

Unofficial Translation

DALIT SOCIETY DEVELOPMENT FORUM (DSDF)

BAITADI



- Handwritten signatures at the top of the page: [Signature 1], [Signature 2], [Signature 3], [Signature 4], [Signature 5], [Signature 6]
- Ordinary Member – According to section 7 of this statute, if eligible citizenship apply following prescribed process to achieve membership of organization, he will be ordinary member.
 - Founder Member – Officials during the time of registration of this organization will be founder members, who have to hand over the fee, according to statute, taking ordinary member or life members.
 - Lifetime – Lifetime member can be grated to individuals who delivered special contribution for the development of organization.
 - Honorary member – Honorary member can be grated to distinguished philanthropist and prestigious Nepali citizen as proper determined but honorary members have no voting right.

7. Required qualification to achieve membership

- Must be Nepali citizenship.
- Must complete 18 years old.
- Eagerness to work as philanthropist.
- No embezzlement of public property.
- Not disqualified according to section ..



8. In the condition of not maintained or restored membership of organization.

- Non-Nepali citizenship or not completed 18 years.
- Deranged or demented brain
- Not criminally charged
- Not personal interest on property of concerned organization.
- There is no membership fee to pay.
- If proved embezzlement of public property.
- If proved from the court any kind of theft, dacoit and fraudulent happened.
- If any kind of public speech and advantage against organization.

9. Termination of membership

- No individuals will restore member on the following condition.
 - As indicated subsection of section 8 if unsustainable member.
 - If majority of 50% from ordinary assembly propose to remove from member position.
 - If resignation from the position of member is approved.
 - If person admitting to opposite organization for his/her personal benefit against the right and benefit of target community and organization.
 - Dishonest and bad deed during course of action is proved from administrative or legal entity.

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Social Development and Social Transformation

Dalit Society Development Forum (DSDF)

Baitadi

Statute 2061

Third Amendment Statute 2071 Magh 7 (2014)

Fourth Amendment Statute 2075 Push 19 (2018)

Fifth Amendment 2079 (2022)



Preamble:

Dalit Society Development Forum Baitadi has been formed according to association institution Act 2034 with aim of direct benefit to targeted group operating social sensitization, empowerment, human right and public advocacy, livelihood, health sanitation, educational development, environmental protection and promotion, infrastructural construction programs with objective of supporting all round development involving directly target community for all round development of socially, economically, educationally, politically and since century culturally back-warded extremely poor, Dalit, women, children and youth in the society.

Chapter-1

Preliminary

1. The name of this organization will remain Dalit Samaj Bikash Manch in English Dalit Society Development Forum in short form DSDF.
 - a. Central office of Dalit Society Development Forum will remain in headquarter of Baitadi district.
 - b. Operational area of this organization will remain in all local levels and their concerned wards.
 - c. Its operational area can be extended after getting permission of district administration office as needed.
 - d. Preliminary – After receiving approval of statute of Dalit Society Development Forum Baitadi from district administration office, this will be implemented immediately after the date of approval.
 - e. Existence: This organization will be an inseparable successor, organized, self-governed, non-profitable, non-political and non-governmental organization. Except the objective as indicated in statute, other work will not be carried out.

2. Definition:

Unless the subject or preposition implies otherwise

- a. Statute is to remember as Dalit Society Development Forum Baitadi 2061

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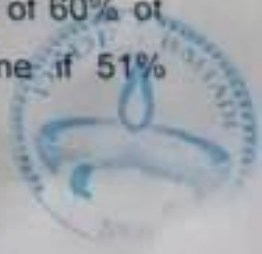
1. Handover the responsibility to secretary to call the meeting of executive committee as per the need.
 2. Take essential advice and consultation
 3. Coordinate and make contact with governmental and non-governmental entity remaining in the district.
- b. Job, duty and right of vice chairperson
1. Take over chairmanship of executive committee in the absence of chairperson.
 2. Take advice and consultation as per the need.
 3. Make coordination for coordination and cooperation with stakeholder organizations.
- c. Job, duty and right of Secretary
1. Call the meeting of executive committee as per the advice of chairperson.
 2. Keep the record of decision done by organization.
 3. Work on all to operate office
- d. Job, duties and right of assistant secretary
1. Organize meeting in the absence of secretary
 2. Keep the record of work done by organization.
 3. Do the essential work to operate office.
- e. Job, duties and right of treasurer
1. Keep the record of debit and credit.
 2. Implement prepared budget distribution according to work plan as per the decision of committee.
 3. Keep accounting of cash and assets of organization.
 4. Make annual audit regularly.
- f. Job, duty and rights of members
1. Work on decision of executive committee.
 2. Carry out all work for the development of organization
 3. Do the essential work for the benefit of target community.
 4. Make code of conduct according to statute of organization.



17. Quorum of organization

Business of general assembly will not be without the presence of 60% of total number of member but general assembly can be done if 51%

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- b. Organization is to remember Dalit Society Development Forum Baitadi.
- c. Committee is to remember Executive Committee as prescribed section 13 of this statute.
- d. Assembly indicates general assembly and Special general assembly as indicated in this statute.
- e. Official is to remember Officials of the organization.
- f. Rule, bylaw indicates rule bylaw in accordance with statute.
- g. Local Official indicates Chief District Officer.
- h. As prescribed by statute is to remember this statute and bylaws as prescribed in the statute.
- i. Local level indicates local level, municipality and rural municipality.



3. Seal and Logo of the organization

- a. For the recognition and use of organization, holding hand of female and male to burning 'Diyo' traditional oil lamp, and will be surrounded by stars and 2061 on the bottom of traditional oil lamp.

Chapter - 2

4. Objectives

- a. This organization will be non-profitable, public welfare and social organization.
- b. This organization will be dedicated to all round development of extreme poor, dalit, women, disable, children and unemployed youth, who have back-warded economically and socially in the society.
- c. Creating environment to improve the condition of livelihood operating the programs as per the need discussing with target community for economic and social development.
- d. Strengthening skill development of community members identifying and operating local resources for social, economic as well as all round development of target group.
- e. Operate sensitization programs to the extreme poor, Dalit, women, disable, children, elderly citizen and unemployed youths to get rid of superstition, bad tradition and mal-practice prevailing in the society.
- f. Operate Non-formal Education programs to minimize illiteracy, ignorance and superstition existing in the community.
- g. Adopt the measures to save from transferable disease like HIV and to improve status of child mortality rate, malnutrition, pneumonia, diarrhea operating programs of mobile camp to raise the awareness in the community through the medium of the basic health education.
- h. Operate programs of environmental protection focusing on prevailing condition of climate change.



- h. Approve remuneration allowance of staffs appointed by executive committee having covered from own source of organization.

13. Formation of Executive Committee

1. Executive committee will be formed from general assembly as follows.

Chairperson -1

Vice-Chairperson-1

Secretary-1

Assistant secretary-1

Treasurer-1

Members-4 including these members total 7 members of executive committee.

Having ensured 50% of women

2. Tenure of Executive committee will be four years.
3. Executive committee will form 5 members of advisory body.
4. Before carrying out annual general meeting if position of any members of executive committee remain vacant, vacant position can be nominated by meeting of executive committee. Tenure of this member will be period of remaining tenure of executive committee but for the other members, position will be fulfilled through election process.
5. Chairperson will call meeting of executive committee as per the need. But chairperson will call meeting immediately if 51% of members demand the meeting.
6. Meeting of executive committee will not be held without presence of 51% of executive committee members.



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- Emphasize community infrastructure for all round development of target community and target area.
 - Advocate in favor of victim of the community operating the struggle programs against violation of Human Rights creating environment to proper implement and use of fundamental rights guaranteed by constitution and human rights related treaty agreements.
 - Operate the programs for overall development of target group gathering source resources from various governmental and non-governmental entity.
 - Create environment for proportional representation in all opportunity and entities to extreme poor, dalit, women, disable and unemployed youths, who have been separated from the mainstreaming development of the state and deprived from simple human rights and every opportunity and service facilities (social, economical, political, cultural).
 - Rehabilitate Haliya, landless and bonded labor and Operate programs of economic, social, political and education reform of this community.
 - protect and preserve art cultures.



5. Organization will work following tasks to achieve the objective:

- Organization will implement objective only after getting permission letter from concerned entity according to existing Nepal law.
- Office building, furniture materials and other essential materials to organization will be as per the decision of organization or staff administration manual.
- Staffs essential to organization will be as per decision or staff administration manuals of the organization.
- Target me.
- Source resource will be collected through submitting proposal to governmental, non-governmental and international non-governmental organizations to operate programs in community and area submitting proposals.
- Programs will be conducted coordinating and cooperating with concerned stakeholders in the district.
- Programs being conducted informing to Anual ordinary assembly will be approved accordingly.
- progress of operated programs will be informed to local level including line agencies monthly, quartery, halfyearly and annually.

Chapter 3

6. Membership

There will be following four types of member:

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2. General assembly of this organization will be as follows.
 - a. Annual general assembly: Annual general assembly will be held once a year.
 - b. Special general assembly: If one fourth members of total number demand special general assembly claiming the reason, executive committee will call special general assembly compulsorily within 7 days. But within 3 months of period after general assembly took over, special general assembly can not be called.
3. Annual general assembly of this organization will be held within 3 months after end date of last fiscal year. And in this assembly, organization will approve programs operated in last fiscal year after discussing the program.
4. Discussion will be 15 days earlier to conduct annual general assembly of the organization and general members have to be notified at least 7 days earlier to annual general assembly.
5. Record of the decision of general assembly and annual general assembly must be kept in separate decision book.



12. Job, duty and right

- a. Approving Plan, program and annual budget tabulated by executive committee.
- b. *Approving of discussion on report passed by auditor and paying clear after proceeding ahead for essential action and discussing on unaccounted money seen in auditor report.*
- c. *Appointing auditor for coming year.*
- d. *Provide essential advice after evaluation on the Detail work of organization.*
- e. *Conduct the election as under prescribed process according to statute during the condition of end of tennure of officials of executive board of the organization.*
- f. Approve statute amendment, rule and regulation tabulated by executive committee.

g. Granting honorary membership.

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If two third of total present member in general assembly propose statute amendment, it can be amended to pass discussing from general assembly. Amended statute will be only accepted after approval of Chief district officer.



26. Making regulation

- a. Organization can make rule to edit own program as per the need and such regulation is to pass from general assembly.
- b. on the base of regulation made according to statute, organization can implement to operate work and achieve objective forming financial administrative regulation, staff administrative regulation

27. Provision of staff

Staff position, remuneration, allowance and other facilities will be to operate daily work and to operate plan and program as prescribed in work procedure.

28. Dismissal of organization

- a. General assembly can dismiss the organization after passing the proposal if needed.
- b. But if passing proposal for dismissal of organization as accorded subsection (a), general assembly will appoint 1 or more than 1 liquidator and 1 auditor to audit.
- c. General assembly will determine remuneration of appointees.
- d. Remaining all assets after separating liability of organization will be of Nepal government in case dismissal and dissolution of organization with reason.

29. Right of explanation

- a. Right of explanation according to statute will be in executive committee.

30. Not to break the confidentiality.

Any officials are not to work against welfare of the organization. Members of executive committee and ordinary members are not to use uncivilized word in the meeting or general assembly.

31. Accorded to Act

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3. Operate programs for the benefit of organization
4. Be responsible for general assembly.
5. Utilize maximum of available source and resource for receiving objective of organization.
6. Make action plan, gather resource, mobilize the resource and monitor evaluate to edit the work of organization.
7. Economic transaction only through the back account keeping fund and property of organization safely.
8. Implement staff regulation in relation to staff recruitment, service facilities of staff passing from general assembly of organization.

14. Condition of position resignation:

1. Chairperson through executive committee and other officials through chairperson can resign to leave their position.
2. If member of executive committee remains continuous three times absent without written notice, this position will be accepted vacant for remaining period.
3. Executive committee will nominate from general member to fill vacant position.

15. Other committees

1. Various sub-committees can be formed according to the decision of meeting of executive committee for operating work within circle of statute.
2. Executive committee of sub-committee will be as prescribed by the meeting.

Chapter-5

16. Job, duty and right

- a. Job, duty and right of chairperson



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7. Vice-chairperson will chair the chairmanship of meeting of executive committee. In the absence of chairperson, any one present member consensus of all members will chair the meeting.



8. Decision of majority will be accepted in the meeting of executive committee but if opinion is equal, chairperson will deliver decisive opinion.

9. Majority of members will present before keeping record of decision decided by meeting of executive committee.

10. All the work which organization carries out will be done according to decision of organization.

11. Though whatever matter is written above, in relation to any work of executive committee in written consensus of all officials of executive committee, in such consensus keeping record of consensus in book, work can be carried out without meeting. Consensus as above will be accepted equal to decision of meeting of executive committee to executive committee.

12. At least 3 members of advisory body will be formed with inclusion of ordinary members from general assembly of organization. And they will be invited in executive committee as per the need of organization. Limitation of such member will be equal to the member of executive committee but they have no voting right on decision process of executive committee.

13. Jobs duty and right of executive committee: jobs, duty and right of executive committee as follows.

1. Tabulate made annual program and estimated budget of coming year of the organization.

2. Have decision of general assembly implemented as per statute.

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- If controversial in relation to election, decision of election committee will be final to resolve the dispute.
 - Election committee will be automatically dissolved after announcement of election result.
 - General assembly will choose executive committee and advisory committee without dispute on base of unanimous and consensus in general assembly for coming three years. For which name list of one proposer and two supporter will be passed by general council. Executive committee passed from above process is accepted as executive committee passed by general assembly unanimously. So, election is needless and this process is accepted to address to subsection a, b, c.

22. Qualification of candidate

- Citizen above 20 year
- Not criminal convicted.
- Renewed ordinary membership.
- Committed to work for elevation of target community.



23. Vote of no confidence

- Work against benefit of organization.
- If 51% member apply offering to discuss on proposal of showing reason of no confidence upon any official of organization.
- Notwithstanding unless content of agenda is not in clear practical and civilized tone, discussion upon offer will not be done.

24. Content of discussion upon vote of no confidence

- Person holding chairmanship in the meeting of general council will deliver own opinion in the meeting including with reason of vote of no confidence presented by one of the members according to sub-section 11. After presenting vote of no confidence, person holding chairmanship will inform to express opinion on for and against.
- In case no conclusion of discussion, secret ballot is used.

25. Statute amendment

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- f. Carried out any action, which is prescribed not to be done as per statute.
2. Before taking action on mentioned above, chance to clean up is granted to determined eligible member.



10. Method of granting membership fee

1. Ordinary member

- Ordinary membership is granted from the decision of executive committee to the applicants who want ordinary membership, pay Rs 50 for admission fee, 100 rupees.
- Such ordinary member will submit annual renewable fee of 100 rupees.
- Member with ordinary membership receipt will renew at the end of Nepali Ashwin (mid-October) each year. After that, renew can be done paying additional money as prescribed.

2. Founder Member

- Officials of ad hoc committee during the time of registration of this organization will be founder member.
- Founder member as prescribed in statute submitting fee can achieve ordinary member or lifelong member.

3. **Honorary Member - Social worker, distinguished person and pre-titigious social worker Nepali as determined by ordinary council can be granted honorary member.**

- Lifelong member- Lifelong membership can be granted to person applying as prescribed process handing over a lump sum 2000 rupees amount.
- If any applicant is not decided to grant membership, she/he is informed with reason of the decision.
- All member will follow system according to rules and regulations made under statute and this statute.
- Separate record book of members will remain in prescribed pattern as per subsection 1, 2, 3 and 4 guaranteed by organization.

Chapter- 4

11. General Assembly

- According to section 7 statute of this organization except membership receiving honorable member, ordinary council of the organization will form general assembly from other members of the organization. Assembly will be supreme organ of the organization.



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Matter not mentioned in statute will be according to law. Association act, registration and customary law controversy to according to law will be automatically inactive.



32. Obedience to Direction

It is duty of organization to follow direction of Nepal government or local administration.

33. Ad hoc committee

- a. Formed ad hoc committee for registration of statute will call general assembly within six months; form election committee according to statute and then election committee will conduct election of executive committee. Such information will be share to chief of local administration.
- b. Unless the election is carried out for the first time, work dealings carried out by executive committee will be accepted equivalent to the work according to statute.
- c. Notwithstanding, in case dissolution of organization, cash assets will be of Nepal government and handed over to local administration.

34. Oath taking

I..... of this organization take oath in the name of god. According to third amendment 2071 of statute 2061, I will have no personal interest in the property of organization and will remain for welfare of organization. Confidential matter except associated with this organization will not be shared in public place, conference or this will not be shared to any one personally. I will be committed for institutional development.

Chairperson: Mrs/Miss Sarswati Nepali

Vice chairperson

Secretary:

Assistant sectary:

Treasurer:

Members:

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representative of total member is present in general assembly being called according to subsection 5 of section 11.

18. Fund of organization:

Fund will be separate own of the organization and amount will be collected as follows.

- a. Received amount from membership fee.
- b. Received amount from renew membership.
- c. Received amount from various government and non-government and donor agency.
- d. If aid and donation from foreign organization or person is to take, acceptance is required in advance according to section 16 of society welfare act 2049 (1992).



19. Account holding

Account holding will be done using section subsection of existing act rule from the joint signature of chairperson and treasurer of organization.

20. Account and auditing of organization

- a. Auditing of program expenditure done in each fiscal year will be done by registered auditor.
- b. Auditor will be appointed from the meeting of general assembly or executive committee.
- c. Account of debit credit of organization should be kept apparently as per serial section and sub-section.
- d. Each one auditing report of organization is to be tabulated to district administration office, local level, social welfare council and concerned ministry.

Chapter -6

21. Provision in relation to Election

- a. Maximum 3 members of election committee as per decision of executive committee will be for the use and process of election of executive committee.
- b. Election committee will provide self-election procedure within the frame of law.

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