

Thursday, 11 June 2009
Constitution approved and adopted

CONSTITUTION

of the
Commonwealth Association for Health and Disabilities, Bangladesh Chapter
(COMHAD, Bangladesh Chapter)

Article-1

- a) The name of the Association shall be the Commonwealth Association for Health and Disabilities, Bangladesh Chapter (COMHAD, Bangladesh Chapter). This will be a non-political non profit making organization.
- b) Monogram: The Monogram of the Association will be the monogram of the Commonwealth Foundation, the map of Bangladesh being painted in the middle.
- c)
 - (i) The National Chapter shall be considered as a branch of the CAMHAD, International Chapter:
 - (ii) The National Chapter shall abide by all laws and regulations to carry out the responsibilities directed to it by the International Chapter from time to time as may be required or felt necessary by the International Chapter.
 - (iii) The National Chapter shall keep the International Chapter informed about all its activities, meetings seminars, symposiums and minutes of its Executive Committee meetings.
 - (iv) The National Chapter shall exchange journals, periodicals, bulletins and articles published from time to time with the International Chapter.
 - (v) The National Chapter shall contribute to the International Chapter a sum of 1 (one) US \$ per member per year, the sum total being according to the number of members of the National Chapter, which may vary from time to time, to validate the National Chapter being a branch of the COMHAD, International Chapter.

Article-2

Aims and Objectives:

The aims and objectives of the Association shall be to foster and support the activities of professional and non-professional workers that are directed towards the prevention and amelioration of diseases and disabilities, developmental or acquired and in furtherance of these aims and objectives, the Association will also encourage research into such conditions, will support programmes that attempt to ensure the highest standard of care in the field of prevention and amelioration of diseases and disabling conditions inclusive of developmental disabilities and related disorders and will assist in the establishment of professional links.

Article-3

Criteria of Membership:

Individual professional and non-professional members form Bangladesh. They will consist of Paediatricians, Nurses, TBAs, FWVs Social Health Workers and Psychiatrists, Psychologists, Professional Teachers in the field of training of hearing and speech of children, Physiotherapists, Obstetricians, Orthopedicians and parents of disabled children. Each member shall have at least one year's working experience in the relevant field.

Subscription

- a) Each member will pay an annual subscription Taka 100.00 only as membership fee of the Local Chapter.
- b) It is mandatory for all members for also to become a member of the International Chapter And the subscription for which is US\$ 50 (Taka 3500) for 10 years.
- c) Life membership of COMHAD BC will be Tk 5000 (US \$ 72/-) which is inclusive of the international membership.

Termination of Membership:

- a) Resignation
- b) Default in the payment membership subscriptions when levied.
- c) Termination by the General Body of the Association if recommended by the Executive Committee subject to anti-organizational activities by any member.

Article-4

Governance:

a) The Governance of the Association will be by an Executive Committee comprising:

- President – 1
- Vice-presidents – 2
- Secretary – 1
- Joint Secretary – 1
- Organizing Secretary – 1
- Treasurer – 1
- Members- 8
- Representative from the Central Body – 2

Total number of EC Members – 17

- b) A quorum for a EC meeting shall be agreed as one which includes at least (1/3rd) 5 of the EC members of the National Chapter present at the meeting of the Executive Committee. In the absence of the President, the Vice-Presidents (according to seniority) will preside over the meeting of the EC and in the absence of the Secretary, the Joint Secretary will conduct the meeting and keep the minutes of the EC.
- c) The Executive Committee will meet at least once in every 4 months. The membership of a EC member will be automatically suspended if any EC member fail to attend 3 consecutive EC meetings. EC will co-opt a new EC member in his/her place till Election is held.
- d) Attendance of the EC members representing the Central Body (President/Secretary General/International Coordinator) will be non-binding on them and they will attend any EC meeting whenever it is convenient from them.
- e) A General Assembly of COMHAD, Bangladesh Chapter will meet at intervals of one year.
- f) Sub committees: Such Sub Committees as are appointed by the Executive Committee and/or the General Assembly from time to time.

Article-5

Election to Executive Committee:

- a) The Executive Committee will be elected under the supervision of the of a 3 member Election Commission, the senior most as the Chairman of the Committee and will be appointed by the EC. The election will be conducted to elect EC office bearers and members as per Article 4a by voting members and will be elected for a period of three years.
- b) The election Commission will be appointed at least 60 days prior to the date of the Election. The election Commission will update membership and conduct election within 60 days of its appointment.
- c) The President and the Secretary General of the Central EC will be members of the National Chapter as Ex-Officio members.
- d) If the President or the Secretary General holds simultaneous post in the National Chapter, the VP and International Coordinator of COMHAD central body will represent in the National Chapter in lieu of President/ Secretary General of the central EC.

Article-6

i) Administration

The central office of the COMHAD, Bangladesh Chapter will be at Dhaka, Bangladesh. The address of the Secretary will be the official address of COMHAD, Bangladesh Chapter till a permanent office is obtained.

ii) The functions of the Executive Committee will be

- a) Discharge preventive and curative services for Health and Disabilities.
- b) Promoting Research and activities which meet the aims and objectives of the Association.
- c) To publish bulletin, souvenirs, periodicals and journals
- d) The administration of the day to day business of the COMHAD, Bangladesh Chapter and Such other duties as may be decided by the Executive Committee from time to time.
- e) To organize Commonwealth training workshops, Seminars and Symposium.
- f) To maintain coordination with COMHAD international chapter programmes.
- g) To assume responsibility for the financial resources for the Association and to operate within the budget approved by the Executive Committee.
- h) To prepare an audited annual statement of accounts for submission and approval by the annual GBM and also for appraisal of the central EC.
- i) Purchase and disposal of movable and irremovable properties.

Article-7

Finance:

- a) The funds of the Association shall consist of grants, contributions, membership fees, covenants and other forms of income as may be created from time to time. These funds will be for use of administration and general purposes. **The Treasurer will hold joint account with the President and Secretary** and will operate all accounts under joint signature of President or Secretary.
- b) The Treasurer will prepare and submit an annual audited report of the funds in the AGM for approval.
- c) **The audited annual report must also be submitted to the Central EC of COMHAD and the National Chapter will be liable to take responsibilities and answerable to the Central EC for any operational irregularities found in the funds and finances.**

Article-8

AGM and Amendments:

- a) The quorum of the AGM will be constituted by at least 50% of the members being physically present.
- b) Any outstanding matters may be proposed in written by any member to the Secretary 30 days prior to the AGM and discussed in the AGM which may be adopted as resolution by a simple majority of vote by the members present in the AGM
- c) Amendments to the Constitution may be proposed on the recommendation of the Executive Committee or by written petition of at least three members of the Association. Notice of proposed amendments should be submitted to the Secretary at least two months (60 days) prior to a meeting of the General Assembly so that the proposed amendments may be circulated amongst the members at least 30 days prior to the AGM
- d) Two thirds of the votes given thereon by members present in the AGM at a meeting of the General Assembly shall be necessary to carry an amendment to the Constitution (provided the quorum of the AGM is attained).

Article-9

Dissolution:

The Association shall be dissolved only by consent of two third of the members of the Association, all members of which will be notified at least three months prior to any decision being taken.

A meeting of the General Assembly can only take such decision. In the event of dissolution there will be a concomitant decision on the method of dealing with the funds and other assets of the Association. This will be discharged towards organizations and associations with similar aims and objectives and the decision upon such discharge will be carried by a simple majority vote of the Executive Committee.

Sub-Committees

- a) Training, Workshops, Seminars, Symposiums
- b) Research
- c) Publications
- d) Constitution and by laws
- e) Finance
- f) Membership and Elections.