



CONSTITUTION OF THE BANGLADESH MEDICAL ASSOCIATION OF NORTH AMERICA CAROLINA CHAPTER

Article I: Name

The name of this organization shall be the Bangladesh Medical Association of North America, Carolina Chapter.

Article II: Aims & Objectives

Section 1

- A. To bring together and improve communication among physicians of Bangladeshi origin, who are currently residents of the Carolinas, and other physicians who are interested in and believe in the objectives of Bangladesh Medical Association of North America, Carolina Chapter (the Association).
- B. To promote educational, scientific, cultural and charitable aims, including distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- C. To aid and assist medical students and physicians in obtaining specialized medical training and in post-training job placement in North America.
- D. To institute and provide specific services to meet the needs of the members of the association and community of Bangladeshi physicians in North America at large.
- E. To conduct seminars and other educational programs, that will acquaint members in the Carolinas and physicians in Bangladesh of new developments in the field of medicine.
- F. To render medical assistance to the indigent population in North America and in Bangladesh, whenever possible.
- G. To provide mutual assistance and cooperation between this association and other medical societies in North America.
- H. To maintain a registry of members in the Association.

Article III: Membership

- A. *Active Membership*: Practicing physicians and dentists (both clinical and non-clinical) residing in the Carolinas are eligible for active membership of this Association.
- B. *Associate Membership*: Physicians and dentists in non-clinical work, in training, working in research, retired, disabled, or otherwise inactive, residing in the Carolinas are eligible for associate membership of this Association.
- C. *Adjunct Membership*: Members who are not able to maintain active or associate membership status for personal, geographical, or physical reasons are eligible for adjunct membership. No membership fee will be levied against them and they do not have the right to vote.



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- D. *Honorary Membership:*** The Executive Committee may grant Honorary Membership to any individual who has made significant and outstanding contributions in preserving the aims and objectives of this Association. Honorary Members will not have the right to vote.
- E. *Life Membership:*** Members contributing a “life membership fee” as determined by the Executive Committee shall be admitted as life members and will be exempt from paying annual dues.
- F.** Only the Active and Associate members who have paid all dues before the beginning of the Annual Convention Business Meeting will have the right to vote and run for a position in the Executive Committee. Adjunct and Honorary Members shall not have the right to vote.
- G.** The annual dues are determined by the Executive Committee. Contributions to the Association are tax exempt.
- H.** Members of the Association who have retired from their full-time work can continue active membership and perform their duties as long as physically and mentally capable.
- I.** Members who move out of State can keep their active membership until the end of the fiscal year in which they move. They can subsequently obtain adjunct membership.

Article IV: Administration and Offices

The general management of the Association shall be vested upon the executive committee.

- A.** The executive committee shall be comprised of the President, Vice President, Immediate Past President, General Secretary, Treasurer, Cultural Secretary, Education Secretary and three Members-at-Large. All members of the Executive Committee shall be members who retain the power to vote. The Executive Committee shall be elected for a term of two years. The election of officers shall take place every two years.
- B.** Any vacancies in the office, except for the President’s position, shall be filled by appointment by the Executive Committee within thirty days after the position has become vacant. If the Presidency is vacant, it will be filled by the Vice President. Any member of the Executive Committee who wishes to resign from his/her position must give written notice to the Executive Committee. The Executive Committee will then review the member’s request and decide whether or not to pursue discussions asking the member to withdraw his/her resignation. If the Executive Committee accepts the resignation, it will notify all members of the Association. The Executive Committee will fill the vacancy within thirty days of the previous member’s resignation by a simple majority vote of the Executive Committee.

Article V: Meetings

- A.** The Executive Committee, by a simple majority vote, shall decide the time and place of all meetings. The Executive Committee shall meet at least once a year, or as often as needed to conduct business.
- B.** There shall be at least one meeting of the entire membership every year at a place and date designated by a majority vote of the Executive Committee. Notice of the time and place of all meetings, except those of the Executive Committee shall be communicated in writing to all officers and members at least



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one month prior to such meetings. The President or the majority of the Executive Committee may call special meetings at a shorter notice.

- C.** Quorum of the meetings of the Executive Committee shall be considered four members or greater. If there is a lack of quorum, the President shall have the power to designate a chairman of a committee to act as a member of the Executive Committee for that meeting.
- D.** At least one scientific meeting shall be arranged at every general meeting of the Association.
- E.** The President shall have the right to break a tie in each of the above decisions.

Article VI: Amendments to the Constitution

Amendments to the Constitution can be made by general membership only. The Constitution and by-laws Committee or ten active and associate members may submit any proposed amendments to the Executive Committee in writing. Amendments of this Constitution may be effected by three-fourths majority of the active and associate members present at a regular meeting provided that such amendment has been communicated in writing to all members at least one month prior to such a meeting.

Article VII: Committees

The Executive Committee shall appoint all committees. The standing committees shall be:

- A.** Constitution and By-laws committee
- B.** Election Commission
- C.** Alliance Committee
- D.** Any other Committee deemed necessary by the Executive Committee

Article VIII: BMANA Membership

Members of the Association may become members of Bangladesh Medical Association of North America (BMANA), but it is not mandatory.

Article IX: Duties of Officers and the Executive Committee

- A. President:** The President shall be the Chief Executive officer of the Association and shall perform all duties incident to the office of the President and such other duties as may be designated by the Executive Committee. He/she shall:
 1. Preside at all meeting of the Association and the Executive Committee;
 2. Make such appointments as are required or authorized by the Constitution and by the Executive Committee;
 3. Sign, with the Secretary, or any other proper officer of the Association as authorized by the Executive Committee any deeds, mortgages, bonds, contracts or other instruments which the



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Executive Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Executive Committee to some other agent of the Association.

4. Designate all official delegates and representatives to other groups;
5. Appoint such special Ad-Hoc Committees as may be necessary to further the Association's objectives; and may discontinue any such committee in consultation with the Executive Committee, when its purpose has been served.

- B. Vice President:** Assist President for overall supervision of the activities of the organization. Execute all functions of President in his/her absence.
- C. Treasurer:** The Treasurer shall receive and be the custodian of the funds of the Association. He/she shall present to the Executive Committee the proposed budget, which, in the final form, shall be approved by the Executive Committee prior to the beginning of the fiscal year. He/she shall make a complete financial report at the annual business meeting of the Association.
- D. General Secretary:** Assist President in all matters pertaining to his/her functions, delineated in Article IX, Section A of the Constitution.
- E. Education Secretary:** Coordinate continuing medical education (CME) related functions. Arrange for and coordinate scientific research.
- F. Cultural Secretary:** Organize and conduct cultural activities and programs.
- G. At-large Executive Committee Members:** Assist secretaries and committees and perform all other duties assigned by the Executive Committee.

Article X: Parliament Procedure

The Roberts Book of Rules shall govern all proceedings.

Article XI: Dissolution

Upon the dissolution of the Association, the elected official shall, after paying or making provisions for the payment of all the liabilities of the Association exclusively for the purpose of the Association, in such manner, or to such organizations organized exclusively for charitable, religious, cultural, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future US Internal Revenue Law, as the elected officials decide. Any such assets not so disposed of shall be disposed of by the court of appropriate jurisdiction of the county in which the principal office of the Association is then located, exclusively for such purposes or such organization or organizations as said court shall determine to be organized and operated exclusively for such purposes.



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Article XII: Non-Profit Status

- A.** No part of the net earnings or assets of the Association shall be used for the benefit of or be distributed to its members, officers, or the private persons.
- B.** Except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in the furtherance of the purpose set forth in Article II of the Constitution hereof. Notwithstanding any other provisions of this document, the Association shall not carry on any activities not permitted to be carried on (a) by a corporation from the Federal Income Tax under Section 501(c)(3) of the IRS Code of 1954, or the corresponding provision of any future US or Internal Revenue Law, or (b) by a corporation, contribution to which are deductible under section 170(c)(3) of the IRS code of 1954 or the corresponding provision of any future US Internal Revenue law.
- C.** No substantial part of the activities of the organization shall be carrying on propaganda or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Article XIII: Election Process

- A.** The Election Commission will communicate election related procedures in writing (email/fax/letter) to all active and associate members of the Association within sixty days before the election date.
- B.** Interested candidates shall submit nominations to the Election Commission at least thirty days prior to the election date. Each candidate can only run for one position during each election period. Upon review, the Election Commission will announce the list of qualified candidates for such position to all voting members of the Association within fifteen days of the election date.
- C.** If there is no candidate nominated for a position, then the position will be filled at a General Members' meeting from the floor by a majority vote.
- D.** If a General Members' meeting is unable to fill the position, then they newly elected Executive Committee will select a candidate within thirty days after the election and notify their names to General Members within two weeks from the day of selection.
- E.** Elections will be held every two years, on the day of the annual convention. The voting booth will open for casting votes until the end of the business meeting. The Election Commission will count the votes and newly elected Executive Committee will be announced at the evening dinner program.
- F.** Ballots furnished by Election Commission members will be provided to all qualified members for voting. Each voter will pick up his or her ballot after signing the members' list. If an active or associate member voter cannot attend, they must authorize another active or associate member for a written proxy



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vote to the Election Commission before the voting booth is closed. The eligible active or associate member is responsible to pick up his or her own ballot as well.

- G.** In the future, an online secure voting system can be used as an alternative option depending on availability and affordability of the organization during that time by majority vote. There will be no proxy provision for online voting.
- H.** Voting confidentiality will be maintained as the number one priority.
- I.** Each candidate can solicit votes individually but not in a panel for group.

Initially inducted by the first President and General Secretary, Drs. Abul Imam and Abu Salahuddin in 2000.

Revision performed by By-laws Committee: Drs. Abu Salahuddin, Mohammad Delbahar Hossain and Mohammed Hannan in 2017. All previous amendments were incorporated in the current revised constitution.

Signed by current President:

General Secretary:

Abu Sharifuzzaman, MD

Asif Wahid, MD

Dr. Abu Sharifuzzaman

Dr. Asif Wahid

This the 10 day of October, 2017.