

Masud Parves Library

Village: Soalia, Post Office: Henchi 9455, Upazila: Shyamnagar,
District: Satkhira, Bangladesh.

E-mail: mparveslibrary@yahoo.com, Phone: +88-01712556095

Website: www.masudparveslibrary.com



Established 2012

The Masud Parves Library Ordinance, 2015

Chapter 01- Preliminary

Section A: 1. Title:

Henceforth, this ordinance is to be referred to as the “Masud Parves Library Ordinance, 2015”.

2. Name:

Masud Parves Library.

This is a non-profit, apolitical, voluntary, charitable, social, village knowledge and information center.

3. Address:

Village: Soalia, Post Office: Henchi 9455,

Upazila: Shyamnagar, District: Satkhira, Bangladesh.

E-mail: mparveslibrary@yahoo.com,

Phone: +88-01712556095

Website: www.masudparveslibrary.com

4. Scope:

MPL, being an educational institution, people from all over the world may use this library as long as they maintain its rules and processes. However, initially, this institution intends to work primarily at Atulia union of Shyamnagar upazilla in Satkhira district of Bangladesh to promote socio-economic development of the people by providing educational facilities and support. Based on its success, the activities may, in the future, extend to national and international levels.

5. Commencement:

It shall come into operation in such areas and on such dates as specified by the Executive Committee.

6. Founder:

Abu Sayed

Father's name: Abraham Hossain

Mother's name: Hasina Abraham

Post Office: Henchi 9455, Upazilla: Shyamnagar, District: Satkhira, Bangladesh (National ID No- 19838718611719626,

Passport No: OC 6090368, Phone: +88-01712556095, Email: sayed_ku@yahoo.com/ sayed.ku@gmail.com

7. Definitions:

In this Ordinance, unless there is anything repugnant in the subject or context, the following working definitions apply-

- (a) "Library" means "Masud Parves Library"
- (b) "Executive Committee" means the governing body of the library
- (c) "President" means the President of the Executive Committee
- (d) "Vice-president" means the Vice-president of the Executive Committee
- (e) "Secretary" means the Secretary of the Executive Committee
- (f) "Treasurer" means the Treasurer of the Executive Committee
- (g) "Organizing secretary" means the Organizing secretary of the Executive Committee
- (h) "Publicity and publication secretary" means the Publicity and publication secretary of the Executive Committee
- (i) "First/Second/Third Member" means the first/ second/ third member of the Executive Committee
- (j) "Member" means a member of the Executive Committee. There are nine (9) members in the Executive Committee.
- (k) "Nearest" means the shortest distance from the library building to any direction.
- (l) "Registration authority" means the government authority responsible for providing registration of the library.
- (m) "Prescribed" means prescribed by rules made under this Ordinance.
- (n) "Founder" means the founder of the library as prescribed under sub-section 6 of section A of Chapter 01-Preliminary.
- (o) "Audit team" means a team, empowered by this Ordinance, to examine accounts of the Library.
- (p) "MPL" means Masud Parves Library
- (q) "Nearest person" means the person, who full fills the criterions to be a member of the executive committee, closest to the library building.
- (r) "Physically ill" means aged persons those who are not capable enough to walk alone because of their age.

Section B: 1. Vision:

To achieve social development through ensuring quality of education for the poorest student population and availability of necessary contextual learning opportunities for the adult population.

2. Mission:

To provide educational and learning opportunities and a socialization space for the comparatively poor students and adults with a view to promote social development.

3. Objectives/activities:

- a) To facilitate access to quality educational and learning opportunities for mostly the poor students
- b) To provide a learning centre for the adult population of the locality

Chapter 02- Executive Committee

Section A: (a) Selection procedure of an Executive Committee member

An Executive Committee of nine members will be established to help achieve the library's vision and mission. The activities of the library will be directed following the decisions of this Executive Committee. MPL may select the members of the Executive Committee based on-

- education: not below than SSC (Secondary School Certificate) (must have 10 years of schooling)
- age: not below than 30 years
- occupation: not involved in permanent job (Ex- Govt. Job)
- fitness: not mentally and physically ill.
- location: the first nine nearest persons, who full fill the criterions to be a member, to the library building to any direction. Member's designation in the Executive committee will be defined by the election among the members.

The Executive Committee shall consist of :

1. President; elected from the executive committee of 9 members.
2. Vice-president; elected from the executive committee of 9 members
3. Secretary; elected from the executive committee of 9 members
4. Treasurer; elected from the executive committee of 9 members

5. Organizing secretary; elected from the executive committee of 9 members
6. Publicity and publication secretary; elected from the executive committee of 9 members
7. First member; elected from the executive committee of 9 members
8. Second member; elected from the executive committee of 9 members
9. Third member; elected from the executive committee of 9 members

(b) In the case of unwillingness to be a member

If any member of the Executive Committee disagrees to, or cannot act as a member for any rational cause, or if the founder wants to form another new committee for any reason, then the aforesaid member shall be replaced (this will be replaced by the next nearest person). For example, if the first nearest person to the library is not willing to be the member of the committee for any cause: for example, he/she is too busy for other jobs or his/her personal wish then, the second nearest person may be placed on his/her position on the Executive Committee. In the same way, if the second nearest person to the library is not willing to be the member of the committee then, the third nearest person may be placed on his/her position on the Executive Committee. Any member may at any time resign, provided that his/her resignation shall not take effect until accepted by the majority of the Executive Committee.

(c) Relating to member changes

If any member resign or there is needed to change a member then the issue will have to raise in the next general meeting of Executive committee. Justifying the reasons of member change and if the reasons are accepted by the majority of the Executive committee then the Executive committee will search another person in placing him/her to fill up the position in the Executive committee. Selection criterions, stated in the “subsection (a) of section A of the chapter 01”, must have to follow to find the new member. The name of the proposed new member will have to be accepted by the majority of the Executive committee. With the consent of the majority of the executive committee, the president and/or secretary will issue an official letter to the new member informing that he/she is an honorable member of the Executive Committee of the Masud Parves Library and describing his/her responsibilities as a member of the Executive Committee. If the

person is not willing or able to be the member of the committee, then he/ she may inform/write to the Executive Committee giving his/her reasons. In that situation, the Executive Committee may select the next person following the procedure described in the “sub-section (b) of section A of the chapter-01”.

(d) Remuneration and conditions of service of the members of the Executive Committee

As the library is a voluntarily institution, no remuneration is foreseen for the members of the Executive Committee. However, depending on the availability of funds, every member may receive a fee or allowance for attending the meetings of the library, as may be prescribed.

(e) Removal of a member of the Executive Committee

A person shall be disqualified for holding membership of the Executive Committee, if he/she-

- has been found guilty in the misgoverning of the Library
- has been convicted of an offence involving moral turpitude.
- has been found absent in the 2 consecutive general meetings.

Section B: Terms of the Executive Committee

The tenure of the Executive Committee is two years. Each committee shall hand over their responsibilities to the new committee on the day of the Annual meeting (23rd January).

Section C: Meetings of the Executive Committee

The meetings of Executive committee will take place three times (April, August and December) in a year. The President of the Executive committee may call for an emergency meeting any time. The Executive Committee will arrange annual meeting on 23rd January each year.

Section D: Members’ presence at the Executive Committee meetings and quorum in decision making

The Executive Committee meeting shall take place with the presence of at least 75% of the members (at least 7 out of 9 members will have to be present at the meeting). Three-fourths of the members present at the Executive Committee meeting must give their consent to any

decision taken. For example, if the number of members present at the meeting is 7 or 8 or 9, then 5 or 6 or 7 members must give their consent before any decision is approved.

The Executive Committee will provide the founder of the library (during his life-span) with a written report of each meeting giving information regarding all resolutions and/or activities planned and/or approved. The founder may be informed through written documents or by email from the library's email account. His email address is "sayed_ku@yahoo.com" or "sayed.ku@gmail.com". If the founder should raise any objection to the report, to its resolutions and/or activities, then that contested point cannot be implemented. The founder may reply to the library email account giving his objection to the report, or its resolutions or activities. In his absence, The Executive Committee will send a written report of each meeting giving information regarding all resolutions and/or activities planned and/or approved to the registration authority. If the registration authority raises any objection to the report, to its resolutions and/or activities, then that contested point cannot be implemented.

Chapter 03- Appointing manpower

Section A: Appointing committee

The Executive Committee will take all necessary steps in appointing manpower in the library, if it is deemed necessary. The necessity of appointing manpower will be analyzed and approved by the Executive Committee, and will be included in the resolution of the meeting. After that, the president of the Executive Committee will request the appointing committee to select the necessary manpower for the specific position. To ensure transparency in the selection procedure, the appointing committee will be made up as follows:

- a) the headmaster of the nearest high school of the library will be the president of the appointing committee
- b) The president of the Executive Committee of the library will be the member-secretary of the appointing committee.
- c) Representative of the registration authority will be the first member of the appointing committee.
- d) Secretary of the Executive Committee of the library will be the second member of the appointing committee.
- e) The nearest post graduate, from a public university, to the library will be the third member of the appointing committee.

Section B: In case of expressing unwillingness to be a member of appointing committee

If the headmaster of the nearest high school is not willing (will have to request him/her to provide a written document explaining the reasons of his/her unwillingness) to be the president of the appointing committee, then the next person (on the basis of seniority) to the headmaster in that high school will be placed as president in the appointing committee. If the next person to the headmaster is not willing to take the responsibility, then the senior teacher in that school will be placed in his/her place. The same mechanism will be repeated until a representative is found.

The Executive Committee will request the registration authority to send their representative for the appointing committee. If they fail to send their representative or if they do not reply within 15 days, then the government officer (at least 2nd class officer of the government) nearest to the library will be placed in the registration authority's position. Again, if the first government officer nearest to the library is not willing to take up the position, then the next will take up the position, and so on, repeating the mechanism until a representative is found.

If the post graduate (holding a master's degree from a public university) nearest to the library is not willing (he/she will be requested to send a written document mentioning that he/she is not available) to be the member of the appointing committee, then, the next post graduate (holding a master's degree from a public university) nearest to the library will be placed in his/her position. The same mechanism will be repeated until a representative is found.

Section C: Appointing process

The Executive Committee may request the appointing committee to select the qualified candidates for appointment in the library. Then, the appointing committee may call for applications from the qualified candidates after having taken the decision in the meeting of the appointing committee. The appointing committee will prepare the questionnaires for the examination for selecting the qualified candidates two hours before the examination is held. The person selected by the appointing committee may evaluate the answer sheet. After finishing the written (could be done on computer), viva and other necessary

examinations (for instance, practical examination), the appointing committee will select the qualified candidates to be appointed. 80% of the members of the appointing committee must agree on the selection of the qualified candidates. After that, the appointing committee will send the list of qualified candidates to the Executive Committee. The Executive Committee will present the list of qualified candidates during the meeting of Executive Committee. Based on the decision of the Executive Committee meeting, the president of the Executive Committee will appoint the qualified person to the library.

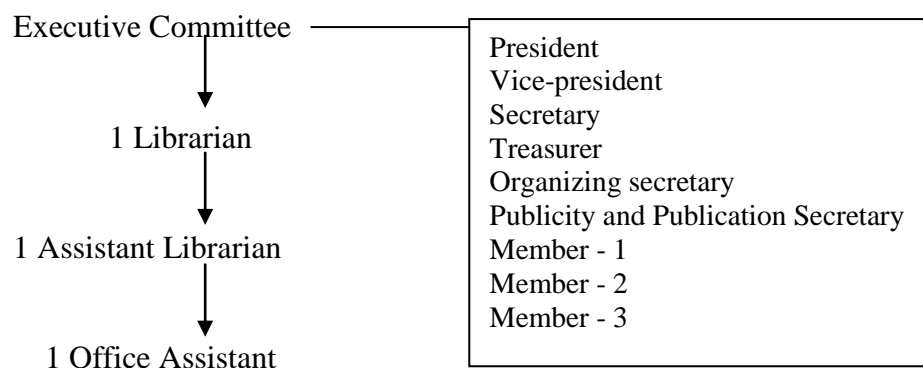
Section E: Others

If the founder of the library, Mr. Abu Sayed, finds any irresponsible and/or corrupt action on the part of the Executive Committee/ appointing committee in the process of appointing manpower, then he reserves the right to dissolve the Executive Committee/ appointing committee or can form another new committee without answering any query. The sections of chapter 2 and chapter 3 will be followed in the formation of new committee.

Chapter 04- Organogram of the library, filing procedure and Remunerations and Termination of the employees

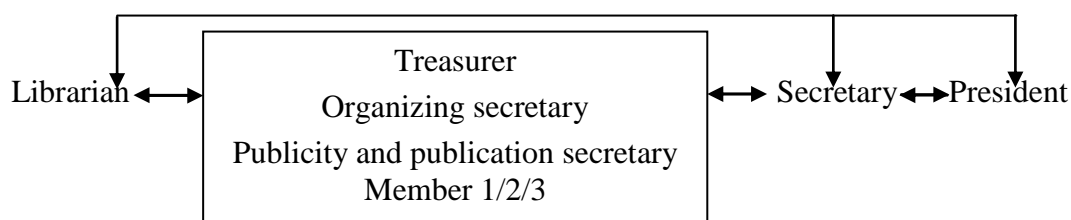
Section A: Organogram of the library

The whole staff of the library will work under the supervision of the Executive Committee.



Provided that an employee starts his job as an Office Assistant, he will later be promoted to Assistant Librarian (after a service period of 7 years as an Office Assistant) to Librarian (after a service period of 8 years as an Assistant Librarian).

Section B: Filing process



Section C: Remuneration of the employees

The employee must have a mindset to work as a volunteer for the library. Therefore, the salary is just remuneration for his voluntary work. The founder of the library may decide the amount of the remuneration and other benefits which can be paid to its employees. In his absence, the Executive Committee may decide, considering the availability of funds, what remuneration can be paid to its employees.

Section D: Termination of employment contract

If the founder of the library, Abu Sayed, finds with evidence that the employee/employees of the library is/are not achieving its objectives, or there is no progress being made to achieve its objectives, or if he finds any irresponsibility/corruption/financial problems/failure to perform his/her/their duty, then the founder reserves the right to ask (verbally and with written document) the Executive Committee to dissolve his/her/their contact with the library and can request the appointment of new staff without further delay or queries. If the circumstances are as described above, then the Executive Committee will cancel his/her/their contact with the library and appoint new staff without asking further reasons to the founder. In that case, chapter 03 will have to be followed in appointing new staff.

In the absence of the founder, if the Executive Committee of the library finds any irresponsibility/corruption/ financial problems/ failure to perform his/her/their duty, then the Executive Committee reserves the right to dissolve his/her/their contact with the library and/or can request the appointing committee to recruit new employee/employees. Chapter 03 will have to be followed in the appointment of new staff member(s).

In terminating an employee's contract, the Executive Committee must inform the employee one month before its termination.

If any employee wants to resign his job, he must inform (with a written letter of resignation) the Executive Committee two months before of his resignation. If not, he will have to reimburse the library with the equivalent of his last two month's gross salary (total salary).

Chapter 05- Finance and Accounting

Section A: Bank account

1. There shall be accounts named "Masud Parves Library" (hereinafter referred to as the Bank account) vested in the library which shall be utilized by the Executive Committee to meet charges in connection with its functions under this Ordinance including the payment of remuneration to the members of the Executive Committee, appointing committee, audit team and of the employees of the library.
2. The bank account of the library may be opened in more than one bank (up to 3 banks)
3. All cheques must be signed by the President and the Treasurer of the Executive Committee, or in the absence of either the President or the Treasurer, by the Treasurer or President, and Secretary of the Executive Committee.

Section B: Fund collection

1. Contributions from any person, organization, institute, or NGO, etc.
2. Foreign aid and loans obtained from the Development Loan Fund, with the sanction of, and on such terms and conditions as may be approved by the Government.
3. Grants made by the government and/or government institutes.
4. Funds from income generating activities of the library, for example coconut tree plantation along the river side, selling of souvenirs, etc.
5. Funds by awarding honorary membership after receiving a contribution of taka 20000 or more from any person. Provided that the detailed information of the honorary member be preserved in the official documents of the library. However, they will have not any bearing on the functioning of the library.
6. By running scholarship programs supported by any person/ organization/ institution.
7. By running any program/ project; related to vision, mission and objectives of the library; supported by any person/organization/ institution.

8. All other sums received by the library.

Any person/organization can deposit any amount of money on the Bank account of the library.

Section C: Accounting

1. The financial year of the library will be from 1st January to 31st December.
2. The accounts/ financial statement of the library shall be examined and verified, within the second week of January in each year, by the founder of the library during his life time: provided that there is no need to examine/verify accounts by any other authorized person or committee during the life time of the founder. In his absence, the accounts of the library shall, once in every financial year, be examined and audited by an Audit team of 3 members.
3. No payment shall be made by the bank without the seal and signature of the assigned persons.
4. The resolution of the Executive Committee meeting will be needed for a withdrawal of more than taka 20000 (Twenty thousand taka only) in the form of a cheque. The purpose of such a withdrawal must be mentioned in that resolution, and the signature of the members presented at that meeting must be on that resolution.
5. The money can be drawn from any defined bank for the seven times, at most, in a month. The resolution of the Executive Committee will be needed to withdraw money more than 7 times in one month. The purpose of withdrawing that amount of money must be mentioned in that resolution, and the signature of the members presented at that meeting will have to be on that resolution.
6. All the papers, including deposit slips, cheques, related to the bank must be kept by the librarian
7. All expenses, including remunerations/travel expenses/buying office stationeries/local expenses etc, must be paid with Bank cheque or Bank transfer. No cash monies will be paid to any person. The person authorized by the Executive Committee may spend money with the prior permission of the committee, and later can reclaim the amount of money spent by submitting a real voucher.
8. All monies payable to the Library shall be received by the President and shall forthwith be paid into the aforesaid Bank to the credit of the account which shall be styled "The Account of the Masud Parves Library". Any member of the Executive Committee and the Librarian of the library can receive donations in favor of the library and provide a receipt signed by

the President of the library. After this, the president will ensure that the money collected is deposited in the library bank account.

9. The librarian of the library must maintain a register recording the issuing and receiving of cheque books, issuing and receiving of cheques, issuing and receiving of donations and receipt books related to the finances of the library.
10. The Financial statement will be open to all so that any person can see how and where the money is used.
11. Any bill/voucher signed by the founder is accepted without question.

Section D: Audit team

The audit team will consist of three members;

- i. Accounting/Mathematics' teacher from the nearest high school
- ii. Imam (Religious leader) of the nearest Mosque
- iii. Headmaster from the nearest government primary school.

The Audit team may ask for any papers from the Executive Committee for effective auditing. If the Audit team finds any fault in the papers, then the Audit team will not sign the Audit report and raise the issue in the annual meeting of the library so that the villagers may be informed of any wrongdoing by the Executive Committee. The Audit team will also inform the Founder and registration authority of any wrong-doing on the part of the Executive Committee.

The Executive Committee will officially invite the Audit team in the first week of January each year. The Audit team will receive only a travel allowance (depending on the availability of funds) from the Library. The Executive Committee will provide total support to the Audit team for effective auditing.

Section E: Budget estimation

1. The Executive Committee shall, two months before the expiry of the financial year, prepare a statement of estimated receipts and expenditure in respect of the next financial year.
2. The Executive Committee shall, one month before the expiry of the financial year, submit the estimated receipts and expenditure to the founder for approval. In absence of the founder, the Executive Committee may call a meeting of budget approval committee for the approval of the estimated budget. The budget approval committee consists of

- (i) local representative of the respective ward,
- (ii) headmaster of the nearest high school, and
- (iii) headmaster of the nearest government primary school.

These three persons will have to be invited to the last meeting of the Executive Committee of the year (meeting held in December). The estimated budget will have to be approved (with or without modification) with the support of at least 2 members of the budget approval committee presented in the meeting.

3. The Executive Committee may, at any time during the financial year for which an estimate has been sanctioned, cause a supplementary estimate to be prepared. This supplementary estimate shall not exceed 10% of the sanctioned estimate.

Chapter 06- Amendment of the Ordinance

If amendments to the Ordinance are needed during the life time of the founder of the library, then the founder will make these amendments. He will amend as he thinks correct with proper rationale. However, the founder will also make sure that the registration authority is informed as early as possible. It is foreseen that if the registration authority does not protest against the amendment with a written statement within ONE month of submission of the new amendment, then the proposed amendment will be activated automatically. The founder will need to submit a photo copy of his National ID card or passport as proof of identity.

In the absence of the founder, if any problem arises in the running of the library, then it will have to be solved by following the past related experiences in running the library. If it is not solvable by following the past experiences, then it will require a meeting with all the teachers from the nearest high school and primary school of the library. The president of the Executive Committee will call for this meeting with the support of 75% of members of the Executive Committee. The amendment for the specific section of the Ordinance will be granted with the support of 75% of the teachers present in the meeting. Here too, the registration authority will be informed as early as possible. The amendment will be granted after having permission from the registration authority. At the same time, it is foreseen that if the registration authority does not protest against the amendment with a written statement within ONE month of submission of the new amendment then the proposed amendment will be activated automatically.

Chapter 07- Miscellaneous

Section A: If the founder of the library, Mr. Abu Sayed, finds any irresponsibility/corruption/financial problems, etc by the Executive Committee which hinder the smooth running of the library, then he reserves the right to dissolve the Executive Committee, or can form another new committee without answering any query. Chapter 02 will be followed in the formation of new committee.

Section B: If the founder of the library finds any irresponsibility/corruption/financial problems, etc., by the Executive Committee in the smooth running of the library, then he reserves the right to inform the bank to postpone the transaction of the library, without further queries from any other person. The founder will need to submit a photo copy of his National ID card or passport as proof of his identity. (NID No. 19838718611719626, Passport No- OC 6090368)

To re-open the bank account of the library, the founder will have to apply to the bank. He will need to submit a photo copy of his National ID card or passport with the application as proof of his identity. (NID No. 19838718611719626, Passport No- OC 6090368)

In the absence of the founder, if the registration authority finds any irresponsibility/corruption/financial problems, etc., by the Executive Committee in the smooth running of the library, then the registration authority reserves the right to inform the bank to postpone the transaction of the library. To re-open the bank account of the library, the registration authority will have to re-inform to the bank again.

Section C: If the founder of the library finds that the library is not achieving its vision, mission and objectives or there is no progress in achieving its vision, mission and objectives, then he will discuss the issue with all the contributors (i.e. all who contributed during the period 2011 to 2015) of the library. After that he will take necessary steps based on the decision of the discussion and will inform the registration authority.

Section D: The library can be taken over by the government of Bangladesh at any time. However, if the government adopts the library, the library shall still be governed following this Ordinance. If it should become necessary to change the Ordinance, then it can be done following the “Chapter 06- Amendment of the Ordinance” of this Ordinance.

Section E: With the passage of time, rules, regulations, laws and by-laws can be added or removed in the Ordinance. If really needed, then it shall have to be done following the procedure explained in the “Chapter 06- Amendment of the Ordinance”.

This Ordinance has been approved by the villagers during the 9th meeting (emergency) of Masud Parves Library held on 3rd April, 2015.

(Abu Sayed)

Founder and Ordinance composer

Masud Parves Library

Village: Soalia, Post Office: Henchi 9455, Upazilla: Shyamnagar,

District: Satkhira, Bangladesh

National ID No- 19838718611719626,

Passport No: OC 6090368,

Phone: +88-01712556095

Email: sayed_ku@yahoo.com/ sayed.ku@gmail.com