

CONSTITUTION

**BANGLADESH ASSOCIATION OF PHYSICAL MEDICINE AND
REHABILITATION**

DEFINITIONS AND ABBREVIATIONS

AGM: Annual General Meeting

Association: Bangladesh Association of Physical Medicine and Rehabilitation

BAPMR: Bangladesh Association of Physical Medicine and Rehabilitation

BMDC: Bangladesh Medical and Dental Council

Executive: Executive Committee of the Bangladesh Association of Physical Medicine and Rehabilitation

PM&R: The medical specialty of physical medicine and rehabilitation

President: The President of the Bangladesh Association of Physical Medicine and Rehabilitation

BCPS: Bangladesh College of Physicians and Surgeons

STATEMENT OF PURPOSE

It is the Purpose of the Bangladesh Association of Physical Medicine and Rehabilitation (BAPMR) to provide and maintain a national professional forum and network, for the exchange of information and opinion, which shall contribute to advancing both the specialty of physical medicine and rehabilitation and the provision of rehabilitation within the health care of Bangladeshis.

To achieve this purpose, the Association shall:

Maintain categories of membership which effectively represent the breadth of clinical practice, education and research in physical medicine and rehabilitation, through trainees and certified specialists in that field, associated basic scientists and representatives of other related medical and surgical specialties.

Support improvements in the quality of physical medicine clinical practice and the provision of adequate compensation for services rendered.

Hold annual meetings which permit scientific, business, collegial and social interaction.

Promote high standards for undergraduate and postgraduate education in the specialty.

Encourage clinical and basic science research relevant to physical medicine and rehabilitation.

Maintain liaison with organizations who promote exchanges of views and information between professional and lay groups concerned with rehabilitation.

Use monies received from membership fees or from other sources to further the purpose of the Association.

ARTICLE I

Name

The name of the organization shall be THE BANGLADESH ASSOCIATION OF PHYSICAL MEDICINE AND REHABILITATION. . In short, it can be called BAPMR. BAPMR shall be an independent body operating on a not-for-profit basis and not aligned with any particular political party or religion.

ARTICLE II

Vision, mission & purpose

SECTION 2.1.0 The aims of the Association

The aim of the Association shall be to stimulate and promote development of awareness, knowledge, and the means of prevention, treatment and rehabilitation of the disabilities resulting from disease and trauma. For the purpose, 'Disability' shall be defined as the limiting loss or absence of the capacity of an individual to meet personal, social or occupational demands or to meet statutory or regulatory requirements. "Rehabilitation" Shall be defined as the combined and coordinated use of medical, social, educational, and vocational measures to training or retraining the individual to the highest possible level of the functional activity.

SECTION 2.2 .0 The objectives of the Association

- 2.2.1. To promote teaching and training in the field of rehabilitation medicine.
- 2.2.2. To improve the quality of patient care in the practice of physical medicine and rehabilitation.
- 2.2.3. To promote research in the field of physical medicine and rehabilitation.
- 2.2.4. 2.2.4 To create social awareness regarding prevention of disabilities resulting from disease and trauma.

SECTION 2.3.0 Activities

- 2.3.1. To organize regular discussions, seminars, symposia, continuing medical education and course.
- 2.3.2. To produce audio-visuals for patient education.
- 2.3.3. To help the patient to organize support groups.

2.3.4. To print, publish and circulate papers, periodicals, books and pamphlets that the Association may think desirable for achieving its objectives.

2.3.5. To assist, cooperate, affiliate and join in federation with national and international organization holding similar aims and objectives.

ARTICLE III

Seal

An impression whereof is made on the final page of these Bylaws shall be the seal of the Association.

ARTICLE IV

The fiscal year

Shall end on the 31st day of December of each year.

ARTICLE V

Official Languages

Shall be English and Bangla.

ARTICLE VI

Offices

SECTION 6.1.0- Location

The head office of the Association shall be at Dhaka ON Bangladesh. The address shall be considered permanent until such time as it is changed by the Executive.

ARTICLE VII

Membership of the Association

SECTION 7.1.0 - Members

Members of the Association shall be composed of the following classes of members:

7.1.1. General

7.1.2. Life

7.1.3. Associate

7.1.4. Honorary

7.1.1. General members: Any doctors possessing post graduate qualification in physical medicine and rehabilitation, duly registered by the BMDC.

- This category also includes trainees (residents) in PM&R. General members shall be entitled to attend, take part in and vote at all meetings of the Association, and shall be eligible for membership on the Executive and the various committees.
- 7.1.2. Life Member – person possessing qualification as General Member who pays a lump sum in lieu of subscription according to the by laws of the organization and enjoy all the privileges as the General members.
 - 7.1.3. Associate members shall consist of medical practitioners who have a significant clinical or research involvement in physical medicine and rehabilitation but who are not accredited as specialists therein. They may be drawn from specialties such as rheumatology, neurosciences, pediatrics, orthopedics as well as physicians employed by Workers' Compensation Boards and family physicians. Associate members may attend meetings and participate in discussions but cannot vote or hold office.
 - 7.1.4. Honorary members will consist of persons who have rendered outstanding service in the realm of PM&R in Bangladesh such that the Association desires to give recognition thereto. Honorary members may attend meetings and participate in discussions but cannot vote or hold office.

SECTION 7.2.0 - Election to membership

7.2.1 Election to membership and changes to membership category take place at the AGM.

7.2.2 The Executive Committee shall accept and classify members in accordance with its own fair judgment

If any specific reason for non-acceptance is raised, the Executive may, after due investigation, either:

- (i) accept the application in spite of the objection;
- (ii) defer the application pending further information; or
- (iii) reject it.

In the latter case, full documentation shall be required which will be kept on file indefinitely. The Executive is not obliged to inform the applicant of the reasons for the rejection.

SECTION 7.3.0 - Dues

7.3.1. Annual membership dues shall be set by the Executive and recommended for approval by the membership at each AGM.

7.3.2. The Association may vary membership dues from year to year as deemed appropriate in the interests of the Association including

special assessments. Special assessments may be levied at the discretion of the Executive.

SECTION 7.4.0 - Termination of Membership

7.4.1. Membership in the Association shall cease if:

- (a) the member becomes ineligible to continue the practice of Medicine in Bangladesh by virtue of suspension or restriction of privileges by the BMDC; or
- (b) upon death or resignation; or
- (c) if annual dues are in arrears by more than one year; or
- (d) if the terms of membership under Section 7.1. have significantly changed.

7.4.2. A member may be suspended during any investigation which might show that continuation of his membership is detrimental to the Association.

7.4.3. Reinstatement. A member shall be reinstated a) in respect to 7.4.1. (a) above if the member's name has been restored to the BMDC; b) in respect to 7.4.1.(c) above if the current dues plus one year of past dues are paid in full. Notwithstanding this proviso, a repetition of such an offence will require payment in full of all arrears prior to reinstatement. In 7.4.2. above, a member shall be reinstated if the matter involving suspension has been resolved in a manner satisfactory to the Executive.

ARTICLE VIII

Fiscal Arrangements

All monies raised or received by the Association from members or otherwise, shall be the property of the Association and shall be utilized in such manner as in the opinion of the Executive is most desirable and necessary for carrying out the objectives of the Association. All financial transactions shall be presented at the next AGM in the Treasurer's report for approval.

ARTICLE IX

Meetings

SECTION 9.1.0 - Annual General Meeting

9.1.1. The AGM shall be held at such time and place within Bangladesh as may be fixed by the Executive.

9.1.2. Notice of the AGM shall be mailed to all members eligible to vote at least thirty (30) days prior to the date set for the AGM.

9.1.3. General meeting to be conducted will include:

- (a) introduction of new members;
- (b) approval of the minutes of the previous AGM;
- (c) approval of financial statements and fixing of annual dues;
- (d) appointment of auditor;
- (e) election of Executive officers and members;
- (f) president's report and reports of Committee chairs which may be included in the President's report;
- (g) ratification of the actions of the Executive including expenditures of funds of the Association;
- (h) other continuing business;
- (i) new business initiated by the Executive and general membership;
- (j) presentation of special awards; and
- (k) transfer of the Office of President.

SECTION 9.2.0 - Special General Meetings

A special general meeting may be called by the President, if a fifth of the voting members request this whilst specifying their purposes for doing so. Notice of the meeting must be given to all voting members at least fourteen (14) days before the announced time of the meeting. Such notice shall contain sufficient information to permit a member to make a reasoned judgement on the decision to be taken.

SECTION 9.3.0 - Quorum

One third members holding voting privileges constitute a quorum at such meeting.

SECTION 9.4.0 - Voting

9.4.1. At all meetings, every questions shall be decided by a majority of the voting members who are present in person, unless the Bangladesh Corporations Act or these bylaws provide otherwise. Each voting member shall be entitled to one vote.

9.4.2. Every question shall be decided in the first instance by a show of hands, and unless a poll be demanded, the declaration by the Chair of the meeting that resolution has been carried or not carried or that it has been carried or not carried by any particular majority and an entry to that effect into the minutes of the meeting shall be sufficient

- evidence of the fact without further proof of the number or proportion of the votes recorded in favour of or against such resolution.
- 9.4.3. If a poll is demanded and not withdrawn the same shall be taken in such manner as the Chair directs and question shall be decided by a majority of votes cast and the results shall be deemed to be the decision of the meeting.
- 9.4.4. In the case of an equality of votes either upon a show of hands or upon a poll the Chair of the meeting shall be entitled to the deciding vote.

SECTION 9.5.0 - Policy Resolutions

- 9.5.1. No resolution dealing with a matter of policy shall, except with the unanimous consent of all voting members present, be placed on the agenda of any AGM unless it has been first considered and recommended by the Executive for discussion.
- 9.5.2. In the event of any question arising as to whether a subject involves a matter of policy, the question shall be decided by a simple majority of the voting members present.
- 9.5.3. No resolution involving a matter of policy shall be adopted except with a 2/3rds majority of the votes cast by the voting members.
- 9.5.4. If a special meeting has been called by twenty voting members who are not on the Executive, resolutions relating to the agenda may be adopted without prior approval of the Executive.

ARTICLE X

Executive officers of the Association

10.1.1 President	1
10.1.2 Vice- President	3
10.1.3 General Secretary	1
10.1.4 Joint Secretary	2
10.1.5 Organizing Secretary	1
10.1.6 Treasurer	1
10.1.7 Secretary for Scientific Affairs	1
10.1.8 Office Secretary	1
10.1.9 Cultural and Social Welfare Secretary	1
10.1.10 Executive Member	11

SECTION 10.1.0- Duties and power of the office barriers

10.1.1. President

- a) The president shall preside over at all meeting of the organization.
- b) Shall guide and control the activities of the organization in consultation with executive committee.
- c) Shall regulate the proceeding of the meeting interpret the rules and regulations and decided doubtful points.
- d) Shall in addition to his ordinary vote leave a case of equality of votes on any issues?

10.1.2 Vice-President

They will assist the president in all activities. In absence of president vice president (The senior one) shall act its president.

10.1 3. General Secretary

- a) The general secretary is the chief executive of the organization and shall keep the records including the register of members, minutes and proceeding of the organization and AGM.
- b) He shall be the receiving officer of all funds of subscription and donation by issuing proper receipt for and on behalf of the organization. All funds shall be handed over to the treasurer.
- c) He shall have the authority to make expenditure in accordance with the budget.
- d) He shall be responsible for summoning all meeting in consultation with the president.
- e) He shall be charge of the property of the organization and maintain a stock register.
- f) He shall in case of emergency, take any considered suitable under circumstances and report it to president.
- g) Shall conduct all correspondences.

10. 1. 4 Joint Secretary

Will assists the general secretary in all of the organization and officiates on his behalf with full responsibilities.

10. 1. 5 Organization Secretary

He shall be responsible for collecting members of the organization and maintain a register of the membership. He also responsible for the communication with national and international organization of same aims and objectives.

10.1.6. Treasurer

- a) He shall reviews all funds from general secretary and deposits the same to authorized bank and keeps proper account of receipts and expenditure
- b) He shall be responsible for the presentation of duty audited accounts of the organization at the annual meeting.
- c) The bank account of the organization will be operated under joint signature of a) Treasure b) Either the president or general Secretary

10.1.7 Secretary for Scientific Affairs

He shall be arranging regular scientific meetings, symposia, seminars and workshops. Publishing brochures, periodicals, and journals. Creating an exclusive web site for the society and regularly updating it with telemedicine news.

10.1.8 Office secretary:

He shall be responsible for the preservation and maintenance of all records and publications of the organization according to by laws of the organization.

10.1.9 Cultural and Social Welfare Secretary

He shall be responsible for the Cultural and Social Welfare activities of the organization according to by laws of the organization.

10.1.10 Executive Member

- a) shall attend the Executive meetings;
- b) shall be expected to represent the attitudes and concerns of the membership of the Association.

SECTION 10.2.0- Functions and responsibilities of Executive Committee

The executive committee shall direct, regulate and administer the general affairs of the organization in accordance with the memorandum and by the laws of the organization. It shall be duty of the executive committee to the resolution passed by the general body.

- a) Execution and implementation of aims and objectives of the organization.
- b) Annual work planning and making of a budget & annual audit report and approved by annual general meeting.
- c) To elect or appoint various committee and sub committees other those elected by general body.
- d) To fill the vacancies if any of the office bearer elected by general body for the remaining period.
- e) To fame, other or repeal rules and by laws of the organization, subject to confirmation by general body.
- f) To fame, alter or repeal rules and bylaws for maintenance and administration of the organization's office, library and properties and organization and direction of publication's subject to ratification by the general body.
- g) To appoint or remove salaried officers or employees of the organization.
- h) To appoint or remove salaried officers or employees of the organization.
- i) To exercise in addition to all the powers by the rules expressly confirmed on it all such power and to all such acts and things as may be approved by the executive committee.
- j) The Executive Committee shall as a rule organize a national scientific conference once a year.
- k) BAPMR engages itself to organize or co-organize once a year an event specifically directed to the practical applications in the field of physical medicine and rehabilitation. The Executive Committee shall be responsible for conducting this activity.

SECTION 10.3.0- Meetings

- 10.3.1. The intervals between Annual General meetings, the executive committee shall exercise management and discretion of the business and conduct of affairs of the Association. The executive committee shall meet at least four times in a year.
- 10.3.2. At all meetings of executive committee, the president (or, in his absence, the vice president) shall be the chairman and shall be entitled to cast a vote in addition to his own. In the unavoidable circumstances and in absence of the president and the vice president, the senior most (by age) member of the Association's Executive Committee shall act as the chairman.
- 10.3.3. Minutes of all meetings of the executive committee shall be recorded and preserved.
- 10.3.4. The quorum at meetings of the executive Committee shall be five (5).

SECTION 10.4.0- Election and removal of the Executive Committee

- 10.4.1 The office bearers and members of the executive committee shall be elected by a majority vote of members of the association at annual general meeting for a period of two years and shall hold office until their successors have been appointed. Vacancies arising during the year shall be filled by majority vote in the executive committee.
- 10.4.2 An election Commission appointed by the executive committee shall conduct the election. The election commission shall comprise a chairman and one or two members. The chairman and members of the election commission shall be debarred from seeking election.
- 10.4.3 The voter list shall be prepared with names of the members enrolled in the register of the members at least two months before the election. Only the members enlisted in the voter list shall be entitled to take part in the election (that is to contest, nominate and cast vote.) the election commission shall publish the voter list at least 35 days before the election.

- 10.4.4 A notice of the election stating the date and place fixed for the election, last dates for submission (twenty eight days before the date of election) and withdrawals (twenty one days before the date of election) of candidature shall be served by the chairman of the election commission to all members of the association at least forty-five days before the date of election. A nomination paper and withdrawal form shall be enclosed with this notice.
- 10.4.5 The candidate for the post of the office bearers must be members of the association for at least one year's standing, except in the first election.
- 10.4.6 The candidate for the posts of the eligible members in the prescribed form duly, proposed by one, seconded by another bonafide members of the Association (as mentioned in article five) must reach the election commission at least twenty nine days before (he date of election. The election commission shall scrutinize the nomination papers and publish the provisional list of the candidates. The final list will be published after the last date of withdrawal (eighteen to twenty days) before the date of election.
- 10.4.7 The election commission shall scrutinize and count the votes after closing the booth. The candidates or their representatives may attend the vote counting. The commission shall declare the results at the end of the counting.
- 10.4.8 The removal of an officer of the Association for actions contrary to the best interests of the Association shall be considered by a special general meeting called under the provisions of section 9.2.0.

SECTION 10.5.0- Committees

The Executive shall appoint chairs of standing, ad hoc and special committees. See Article XI, Committees.

ARTICLE XI Committees

SECTION 11.0- Committees

The Executive shall establish special or ad hoc committees according to the requirements of the Association. Such committees shall be established for a fixed term to be determined by the Executive.

- 11.1. The Executive shall appoint standing, special and ad hoc committee chairs. Committee chairs and members may be removed by the Executive for actions contrary to the best interests of the Association.
- 11.2. The Committee chairs shall report annually and from time to time to the Executive.
- 11.3. The Chair of a committee may, subject to the approval of the Executive, select and co-opt members to his committee.
- 11.4. Each chair will develop terms of reference for the committee and submit them to the Executive for approval. Changes may be made by subsequent chairs with the agreement of the Executive and with no change in bylaws.
- 11.5. Chairs will develop a budget for meetings, teleconferences, office supplies, etc. which must be submitted to the Executive for approval or negotiation. The Treasurer of the Association will disburse the expenses on receipt of invoices within the limits of an agreed upon budget. No member of the committee shall receive financial remuneration for activities completed on behalf of the Association.
- 11.6. Without excluding other procedures reports of committees may dealt with by the Executive or ABM as follows:
 - 11.6.1 motion to receive when the report has not been circulated in advance of the Executive Committee or ABM;
 - 11.6.2 motion to accept when the Executive Committee or ABM has received the report and discussed it and is satisfied that the report is complete;
 - 11.6.3 motion to adopt when the Executive Committee or ABM has agreed to take specific action which would then be implemented and be subject of specific motion(s) at the Executive Committee or ABM.
- 11.7 Minutes of committees of the Association are received by the Executive for information only. Recommendations of committees of the Association requiring adoption by the Executive or general membership should be the subject of a separate report by the Committee Chair.
- 11.8 When a committee report contains recommendations which require adoption by the Executive Committee, the chair of the committee

shall be entitled to attend the portion of the meeting of the Executive at which the report is submitted and speak to the report.

ARTICLE XII
Audit and Account:

- 12.1 The treasurer shall keep the account of the association .
- 12.2 The income and property of the association whence so ever derived shall be applied solely towards the promotion of the objectives and execution of its activities as set forth in the articles above number 4 and 5.
- 12.3 The association shall have a savings bank account. It will be operated by the signatures of any two of the President, General Secretary and treasurer. The General Secretary and the Treasurer may keep a total cash float of maximum taka five thousands round the year and of taka ten thousands during the months of general Meetings. The cash float may be replenished by withdrawals from the bank account.
- 12.4 Receipts will have to be issued to all persons and bodies Depositing any amount of money to the association. The receipt shall have bear the signature of either the general secretary or the treasurer. Any amounts submitted to the association for any purpose should first be deposited in the bank account of the association. All depositions in receipt books and major expenditure vouchers must be duly supported by entries in the pass book/balance sheet of the bank.
- 12.5 One or more auditors shall be appointed at the AGM to audit the accounts of the Association. The auditors, when appointed, shall hold office until the next ABM after being appointed or until their successors are appointed unless previously removed by resolution duly passed at an AGM or by the Executive.

ARTICLE XIII
Amendments

- 13.1 Amendments to these Bylaws will be made in the form of a motion at a General Meeting of the Association. A two-thirds (2/3) majority is needed to carry a motion to amend.
- 13.2 Members proposing to amend the Bylaws are required to give the proposed motion in writing to the Secretary at least three (3) months prior to the General Meeting at which the proposed motion is to be voted upon. This proposed motion shall carry at least five (5) signatures of Active members. Also, the Executive Committee can itself propose a motion to amend the Bylaws.
- 13.3 Notification of a motion to amend the Bylaws must be mailed by the Secretary to all members at least one month prior to the General Meeting at which the motion is to be discussed and voted upon.

ARTICLE XIV
Prohibitions

- 14.1 The association shall not engage in any trade union activity.
- 14.2 The association shall not indulge in any political activity or allow its fund or premises to be used for political purposes.
- 14.3 The portion of the income and property of the association shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profits to the members of the association, provided that nothing herein contained shall prevent the payment in good faith of remuneration or allowance to any officer of the association or anyone in return for any services actually rendered to the association.

ARTICLE XV
Dissolution of the Association

- 15.1. The association shall not be dissolved, except with' the consent of no less than three fifths of its members for the time being resident of Bangladesh expressed either in present or by proxy at a general meeting convened for this purpose.

- 15.2 The event of the association being dissolved as provided above all debts and liabilities incurred on behalf of the association shall be donated to any institutions of public character approved under the Income Tax Act.
- 15.3 The notice of dissolution shall be given to the Registrar of the Associations within seven days of dissolution.