

Constitution of the

Take Care Foundation



Together We Live Better
Through Education, Food and Health

Office Address: 584 Dholaitoli, Janata Bazar, Post Office: Master Bazar
Police Station: Matlab South, District: Chandpur, Bangladesh
Contact: 01755-522047, 01838-481786

Article 1: Name and Status

1.1 The name of the organization shall be **Take Care Foundation**.

1.2 The Foundation shall be a non-profit, charitable, and voluntary organization established under applicable laws of Bangladesh.

Article 2: Vision and Mission

2.1 Vision:

To create a just and compassionate society where underprivileged child receives quality education and every elderly poor person lives with dignity through access to food and healthcare.

2.2 Mission:

- To promote access to education for underprivileged children.
- To provide nutritional and healthcare support for elderly poor people in rural communities.
- To empower families through sustainable support systems.

Article 3: Objectives, Responsibilities, and Commitments

The **Take Care Foundation** is established with a deep commitment to uplifting the rural poor, particularly underprivileged children and elderly individuals, by addressing critical gaps in education, food security, and healthcare. The Foundation shall act with transparency, compassion, and accountability to fulfill the following long-term and short-term objectives:

3.1 Primary Objectives:

1. Educational Support for Underprivileged Children:

- Provide financial assistance through scholarships, tuition fees, school supplies, and uniforms allowances to children from low-income families.
- Organize community-based mentoring, mobile learning sessions, and exam-preparation support for students.
- Promote digital learning and access to knowledge through mobile tools and local centers to close the rural-urban education gap

2. Food Security for Elderly Poor Citizens:

- Maintain a monthly program to distribute staple food items to elderly individuals with no income or family support.
- Ensure seasonal food drives during Ramadan, Eid, and winter seasons.

3. Rural Healthcare for the Aged:

- Organize free health check-ups in partnership with local clinics or medical colleges.
- Distribute free medicines for chronic conditions to elderly villagers on a monthly basis, ensuring regular access to essential treatment.
- Arrange transport and caregiver support for aged individuals needing critical care in nearby towns or hospitals.

4. Community Engagement and Development:

- Conduct awareness campaigns on hygiene, elder abuse, women's safety, and the value of education.
- Partner with other NGOs, donor agencies, and government bodies for more effective outreach.
- Create a central village database to track beneficiaries, ensuring continuity and fairness.

3.2 Secondary Objectives:

1. Emergency Relief:

Provide aid during natural disasters and maintain an emergency response fund.

2. Vocational Training:

Offer skill development and entrepreneurship support to rural youth and women.

3. Environmental Sustainability:

Promote tree plantation, water conservation, and eco-friendly rural practices.

4. Social Inclusion:

Raise awareness on rights and ensure access to legal identity and social protection.

5. Cultural Activities:

Encourage community events, traditional arts, and recreational programs to strengthen social bonds.

Article 4: Legal Status and Non-Profit Character

4.1 The Foundation shall be a non-profit entity and shall not distribute any profits or assets to its members, directors, or employees.

4.2 All income shall be applied solely toward the promotion of the objectives of the Foundation.

Article 5: Membership

5.1 Eligibility:

Any Bangladeshi citizen of good moral character who supports the vision and mission of the Foundation may apply for membership.

5.2 Minimum Number of Members:

The Foundation shall have a minimum of 07 (Seven) active members at any given time.

5.3 Categories of Members:

Founding Members:

Original creators of the Foundation. They possess full voting rights, hold leadership roles, and guide the strategic direction of the organization.

Advisors or Honorary Members (Non-Voting):

Respected individuals invited by the Executive Committee for their expertise, influence, or goodwill. They may advise the Foundation but do not have voting rights.

Volunteers (Support Role):

Non-voting individuals who assist Foundation activities with time and skills. They may receive recognition and be considered for membership based on consistent dedication.

5.4 Termination of Membership:

Membership may be terminated due to resignation, prolonged inactivity, death, or conduct detrimental to the Foundation, and the President has the authority to terminate membership in such cases.

Article 6: Governance Structure

6.1 Executive Committee

The Foundation shall be governed by an Executive Committee elected every three (3) years. However, the position of President shall be held for life, in recognition of his role as the sole initiator, principal contributor, and chief fundraiser of the Foundation.

The President shall have the authority to nominate a successor, subject to formal approval by at least half (50%) of the total Executive Committee members, including the President.

Composition of the Executive Committee:

1. President (Lifetime Executive, with Voting Rights)
2. Vice President (Executive, with Voting Rights)
3. General Secretary (Executive, with Voting Rights)
4. Joint Secretary (Executive, with Voting Rights)
5. Treasurer (Executive, with Voting Rights)
6. Educational Secretary (Executive, with Voting Rights)
7. Women & Children Secretary (Executive, with Voting Rights)
8. Health & Nutrition Secretary (Executive, with Voting Rights)
9. Media & Events Secretary (Executive, with Voting Rights)

6.2 Duties of Executive Committee Members:

President:

- Provide leadership and strategic direction for all Foundation activities.
- Represent the Foundation in all legal, official, and high-level donor meetings.
- Supervise project planning and oversee performance of all departments.

Vice President:

- Assist the President in governance duties and preside over meetings in the President's absence.
- Supervise field visits, ensure execution of beneficiary selection procedures.
- Facilitate partnerships with local organizations and volunteers.

General Secretary:

- Manage all administrative functions, maintain records, draft reports, and issue meeting notices.
- Liaise with regulatory bodies and ensure the Foundation complies with legal reporting and audit standards.
- Prepare an annual impact report and maintain updated membership and beneficiary databases.

Joint Secretary:

- Support the Secretary in all duties, especially logistics, scheduling, and documentation.
- Coordinate volunteer activities, event logistics, and donor outreach programs.
- Serve as acting Secretary if the General Secretary is unavailable.

Treasurer:

- Maintain all financial accounts, prepare monthly and annual financial statements.
- Ensure transparency in fund usage and facilitate external audits.

Educational Secretary:

- Oversee and manage learning initiatives and educational programs.
- Motivate students and encourage active participation in all activities.

Women & Children Secretary:

- Supervise activities aimed at supporting women and children in the community.
- Develop initiatives to improve education, health, and well-being of women and children.

Health & Nutrition Secretary:

- Promote nutrition awareness and healthy eating through community programs.
- Organize food programs, workshops, and health initiatives to improve overall wellness.

Media & Events Secretary:

- Oversee media coverage, public relations, and promotional activities.
- Plan, coordinate, and manage organizational events and campaigns.
- Maintain accurate records of events, communications, and media mentions.

Advisors (Non-Executive):

- Provide guidance and direction on key organizational initiatives and priorities.
- Offer expert suggestions and insights based on experience and best practices.
- Support informed decision-making through analysis and strategic advice.
- Ensure organizational activities align with established goals and core values.

Duties of Advisory Chairman (Non-Executive):

- Provide strategic advice and high-level guidance to leadership.
- Support policy development and key decision-making processes.
- Advise on major programs and long-term organizational growth.

Volunteers:

- Assist in organizing and conducting activities, support community members during events, promote the organization's goals, and work under guidance to help ensure smooth and successful operations.

Article 7: Meetings

7.1 General Meeting:

Held at least once a year (Yearly).

Functions: Review annual activities, approve financial statements, elect Executive Committee members, amend the constitution if needed, and discuss future plans and member concerns.

7.2 Executive Committee Meetings:

Held at least once every 6 months (Half Yearly).

Functions: Review project progress, assess financial reports, set future targets, resolve administrative issues, and evaluate member contributions.

7.3 Quorum:

- **General Meetings:** At least 50% of Executive & Non-Executive members must be present.
- **For Executive Committee:** Minimum 50% of Executive members must be present.

Article 8: Funds and Finance

8.1 The Foundation may receive donations, grants, endowments, and funds from individuals, institutions, or international organizations.

8.2 All funds must be deposited in a scheduled bank, a Mobile Financial Service (MFS) account, or held as official cash in the name of **Take Care Foundation**.

8.3 Accounts shall be audited annually by an independent auditor.

8.4 Financial transparency shall be maintained at all times and publicly reported through an annual report.

Article 9: Amendments

9.1 Amendments to this Constitution may be proposed by at least three Executive Committee members.

9.2 A two-thirds majority vote at a General Meeting is required for approval of amendments.

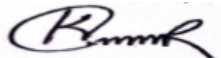
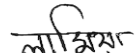
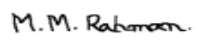
Article 10: Dissolution

10.1 In the event of dissolution, all remaining assets shall be transferred to another similar non-profit organization as decided by a two-thirds majority of the General Meeting.

10.2 No part of the organization's income, funds, or assets shall be distributed to any member. However, reasonable reimbursement may be made for authorized expenses incurred on behalf of the organization.

Certified and Adopted on This Day: December 25, 2025

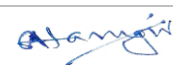
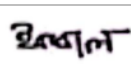
Signed by Founding Members:

Serial	Name	Position	Signature
1.	Mr. Md. Mustafa Kamal	President	
2.	Mr. Md. Alamgir Hossain	Vice President	
3.	Mr. Md. Kowshar Bakaul	General Secretary	
4.	Mr. Md. Abu Naser Abdullah	Joint Secretary	
5.	Mr. Md. Iqbal Hossain	Treasurer	
6.	Mr. Abdur Rahim Mizi	Educational Secretary	
7.	Mrs. Sharmin Akhter	Women & Children Secretary	
8.	Mrs. Lamia Rahman	Health & Nutrition Secretary	
9.	Mr. Md. Mahfuzur Rahman	Media & Events Secretary	

Advisory Committee:

Serial	Name	Position	Signature
A.	Mr. Mohammad Sharafath Ali	Advisory Chairman	

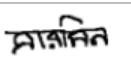
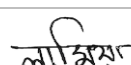
Finance and Budget Committee:

Serial	Name	Position	Signature
1.	Mr. Md. Mustafa Kamal	President	
2.	Mr. Md. Alamgir Hossain	Vice President	
3.	Mr. Md. Kowshar Bakaul	General Secretary	
4.	Mr. Md. Iqbal Hossain	Treasurer	
5.	Mr. Abdur Rahim Mizi	Educational Secretary	

Beneficiary Selection Committee:

Serial	Name	Position	Signature
1.	Mr. Md. Alamgir Hossain	Vice President	
2.	Mr. Md. Kowshar Bakaul	General Secretary	
3.	Mr. Md. Abu Naser Abdullah	Joint Secretary	

Event Management Committee:

Serial	Name	Position	Signature
1.	Mr. Md. Kowshar Bakaul	General Secretary	
2.	Mr. Abdur Rahim Mizi	Educational Secretary	
3.	Mrs. Sharmin Akhter	Women & Children Secretary	
4.	Mrs. Lamia Rahman	Health & Nutrition Secretary	
5.	Mr. Md. Mahfuzur Rahman	Media & Events Secretary	