gulshan 2, Dhaka-1212	Chairman

Dated 13 March, 2020

**Registered Under the Societies Registration Act, 1860  
(Act XXI Of 1860)**

**Rules and Regulations/Articles of Association  
Of  
COAST Foundation**

**Interpretation**

**1. In the interpretation of these Articles, the following expressions shall have the following meanings, unless repugnant to the subject or context:**

a) **“The Foundation”** means **“COAST Foundation”**.

b) **“The Act”** means the Societies Registration Act, XXI of 1860.

c) **“The Executive Committee”** means the Executive Committee of the Foundation for the time being, which is the working group.

d) **“The General Committee”** means the General Committee of the Foundation for the time being, which is the working group.

e) **“The Chairperson”** means the Chairperson of the Executive Committee and General Committee of the Foundation for the time being;

Words signifying the singular number also include the plural number and vice versa. Words imparting the masculine gender also include the feminine gender.

**Membership**

**2. Criteria of the membership:**

For General Membership following points must be brought into consideration:

a) Committed to the vision, missions and actions of the Foundation.

b) An outstanding and brilliant academic record along with a distinguished position in own working field.

c) Moral, mental and physical soundness.



- d) Smart knowledge in the related fields of the Foundation such as education, peace, security, conflict, development, ethnicity, human rights, internal and international politics along with international laws.
- e) Attitude of love & sacrifice for the Foundation.
- f) Sense of responsibility.
- g) Adherence to the discipline, rules, regulations and law and order of the Foundation.
- h) Honesty, devotion and integrity.

**3. The following persons or groups shall be entitled to membership**

- a) Founder members of the COAST Trust.
- b) Founder members will be considered General Committee members of the Foundation.
- c) Foundation or institutions having similar objectives.
- d) Professional groups.
- e) Technical members in the similar field.
- f) **Any other person or persons considered suitable by the EC/GC.**

**4. Categories of Memberships:** The Foundation shall have two categories of membership, namely;

**(I) Founder Member:**

- a) A founder member shall, until his/her death, remain the Foundation member unless s/he resigns his/her membership by e-mail/application addressed to the EC or a special resolution is passed in the general meeting removing him/her.
- b) Founder members shall have voting rights.

**(II) General member:**

Anybody can be a General Committee (GC)/ Executive Committee (EC) member of the Foundation if s/he:

- a) Agrees to abide by the Memorandum of Association and Rules & Regulations of the Foundation and intends to devote him/her for the welfare service and
- b) If the EC approves his/her application.

**5. Rights and Privileges of the Members of EC and GC:**

Members of all categories shall enjoy identical rights and privileges except the Founder members who are also entitled to attend general meeting and have suffrage. All members shall get the Foundation's publications free of cost or at the prescribed price. They may offer to conduct research, investigation, survey, observation of public opinion, and, with the approval of the EC, can take part in the operation and activities thereof.

**6. Eligibility of Membership:**

Any Bangladeshi national, male or female, who is of sound body and is not insane holding identical opinions about the aims and objectives of this Foundation, is eligible to become a member of the Foundation provided that s/he has completed 18 years of age. Provided further that foreign national may, under certain conditions be admitted to its membership.

**7. Cessations of Membership:**

- a) For violation of the principles described in Memorandum of Association and Rules and Regulations, for working against the interest of the Foundation, general membership may be terminated.
- b) A member of the Foundation shall lose his/her membership if s/he is declared by a competent court to be of unsound mind or viewed by the EC as a person of degraded morality.
- c) When a member acts against the interest of the Foundation and if s/he is not sound health, the EC shall have right to cancel his/her membership.
- d) When a member resigns his/her membership by e-mail/application, subject to the acceptance by the EC. If the EC deems fit or expedient it may cancel the membership of any category.
- e) If any member's activity or any of his/her actions, as judged in a decision by two third of members of EC, is considered prejudicial or detrimental to the interests and objectives of the Foundation.

- f) If any member fails to attend two consecutive meetings of the EC and one meeting of GC, his or her membership will come to cease subjects to the decision of EC.
- g) If any member is convicted on charged involving moral turpitude or becomes insolvent to the court.
- h) If there are any allegations on political partisanship and which was found true through an investigation done by the direction of EC and done by ED.
- i) If any member found declared bankrupt or loan defaulter as declared by competent, legal authority and found by EC reported by ED with the reference from any Bank or **CIB (Credit Information Bureau)** of Bangladesh Bank.

#### **8. Structure of the Foundation:**

The Foundation shall have the some bodies to run and operate the affairs of the Foundation: The bodies and their major responsibilities and procedures are as follows:

- a) **General Committee (GC):** Meet once in year, basic responsibilities are approval of plans and budget whether it is one year operational, long term/ strategic planning, revision of rules and regulations and approve the annual audit report. GC will approve the annual external audit firm and report. GC will elect or select EC membership.
- b) **Executive Committee (EC):** Meet at least four times in year. EC will appoint the ED (Executive Director), approve and review of the different operational policies. EC members will be elected/selected by GC for the term of three years. EC will approve the GC membership. EC will also have the power to appoint the annual audit firm.
- c) **Executive Director (ED):** ED will act as **Chief Executive Officer** and will be responsible for day to day operation of the Foundation management, and employment, termination / separation authority of staff based on policies approved by EC. The EC will employ and renew the contract of ED in each term for three to five years and the term is renewable, ED's salary and benefits will also be determined by the EC. The Chairperson will approve his/her leave, advance, bills and vouchers and other facilities. The Chairperson will also do annual appraisal / performance review of the ED. The ED is also the Member Secretary of the EC and GC.

- d) **Lifelong membership of GC.** Founding members as mentioned here will act as lifelong members of GC. Their membership will be ceased while any of them will announce retire or resign from this life long position or if their actions will fall under the **Article-7**.

**9. Responsibilities and Power of the Executive Committee:**

The responsibilities and power of the Executive Committee are as follows-

- a) EC shall guide the implementation of the objectives and programs of the Foundation.
- b) EC shall undertake policy making and approve long term planning.
- c) EC shall guide to preserve accounts of assets, income and expenditure of the Foundation.
- d) EC will appoint or terminate the Executive Director.

**10. Composition:**

- a) The GC shall consist of not less than 15 (fifteen) and not more than 31 (thirty one) members. At least 2 (two) members in the GC will be women and furthermore at least 2 (two) must be the representatives of group members. Group members mean persons organized under the foundation's core program and representing through People's Organization Structure, selected through a democratic process, guided by the Foundation management. In GC except Chair all others will be considered as members.
- b) The EC consists of not less than 5 (five) members and not more than 10 (ten) members, will be formed through election/selection by the members of GC. At least 2 (two) members of the EC will be women who are the members of GC too.

**11. Tenure of EC:** EC member(s) can serve no longer than three (3) terms while each term will be for three years. They may be selected for EC after a period of interval, if there is no barrier from appropriate legal authorities, if s/he is physically fit (according to the medical certificate by the Foundation assigned registered doctor, if EC asks for it) and if it is approved by EC.

**12. Inclusion of members in GC and EC:** The members of GC and EC may be through a process of consensus, invite other persons to become the GC members and GC will form the EC. A person of social eminence but nonpolitical/nonpartisan and who is agreed on these Memorandum of Association and Rules and Regulations of the Foundation will be invited and inducted to become member of GC as approved by EC.

### 13. Filling up the vacant post:

- a) **In the event any member dies, resigns or retires** or for any reason is unable to continue as a member, the remaining members shall meet and by affirmative votes at least two third of the members nominate such person who is in his/her opinion, wisdom and judgment and is deemed competent to act as a member.
- b) **Any vacancy occurring** in both GC and EC and hereby gone down minimum number of member balance due to any reason whatsoever shall be filled within ninety (90) days.

### 14. Designations and their functions:

**The EC shall comprise of a Chairperson, Vice-Chairperson, Treasurer, Member Secretary and members.**

- a) **The Chairperson: The Chairperson** of the GC and EC shall be elected/selected by GC members by majority affirmative votes. The Chairperson shall preside over both GC and EC meetings. Chairperson shall also chair the Annual General Meeting (AGM) of the GC.
- b) **The Vice-Chairman: The Vice-Chairperson** of the EC shall be elected/selected by the affirmative votes of the majority of the members of the GC. The Vice-Chairperson will hold the office of the Chairperson in the absence of the Chairperson.
- c) **The Treasurer: The Treasurer** of the EC shall be elected/selected by the affirmative votes of the majority of the members of the GC. The Treasurer shall be person in-charge and custodian of all funds and securities of the Foundation. In addition to aforesaid duties, s/he will deposit all such money in the name of the Foundation in such banks or other financial institutions which shall be determined by the EC, and in general shall perform all duties inherent to the office of Treasurer and as such other duties as may be assigned by the EC members.
- d) **Member Secretary:** The Executive Director or Chief Executive Officer will act as Member Secretary to the GC as well as EC. S/he will keep the minutes of the meetings of the GC and EC. S/he is also custodian of all the records and documents, s/he shall serve all notices in accordance with the provisions of the Foundation. The ED will be appointed by the Chair with the approval and the process determined by the EC. The Executive Director's resignation or separation (in any form) has to be approved by the Chairperson after necessary clearance from the finance and audit sections of the Foundation and with the advice from the Treasurer.

- 15. Patrons and Advisers to the EC:** The EC may in exceptional circumstances nominate persons of high eminence in the society from home and abroad as patrons or advisers to the Foundation. For the purpose of receiving advice, in view of the vision and objectives of the Foundation and its furtherance, the EC may meet with the advisers once or more in a year. The EC will consider the advice according to the objectives, vision and policies of the Foundation.
- 16. Context of removal of EC and GC Member(s):** Any EC or GC member(s) may be removed from his/her position by the votes of simple majority members of the GC.

**17. Meetings:**

- a) There will be four meetings in a year of the EC and the meetings will be conducted in two parts. Part one of the meetings is on reviewing financial trends and all audit findings specially led by the Treasurer with ED and relevant staff, at least for half day. Minutes and observations of the meeting will be submitted in regular EC meeting. And in second part there will be regular EC meeting to review the regular issue of the Foundation along with findings from financial trends and audit findings review meeting, at least for another one half day.
- b) In all the EC or GC meeting, all the positions Assistant Director (AD) to Deputy Executive Director (DED) or the chief/in charge of different sectors of the Principal Office may be invited to participate subject to the permission of the Chair of GC or EC. These senior management participation is only for presentations of their respective sector as an assistance to ED and all the presentations have to be approved by ED.
- c) **Meeting conduction.** The GC meeting shall be conducted at least once in a year and on the other hand the EC meeting shall be conducted at least four times in a year. The meetings shall normally take place at the Principal Office of the Foundation but it may also take place in other offices of the Foundation. The date of the next meeting (both GC and EC) shall be fixed at the end of previous meeting. But the final meeting date will be fixed by ED with the consent of the Chairperson, and give notice at least 15 (Fifteen) days before. The ED or his/her assigned person, subsequently shall circulate a reminder letter or a mobile message or e-mail with relevant agenda before the members as a part of his/her regular duty, not less than at least two days before of the meeting.

An emergency EC meeting may be called within a minimum 12 hour notice with the consent of Chairperson at any time if deemed necessary. Such emergency meeting will be conducted for the purpose of urgent business issues. Such a meeting could be

held as virtual meeting with any IT enable software. All the emergency meeting decisions must be reconfirmed as decision taken in next regular meeting of EC.

**18. Notice for Meetings:**

- a) A notice shall be delivered to a member in his/her given e mail ID and via mobile short message from the ED or from his/her assigned person at least 15 (Fifteen) days before of the meeting.
- b) All the GC/EC meetings shall be convened by a written notice at least 15 (fifteen) days before the meeting. A written notice of the general meeting shall be served mentioning the venue, date, time and the agenda for the meeting as fixed by the Executive Director with the consent of the Chairperson. Extra Ordinary General Meeting may be called by the Executive Committee if it is deemed necessary. An Extra Ordinary General Meeting shall be convened on the application of the majority of the members. No proceeding shall be deemed invalid only for the reason that a person entitled to get notice in course of events has not been notified accidentally or a person entitled to get notice did not receive it by chance.

**19. Quorum, Decisions and Minutes:**

The quorum of both meetings of the GC and the EC shall be mandatory presence at least two thirds majority of the member. Each and every motion will be decided by the simple majority votes of the members present in the meeting. In the case of equal in position in the decision making meeting, the Chairperson further applies casting his/her vote for the purpose of making decision. The minutes or resolutions of the proceeding of the GC or EC meeting shall be written by the ED or his / her assigned person as, as approved by ED will be considered as draft minutes. The minutes of the meeting if signed by both ED and the Chair will be considered as final minutes and will be considered as conclusive legal evidence of the proceedings and decisions.

**20. Nature of Communication and conducting process of the meetings:**

- a) All GC and EC members and all staff members of the Foundation during his/her induction will declare a postal address, mobile no. national identification no. and an e-mail ID to the corporate and administration section of the Foundation. The senior management of the Foundation will only do communication in mobile through call, short message service (SMS) and in email. In respect of meeting notice, sending SMS

and e-mail correspondence will be considered as an official notice, or as official evidence of communication.

- b) All GC, EC and staff members have to officially notify through e-mail/SMS, if there is any change on their postal addresses, mobile phone no. and e-mail ID.
- c) Apart from face to face meeting, mobile phone or land phone tele conference, different software based meeting e.g., meeting in skype and go-to meeting, zoom etc will be considered as official meeting. Any EC or GC member (s) participate in the meeting through skype or based on in any software will also be considered as his/her official presence in the meeting.
- d) There will be one minute's taker, moderator and Chair in all meetings. GC and EC will be presided by the Chairperson, ED will act as moderator of both the meetings who will run the meeting with the consent of the Chairperson. The ED will determine a minute's taker of the meeting from an SMT (Senior Management Team) members of the Foundation. The minutes taker has to produce the draft minutes within 72 hours of the meeting conducted, which has to be signed by moderator / ED and will be considered as draft meeting minutes until it is formally confirmed with the signature from the meeting Chair.

## **21. Policy Based Control of EC:**

- a) EC will guide the operation and its quality basically based on preparation and review and revision of policies. Most important policies are, (i) Human Resource Management Policies, (ii) Financial Management Policies, (iii) Micro Finance Management Policies, (iv) Gender Relation and Anti-sexual Harassment Policies/Prevention of Sexual Exploitation and Abuse Policies, (v) Complaint Response Mechanism Policies, (vi) Information Disclosure Policies, (vii) Whistle Blowing Policies, (viii) Code of Conducts and (ix) Conflict of Interest freeing and declaration policies, etc. But these are not necessary limit, if there will be more policies to be prepared and implemented.
- b) EC is the final authority to approve and revision the policies. But EC will do it only in each minimum 2 (two) or maximum 5 (five) year interval unless dictated by an exception situation. It is the ED who will propose time to time for revision of policies within this period. ED will prepare a time being policy with the approval of SMT (Senior Management Team of the Foundation) and can circulate it for implementation and which should be placed and be approved in EC.



- c) All policies have to be based on the best possible implementation of Universal Declaration of Human Rights, best possible optimum assurance of gender equality, transparency, accountability and participation especially toward the beneficiaries, humanitarian victims, member participants and staff members.

## **22. Election of the Executive Committee:**

In case of election, the election procedure of the Foundation shall be as follows:

- a) Executive Committee will consist with five to ten members where at least two will be female.
- b) The members of GC shall elect 1 (one) Chairperson, 1 (one) Vice-Chairperson, 1 (one) Member Secretary and 1 (one) Treasurer and necessary number of members of the Executive Committee.
- c) Election of the EC members will be selected from the GC members by selection or election, preferably by consensus led by the Chairperson.

## **23. Senior Management Team (SMT) and Standing Senior Management Committee (SSMC):**

- a) ED will form an SMT with the composition of Assistant Director (AD) to Deputy Executive Director (DED) or with the chief/in charge of different sectors of Principal Office, to share day to day operation and to take opinions for possible executive decisions. ED or the DED in ED's absence will conduct at least fortnightly meeting with them and arrange the minutes. The minutes can suggest or recommend a decision but cannot be a binding to a respective professional who has a job responsibilities to take decision in his/her sector. This is part of ED / DED's effort to build an effective and dedicated team for organizational development.
- b) ED will also form an SSMC with the composition of Directors or Deputy Executive Director (DED) and will share emergency day to day operation and to take opinion on possible executive decisions. The decision of this standing committee is only limited to the termination, dismissal and suspension in respect of serious misconduct like, financial misappropriation, moral turpitude like sexual abuse, financial misappropriation and asset stolen, big accident like fire and other accident where staff need urgent assistance, establishing discipline in an office while it was disrupted by physical attack and also where it is necessary to lodge any legal or police or court case. Such an emergency decision latter on has to be shared in the SMT. The committee will only be able to suggest but a decision will be based on the respective professional's Job Description (JD).

- c) ED will deal or s/he nominate other senior staff for dealing of all Foundation's accounts.
- 24. Sub-Committee:** The EC shall have the power to set up sub-committee from EC or GC members or other to attend to or supervise or conduct specified tasks, functions or administering the Foundation matters. In such manner and subjects to such rules and regulations as the EC may prescribe with delegation of any or all power of the EC as may be specified in the resolution appointing the committee.
- 25. Resignation:** A member of EC or GC may resign at any time by giving written notice of his/her resignation through e-mail/application before the Chairperson of the EC. A resignation shall take effective from the time it is received by the Chairperson or time is specified therein.
- 26. Basic Principles in Human Resource Management:**
- a) ED is the final authority of all employments, promotions, separations of human resources in the Foundation. But in view of the experience, job duration and commitment to the organization, ED can delegate this authority to any of the SMT members is outlining some conditions if s/he feels necessary for any period.
- b) Job confirmation and annual or periodical appraisal system should be based on some criteria of professional development, dedication and commitment to the organization, time bound plan and achievement in respect of individual professional/generic achievements, and in a two-way communication approach. It means both to the appraised and the evaluator will be benefited including also feedback to the senior management for organizational development.
- c) There will be a conflict of Interest policy for any relative (it has to be specifically defined) employment and management in the organization. But, there will be no any deliberate attempt to appoint relatives. All staff have to declare in view of this conflict of interest policy and the staff must be refrained from any decision related to that relative staff.
- d) The Chairperson of EC will involve in annual appraisal of ED. ED may seek solicit comments from EC. On the other hand, ED will give feedback to EC on the appraisals of AD to DED. But in respect of promotion, separation (in any form) and salary fixation for AD to DED level ED will take consent from the Chair. All salary and benefits of ED will have to be disclosed in EC on annual basis.

- e) In discussion with SMT, ED can review and revise central organizational structure and renaming of the designations in time to time or in annual basis and can implement this with the consent of EC.
- f) AD or any designation in Principal Office responsible for training and human resource management and s/he will prepare annual training calendar in view to develop main professionals and alternative professionals in the organization with the assistance and assessment from all other Assistant Directors and others. In EC, ED will be accountable for this human resource development and implement for quality output from human resources in the Foundation.
- g) Any staff who will leave the Foundation by any means (resignation or by any means of separation) will have exit interview with his/her first and second supervisors in face to face meeting. But if a staff leaves the Foundation after one year of his/her joining then the exit interview should be taken by AD or chief of the human resource section in the Principal Office or by the ED. The exit interviews could be executed in over phone or in papers with AD/Chief of the Human Resource (HR) section and ED. The respective first and second supervisors will give a verbal and written feedback to the Chief of HR and also to the ED. All exit interviews will be conducted before final settlement between staff and the Foundation.
- h) There should be a communication policy in implementation with is “Open and Cross but with Decision in Line Management”, applicable for internal and external stakeholders including EC to front line staff and beneficiaries, member participants and humanitarian victims.
- i) Monitoring, audit, development communication, research and advocacy may be directly under the supervision of ED through a DD or Director or DED. All other operations should be under Directors or Deputy Executive Director. In this way ED should have more time for strategic relation, planning, international relation and advocacy.
- j) Regional or zonal offices in the organizational working area will be responsible and accountable for a level of human resource management and capacity development.
- k) All projects will have separate project implementation unit (PIU). And all these PIUs and core program/micro finance branches will be given with appropriate as much as possible delegated authority to provide one stop/step service, where role of regions for control of functional discipline, a level of monitoring, human resource recruitment and capacity development and with a level of technical inputs. The roles

of Principal Office will be for along with regional offices for monitoring, technical support and quality control of reporting and compliance to donors or partners.

- l) All staff have to be given Job Description (JD) within first seven days of his or her employment.
  - m) The JD ideally should contain title of the position, objectives of the position, a matrix on major responsibilities, standard of accepted level of performance, reporting relationship, planning and review requirements, signed by first or second supervisor and with the approval of ED. The JD will be a basis of appraisal / review of staff performance during confirmation and on annual basis or any time if it is being felt by ED or by any 1<sup>st</sup> or 2<sup>nd</sup> supervisor.
  - n) Appointment, promotion and separation (in any form) of Assistant Director to Deputy Executive Director Positions will be executed by ED with the consent of the Chairperson.
  - o) All offices will have open display of an updated organizational structure of that office so that anyone who visits in the office, will be able to see this. All offices will also have open display of contact name and mobile number of information officer and where to give complaint for both male and female issues with all necessary languages.
  - p) A Body Mass Index Assessment (BMIA) and Health Check (HC) procedures will be applied during the recruitment, so that the organization will have a human resource with physical fitness. A medical exam by Foundation designated physician will be needed to qualify appointment. The BMIA and HC should be done on each staff at least on six month basis or during any in-house training. Physical exercise and other health related advices will be a necessary part of all training activities in the Foundation.
- 27. Cost for Meeting and Project Visit:** The members of GC and EC will receive actual cost for food, lodging, traveling related to project visit and participating in the EC and GC meetings. Every member of GC and EC shall enjoy the first-class facilities in the case of journey.

**28. Funds of the Foundation:**

The operational fund will be the fund used to run the regular activities of the COAST Foundation. This fund will be generated by loans, income, surplus, donations and contributions.

**29. Accounts:**

- a) The ED shall cause to be kept proper books of accounts with respect to:
  - i) All money received and spent by the Foundation and the matters in respect of which the receipts and expenditure take place,
  - ii) The assets and liabilities of the Foundation.
- b) The books of accounts shall be kept at the office of the Foundation or at such other place as the EC shall think fit and shall be open to the inspection by the members of the EC during business hours.
- c) The funds of the Foundation shall be kept at one or more scheduled banks in any place of the country, as derived from the mother account as approved by Executive Director.
- d) All instructions to the bank where the mother account is kept shall be subject to approval of the EC.
- e) ED will deal or s/he will nominate other staff of the Foundation for dealing the accounts of the Foundation.

**30. Conflicts of interest:**

Any duality of interest, conflict or possible conflict of interest on the part of any member of the Foundation (both GC and EC) in relation with the affairs of the Foundation shall be disclosed to the another member of the Foundation and made a matter of record and also when the subject matter of any such interest becomes a matter of the GC or EC consideration. Any member of the Foundation having such a duality of interest, conflict of interest, or possible conflict of interest on any matter shall exclude him/herself from that particular part of the meeting and this exclusion shall be reflected in the minutes of the meeting. Such members of the Foundation may, nevertheless, briefly state his/her position on the matter and may answer pertinent questions of another member of the Foundation. Each new member of the Foundation shall be deemed to have knowledge of this clause upon entering the duties of office.

**31. Audit:**

- a) The accounts of the Foundation shall be audited by a Chartered Accountant (External Auditors) to be appointment by the EC/GC annually with the suggestions of the Treasurer of the Foundation.
- b) The auditors shall have the right of access at office hour to the books of accounts of the Foundation and shall be entitled to enquire through the approval from the Executive Director of the Foundation and member of the Foundation such information and explanations as may be deemed necessary for the performance of their duties.

**32. Indemnification:**

- a) All members of GC and EC shall be indemnified and held harmless by the Foundation from any and all financial liabilities, charges, fines and penalties imposed or assessed upon him/her in by reason of being, or having been an EC/ GC member acting within the scope of his/her duties if such person (i) shall be determined believed to be in the best interests of the Foundation and (ii) shall not be determined to have acted with gross negligence or willful misconduct in the performance of such duties. Such indemnity shall include payment of all reasonable expenses and legal counsel fees incurred in connection with any such action suit or proceeding.
- b) While ED will retire or resign or separated with the formal approval of the Chairperson, shall be indemnified / not liable for such activities in favor of the Foundation within the scope of his/her determined responsibilities or accomplishment of duties such as making personal guarantee with any financial institutions. Such indemnity shall include payment of all reasonable expenses and legal counsel fees incurred in connection with any such action suit or proceedings.

**33. Amendment:**

- a) This Articles of Association may be amended by the affirmative votes of two third (2/3rds) members of GC. Provided that such amendment is not inconsistent with the vision, mission and objectives of the Foundation.
- b) The members of the EC and GC shall have the power to register the Foundation with the Joint Stock Companies and Firms under the Societies Registration Act, 1860 or being an association not for profit under the provisions of the Companies Act, 1994, or into an NGO registered under the Voluntary Social Welfare Agencies (Registration

and Control) Ordinance, 1961 or make other suitable arrangements of the Foundation as may deemed necessary.

**34. Ambiguity and residuary powers:**

- a) In case of ambiguity in the interpretation of any of the Articles, the decision of the EC shall be final and will be binding on all concerned.
- b) All powers and functions that are not covered by these Articles shall be exercised by the EC either directly or through its representative(s).
- c) In case of special circumstances, periods stipulated in this Articles of Association may be extended by the EC.

**35. Miscellaneous:**

- a) **Fiscal Year:** The financial year of the Foundation shall begin on the first day of July and end on the last day of June of each year. The member of the EC can also change the financial year when deemed it necessary. But ED can decide the frame of financial year for or some of the projects in view of the funding partners.
- b) **Consent:** In lieu of action taken at any meeting of any committee established by the EC, all members of any such committee may execute a consent and approval of any action which could have properly been taken at any such meeting. Such a written consent and approval shall be the equivalent of the committee action for all purposes.

**36. Conformity with laws and rules of the country, applicable to Foundation:**

The first Deed as “**COAST TRUST**” was made on 25<sup>th</sup> September 1997, in Dhaka Bangladesh (Deed No: IV-64/97). The 2<sup>nd</sup> deed was made on 4<sup>th</sup> August, 2012, in Dhaka, Bangladesh (Deed No: IV-20/12) and the 3<sup>rd</sup> & last deed was made on 21<sup>st</sup> March, 2019, in Dhaka, Bangladesh (Deed No: IV-7/19).

37. We, the following persons whose names and addresses are given hereunder, are desirous of being formed into a Foundation in pursuance of the above Rules and Regulations of the Foundation.

**a. List of Executive Committee:**

Sl. No.	Names and particulars of the promoters	Position	NID No.	TIN	Signature	Photo
1	Mr. Abbas U Bhuiya Ph.D Son of Abdul Gafur Bhuiya and Arshen Nessa, Apartment 3, House 14, Road 57, Gulshan 2, Dhaka-1212 <a href="mailto:abbas.bhuiya@gmail.com">abbas.bhuiya@gmail.com</a> Mobile: 01711535740	Chairperson	3294935204	689297887469		
2	Mr. Minar Monsur Son of Abdul Mabud and Nurjahan Begum, 134 West Dhanmondi, Modhubazar, Dhaka-1209 Email: minarmonsur@gmail.com Mobile : 01914900781	Vice-Chairperson	2694807984700	132069880993		
3	Mr. Mostafa Kamal Ahmed FCA Son of Moqbul Ahmed and Suraiya Begum, Amicus Amity, Flat C 5, Plot 371, Road 10, Block C, Bashundhara RA, Dhaka-1229 Email : kamalfca44@gmail.com Mobile : 01711505244	Treasurer	2825413608	311995183423		
4	Mr. Gawher Nayeem Wahra Son of I H Hyder Wahra and Saleha Khatun, 7/3 Aurongajeb Road, Mohammadpur, Dhaka-1207 Email : <a href="mailto:nayeem5508@gmail.com">nayeem5508@gmail.com</a> Mobile: 01713005883	Member	2695045911524	387715978105		



5	Mr. Jacob Kumar Sarker Son of Jonathan Sarker and Kanak Lata Sarker, House 3, Road 9, Mohammadia Housing Society, Mohammadpur, Dhaka-1207 Email: <a href="mailto:sarkerjacob@gmail.com">sarkerjacob@gmail.com</a> Mobile: 01711806070	Member	3273580757	322258530445		
6	Ms. Jasmeen Sultana Paru Daughter of Md Sona Meah and Elma Khatun, House 13, Flat B-1, Road-1, Nasirabad Housing Society, Pachlaish, Chattogram Email: <a href="mailto:ellma.ellmactg@yahoo.com">ellma.ellmactg@yahoo.com</a> Mobile: 01712110376	Member	<u>1595708568674</u>	<u>357363221232</u>		
7	Ms. Anjulika Khisa Daughter of Kali Ratan Khisa and Panchalata Khisa, Village-North Kalindipur, PO-Rangamati, Upazilla-Sadar, District-Rangamati Mobile: 01818390051	Member	<u>8428708150310</u>	<u>530110827519</u>		
8	Mr. M Rezaul Karim Chowdhury Son of Jalal Ahmed Chowdhury and Momtaz Begum Chowdhury, House 13/2, Grand Ruby Apartment, Road-2, Shyamoli, Dhaka-1207 Email: <a href="mailto:reza@coastbd.net">reza@coastbd.net</a> Mobile: 01711529792	Member Secretary /Executive Director	2214527964296	469143370570		

**b. List of General Committee:**

SL. No.	Names and particulars of the promoters	Position	NID No.	TIN	Signature	Photo
1	Mr. Abbas U Bhuiya Ph.D Son of Abdul Gafur Bhuiya and Arshen Nessa, Apartment 3, House 14, Road 57, Gulshan 2, Dhaka-1212 <a href="mailto:abbas.bhuiya@gmail.com">abbas.bhuiya@gmail.com</a> Mobile: 01711535740	Chairperson	3294935204	689297887469		
2	Mr. Minar Monsur Son of Abdul Mabud and Nurjahan Begum, 134 West Dhanmondi, Modhubazar, Dhaka-1209 Email: minarmonsur@gmail.com Mobile : 01914900781	Vice-Chairperson	2694807984700	132069880993		
3	Mr. Mostafa Kamal Ahmed FCA Son of Moqbul Ahmed and Suraiya Begum, Amicus Amity, Flat C 5, Plot 371, Road 10, Block C, Bashundhara RA, Dhaka-1229 Email : kamalfca44@gmail.com Mobile : 01711505244	Treasurer	2825413608	311995183423		

4	Mr. Gawher Nayeem Wahra Son of I H Hyder Wahra and Saleha Khatun, 7/3 Aurongajeb Road, Mohammadpur, Dhaka-1207 Email : <a href="mailto:nayeem5508@gmail.com">nayeem5508@gmail.com</a> <u>Mobile:</u> 01713005883	Member	2695045911524	387715978105		
5	Mr. Jacob Kumar Sarker Son of Jonathan Sarker and Kanak Lata Sarker, House 3, Road 9, Mohammadia Housing Society, Mohammadpur, Dhaka-1207 Email: <a href="mailto:sarkerjacob@gmail.com">sarkerjacob@gmail.com</a> <u>Mobile:</u> 01711806070	Member	3273580757	322258530445		
6	Ms. Jasmeen Sultana Paru Daughter of Md Sona Meah and Elma Khatun, House 13, Flat B- 1, Road-1, Nasirabad Housing Society, Pachlaish, Chattogram <u>Email:</u> <a href="mailto:ellma.ellmactg@yahoo.com">ellma.ellmactg@yahoo.com</a> <u>Mobile:</u> 01712110376	Member	<u>1595708568674</u>	<u>357363221232</u>		

7	Ms. Anjulika Khisa Daughter of Kali Ratan Khisa and Panchalata Khisa, Village-North Kalindipur, PO-Rangamati, Upazilla-Sadar, District-Rangamati Mobile: 01818390051	Member	<u>8428708150310</u>	<u>530110827519</u>		
8	Mr. M Rezaul Karim Chowdhury Son of Jalal Ahmed Chowdhury and Momtaz Begum Chowdhury, House 13/2, Grand Ruby Apartment, Road-2, Shyamoli, Dhaka-1207 Email: <a href="mailto:reza@coastbd.net">reza@coastbd.net</a> Mobile: 01711529792	Member Secretary/ Executive Director	2214527964296	469143370570		
9	Ms. Begum Shamsun Nahar Daughter of Alhaj Nurul Islam Mian and Begum Jahanara Islam The Palace, Flat-B-2, House-12, Road-9, Banani, Block-G, Dhaka. Email: <a href="mailto:rahans@gmail.com">rahans@gmail.com</a> Mobile: 01715101981	Member	2691651239378	690089258837		
10	Mr. M Zahirul Alam, FCA Son of Azahar	Member	269165014825 9	430000591088		

	Mia and Feroja Begum Flat-A/6, Block-B, Road-6, Plot-111, Bashundhara R/A, Dhaka. Email: zahirulalam459@gmail.com Mobile : 01758699969					
11	Mr. Tofail Ahmed, Ph.D Son of Jalal Ahmed and Begum Sufia Ahmed Flat A 4, House 19, Road 12, Sector-4, Uttara, Dhaka Email: tofail101@gmail.com Mobile : 01711354545	Member	2696536939713	832999692792		
12	Mr. Nurul Alam Masud Son of Nuru Zaman and Setara Begum Village: Krishnarampur/30 , Noakhali Paurashobha, Upazilla- Sadar, Noakhali Email: nurulalam.masud@gmail.com Mobile: 01919231722	Member	7528704123652	277088282242		
13	Mr. Mobashir Ullah Chowdhury Son of Lutful Alam Chowdhury and Begum Rousonara House/Holding No:220, Village:Ukil Para, Char Jangla, Bhola Sadar, Bhola Mobile : 01572539097	Member	1907927170	N/A		

14	Mr Abu Morshed Chowdhury Son of Abu Ahmed, Rokeya Begum Abu Morshed Chowdhury Bari, West Bazar Gata, Cox's Bazar Pouroshobha, Cox's Bazar Email: abumurshedchy@gmail.com Mobile : 01811624610	Member	5527185242	595239712481		
15	Mr. Dr Alauddin Mojumder Son of Nazir Ahmed Majumder House No-13/2, Grand Ruby Apartment, Road No-2, Shyamoli, Dhaka-1207 Email: auddin1957@gmail.com Mobile: 01715187820	Member	3011447906043	125677698031		
16	Mr. Ashoke Kumar Bose Son of Anil Kumar Bose and Shova Rani Bose Plot 2, Flat 4 A, Road 10, Shekhertek (Rofique Housing), Adabor, Dhaka-1207 Email: ashokebose71@gmail.com Mobile : 01711844799	Member	2382720734	753311399814		
17	Ms. Mahamuda Khatun Daughter of Md. Mohiuddin and Momena Khatun, Shammad Ali Soyel Bari, Bansa Nagor, Ward no. 3, Laximpur	Member	6900406320	N/A		

	Pourashabha, Laxmipur. Mobile : 01931775355					
18	Ms. Farjana Begum Daughter of Nasir Ahmed and Farida Begum, Eakub Coloni, Fariderpara, Chandgoan, Chattogram Mobile : 01984567427	Member	1929254587	N/A		
19	Ms. Beauty Akter Daughter of Abdul Majid Hawlader and Monowara Begum Molla Bari, Village and PO: Haibatpur, Upazilla-Nalchity, Jhalokathi Mobile : 01742484780	Member	4217321317307	N/A		
20	Ms. Halima Begum Daughter of Md. Jomir Hasan Maji and Momtaz Begum Vill: Jinnagar, Ward-8, Charfasion Paurashava, Charfassion, Bholo Mobile : 01724431300	Member	0922508823561	N/A		
21	Ms. Ruma Akter Daughter of Md. Moqbul Ahamed and Afla Khatun, Village: East Rajarkul, Hajir Para, Upazilla: Ramu, Cox's Bazar Mobile : 01878050765	Member	2216676704784	N/A		