CONSTITUTION

এসোসিয়েশন অব পেডিয়াট্রিক সার্জনস্ অব বাংলাদেশ

Association of Paediatric Surgeons of Bangladesh (APSB)

1. Name:

The name of the organization is the **Association of Paediatric Surgeons of Bangladesh (APSB)**. Official monogram of the Association designed and approved by EC and General Council.

2. Objectives

2.1. To provide a forum for the persons who are directly related with the management of Paediatric –Surgical patients to meet and discuss areas of common interests and concerns in order to uphold the honour and interests of the discipline and of the profession and also to communicate with others who are indirectly related with management of Paediatric-surgical- population for better future.

2.2. To provide better understanding of Paediatric-Surgical patients management and its application for effective and safer management through enquiries and research.

2.3. To strengthen the efforts that will promote research, exchange of scientific information, considerations of regulatory mechanisms that affect the development and medical education of Paediatric Surgical patients.

2.4. To help the government of Bangladesh to attain by reducing MMR and IMR in optimum level.

2.5. To develop and promote public awareness programs for dealing paediatric-surgical diseases.

2.6. To provide a setting through organizing state of the art lectures and symposia for the presentation of the new scientific reviews of recent advances in Paediatric surgery and through holding of regular scientific meetings that will provide the members of the association as well as the non- members the opportunity to present the findings of their research and studies .

2.7. To sponsor Continuing Medical Education (CME) programs for its members that will earn them the CME credit.

2.8. To arrange for the regular publication of the Journal of the Association, Proceedings of the symposia, Management information Bulletins and similar updates and reviews.

2.9. To ensure that the association is represented on the key national drug regulatory, advisory and safety committees and on the appropriate committees for health care and health manpower development, health care policy regulatory body of the Bangladesh Medical Research Council, BMDC and Bangladesh Academy of Science.

2.10. To voice the collective views and policies of the association and of the profession on issues relating to health ,medicines and education in continual contact with policy making bodies, Government departments and through media.

2.11. To look into the welfare of the members of the association.

2.12. To promote the links and improve fellowship with the other sister societies /associations of different disciplines both within the country and outside through collaborative activities and hosting of joint meeting.

2.13. To establish the due role of paediatric surgeons in collaboration with the paediatrician to improve the health care of children in Bangladesh.

3. Registered office, jurisdiction and chapter affiliates.

3.1. The registered office of the association shall be at Dhaka.

3.2. The jurisdiction of the Association shall be the whole of Bangladesh.

3.3. However, association may recognize chapter affiliates (branches) of the so as to encourage better communication and financial management of such chapter affiliates shall reside with the chapters and their officers.

3.4. Until such time as the permanent registered office of the association is established, temporary office will be located at a place as decided by the EC.

4. Membership of the association:

Application for membership of the following categories will be considered here shall be three categories of membership as follows:

4.1. **Regular members:** Any qualified paediatric surgeon who deals with paediatric surgical patients shall be eligible for regular membership of the association. On being elected, they are subjected to annual assessment of a fee.

4.2. **Life member:** Any qualified paediatric surgeon who are interested in paediatric surgical management and if he agrees to pay the prescribed fee for life membership will be elected life member. Life members will be relieved from the annual assessment of a fee while retaining all the privileges of membership including voting right.

4.3. **Honorary member:** Distinguished academic /scientists of any discipline of any country who are not members of the association but who have contributed to the advance of medical, biological and social sciences shall be eligible for proposal as honorary member of the association. Nomination of the Honorary member may be proposed by two regular members of the association, which will be reviewed and recommended by the EC and will require approval of two-third of the voting members of the General Council. Honorary members shall have the privilege of membership without voting right and not subjected to annual assessment.

There will be a register to be maintained by the Secretary General on behalf of the EC in which names of all members of the association shall be enrolled and regularly updated with their qualifications and addresses.

4.4. **Expulsion of the members:** the EC, for appropriate reasons, may decide that it is in the best interest of the association to expel a member. In this case, the member shall be notified in writing and given an opportunity for a hearing before the council. If a majority of the EC members favour expulsion, the council shall go recommend to General Council .A vote of two-third of the members voting in a business meeting of the association shall be required for expulsion.

5. Finances:

The income of the association shall be from

5.1. **Annual assessment:** Newly elected regular members, life members, shall be entitled to the privileges of membership only after payment of prescribed annual fees (to be assessed by EC). Any member whose assessment is in arrears for four years shall cease to member of assoc. Such member shall be notified of impending disqualification and informed of his/her right to appeal to the General .Council for restatement.

5.2. **Donation or grants:** Donations or grants by the government, Non-govt organizations or individuals made solely to carry out the programs to support the declared objectives of the assoc.

5.3. **Advertisement:** Advertisement fee for published advertisement in Journals & other publications of the association.

5.4. Any assessment approved by the EC.

5.5. **Financial management:** The financial matters will be dealt by the financial committee consisting of 5 (five) members of the assoc. The treasurer of the EC will chair the finance committee. The central account of APSB will be named as Association of Paediatric Surgeons of Bangladesh and to be opened in any scheduled bank as approved by the EC. The President, Treasurer, and Secretary General of the EC will be the Signatories of the account. The central account will be jointly opened by the signatories, of which the Treasurer is obligatory. As he/she will keep the records financial transaction.

5.6. Remains of money after completion of any seminar/ conference.

6. Management of the association

The management of the association composed of

- General Council
- Executive Council
- Sub-committees
- Advisory council

6.1. **General Council:** The ‘General Council’ of the Association shall be the supreme body. It is the policy making body and will suggest guidelines on all affairs of the Association. The Regular and Life Members of the society shall constitute the ‘General Council’.

6.1.1. Terms of Reference of the General Council

The General Council shall have power.

6.1.1.a. to elect 23 (twenty three) Members of the ***'Executive Council'***.

6.1.1.b. to make resolutions on any affairs, which shall be binding on the Executive Council.

6.1.1.c. to frame and adopt the constitution of the society and to make amendments if and when necessary.

6.1.1.d. to appoint auditors and to receive and adopt Finance report and audited accounts and to approve the budget for the coming year.

6.1.1.e. to receive and adopt Annual Report of the Secretary General on the activities of the society.

6.1.1.f. to take decisions on any matter that affect the interests of the society of its members.

6.1.2. Meeting of the General Council
The meeting of the General Council may be of 3 kinds:

6.1.2.a. Annual General Meeting: which shall be held at a convenient place, date and time to be decided by the Executive Council. At least 21 days notice of the meeting shall be given to all members along with the agenda of business to be transacted.

6.1.2.b. Emergency or Extra-ordinary Meeting: which shall be called by the Secretary General in consultation with the Chairperson with, at least 7 days notice.

6.1.2.c. Requisition Meeting: which shall be called within 2 weeks of receipt of a requisition signed by at least one third of the members stating the business for which meeting is requisitioned. The Secretary General in consultation with the Chairperson shall decide the time, date and place. Decision shall be taken by a majority of two third of members present.

6.2. **Quorum:** Quorum for Annual General Meeting and Emergency extraordinary meeting shall be one-half of the total members.

6.3. **Agenda:** Nothing except the business for which it is called shall be discussed at an Emergency or Requisition meeting. Except with the special permission of the Chairperson, no resolution or agenda shall be placed before the Annual General Meeting that has not been given notice and duty circulated with the agenda of the meeting.

6.4. **Executive Council:** All members of the General Council would constitute the Electoral College for Executive Council. The General Council will elect 23 (twenty three) members. The treasurer will chair the Finance Committee. The Executive Council shall be elected for a term of two years.

6.4.1. **Composition of the Executive Council:**

SL No	Name of Post	Number
01	President	1 (One)
02	Vice President	3 (three)
02	Secretary General	1 (One)
03	Treasurer	1 (One)
04	Joint Secretary	2 (two)
05	Organizing Secretary	0 (One)
06	Office Secretary	1 (One)
08	Publication Secretary	1 (One)
09	Scientific Secretary	1 (One)
10	Entertainment Secretary	1 (One)
11	Members	8 (Eight)

Each EC post is elected by 1:1 voting system.

6.4.2. Regional Co-ordinator: EC can produce 4 (four) regional co-ordinator (Chittagong, Sylhet, Rajshahi, Khulna) & can increase the no.

6.4.3. Terms of reference of the EC

EC shall responsible for the implementation of the policy of the association and the management of general affairs of the association in accordance with the constitution and by laws of the associate. The EC shall execute the resolutions passed by the General council.

The EC shall in addition perform the following functions

6.4.4. to elect various sub-committees, editor of journal and delegate specific responsibilities to them.

6.4.4. In case of death, inability, resignation or cancellation of membership of any EC member, EC will co-opt new member.

6.4.5. to maintain all the documents, records, and assets of the association.

6.4.6. to issue instructions for the proper working and administration of the association ,its office, library and properties.

6.4.7. to represent any matter that affects the interests of the association or its members or of the profession before the government policy making bodies or any properly constituted authority.

6.4.8. to consider and decide applications or nominations for membership.

6.4.9. to prepare and approve annual report, financial report, and budget for presentation in the general meeting.

6.5. Meeting of the EC

The meeting of the EC may be of 3 kinds:

6.5.1. General meeting: which shall be held at a convenient place, date, and time to be decided by the Secretary general with the permission of the president .At least 7 days notice of the meeting shall be given to all the members along the agenda of business to be transacted. At least once a month.

6.5.1.a.Without any reasonable cause, absence of any member of EC in subsequent 4 EC meetings he/she will be notified and absence of subsequent 5 or more EC meetings his/her membership will be questioned-may be lost(by the decision of EC meeting).

6.5.2 .Emergency meeting: which shall called by the secretary general in consultation with the president with, at least 3 days notice.

6.5.3 .Extraordinary EC meeting: for any emergency/crisis/ disaster with the permission of the president, secretary general can call an extraordinary EC meeting including advisory council at least 7 days notice. By the opinion of the advisors EC will decide future programs.

6.5.4. Quorum: for general and emergency meeting shall be one –third of the total EC members.

6.5.5. Agenda: Nothing except the business for which it is called shall be discussed at a general or emergency meeting .Except with the permission of the president , no resolution or agenda shall be placed before the meeting that has not been given notice and duty circulated with the agenda of the meeting.

6.5.6. Time to time president and secretary general will take advice from advisors.

6.6. Charter of the individuals of EC

6.5.1. President he/she will preside all meetings of GC, EC and supervise all activities of the association. In the absence of president vice –president (according to seniority) will preside the meeting. In absence of them, senior member will preside the meeting.

6.6.2 .Vice-president: In absence of president he/she will preside the meeting. He/she will help the president in every aspect.

6.6.3. Treasurer: He/she will deal the financial matters.

6.6.4. Secretary General: He/she will call all meetings he will take different programs for the sake of the association consulting with president.

6.6.5. Joint secretary: In absence of secretary, he/she will act as secretary according to seniority. He/she will also do the organizational activities.

6.6.6. Organizing secretary: He/she will take programs for upgrading organization such as member collection, programs at different institutes etc. He will maintain liaison with different sub committees.

6.6.7. Scientific secretary: He/she will organize the scientific programs like CME and others after consultation with the president and secretary general.

6.6.8. Publication secretary: He/she will responsible for every sorts of publications

6.6.9. Office secretary: He/she will maintain official documents; communicate with all the members regarding meetings and other official and organizational purpose. He/she will also responsible for press release.

6.6.10. Members: All members will give their valuable opinion regarding different programs and development organization.

7. Advisory council:

EC will form an advisory council from eminent life/general members of the APSB of maximum 13 members.

8. Election of EC:

8.1. Principles of election: Every member is a voter, every member is a candidate. This shall be the principle of election of the EC of association of paediatric surgeons of Bangladesh. No one can be elected as president or secretary general for 2 consecutive terms.

8.2. Candidature for election and withdrawal: Since every member of general council is a candidate, the EC before forming an election commission for the conduction of election shall sent each member of the general council letter containing of a Withdrawal of candidature form. Any member if he wishes not to include his/her name for consideration during the election of the EC can opt by returning the properly signed Withdrawal Formby specified date & time. Such members who signed and returned the Withdrawal form by specified date &time shall not be the candidate(s).

8.3. Formation of election commission: The EC shall constitute the election commission 3 members of the life or regular members not intending to be candidate in the honorary members of the assoc. to conduct the election of the EC.

8.4. The first election commission to conduct the election of the first EC under the new constitution will be constituted by the general council in its first meeting.

8.5. Election of office bearers of the EC, editors of the journals and other committees: After completion of the election of the members EC, the immediate past president will convene a joint meeting of the newly elected EC this meeting will elect Editor of the journal, president & secretaries for different sub – committees, advisory council.

Editors of the journal will be elected for a term of two years and may be reappointed for a maximum two years.

Any modification or change of this constitution can be done by the proposal of EC and subsequent approval and or modification finally by AGM.

9. Dissolving the organization:

In any case if question of dissolving of organization arises it will be solved according to the Society act 1860.

10. Abbreviation

1.	Association means	Association of Paediatric Surgeons of Bangladesh
2.	President means	Association's President
3.	Vice President means	Association's Vice President
4.	Treasures means	Association's Treasurer
5.	Secretary General means	Association's Secretary General
6.	Joint Secretary means	Association's Joint Secretary
7.	Scientific Secretary means	Association's Scientific Secretary
8.	Publication Secretary means	Association's Publication Secretary
9.	International Secretary means	Association's International Secretary
10.	Office Secretary means	Association's Office Secretary
11.	Member means	Association's Member
12.	EC means	Association's Executive Committee
13.	General body means	Association's General Body
14.	AGM	Annual General Meeting
15.	EGM	Extra Ordinary General Meeting
16.	RM	Requisition meeting