

FEDERATION OF BANGLADESH MEDICAL SOCIETIES OF AUSTRALIA

(FBMSA)

The Constitution 2023

Table of Contents

Name of Content	Page No.
Mission, Core Values, Vision	
Constitution Article I (Name) Article II (Aim and objective) Article III (Membership Criteria) Article IV (Governing body and Nomination of EC Council) Article V Article VI Article VII Article VIII Article IX	
Bylaws of the Federation of Bangladeshi Doctors, Australia Part 1: Organization Section A: Definition Section B: Meetings Section C: Powers and Functions	
Part 2: Executive Committee (EC) Section A: EC Section B: Election Section C: President Section D: Vice-President Section E: General Secretary Section F: Joint Secretary Section G: Treasurer Section H: Education Secretary Section I: Committees Section J: Terms of Office Section K: Removal from Office Section L: Vacancies in Offices Section M: Amendments Section N: Auditor Section O: Notices Section P Dissolution Section Q Power	

FEDERATION OF BANGLADESH MEDICAL SOCIETIES OF AUSTRALIA

Mission:

To promote goodwill, good health, cultural values and exchange of knowledge among the Bangladeshi Doctors in Australia and the populations within the Australia and Bangladesh through direct participation of member organizations.

Agree

Core Values:

1. Maintain educational, social, cultural and professional values
2. Integrity and Ethical Behaviour
3. Public health

Vision:

To bring knowledge, leadership and advocacy for doctors of Bangladeshi origin in Australia in gaining employment and improving their career which may empower public health in Australia and Bangladesh and to represent various issues pertaining to health professionals of Australia and Bangladesh.

The Federation of Bangladesh Medical Societies of Australia (FBMSA) would help doctors' and patients by uniting physicians nationwide to work on the most important professional and public health issues.

Our policy on issues in medicine and public health relevant to the Australian and Bangladeshi community will be decided through scientific evidence.

FBMSA is a non-profitable, non-political and professional organization.

Constitution

Article I (Name)

The name of this organization is “Federation of Bangladesh Medical Societies of Australia.” The acronym will be “FBMSA”.

Article II (Aim and objective)

The aim is to bring all the Bangladeshi Doctors Societies in different states and territories under a single umbrella and helping each other in professional and health activities in Australia and Bangladesh.

The objectives of the Federation are to promote the science and art of medicine, the betterment of public health, and to represent the issues relevant to the medical profession in Australia and Bangladesh.

Article III (Membership Criteria)

The Federation of Bangladesh Medical Societies of Australia (FBMSA) shall be composed of all the Bangladesh Medical Societies/Associations of different states and Territories listed below:

1. Bangladesh Medical Society of NSW.
2. Society of Bangladeshi Doctors Queensland INC.
3. Bangladesh Medical Society of South Australia.
4. Bangladesh Medical Society of Victoria INC.
5. Bangladesh Medical Society of Western Australia.
6. Bangladesh Doctor's Association of ACT.
7. Bangladesh Medical Society of Northern Territory.

The members of the respective Societies / Associations of different States and Territories will be considered as members of the Federation (FBMSA) by default and not a direct member.

Article IV (Governing body and nomination of Executive Council)

The governing body of the FBMSA shall be the Executive Committee (EC). The EC shall be composed of 2 (Two) elected **representatives** from each State and Territories except 3 (Three) elected **representatives** from NSW as provided for in the Bylaws.

Article V

The Officers of the Federation shall consist of

1. One President.
2. Two Vice-Presidents.
3. One General Secretary.
4. One Joint Secretary.
5. One Treasurer
6. One Education Secretary,
6. Nine Executive Committee members (eight elected members and immediate Past President as ex-officio member)

The above positions shall be described and regulated as set forth in the Bylaws.

The state or Territory who will host the Annual Convention will Co-opt an Education member in the Education Subcommittee for the forthcoming scientific Convention.

The Co-opt member will play an important role in organizing and conducting the scientific event in conjunction with the executive committee of the host State.

Article VI

Meetings of the Executive Council shall be conducted as described in the Bylaws.

Meetings of the General Membership shall be held as determined by the Bylaws.

Article VII (Fund Management)

1. Fund of the Federation will be managed by the yearly contribution from the seven Bangladesh Medical Societies of the different States and Territories who are the members of the Federation and ethical sponsorship sources.
2. Non-profitable fund raising activities as provided for in by Laws and per decision of the executive committee.

Article VIII

Amendments to this constitution may be made, provided that they shall be presented at the preceding meeting of the Executive Council. Motion can be raised by Federation Executive Committee if two third Executive Committee member agrees. After the motion is raised, each member of Federation Executive Committee will discuss with their State Executive Committee to bring back the decision of their respective state, to the Federation Executive Committee. Then, two third of the Federation Executive Committee members will be needed to approve the amendment. The amendments will be ratified by the State organization in their next general meeting.

Article IX

Any matter not explained in the constitution may be referred to South Australian Associations and Incorporation Act 1985 for further clarification and action.

Bylaws of the Federation of Bangladesh Medical Societies of Australia

Part 1: Organization

Section A: Definition

A.1 The bylaws shall regulate The Federation of Bangladesh Medical Societies of Australia (FBMSA)

A.2 The FBMSA shall be governed by the Executive Committee (hence EC)

A.3 Funds will be raised by the contribution from each state and Territories and /or other activities mentioned in the Article VII.

Section B: Meetings

B.1 Federation Executive Committee meetings shall be called by the General Secretary at the discretion of the President or representative from EC as per his advice and open only to the members of the Executive Committee and to those others specifically invited at the discretion of the EC or General Secretary. Electronic meeting may be held by teleconference and implementation process of the decision(s) made by the majority of the attended EC members can proceed prior to the next Executive Committee meeting.

B.2 There shall be at least one meeting for the General Members of all the medical societies/Associations of the states and territories annually. That will be held at the yearly Scientific Meeting of the Federation by rotation through different States and territories.

B.3 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 relevant Member shall not invalidate the proceedings at any General / Special Meeting.

B.4 In case of EC meetings, quorum shall consist of more than 50% of the Executive Committee members.

B.5 Other Committee meetings shall be held at the discretion of the respective committee chairs.

B.5.1 In the case of other committee meetings, quorum shall consist of at least two of the committee members.

B.6 All meetings shall be conducted per the guidelines of Robert's Rules of Order. (Simplified Robert's rules of Order pdf. is attached).

B.7 Emergency meetings of the executive committee may be called by any EC member of FBMSA with the approval of the President in writing or email.

B.8 Business of Annual Meeting

The business of an Annual Meeting shall be:

- (a) The reception, discussion and consideration of the Accounts, Balance Sheets and annual Reports of the Treasurer, Secretaries of the Executive Committee and of the Auditors.
- (b) To receive an address by the President as arranged by the EC 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 or the ByLaws.

B.9 The President on his or her absence, the Vice-President shall preside as Chairperson at every General Meeting of the Federation. 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 Chairperson of the Meeting.

Section C: Powers and Functions

C.1 Any and all policies pertaining to the FBMSA can be brought forth to the executive committee by any EC member of the FBMSA.

C.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 simple majority, save where otherwise specified.

C.3 If needed voting shall be conducted according to general rule as per South Australian Associations and Incorporations Act 1985

C.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. One member can give proxy vote for another one member only.

C.4 Any EC member can request funds for projects pertaining to FBMSA interests.

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

C.4.2 Allocations up to and including \$200.00 shall require approval of the president.

C.4.3 Allocations more than \$200.00 shall require approval of the executive committee or otherwise ways of approval decided by the existing EC members.

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

Part 2:

Section A: Executive Committee (EC) and OFFICERS of THE FEDERATION

A.1 The Executive Committee shall consist of the following officers: President, Two Vice-Presidents, General Secretary, Joint Secretary, Treasurer and an Education Secretary and Nine EC members from representatives of the States and Territories.(Eight elected and one immediate past President of FBMSA as Ex-Officio member).

The Term of the Executive committee shall be one year.

A.2 Officers shall be required to attend (all) at least 1/3 meetings of the Executive Committee.

A.3 Any member of the Executive Committee may call an emergency meeting of the EC with the approval of the President.

A.4 Removal from the Office (EC)

4.1 The Executive Committee shall have no power to remove a Member from the Federation and/or state and territory society but a motion for the removal of a Member shall only be received and passed or otherwise disposed of at a Meeting of the Executive Committee of the respective state/Territory with not less than one month's notice for due inquiry and action by the Executive Committee of the respective State /Territory.

The State or Territory EC will notify their decision to FBMSA within two months from the date of receiving the motion from FBMSA.

4.2 At least 14 days notice in writing of the motion shall be given to the Member/members concerned and the Member or the Nominated Representative of the Member shall be given an opportunity to address the Executive Committee of the Federation in his or her defense.

A.5 Entitlement to Inspect Books

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

Section B: Elections

B. There will be an Election Commissioner conducting the process. Election Commissioner will be elected by the executive committee by majority voting.

B.1 The president of the Federation will be elected by the EC members of the Federation. The President will be preferably elected from the State/territory hosting the next Annual Scientific Convention following a vetting process involving outgoing EC and Advisory committee . Established leadership quality and past experience of working with FBMSA will be considered as vital in the vetting process.

B.1 Any member of the respective Society/Association may be nominated by anyone for a position on the executive Committee. State/Territory representative Members may nominate themselves

B.1.2 Nominations shall be submitted in writing, through Email or in a meeting.

B.1.3 Any State or Territory representative can be nominated for any position in the Executive Committee.

B.1.4 Nominations and Elections shall take place preferably in September / October for the officers of the Executive committee.

B.2 No person may simultaneously hold more than one position in the Executive Committee.

B.3 Candidates may circulate flyers/speech before election to the seated executive committee members with the permission of the President of the EC.

B.4 A Public officer will be selected from South Australia during general meeting. He is the officer out of EC and will work independently as per request of the EC.

Section C: President

C.1 The President shall serve as the chief liaison between the FBMSA and other Bangladesh Medical Societies/Associations of States and Territories and related members.

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

C.3 The President, as a Chairperson

shall not have a vote on the Executive Committee except in the case of a tie.

C.4 The President in conjunction with General Secretary shall determine or approve 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.

C.5 The President shall have the sole authority to allocate funds up to and including \$200.00 without prior approval of the Executive Committee.

Section D: Vice-Presidents

D.1 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.

D.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 following a vetting process through Advisory Committee.

Section E: General Secretary

E.1 The General Secretary with the direction of the President will be in charge of calling general , special and EC meetings.

E.2.The General Secretary is responsible for keeping minutes and attendance of all Executive Committee meetings.

E.3.The General Secretary is responsible for dissemination of the decision made in the EC meetings to the EC Members.

E.3.The General Secretary is responsible for keeping of all records and documents of the FBMSA

E.3.The General Secretary will be working closely with the president for all matters of importance

Section F: Joint Secretary

F.1. The Joint Secretary shall participate with the General Secretary in executing and sharing the roles and responsibilities as mentioned above in Section E.

F.2. In the absence of the General Secretary he/she shall execute as the General Secretary and work in close liaison with the President and other members of the Federation.

Section G: Treasurer

G.1 The Treasurer shall maintain the account, including Bank password for electronic transfer

G.2 The Treasurer shall prepare electronic transfer for payments.

H.2.1 All FBMSA financial debits or reimbursements shall be solely conducted through the FBMSA account.

G.2.2 All transactions from the FBMSA account shall be operated by consent of any two of the President, the GS and the Treasurer.

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

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

Section H: Education Secretary

H.1 The Education Secretary will organize annual scientific meetings and seminars/webinars.

H.2 The Education Secretary along with his/her team (Education Committee) will also be responsible in establishing connections with the Academic Medical Institutions of Bangladesh and Health Services in Bangladesh to enhance knowledge among the Bangladeshi Undergraduate and Postgraduate students.

H.3 The Education Secretary will organize Seminars, live demonstration of procedures by Bangladeshi expatriates in Australia.

H.4. The Education Secretary will work in close collaboration with State/territory Education Secretaries, G.P Committee and International Committee for education and training

Section I: Committees

I.1 There shall be provision made for no fewer than seven (7) standing committees, with Chairpersons designated by appointment of the Executive Committee or ratified by the Executive committee. The Standing Committees are a) GP committee b) Census committee c) International Medical Graduate (IMG) Liaison Committee d) International Committee for Education and Training e) Committee on Constitution and Bye Laws f) Education Committee.g) Medico-legal Support Committee

I.2 Appointment of Committee Chairs shall be subject to approval by a simple majority of the Executive Committee. The duration of the appointment may vary from one to three years.

I.3 The Committees shall be formed according to the interests of the FBMSA to be determined by the Executive Committee.

I.4 Additional Ad hoc Committees may be formed during the year, pending approval of the Executive Committee, at the request of any member (*of state/Territory*) in good standing with the FBMSA.

I.6 The immediate past President of FBMSA will join the newly formed executive Committee as ex-officio member of the committee with full voting power.

I. 7: Advisory Committee:

The Advisors will be elected by the newly formed EC soon after the election. The name of Advisors will be declared at the AGM by the Executive Committee. The role of advisory Committee is to advise the EC regarding any new initiative, problem solving, vetting of executive positions and so forth. Each member may also request the President to include a matter to the agenda of any EC meeting. They will be invited to join EC meetings as non voting participant and will be entitled to take part in agenda discussions. They will receive a copy of regular emails , minutes of meetings and notices.

The members of Advisory Committee will be

1. Ex Presidents & General Secretaries of FBMSA (upto seven years) by default
2. All existing Presidents & General secretaries of state & territory Doctors Association/Society by default
3. Doctors of good standing with distinguished leadership role and credibility from different states and territories will be nominated by FBMSA President & General Secretary preferably following consultation with the EC members of FBMSA. The appointment will be for a period of three years.

Section J: Terms of Office

J.1 All newly elected officers and committee chairs shall have a formal acclimatization period of one month from their election completed. During this period, the outgoing EC shall turn over all materials, and make their replacements aware of all resources relevant to their positions.

J.2 The term of office will run for one year.

J.3 The Representatives from the respective states and territories shall complete the duration of the term. This will ensure smooth running of the Federation for the term and avoid disruption of the function of the Federation. If the member resigns due to personal reasons then the State can elect a representative to join in the Federation. Unless there is gross misconduct or action of a Federation member which brings on a disrepute to the Federation the State shall not replace an existing member until the term is completed.

Section K: Removal from Office

K.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.

K.1.1 Three (3) or more documented absences from required activities shall be considered non-compliant, and thus, grounds for probation.

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

K.3 Any member of the Executive Committee can be recalled by a 2/3 majority of the Executive Committee for negligence or wrongdoing which is subversive to the core values and/or existence of the federation.

K.4 Executive Committee Members, who are to be recalled, shall be given two weeks' notice, should they wish to plead their case before the Committee.

K.5 If a particular federation member acts in a manner which significantly disrupts proper functioning of the federation, then the majority (2/3 of federation members) can move a motion against him/her and recommend the respective state committee to replace him with a new state representative.

Section L: Vacancies in Offices

L.1 In the event of the death or resignation 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. There will be a new member for the position of vice president 2.

L.2 A vacancy in the office of Vice-President, Treasurer, any Secretaries shall be filled by the Committee as soon as it is practical by an election by a simple majority of one of its members to fill the vacant office.

Section M: Amendments

M.1 Amendments to either the constitution or the by-laws may be presented to the Executive Committee by any member in good standing.

M.2 The constitution may be amended by a two third vote of the EC members meeting. It is advisable that the Representatives should also discuss important amendments with the EC committee of the States they represent.

M.3 The bylaws of this constitution may be amended by two third majority vote of the present members of the Executive Committee. This must be ratified by the State Organization in their next general meeting.

M.4 Amendments to either the Constitution or the Bylaws must be presented to the Executive Committee at the meeting prior to their being voted upon.

Section N: Auditor

N.1 The Federation shall at every Annual Meeting confirm to the Members States that an Auditor has been appointed for the following year.

N.2 No member of FBMSA shall be capable of acting as the Auditor.

N.3 The Auditor shall be nominated and appointed and his or her duties regulated in accordance with the South Australian Association Incorporation Act 1985

Section O: Notices

O.1 A notice may be served by the Federation upon any Member either personally, by email at his, her or its address in Australia that is last known to the Federation.

O.2 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. 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.

Section P:

How Federation of Bangladesh Medical Societies of Australia can be dissolved. Federation of Bangladesh Medical Societies of Australia may be wound up in the manner provided for in the South Australian Associations Incorporation Act 1985

Section Q:

Powers of the association

Federation of Bangladesh Medical societies of Australia shall have all the powers conferred by section 25 of the South Australian Associations Incorporation Act 1985

**MEMORANDUM OF UNDERSTANDING
OF THE**

FEDERATION OF THE BANGLADESH MEDICAL SOCIETIES OF AUSTRALIA.

CONSENSUS STATEMENT:

1. Each elected Federation committee will run for one year.
2. The President and General Secretary will be from different states.
3. The President will preferably be from the State which will host the next National Scientific Convention. The election of the President will be preceded by a vetting process in the EC and Advisory committee.
4. The President and the General Secretary will rotate between different states.
5. Each Member State will pay yearly contribution of \$200 except BMS of NSW shall pay \$300 in accordance to an extra representative to the Federation.
6. The federation can co-opt any member of the state to contribute to a particular function if deemed appropriate.

7. Committees

A) COMMITTEE ON CONSTITUTION AND BYE LAWS: shall be formed by one or two members from each state and territories. Those with previous involvement with FBMSA constitution may be taken as additional members of the subcommittee. Any changes in the constitution proposed by any state or territory members may be discussed in the subcommittee regarding its feasibility and legality before it is placed in the EC meeting for initial approval (1/3 rd majority) followed by state and territory approval, followed by final FBMSA approval (2/3rd majority). The amendment will then require to be ratified by the respective state and territory EC and then in AGM. All state and territory should accept that if an amendment is accepted by at least five states and territories ECs then the other state and territory would not object its passage through the FBMSA EC for final approval (requiring 2/3rd majority). Otherwise constitutional amendment process may linger and never eventuate due to disapproval by one or two state ECs. All state and territory ECs should amend their respective constitution by entering a new Article that the respective state/territory organization would be a signatory member of the FBMSA and will abide by its constitution.

B) EDUCATION COMMITTEE: shall be chaired by Education Secretary. The education committee may include all education secretaries of other states and territories to explore collaboration. It may preferably have few subsection as follows

a) Interstate collaboration: The education Secretary may collaborate with State/Territories Education Secretaries (through the state subcommittee) in various ways eg AMC training to those from states and territories with fewer resources may join in a webinar class. If possible jointly co-sponsor webinars to allow attendances by members of other states and territories.

b) General Practice training (in conjunction with GP Committee)– FBMSA may explore possibility of co-sponsoring with state meetings and webinars. Training for FRACGP, FARGP, AGPT, ARST, PESCI exams.

c) Specialist liaison : contribute/involve in writing eg writing guidelines/protocols on any contemporary issues in Bangladesh eg. Covid management protocol for Bangladesh involving multiple interstate respiratory physicians, Infectious diseases physician and immunologist etc. Education Subcommittee can explore the need and expectation.

d) Scientific meetings eg ASM, webinars. Explore co-sponsoring individual state or territory ASM by adding the meeting in a webinar to allow interstate doctors to participate (eg. via Zoom)

C) INTERNATIONAL COMMITTEE FOR EDUCATION AND TRAINING: should have a chairperson. This Committee will mainly collaborate with BCPS for cross recognition, arrange training position in Australia for Bangladeshi doctors. Doctors from Australia may provide training or give practical lessons in Bangladesh. Certificate of excellence may be given to those who has contributed immensely to this objective.

D) IMG LIASON COMMITTEE: shall have a chairperson who would form a subcommittee of five members who would closely communicate to exchange ideas, discuss with lawyers, formulate actions, liase with other foreign medical associations/societies (eg Indian, Iraqi, Pakistani, Egyptian etc). In this SC arguments and counter arguments may be discussed at a high intellectual and legal levels to achieve a beneficial and productive outcome for the IMGs. Involvement of multiple members will ensure continuation of the lobbying process uninterrupted.

E) COMMITTEE FOR PROFESSIONAL DEVELOPMENT OF GENERAL PRACTITIONERS (CPDGP also called GP Committee)

The role of the GP committee is to provide advice to FBMSA to maintain and improve GP related issues in Australia and Bangladesh.

- Provide advice to FBMSA on strategic directions for GP training in Australia and Bangladesh
- Provide a regular forum for discussion, debate and collaboration on issues related to GP.
 - training policies, program implementation, quality indicators and outcomes of training.
- Review GP training outcome data and other aspects of training quality or efficiency, and provide advice specially in Bangladesh to FBMSA on strategies for improvement.
- Facilitate collaboration on design and continuous improvement of the processes of registrars for training towards the Colleges' fellowships.
- Provide personal and medicolegal support to GPs in difficult situations particularly in professional or workplace issue.
- Provide educational support and to organise training those who are trying to enter in General Practice through Independent Pathway.
- The committee will consist of a few GPs who will be able to provide the roles as described above. The committee can co-opt people onto the committee if they believe someone has expertise that would enhance the committee or if it would help in terms of balance in representation. The committee elects or selects a convenor and a co-convenor. The committee will give updates of its activities to EC as required basis. The Duration of the GP committee will be determined by the EC members of current FBMSA. It is recommended to have a GP committee for a duration of 2-3 years to complete any task.

F) CENSUS COMMITTEE: will work to complete the census of all Bangladeshi origin doctors and medical students residing in Australia and advise FBMSA EC and different committees and subcommittees of FBMSA. The demographics of all Bangladeshi origin doctors and medical students residing in Australia will immensely help FBMSA to deliver targeted service and to lobby respective government authority on behalf of members.

G) MEDICO_LEGAL SUPPORT COMMITTEE will work with similar Committees in State and Territories or its EC in supporting doctors involved in matters involving Medicare, medical council, healthcare complaints commission or police. Its primary

objective is to educate doctors in taking preventative strategies by arranging sponsored medico-legal seminars, webinars and so on.