# DISTRICT FOOTBALL ASSOCIATION AFFILIATED WITH BANGLADESH FOOTBALL FEDERATION

# **STATUTES**

# The terms given below denote the following:

**DFA**: District Football Association

**BFF** : Bangladesh Football Federation

**FIFA**: Federation Internationale de Football Association

**IFAB** : International Football Association Board

**AFC** : Asian Football Confederation

**Div. FA**: Divisional Football Association

**DSA** : District Sports Association

**SAFF** : South Asian Football Federation

**BOA** : Bangladesh Olympic Association

NSC : National Sports Council

#### **Definition:-**

In conformity with the FIFA Standard Statutes adopted by Bangladesh Football Federation the Statutes of District Football Association has been constituted.

#### **Article-1 (Name and Area of Authority)**

This statutes shall be called "Statutes of District Football Association".

The area of authority of DFA shall cover the entire territory of the concerned administrative District.

#### **Article-2 (Definition)**

District Football Association shall be called "District Football Association" of the administrative District.

#### **Article-3 (Flag and Logo)**

The District Football Association shall have its own Flag and Logo which shall be approved by the Congress.

#### **Article-4 (Head Quarter)**

The Head Quarter of the District Football Association shall be preferably located at the Sports Complex or stadium premises of the District.

#### **Article-5 (Objectives)**

- 5.1 To plan and organise related activities to develop the standard and expansion of football.
- 5.2 To plan and organise football activities at the district.
- 5.3 To assist and advice the clubs and organisation to regularize football activities.
- 5.4 To advice and develop football activities at the school and college level.
- 5.5 To plan and coordinate to develop women football of the district.

#### **Article-6 (Functions)**

- 6.1 To develop the standard of football of the District.
- 6.2 To organise League and other tournaments regularly.
- 6.3 To organise hunting programme to get talented footballers.
- 6.4 To organise Inter sub-district Football Competition every year.
- 6.5 To prepare district football team and participate in the competition organised by BFF.
- 6.6 To collect fund for DFA.
- 6.7 To ensure discipline amongst the members.
- 6.8 To help distressed players and organizers.
- 6.9 To form standing committees and formulate terms & references.
- 6.10 To publish books and periodicals on football.
- 6.11 To comply with the instruction and standing order of BFF.

#### **Article-7 (Affiliated organs)**

Clubs/Organisations participating in League which satisfy the criteria for membership may apply for affiliation. Member association shall pay subscription fees Tk. 300.00 per year. The defaulting members in paying subscription for consecutive 2 (two) years shall be suspended.

#### **Article-8 (Relationship with National Organisation)**

The District Football Association shall be affiliated both with the respective Divisional Football Association and Bangladesh Football Federation and shall function independently.

#### **Article-9 (Congress and Executive Committee)**

Every District Football Association shall have General Council (Congress) and Executive Committee.

#### **Article-10 (Congress)**

The Congress of the District Football Association shall be composed of its members as under:-

- 10.1 District superintendent of Police (observer).
- 10.2 Additional Deputy Commissioner-General (observer).
- All the Premier and 1<sup>st</sup> Division Clubs affiliated with DFA shall have one delegate each in the congress. The top 6 (six) clubs from the 2<sup>nd</sup> Division and the top 4 (four) clubs from the 3<sup>rd</sup> Division affiliated with DFA based on the latest league standing shall have one delegate each in the Congress.
- 10.4 Two representatives from the District Sports Association.
- 10.5 One representative of each Upazila Sports Association and Upazila Football Association.
- 10.6 Two representatives from the District Women's Sports Association.
- 10.7 District Sports Officer (observer).
- 10.8 District Education Officer (observer).
- 10.9 One doctor nominated by the Civil Surgeon (observer).
- 10.10 National Awardee football organiser and player, if any in the jurisdiction of the respective District.
- 10.11 One representative from the regional Olympic Associations, if any (observer).
- 10.12 One representative from Pouroshava/City Corporation of District Head Quarter.
- 10.13 One representative from the District Football Referees' Association.
- 10.14 One representative from the District Football Coaches Association.
- 10.15 Two nominees of the President of BFF from amongst the Sponsors/Elites to support football activities.

#### **N.B.:**

- (a) Irrespective of number of delegates in the congress, the affiliated member shall have only one vote.
- (b) The observing member shall have no voting right and they shall not contest in the election.
- (c) The Deputy Commissioner of the respective District shall be Chief Patron of DFA.
- (d) The Superintendent of Police of the respective District shall be patron of DFA.

#### **Article-11 (Executive Committee)**

The General Secretary and the Joint Secretary shall be appointed by the Executive Committee of District Football Association. The Joint Secretary however shall not be member of the Executive Committee. The Executive Committee of the DFA shall be composed of:-

- President 1 (elected)
   Vice-President 2 (elected)
   Treasurer 1 (elected)
- 4. Members 9 (elected)
- 5. General Secretary Ex.-Officio (No voting right)

#### N.B.

Members holding governmental position shall not contest election in any position of the Executive Committee.

#### **Article-12 (Standing Committees)**

- 1. League Committee
- 2. Inter Upazila championship organising committees.
- 3. Disciplinary Committee
- 4. Appeal Committee
- 5. Referees Committee
- 6. Development Committee
- 7. Medical Committee
- 8. Women's Committee
- 9. Player's Status Committee
- 10. Tournament Committee
- 11. Finance Committee
- 12. Any other committee as deemed necessary.

**N.B.** Each Committee shall be composed of maximum 7 (seven) members headed by a chairman. The General Secretary shall act as Secretary of all the Committees.

#### **Article-13 (Meetings)**

- 13.1 The Congress of the DFA shall be organised once in every two years. The Congress shall be called with a notice of clear 21 days. The meeting of the Executive Committee shall be called with a notice of 7 days and in case of emergency 24 Hours.
- 13.2 The presence of 2/3 members in the congress and 1/3 members in ExCo Meeting shall form Quorum. The meeting of emergency nature shall not need Quorum.
- 13.3 The decisions of the meeting shall be taken on the verdict of the members present. However, if there remains a tie on the voting, the president shall use casting vote to reach a decision.
- 13.4 The annual budget of the DFA shall be placed before the congress by the Treasurer for approval.

#### **Article-14 (Election)**

- 14.1 The election of the Executive Committee shall be held on the expiry of 4 year's term.
  - The Congress comprising of the members of the District Football Association shall elect the Executive Committee.
- 14.2 Two months prior to the expiry of the outgoing committee, the Executive Committee shall sit and decide on a specific agenda to fix the date of the election under intimation to BFF. In the same meeting the Executive Committee shall form an Independent Election Commission, headed by Chief Election Commissioner and two commissioners. The Election Commission shall prepare the election schedule to hold the election within the prescribed date.
- 14.3 The Members of the congress shall cast vote to elect the Executive Committee. Each Member shall be entitled to cast one vote for every position. Any member suspended by BFF shall not be allowed to participate in the voting or contest in the election.
- 14.4 The Executive Committee shall be elected by secret ballot. Candidate obtaining simple majority shall be declared elected. However, if there remains any tie between two or more candidates the president shall use casting vote (if the president is not a candidate for any position) to break the tie. If the president is debarred to use casting vote in that case fresh election shall be organised to break the tie.

# **Article-15 (Function and responsibility of the Office Bearers)**

#### A) President

- 1. He shall preside over the Congress and the meeting of the Executive Committee.
- 2. He shall convene the Congress and ExCo.

- 3. He shall appoint the employees of the association in consultation with the Executive Committee.
- 4. He shall appoint any person from the General Council to any vacancy of the ExCo.
- 5. He may empower any Vice-President to dispose off specially entrusted responsibility.

#### **B)** Vice-President

In absence of the President, the Vice-President whose name will be placed on the top of the two shall preside over the meeting and also act to dispose off the day-today works of the President.

#### C) Treasurer

- 1. He shall keep records of the accounts of the Association and at the end of each financial year he shall organise the auditing of the accounts of the Association.
- 2. He shall supervise the day to day expenditures of the association in conformity with the budgetary allocation.
- 3. He shall prepare the budget of the Association and place it before the Congress with the approval of the Executive Committee.

#### **D)** General Secretary

- 1. The General Secretary of the Association shall be responsible for the day-to-day administrative and executive functions.
- 2. With the permission of the President he shall call the Congress, ExCo Meeting, Emergency and Special Meeting.
- 3. In consultation with the President he shall execute all policy making decisions of the Association.
- 4. He may share any of his responsibility with the Joint Secretary under information to the President.
- 5. He shall keep records of the association and execute all other administrative responsibilities.
- 6. In conformity with the budgetary allocation he shall incur day-to-day expenses.

#### E) Joint-Secretary

In absence of the General Secretary the Joint Secretary shall be responsible for the day-to-day affairs of the association. In consultation with the President he shall also execute financial responsibilities, if the General Secretary stays out of the country and remains absent for more than a month.

#### **Article-16 (Suspension of ExCo Member)**

- 16.1 An official or member of the association shall be suspended if he remains absent in three consecutive meetings without valid reasons. But prior to taking final decision in the ExCo, a show-cause notice shall be served on him.
- 16.2 For immoral activities, misuse of power and convicted in the court of law a show-cause notice shall be served on him before executing the suspension.
- 16.3 Besides, a member shall be suspended due to expulsion, resignation and physical and mental incapability.

#### **Article-17 (Tenure of office)**

The tenure of the Executive Committee of District Football Association shall be for 4 (four) years. The counting of the date shall be effective from the date of the new Executive Committee will take over.

If the election of the new Executive Committee is not held within due time, an extension of 3 (three) months may be allowed to the existing committee by the ExCo with a prior permission of BFF to complete the election. But on the failure of organising the election during the extended period, the existing committee shall be deemed to have lost the legality to stay in office. In that circumstances Bangladesh Football Federation shall form an Interim Committee who shall organise the election within 90 (ninety) days.

#### **Article-18 (Fund of the Association)**

All funds of the District Football Association shall be kept in one or more scheduled Bank.

The bank account shall be operated jointly by any two of the following: President, General Secretary and Treasurer.

#### **Article-19 (Financial year)**

The financial year of the association shall be 1<sup>st</sup> July to 30<sup>th</sup> June.

#### **Article-20 (Welfare Fund)**

The District Football Association shall organise a welfare fund for the distressed players and organisers. The association shall accumulate fund through organising charity football matches, exhibition and cultural events.

#### **Article-21 (Laws and bye-laws)**

The District Football Association shall formulate necessary laws and bye-law in conformity with the statutes of FIFA, AFC and BFF. The bye-laws of league and other competitions has to be approved by BFF prior to start of the concerned competition.

#### **Article-22 (Judicial Bodies)**

- a. As per the recommendation of FIFA, every District Football Association shall have a Judicial Body, consisting of Disciplinary Committee and Appeal Committee. The decisions of the Judicial bodies shall be binding on all concerned.
- b. The Judicial bodies shall be formed with neutral persons. No member of the executive committee shall be included.
- c. The Judicial bodies shall be consisted by one Chairman, one Vice-Chairman and three Members.
- d. The Judicial bodies shall act in accordance with the disciplinary codes of the association and standing order of FIFA, AFC & BFF.
- e. It is necessary that the Chairman and Vice-Chairman of the Judicial bodies shall have legal back-ground.
- f. The members of the Judicial bodies shall not be member of any other committee of the association.

#### **Article-23 (Arbitration)**

The District Football Association shall have an Arbitration Tribunal which shall deal with all internal disputes between the Association, its members, players, officials that do not fall under the Jurisdiction of Judicial Bodies. The District Football Association shall form the Arbitration Tribunal and formulate its terms and references.

District Football Association, its Member, Players, Officials and player's agents will not take any dispute to Ordinary Courts unless specially provided for these statutes and FIFA regulations.

#### Article-24 (Misc.)

- 24.1 If any item not covered in these statutes, the Executive Committee of the Association shall decide on the matter.
- 24.2 If any dispute arises on the explanation and interpretation of any item of the Laws and bye-laws, the Executive Committee of the District Football Association shall give final verdict.

#### **Article-25**

The District Football Association shall ensure that discrimination of any kind against a country, private person or groups of people on account of ethnic origin, gender, language, religion, politics or any other reason is strictly prohibited and punishable by suspension and expulsion.

#### Article-26

The District Football Association shall comply fully with the statutes, regulations, directives and decisions of FIFA, AFC and BFF and it shall also ensure that these are also respected by its members.

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- 2. To plan to organise football activities at the district.
- 3. To assist and advice the clubs and organisation to regularize football activities.
- 4. To advice to develop football activities at the school and college level.
- 5. To plan and coordinate to develop women football of the district.

# **Article-6 (Functions)**

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- 3. To organise hunting programme to get talented footballers.
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- 5. To prepare district football team and participate in the competition organised by BFF.
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Clubs/Organisation participating in League and Tournaments which satisfy the criteria for membership may apply for affiliation. Member association shall pay subscription fees Tk. 300.00 per year. The defaulting members in paying subscription for consecutive two years shall be suspended.

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#### **Article-10 (Congress)**

The Congress of the District Football Association shall be composed of its members as under:-

- 1. District superintendent of Police (observer).
- 2. Additional Deputy Commissioner (observer).
- 3. The clubs (Premier/1<sup>st</sup> Division) who have participated in the latest football League organised by the concerned DSA shall have one delegate each in the congress. Five top clubs (registered with the respective DSA on or before 1<sup>st</sup> January, 2007) in the result table of the latest 2<sup>nd</sup> Div. Football league, organised by the DSA shall have one delegate each in the congress of the DFA (participation will be considered as registration).
- 4. Two representatives from the District Sports Association.
- 5. One representative of each Upazila Sports Association.
- 6. Two representatives from the District Women's Sports Association.
- 7. District Sports Officer (observer).
- 8. District Education Officer (observer).
- 9. One doctor nominated by the Civil Surgeon (observer).
- 10. National Awardee football organiser and player, if any in the jurisdiction of the respective District.
- 11. One representative from the regional Olympic Association (observer).
- 12. One representative from Pouroshava (observer).
- 13. One representative from the Referees' Association.
- 14. Two nominees of the President of BFF from amongst the Sponsor/Elites to support football activities.

#### **N.B.:**

The observing member shall have no voting right and they shall not contest in the election.

#### **Article-11 (Executive Committee)**

The General Secretary and the Joint Secretary shall be appointed by the Executive Committee of District Football Association and they shall not be members of the Executive Committee. The Executive Committee of the DFA shall be composed of:-

President - 1 (elected)
 Vice-President - 2 (elected)
 Treasurer - 1 (elected)
 Members - 7 (elected)

#### N.B.

The members (Ex-officio nominated) who are holding transferable governmental position shall not contest election in the key position (President, Vice-President and Treasurer) of the Executive Committee.

#### **Article-12 (Standing Committees)**

- 13. League Committee
- 14. Inter sub district championship organising committee.
- 15. Disciplinary Committee
- 16. Appeal Committee
- 17. Referees Committee
- 18. Development Committee
- 19. Medical Committee
- 20. Women's Committee
- 21. Player's Status Committee
- 22. Tournament Committee
- 23. Finance Committee
- **N.B.** Each Committee shall be composed of 7 (seven) member headed by a chairman.

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- 1. The Congress of the DFA shall be organised once in every year. The Congress shall be called with a notice of clear 21 days. The meeting of the Executive Committee shall be called with a notice of 7 days.
- 2. The presence of 2/3 members in the congress and 1/3 member in Exco Meeting shall form Quorum (minimum number of members have to be present for legal validity of the meeting). The meeting of emergency nature will not need Quorum (this is commonly practiced).
- 3. The decisions of the meeting shall be taken on the verdict of the member present. However, if there remains a tie on voting the president shall use casting vote to reach a decision.
- 4. The annual budget of the DFA shall be placed before the congress by the Treasurer for approval.

#### **Article-14 (Election)**

- 1. The election of the Executive Committee shall be held on the expiry of 4 year's term.
  - The Congress comprising of the members of the District Football Association shall elect the Executive Committee.
- 2. Two months prior to the expiry of the outgoing committee, the Executive Committee will sit and decide on a specific agenda to fix the date of the election. In the same meeting the Executive Committee shall form an Election Commission, headed by Chief Election Commissioner and two commissioners. The election commission shall prepare the election schedule to hold the election within the prescribed date.
- 4. The delegates of the congress shall cast vote to elect the Executive Committee. Each delegate shall be entitled to cast one vote for each position. Any member suspended by BFF shall not be allowed to participate in the voting or contest in any position.
- 5. The Executive Committee shall be elected by secret ballot. Candidate obtaining simple majority shall be declared elected. However, if there remains any tie between two or more candidates the president shall use casting vote (if the president is not a candidate for any position) to break the tie. If the president is debarred to use casting vote in that case fresh election shall be organised to break the tie.

#### **Article-15 (Function and responsibility of the Office Bearers)**

#### A) President

- 1. He shall preside over the congress and the meeting of the Executive Committee.
- 2. He shall convene the congress and Exco.
- 3. He shall appoint the employees of the association in consultation with the Executive Committee.
- 4. He shall appoint any person from the Executive Committee to any vacancy created at the expiry or resignation of any position of the Exco untill the position is filled in by fresh election.
- 5. He may empower any vice-President to dispose off specially entrusted responsibility.

#### B) Vice-President

In absence of the President the Vice-President whose name will be placed on the top of the three shall preside over the meeting and also act to dispose off the day-to-day works of the President.

#### C) General Secretary

- 1. The General Secretary of the Association shall be responsible for the day-to-day administrative and executive functions.
- 2. With the permission of the President he shall call the congress, Exco Meeting, Emergency and Special Meeting.
- 3. In consultation with the President he shall execute all policy making decisions of the Association.
- 4. He may share any of his responsibility with the Joint Secretary under information to the President.
- 5. He shall keep records of the association and execute all other administrative responsibilities.
- 6. In conformity with the budget allocation he shall incur day-to-day expenses. He may keep a petty cash to the tune of Tk. 5,000.00 for emergency expenditures. He shall obtain permission from the President if it is deemed necessary to spend more than Tk. 5000.00.

#### **D)** Joint-Secretary

In absence of the General Secretary the Joint Secretary shall be responsible for the day to day affairs of the association. In consultation with the President he shall also execute financial responsibilities, if the General Secretary stays out of the country and remains absent due to illness for more than a month.

#### E) Treasurer

- 1. He shall keep records of the accounts of the Association and at the end of each financial year he shall organise the auditing of the accounts of the Association.
- 2. He shall supervise the day to day expenditures of the association in conformity with the budgetary allocation.
- 3. He shall prepare the budget of the Association and place it before the congress with the approval of the Executive Committee.

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- 2. For immoral activities, misuse of power and convicted in the court of law a show-cause notice shall be served on him before executing the suspension.
- 3. Besides, an official or member shall be suspended due to death, expulsion, resignation and physical and mental incapability.

#### **Article-17 (Tenure of office)**

The tenure of the Executive Committee of District Football Association shall be for 4 (four) years. The counting of the date shall be effective from the date of the new Executive Committee will take over.

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All funds of the District Football Association shall be kept in one or more scheduled Bank.

The bank account shall normally be operated under the joint signature of the General Secretary and Treasurer. However, in absence of any of the two the President shall sign.

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The financial year of the association shall be 1<sup>st</sup> July to 30<sup>th</sup> June.

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The District Football Association shall organise a welfare fund for the distressed players and organisers. The association shall accumulate fund through organising charity football matches, exhibition and cultural events.

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The District Football Association shall formulate necessary laws and bye-law in conformity with the statutes of FIFA, AFC and BFF.

#### **Article-22 (Judicial Bodies)**

- a. As per the recommendation of FIFA every District Football Association shall have a Judicial Body, Consisting of Disciplinary Committee and Appeal Committee. The decisions of the Judicial bodies shall be binding on all concerned.
- b. The Judicial bodies shall be formed with neutral persons, but any member of the executive committee shall not be included.
- c. The Judicial bodies shall be consisted by one Chairman, one Vice-Chairman and three Members.

- d. The Judicial bodies shall act in accordance with the disciplinary codes of the association.
- e. It is necessary that the Chairman and Vice-Chairman of the Judicial bodies shall have legal back-ground.
- f. The members of the Judicial bodies shall not be member of any other committee of the association.

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District Football Association, its Member, Players, Officials and match and player's agents will not take any dispute to Ordinary Courts unless specially provided for these statutes and FIFA regulations.

#### **Article-24 (Miscl.)**

- 1. If any item not covered in these statutes, the Executive Committee of the Association shall decide on the matter.
- 2. If any dispute arises on the explanation and interpretation of any item of the Laws and bye-laws, the Executive Committee of the District Football Association shall give final verdict.

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The District Football Association shall ensure to note that discrimination of any kind against a country, private person or groups of people on account of ethnic origin, gender, language, religion, politics or any other reason is strictly prohibited and punishable by suspension and expulsion.

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**DFA:** District Football Association (†Rj v dbej G‡mwm‡qkb)

**DIV. FA:** Divisional Football Association (we filling dizej Gtmwmtqkb)

NSC: National Sports Council (RVZNQ LINOV CWI I`)

**BFF**: Bangladesh Football Federation (evsj vt k dbej tdWvtikb)

**FIFA:** Federation International de Football Association

**IFAB:** International Football Association Board

**AFC:** Asian Football Confederation

**SAFF:** South Asian Football Federation

**BOA:** Bangladesh Olympic Association

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- 8/ clivz A\_P`wi`adtej tLtjvqvo KgRZlq`i Kj`vtb cliqvRbxq mvnvh` mnthwllzv`vb Kwite/
- 9/ wewfbæó"wûs KwgwU MVb cefk mswkó KwgwUi UvgfA GÛ‡idv‡iÝ (Kvh@wiwa) wbaf1b Kwi‡e/
- 10| dbej msµvšĺcýK-cnýKvI muguqKxBZ"vu` clkvkbui cliqvRbxq e"e"u MihY Kui‡e|

# Ab\$\( \text{Q} \) \( \text{N} \) 7 (\( \text{vibe} \text{UxK} \) i \( \text{b} \)

‡Rjv chশ্বেi d½ej  $msMVb/muguZ/ms^-v$  I Kve uWGdG-Gi buuZgvjv Abbyvqv d½ej G‡mvvm‡qk‡b Ašff $ue^*i$  Rb" Av‡e b Kwi‡Z cwi‡e c $ue^*z$ "K G"uvdwj‡q‡UW  $ms^-v$  evrmwi K 300/=  $uvde^*z$   $uvde^*z$  u

# Abt/O` Ñ 8 (Kvhqug mg¤q)

# Ab#O` Ñ 9 (MVb c\vi x)

cůZuU ‡Rj v džlej G‡mvum‡qkb-Gi GKuU mvavi Y cui I` Ges GKuU ube@nx cui I` \_vuK‡e/

# Abţ/O` Ñ10 (mavi Y cui I`)

tRjvdktej G utmumtqktbi mvaviY cuil`ubgiejcfute Mw/Z nBtet-

- 1/ ‡Rjvcnykmyzvi/
- 2| AwZwi  $^3$  †Rj  $^{\dagger}$   $^{\dagger}$   $^{\dagger}$  Cik  $^{\dagger}$  K (mvwe  $^{\dagger}$ ) |
- 3| wbePb Abŷvtbi cţe®th mKj Kte`j tRjv µxov ms¯v AvţqwRZ me\$kl dbjej (wcŵgqvi wWwfkb/c<u>u</u>g wefvM) jxtM AskMby KwiqvtQ tm mKj Kttei GKRb Kţi cŵZwbwa mwaviY cwilţ`i KvDwYji nBţeb|
- 4| ‡Rj ν μχον ms¯νi mvaviŸ m¤úν`K I Ab¨ GKRb cůZnbna (nhub RνZχq/nefvM/†Rj ν dbej `‡j †L‡j‡Qb)|
- 5| cNZ DctRjv  $\mu$ xov ms $^{-}v$ i mvaviY m $^{\omega}$ úv $^{-}K$   $A_e$ v Zvii GKRb gt $^{\dagger}bv$ bxZ cN $^{\dagger}D$ vii Mvii M
- 6| ‡Rj v gunj v µxov ms ¯vi GKRb cůZubua|
- 7| evsjvt`k Awj w≃úK Gʻv‡mvmtqktbi AvÂwj K KuguUi GKRb cüZubua|
- 8/ Tubuq mi Kvi ms Tu h\_v tRj v cwi l`/DctRj v cwi l`/tcši mfvi GKRb c@Zwbwa/
- 9| wmwfj mvR® KZK g‡bvbxZ GKRb miKvix Wv3vi|
- 10/ mswkó tRjvi RvZxq ciy wi cůß (dblej) tLtjvqvo I msMVK/
- 11| ‡Rj v µxov KgRZP|
- 12| #Rjvnk¶vKgRZP
- 13| mswkó tRj vi RvZxq μxον ciy¯vi cΰβ (dblej) tLtj vqvo I msMVK|
- 14| ‡Rj v dbej †i dvi xR muguZi GKRb cliZubua|

# AbtyO` Ñ11 (KvhMbeMnx cwi l`)

# tRjv dlaej G"utmumtqktbi Kuhnibennx Kugull ubgiejc fute Mull Z nBtet

Ñ 1| mfvcvZ 1 Rb (wbemPZ) mn-mfvcwZ Ñ 3 Rb (wbe@PZ) 21 3| mvavi Y m¤úv`K Ñ 1 Rb (wbemPZ) 4 | ‡KvI va "¶ Ñ 1 Rb (wbemPZ) 5| hM¥-m¤úv`K Ñ 1 Rb (wbemPZ) Ñ 6| m`m" 5 Rb (wbe@PZ)

#### vet `t

 ${\it wWGdG-GimfvcwZ ImvaviY m} = {\it www.i.k.} GKUvbv uZb Uvg^{\it ww.m} = {\it ww$ 

# <u>Ab\$/0` Ñ12</u>

# nenfboó"viÛs KuguU MVbt

- K) Tubing ji xM cini Puji bu Kingil
- L) Avšlt Dc‡Rj v dbej cwi Pvj bv KuguU
- M) ‡i dvi xR KuguU
- N) Www.clovix KuguU
- 0) Avcxj KuguU
- P) A\_Kingil
- 0) #W#fj c#g>U KuguU
- R) ‡gıWK"vj KııgıW

# Ab\$/0` Ñ13

# mfvi ubqgvejxt

- K) ‡Rj v dłaej G‡mwm‡qk‡bi mvaviY cwil‡`i mfv Kgc‡¶ 10 w`‡bi †bwlU‡k AbnyôZ nB‡e Ges Kvh¶belPnx KuguU Riaix mfv Kgc‡¶ 5 w`‡bi †bwlU‡k AbnyôZ nB‡e|
- L) 🐧 🖟 DC-ধারায় উলেণ্ডখিত সভাসমূহে এসোসিয়েশনের সদস্য সংখ্যার উপস্থিতি ১/৩ অংশ হইলে কোরাম nBte | Zte Riaix mfvi †Kvivg c#qvRb nBte bv |
- M) ‡Kviv‡gi Kvi‡Y A\_ev Ab¨ †Kvb Kvi‡b †h †Kvb wbqwgZ mfv gj-Zex \_wwK‡j cieZ¤Z Dnvi Rb¨ †Kvb †Kviv‡gi c#qvRb nB‡e bv | Z‡e gj-Zex mfvi ZwiL I mgq mswkø m`m¨‡`i AeMZ KivB‡Z nB‡e |
- N) cůzwU mfvq Dcw¯Z m`m¨‡`i gZvg‡Zi wfwˇZ wm×všĺ M;xvZ nB‡e| †Kvb wel‡q wm×všĺ Mb̈Y m`m¨MY mgfv‡e wef³ nB‡j mfvcwZ Kvwós ‡fv‡Ui gva¨‡g Povšĺwm×všĺw`‡eb| †Kvb †fvU w`‡eb bv|
- 0) ‡Kvb m`tm"i m`m" c` wbePb ev g‡bvbqb wel‡q †Kvb Amweavi Kvi‡Y mfvq †hvM w`‡Z e"\_© nB‡j Zvnvi Rb" mfvi KvhPej x ev wm×vš/MBY e"nZ nB‡e bv|
- P) cůz eQi RjvB gv‡m/mweavRbK mg‡q mvaviY cwiI‡` ev‡RÜ mfv Kgc‡¶ 10 w`‡bi †bvwU‡k AbwôZ nB‡e| GB mfvq G‡mvwm‡qk‡bi †KvIva¨¶ mvaviY cwiI‡`i Abţgv`‡bi Rb¨ ev‡RU Dc¯vcb Kwi‡eb|

# Ab\$/O` Ñ14

#### wbenPb t

- K) cůz 4 eQi Ašli tRj v džlej G‡mvum‡qk‡bi KvhNberPhx KuguUi uberPb AbnyôZ nB‡e/
- L) we`vqx Kvhnbenx KuguUi tgqv`Kvj tkI nIqvi Aš\Zt 2 (`\bar{g}) gvm c\text{te}\Kvhnbenx KuguUi mfvq mn\text{mynv\iong} & Av\text{t}\text{vp'mpxi} gva"\text{tg} cie\Zp\nbenb hbenb Ab\text{g}\text{vt}bi j\q\" nbenpt ZvniL uban\text{b} ce\text{\text{R}} 3 m`m" weuk\text{o} (nbi\text{tc}\q\") ubenpt Kugkb MVb Kwi\text{te} | ubenpt Kugkb cie\Zp\text{Kvhpig} cwiPvj bv Kui\text{teb} | uZb\m`\text{tm\"i} ubenpt Kugkbv\ti ga" nB\text{t}\text{GKR} c\text{u}\text{b}\text{ubenpt} Kugkbvi Ges\text{Ab\"i}\text{\text{b}} Rb Kugkbvi unmv\text{te} `vmq\Z\'\_i c\text{vj}\text{b} Kwi\text{teb} | ubenpt Kugkb\text{b}\text{b}\"\text{Zg} 21 w`\text{tbi}\text{tbi}\text{tbinU\text{tk}} ubenpt Ab\text{\text{g}\text{v}\text{tbi} c\text{\text{q}\text{vp}} Kwi\text{te} |

- M) Kvhindernx KwgwUi wbertbi mvaviY cwilt`i m`m"MY †fvU`vb Kwiţeb| coz"K cozubwa 1wU Kţi †fvU`v‡bi m\$hvM cvBţeb| evsjv‡`k dbej †dWv‡ikb KZK A‡hvM" †NvwlZ nBţj wZwb G‡mvwm‡qk‡bi cozwbwa †fvU`vb ev wbertb AskMöhY Kwi‡Z cwiţeb bv|
- N) ‡FvUvi‡`i †Mvcb e"vj‡U Kvhnoem kuguU ubemPZ nB‡e| †h †Kvb co\_P bb"Zg msL"vMwiô †fv‡U ubemPZ nB‡eb| Z‡e GKwaK co\_Pmgvb msL"K †fvU coß nB‡j †m‡¶‡Î ubem kuguUi mfvcwZ Kvwós †fvU covbceR dj vdj uban b Kwi‡eb (mfvcwZ hw` ubemP‡b co\_P nb Z‡e Kvwós †fvU covb Kwi‡Z cwwi‡eb bv)| G‡¶‡Î mgvb msL"K †fvU coß co\_A`i g‡a" ckyivq ubemPb AbmòZ nB‡e|

# Ab\$/0` Ñ15

# Kuhabean kugubi ¶gZv I`wqZ;t

#### K) mfvcvZt

- 1) wZwb G‡mwm‡qk‡bi mfvq mfvcwZZ¡Kwi‡eb|
- 2) wZwb mvaviY cwi I‡`i Ges Kvhnbenhx cwi I‡`i Riaix mfv AvnŸvb Kwi‡Z cvwi ‡eb/
- 3) Kvhnoen cwilti mwnz AvtjvPbvµtg wZwb Gtmvwmtqktbi c#qvRbxq KgPvix wbtqvM Kwiteb|
- 4) KgRZA`i g‡a" Kvnv‡ivI gZznB‡j A\_ev †Kn c`Z"VM Kwi‡j ev AcmvwiZ nB‡j wbePP‡bi gva"‡g D³ c` cɨb bv nI qv ch\$ĺmfvcwZ D³ KgRZA `wwqZ¡KvhŵbeAnx cwiI‡`i †h †Kvb m`‡m"i Dci b"-ĺKwi‡Z cvwi‡eb|
- 5) Kvhíbeľnx cwi l‡`i munZ Av‡j vPbvµ‡g mfvcwZ MVYZ‡šį Av‡j v‡K mfv WwKqv wm×všĺ MbY Kwi ‡eb|
- 6) ‡Kvb we‡kl `vwqZ¡cvj‡bi Rb" wZwb mn-mfvcwZMY‡K `vwqZ¡cÖvb Kwi‡eb|

#### L) mn-mfvcuZt

mfvcwZi  $Absyw^-wZtZ$   $\mu gvbsyvti$  mfvq  $mfvcwZZ_i$  Kwiteb Ges mfvcwZ  $KZ_i^{g}$   $c\ddot{0}$   $\ddot{E}$   $^{``}bw^{`}b$   $^{`}wqZ_i$  cvj b Kwiteb |

#### M) mvavi Y m¤úv` Kt

- 1) mvavi Y m¤úv`K G‡mwm‡qk‡bi c®vmwbK I wbe®nx`vwqZ¡cvj b Kwi‡eb|
- 2) mfvcwZi Abţgv`bµţg mvaviY m¤úv`K AšŹt cůZ wZb gvţm GKevi wbqwgZ mfv, evrmwiK mvaviY mfv Ges mvaviY cwilţ`i mfv AvnŸvb Kwiţeb| cůqvRţb Riæix mfv/weţkl mfv AvnŸvb KwiţZ cwiţeb|
- 3) mfvcwZi mwnZ Av‡jvPbvµ‡g wZwb Kvh@be@nx cwiI‡`i bxwZ wba@lbx wm×všfmgn ev¯levqb Kwi‡eb|
- 4) mfvcwZ‡K †MvPixfZ Kwiqv wZwb Zvnvi Kv‡Ri AvswkK ev m¤úb©`vq-`vwqZ; hMy¥mvaviY m¤úv`‡Ki Dci b¨-[Kwi‡Z cvwi‡eb]
- 6) ev‡R‡Ui munZ msMuZ ivuLqv wZwb ^`bw`b e"q wbePn Kwi‡eb Ges Riæix cØqvR‡b 5,000/-(cwP nvRvi) UvKv ch\$\(\(\ext{e}\)" q wbePn Kwi‡Z cwi‡eb \| 5 nvRvi UvKvi AwZwi³ e"‡qi Rb" mfvcwZi Ab\(\frac{t}{g}\)v`b c\(\ext{0}\)qvRb nB‡e \|

#### N) hM/\*m¤úv`Kt

mvaviY m¤úv`‡Ki Abgw¯wZ‡Z mvaviY m¤úv`‡Ki ^`bw`b Kvhਊg cwiPvjbv Kwi‡eb| mvaviY m¤úv`K †`‡ki ewn‡i †M‡j ev AmÿZvi Kvi‡b GK gv‡mi AwaK `vwqZ¡cvjb Kwi‡Z bv cvwi‡j mfvcwZi mwnZ Av‡jvPbvµ‡g wm×všĺjBqv mvaviY m¤úv`‡Ki Dci cöË Awu\_K I Ab¨vb¨ `vwqZ¡l cvjb Kwi‡eb|

#### 0) ‡KvI va "¶t

- 1) wZwb G‡mwm‡qk‡bi Avq-e¨q msµvšĺhveZvq bw\_c‡l̃i mŷzi¶bv‡e¶b wbwðZ Kwi‡eb Ges ermiv‡šĺAvq-e¨‡qi wbgwgZ AwWU Ki‡bi e¨e¯v MħY Kwi‡eb|
- 2) wZwb ciPwj Z wbqgvbynv‡i G‡mvwm‡qk‡bi e"q eiv‡li mwnZ m½wZ ivwLqv hveZxq e"‡qi mŷz ZËyeavb I wbqšþ wbwðZ Kwi‡eb|
- 3) wZwb G‡mvmtqktbi evtRU cögb Kwiteb/

# Ab\$/Q` Ñ16

#### Kuhiberax cui I t`i KgRZPI m`m t`i Acmvi Y t

- 1) ‡Rjv dłej G‡mwm‡qk‡bi †Kvb KgRZP ev m`m¨ MnY‡hvM¨ †Kvb KviY bv RvbvBqv G‡mwm‡qk‡bi ci ci 3៧ mfvq nvwRi nB‡Z e¨\_®nB‡j KgRZPm`m¨ c` nB‡Z wZwb AcmwiZ ewjqv we‡ewPZ nB‡eb| Z‡e GB e¨vcv‡i Povšĺ wm×všĺ Mb†Yi c‡e®KviY `k¤tbvi Ab‡jiva Kwi‡Z nB‡e Ges Kvh®be®nx cwil` GB e¨vcv‡i Reve cvlqvi ci Povšĺ wm×všĺ MbŶY Kwi‡eb|
- 2) Am`vPiY, ¶gZvi Ace¨envi A\_ev †dŠR`vix Av`vjZ KZR`Ûc®B nB‡j KviY`kPtbvi mţhvM `vb Kwiqv KvhNbePnx KwgwUi wm×všĺjBqv †h †Kvb KgRZPm`m¨‡K Acmvib Kiv nB‡e| Z‡e evd‡di Abţgv`b jBqv Av‡`k Rvix Kwi‡Z nB‡e|
- 3) wb‡gw³ KviYmg‡nIm`m¨c`wejßrnB‡et K) gZzL) AcmviY M) c`Z~M N) kvixwiK/gvbwmK A¶gZv/

# <u>Ab\$/O` Ñ17</u>

wWGdG-Gi Kvh®be®nx KuguUi †gqv` 4 ermi nB‡e| bZ½ Kvh®be®nx KuguUi `vuqZjfvi Mb̈‡bi w`b nB‡Z D³ mgq Mbbv ïiænB‡e|

Pvi ermi ţgqv`Kvj tkl nlqvi c‡e°hw` MVbZšį Abbyvqx bZb KuguUi ubePb m¤úbæKiv bv nq tmt¶ţÎ Dchŷ KviY`kPtbv mvţcţ¶ eZgvb KuguUi gqv`Kvj 4 (Pvi) gvm ch®lew Kiv hvBţe| Zţe ewaZ ţgqv` Kvţj i gţa" ubePb m¤úbæKiv bv nBţj ubePnx KuguU ^eaZv nvivBţe| Ggb cwiw wZţZ evsjvţ`k dbţej tdWvţikb RvZxq µxov cwilţ`i mvţ\_ mg¤q̂ Kwiqv GKuU GWnK KuguU MVb Kwiţe th KuguU 90 w`ţbi gţa" ubePb m¤úbæKwievi e"e"v MbY Kwiţe|

# Ab\$/Q` Ñ18

# G‡mwm‡qk‡bi Znwej t

‡Rjv dbiej G‡mwm‡qk‡bi hveZxq Znwej †Rjv m`‡i Aew¯Z GK ev GKwaK Zdwmjx/miKvi Ab\$gwv`Z e"vs‡K Rgv \_wkX‡e| mvaviY m¤úv`K I †KvIva"‡¶i hNy¥ ¯ℓ¶‡i Znwej cwiPvwjZ nB‡e| Zvnv‡`i †h †Kvb GKR‡bi Abopw¯wZ‡Z mfvcwZ ¯ℓ¶i Kwi‡eb|

# Abt/O` Ñ19 (Aw\_R ermi)

1 RjyvB nB‡Z 30 Rly ch®lG‡mwm‡qk‡bi Avw\_lK ermi Mbbv Kiv nB‡e|

# Ab\$/0` Ñ20

# tLtjvqvot`i Kj"Y Znvej t

tRjv dbiej Gtmvmtqkb tLtjvqvo/µxov msMVK Kj¨vY Znuej MVb Kwite| P¨vwinU, cÖk®x wKsev thtKvb cäZthvmMZvgj-K dbiej tLjv Abŷvtbi gva¨tg A\_ev Ab¨vb¨ netbv`bgj-K m¤\$Z cšvq GB Znuej MVY Kiv nBte|

# Ab\$/Q` Ñ21

#### veva 1 Dc-veva t

‡Rj v dłaej G‡mwm‡qkb GB MVbZ‡šji mwnZ msMwZ i wwLqv †h †Kvb wewa I Dc-wewa cłyqb Kwi‡Z cwwi‡e Z‡e Gi Rb¨ wbernx cwiI‡`i mfvq Dcw¯Z m`m¨‡`i `By ZZxqvs‡ki m¤§wZi cłyqvRb nB‡e|

# Ab\$/0` Ñ22

# Rnyumqvj KWutgut

- K) แddvi civgk®Abbyvqx tRjv dbeল এসোসিয়েশনের ডিসিপিণ্ডনারx KuguU I Avcxj KuguU RuWumqvj KvVvtgv untmte ueteuPZ nBte| RuWumqvj KvVvtgv Gi mKj um×všl Aek¨ msukó mKtji Dci eva¨evaK untmte cohvR¨ nBte| G weltq ms¯vi Kvhneenx KuguUi tKvb KZZi\_wKte bv|
- L) ‡Rj v dłej G‡mvm‡qk‡bi ÔRnWmqvj KvVv‡gvÕ m¤úb®nbi‡c¶ e"w³i mg¤‡q MwVZ nB‡e Ges GB ms¯vi KvhnDenn KuguUi †Kvb m`m" AšfF® \_wK‡Z cwii‡e bv|
- M) GKRb †Pqvig`vb, GKRb fvBm-†Pqvig`vb I 3 Rb m`m` wb‡q RwWwmqvj KvVv‡gvf³ KwgwUØq MwVZ nB‡e l
- N) এসোসিয়েশনের ডিসিপিণ্টনারী কোড অনুযায়ী জুমেWumqvj KvVv‡gvf³ KuguUi KvhÇıg Cwi Pvj bv Ki v nB‡e/
- 0) RıyMımqvj KıVv‡gv fÿ KııgılUi †Pqvig¨vb I fvBm-†Pqvig¨v‡bi AvBb welqK †hvM¨Zv \_vKv c≬qvRb|
- P) Ruylvukqvj KvVvtgvf3 KuguUi †Kvb m`m" uWGdGÕi Ab" †Kvb KuguUi m`m" nB‡Z cvwi teb bv/

# Ab\$/0` Ñ23

#### Avi ve‡Ukbt

tRj v dłaej Głmwmtqkb GKwU AviwetUkb UłBelgvj MVb Kwite| tKvb Głmwmtqktbi mvt\_ wbeÜxKZ.tKvb m`m", tLtj vqvo ev KgRZPi gta" hw` tKvb gZwetiva t`Lv t`q Ges Zvi `vq-`vwqZ¡ hw` RwWmqvj KvhPutgi AvI Zvf³ bv nq Zte AviwetUkb UłBelgvj tmB Ašltwetiva wbimtb wewagvj v Ablgvqx e"e"v MbY Kwite| tRj v dłaej Głmwmtqktbi KvhPbePnx KwgwU AviwetUkb UłBelgvtj i MVY, Kvh©cwiwa I wewagvj v clyqb Kwite|

# Ab\$/0` Ñ24

#### vevea t

- 1) AÎ MVbZţšįDţjuL bvB Ggb th tKvb welţqi D™ê nBţj ev e¨e¯v MḃţYi c∰qvRb nBţj ‡Rjv dbej Gţmvmtqkţbi Kvhneen kwgwUi cieZnmfvq wm×vţšli tc∰q‡Z e¨e¯v wbţZ cwwiţe|
- 2) AÎ MVbZţšɨj tKvb aviv ev Dc-aviv e vL vKţí gZvMaK" t`Lv w`ţj wWGdG GB welţq e vL v w`ţe | wWGdG KZK GB gZvMaK" wb®úwË bv nBţj GB welţq evd‡d Pevšíwm×všíMbY Kwiţe |

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