

Bangladesh Rheumatology Society

1. **Name:** The name of the Society shall be **Bangladesh Rheumatology Society**. It will be abbreviated as BRS.
2. **Aims and objectives:**
 - 2.1. The aim of the society shall be to stimulate and promote the development of awareness and knowledge of the means of prevention and treatment of the rheumatological diseases and rehabilitation of the patients. For this purpose, rheumatological diseases shall be defined as the diseases of the connective tissue and medical disorders of the musculoskeletal or locomotor system. The branch of medicine concerned with these diseases shall be referred to as Rheumatology.
 - 2.2. The *objectives* of the society shall be:
 - 2.2.1. To promote teaching and training in the field of Rheumatology
 - 2.2.2. To improve the quality of patient care in rheumatologic practice
 - 2.2.3. To promote research in the field of Rheumatology
 - 2.2.4. To create social awareness regarding prevention of rheumatological disorders and rehabilitation.
3. **Activities:**
 - 3.1. To organize regular discussions, seminars, symposia, Continuing Medical Education programs and courses
 - 3.2. To produce audio-visuals for patient education
 - 3.3. To help the patients to organize support groups
 - 3.4. To print, publish and circulate any paper, periodicals, books and pamphlets that the society may think desirable for achieving its objectives
 - 3.5. To assist, cooperate, affiliate and join in federation with national and international organizations holding similar aims and objectives.
4. **Membership:** Members shall be general members, founder members, life members and honorary members.
 - 4.1. *General members:* Any doctor possessing a valid (accredited by BMDC) postgraduate qualification in rheumatology will be eligible for general membership. Those with a valid postgraduate qualification in internal medicine, physical medicine, orthopedics, pediatrics and epidemiology duly registrable by Bangladesh Medical & Dental Council will also be eligible provided they have at

least one-year training in a rheumatology department or unit recognized by a university or a national accreditation body *plus* at least one published article in the field of rheumatology. Application for general membership should be proposed by two general, life or founder members and finally approved by the Executive Committee.

- 4.2. *Founder members:* Those who were present in the first convening meeting of the society shall be considered as the founder members.
- 4.3. *Life members:* Those eligible for general and founder membership may also become a life member after fulfilling the criteria mentioned in article no. 6.1.
- 4.4. *Associate member:* MD Rheumatology residents and FCPS rheumatology candidates will be eligible after passing the phase A final or preliminary FCPS II examinations respectively and joining an accredited rheumatology training unit for subsequent training.
- 4.5. *Honorary members:* Distinguished persons who have rendered notable service to the society or to the advancement of rheumatology, may, on the recommendation of the Executive Committee, be elected honorary members by a majority at a General Meeting.

5. The privileges of the members:

- 5.1. To attend the society's meetings
- 5.2. To receive publications, communications and proceedings of the society, if any
- 5.3. To be nominated for international fellowships, grants, exchange programs, etc
- 5.4. To exercise voting right and to contest for office at the executive body (this clause is applicable to general, founder and life members, but not to the associate and honorary members)
- 5.5. Honorary members shall enjoy all the privileges of the general members except a vote at meetings and eligibility for office.

6. Subscription:

- 6.1. Members shall pay an annual subscription of taka 500/- and taka 10,000 for life membership payable in advance on or before the first of January each year. Members admitted during any part of the year shall pay the full annual subscription for that year. Members who have not paid their subscription for two consecutive years shall cease to be members until the subscription has been paid. The associate members will pay taka 8,000/- only for changing their status to general member.

6.2. Those eligible for the position of associate members will have to pay taka 2,000/- only for enrolment in this position.

6.3. Honorary members shall pay no subscription.

7. Executive Committee:

7.1. The Executive Committee of the society shall consist of:

7.1.1. President -- 01

7.1.2. President-elect -- 01

7.1.3. Immediate past president -- 01

7.1.4. Vice Presidents -- 02

7.1.5. Secretary General -- 01

7.1.6. Deputy Secretary General -- 01

7.1.7. Treasurer -- 01

7.1.8. Secretary for Scientific Affairs -- 01

7.1.9. Members -- 08

7.2. The office-bearers (except President, Immediate past president and Secretary General) and members of the Executive Committee shall be elected by a majority vote of members at the Annual General Meeting for a period of two years and shall hold office until their successors have been appointed. Vacancies occurring during the year shall be filled by a majority vote in the Executive Committee. The President-elect will assume the position of the President and Deputy Secretary General will assume the position of the Secretary General at the end of their two-year tenure. The President will continue as a member of the Executive committee for two years after the end of his/her presidency in the capacity of immediate past president.

7.3. In the intervals between Annual General Meetings, the Executive Committee shall exercise management and discretion of the business and conduct of affairs of the society. The Executive Committee shall meet at least four times in a year.

7.4. At all meetings of the Executive Committee, the President (or, in his absence, one of the Vice Presidents) shall be the chairman and shall be entitled to a casting vote in addition to his own. In the unavoidable absence of the President and the Vice President, the senior-most (by age) member of the Executive Committee shall act as the chairman.

7.5. Minutes of all meetings of the Executive Committee shall be recorded and preserved.

7.6. The quorum at meetings of the Executive Committee shall be six (6).

8. Offices:

8.1. The offices of the society shall comprise

8.1.1. President

8.1.2. Immediate Past President

8.1.3. President-elect

8.1.4. Vice President

8.1.5. Secretary General

8.1.6. Deputy Secretary General

8.1.7. Treasurer

8.1.8. Secretary for Scientific Affairs

8.2. The duties of the office bearers shall be as follows:-

8.2.1. The President shall act as the chairman at all general and committee meetings.

8.2.2. The Immediate Past President will give necessary advices at the executive committee meetings.

8.2.3. The President-elect will help the president in discharging his responsibilities.

8.2.4. The Vice Presidents shall deputize for the president at his absence.

8.2.5. The Secretary General shall keep all records, except financial, of the society. He will keep minutes of all general and committee meetings. He shall also be responsible for organizing meetings of the Executive Committee and general meetings and for publishing materials related to the objectives of the society.

8.2.6. The Treasurer shall keep all funds and collect and disburse all money on behalf of the society and shall keep an account of all monetary transactions. He will submit an audit report duly prepared by an audit firm in the Annual General Meeting. Cheque etc. for withdrawals from the bank will be signed by any two of President, Secretary General and Treasurer.

8.2.7. The Secretary for Scientific Affairs will be responsible for organizing seminars, symposia and Continuing Medical Education programs throughout the year and also during the annual/national conventions. He

will also organize implementation of the society's role in helping, guiding and conducting rheumatological researches in academic institutions of the country and in the community.

8.2.8. The Deputy Secretary General will assist the Secretary General in all the activities of the later. He will be particularly responsible for keeping minutes of the meetings and for preserving all official documents.

9. Election of the Executive Committee:

- 9.1. The election of the office bearers and members of the executive committee shall be held every two years on the day of the Annual General Meeting by secret ballot by the members of the of the society. The office of the President cannot be held for more than one term by any one person.
- 9.2. 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.
- 9.3. The voter list shall be prepared with names of the members enrolled in the Register of 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 (i.e., to contest, nominate and cast vote). The election commission shall publish the voter list at least forty-five days before the election.
- 9.4. 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 withdrawal (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 society at least forty-five days before the date of the election. A nomination paper and a withdrawal form shall be enclosed with this notice.
- 9.5. The candidate for the posts of the office bearers must be a member of the society for at least one year's standing, except in the first election.
- 9.6. The nomination papers of the eligible members in the prescribed form duly proposed by one and seconded by another *bona fide* member of the society (as mentioned in article 5.3) must reach the election commission at least twenty-eight days before the date of election. The election commission shall scrutinize the nomination papers and publish the provisional list of candidates. The final list will be published after the last date of withdrawal, at least 18 to 20 days before the date of election.

9.7. The election commission shall scrutinize and count the votes after closing the booth. The candidates or their representatives may attend the counting. The commission shall declare the results at the end of the counting.

10. General Meetings:

10.1. At all meetings of the Society, the President (or, in his absence, one of the Vice Presidents) shall be the chairman and shall be entitled to a casting vote in addition to his own. In the unavoidable absence of both the President and the Vice President, the senior-most (by age) member of the Executive Committee shall act as the chairman.

10.2. Minutes should be kept of all general meetings of the Society.

10.3. The **Annual General Meeting** of the Society shall be held each year in a convenient time decided by the Executive Committee. At least four weeks notice should be given of an Annual General Meeting and at least ten days notice of any other General Meeting. The business at an Annual General Meeting shall include:

10.3.1. Reports on the activity of the Society.

10.3.2. Presentation of the revised budget of the previous year, audit report and proposed budget for the coming year.

10.3.3. Election of the office-bearers and members of the Executive Committee every alternate year.

10.3.4. Other business.

10.4. An **Extraordinary General Meeting** may be summoned by the President with a 48 (forty-eight) hours' notice to resolve an emergent and extraordinary issue.

10.5. At least a third of the total (including general, life and founder members) membership of the Society shall form a quorum. In the event of there being no quorum, the meeting shall be adjourned for half an hour and resumed at the same place. The number of members then present shall be considered a quorum. Such a meeting shall have no power to alter, amend or make additions to any of the existing rules.

10.6. The Executive Committee shall have the power to invite non-members to attend meetings of the Society. Such invited participants shall have no voting power.

11. **BRS Advisory Council:** BRS should have an advisory council. The council should comprise all past presidents and founder members who have served in the executive committee. The executive committee may also nominate rheumatologists with outstanding achievements in the international arena or those with outstanding contribution to rheumatology in Bangladesh. The senior most member of the council will be its chairperson. The executive committee should sit with the advisory council at least

twice every year: once before and once after the annual general meeting, on both occasions before the executive committee meeting. The executive committee may also invite the council for additional meetings any time during the year for asking solutions to extraordinary problems. The proposals of the advisory council will be discussed and approved in the subsequent Executive Committee meeting.

12. Amendments of the Rules:

- 12.1. Amendments to these rules must be proposed and seconded and presented to the Executive Committee. The Executive Committee will submit the same to an Extraordinary General Meeting duly summoned to consider them or to the next Annual General Meeting. To become effective, such amendments must be passed by a majority of the members present and voting.
- 12.2. The amended rules shall not come into force without the prior sanction of the Registrars of the Societies.

13. Audit and Account:

- 13.1. The Treasurer shall keep the account of the Society.
- 13.2. The income and property of the Society whence so ever derived shall be applied solely towards the promotion of its objectives and execution of its activities as set forth in articles number 2 and 3.
- 13.3. The Society 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 annual conferences. The cash float may be replenished by withdrawals from the bank account.
- 13.4. Receipts will have to be issued to all persons and bodies depositing any amount of money to the Society. The receipt shall have to bear the signature of either the General Secretary or the Treasurer. Any amount submitted to the Society for any purpose should first be deposited in the bank account of the Society. All depositions in receipt books and major expenditure vouchers must be duly supported by entries in the pass book/balance sheet of the bank.
- 13.5. The Executive Committee shall appoint either a legally approved firm of public accounts or one internal auditor to undertake the audit of the Society's account every year.

14. Prohibitions:

- 14.1. The Society shall not engage in any trade union activity.

- 14.2. The Society shall not indulge in any political activity or allow its fund or premises to be used for political purposes.
- 14.3. No portion of the income and property of the Society shall be paid or transferred directly or indirectly by law of dividend, bonus or otherwise howsoever by way of profits to the members of the Society, provided that nothing herein contained shall prevent the payment in good faith of remuneration or allowance to any officer of the Society or anyone in return for any services actually rendered to the Society.

15. Dissolution of the Society:

- 15.1. The Society shall not be dissolved, except with the consent of no less than three fifths of its members for the time being resident in Bangladesh expressed either in present or by proxy at a General Meeting convened for this purpose.
- 15.2. In the event of the Society being dissolved as provided above, all debts and liabilities incurred on behalf of the Society shall be fully discharged, and the remaining funds 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 Societies within seven days of dissolution.