

About the Bangladesh Medical Society of NSW

Mission:

To promote the art and science of medicine and the betterment of public health. Our mission is to promote goodwill, good health and exchange knowledge among the members and the populations within the community and abroad.

Core Values:

1. Leadership
2. Excellence
3. Integrity and Ethical Behaviour.

Vision:

To be an essential part of the professional life of every physician.

The Bangladesh Medical Society of NSW helps doctors help patients by uniting physicians nationwide to work on the most important professional and public health issues.

BMS policy on issues in medicine and public health relevant to its community is decided through its democratic policy-making process.

BMS of NSW is a non-profit organization.

Constitution

Article I

The name of this organization is the Bangladesh Medical Society of NSW. It may in future form a constituent chapter of the Bangladesh Medical Association of Australasia or a similar national organization.

Article II

The objects of the Society are to promote the science and art of medicine, the betterment of public health, and to represent the issues particular to the medical profession in Australia.

Article III

The Bangladesh Medical Society of NSW shall be composed of medical practitioners, medical students and allied health professionals as provided for in the Bylaws.

Article IV

The governing body of the BMS shall be the Executive Board, which shall be composed of elected members as provided for in the Bylaws.

Article V

The Officers of the Society shall consist of a President, two Vice-Presidents, a Secretary, a Joint Secretary, a Treasurer, an Organizing Secretary, a Publication Secretary, a Representative member from medical students, a Representative member from junior doctors, two representative members from AMC examinee, five general members. The above positions shall be described and regulated as set forth in the Bylaws.

Article VI

Meetings of the Executive Board shall be conducted as described in the Bylaws. Meetings of the General Membership shall be held as determined by the Bylaws.

Article VII

Funds may be raised by dues, alternative assessments or fundraising activities as provided for in the Bylaws, and per the decision of the Executive Board.

Article VIII

Amendments to this constitution may be made, provided that they shall be presented at the preceding meeting of the Executive Board, and approved by at least a two-thirds vote of the present members of the Executive Board.

Bylaws of the Bangladesh Medical Society of New South Wales, Australia

Part 1: Organization

Section A: Definition

A.1 These bylaws shall regulate the Bangladesh Medical Society of NSW (hereafter referred to as BMS).

A.2 The BMS shall be governed by the Executive Board.

Section B: Membership

B.1 The BMS shall consist of those doctors and students in good financial standing with the BMS.

B.2 Eligibility – General membership will be offered to a medical practitioner or medical student who originated from Bangladesh either by heritage or who obtained medical degree in Bangladesh.

B.3 Funds may be raised by payment of membership dues before 30th June.

B.4 Good Financial Standing shall be defined as having paid the membership dues for the period equivalent of financial year (ie 1st July to 30th June of each year). There will be no provision of partial payment in mid-financial year or later.

B.5 Members shall be bound by the decisions of the Executive Board. Executive Board may vary membership dues (? hence forth associate membership dues) according to the financial ability of respective group of medical practitioners, medical students and other allied medical professionals.

B.6 Honorary Life Members

6.1 The Executive Board shall have the power to nominate for election at the Annual Meeting any member or Nominated Representative or ex-member or former Nominated Representative who by his or her service to the Association is in the opinion of the Board worthy of election as an Honorary Life Member.

6.2 An Honorary Life Member shall be entitled to all the rights and privileges and be subject to all the obligations of an Ordinary Member as long as the Honorary Member remains eligible to be an Ordinary Member, except that an Honorary Life Member shall not be liable to pay an annual subscription in respect of his or her Association membership pursuant to Section B1.

Section C: Meetings

C.1 General Meetings of the Executive Board shall be open to all members.

C.2 Executive board meetings shall be called at the discretion of the President, and open only to members of the Executive Board, or those others specifically invited at the discretion of the Board. Electronic meeting may be held (by email), informed electronic agreement and consent received by all and implementation process can proceed prior to the next Executive board meeting.

C.3 There shall be at least one meeting of the General Membership annually. This can be combined with general election in the same venue.

C.4 Notice of Meeting

Where it is proposed to pass a Special Resolution, at least 21 days clear notice and in other cases at least 21 days clear notice of the holding of a General Meeting specifying the place and day and the time of the meeting and in the case of special business the general nature of such business shall be given to the Members entitled to receive notice in the manner provided in this Constitution. The non-receipt of a notice by or the accidental omission to give notice to any Member shall not invalidate the proceedings at any General Meeting.

C.5 Quorum shall consist of a one third majority of the seated officers of the Executive Board.

C.5.1 In the case of General Membership meetings, quorum shall consist of no fewer than 10 members-at-large within half an hour of commencement of the meeting. If within a half-hour from the time appointed for the Meeting a quorum of Members is not present, the Meeting if convened upon the requisition of Members shall be dissolved. In any other case it shall stand adjourned to the same day in the following week at the same time and place and if at the adjourned Meeting a quorum of Members is not present those present shall be a quorum.

C.6 Committee meetings shall be held at the discretion of the respective committee chairs.

C.6.1 In the case of committee meetings, quorum shall consist of one (1) of the committee members.

C.6.2 The Chair of a committee shall be considered a committee member.

C.7 All meetings shall be conducted per the guidelines of Robert's Rules of Order.(Simplified Robert's rules of Order .pdf. is attached)

C.8 Emergency meetings of either the general membership or of the board may be called by any member in good standing with BMS.

C.8.1 Those wishing to call emergency meetings of the general membership shall notify the President, who will thereupon call the meeting.

C.8.2 Emergency meetings of the executive board may be called by any member in good standing with the approval of the President, or by any member of the executive board.

C.9 Business of Annual Meeting

The business of an Annual Meeting shall be:

(a) The reception, discussion and consideration of the Accounts, Balance Sheets and ordinary Reports of the Treasurer, Secretaries of the Executive Board and of the Auditors.

(b) To receive an address by the President if arranged by the Council and any addresses or communications relative to the medical and allied sciences and the discussion of these addresses or communications as arranged by the Executive Board.

(c) To transact all business required by statute, by this Constitution or the By-Laws.

(d) To call for nominations for the positions of Officers of the Association.

C10 The President or in his or her absence the Vice-President shall preside as Chairman at every General Meeting of the Society. If at any Meeting the President or Vice-President is not present within 15 minutes after the time appointed for holding the Meeting, the Members present shall choose someone to be Chairman of the Meeting.

Section D: Powers and Functions

D.1 Any and all polices pertaining to the BMS can be brought forth to the executive board by any member of the BMS.

D.2 All proposed policies, resolutions, or issues that have been brought forth to the executive board shall be debated and voted on by the executive board. All decisions of the executive board shall be approved by a simple majority, save where otherwise specified.

D.3 Voting shall be conducted according to presidential prerogative.

D.3.1 Voting by proxy shall be acceptable for all matters under consideration. Acceptable proxies shall include electronic votes, or by appointment of a proxy.

D.3.2 Appointed proxies must be members in good standing.

D.4 Any member can request funds for projects pertaining to BMS interests.

D.3.1 Requests for funds must be submitted in writing.

D.3.2 Allocations up to and including \$200.00 shall require approval of the president.

D.3.3 Allocations more than \$200.00 shall require approval of the executive board.

D.3.4 All approvals must be given prior to said expenditures.

Part 2: Executive Board

Section A: Membership

A.1 The Executive Board shall consist of the following officers: a President, two Vice-Presidents, a Honorary Secretary, two Joint Secretaries, a Honorary Treasurer, Public relations officer, a Representative member from medical students, a Representative member from junior doctors, two representative members from AMC examinee, five general members each from five arbitrary regions of NSW.

A.2 Officers shall be required to attend all meetings of the Executive Board.

A.3 Any member of the Executive Board may call an emergency meeting of the Board with the approval of the President.

A.4 Expulsion

4.1 The Executive Board shall have the power on the representation or complaint of any two Members of the Association to expel a Member from membership of the Association but a motion for the expulsion of a Member shall only be received and passed or otherwise disposed of at a Meeting of the Executive Board with not less than one month's notice and after due inquiry by the Executive Board.

4.2 At least 14 days notice in writing of the motion shall be given to the Member concerned and the Member or the Nominated Representative of the Member shall be given an opportunity to address the Board of Directors in his, her or its defence.

4.3 Any subscriptions or other sums in the nature of fines, levies, penalties or calls payable but not paid by any expelled Member in relation to the period, not exceeding

6 months, before the expelled Member's expulsion from the Association took effect and in respect of the period not exceeding 6 months prior to the date of the commencement of proceedings to recover those sums, may be sued for and recovered in the name of the Association, in a Court of competent jurisdiction, as a debt due to the Association.

5.0 Entitlement to Inspect Books

Each Member is entitled to inspect the books and documents of the Association but not any of the following:

- (a) Those relating to personal matters concerning particular individuals;
- (b) Those relating to personal hardship of any Member;
- (c) Those containing information relating to matters of ethics or professional conduct concerning a particular individual;
- (d) Those containing information given to the Association in confidence;
- (e) Those containing legal advice or any matter that would be privileged from production in legal proceedings on the ground of legal professional privilege.

Section B: Elections

B.1 An Election Commissioner is appointed by the Executive Board (or Convening committee). The date, time and venue of the general election will be declared by the Election Commissioner who must serve a general notice and/or email at least 3 weeks before the general election. Nominations for positions on the executive board will be submitted to the Election Commissioner during the General Election. The positions sought for election may shift downward as the election proceeds (ie if somebody fails to win enough votes for the position of President may then proceed to contest for the position of Vice-President and so forth). The internal electoral procedure will be the prerogative of the election commissioner. The tenure of the committee will be for approximately one year from 1st July to the next election. The general election may not be delayed beyond September of the year.

B.1.1 Any member may be nominated by anyone for a position on the executive board.

B.1.1.1 Members may nominate themselves.

B.1.2 Nominations shall be submitted in writing.

B.1.3 Any person in good financial standing with the BMS can be nominated for any position on the Executive Board.

B.2 Elections shall take place sometime mid-year.

B.2.1 Voting for positions shall follow the order of candidates listed in Part 2, Section A.1. Candidates shall announce their nomination prior to the election. In such case as they may be unsuccessful in their election, they may then choose to run for the next open position.

B.3. No person may simultaneously hold more than one position on the Executive Board.

B.4 Candidates shall prepare speeches for presentation to the seated executive board.

B.4.1 Candidates shall have no more three (3) minutes apiece to deliver speeches, followed by a two (2) minute period to field questions from the board.

B.5 Any use of funds in elections or campaigns, either BMS or private, shall be expressly prohibited.

B.5.1 Any candidate found in violation of this shall be immediately disallowed from further participation in elections.

B. 6 Vacancies in Offices

6.1 In the event of the death or resignation of the President, the Vice-President 1 shall discharge the duties of that office and shall be titled President. The existing Vice-President 2 will assume the position of Vice-President 1.

6.2 A vacancy in the office of Vice-President, Honorary Treasurer, Other Secretaries and members shall be filled by the Executive Board as soon as its practical by an election by a simple majority of one of its members to fill the vacant office.

Section C: President

C.1 The President shall serve as the chief liaison between the BMS and all other organizations and persons. The President will be the “Public Officer “ to the Department of Fair Trading.

C.2 The President shall chair the Executive Board and shall be an ex-officio member of all BMS committees.

C.3 The President shall not have a vote on the Executive Board except in the case of a tie.

C.4 The President shall determine the agenda for Executive Board meetings. The President will forward the agenda to the Secretary for publication at least one (1) week prior to the meeting date, except in the case of emergency meetings.

C.5 The President shall have the sole authority to allocate funds up to and including \$200.00 without prior approval of the Executive Board.

Section D: Vice-President

D.1 The Vice-Presidents shall be responsible for all recruitment activities.

D.2 In case of resignation or leave of absence by the President, the Vice-President 1 shall act as Interim President until the next President assumes office. Vice-President 2 will then assume the position of Vice-President 1 .

D.2.1 The Interim President has the option of appointing any Executive Board member to the office of president or finishing the term of office. Approval of the Presidential appointment shall require a simple majority of the Executive Board.

D.3 The Vice-President 1 shall keep a chapter membership list and update an electronic template.

D.4 The Vice-President 1 shall obtain room reservations for meetings, speakers, and all other activities pertaining to AMA-MSS-WSU.

D.5 The Vice-President shall be responsible for scheduling at least two (2) General Membership Meetings, one to be held in August, and the other to be held in February.

Section E: Honorary Treasurer

E.1 The Treasurer shall maintain the account.

E.2 The Treasurer shall prepare cheques for payments.

E.2.1 All BMS financial debits or reimbursements shall be solely conducted through the BMS cheque account.

E.2.2 All cheques written from the BMS cheque account shall be signed by ? both the President and the Treasurer.

E.3 The Treasurer shall prepare an account statement for the Executive Board for each Executive Board meeting.

E.4 The Treasurer shall prepare both an annual budget for presentation to the Annual general meeting

Section F: Honorary Secretary

F.1 The Secretary is responsible for keeping minutes and attendance of all Executive Board meetings.

F.2 The Secretary is responsible for keeping of all records and documents of the BMS

Section J: Public Relations Officers

J.1 The Public Relations Officers (PR) shall be responsible for maintenance of a web site

J.2 The PR Officers shall be responsible for organizing and keeping an inventory of publicity materials in the storage space provided the organization, and for setting up said materials at BMS functions, when necessary.

J.3 The PR Officers shall be responsible for promoting all events.

J.3.1 The PR Officers shall make publicity information each year, to be distributed to incoming doctors and first-year medical students.

Section K: Committees

K.1 There shall be provision made for no fewer than two (2) standing committees, with Chairpersons designated by appointment of the President.

K.2 Appointment of Committee Chairs shall be subject to approval by a simple majority of the Board.

K.3 The Committees shall be formed according to the interests of the BMS to be determined by the Executive Board.

K.4 Additional Ad hoc Committees may be formed during the year, pending approval of the Executive Board, at the request of any member in good standing with the BMS.

K.5 There shall be a permanent standing Committee on the Constitution & Bylaws.

Section L: Terms of Office

L.1 All newly elected officers and committee chairs shall have a formal acclimatization period of one month from their election in mid-year. During this period, the outgoing board shall turn over all materials, and make their replacements aware of all resources relevant to their positions.

L.2 All terms of office shall be July first to July first.

Section M: Removal from Office

M.1 Executive Board Members who are remiss in their duties shall be notified of probation by the Board, and also notified of removal from probation by the Board.

M.1.1 Three (3) or more documented absences from required activities shall be considered negligence, and thus, grounds for probation.

M.2 Executive Board Members who are on probation shall be subject to immediate recall at the discretion of the remaining members of the Board.

M.3 Any member of the Executive Board can be recalled by a 2/3 majority of the Executive Board for negligence or wrongdoing.

M.4 Executive Board Members, who are to be recalled, shall be given one (1) week's notice, should they wish to plead their case before the Board.

Section N :Vacancies in Offices

N.1 In the event of the death or resignation of the President, the first Vice-President shall discharge the duties of that office and shall be titled President. The second Vice-President will assume the role of first Vice-president.

N.2 A vacancy in the office of Vice-President, Honorary Treasurer, any Secretaries shall be filled by the Council as soon as its practical by an election by a simple majority of one of its members to fill the vacant office.

Section O: Amendments

O.1 Amendments to either the constitution or the by-laws may be presented to the Executive Board by any member in good standing.

O.2 The constitution may be amended by a 2/3 vote of the Executive Board.

O.3 The bylaws of this constitution may be amended by a simple majority vote of the present members of the Executive Board.

O.4 Amendments to either the Constitution or the Bylaws must be presented to the Executive Board at the meeting prior to their being voted upon.

Section P: Liability of Members on a Winding Up

Every Member of the Association undertakes to contribute to the assets of the Association in the event that the Association is wound up during the time that he, she or it is a Member or within one year afterwards for payment of the debts and liabilities of the Association contracted before the time at which he, she or it ceases to be a Member and the costs charges and expenses of winding up the Association and for the adjustment of the rights of the contributories amongst themselves such amount as may be required not exceeding the sum of \$2.00.

Section Q :Auditor

Q.1 ? The Society shall at every Annual Meeting confirm to the Members that an Auditor has been appointed for the following year.

Q.2 No member of BMS shall be capable of acting as the Auditor.

Q.3 The Auditor shall be nominated and appointed and his or her duties regulated in accordance with the NSW Associations Act.

Q.4 Any casual vacancy in the office of Auditor may be filled by the Board of Directors, but while any such vacancy continues any continuing Auditor may act.

Section R : Notices

R.1 A notice may be served by the Society upon any Member either personally, by email or by sending it through the post in a prepaid letter envelope or wrapper addressed to the Member at his, her or its address in New South Wales that is last known to the Association.

R.2 No notice of Meetings or other proceedings of the Society shall be required to be served on any Member who has no address (email or residential or official) in New South Wales known to the Association.

R.3 Any notice sent by email or by post shall be deemed to have been served on the day following that on which the letter, envelope or wrapper containing the same was posted and in proving service, it shall be sufficient to prove that the letter, envelope or wrapper containing the notice was properly addressed and put into the post office. A certificate in writing signed by the Secretary of the Association that the letter or wrapper containing the notice was so addressed and posted shall be conclusive evidence. An electronic evidence of email sent shall be conclusive evidence. Where a given number of days' notice or notice extending over any other period is required to be given, the day of service shall be counted in the number of days or period.