

Constitution of The Bangladesh Cancer Society



Bangladesh Cancer Society

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Article - I

NAME OF THE SOCIETY:

The name of the Society shall be Bangladesh Cancer Society.
(hereinafter called Society).

Article -II

AREA OF OPERATION:

The state of people's Republic of Bangladesh Shall be the area of operation of Bangladesh Cancer Society.

Article -III

NATURE OF THE SOCIETY:

The Bangladesh Cancer Society is a voluntary, non-profit, social welfare health organization, dedicated to reducing mortality, and suffering from the disease cancer.

Article -IV

HEAD QUARTER:

The Head Quarter of the Bangladesh Cancer Society shall be at Dhaka.

Article -V

AIM AND OBJECTS OF THE SOCIETY:

1. To safeguard, protect the people of Bangladesh from dreadful disease cancer by taking various measures of prevention, early detection and treatment with terminal care.

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2. To collect and make available statistical information regarding the incidence, mortality and durability of cancer, and to investigate conditions under which cancer occurs in the country.
3. To encourage and conduct programmers for the continuing education and training of physicians, dentist, nurses, technicians and other regarding the detection, diagnosis, treatment and prevention of cancer.
4. To encourage and assist the development and operations of hospitals, clinics, laboratories and other facilities for the detection, diagnosis, treatment and prevention of cancer.
5. To encourage and conduct programmers for the continuing education's of the public about cancer, its symptoms and detection, so as to further the early use of medically and scientifically recognized means for the detection, diagnosis, treatment and prevention of cancer.
6. To encourage and carry out programmers of service and assistance to cancer patients and their families.
7. To assist and cooperate with medical and scientific societies and other official and non-official organizations interested in cancer anywhere in the world.
8. To carry on any other activities which may contribute to the control of cancer.
9. To organize branches of the Society having sub-stantially the same purpose which conform to and maintain minimum operating standards established by the Society.

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10. To accept funds from the Government, Corporations, Foundations, individuals etc, national/international for the support of approved cancer control programmers and to allocate funds to branches in accordance with established standards and procedures.

Article -VI

MEMBERSHIP: There shall be the following classes of members :

1. Persons paying annual subscription of Taka 1000.00(One thousand)' shall be an ordinary member & annual renewal fees will be Tk. 500 (Five hundred)failing to pay the same amount, his membership would be terminated automatically.
2. Person Subscribing Taka 10,000.00(Ten thousand)' at a time to the fund of the Society shall be a life Member". (As corrected and adopted on 31st may 2012 in the 23rd General Meeting of the Society).
3. Persons donating a sum of Tk. 50,000.00 or more at a time to the Society shall be a patron-cum-life member.
4. Institutional member : Institution donating a sum of Tk. 1,00,000.00 or more at a time to the Society shall be enrolled as an institutional member.
5. Members shall be enrolled in the manner as provided there in duly proposed and seconded by members of the Society, the Central

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Executive committee shall decide finally about the acceptance of the persons as a member of the Society.

6. Honorary member: Persons of high scientific or literary attainments or persons who have rendered conspicuous services to the science or to the medicine or individuals whose contributions are noteworthy to the Society can be elected as Honorary member of the Society according to the following manner:

The name of honorary member shall be proposed by at least 25 members of the Society or 10 members of the central council where in the merits and consent of such candidate for such honor shall be sent by the proposer. The Election shall take place at a meeting of the central council and he shall be elected if two third of the members present vote in his favor. Honorary members will have no voting rights.

7. Termination of membership : Membership of the Society may be terminated in any of the following ways :-
- (a) By resignation: subject to such notice as may be prescribed by the Bye-laws.
 - (b) Ipso Facto :- Same as hereinafter provided, by default in the payment of subscription to the Association, prescribed by the By-laws.
 - (c) Removal: (after the inquiry and in the manner prescribed' in the next succeeding article) on the grounds :-

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That the conduct of the member is detrimental to the honour and interests of the Association or calculated to bring the profession into disrepute or on the grounds that the member has willfully and persistently refused to comply with the regulations of the Society with the right to appeal to the central council.

8. Removal on ground of undesirable conduct (Manner of inquiry) :
- (a) The central council shall have the power, after due enquiry by the central council on their behalf, in which enquiry not less than fourteen days notice specifying the time and place at which he may be heard in his defiance and shall have served on the member in the manner hereinafter prescribed, to expel from membership of the Society of any member whose conduct shall be held by the central council to be such as renders him liable to expulsion under paragraph (iii) of the last preceding article. The branch concerned shall submit all relevant data regarding the member whose expulsion is proposed.
 - (b) A majority vote of two-thirds of members present at the meeting of the central council shall be required for the purpose of exercising the power conferred by clause (a) of this article.
 - (c) The expelled member shall, notwithstanding that he has ceased to be a member, be eligible to pay all sums due from him to the branch to which he has a Member at the time of his expulsion.

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- (d) No member whose conduct is under investigation, or is the subject of inquiry by the Central Council, or by a branch Executive Committee or by any Committee authorized on behalf by the Central council or by the branch as aforesaid, shall resign until the investigation or the inquiry is completed and the decision there under is pronounced.

Article -VII

PAYMENT OF ANNUAL SUBSCRIPTION:

1. Subscription shall fall due on 1st January, every year.
2. A member enrolled at any time during the year shall pay the full subscription for that year irrespective of date of enrollment.
3. All members shall be supplied with a copy of all publication of the Society free of charge.

Article -VIII

YEAR OF THE SOCIETY:

The year of the Society and its branches shall be 1st January to 31st December and for the purpose of accounts and audit, it shall be same.

Article -IX

PRIVILEGES OF MEMBERSHIP:

Subject to the provision of the constitution and bye-laws of the Society, if any framed there under,

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a member shall be entitled to :

1. Attend all general meeting of the Society and shall have the right to vote and seek election as provided for in this constitution.
2. Enjoy such other Privileges of membership as may from time to time be conferred on members by these regulations and bye-laws of the Society.
3. All members shall be supplied with a copy of the Journal of the Society free of charge.
4. All members shall be entitled to use the library of the Society.

Article -X

CHIEF PATRON:

The Head of the State of the People's Republic of Bangladesh shall be the chief patron of the Society.

Article -XI

VOTING DELEGATES OF BRANCHES:

At the time of Election of the Members of the Central Executive Committee, all the Branches should send one voting delegate who will come to AGM at the time of Election and should elect from the Nominees of the branches, three members from three different branches of the Society to represent the branches as member of the Center Executive Committee.

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Article -XII

THE CENTRAL EXECUTIVE COMMITTEE:

The Central Executive Committee shall consist of the following :-

1. Office Bearers.
2. 3 members to be elected by the different branches of the society through the voting delegates of the branches.
3. 8 members to be co-opted in the 1 st meeting of the Executive Committee.
4. The President & Secretary General of the outgoing Committee if not re-elected.

OFFICE BEARS:

President	1	(Medical)
Vice President	2	(1 Medical)
Treasurer	1	
Secretary General	1	(Medical)
Joint Secretary	1	
Organizing Secretary	1	
Social Service Secretary	1	
Public Secretary	1	
Scientific Secretary	1	(Medical)
Member	12	

Article -XIII

ELECTION OF OFFICE BEARERS:

The Officer-bearers of the Society shall be elected by the General members of the Society biennially. None of the Office bearers of the Society shall draw any salary from the Society.

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Article -XIV

RIGHT OF VOTING:

In the year in which the election is due, life-members and ordinary members enrolled up to 30th November shall be eligible to be included in the membership list.

Article -XV

TERMS OF OFFICE :

1. The terms of the Central Executive Committee shall be two years and the Executive Committee reconstituted in accordance with the article XI & XII before 31 st December of the year of termination of office.
2. In case the central Executive Committee is not reconstituted as per Article XV(1) the President shall for the purpose of carrying on the business of the Society appoint an Ad-hoc Committee for a maximum period of Ninety days. The Ad-hoc Committee shall be responsible for holding election of the office bearers and members of the Executive Committee as per constitution of the society.

Article -XVI

FUNCTIONS OF THE OFFICE-BEARERS :

1. The President shall be administrative head of the Society and he shall whenever present in any meeting preside, interpret the Rules and Regulations.
2. A Vice-President will perform the duties of the President in the event of his absence, resignation or inability to perform his duties in order of seniority.

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3. The Secretary General Shall :-

- (i) Keep the minutes and records of the meeting and organizational matters relating to the Society and send notices to the members for the meeting and he shall perform in consultation with the President such other duties as may be necessary from time to time for executing the plans and programmes of the Society in accordance with the rules and regulations of the Society.
 - (ii) be in charge of the Office,
 - (iii) conduct all correspondences,
 - (iv) be ex-officio member of all sub-committees,
 - (v) maintain a correct and up-to-date register of all members of the Society.
 - (vi) Send a copy of the proceedings of the Council/Executive committee.
4. The Joint Secretary shall assist the Secretary General in the performance of his duties and may be debuted by the Secretary General.
 5. The Organizing Secretary shall be responsible for organizing the branches in consultation with the Secretary General and hold Correspondence on organizational matters and the Secretary General be apprised of all affairs. Organizing Secretary and Secretary General will visit branches whenever necessary and will establish liaison with other socio-cultural organizations.
 6. Function of the Scientific Secretary shall be :-
 - (i) To survey cancer detection and treatment facilities and determine needs, to ascertain national mortality and morbidity rates, to

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encourage the development of cancer registries, to establish liaison with other medical professional associations.

- (ii) To determine ways to bring to physicians, dentists, nurses and other medical groups, information on a regular basis on cancer diagnosis and treatment in collaboration with national medical association, journals, etc. and by helping to develop the professional education programmes of the branches.
 - (iii) continuing education.
7. Function of Publicity Secretary shall be, to determine ways of bringing life saving information about cancer to the public on a national level, and of promoting the programmes of the Society through the mass media, to conduct the public relations activities of the Society, to help to strengthen the public education and information programmes of the branches.
 8. Function of the Social service Secretary shall be to determine what welfare and social facilities exist for the cancer patient on a national level and to help to develop the programmes in this regard.
 9. The Treasurer shall be in charge of the funds of the Society which shall be kept in any scheduled Bank authorized by the Executive Committee and shall sign cheques along with Secretary General or President for payment of bills of the expenditure authorized by the Executive Committee, shall maintain accounts of receipts and disbursement and have the accounts audited annually by the appointed

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auditors of the Society and shall have the right to point out any error of discrepancy in the bills.

Article -XVII

FUNCTIONS OF THE EXECUTIVE COMMITTEE:

The general management of the affairs of the Society shall be vested in and rest with the Central Executive Committee.

QUORUM:

Unless otherwise mentioned 9 members shall form the quorum. A meeting of the Central Executive Committee for the time being at which a quorum is present shall be competent to exercise all or any of the function of the Committee.

Article -XVIII

POWER OF THE CENTRAL EXECUTIVE COMMITTEE:

Without prejudice to general powers conferred on the Executive Committee it shall have the following powers :

1. Generally to do such thing as they may consider necessary or expedient for the purpose of carrying out the aims and objects of the Society.
2. To take over assets and the activities of any person or body for the advancement of the objects of the Society.
3. To administer endowments having all or any of their objects of the Society.

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4. To receive, collect, manage and disburse funds to be raised for all or any of the objects of the Society and keep proper accounts:

5. To purchase, take on lease, or in exchange, hire or otherwise acquire any movable and immovable property for any right or privileges necessary for or conducive to the purpose of the Society.

6. To construct, alter or repair buildings required for or used by the Society.

7. To borrow money with or without security.

8. To sale, improve, manage, develop, lease, mortgage, dispose of or otherwise deal with all or any of the property of the society subject to the approval of the Central Executive Committee.

9. To invest money not immediately required in such securities as may be determined upon.

10. To establish and maintain provident funds or pen-sion funds for the employees of the Society.

11. To appoint and at their discretion remove or sus-pend such officers, clerks and other employees from permanent/ temporary or special services as they may from time to time think and to determine their power and duties and to fix their salaries and emoluments.

12. To associate in such capacity as the Society shall think proper any benefactor or benefactors of the Society or any affiliated body.

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13. To frame bye-laws on any matter which under these regulations is to be regulated by such by-laws and on matters, on which there is no adequate provisions under these regulations provided that the bye-laws mentioned in regulations shall be subject to subsequent rectification by the general meeting.

14. Subject to the same being certified by the auditors, to pass the accounts of the Society for presentation to the General meeting.

15. To comply with conditions of affiliations.

16. Central Executive Committee will prepare Budget for presentation to the Council/General Meeting.

17. Central Executive Committee will establish branches throughout the Country and will affiliate them.

18. A member of the Central Executive committee who fails to attend 3 consecutive meetings of the Central Executive body without reasonable ground shall cease to be a member of the Central Executive body.

19. The Executive body shall meet as often as necessary but not less than one in 3 months.

20. To write off the whole or part of the arrears against any individual member or a branch of outstanding if considered desirable, subject to subsequent approval of the Central Executive Committee.

21. To consider all matter before they are placed before general meeting their consideration as far as possible.

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Article -XIX

NOTICE OF THE MEETING:

Secretary General will give notice for ordinary meeting in consultation with the President. An emergent meeting may be called with 24 hours notice by Secretary General in consultation with president. Ordinarily venue of all the meeting shall be the office of the Society. If the venue is changed by the Secretary General in consultation with the President, it must be specially mentioned in the notice. Any urgent matter of General nature may be discussed in the meeting of the Executive Committee with the permission of the Chairman if not included in the agenda. A requisition meeting may be called by two third members of the Executive committee who will request the President to call such a meeting clearly mentioning the specific agenda. He shall call such a meeting with clear 10 days notice. Only that business for which the meeting will be called shall be conducted in the meeting.

Article -XX

VACANCIES:

Vacancies caused by death or by resignation of any office bearers shall be filled up in a Central Executive Committee meeting. Casual vacancies in the Central Executive Committee shall be filled up by co-option by the Central Executive Committee.

Article -XXI

EXPULSION:

If the conduct of any member is deemed to be prejudicial to the interest of the Society or calculated to bring the Society into disrepute, the Central Executive Committee may ask such member to submit a written explanation.

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If the explanation is found unsatisfactory the Central Executive Committee may take such action against him as may be deemed fit and proper and if necessary may expel him. In the event of the said member refusing to abide by the decision of the Central Executive Committee, the Central Executive Committee by majority of at least 3/4th of the members present in a meeting attended by at least 20 members of the Central Executive Committee expel the member from the Society.

Article -XXII

GENERAL MEETING:

A General meeting of the Society shall be held once in a year and election will be held biennially at such time and place as the Central Executive Committee may decide. Notice of such meeting mentioning venue, date, time and agenda, shall be given by post under certificate of posting or by hand, keeping proper record at least 30 days before the meeting and also by publication in two daily news papers.

1. Members of the General body of the Society shall be the supreme body of the Society with overall power relating to all matters of the Society.
2. The business transacted in the General Meeting shall be in the following order: -
 - (i) Election of the President of the meeting in case the President is absent.
 - (ii) confirmation of the minutes of the last meeting and consider the business arising out of it.
 - (iii) To receive and about the Annual report from the Secretary General of the Society.
 - (iv) To receive and, pass the accounts.

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- (v) To approve the Budget prepared by the Central Executive Committee and presented by the, Treasurer in the ensuing Financial year.
 - (vi) To amend any part of the Constitution provided the amendment is sent to the Secretary General at least 15 days before the meeting. No amendment to the constitution shall be done unless it is passed by majority of two thirds of the members present.
 - (vii) To appoint an Auditor.
 - (viii) Considers resolution brought forward by the branches, or by any individual member of the Society provided the resolution are sent to the Secretary General 7 days before the meeting.
3. 30 members shall form the quorum of the General Meeting.
 4. An Extraordinary General Meeting may be called by the Central Executive Committee of the Society with 7 days notice in News paper.
 5. Requisition meeting can be summoned by one third of the members of the Society and shall transact the only business for which it is summoned.

Article -XXIII

ELECTION:

The Election of office bearers and the members of the Central Executive Committee of the Society shall be held by secret ballot to be conducted by an Election Commission consisting of the Chairman, one Secretary and one Member appointed by the Central Executive Committee:

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Members of the Commission shall not be eligible to seek Election. The Commission shall prepare the Voter list and call for Nomination papers specifying the last date of submission and withdrawal of nomination papers.

Article -XXIV

BRANCHES:

1. The Executive Committee will help to form branches throughout Bangladesh.
2. A branch must have a minimum of 20 members.
3. Branches will frame Constitution to conduct the affairs of the branches consistent with the Constitution of the Society.
4. In case of difficulties which cannot be solved by a branch, it may refer the matter to the Executive Committee of the Society. The decision of the Executive Committee shall be final and binding.
5. Branches will raise money from the following sources
 - (i) Membership fee.
 - (ii) Donations.
 - (iii) Sources other than above.
6. Society will not be responsible for any liability of the branches and the branches will not be responsible for any liability of the Society.
7. Branches will be affiliated to the Society directly.
8. In any district there shall not be more than one branch.

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9. The branches will elect one voting delegate before the election of the society who will come to AGM during the election of the society and elect among the nominee the representative from different branches of the society three members in the Central Executive Committee of the Society.
10. Branches shall send a copy of the proceedings of all the meetings to the Secretary General of the Society.
11. Branches shall send membership list in the Society and also shall send the names of the newly enrolled members within 30 days of the enrollment in the branch office.
12. Branches shall send a six monthly report of their activities to the Society.
13. Branches shall have ordinarily an Executive Committee consisting of:
 - (i) One President
 - (ii) Two Vice-President (1 Medical)
 - (iii) One Secretary (Medical)
 - (iv) One Treasurer.
 - (v) One Assistant Secretary (Medical)
 - (vi) One Publicity Secretary
 - (vii) One Social service Secretary
 - (viii) One Scientific Secretary (Medical)
 - (ix) Nine Members.
 - (x) Ex-Officio members : past President and past Secretary. At least 50% of total (office bearers and members) shall be from Medical profession.

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14. All members of any branch will be provided with all, publications of the society in the manner as decided by the Central Executive committee of the Society.

FUNDS:

1. Subscription from the patrons, Life Members and General Members.
2. Contribution from the branches.
3. Donations.
4. Income derived from the journal and other publications of the Society and the branches.
5. Any other sources.

Article -XXVI

CONTRIBUTION TO THE BRANCHES:

The contribution to branches from the Society will be according to the decision of the Executive Committee of Society.

Article -XXVII

CONTRIBUTION OF THE BRANCHES:

Contribution of the branches to the Society will be as fol-low :-

1. 10% from the subscription of membership. (As Corrected and adopted on December 12, 1998 in its Annual General Meeting).

Bangladesh Cancer Society

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Attached
photo
(2 copies)

MEMBERSHIP APPLICATION FORM

1. Name (Bangla) :
- English (Capital Letter) :
2. Father name :
3. Mother name :
4. Occupation : A. present B. past:
5. Educational qualification :
6. Professional qualification :
7. Present Address :
8. Permanent Address :
9. Phone /Cell No. : Home: Office:
10. Membership categories : ☐ Life Member ☐ General Member ☐ Others Member
11. National ID No. :
12. E-Mail :
13. Proposed By : Name: Signature:
BCS Membership No. Cell No.
14. Seconded By : Name: Signature:
BCS Membership No. Cell No.
15. Position in any other social organization:

I hereby declare that the particulars furnished above are true and I shall abide by the rules and regulations of the Society.

Signature of The Applicant

Date:

Please enclose your Bio-data with current 2 copies passport size photograph.

-----X-----X-----X-----X-----

Office use

Date of placement before the Executive Committee:

Decision of the Executive Committee: BCS

Membership No: Date:

PRESIDENT
Bangladesh cancer society

SECRETARY GENERAL
Bangladesh cancer society

KNOW CANCER'S SEVEN WARNING SIGNALS

1. Change in bowel or bladder habits
2. A sore that does not heal.
3. Unusual bleeding or discharge.
4. Thickening or lump in breast or elsewhere.
5. Indigestion or difficulty in swallowing.
6. Obvious change in wart or mole.
7. Nagging cough or hoarseness.

If you have a warning signal
see your doctor

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