

BANGLADESH MEDICAL SOCIETY OF WESTERN AUSTRALIA(BMSWA)

An endeavour that responds to the needs of the Bangladeshi doctors & dentists in WA

An organization which aims to work in partnership with other relevant organization in Australia and in other countries to promote, support Bangladeshi doctors, dentists and other health professionals living in Western Australia

BMSWA is a non-profit, non-political & secular organization.

CONSTITUTION

Article I: Name of the organization

The name of this organization is BANGLADESH MEDICAL SOCIETY OF WESTERN AUSTRALIA (hereafter referred to as BMSWA). No person, group or organization may use this name in any manner. No person, group or organization may use the seal or symbol of the organization without the prior written approval of the president of the organization. It may in future form a constituent chapter of the Bangladesh Medical Association of Australasia or a similar organization nationwide.

Article II: Vision, mission and values of the organization

Vision: To lead the Bangladeshi doctors and dental surgeons in Western Australia and bringing knowledge, leadership and advocacy for them in gaining employment and improving their career which may empower public health of Australia & represent various issues pertaining to health professionals of Australia.

Mission: Proactive networking amongst the doctors & dentists living in Western Australia towards the advancements of Bangladeshi doctors and dentists living in Australia.

Values: The enhancement of the intellectual, ethical, philosophical interest of BMSWA members with respect, care, inclusion, integration, training and socializing.

Article III: Organizational structure, membership, management, council and committees.

Section A: Membership

The Bangladesh Medical Society of WA shall be composed of medical doctors & dental surgeon.

A.1 Eligibility: Medical doctors & dental surgeons who were trained and graduated in Bangladesh from BMDC approved medical colleges, currently living in Western Australia. Immigration status should be residents or citizens. Visiting doctors & dentists from Bangladesh are non-residential and will not be eligible for BMSWA membership. Honorary membership could be provided to the non-resident Bangladeshi doctors & dentists with outstanding credentials and this membership has to be approved by the governing and the executive committee. A medical doctor or dentist trained in Australia or trained in another country other than Bangladesh who has at least one Bangladeshi parent or has a Bangladeshi spouse would also qualify as "Bangladeshi doctor & dentist", hence is eligible for BMSWA membership.

A.2 General membership: Doctors & dentists by early subscription.

A.3 Honorary membership: Non resident Bangladeshi health professionals with outstanding achievements professionally or in art, sports or culture.

A.4 Voting rights: All paid members will have voting rights.

A.5 Membership fees: To be determined by Executive Committee to be paid by members for the period of financial year (1st July to 30th June). Members shall be bound by the decisions of the Executive Committee. Executive Committee may vary membership dues according to the financial ability of respective group of medical/dental practitioners. An Honorary Member shall be entitled to all the rights and privileges and be subject to all the obligations of an General Member as long as the Honorary Member remains eligible to be an General Member, except that an Honorary Member shall not be liable to pay an annual subscription in respect of his or her society membership.

A.6 Membership application form: To be completed by all prospective members.

A.7 Non-discriminatory Claus: The organization will not discriminate against any individual on the basis of race, ethnicity, national of origin, religion, colour, age, gender, marital, parental, veteran status, disability or sexual orientation.

Section B: Executive Committee

The governing body of the BMAWA shall be the Executive Committee (EC). To provide strategic guidance to BMAWA and its members and oversight the financial management. The committee must be accountable to the members of the organization. The Executive committee of the organization shall consist of a President, three Vice-Presidents, one General Secretary, two Assistant General Secretary, one Treasurer, two Assistant Treasurer, one Cultural & Publication Secretary, two Assistant Cultural & Publication Secretary, one Educational and Training Secretary, two Assistant Educational & Training Secretary, one Sports & Social Welfare Secretary two Assistant Sports & Social Welfare Secretary.

EC shall be composed of selected members for now.

B.1 EC members shall be required to attend all meetings of the Executive Committee.

B.2 Any member of the Executive Committee may call an emergency meeting of the EC with the approval of the President.

B.3 Expulsion

B.3.1 The Executive Committee 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 Committee with not less than one month's notice and after due inquiry by the Executive Committee.

B.3.2 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 Executive Committee in his, her or its defence.

B.3.3 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.

B.3.4 Entitlement to Inspect Books

Each Member is entitled to inspect the books and documents of the Society 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.

B.4 Benevolent fund committee

"Benevolent fund committee" shall be an independent committee. It will be formed in the annual general meeting by election with mandate of two years duration. It will consist of a chairperson and four members

Section C: Meetings

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

C.2 Executive Committee meetings shall be called at the discretion of the President, and open only to members of the Executive Committee, or those others specifically invited at the discretion of the Executive Committee. 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 Committee meeting.

C.3 There shall be at least one meeting of the General Membership annually, known as annual general meeting –AGM. 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 Committee.

C.5.1 In the case of Annual General 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 Sub-Committee meetings shall be held at the discretion of the respective sub-committee chairs.

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

C.6.2 The Chair of a sub-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 Executive committee may be called by any member in good standing with BMSWA.

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 Committee may be called by any member in good standing with the approval of the President, or by any member of the Executive Committee.

C.9 Business of Annual Meeting

The business of an Annual General Meeting shall be:

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

(c) To transact all business required by statute, by this Constitution.

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

C.10 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 of general members

D.1 Any and all policies pertaining to the BMSWA can be brought forth to the executive committee by any member of the BMSWA.

D.2 All proposed policies, resolutions, or issues that have been brought forth to the executive committee shall be debated and voted on by the executive committee. All decisions of the executive committee 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 BMSWA interests.

D.4.1 Requests for funds must be submitted in writing.

D.4.2 Allocations up to and including \$500.00 shall require approval of the President.

D.4.3 Allocations more than \$500.00 shall require approval of the executive committee.

D.4.4 All approvals must be given prior to said expenditures.

Article IV: Elections

1. An Election Commissioner is appointed by the Executive 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 Committee will be submitted to the Election Commissioner during the General Election. The positions sought for election may shift downward as the election proceeds (i.e, 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 two year from 1st July to the next election. The general election may not be delayed beyond September of the year.

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

1.1.1 Members may nominate themselves.

1.2 Nominations shall be submitted in writing.

1.3 Any person in good financial standing with the BMSWA can be nominated for any position on the Executive Committee.

2. Elections shall take place sometime mid-year.

2.1 Voting for positions shall follow the order of candidates listed under Article III, Section B. 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.

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

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

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 committee.

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

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

6. Vacancies in Offices

6.1 In the event of vacancy 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. The existing Vice-President 3 will assume the position of Vice-President 2.

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

Article V: Responsibility and Functions of Office Bearers

Section A: President

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

A.2 The President shall chair the Executive Committee and shall be an ex-officio member of all BMSWA sub-committees.

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

A.4 The President shall determine the agenda for Executive Committee 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.

A.5 The President shall have the sole authority to allocate funds up to and including \$500.00 without prior approval of the Executive Committee.

Section B: Vice-President

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

B.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 .

B.2.1 The Interim President has the option of appointing any Executive Committee 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 Committee.

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

B.4 The Vice-President 1 shall obtain room reservations for meetings, speakers, and all other activities pertaining to BMSWA.

B.5 The Vice-President shall be responsible for scheduling at least one (1) General Membership Meetings, one to be held in August, and the other to be held in February.

Section C: Treasurer

C.1 The Treasurer shall maintain the account.

C.2 The Treasurer shall prepare cheques for payments.

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

C.2.2 All cheques written from the BMSWA cheque account shall be signed by both the President and the Treasurer.

C.3 The Treasurer shall prepare an account statement for the Executive Committee for each Executive Committee meeting.

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

Section D: General Secretary

D.1 The Secretary is responsible for keeping minutes and attendance of all Executive Committee meetings.

D.2 The Secretary is responsible for keeping of all records and documents of the BMSWA.

Section E: Cultural & Publication Secretary

E.1 The Publication Secretary will be the public relations (PR) officer and shall be responsible for maintenance of a web site.

E.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 BMSWA functions, when necessary.

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

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

E.4 To organize any cultural program as per decision of the Executive committee

Section F: Sports & Social Welfare Secretary

F.1 The Sports & Social Welfare Secretary is responsible to identify the individuals or group of people in the community and society of Australia or aboard in particular in Bangladesh , who are needy, suffering in a natural disaster or environmental trauma or in financial hardship.

F.2 To make a concrete proposal to the EC if any financial help or other help to the individual or the community can make their life more easier.

F.3 To organize sporting & recreational activities for the members & their family in any events by BMSWA.

Section G: Education & Training Secretary

G.1 Responsible to identify the need for training & Continued Medical Education(CPD) by members

G.2 Education session for Bangladeshi & wider community to improve awareness about common public health concerns.

G.3 Supporting AMC & any fellowship exam preparation.

Section H: Sub-Committees

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

H.2 Appointment of Sub-Committee Chairs shall be subject to approval by a simple majority of the Executive Committee.

H.3 The Sub-Committees shall be formed according to the interests of the BMSWA to be determined by the Executive Committee.

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

H.5 There shall be a permanent standing Sub-Committee on the Constitution.

Section I: Terms of Office

I.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 EC shall turn over all materials, and make their replacements aware of all resources relevant to their positions.

I.2 All terms of office shall be for two years starting July first to July first two years after.

Section J: Removal from Office

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

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

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

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

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

Section K :Vacancies in Offices

K.1 In the event of the vacancy 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.

K.2 A vacancy in the office of Vice-President, Treasurer, any Secretaries shall be filled by the appointment of President subject to approval of simple majority of the Executive Committee.

Article: VI

Section A: Amendments

A.1 Amendments to the constitution shall be presented to the Constitution Sub-Committee by any member in good standing.

A.2 The constitution Sub-Committee shall place proposed changes of the constitution to the Executive Committee for initial approval.

A.3. The general member shall get notice about proposed changes at least 21 days before the annual general meeting (AGM).

O.4 Constitution may be amended finally by a 2/3rd vote of the general members in the AGM

Section B: Liability of Members on a Winding Up

Every Member of the Society 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 C: Auditor

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

C.2 No member of BMSWA shall be capable of acting as the Auditor.

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

Section D: Notices

D.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 Western Australia that is last known to the Association.

D.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 Western Australia known to the Association.

D.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 Society 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.