Constitution
of
Society of Otolaryngologists and Head-Neck
Surgeons of Bangladesh
(ORLHNSB)

Regn. No:- F- 4904 (17)

Revised & Amended - January, 2012
Preface

Society of Otolaryngologists and Head-Neck Surgeons of Bangladesh (previously known as Otorhinolaryngological society of Bangladesh) had a constitution which appeared incomplete in course of time. Society already changed its name, moreover the society has imposed many rules and regulations to run smoothly. Some changes are already in practice but proper procedure for amending the constitution could not be followed.

On this perspective Executive Committee of the society on 08.08.2009 formed a subcommittee to review the constitution. The terms of reference for the subcommittee is to incorporate all the amendment that had taken place from starting of the society till date and also to give new proposal for amendment to update the constitution. The subcommittee comprises:

1. Prof. Belayat Hossain Siddiquee - Convener
2. Dr. Md. Mahmudul Hasan - Member
3. Dr. Nasima Akhtar - Member
4. Dr. Manash Ranjan Chakraborty - Member
5. Dr. AHM Zahurul Huq - Member Secretary

The subcommittee has successfully reviewed and updated the constitution and submitted to the President of the Society in time. The reviewed constitution was included in the agenda of last E.G.M and after thorough discussion, unanimously accepted with some modifications, which are already included in this book. Henceforth this is the only valid constitution of the society.

Prof. Belayat Hossain Siddiquee  
Convener 
Constitution Amendment Committee 
ORLHNSB

Prof. Khabiruddin Ahmed  
General Secretary 
ORLHNSB

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Memorandum, Articles and Bye-Laws
Of
Society of Otolaryngologists and Head-Neck Surgeons of Bangladesh

PART – I

Memorandum of Society of Otolaryngologists and Head-Neck Surgeons of Bangladesh

1. Name: Name of the Society is “Society of Otolaryngologists and Head – Neck Surgeons of Bangladesh”. The abbreviation “ORLHNSB” will stand for the name of the society.

2. Registered Office: The registered office of the Society shall be situated at Dhaka.

3. Language: Bengali and English shall be the two official languages.

4. Nature of the society: It will be a non-political, non-Profitable, Professional wellbeing and welfare concern society.

5. Monogram of the Society:

   Head band with mirror in a circular fashion (2 circle in a ratio 3:2), centered by tuning fork with 2 crossed nasal wool carrier in between. Name of the society will be written in curved way along the curvature between the circles. Year of establishment of the society shall be written in the intersection of two wool carriers as ESTD 1980.

6. Aims and Objectives:

   a) To provide an organization for the benefit and services to the patients suffering from various Otolaryngological and Head-Neck associated conditions.
b) To educate and to motivate public for the prevention of Otolaryngological and Head-Neck diseases.

c) To protect and advance the interests, rights and privileges of the Otolaryngologists & Head-Neck surgeons of Bangladesh and to maintain and uphold the dignity, honour and prestige of the Otolaryngologists and Head-Neck Surgeons in delivering services to the humanity.

d) To create and maintain a spirit of unity, co-operation, solidarity and fellow feeling among the Otolaryngologists of Bangladesh, other members of the Medical Professions and other workers in the service.

e) To promote professional efficiency of the Otolaryngologists and Head-Neck Surgeons of Bangladesh.

f) To promote lectures, discussions, conferences and research facilities on Otolaryngological and Head-Neck diseases and its allied fields for the information and benefit of the doctors, patients and public in general.

g) To take measures for the improvement and advancement of both undergraduate and postgraduate medical education in Bangladesh.

h) To assist, co-operate, affiliate and join in federation with national and international organizations holding similar aims and objectives.

i) To print, publish and circulate any paper, periodicals, books and pamphlets that the society may think desirable for the promotion of its objectives.

j) To extend highest possible assistance to any of the members in case of any legal procedure being carried for any professional task.

k) To help the members or his family financially and/or by communicating to the appropriate agency in case of death, deadly diseases or incapacitation or condition demanding such assistance.

l) A special fund may be raised by contribution from the members or by other efforts considered suitable by the society.
m). To extend possible humanitarian support for the distressed peoples in collaboration with the government or separately during national calamity and to support/donate to relief fund of head of the government or state.

7. **THE INCOME AND PROPERTY:**

a) The income and property of the society from whatever source derived shall be applied solely towards the promotion of the objectives of the society as set forth in this memorandum of the society and no portion thereof shall be paid or transferred directly by way of dividence or bonds or otherwise by way of profit to the persons who at any time are or have been members of the society or any persons claiming through any of them provided that nothing thereon shall prevent the payment, in good faith, of remuneration to any officer or servants of the society or to any member of the society.

b) Grant sum of money out of the funds of the society for the promotion of the medical, health and other matters in such manner as may from time to time be determined by the society.

c) Purchase, take on lease or hire or otherwise acquire, hold manage or let, sell, exchange, mortgage or otherwise dispose of movable or immovable properties of every description and all rights or privileges necessary or convenient, for the purpose of the society.

d) Erect, maintain, improve or alter and keep in repair any buildings for the purpose of the society.

e) Borrow or raise money in such manner as the society may think fit, and collect subscriptions and donations for the purpose of the society.

f) Invest any amount of money of the society, not immediately required for any of its objects, in such manner as may from time to time be determined by the society.

g) Assist, subscribe to co-operate, affiliate or affiliated to or amalgamate with any other public body whether incorporated, registered or unregistered having altogether or in part objects similar to those of the society.
h) Do all such other lawful things as may be incidental or conducive to the promotion or carrying out of the foregoing objects or any one of them.

8. MEMBERS:

a) The membership of the society shall be open to all ENT Surgeons having postgraduate degree or diploma in Otalaryngology on payment of subscription and fees as may be provided hereinafter.

b) Associate Members:

The following person will be eligible to be an associate member of the society:

1. Student studying in different postgraduate otalaryngological courses.

2. Specialists of the allied surgical discipline (e.g. Neurosurgeon, Oral-maxillofacial surgeon etc.), doctors working in different ENT department, person working in the field of rehabilitation / prevention of deafness / hearing impairment (e.g. Audiologists, Audiometrician, Speech therapist, HA technician etc.) are eligible to be an associate member of the society on payment of subscription and fees as may be provided hereinafter.

3. Every member of the association undertakes to contribute to the society in the event of the same being wound up, during the time that s/he is a member, for payments of the debts and liabilities of the society contracted during the period of his/her membership, and the costs, charges and expenses of winding up the same and for the adjustment of the rights of the contributors amongst themselves such amount as may be required by the society.
Articles of Society of Otolaryngologists and Head-Neck Surgeons of Bangladesh

PART -II

1. Interpretations
   In these articles of the Society (where not repugnant to the subject of context) the following words and expressions have the meaning hereinafter assigned to there respectively:

   “The Society” means the Society of the Otolaryngologists and Head-Neck Surgeons of Bangladesh.

   “The Regulations” means the regulations contained in these articles of the Society, with such modifications thereof or additions there to as may from time to time be inforced.

   “The bye-laws” means the bye-laws set forth in the schedule of hereto, other by-laws of the Society for the time being inforce.

   “The Executive Committee” means the Governing body of the Society.

   “The Journal” means the Journal of the Society to be published as hereinafter provided.

2. Constitution:
   The Society consists of members whose names are on the register of the Society at the time when these rules and regulations come into force (consisting of almost all the practicing ENT Surgeons of Bangladesh on payment of the subscription may be provided hereinafter) and of subsequent time to by the bye-laws.

3. Register of the members:
   There shall be a computer based membership directory / register in which the names of all the members of the Society shall be enrolled with their qualifications and addresses.
4. **Eligibility of Membership:**

Any person possessing postgraduate degree or diploma in the faculty of Otolaryngology & Head-Neck Surgery (ENT surgery) on payment of subscription and fees as may be provided thereafter can become a member of the Society. The admission shall be subject to the rules and regulations of the Society and membership shall be determined in accordance with the bye-laws prescribed from time to time.

5. **Re-eligibility:**

a) Any member who has ceased to be a member by resignation or non-payment of subscriptions can be admitted on fresh application made by him and on payment of any dues outstanding against him on the date when ceased to be a member. The Executive Committee may, however, have right to write off a part or whole of any outstanding dues against such member.

b) The members whose name has been removed under article (9/C) may be re-admitted on the expiry of 5 years or thereafter provided their application or re-admission is supported by 10 members of the Society testifying to his good conduct during the interim period.

6. **Classification of members:** There should be 04 (four) categories of membership. They are as follows:

i) **Life member:** Persons possessing qualifications as prescribed in Memorandum 8(a) who pays a lump sum in lieu of subscriptions according to the bye-laws as hereinafter laid down shall be the Life member of the Society.

ii) **General member:** The persons possessing eligible qualifications for membership under memorandum 8 (a) as specified hereinafter who pays annual subscription, shall be general member of the Society.

iii) **Associate member:** Student studying in different post graduate otorlaryngological courses, specialists of the allied surgical discipline (e.g. Neuro-surgeon, Oral-maxillofacial surgeon etc.), doctors working in different ENT departments, person working in the field of rehabilitation/prevention of
deafness, hearing impairment (e.g., Audiologists, Audiometrician, speech therapist, HA technician, etc.) are eligible to be an associate member of the society on payment of subscription and fees as may be provided hereinafter.

The associate member shall enjoy all privileges of the member except that of voting and holding office.

iv) Honorary member: Persons of higher scientific and literary attainments or persons who have rendered commendable contribution to the medical sciences or individuals whose contributions are noteworthy to the Society can be elected as honorary member according to the rules and bye-laws hereinafter lay down. The member so elected by executive committee shall enjoy such privileges as may from time to time be conferred on them by or under the bye-laws.

Honorary member shall enjoy all privileges except that of voting and holding office.

7. Privileges and obligations of membership:

a) Each year's subscription shall entitle the member to all privileges of the membership of the Society including these of receiving the Journals for the current year.

b) Every member shall be supplied with copies of all publications of the Society either free of charges or at such rates as the Society may fix from time to time.

c) Every member shall be entitled to use the reading room and the Library of the Society.

d) Every member shall have the right to attend and take part in discussion in all general and clinical meetings, lectures and demonstration organized by the Society.

e) Every member shall have the right to vote on all regulation put forward at any of general meeting of the Society in the manner as stipulated in the bye-laws.

f) Every general member and Life member shall have the right to vote in the election of the Executive committee of the Society (if s/he is a member of that Society) and to be elected as office bearer or members of the Executive committee of the Society.
g) Every member shall enjoy all other privileges that may hereinafter be offered by the Society.

8. **Duration of Membership:**

   Every member shall remain a member until his membership is terminated in accordance with the provisions hereinafter contained.

9. **Termination of Membership:**

   The membership of the Society may be terminated in any of the following ways:

   a) **Default in the payment of subscriptions:**

   Removal of name from member's Register due to non-payment of subscriptions after the notice as follows: If the subscription is not paid within 3 months after due date, the member shall be notified about his/her default giving him/her 30 days time to clear up his/her dues. If within that date he/she does not clear his/her dues all privileges of the membership will be suspended and the case may be brought before the Executive Council for proper action for the termination of his/her membership.

   b) **Termination by resignation:**

   A member at any time may resign from his membership by giving 30 days notice in writing to the General Secretary of the Society. The resigning member shall have to pay up all the dues against him/her and the officer concerned shall put up a statement of outstanding dues and claims against such member. On payment of all dues a clearance certificate shall be issued and his resignation letter be considered by the Executive committee of the Society.

   c) **Removal on grounds of undesirable conduct:**

   If the conduct of any member be deemed to be prejudicial to the interest of the Society or of the medical profession the Executive committee may ask such member to submit a written explanation of his/her conduct. In the event of the explanation being found unsatisfactory the member may be asked either to apologize or resign from the Society. If the member is agreeable, his/her apology or resignation may be accepted. In the event of the said
member refusing either to apologize or to resign or even he/she refuses to submit an explanation to defend his/her conduct, an enquiry should be done giving him/her scope for his/her defense. If after due enquiry he/she is found guilty he/she may be expelled from the Society.

d) If for any reason a member’s BMDC registration is cancelled / postponed his membership from the society will be automatically terminated / postponed.
e) If a member becomes insane (declared by appropriate medical board or convicted by the honorable code) his / her membership will be terminated.

10. Subscription:

Same, as or otherwise provided by the regulations or bye-laws every member shall pay to the Society a subscription of such amount as may for the time being be prescribed by the bye-laws. The said subscription shall be payable in advance by the thirty first day of January each year or in case of member elected during, at the time of election / Annual National Conference / before annual general meeting.

11. The year of the Society:

The calendar year of the Society shall be from 1st July to 30th June every year.

12. Management of the Society:

a) General Body:

The formulation of policy shall be vested in the General Body which shall be the supreme body of the Society. It is the policy making body and will suggest the guideline on all affairs of the Society. It shall ordinarily meet once a year at such date, time and place as shall be determined by the executive committee. For any important and national issues on medical problems of the society the general body meeting may be convened by the proper authority as per rule of the society.
b) Executive committee:
The control and the management of the affairs of the society shall be vested in the executive committee. The executive committee is the controlling body and shall be the executive authority of the Society and as such shall have the power to carry into effect the policy and program of the Society as laid down by the General Body Meeting and shall remain responsible thereto.

c) The control and Management of the affairs of the Society shall be vested in the Executive committee and which shall be composed of Office bearers and members of the Executive committee.

13. Functions and Powers of the General Body:
The General Body shall direct and regulate the general affairs of the society and shall have power:

a) To take resolutions on any affairs which shall be binding of the Executive committee.

b) To frame, alter and repeal rules and bye-laws of the Society;

c) To appoint Committee, Sub-Committee, Standing Committees etc. on any affairs;

d) To represent any matter in which they consider that the interests of the society or its members are affected, before the government or other public or any properly constituted authority and

e) The decision of the General Body in all matters not covered by these rules shall be the final.

14. Meeting of the General Body:
General Body meeting means meeting of all the members of the society when convened as per rules of the society. The General Body meetings may be of 03 (three) kinds:

i) Annual General meeting.

ii) Emergency or Extra-ordinary meeting.

iii) Requisition meeting.
Procedure of holding meetings of General body will be as Follows:

i) Annual General Meeting:

The annual general meeting should be held once in every year at a convenient place, date and time to be decided by the President in consultation with the General Secretary. Annual General Meeting shall however be ordinarily held at the place of Annual Conference of the society. Annual general meeting and Annual Conference of the society can be arranged outside Dhaka by the prior approval of the Executive committee.

ii) Emergency or Extra-ordinary Meeting:

Emergency or Extra-ordinary meeting shall be called at a convenient place by the General Secretary in consultation with the President. In case the General Secretary, fails to call the meeting within the scheduled time the President shall have the right to call such a meeting.

iii) Requisition Meeting:

A Requisition Meeting of the General Body shall be called within two weeks of receipt of a requisition signed by at least 1/3rd members of the society stating the business for which the meeting is called. General Secretary in consultation with the President will fix the time, date and place of the meeting.

15. Notice for the General Body Meeting:

i) At least 15 days notice of the meeting shall be given to all the members giving the place, date and time of the meeting with the agenda of business to be transacted there at.

ii) In emergencies a shorter notice shall be allowed at the discretion of the General Secretary in consultation with the President but in no case shall be less than 7 days.

iii) In case of Annual General Meeting a notice of 30 days will ordinarily be given.
B. Notices:

1) A notice may be served by the Society upon any Member either personally or by sending it through post, e-mail, SMS at his last known address appearing in the computer directory/register of members, or/and by publication of such notice in the journal and sending a copy of the journal containing such notice to such members.

16. QUORUM:

To form a Quorum for Annual General Meeting 30% of the total members will be required. For emergency or Extra-ordinary meeting 20% (25%) of the total members and for Requisition Meeting 35% of the total members shall be required respectively.

17. Annual General Meeting:

(a) Business to be transacted at Annual General Meeting:

i) Election of the Chairman if necessary (in the absence of the President)

ii) Confirmation of the minutes of last Annual General Meeting.

iii) Adoption of the Annual General report by the General Secretary.

iv) Adoption of the Treasurer’s report and the audited accounts.

v) Consideration of the budget for the coming year.

vi) Resolutions brought forward by the individual members of the Society.

vii) Appointment of auditor for the next financial year.

viii) Any other business with the permission of the President or of the Chairman.

(b) General rules about the Annual General Meeting:

i) Except special permission of the Chairman no resolution shall be placed before the Annual General Meeting that has not been previously given notice and duly circulated with the agenda of the meeting.
ii) Resolution sponsored by the individual member shall reach the General Secretary at least 7 days before the meeting. Without prior notice nothing can be discussed in the annual general meeting.

18. **Emergency or Extra-ordinary Meeting and Requisition Meeting:**

i) Nothing except the business for which it is called shall be discussed at an Emergency or Requisition Meeting.

ii) If a quorum is not formed within two hours of stipulated time the meeting convened on the requisition of Members shall be dissolved, but in any other case shall adjourned to be called again by the General Secretary in consultation with the President later on.

19. **Functions and Power of the Executive Committee:**

The Executive Committee shall direct, regulate and administer the general affairs of the Society in accordance with the memorandum and bye-laws of the Society. It shall be the duty of the Executive Committee to execute the resolutions passed by the General Body. It shall ordinarily meet once in every quarter of the year and as when necessary. The Committee shall have the following power and functions.

a) To consider and decide the matter of taking disciplinary actions against any member of the Society.

b) To elect or appoint various committees and sub-committees other than those elected by the General Body.

c) To fill the vacancies, if any of the office bearers, elected by the General Body, for the remaining period.

d) To frame, alter or repeal rules and bye-laws for the maintenance and administration of the Society and for the organization and direction or publication subject to rectification by the General Body.

e) To frame, alter or repeal rules and bye-laws of the Society subjects to the confirmation by the General Body.

f) To write off the whole or part of the arrears against any member outstanding dues if considered desirable.
g) To represent any matter in which they consider that the interest of the Society or the medical profession are affected before the Government or any other public bodies or any properly constituted authorities.

h) To appoint, terminate or remove salaried officer or staff of the Society.

i) To exercise, in addition to the power by these rules expressly confirmed on it, all such power and do all such acts and things as may be done by the Society.

j) A member of the Executive committee of the society should not be allowed to be elected as President & General Secretary for more than two consecutive tenure.

k) Executive committee will nominate/select members (Divisional Representatives), 01 (one) from each administrative division except Dhaka. They will also nominate the members of the Editorial board of the journal in the 1st Executive committee meeting if possible.

l) The decision of the Executive committee in all matters not covered by the rules and bye-laws will be final. All decisions will normally be taken by the majority consensus of the Executive committee.

20. Composition of the Executive Committee:

a) Office Bearer:

1. President : 1(One)
2. Vice-President : 2(Two)
3. General Secretary : 1(One)
4. Treasurer : 1(One)
5. Joint Secretary : 2(One)
6. Organizing Secretary : 1(One)
7. Scientific Secretary : 1(One)
8. Office Secretary : 1(One)
9. Social welfare secretary : 1(One)
10. Cultural secretary : 1(One)
11. Publication secretary : 1(One)
12. Members : 12 (Twelve)
13. Members (Divisional Representative): 6 (Six) — 1 (One) from each Administrative division other than Dhaka Selected by Executive Committee (Chittagong, Rajshahi, Khulna, Barisal, Sylhet, Rangpur).

Ex-Officio Members:

1. Immediate Past President.
2. Immediate Past General Secretary.
3. Chairman of the Editorial Board.

21. Electoral Council:

a) The Electoral Council will consist of all the general members and life members of the Society.

b) The Electoral Council shall elect the office bearers and members of the Executive committee other than Ex-Officio and Divisional Representative.

22. Election commission:

An election commission shall be appointed by the Executive committee and the election commission shall conduct election of the office bearers and members.

Election commission will consist of 03 (three) persons

1. Chairman — 01 (One)
2. Member — 01 (One)
3. Member secretary — 01 (One)

c) Election Commission will arrange a free, fair and impartial election by secret ballot. They will declare the election schedule as per constitution.

d) The election commission will be able to frame and formulate rules / bye-laws for governing the election of the executive committee of the society.
23. **Notice of the Executive committee meeting:**

   A notice of Executive Committee meeting may be served 7 days earlier or in emergency situation at least 48 hours of the meeting mentioning the date, time, place and the agenda discuss there at.

   General Secretary of the society will notify all the members of the executive committee.

   Notice may be served / sent by SMS, Post or by e-mail/website of the society.

24. a) The proceedings of the General Body or Executive Committee or any committee or sub-committee or other body acting under the regulation or bye-laws shall not be invalid by any accidental omission to give any vacancy notice thereby required or by any vacancy among the members or by any defect in the election or qualification of any of their members.

   b) Thereby or under articles, rules and bye-laws any act or things required to be done by the Society, same may be done by the such office bearer or bearers or members of the Society as the Executive Committee may appoint for the purpose.

25. **Affiliations:**

   a) For the furtherance of the aims and objectives of the Society, the Society shall have the right to affiliate or be affiliated to any international, national or regional association, society or scientific organization either in Bangladesh or abroad, on terms mutually decided upon and approved by the General Body.

   The members of the affiliated bodies shall be reciprocally entitled to such privileges as agreed upon.

   The Society may terminate (after due notice on either side) by a resolution passed at the General Body or by decision obtained through referendum of the said assembly after consideration of the report by the Council.
26. Amendments, Alterations, Repeal of memorandum, Articles and Bye-laws:

- The proposals for change in the society as and when necessary and change in the articles, Memorandum and Rules of the Society shall reach the General Secretary at least (01) one months before the Annual General Meeting.

- The proposals from the Members shall be considered by the Executive committee.

- The Executive committee shall forward the proposals for alteration in original to the General Body meeting for decision.

- If majority of the Members attending the meeting of the General Body vote for the proposals for alterations the proposals shall be deemed to be adopted.

27. Election dispute at the Centre:

In case of election dispute in the Centre, an election tribunal shall be formed to give a verdict. The tribunal shall comprise of the immediate past President, immediate past General Secretary and the Chairman of the Election Commission.

In case of a member of a tribunal be involved himself in any way in such a dispute, he is barred to be a member of the tribunal. In that case, a Senior member of the Executive Committee shall fill up his place.

When there is difference of opinion among the members of tribunal, the decision of the chairman of the Election Commission for the particular dispute shall be final.
Bye-Laws of Society of Otolaryngologists and Head-Neck Surgeons of Bangladesh.

PART – III

1. a) Member: Eligible member shall apply in prescribed form for membership with a recent passport size photograph to General Secretary of the Society with annual subscriptions as per rate hereafter laid down.

b) Executive committee shall consider the application and approve the membership and their names will be enrolled in the computer directory/register of the members.

2. Associate Member: Eligible candidate shall apply in prescribed form for Associate membership to the General Secretary of the Society directly with annual subscription as per rate hereinafter laid down. Executive committee shall consider the application and approve the membership with enrolment of their names in the register of members.

3. Life Member: Eligible member shall apply in prescribed form for life membership to the General Secretary of the Society with lump sum money in lieu of subscription as prescribed hereinafter. Other procedures of election shall be the same as in case of member.

4. Honorary Members: The names of honorary members shall be proposed by at least 10 members of the Society or 5 members of the Executive Council wherein merits and consent of such candidate for such honour shall be setforth by the proposers. The Election shall take place at the Executive committee meeting which shall be held by ballot. No discussion shall be permitted on the merits of the person proposed. The person shall be considered elected if 2/3rd of the members present vote in his/her favour. Such member shall be a member for life.
5. **Patron:** The President of the People’s Republic of Bangladesh will be the Patron of the Society.

6. **Subscription:**
   i) The member shall pay a subscription of Tk. 300/- (Taka Three hundred) per annum to the Society.
   ii) Associate member shall pay a subscription of Tk. 100/- (Taka One Hundred) per annum to the Society.
   iii) Life Member. Life member shall pay a lump sum of Tk. 5,000/- (Taka five thousand) in lieu of yearly subscription.
   iv) Honorary Member: The Honorary member shall not have to pay any subscription.

7. **Contribution:**
   All subscriptions are payable in advance on the 31st January each year or in case of member elected during the year at the time of election/annual general meeting.

8. **Termination of Membership:**
   a) **Default in the payment of Subscription:**
      Removal of the name from Member’s Register due to non-payment of subscription after the notice as follows:
      If the subscription is not paid within 3 months after the due date, the member shall be notified about his/her default giving him/her 30 days time to clear up his/her dues. If within that date he/she does not clear up his/her dues all privileges of the membership will be suspended and the case may be brought before the Executive Committee for proper action for the termination of his/her membership.
   b) **Termination by resignation:**
      A member at any time may resign from his membership by giving 30 days notice in writing to the General Secretary. The resigning member shall pay up all the dues against him/her and the Secretary concerned shall put up a statement of outstanding dues and claims.
against such member. On payment of all dues a clearance certificate shall be issued and his/her resignation letter shall be considered by the Executive Committee of the Society.

9. **Readmission:**

The members who have ceased to be members under the article 9 (a & b) can be readmitted on fresh application being made by them and on payment of any dues outstanding against them on the date when they had ceased to be the members. The Executive Committee shall, however, have the power to write off a part or whole of the dues against such members.

Members whose names have been removed under rule 9 (a & b) may by re-admitted not before a period of 5 years or thereafter provided their applications for readmission are supported by 10 members of the Society testifying to the good conduct during the intervening period.

10. **General rules and procedures of the General Body Meeting.**

Minutes of all General Body meeting shall be correctly kept and shall be confirmed by the Chairman at the next Annual General Meeting.

11. **Meeting of the Executive Committee:**

The Executive committee shall hold meetings once in every quarter of the year or as and when necessary. The meeting shall be held at a convenient place, date and time to be decided by the General Secretary in consultation with the President.

12. **Notice of the Executive committee Meeting:**

a) At least one week notice for the meeting shall be given to all members stating the place, date and hours of the meeting and agenda of the business to be transacted thereat.

b) In emergencies a shorter notice shall be allowed at the decision of the General Secretary in consultation with the President, but in no case it shall be less than 24 hours.
13. **Quorum of Executive Committee:** The executive committee meeting will be considered quorum if 30% of the member of the Executive Committee are present.

   a) Minute of all the meetings shall correctly be kept and shall duly be confirmed at the following meeting of the Executive committee.

   b) The Chairman of a meeting shall adjourn a meeting if deemed necessary, particularly if the members present are in favor of adjournment. At the adjourn meeting only the previous business of the meeting shall be transacted.

   c) Resolutions sponsored by the individual member shall reach the General Secretary at least 2 days before the meeting.

   d) The Chairman shall in case of equal number of votes have a casting vote.

   e) Any resolution can be discussed in the meeting with the permission of the Chairman. Any member absent for 3 consecutive meetings without any valid reason shall cease to be a member.

14. **Income of the Society:**

The income of the Society shall be derived from the following sources:

   i) Subscription of all the members.

   ii) Subscriptions of the life members.

   iii) Special contributions or donations.

   iv) Income derived from the journal and other publications of the Society.

   v) Income during Annual General Conference.

   vi) Requests received by legacies from the persons having desire for benefit of the Society.
vii) Subscriptions from the affiliated bodies.

viii) Such other sources as may be authorized by the Executive Committee.

15. **Funds:**

i) All the money shall be received by the Treasurer and shall be deposited in a scheduled bank as approved by the Executive committee. The account shall be in the name of the Society and shall be operated upon ordinarily by the joint signature of the treasurer and the General Secretary or the President. In case of absence of both General Secretary and President any other person may be empowered by the Executive committee.

ii) The Treasurer shall keep the accounts, and statement of the audited income and expenditure shall be presented to the Annual General meeting by the Treasurer/General Secretary.

16. **Expenditure:**

The Executive committee shall, out of the funds of the Society defray all ordinary expenses and shall pay rents, salaries and wages and other charges as may be necessary for carrying on the work of the Society. It shall further provide for the issue of the journal of the Society and such other publications as may be authorized and shall be empowered to spend money in scientific and other purposes as it may consider advisable in furtherance of the objectives (objection) of the Society.

17. **Office Bearers of the Society:**

The following office bearers shall be elected for the proper management of the activities of the Society.

i) President 1 (One)

ii) Vice-President 2 (Two)

iii) General Secretary 1 (One)

iv) Treasurer 1 (One)

v) Joint Secretary 2 (Two)

vi) Organizing Secretary 1 (One)
vii) Scientific Secretary (One)
viii) Office Secretary (One)
ix) Social welfare Secretary (One)
x) Cultural Secretary (One)
xii) Publication Secretary (One)

xii) Members Executive committee 12 (Twelve).

xiii) Members (divisional representative) 1 (one) from each administrative division other than Dhaka

Note-1: No one in receipt of a salary or honorarium from the funds of the Society can be elected or remain as an Office bearer/Member of the Executive Committee of the Society.

Note-2: Seniority of vice presidents, joint secretaries, will be selected on the basis of total number of votes he or she obtained in election. However incase of any controversy the decision will be taken in the EC meeting.

18. Duties and Powers of the Office bearers:

a) President:

President will be considered as 'Head' of the society and shall perform the following duties.

i) Shall be the Chairman of all meetings of the Society and the Executive Committee and other Committee of which he may be a member.

ii) Shall preside over at the Annual Conference and the Seminars, Symposiums and Conventions organized by the Society.

iii) Shall guide and control the activities of the Society in consultation with the Executive Committee.

iv) Shall regulate the proceedings meeting, interpret the rules and regulations and decide doubtful points.
v) Shall, in addition to his ordinary vote have a casting vote in case of equality of votes.

vi) Shall be Ex-officio member of all Committees/Sub-committees.

Note: In the event of an emergency arising by absence in any case, the President shall develop upon one of the Vice-Presidents as determined by the Executive Committee.

b) General Secretary:

General Secretary will be considered as 'Executive Chief' of the society. With the help of the other secretaries, General Secretary shall perform the following functions:

i) Shall be in charge of the Office.

ii) Shall conduct all correspondences.

iii) Shall have general supervision of accounts, pass all bills for payments and sign cheques.

iv) Shall get prepared by the Treasurer an annual statement of accounts duly audited by the auditor for adoption by the General Body.

v) Shall prepare a budget and get it passed at the Annual Meeting of the General Body.

vi) Shall organize, arrange and convene meetings, conferences, lectures and demonstrations.

vii) Shall attend meetings of the General Body and the Executive Committee and keep proceedings thereof.

viii) Shall be Ex-Officio member of all committees and Sub-committees.

ix) Shall maintain a correct and up-to-date Register of all Members of the Society.
x) Shall organize the Society with the help of the members, Joint Secretary and mobilise membership drive by creating a general interest in the Society.

xi) Shall bring any matter which he/she considers necessary in the interest of the Society to the notice of the Executive Committee for guidance and decision.

xii) Shall countersign and approve all bills and vouchers of the society as forwarded by the treasurer.

xiii) Shall help the Election commission for conduction of election of the society.

c) Vice-President:

i) In the absence of the President in the meeting of the Society and the Executive Committee, one of the Vice-Presidents decided by Executive Committee shall be the Chairman.

ii) In the long absence of the President due to any cause, one of the Vice-Presidents shall be elected by the Executive Committee to act as in charge of the President.

d) Treasurer:

i) Shall receive all moneys of the Society and deposit them in a bank approved by the Executive Committee to the credit of the Society and operate jointly by the Treasurer and the General Secretary or the President or the person empowered by the Executive Committee.

ii) Shall be responsible for collection of subscriptions of the Members.

iii) Shall have the right to point out any error or discrepancy in the order of payment of the General Secretary and refer the order back to him/her with his/her remarks. In the event of any disagreement still persisting between the General Secretary and Treasurer, the matter shall be referred to the President for the final decision.
iv) Shall be responsible for keeping up-to-date accounts of the Society with all the account up-to-date.

v) Shall get the accounts audited by the Auditors or by the Society.

vi) Shall prepare periodic statement of accounts to be placed before the Executive Committee.

vii) Shall prepare an annual statement of accounts and balance sheet showing the financial position of the Society, get it audited by the Auditors appointed at the annual General Meeting and put it for adoption by the General Body.

viii) Shall sign and approve all bills and vouchers and issue cheques and forward to the general secretary of the society for countersign.

e) Joint Secretary:

i) The Joint Secretary shall help the General Secretary in all the works in looking after the office, in conducting correspondences, in preparation of agenda of meetings, in preparing statement of accounts etc.

ii) Shall be in charge of General Secretary in his long absence due to any cause.

f) Organizing Secretary:

i) Shall perform his activity jointly with General Secretary in different organizational matter as assigned.

ii) Shall work as a "bridge" in development of cordial relation amongst members of executive committee with all other members of the society.

iii) Shall take initiative for enrolment of new members of the society.

iv) Perform other duties as assigned by the executive committee.
g. Scientific Secretary:

i) Shall conduct / arrange and take necessary action in arranging all scientific seminar/ workshop, local training/ other activity of the society as per directive of the executive committee.

ii) Perform other duties as assigned by the executive committee.

h. Office Secretary:

i) Shall keep / maintain all printed, electronic and all valuable office documents of the society.

ii) Help general secretary in sending official letters, notice, SMS etc. & keeping minutes of all executive committee and general body meeting.

iii) Perform other duties as assigned by the executive committee.

i. Social welfare secretary:

i) Shall organize different religious and social welfare programme as decided by the society.

ii) Shall arrange Annual Iftar Mahfil and Annual Milad Mahfil, Condolence meeting etc. as advised by executive committee.

iii) Perform other duties as assigned by the executive committee of the society.

j. Cultural Secretary:

i) Shall be responsible for cultural function of the Society.

ii) In consultation with executive committee he / she may arrange reunion, welcome party, annual dinner, Picnic etc.

iii) Perform other duties as assigned by the executive committee of the society.
k. Publication Secretary:

i) Shall be in charge of publishing all the society's (ORLHNSB) publication in different forms.

ii) Perform other duties as assigned by the executive committee of the society.

L. Members of the Executive Committee:

ii) All members by their regular presence in the executive committee meeting will help the committee in taking decision.

iii) Shall show utmost sincerity in performing their duties as opted upon them by the President/General Secretary of the Society.

19. Election of the Executive committee:

a) The election of the Office bearers and Members of the Executive Committee of the Society shall be held every two years by secret ballot voting system by the Members of the Society.

b) The Election shall be conducted by an Election Commission appointed by the Executive Committee. The Election Commission will consist of 3 (Three) members, one chairman, one member secretary and one member of the commission. The members of the Election Commission shall be debarred from seeking Election.

c) The member who are enrolled before the date of declaration of election schedule will be eligible as a voter. If anybody become member after the declaration of schedule he/she will not be eligible for casting vote for that declared election. Voter list shall be published by the General Secretary 45 days before the election. After correction final voter list should be prepared by the election commission at least 30 days before the schedule date of election.
A notice of the election stating the date fixed for the election shall be given by the General Secretary to all members of the Society not less than 30 (Thirty) days before the date of election.

e) No one in respect of a salary or honorarium form the funds of the Society can be elected an Office bearer of the Society or Member of the Executive Committee.

f) The candidate for the posts of Office bearers must be a member of the Society of at least one year’s standing at the time of submitting the nomination. In case of members of Executive Committee, however a newly enrolled Member is eligible for election.

g) The nomination papers in the prescribed form of the eligible candidates duly proposed and seconded by the bonafide members of the society must reach the election commission at least 30 (thirty) days before the date of election. The election commission shall scrutinize the nomination papers after the closing time of receiving of the nomination paper and publish the names of candidates for the election.

h) Any candidate can withdraw his/her name from the candidature 10 (ten) days before the date of election by submitting a withdrawal letter in prescribed form to the election commission.

i) The final list of the contesting candidates shall be published 7 (seven) days before the date of election by the Election commission.

j) The voter shall mark the names of the candidates for whom he/she votes on the ballot paper (obtained after signing on the counter foil of the ballot paper).

k) The election commission shall scrutinize and count the votes in presence of the candidates or their agents after the closing time of election.

l) The results of the election shall be declared by the Election Commission within 72 hours of ending of Election.
m) The newly elected members of the executive committee will take over their charge within 15 days of declaration of Election result by election commission.

n) The tenure of the elected executive committee shall be for (02) two years starting from the date of 1st Executive Committee meeting. Forthcoming election of executive committee should be held within the tenure of running EC.

o) If under any adverse situation, the election of Executive Committee is unable to be conducted, then by Executive Committee meeting tenure may be extended for another 6 (six) months and this should be approved in the next annual general meeting.

20. Appointment of Auditor:

The Auditor shall be appointed at the Annual Meeting of the General Body every year for auditing the accounts of the Society and its Journal and other publications, who shall be a registered accountant and his remuneration shall be fixed by the Executive Committee.

Duties of the Auditor:

a) Shall audit the accounts at the end of the calendar year of the society or as often as desired by the Executive Committee and shall certify to their correctness.

b) Shall give suggestions for proper keeping of accounts as required.

21. Journal of the Society:

There shall be a Journal of Society of Otolaryngologists and Head-Neck Surgeons of Bangladesh and it will be published regularly under the management of an Editorial Board.

A. Editorial Board of the Journal:

The Editorial board shall look after the policy and financial aspect of the journal. The Editorial board of the Journal shall be formed by the Executive Committee.
B. The functions of the Editorial board:

i) Shall prepare a budget estimate and submit it through the General Secretary for consideration and sanction at the meeting of the Executive Committee.

ii) Shall prepare a quarterly statement of accounts of the journal to be placed before the Executive Committee through the General Secretary.

iii) Shall prepare a yearly statement of accounts and get it audited by the Auditors appointed by the Society and submit it through the General Secretary to the annual meeting of the General Body.

iv) Shall be responsible for the management of the business of the Journal, its printing, securing advertisement, distribution of journals among the members etc.

v) Shall have powers to spend money for various purposes concerned with the Journal upto the amount sanctioned in the budget estimate for the year by the General Body. For expenses beyond this limit, it shall have to obtain special sanction before hand by the Executive Committee.

vi) Shall help the Editor in the regular publications of the Journal.

vii) Shall meet as often as required before such publications.

viii) Shall scrutinize the articles to be published in the Journal and edit, pass or refuse them for publication.

ix) Shall have powers to select Referees and collaborators.

x) Shall reserve some pages in each issue of the Journal for propaganda, publicity, organisational matters and other special news of the Society and to be placed at the disposal of the President and the General Secretary. In the absence of such matters this space can be utilized by the Editorial Board of the Journal for other purposes.
xi) Any major changes in the journal must be done after discussion with the Executive committee of the Society.

D. Editorial Board of the Journal:

The Editorial Board shall be elected/nominated by the Executive Committee-

Composition of the Editorial Board-
Chairman of the Editorial Board- 01
Editor- 01
Assistant Editor- 03
Members- 10

(the members will be selected by the Executive Committee on the advice of the Chairman of the Editorial Board)

E. Chairman of the Editorial Board:

i) Shall be the Chairman of the Editorial Board and it's Sub-Committee (if any).

ii) Shall guide and assist the editor in publication of the Journal regularly.

iii) In consultation with the editor, shall submit a list of members of the editorial board for election/selection by the executive committee.

F. The Editor of the Journal:

i) Shall be in charge of the Journal of the Society.

ii) Shall with the help and guidance of the Editorial Board be responsible for the publication and management of the Journal.

iii) Shall with the help of the Editorial Board of the Journal have the discretion of condensing, correcting or refusing to publish any of the articles and other matters received for publication.
iv) The editor in consultation with the chairman of editorial board will take the decision of printing the journal.

23. Annual Conference/Annual General meeting of the Society:

There shall be an organized National Conference / annual general meeting every year under the auspices of the society. The place and time shall be decided by the Executive Committee of the Society. The conference will be organized and conducted by an Organizing Committee.

A. Organizing Committee of the National / International Conference:

There shall be an organizing Committee to organize the National / International Conference. The members of the committee will be appointed / nominated by the Executive Committee and composed of the following:-

i) Chairman 1 (One)

ii) Member Secretary 1 (One)

iii) Treasurer 1 (One)

iv) Members 10 (Ten)

Note: The organizing committee shall form different sub committees and assign their different activities for a successful completion of National and International Conferences.

B. Business of the Conferences:

Business of the conference will be as follows-

1) Inaugural Session.

2) Scientific Session and Exhibition (if any).

3) Annual General Meeting of the Society (if any).

4) Any business decided by the executive committee.
24. **Affiliation/Federation:**

a) For the furtherance of the aims and objects of the Society, the Executive Committee of the Society shall have the right to affiliate or be affiliated or to form federation with any international, national or regional association, society, or scientific organization either in Bangladesh or abroad on terms mutually decided upon and approved by the General Body.

b) Members of the affiliated bodies shall be reciprocally entitled to such privileges as agreed upon.

c) The Society may terminate any such affiliation or Federation (after due notice on either side) by taking resolution at the General Body Meeting.

25. **Amendments of the Constitution:**

a. The proposals for change in the Memorandum and Rules of the Society shall reach the General Secretary at least (01) one month before the Annual General Meeting.

b. The proposals/comments from the Members shall be considered by the Executive committee.

c. The Executive committee shall forward the proposals for alteration in original and the comments from the Members and their own recommendation to the General Body meeting for decision.

d. If majority of the Members attending the meeting of the General Body vote for the proposals for alterations the proposals shall be deemed to be adopted.

26. **Honorary Legal Adviser:**

The Honorary Legal Adviser shall be elected at the meeting of the Executive Committee held during the Annual conference for General and Journal Affairs.