

**Preamble for the amendment of the Constitution of
Bangladesh Cardiac Society
made on 31st September 2005**

That Prof. Brig. A. Malik, Founder President of the Society expressed his inability to continue as Life President of the Society in the Executive Committee meeting of 8.12.2004 and subsequently in the last Annual General Meeting held on 10.12.2004. He offered his sincere thanks to all members of the Society for their cooperation and support in organizing the Society for long time since its formation. He suggested for amending the constitution of the Society for this purpose if necessary.

That the Annual General meeting held on 10.12.2004 was in favour of amending the constitution for this purpose considering the desire of the President of the Society.

That some other amendments in the Constitution of the Society are also deemed necessary.

Considering the above facts the Executive Committee in its meeting on 9 February 2005 formed the following committee for drafting the necessary amendments in the Constitution of Society

Prof. Nabi Alam Khan	- Chairperson
Prof. A.K.M. Mohibullah	- Member Secretary
Prof. A.A. Shafi Majumder	- Member
Prof. N. A. Kamrul Ahsan	- Member
Dr. Sumon Nazmul Hosain	- Member

That the Committee taking suggestions from the members of the Society prepared a draft for amendments of the Constitution of the Society.

That the Executive Committee in its meeting on 21 July 2005 considered the draft and has proposed the attached amendments in the Constitution of Bangladesh Cardiac Society for placing in the General Meeting of the Society for consideration.

That the proposed amendments were placed in the Annual general Meeting of the Society held on 30 September 2005 at Hotel Purbani Dhaka. It was adopted unanimously with some addition, alteration and corrections and will come into effect from the day of the newly elected Executive Committee (2006-2007) of the Society takes over.

MEMORANDUM OF ASSOCIATION OF BANGLADESH CARDIAC SOCIETY

1. Name of the Society

The name of the Society shall be "BANGLADESH CARDIAC SOCIETY" and shall be referred as the "Society" hereinafter in the Constitution.

2. Registered Office

The registered office of the Society shall be in Dhaka.

3. Aims and objectives

- i) Promotion and guidance of the voluntary campaign in prevention, control and cure of cardiac diseases.
- ii) Co-operation and communication with national and international organisations with common objects.
- iii) Solicitation and distribution of grant in aid from different national and international sources.
- iv) Participation in National and International conferences and seminars on cardiovascular topics.
- v) Arranging post graduate training at home and abroad for doctors, nurses, technicians and social workers in the field of cardiovascular discipline.
- vi) Organise refreshers course for the private practitioners in cardiology and design instructions for general practitioners.
- vii) Active participation in govt. efforts for the prevention, control and cure of the cardiac diseases.
- viii) Organising the cardiological conference annually and special seminars on cardiology from time to time inside Bangladesh.
- ix) Endeavour to raise and improve the standard of undergraduate and post-graduate teaching in cardiovascular medicine and also to impart training to nurses for health care of the cardiac crippled.
- x) Formulation, monitoring and maintenance of standard of cardiovascular health care system in respect of personnel, equipments and services in different institutes and hospitals.

- xi) The Society may seek affiliation to Bangladesh Medical Association and other allied National and International Organisations."
- xii) Organising, stimulating and financing research activities in cardiovascular problems with a view to find cause, therapy and rehabilitation of cardiac victims.
- xiii) To publish and circulate journals, periodicals, bulletins, pamphlets on cardiovascular topics.
- xiv) Do all such other lawful acts and things as may be conducive for the promotion of the aims and objects of the Society.

4. We the several persons whose names and addresses are as below, are desirous of forming an association named Bangladesh Cardiac Society on this 5th day of January 1984.

Names and addresses

1. Brig. Abdul Malik
Director, Institute of Cardiovascular Diseases,
Sher-e-Bangla Nagar, Dhaka-7
Residence 2B, Central Lane, Kakrail, Dhaka
2. Dr. S.R. Khan
Associate Professor (Surgery)
Institute of Cardiovascular Diseases
S. B. Nagar, Dhaka-7.
3. Dr. Nabi Alam Khan
Associate Professor of Cardiac Surgery
Institute of Cardiovascular Diseases
Sher-e-Bangla Nagar, Dhaka
Res : 27 C, Asad Avenue Mohd. Pur, Dhaka
4. Dr. Khalilur Rahman
Associate Prof. of Anaesthesiology
Institute of Cardiovascular Diseases
S. B. Nagar, Dhaka
Res : HD-3, S.B. Nagar, Dhaka
5. Prof. R.K Khandaker
Professor & Chief Consultant Cardiologist,
Institute of Cardiovascular Diseases.
Res : 15 C, Banani, Road No. 11, Dhaka
6. Dr. M. Amanullah
Associate Professor,
Institute of Cardiovascular Diseases
Sher-e-Bangla Nagar, Dhaka
7. Dr. Abu Zafar
Associate Professor
Institute of Cardiovascular Diseases
Sher-e-Bangla Nagar, Dhaka

8. Dr. Md. Jalaluddin Ahmed
Associate Professor
Institute of Cardiovascular Diseases
Sher-e-Bangla Nagar, Dhaka
9. Dr. Md. Nazrul Islam
Asstt. Professor of Cardiology
Institute of Cardiovascular Diseases
Sher-e-Bangla Nagar, Dhaka
10. Dr. A.K.M. Mohibullah
Asstt. Registrar of Cardiology
Institute of Cardiovascular Diseases
Sher-e-Bangla Nagar, Dhaka
11. Dr. K.M.H.S Sirajul Haque
Associate Professor of Cardiology
I.P.G.M.& R, Dhaka
12. Dr. Md. Abdul Kader Khan
Associate Professor of Bio-chemistry
Institute of Cardiovascular Diseases
Sher-e-Bangla Nagar, Dhaka
13. Dr. Md. Abul Bashar
Associate Professor of Radiology
Shaheed Suhrawardy Hospital
Sher-e-Bangla Nagar, Dhaka
14. Dr. Shah Mohd. Altaf Hossain
R.P., Institute of Cardiovascular Diseases
Sher-e-Bangla Nagar, Dhaka
15. Dr. Mirza Nazimuddin
Registrar of Cardiology
Institute of Cardiovascular Diseases
Sher-e-Bangla Nagar, Dhaka
16. Dr. Md. Sadequzzaman
Associate Professor of Cardiology
IPGM&R, Dhaka.
17. Dr. Hasina Banoo
Assistant Professor of Cardiology,
IPGM&R, Dhaka
18. Dr. M. Akhteruzzaman
Associate Professor of Cardiology
Dhaka Medical College Hospital
19. Dr. A.A Momen
Associate Professor
Chittagong Medical College Hospital
20. Dr. Akhter Hossain
Associate Professor of Cardiology
Rajshahi Medical College Hospital
21. Dr. Mosarraf Hossain
Assistant Registrar
Institute of Cardiovascular Diseases, Dhaka.

The first Executive Committee with whom the management of the affairs of the Society shall be entrusted till Annual General Body Meeting of the Society shall be as follows -

NAMES AND ADDRESSES OF THE OFFICE BEARERS

President	Brig. Abdul Malik Director, Institute of Cardiovascular Diseases Sher-e-Bangla Nagar, Dhaka-7 Residence : 2-B, Central Lane, Kakrail, Dhaka
Vice-President	(i) Dr. S.R. Khan Associate Professor (Surgery) Institute of Cardiovascular Diseases Sher-e-Bangla Nagar, Dhaka-7 (ii) Dr. Nabi Alam Khan Associate Professor of Cardiac Surgery Institute of Cardiovascular Diseases, Sher-e-Bangla Nagar, Dhaka-7 Res : 27-C, Asad Avenue Mohd. Pur, Dhaka (iii) Dr. Khalilur Rahman Associate Prof. of Anaesthesiology Institute of Cardiovascular Diseases Sher-e-Bangla Nagar, Dhaka-7 Res : HD 3, SB Nagar, Dhaka
Secretary General	Prof. R.K. Khandaker Professor & Chief Consultant Cardiologist Institute of Cardiovascular Diseases Res : 15-C, Banani, Road, 11, Dhaka
Treasurer	Dr. M. Amanullah Associate Professor, NICVD Sher-e-Bangla Nagar, Dhaka
Organising Secretary	Dr. Abu Zafar Associate Professor, NICVD Sher-e-Bangla Nagar, Dhaka
Joint Secretary	i) Dr. Md. Jalaluddin Associate Professor, NICVD Sher-e-Bangla Nagar, Dhaka ii) Dr. Md. Nazrul Islam Asstt. Professor of Cardiology Institute of Cardiovascular Diseases Sher-e-Bangla Nagar, Dhaka

Publicity
Secretary

Dr. A.K.M. Mohibullah
Asstt. Registrar of Cardiology
Institute of Cardiovascular Diseases
Sher-e-Bangla Nagar, Dhaka

Members

1. Dr. M. Akhtaruzzaman
Associate Professor of Cardiology
Dhaka Medical College & Hospital, Dhaka
2. Dr. Md. Sadequzzaman
Associate Professor of Cardiology
Rangpur Medical College & Hospital, Rangpur
3. Dr. K.M.H.S.Sirajul Haque
Associate Professor of Cardiology
IPGM&R, Dhaka
4. Dr. Md. Abdul Kader Khan
Associate Professor of Bio-chemistry
Institute of Cardiovascular Diseases
Sher-e-Bangla Nagar, Dhaka
5. Dr. Md. Abul Bashar
Associate Professor of Radiology
Shaheed Suhrawardy Hospital
Sher-e-Bangla Nagar, Dhaka
6. Dr. Akhtar Hossain
Associate Professor of Medicine
Rajshahi Medical College & Hospital, Rajshahi
7. Dr. Shah Mohd. Altaf Hossain
R.P. Institute of Cardiovascular Diseases
Sher-e-Bangla Nagar, Dhaka
8. Dr. Mirza Nazimuddin
Registrar of Cardiology
Institute of Cardiovascular Diseases
Sher-e-Bangla Nagar, Dhaka
9. Dr. A.A. Momen
Associate Professor of Medicine
Chittagong Medical College & Hospital, Chittagong
10. Dr. Hasina Banoo
Asstt. Professor of Medicine
IPGM&R, Dhaka
11. Dr. Mosarraf Hossain
Assistant Registrar
Institute of Cardiovascular Diseases, Dhaka.

ARTICLES OF THE SOCIETY

ARTICLE-1

1. The name of the Society shall be Bangladesh Cardiac Society and shall be referred to as the 'Society' hereinafter in this Constitution.
2. It is a non-political, non-sectarian, professorial organization.
3. The jurisdiction of the Society shall cover the entire territorial area of the People's Republic of Bangladesh.
4. Bangla shall be the official language. English shall continue as official language until it is replaced by Bangla.
5. Fund
Fund shall be raised from membership fee, subscription, donation having no strings attached to it from any philanthropic organisation and by organising campaign, exhibition and lotteries etc.

ARTICLE-II

Membership

Clause-1 : Eligibility

Membership of the Society shall be offered to Medical Graduates registrable with Bangladesh Medical & Dental Council who fulfil any one of the following criteria

1. Candidates who have obtained following Postgraduate Medical Degree or Diploma recognized by BMDC.
 - a) M.D. (Cardiology)
 - b) M.S. (Cardiothoracic Surgery, Cardiovascular Surgery, Cardiac Surgery)
 - c) Diploma in Cardiology
 - d) FCPS (Cardiology)
2. Candidates who have qualified MRCP, FRCP, FRCS, FCPS having training in Cardiology or Cardiovascular Surgery for at least three years after postgraduation from any recognised Institute and thereafter enrolled as Cardiologist or Cardiovascular Surgeon in a recognised Institute.
3. Candidates with Ph.D in Cardiology or Cardiovascular Surgery having at least two years post-doctoral training in Cardiology or Cardiovascular Surgery in clinical field from a recognised Institute.

Clause-2

All will be direct member of the Society on voluntary payment of a membership fee of an amount as decided by the Society from time to time.

Clause-3: Procedure of Membership

The eligible doctor shall have to apply through a prescribed form to the Society recommended by two members of the Society.

Final acceptance and entry to the roll shall be decided by the Executive Committee.

Clause-4: Types of Membership

- a) General Member: On voluntary payment of subscription.
- b) Life Member: On payment of the subscription as fixed from time to time by the Society.
- c) Honorary Member : Person/Persons of high scientific attainment and having outstanding contribution to Cardiology can be elected as honorary member for life. The name of the person shall have to be proposed by at least one third of the members of the Society of which 10 members must be from Executive Committee and shall be elected by 2/3rd majority of the Executive Committee members present in a Executive Committee meeting.

Clause-5: Membership fee

- a. Taka 1000/- (One Thousand) for every 2 (two) years for General Member.
- b. Life Membership Fee : Taka 10,000 /- (Ten Thousand) at a time.

Clause-6: Collection of Fee

- a) Yearly membership fee shall be due on 1st January of the year.
- b) A member enrolled shall have to pay the full subscription for that year, irrespective of the date of enrolment.
- c) Membership fee of each year shall be paid by the 30th June of that year, failing which membership stands cancelled. He or she may be enrolled as the member of the Society as per clause 5 of Article II of the constitution.

Clause-7: Privilege and obligation of Members

- a) Subject to the provision of the Constitution and bye-laws of the Society, a member shall be entitled to all privileges of the Society.
- b) Every member shall receive copies of all publications of the Society free of charge or at a subsidised rate as deemed fit by the Executive Committee from time to time.

- c) Shall receive a copy of the annual report and a statement of audited accounts of the Society.
- d) Shall be entitled to use the reading room and library of the Society.
- e) Shall have the right to attend and take part in discussions in all general meetings, clinical meetings, lectures and demonstrations, organised by the Society free of charge.
- f) Shall have the right to vote on all resolutions, put forward at any general meeting of the Society in the manner as stipulated in the bye-laws.
- g) Shall have right to attend Cardiology Conferences, Conventions, Seminars organised by the Society on such terms as laid down in the bye-laws.
- h) All members will be provided with a coded Membership Card (ID Card).

Clause-8: Duration of Membership

Every member shall remain a member until one gets his membership terminated in accordance with the regulations mentioned hereinafter.

Clause-9: Termination of Membership

One may get one's Membership of the Society terminated in any of the following ways :

- a) If a member is declared mentally unsound or found guilty of moral turpitude by 2/3rd members of the Society.
- b) By resignation subject to acceptance of the notice of resignation by the Executive Committee as per regulation of the bye-laws.
- c) If any defaulter member fails to clear up his/her dues by the dead-line given by Executive Committee through registered reminder.
- d) Removal : A member may be removed on the ground of misconduct and activities detrimental to the honour and interest of the Society and who persistently and deliberately refuses to comply with the regulations of the Society as per procedure laid down in Clause 10, Article II of this Constitution.

Clause-10 : Procedure of removal of the member on the ground of undesirable conduct

- a) After receiving the written allegation against any member as per clause 9 (d) the Executive Committee shall investigate the allegation by appointing an Enquiry Committee.
- b) The Enquiry Committee shall serve a notice stating time and venue of interview to the alleged member giving at least 7 (seven) clear days time, to appear before the committee with papers and evidence in his defence.

- c) The Executive Committee must produce all the papers documents against alleged members to the Enquiry Committee to help the investigation.
- d) The Enquiry Committee shall submit the report of the investigation to Executive Committee within 3 (three) weeks of its appointment.
- e) Executive Committee shall consider the report in a regular meeting of the Executive Committee keeping the particular subject in the agenda of the meeting. Decisions shall be taken by 2/3rd majority of the Executive Committee.
- f) No member whose conduct is under investigations by any committee shall have the right to resign.
- g) The member expelled shall have to pay all the sums due to Society.

Clause-11 : Year of the Society

The year of the Society shall be 1st January to 31st December each year for all purposes.

ARTICLE-III

Clause-1 :Executive Committee

The Executive Committee of the Society consists of the following

A. Office bearers : Consisting of following designations

- | | |
|--------------------------------------|--|
| 1. President | - One |
| 2. Vice- Presidents | - Six |
| 3. Treasurer | - One |
| 4. Secretary General | - One |
| 5. Joint Secretary | - Two |
| 6. Organising Secretary | - Six (one from each Division of the Country) |
| 7. Publicity Secretary | - One |
| 8. Scientific Secretary | - One |
| 9. Social & Cultural Secretary | - One |
| 10. Office Secretary | - One |
| 11. Secretary, International Affairs | - One |

B. Members: - Nine

C. Immediate past President and Secretary General if not elected in any post of the Executive Committee shall be the Ex-officio Member of the Executive Committee.

D. Office bearers and Members of the Executive Committee are honorary.

Clause 2 : Advisory Council of the Society

- a. The Society shall have an Advisory Council.
- b. All Past Presidents of the Society shall be the members of the Advisory Council subject to the individual consent.
- c. Founder Members of the Society (List printed in the Constitution of the Society) may be the Member of the Advisory Council subject to individual consent and to be declared by the Executive Committee.
- d. Any member of the Society having outstanding contribution to the Society or to Cardiovascular Sciences may be elected as the Member of the Advisory Council by the General body of the Society.
- e. Founder President of the Society (Prof. Brig. A. Malik) shall be the President of the Advisory Council.
- f. In the absence of Founder President of the Society the Senior-most Past President (by Tenure) will be the President of the Advisory Council.
- g. The members of the Advisory council shall not be eligible to participate in any Election of the Society.
- h. Any Past President who desires to participate any Election of the Society shall not be eligible for the membership of the Advisory Council.

Clause-3 : Election

- a) An Election Commission shall be appointed by the Executive Committee from the regular members of the Society to conduct the Election of the Executive Committee.

The Election Commission consists of a Chairman and at least two members. Any member of the Election Commission shall be debarred from contesting for the term for which he or she was appointed.

- b) The Election Commission shall announce the date, time and venue of the election at least one clear month before the date of election.
- c) Voters list : The Executive Committee will announce the last date of enrollment as member to become a voter in the ensuing election at least 2 (Two) months before the announcement of the date of election by the Election Commission. The Executive Committee shall submit the list of members containing the photographs of the members within 15(Fifteen) days of closing the membership to the Election Commission.

The Election Commission shall publish the voters list containing photographs of all the voters at least 1 (One) clear month before the date of election.

- d) Election Commission shall invite Nomination papers in the prescribed forms duly proposed by one and seconded by another member and must reach the Election Commission on the schedule date and time as notified by the Election Commission.
- e) A non refundable fee is to be fixed for the submission of the Nomination Paper for each post for the Election of the Office Bearer and Members of the Executive Committee of Bangladesh Cardiac Society. The amount of the fee shall be Taka 5000/- for the submission of nomination papers for the posts of the President, Secretary General and Treasurer and Taka 2000/- for the submission of the nomination papers for all other posts including the members of the Executive Committee of Bangladesh Cardiac Society.
- f) The Election Commission will scrutinise the nomination papers submitted as per schedule and the valid and rejected names of candidates will be notified on the notice board of the Society.
- g) Candidates will contest individually for his own post with professional attitude. No panel election will be allowed.
- h) A candidate may withdraw his/her candidature through a prescribed withdrawal form as per schedule of Election Commission.
- i) Election Commission shall publish the result of the election as soon as practicable on the same day.
- j) Election Commission will declare a Code of Conduct for the election and participating candidates which no one can violate. Election Commission can take any measure if Election Code of Conduct is violated by any candidate or voters.
- k) All voters have to produce their Membership Card during casting their votes.
- l) Proxy vote shall not be accepted.
- m) A member may contest for only one post in the Executive Committee.

Clause-4 : Election Dispute

- a) An "Election Tribunal" consisting of 3 Members of the Society shall be appointed by the Executive Committee to settle the disputes and give verdict which shall be final.
- b) A disputed candidate cannot be the member of the Tribunal.

Clause-5: Eligibility of the Candidature

- a) A candidate for the posts of President, Vice Presidents, Secretary General and Treasurer must be a Member of the Society for continuous last 5 years.
- b) For other post of the Executive Committee one must be a member of the Society for at least one year.

Clause-6: Terms of Office

- a) The term of an Executive Committee is for two calendar years from the date of assumption of office.
- b) The sitting Executive Committee shall continue to function if the election cannot be held on time for any extraordinary reasons.
- c) Outgoing Executive Committee shall hand over the charge of the Society to the newly elected Executive Committee within 3 days of announcement of the election result.

Clause-7 : Disqualification of an Executive Committee Members

- a) Executive Committee Member who fails to attend three consecutive meetings of either Executive Committee or General meeting of the Society without an explanation satisfactory to the Executive Committee, shall automatically cease to be an Executive Committee member; replacement shall be by by-election.
- b) Resignation of Executive Committee members

An Executive Committee member may resign giving notice to the President in writing and shall be effective seven days after the acceptance of the notice. President or a delegated person can take over the charge until bye-election is held to fill up the post.
- c) Removal of an Executive Committee Member

Removal of an Executive Committee Member on the ground of undesirable conduct will made as per Article II Clause 10 of this Constitution.

ARTICLE-IV

Functions of The Office Bearers

Clause-1 :President

- i. The president shall be the Head of the Society and preside over all the meetings of the Society and Executive Committee.
- ii. Shall be the only Spokesman of the Executive Committee and of the Society.

- iii. Unless this duty be specifically delegated to any other member shall represent the Society to different bodies & organisation - National or International.
- iv. Shall give the rulings on any point of order and on constitutional matters.
- v. Shall sign the proceedings and minutes of the previous meetings, if approved as correct record.
- vi. Shall take decision in emergency situation on behalf of the Society but such decision must be ratified after discussion and explanation as appropriate in the subsequent immediate meetings of Executive Committee of the Society as soon as practicable.
- vii. Shall not make any press statement in the name of the Society or Executive Committee without prior permission with these bodies.
- viii. Shall make sure that all meetings are conducted according to this Constitution, standing order, precedence and good sense.

Clause-2 : Vice-President

- i. Shall assist the President when required.
- ii. Senior most Vice-President shall perform the duties of the President in his absence.
- iii. Shall have the same right, responsibilities and obligations as President when representing as President.

Clause-3 : Secretary General

- a. Shall be in-charge of the office of the Society.
- b. Serve notices of the meetings in consultation with the President.
- c. Shall conduct all correspondence of the Society.
- d. Shall keep the minutes, records of the meetings and organisational matters.
- e. Shall prepare yearly report on the activities of the Society.
- f. Shall maintain the membership register upto date in a paged book.
- g. Shall consult the agenda with the President for each meeting and circulate them.

Clause -4 : Joint Secretary

- a. Shall assist the Secretary General in all of his work or as decided by the Executive Committee.
- b. Senior Joint Secretary shall hold the charge of the Secretary General in his absence, in doing so he shall have the right, responsibility and obligations as those of the Secretary General.

Clause-5: Treasurer

- a. Shall keep a detailed accounts of the fund of the Society in such a way that it can be audited yearly by external Auditor.
- b. Shall find out the ways and means to raise the fund for the Society.
- c. Shall place the yearly budget and audit and accounts report in the general meeting of the Society.
- d. Must have signature in all the cheques.
- e. All bills for payment shall have the signature of the treasurer to justify for sanction.

Clause-6 : Organising Secretaries

Shall organise the organisational and academic activities of the Society in respective Division as decided by the Executive Committee."

Clause-7: Publicity Secretary

Shall publish the bulletins, journals, and other publications of the Society.

Clause 8 : Scientific Secretary

Shall organise the Scientific and CME programme as decided by the Executive Committee.

Clause 9 : Social & cultural Secretary

Shall organise the Social and Cultural programme as decided by the Executive Committee.

Clause 10 : Office Secretary

Shall organise and maintain the office of the Society as decided by the Executive Committee.

Clause 11 : Secretary, International Affairs

Shall organise and maintain relationship with related international organisations as decided by the Executive Committee.

Clause-12: Members of The Executive Committee

Shall help the office bearers of the Executive Committee in their activity as decided by the Executive Committee.

Clause-13 : Accounts

- a. The accounts of the Society shall be maintained by the Treasurer and shall be kept in a schedule Bank in the name of the Society.
- b. The account shall be operated by Joint Signature of the Treasurer and President or Secretary General.
- c. Treasurer can spend upto Tk. 10,000/- (Taka ten thousand) only in an emergency situation but this must be ratified in the Executive Committee meeting as soon as feasible.

Clause-14: Vacancies

In case of vacancy of any office bearer caused by death, resignation or any other cause, it shall be filled up by the Executive Committee as per Constitution till end of the term.

ARTICLE-V:

Clause -1 : Management of The Society: General Assembly and General Meeting

- a. It is the supreme body of the Society.
- b. It shall consist of the members of the Society.
- c. Collection of opinions, criticism and molding them into policies shall be made in the General Assembly meeting.
- d. Any change in the Constitution of the Society shall be done in the General Assembly as per clause No. 8, Article VI.
- e. Annual budget and audit report must be passed in the General Assembly meeting.
- f. It shall ordinarily meet once in a year, and such date, time venue shall be determined by Executive Committee.
- g. Notice of such meeting mentioning the time, date venue and agenda of discussion to be circulated to all members of the society at least 15 days before.

Clause-2: Quorum of The General Meeting

One tenth of the total members of the Society shall form the Quorum of the General Meeting of the Society.

Clause-3: Business of the General Meeting

- a. Election of the President, if president of the Society is absent.
- b. Confirmation of the proceedings of the last meeting and consider the business arising out of it.
- c. To discuss and adopt the annual report of the Secretary General of the Society.
- d. To discuss and adopt the yearly audit and accounts report and to approve the yearly budget.
- e. Subjects relating to the policy matter will be thoroughly discussed and relevant decisions will be taken.
- f. All the decisions shall be taken by the simple majority of the members present unless otherwise stated elsewhere in the constitution.

Clause - 4 : Function of the Advisory Council

- i. The Advisory Council will advise the Executive Committee from time to time or as and when requested by the Executive Committee.
- ii. The Advisory Council will arbitrate the issues of dispute referred to the council by the Executive Committee.
- iii. President of the Advisory Council will Preside over the Meetings of the Advisory Council. In his absence the senior most Member of the Council will preside over the meeting.
- iv. Executive Committee of the Society will provide necessary secretarial support to the Advisory Council.

ARTICLE-VI: Executive Committee**Clause-I**

The Control and management of the Society shall be vested on the Executive Committee.

Clause-2

Executive Committee shall meet as and often necessary or at least once in every 3 (Three) months."

Clause-3: Quorum for Executive Committee Meeting

Unless otherwise mentioned one third of members of the executive committee shall form the Quorum.

Clause-4: Notices for Executive Committee Meeting

- a. Secretary General shall circulate the notice in Consultation with the president at least 7 clear days before stating the date, time, venue and agenda of discussion.
- b. An emergency meeting of the Society may be called giving clear 24 hours notice by the Secretary General in consultation with President specifying the agenda, time, date and venue.

Clause-5: Extra Ordinary General Meeting

- a. An extra-ordinary general meeting may be called by the Executive Committee of the Society at any time.
- b. The notice of the Extra-ordinary General meeting shall be served at least 7 clear days before stating the date, time, venue and agenda of discussion.

Clause-6: Requisition Meeting

Requisition meeting of the General body can be summoned by one -third members of the Society and shall discuss the matter for which it is summoned.

Clause-7: Powers of The Executive Committee

- a. Generally to do such things as they may consider necessary or expedient for the purpose of carrying out the aims and objects of the Society.
- b. To Administer endorsement having all or any of the objects of the Society.
- c. To receive, collect, manage and disburse funds to be raised for all or any of the objects of the Society and keep proper accounts. Shall open Bank account and all money of the Society to be kept therein.
- d. To purchase, take on lease, exchange, hire or otherwise to acquire any moveable and immovable property any rights and privilege necessary and conducive to the fulfilment of aims & objects of the Society.
- e. To construct, alter or repair buildings required for use by the Society.
- f. To borrow money with or without security.
- g. To sell, improve, manage, develop, lease, mortgage, dispose of otherwise deal with all or any of the property of the Society.
- h. To invest money not immediately required in such securities as may be deemed fit and profitable.
- i. The income of the Society on whatever derive shall be spent solely for the purpose of the Society and no portion thereof shall be paid as bonus or dividends.

- j. To appoint and at their description remove or suspend such officers, clerks and servants from permanent/temporary or special services as they deem right in the circumstances and to determine their power and duties and to fix their salaries for emoluments.
- k. To frame, alter or repeal laws and bye laws of the Society subject to the confirmation by the General Assembly. To frame bye-laws on any issues which under these regulations are to be regulated by such bye laws and on matter, on which there is no adequate provisions under these regulations shall be subject to subsequent ratification by the General meeting.
- l. To pass accounts of the Society for presentation to the General meeting.
- m. To comply with the conditions of affiliation.
- n. Executive Committee will prepare a budget for presentation to the General Meeting.
- o. Executive Committee will establish branches throughout the country & will affiliate them.
- p. Shall act as appellate body for grievances of the staff of the Society on any action taken by Secretary General against them.
- q. Executive Committee may elect one/more sub committees with not more than 5 (five) members to delegate some of its power to them.
- r. Represent the Society to the Govt. of the People's Republic of Bangladesh and its agencies and to International Bodies and Agencies.
- s. Maintain International relations within the scope of the Society.
- t. Receive and disburse aids, and all other types of assistance in cash or kind from national and International sources.
- u. Convene National or International Conferences on cardiac and social welfare subjects for the benefit of the professionals and the patients.
- v. To represent any matter in which they consider that the interest of the Society are affected before the Govt. or other public bodies or any properly constituted authorities.
- w. To write off the whole or part of the arrears against any individual members or outstanding if considered desirable subject to subsequent approval of the general meeting.
- x. To consider all matters before they are placed before General meeting for their consideration as far as possible.

Claues-8 : Amendments, Alteration, Repeal of the Constitution.

Proposal for changes in the memorandum of the Society as and when necessary and changes in the articles shall reach the office of the Executive Committee at least 3 (three) months before the Annual General Meeting of the General Assembly. All proposals for amendments of the Constitution to be discussed in the Executive Committee Meeting. The proposals for amendments of the Constitution in original to be placed in the Annual General Meeting along with the comments of the Executive Committee if any.

If 2/3rd (two third) majority of the members attending the meeting of the General Assembly but not less than 1/10th (one tenth) of the total members of the Society vote for the proposals for amendments, the proposals shall be deemed to be adopted.

ARTICLE - VII

Clause 1: Procedure of the Committee Meetings, order of business.

- a. All meetings shall commence with minutes of the previous meeting.
- b. President must sign and date the minutes if approved by the majority.
- c. Matters arising from the minutes of the previous meetings must be discussed.
- d. Published agenda will be discussed next. (See proforma of agenda).
- e. Any other business.

Clause 2 : Minutes

Minutes must include the following information

- a. Time of opening and closing of the meetings.
- b. The date and location of the meetings.
- c. Names of those present.
- d. Name of the President
- e. Apologies for absence
- f. Minutes shall be numbered sequentially from one meeting to the next and maintained in a paged book.

Clause 3 : Proforma of Agenda

- a. Apologies for absence.
- b. Minutes of the last meeting to be signed with date by the President if approved by those present as correct record.

- c. Matters arising from the minutes of the last meetings.
- d. Correspondence
- e. Items for discussions.
- f. Any others business

ARTICLE VIII

Clause-1. General

All rulings on points of precedent shall be recorded in the minutes and considered as binding on that particular committee only. Such decisions may be reversed only by bringing changes in the Constitution.

Clause-2

All elected members should make every effort to attend meetings.

Clause-3

All the posts of the Executive Committee are Honorary. Any expense incurred by any member representing the Committee on official business shall be reimbursed on production of receipt.

Clause-4: Standing Order

- a. The President shall acknowledge any points of order relating to the Constitution. After considering the points and the views of the remainder of those present, the President shall have the sole discretion of deciding the point raised.
- b. The President is not obliged to acknowledge points of procedure based on precedent, but if the point is raised again, in writing to the Secretary General following the meeting, it must be included on the agenda for the next meeting.
- c. Rulings on question of precedent are at the sole discretion of the President, based on signed minutes only.
- d. The President shall ensure that anyone who wishes to speak has at least one opportunity to do so after each item of business. He may at his discretion, impose a time limit on the speaker. The proposer of a motion in the meeting has right of reply before a vote is taken.

- e. The President may not reject any formal motion that has been seconded in the meetings. However, he may delay consideration of the motion to the next meeting.
- f. At the sub-committee meeting a "Quorum" Shall consist of 1/ 3rd of its membership.

Clause -5: Journal

The Society shall have a journal which shall be published in the name as "Bangladesh Heart Journal".

The Journal shall be published regularly under the management of an Editorial Board.

- a) The Editorial Board shall be composed of
 1. Chairman One
 2. Editor One
 3. Managing Editor One
 4. Joint Editor Three
 5. Members Number of members to be decided by the Executive Committee in its first meeting.
 6. Ex-officio members President, Secretary General and Publicity Secretary of the Society.
- b) Editorial Board shall be constituted in the First Meeting of the newly formed Executive Committee for two calendar years from the date of formation. The Board shall continue to function till the next Board is formed.

1. Editorial Board

- a) The Editorial Board shall formulate and implement the editorial policy of the Journal after prior approval of the Executive Committee.
- b) Shall scrutinise the articles to be published in the journal.
- c) Shall meet as often as required for the publication of the Journal.

2. Chairman

- a) The Chairman shall preside the meetings of the Board.
- b) The Chairman shall call the meetings of the Editorial Board.
- c) The Chairman shall be responsible for reporting of any issues of Editorial activities of the Journal to the Executive Committee.

3. Editor

The Editor with the help and guidance of the Editorial Board shall publish the Journal.

The Editor shall preside the meetings of the Board in absence of the chairman of the Board.

The Editor shall be in charge of all the articles submitted to the Board; authors of the articles shall submit their article to the Editor or to his representative (s).

4. Managing Editor

The Managing Editor shall be responsible for the procurement of advertisement, printing of journal, distribution of the Journal, proposition of budget and accounts and submit the same to the Executive Committee, through the Secretary General of the Society.