



THE CHEST AND HEART ASSOCIATION OF BANGLADESH

দি চেস্ট এণ্ড হার্ট এসোসিয়েশন অব বাংলাদেশ

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Constitution:

CONSTITUTION OF THE CHEST AND HEART ASSOCIATION OF BANGLADESH

(Registered under the societies Registration
Act XXI of 1960 No.4351-B of 1974-1975)

1.Name: The Chest And Heart Association Of Bangladesh
(Hereinafter referred to as the association)

2.Registered Office: The registered office of the association shall be at 7/1
Dhanmondi Residential Area,Road no-5,Dhaka-5

3. Object of the Association are:

The object of the association are:

- a. to promote collaboration among medical scientists interested in chest and heart diseases and in allied matters.
- b. to encourage and undertake research and other scientific work in the field of chest and heart diseases.
- c. to co-operate with other national and international organizations for research and dissemination of knowledge in the field chest and heart diseases.
- d. to publish scientific journals, periodicals and health education materials
- e. to organize and maintain a library of the association.
- f. to render services to and promote rehabilitation programme for chest and heart patients.
- g. to establish branches of the association in different parts of the country.
- h. to organize conferences and seminars in the field of chest and heart diseases.
- i. to perform all other functions which may be necessary for fulfillment of the above mentioned objects.

4.Funds: The income of the association shall exclusively be spent towards the attainment and promotion of the objects of the association.

5. In the event of dissolution there shall remain, after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the association but shall be given or transferred to some other society of similar nature, to be determined by the votes of not less than three-fifth of the members presents personally or by proxy at the time of dissolution or in default thereof by the courts of law.

6.Composition of the Associations:

The association shall consist of the following:

- a. Chief patron
- b. Patrons
- c. Life Members
- d. Ordinary Members
- e. Associate Members

7. Chief patron: The president of the peoples republic of Bangladesh shall be the chief patron of the association.

8.Patron: Subject to the approval of the Executive committee, any person may become a patron of the association on payment of tk.20,000/=

9.Life Members: Subject to the approval of the Executive committee, any person who is qualified to be an ordinary Member may become a life Member of the association on payment of tk.3000/=

10.Ordinary Members: Subject to the approval of the Executive committee, any person who-

- a. has any post-graduate medical qualification in the field of chest and heart diseases: or
- b. has any post-graduate medical qualification and has after such qualification, devoted considerable time in the field of chest and heart diseases-
 - 1.for at least five years
 2. In case has published two papers in these specialties, forat least three years.
- c. is a medical graduate and has after his graduation,
 - 1.at least seven years experience in the field of chest and heart diseases, or

2. In case has published two papers in these specialties, at least five experience, may become an ordinary member of the association on payment of an annual subscription of tk.300/=

11. Associate Members: Any person who is not otherwise qualified to be an ordinary member, but is engaged in the field of chest and heart diseases, may subject to the approval of the executive committee become an associate members on payment of an annual subscription of tk.200/= without any right to vote.

12. The Executive Committee:

1. The management of the affairs of the association shall vest in an executive committee which shall consist of the following

- a. a president
- b. three vice-president
- c. a Treasurer
- d. a Secretary general
- e. two joint secretaries
- f. organizing secretary
- g. a office secretary
- h. six member

2. The president, the vice-president, the treasurer, the general secretary, the joint secretaries organizing and office secretary and the other six members shall be elected by the life members and ordinary members of the association by allot in a general meeting of the association and they shall hold office for a period of three years.

3. The executive committee may in its meeting co-opt four members and ordinary members of the association.

4. No act of proceeding of the executive committee shall be invalid merely by reason of the existence of any vacancy in or any defect in the constitution of the executive committee.

5. Any casual vacancy in the executive committee shall be filled by election at the next annual meeting of the association and a person so elected shall hold office for the residue of the term of his predecessor.

13. Functions of the Executive committee:

Without prejudice to its general power the executive committee shall, in particular have the following functions,

- a. to receive, collect, manage and disburse funds
- b. to keep and maintain proper accounts
- c. to acquire hold and dispose of property both movable and immovable

- d. to appoint and dismiss or to take any other disciplinary action against any employee of the association.
- e. To convene national or international conferences on matters relating to the diseases of chest or heart.
- f. Generally to perform such other functions as it may consider necessary or expedient for the purpose of carrying out the object of the association.

14.Meeting of the executive committee:

- 1.All meeting of the executive committee shall be held at such times and places as the secretary general, in consultation with the president may appoint provided that at least one meeting of the executive committee shall be held once in three months.
- 2.An ordinary meeting of the executive committee shall be held by at least seven days notice which together with the agenda of the meeting, shall be signed and issued by the secretary general.
- 3.An emergent meeting of the executive committee may be called by the president or by the secretary general in consultation with the president by twenty four hours notice.
- 4.No business shall be transacted at any meeting of the executive committee unless a quorum of five members is present.
- 5.All matters at a meeting of the executive committee shall be decided by the votes of the majority of the members presents and voting.
- 6.Each member of the executive committee shall have one vote and in the case of equality of votes the person presiding shall have a second or casting vote.

15.President: The president shall preside over the meeting of the executive committee and also of the association and shall supervise the activities of the Association.

16.Vise President: Where the office of the president is vacant or the president is unable to perform his duties due to illness or any other cause the senior of the three vice-president according to age shall act as president.

Treasurer: The treasurer shall-

- a. have the charge of the funds of the association.
- b. Sign all cheques for payment of bills authorized by the executive committee.
- c. Receive all payment on behalf of the association.
- d. Keep proper accounts of the association.

18.Secretary General: The secretary general shall-

- a. keep the minutes and records of all meetings of the association and of the executive committee.

- b. be the custodian of all records and properties of the association.
- c. be responsible for convening all meetings of the association and of the executive committee.
- d. make and receive all correspondences in respect of the association.
- e. prepare the budget to be submitted with the approval of the executive committee to the annual general meeting.
- f. be responsible for the proper execution of all decisions of the association and of the executive committee.

19. Joint secretaries: The joint secretaries shall assist the secretary general in the performance of his duties.

20. Fund:

- 1. the funds of the association shall be kept in the savings accounts of a bank approved by the executive committee.
- 2. The bank account of the association shall be operated jointly by general secretary and either the treasurer or the president.

21. Audit: The assets of the association shall be audited once in every year by an auditor appointed by the executive committee.

22. Annual General Meeting:

1. The annual general meeting of the association shall be held in December on such date and at such time and place as may be fixed by the executive committee.

2. The notice of the annual general meeting together with its agenda shall be served at least thirty days before the date fixed for the meeting.

3. The following business shall be transacted at annual general meeting-

- a. Election of executive committee or as the case may be to fill any casual vacancy in the executive committee.
- b. Confirmation of the minutes of the previous meeting of the association.
- c. Adoption of the annual report submitted by the general secretary.
- d. Adoption of the audit reports submitted by the treasurer.
- e. Adoption of the annual budget submitted by the general secretary

23. Emergent Meeting of the Association:

1. An emergent meeting of the association may be called by the secretary general in consultation with the president for the transaction of any urgent business.

2. The notice of an emergent meeting together with its agenda shall be served at least seven days before the date fixed for the meeting.

24.Requisitioned Meeting of the Association:

1. If at least one-third of the total number of life members and ordinary members of the association request the secretary general in writing to call a meeting of the association to transact any business specified by them the secretary general shall call a meeting of the association within thirty days of receipt of such request.
2. The notice of a requisitioned meeting together with its agenda shall be served at least fifteen days before the date fixed for the meeting.

25.Procedures of Annual General Meeting Emergent Meeting and Requisitioned Meeting:

1. No business shall be transacted at any annual general meeting or emergent requisitioned meeting unless a quorum of one-third of the total number of life members and ordinary members of the association is present.
2. All matters at an annual general meeting or emergent or requisitioned meeting shall be decided by the votes of the majority of the life members and ordinary members present and voting.
3. Each life members or ordinary members shall have one vote and in case of equality of votes the person presiding shall have a second or casting vote.
4. All annual general meeting or emergent or requisitioned meeting shall be presided over by the president or in his absence by a person elected from amongst the life members and ordinary members of the association.
5. An annual general meeting of the life members be adjourned by the president with the consent of three-fourths of the life members and ordinary members present and in such adjourned meeting no new business except the unfinished business may be transacted.

26.Removal of Members:

1. The executive committee may by a resolution remove a member thereof from office if such a member fails without reasonable cause to attend three consecutive meetings thereof.
2. The association may by a resolution passed at any meeting thereof remove a life member or an ordinary member from membership if such a member is engaged in any anti-social activities or any activity prejudicial to the interest of the association.

27. Amendment of the Rules:

1. These rules may be amended in an annual general meeting of the association by the votes of not less than two-third of the total number of life members and ordinary members of the association.

2.No amendment may be moved unless notice thereof has been sent to the secretary general at least thirty days before the date fixed for the annual general meeting.

3. The secretary general shall circulate the proposed amendment among all the life members and ordinary members at least seven days before the date fixed for the annual general meeting.

28. Regulations: The executive committee may make regulation to carry out the purpose of these rules.