

The Constitution of Bangladesh Police Women Network

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Introduction:

A Network to establish justifiable rights of police women and equality, equity and rights, time befitting and consistent with their special needs, related to service under all other national and international law including the Constitution of Bangladesh and the United Nations Convention on the Elimination of all forms of Discrimination against Women (CEDAW).

1. Name:

This network may be called "Bangladesh Police Women Network". The short name and full name in English shall be BPWN and Bangladesh Police Women Network respectively.

2. Constitution and Scope:

- (1) This network shall be constituted and conducted according to this constitution.
- (2) All police women working in Bangladesh Police shall be considered as the members of the Network.

3. Office:

The head office of the Bangladesh Police Women Network shall be the Police Headquarters, 6 Phoenix Road, Dhaka-1000. Offices may be established in divisional headquarters with the consent of the Executive Council.

4. Language:

All activities of the Bangladesh Police Women Network shall be conducted in Bengali. But English language may also be used for the terminology which can not be converted into Bengali language, and for communication with foreign states.

5. Logo:

The Bangladesh Police Women Network shall have a logo. It represents the image of the police women, encouraged in patriotism, unity, strength and progress on the background of red and green, which demonstrates a strong determination for the overall safety and protection of the women.

6. Goals and Objectives:

Goals:

To attain qualification for providing leadership in the relevant field for the implementation of the goals adopted nationally and internationally for the promotion of women through the development of police women's abilities and skills.

Objectives:

As a complete non-political organization, the network shall be operated to achieve the following objectives:

- (1) To strengthen the position of women in Bangladesh Police.
- (2) To promote professionalism through exchange of knowledge and ideas achieved worldwide being connected with the national and international network.
- (3) To ensure participation of police women in the process of empowerment and increment of the number and in policy making.
- (4) To increase police women's participation in government and the international jobs.
- (5) To adopt activities aimed at achieving the conditions favorable for women through taking all kind of welfare activities along with education, health, housing, social status, economic capability of police women.
- (6) To arrange training, meeting, seminar, symposium, etc. for the development of professional skills of Bangladesh Police Women and publish book, pamphlet, periodical and journal therefore.
- (7) To identify scopes and opportunities for cooperation by increasing the interaction between the members and take necessary steps.
- (8) To take fruitful initiative for the development of women through the establishment of effective communication with other associate agency and community.
- (9) To preserve the list of retired members and keep them involved in the activities of the Network.

7. The Chief Patron:

Inspector General of Police, Bangladesh Police.

8. Constitution of the Council:

Three councils shall be constituted for efficient management and supervision of the work of the network, as follows:

- A) The General Council

B) The Executive Council

C) The Advisory Council

9. General Council:

The General Council shall be the supreme council of the network.

Structure, nature and powers of the General Council:

- (A) The General Council of the network shall consist of all the members of the network;
- (B) The members shall have the right to be present in the annual general meeting and an emergency meeting of the General Council, cast votes in necessary cases, compete in any position of the Executive Council and submit any proposal not inconsistent with the principle, goal and constitution of the Network. However, no member can compete for more than one positions of the same Council;
- (C) Meetings of the General Council shall be held at least once a year.
- (D) The Annual General Meeting shall be known as the “Annual Conference”. Special meetings may be convened, if necessary, based on issue or emergency;
- (E) The Members shall constitute an Executive Council through simple majority of votes for the management of functions of the Network. However, in special circumstances a new Executive Council may be constituted at least one month prior to the expiry of the tenure of the Executive Council on the basis of the opinion of at least two-thirds of the members of the Executive Council with the approval of the Chief Patron;
- (F) The President of the Executive Council shall also be the President of the General Council.
- (G) The General Council shall consider and approve the annual report, the annual accounts of income and expenditure, the annual budget, allocation of expenditure of the Police Women Network and shall determine the future work plan of the network.

10. Advisory Council:

- (1) Additional Inspector General of Police (all).
- (2) Joint Secretary (Police), Ministry of Home Affairs.
- (3) Joint Secretary, Ministry of Women and Children Affairs.
- (4) Joint Secretary, Ministry of Social Welfare.
- (5) Two police women officers working in the Bangladesh police.
- (6) Two police women officers from amongst the members of the previous Executive Council approved by Chief Patron on the basis of the proposal from the Executive Council.

11. Executive Council:

The Executive Council is responsible for all decisions of the network. The Executive Council shall consist of 33 (thirty) members.

(1)	President	1.
(2)	Vice- President	2.
(3)	General Secretary	1.
(4)	Joint secretary	2.
(5)	Finance Secretary	1.
(6)	Welfare Secretary	1.
(7)	Literature, Sports and Cultural Secretary	1.
(8)	Office Secretary	1.
(9)	Communications, Publicity and Information Secretary	1.
(10)	Development and Research Secretary	1.
(11)	Ordinary members	21.
(A)	Additional DIG and above	3.
(B)	Superintendent of Police	2.
(C)	Additional Superintendent of Police	2.
(D)	Senior Assistant/Assistant Superintendent of Police	5.
(E)	Inspector	1.
(F)	Sub-Inspector	2.
	directly appointed	1
	promoted	1
(G)	Assistant Sub-Inspector	2.
(H)	Constable	4.

12. Necessary qualifications to become a member of the Executive Council:

- (1) In the case of Constable members, at least three (3) years as Constable.
- (2) In the case of ASI members, at least three (3) years as ASI.
- (3) In the case of SI members, at least three (3) years as SI.
- (4) In the case of Inspector members, at least two (2) years as Inspector.
- (5) In the case of ASP members, at least two (2) years as ASP.

- (6) Must have the ability to lead.
- (7) Educational qualifications shall be treated as special considerations.
- (8) Shall have overall idea about women related problems.
- (9) No Police Women member shall be the member of this Council within three years of getting any major penalty.

13. Cancellation of Membership:

- (1) In case of death;
- (2) Voluntary resignation from the Network;
- (3) Dismissal from Bangladesh Police;
- (4) Directly or indirectly involvement or engagement in any activity or behavior against the interest of the Network or of discipline;
- (5) Conviction of any offence by a criminal court;
- (6) Non-payment of subscription for successive three (3) years.

The decision for the cancellation of membership may be taken by the Executive Council for the above mentioned reasons, provided that, before taking the decision to cancel a membership the accused shall have the opportunity to defend him.

14. Restoration of Membership:

If any application for restoration of membership is made to the President after the cancellation of the membership such membership of the person concerned may be restored subject to the consent of two-thirds of the members of the Executive Council.

15. Functions of the Executive Council:

- (1) The Executive Council shall be responsible for appropriate role and executive functions for the overall performance to implement the objectives of the Network.
- (2) The Executive Council shall convene the meeting of the General Council once a year. The Executive Council shall submit a statement of the overall performance and income-expenditure and future plan of the Network in the meeting of the Executive Council.
- (3) The Executive Council may, from time to time, constitute sub-committee/regional committee for specific assignment.
- (4) To convene and conduct meetings related to the interest of the Network.

- (5) Acquisition, maintenance and management of all kinds of movable and immovable property of the Network.
- (6) To utilize, develop, sell, lease, mortgage or otherwise transfer the property acquired for the interest of the network.
- (7) To raise fund for the network and invest the money of the fund in profitable activities.
- (8) To establish communication and adopt joint venture activities with other partner agency and community, other service association or women's association or forum.
- (9) To assign responsibility for any special assignment upon the members of the Executive Council.
- (10) To adopt programs through communication with the public/private/domestic/foreign organizations.
- (11) To provide financial assistance to any member of the Network or members of her family dependent on him if any member face any financial crisis due to physical, psychological or any other reason or her sudden death.
- (12) To prepare list of retired members and to maintain contact with them if possible.
- (13) To perform all the necessary functions directly or indirectly for the fulfillment of the purposes mentioned above.

16. Functions of the officers of Executive Council:

Functions of the President:

- (1) The President shall be considered as the chief executive.
- (2) She shall instruct to convene any meeting. She shall preside over the meeting of Executive Council. She shall lead in general meeting, discussion, negotiation and delegation in the interest of the network.
- (3) She shall sign the statements, documents, demand letter and agreement jointly with the General Secretary on behalf of the network.
- (4) She shall take necessary initiative, communicate and provide advice in cases relevant with the development and profession of the women members working in Bangladesh Police. She shall inform the relevant authority and Chief Patron of Bangladesh Police, if necessary.
- (5) She shall inform the relevant authorities after nominating eligible representative to attend all the women related training, seminar, conference including International Association of Women Police (IAWP) in international arena.
- (6) She shall approve the Annual Report of the network.
- (7) She shall monitor the implementation and enforcement of the regulations adopted by the Executive Council.

- (8) She shall assign duty to the Vice President.
- (9) She shall countersign the voucher submitted by the General Secretary and the Finance Secretary.
- (10) She shall ensure the observance of all the rules and discipline of the network.

Functions of the Vice President:

- (1) In the absence of the President, the Vice-President (ex-officio senior) shall perform the functions of the President and may exercise the powers of the President.
- (2) She shall discharge properly the duties assigned by the President.
- (3) She shall take appropriate measures as auxiliary force of the President to implement the decisions taken by the Executive Council.

Functions of the General Secretary:

- (1) She shall convene and conduct all meetings in consultation with the President.
- (2) She shall present statement of the activities of the network at the meeting.
- (3) All responsibilities for management of the office shall be vested upon him.
- (4) She shall work according to the decision and instruction of the General Assembly and the Council.
- (5) Communicate with all members of the network and convey their views to the Executive Council.
- (6) All correspondence.
- (7) To prepare the annual budget. Meet all kind of expenditures in consultation with the President and shall take approval of the Executive Council in this regard at the next meeting.
- (8) To transact the money of the fund of the Network in joint signature with the Finance Secretary. Provided that no money may be withdrawn from the bank except signature of the President on the cheque.

Functions of the Joint Secretary:

- (1) In the absence of the General Secretary, the Joint Secretary (ex-officio senior) shall discharge the functions of the General Secretary and may exercise the powers of the General Secretary.
- (2) She shall assist the General Secretary to prepare annual budget and keep accounts.
- (3) She shall assist the General Secretary in discharging her duties if necessary.

Functions of the Finance Secretary:

- (1) The Finance Secretary and the President shall open an account jointly in any public or private bank within the country.
- (2) She shall maintain accounts and documents thereof such as receipt books, paid vouchers, pass book of the bank, cheques and cash books.
- (3) She shall be responsible for collection of admission fee and annual subscription.
- (4) The Finance Secretary shall keep the Executive Council informed about the condition of the Fund regularly. She shall present a recent list of all the members in the meeting for the purpose of collection of subscription.
- (5) She shall deposit the money collected in the bank within 3 (three) days.
- (6) She shall sign the cheque and paid voucher and make transaction in bank jointly with the General Secretary.
- (7) She shall submit statement of income and expenditure of every month at the next meeting and shall take approval of the Executive Council.
- (8) She may keep Tk. 50,000 /= (fifty thousand taka) in cash all time in order to meet the emergency costs. The President may increase the amount of such cash if necessary with the approval of the Executive Council. Provided that she shall not be able to spend or provide anybody any money without the approval of the President or the General Secretary.

Functions of the Welfare Secretary:

- (1) To prepare plan of welfare activities for the members of the Network and implement it with the decision of the Executive Council.
- (2) She shall liaise with other partner agency and community to participate in social welfare activities.
- (3) She shall arrange meeting if necessary.

Functions of the Literature, Sports and Cultural Secretary:

- (1) She shall take effective initiatives and necessary measures as regard literature and publications of the Network.
- (2) She shall organize cultural events.
- (3) To adopt and implement every initiative relating to sports.

Functions of the Office Secretary

- (1) To preserve all papers, valuable documents, perform official functions and inform decisions of the Executive Council to the members.
- (2) She shall take necessary measures in accordance with the suggestions of the President and General Secretary about the correspondence of the Network.
- (3) She shall maintain all furniture of the office and office equipment properly.

Functions of the Communication, Publicity and Information Secretary:

- (1) She shall preserve information relating to the publicity of multi-facet program of the network, publicity and keep communication.
- (2) To transfer information of the activities of the Network through electronic and print media and website, facebook, e-mail and preserve updated information.

Functions of the Development and Research Secretary:

- (1) To adopt different type of development plans for the purpose of achieving the goals of the network.
- (2) To take initiative to conduct and publish research activities.

Functions of Members of the Executive Council:

To assist to perform the functions of the network. If at any time the post of the President and Senior Vice-President become vacant a Vice President shall be given the charge as an acting President with a decision at the meeting of the Executive Council. If at any time the post of the General Secretary becomes vacant a Joint Secretary shall be given the charge as an acting General Secretary with a decision at the meeting of the Executive Council. If at any time the post of the Finance Secretary becomes vacant an executive member shall be given the charge as an acting Finance Secretary with a decision at the meeting of the Executive Council.

17. Tenure and election procedure of the Executive Council:

- (1) The Executive Council shall be elected for two years by the members of the Network in the biennial general meeting of the Network. Provided that the Executive Council shall continue until a new Executive Council is elected.
- (2) The Executive Council shall constitute the Election Conduct Committee if necessary for fair elections. No member of the Election Conduct Committee shall participate in election, propose or support anyone. They shall arrange all activities for the election.
- (3) If any post of the Executive Council becomes vacant due to the death, resignation or any other reason the Executive Council shall fill up the vacant post from amongst the members of the Network in a special meeting called for this purpose.
- (4) The participant of an election of the Executive Council certainly have to pay subscription up to date.
- (5) The Executive Council shall hand over the responsibility to the newly elected Executive Council within one month of the election.

18. Meetings and decision-making procedure:

- (1) Meeting of the Executive Council shall be held twice a year at least.
- (2) A notice along with the agenda shall be sent prior to the meeting to the relevant authority by e-mail and publish on the website of the Network.
- (3) Two-thirds of the members of the Executive Council shall constitute a quorum for the meeting.
- (4) The meeting of the Executive Council shall be held twice in a year with the Chief Patron and once in a year with the Advisory Council at a convenient time.
- (5) The Executive Council, if necessary, may convene any meeting any time in case of special emergency.
- (6) A meeting shall be held at range level at least once a year in presence of the principal officer of the range and metropolitan unit or officers nominated by him. The President or Vice President of the Executive Council or one or more members of the Executive Council nominated by the President shall be present in these meetings. Police Women working field level shall participate in these meetings. The Executive Council shall submit the affairs identified at field level after review after the meetings at range level to the Chief Patron and the Advisory Council for consideration.
- (7) The annual general meeting of the Network shall be held once a year at a convenient time.
- (8) The decision shall be taken on the opinion of simple majority members present.
- (9) The members shall give their opinion by raising hands or, if necessary, by secret ballot in case of taking decision on any specific issue. The final decision shall be taken by a decisive vote of the President in case of equal vote for and against any proposal.

19. Fund and the Accounts:

- (1) Every police women working in Bangladesh Police shall pay TK. 100 (one hundred) as membership fee for being a member of the Bangladesh Police Women Network to raise funds. A 'membership book' bearing the serial number shall be provided to the members on the payment of the fee.
- (2) Annual subscription shall be collected once a year determining the monthly subscription specified according to the designation.

The following books to be preserved for collection and preservation of Funds:

- A. Cash book
 - B. Membership Book
 - C. Voucher Preservation Documents
 - D. Receipt book
 - E. Notice book
 - F. Meeting Reports Books
 - G. Correspondence Documents
 - H. Office Pad bearing the logo, etc
- (3) The membership fee and the fund consists of the annual subscription shall be deposited in the bank, which can be spent on the needs and welfare of the members.
 - (4) Additional subscription may be collected in special need from the members of the Network.
 - (5) Lawful donations may be accepted for proper management of the work of the Network with the approval of the Executive Committee.
 - (6) Nobody except the authorized collector shall collect the subscription. The authorized collector shall deposit the subscription with receipt book directly to the Finance Secretary after collection of any subscription.

20. Audit of income and expenditure:

- (1) The President shall constitute an Audit Committee of at least three members for the purpose of auditing the accounts of income and expenditure of the previous calendar year before the annual meeting to be held in presence of the Chief Patron.
- (2) There shall be at least two members in the committee who are not members of the Executive Council.
- (3) The Audit Committee shall present the accounts of income and expenditure of the relevant calendar year after auditing the same to the President before at least 7 (seven) days prior to the annual meeting.
- (4) The General Secretary shall inform the essence of the report in the annual meeting.
- (5) All of the accounts of the network shall cause to be audited annually by an authorized audit firm or auditor.

21. Retired Police Women Members:

Any retired police woman may become a member of this Network. In this respect she shall pay monthly subscription according to her designation at the time of retirement. A sum of TK. 10,000 (ten thousands) have to be paid to become a Life Member.

22. Rules, amendments and additions:

Any provision of this constitution, amendment and addition may be made with two-third of the votes of the Executive Council.

23. Miscellaneous:

- (1) This Network shall be respectful to the advantage and disadvantages of each member of the Network.
- (2) If there is any complaint or suggestion, anybody may inform it to the President in writing or orally.
- (3) If there is no specific provision on any issue in this constitution, decision may be taken on such issue following the existing convention without prejudice to any provision of this Constitution.