



# **CONSTITUTION**

**(Amended on 8 February 2020)**

**PUBLIC HEALTH ASSOCIATION OF BANGLADESH  
(PHAB)**

# **Constitution of the Public Health Association of Bangladesh**

## **Preamble**

Public health initiatives affect people every day in every part of the world. It addresses broad issues that can affect the health and well-being of individuals, families, communities, populations, and societies—both now, and for generations to come. The work of the public health professionals is significant in this regard.

## **Article -1: Background of the Association**

**1.1 Name:** The name of the Association shall be "Public Health Association of Bangladesh" abbreviated as PHAB. The "Association" mentioned hereunder shall mean the "Public Health Association of Bangladesh" The "Constitution" mentioned hereunder shall mean the constitution of the Public Health Association of Bangladesh.

**1.2 Establishment:** PHAB was formed in 2004.

**1.3 Nature of the Association:** The Association shall be non-political, non- sectarian, professional and voluntary in nature.

**1.4 Area of Jurisdiction:** The area comprising the country of Bangladesh.

**1.5 Office:** The head office of the Association shall be in Dhaka, the Capital of Bangladesh.

## **Article – 2: Aims and Objectives:** The aim of the Association shall be

**Aim:** To promote Public Health movement in the country and create a suitable atmosphere for healthful living, and thereby promote the growth and development of a healthier nation.

### **Objectives:**

- i. To organize community efforts for early detection, prevention and control of preventable diseases.
- ii. To promote formulation of health principles to be adopted in different public and private sphere according to the resources, aspirations, limitations and environment of the people and suitability to their culture.
- iii. To provide technical guidance and coordination to different health and welfare agencies.
- iv. To study the trend of Public Health Administration in the country and help in improvement and useful application of the principles of public health.
- v. To safeguard and promote the interest and prestige of Public Health workers.
- vi. To promote ethical standard and corporate spirit among professional people.
- vii. To endeavor, raise and improve the standard of under-graduate and post-graduate teaching in the subject of preventive and social medicine with its newer and broader concept.
- viii. To stimulate and cooperate with those official efforts of the government which are in line with the aims and objectives of the Association.

- ix. To establish relationship with other National or International Health Agencies and Associations and for that matter to assist, subscribe to or cooperate or be affiliate or affiliated to any other organization, whether incorporated or registered, having aims and objectives partly or wholly similar to those of the Association.
- x. To raise funds for developing programs of the Association.
- xi. To do all such other lawful acts and things as may be incidental and conducive to the attainment of above aims and objectives.

### **Article – 3: Membership**

**3.1 Eligibility:** Any professional who has the graduate degree (Bachelor/Honors) and postgraduate degree in public health will be eligible to become a member of the PHAB. In addition, background of working in Public Health, or has directly or indirectly contributed to the cause of Public Health, or in a position to contribute to the cause of Public Health will be eligible to become a member provided his/her application for membership is accepted by the Executive Committee.

**3.2 Category of Members:** There shall be following categories of members:

- i. **Fellows of Association:** Any person of high professional attainment who has rendered meritorious services to further the cause of health, in line with the aims and objectives of the Association may be nominated a Fellow of the Association provided s/he is a life-member of the Association.
- ii. **Founder Member:** All person who were present in the first meeting held on Wednesday, the 16th January 1980, when the Association was formed, would be designated as Founder Members of the Association, provided they have paid necessary subscription.
- iii. **Life Member:** Any person who is eligible as per clause '3.1' of the article 3 of the constitution can become a 'Life Member' of the Association by providing subscription of **Tk. 5000.00** to the Association.
- iv. **General Member:** Any person who is eligible as per clause '3.1' of the article 3 of the Constitution can become a member of the Association by paying subscription of **Tk. 500.00 for two years** or term to the Association. A general member can either be
  - a) a direct member of the Association, or
  - b) a Branch Member when s/he resides within the jurisdiction of a branch. So, when a new branch is formed all direct members residing within the jurisdiction of that branch shall ordinarily become members of that branch.
- v. **Affiliated Member:** Any person who is doing his/her bachelor study from science, engineering or technology background will be eligible to become an affiliated member of the Association by paying subscription of **Tk. 200.00 for two years** or term to the association

**3.3 Membership Fees:** The Executive Committee shall have the right to alter the fees if and when necessary

**3.4 Right and privileges of the Members:** The different categories or members shall enjoy the following rights and privileges:

- i. Right to vote. All members described under sub-clause i-iv clause B shall have the right to vote in the elections of the Association.
- ii. Eligibility for Election. All members described under sub-clauses ii-iv of clause B shall be eligible for election to any office of the Association.
- iii. Eligibility for Nomination. All members shall be eligible for nomination as members of any sub-committee of the Association.
- iv. All members shall be supplied with copies of all publications of the Association free of cost or at such rates as the Executive Committee may fix from time to time and shall have the right to access with all the information.
- v. All members shall have the right to attend and take part in all non-executive meetings, lectures, demonstrations and conferences organized by the Association.
- vi. Life members shall enjoy privileges of membership of the Branch within which jurisdiction they may happen to reside at any time of his/her membership.
- vii. All members shall enjoy any other privileges that may hereafter be conferred by the General Council.

**3.5 Obligations of the Members to the cause of the Association:**

- i. All members shall subscribe to the aims and objectives of the Association.
- ii. All members shall abide by the rules and regulations of the Association as laid down in the Constitution.

**3.6 Termination of Membership:**

Memberships may terminate in the following ways:

- a. By resignation— A member may at any time resign from membership by giving 30 days' notice in writing to the Secretary General of the Association in case s/he is a direct member and to the Branch Secretary in case s/he is a Branch member. Before the resignation of the member is accepted by the Executive Committee s/he shall pay up all outstanding dues remaining against him/her, and for this purpose the Secretary General of the Executive Committee (in case of direct member) or Branch Secretary (in case of Branch member) shall put up a statement of such dues and claims in respect of the resigning member.
- b. By removal of name from the Membership Register for non-payment of subscription, but before such removal a final notification will be given to the respective member.
- c. By removal of name from Membership Register due to misconduct. If any member does any misconduct which is deemed to be pre-judicial to the interest of the Association or is likely to bring Public Health profession into disrepute the said member shall be liable to explain for such conduct. In the event of the explanation being found unsatisfactory, Executive Committee or the Branch Committee as the case may be depending on the gravity of the case will give the member an opportunity to apologize or refer the case to the General Council for necessary action. The General Council again, depending on the gravity of the case, shall either give the member an opportunity to apologies, or decide to

terminate his/her membership by a resolution of the General Council passed by 2/3 majority of the voters present, provided such proposal has been duly included in the circulated agenda of the meeting.

This sub-clause iii of clause E is not applicable to Fellows of the Association.

- d. In the event of death of any member the membership shall automatically terminate.

**Article 4 Branches:** For the better attainment of the aims and objectives of the Association and to disseminate activities to wider area of the country, the PHAB will encourage formation of separate local bodies styled as 'Branches'.

- A) **Formation of Branches.** A minimum of 30 members residing in one place or its neighborhood who are eligible to become member of the Association may form a local branch. Such persons shall obtain membership application forms and after duly filling in and signing shall forward those to the head office with subscriptions along with names of its office bearers for affiliation. In such case the Branch shall come into existence with the approval of the Executive Committee.
- B) In no case there shall be more than one Branch in one district.
- C) Branches shall adopt the rules and regulations of the Association. But they can form their own bye-laws keeping in view the local conditions and such bye-laws would be subject to approval of the General Council.
- D) In respect of the internal management the Branches shall be autonomous.
- E) All Branches shall submit a six-monthly report in duplicate to the head office. Such report shall contain the following information:
  - i. Various activities of the Branch in preceding 6 months for the purpose of compilation in the form of Annual Reports of the Association.
  - ii. An up-to-date list of all the members of the Branch showing the names of the new members and also the defaulters. Such list shall show any change of address of any member.
  - iii. Minutes of all General meetings and Branch Committee meetings.
  - iv. Up-to-date financial position of the Branch showing gross income and expenditure.
- F) Branches shall refer all matters that concern the National interest to the Head Office.
- G) The PHAB shall not be liable for any of the debt or liabilities or any of its Branches, nor shall any of its Branches be liable for any debt or liabilities of the Association.

#### **Article 5 General Rules about Subscription and Contributions:**

- A) All General Members shall pay subscription of Tk. 500.00 each for two years or

term.

- i. In case of a direct member who does not reside within the jurisdiction of any branch, the full amount of Taka 500.00 shall be credited to the centralfund.
- ii. The branch members shall pay the sum of Taka 500.00 to the local Branch yearly. Out of this subscription the branch shall forward Tk. 40.00 for each of its members to head office. Such contribution shall become due on 1st January of the year. The rest of the amount i.e. Tk. 60.00 shall be credited to the Branch fund.

B) All subscriptions and contributions are payable in advance in the month of January every year. In case of non-payment of subscription action shall be taken as per clause 3.6 (ii) under article-6.

C) If a member shifts from the area of jurisdiction of His/her Branch to that of another Branch he shall clear all dues with the previous Branch and on production of a clearance certificate s/he may continue as member in the new Branch without paying any further subscription till the end of the current year. The member shall start paying usual subscription from the month of January of the subsequent year.

D) A member enrolled at any time during a year, shall pay full subscription for the term irrespective of the date of enrolment.

## **Article 6 GENERALCOUNCIL**

**6.1 Composition:** The General Council shall comprise of all members of the Association described in sub-clause i to v under clause 3.2 of Article3.

**6.2 Functions and powers of General Council**—The General Council shall be the supreme body of the Association having following functions and powers:

- i. The General Council shall elect the office bearers and members of the Executive committee.
- ii. Draw up the general policy of the Association.
- iii. Receive and adopt the annual report of the Executive Committee.
- iv. Examine and pass the audited accounts.
- v. Consider and pass the annual budget for the next year.
- vi. Confer "Fellow of the Public Health Association" on eminent persons as per sub-clause I of clause 3.2 under article 3 of the Constitution.
- vii. Appoint auditor.
- viii. Take disciplinary action against any Branch.
- ix. Have the power to frame, alter or repeal any rule or bye-laws of the Association and shall take any action in conformity with aims and objectives of the Association.

**6.3** The General Council shall ordinarily meet annually in October/November. Notice of such meeting mention venue, date, time and agenda shall be posted under a certificate or by hand keeping proper record at least 30 days before the meeting, and also by publication in 2 daily Newspapers (one Bangla & one English) and/or in the designated social & electronic media.

**6.4: Procedure of Annual Meeting of the General Council:**

- i. Procedure and order of business — The business to be transacted at the Annual meeting shall be taken in the following order:
  - a) The election, if necessary (in the absence of the president) of the Chairman for the meeting.
  - b) Adoption of the annual report of the previous year.
  - c) Adoption of accounts of the previous year.
  - d) Consideration of resolutions submitted by the Branches and members.
  - e) Any other business with the permission of the President or the Chairman.
- ii. Resolutions sponsored by individual members should reach the Secretary General at least one month before the anticipated time of the annual meeting.
- iii. All such resolution shall be circulated in the form of agenda along with the Notice of the meeting.
- iv. No resolution that has not been previously given notice of and duly circulated with the agenda of the meeting shall be placed before the meeting except with the special permission of the President.
- v. No resolution which has been rejected in a meeting shall be reconsidered unless either 6 months have elapsed or 15 members sign a requisition for its reconsideration.
- vi. Minutes of all meeting shall be correctly kept and shall be confirmed by the Chairman.
- vii. Resolutions submitted to the meeting shall ordinarily be decided by a majority of vote except in case where a particular majority is required for.
- viii. The Chairman of the meeting may adjourn a meeting and shall ordinarily do so in case of business remaining unfinished. In the adjourned meeting only the unfinished business shall be transacted.

**Article 7: EXECUTIVE COMMITTEE (EC):**

**A) Composition:**

- i. President —1
- ii. President Elect – 1
- iii. Vice-President —3
- iv. Secretary General —1
- v. Joint Secretary —2
- vi. Treasurer —1
- vii. Organizing Secretary —1
- viii. Scientific Secretary —1
- ix. Public Relation Secretary —1

- x. Members:
  - a) Elected by General Council —8
  - b) Co-opted members —5
- xi. Ex-officio Members:
  - a) Outgoing President and outgoing Secretary General
  - b) General Secretaries of the Branches

**B) Procedure of Election of Executive Committee:**

- i. All office bearers and members (except co-opted members) shall be elected by the General Council in its Annual meeting.
- ii. For the first time President and President Elect will be elected. In the subsequent elections President Elect will automatically assume the position of President for two years.
- iii. As a consequence of the above the position of President will not be elected by the General Council but the position of President Elect will be elected.
- iv. The election will be conducted by an Election Commission (comprising of 3 Members; one Chief Election Commissioner and 2 Election Commissioners) appointed by the Executive Committee. The Members of the Election Commission will not be able to run for any position of the Executive Committee.
- v. A notice of at least one month shall be given before the election is held.
- vi. The election should be held following the annual meeting of the General Council or any other convenient date and time as to be decided by the General Council.

**C) Term of Office:**

- i. The Executive Committee shall hold office for a period of two years
- ii. The newly elected Executive Committee will assume office from the date of the charges is handed over to them by the old committee which shall be done within 7 days of their election.

**D) Functions and Power of Executive Committee:**

- i. The Executive Committee shall be executive authority and shall in pursuance of the policy and program of the Association, carry out all necessary activities and functions.
- ii. Shall make rules and regulations and implement those for maintenance and administration of the office library, publications and properties.
- iii. Shall appoint Committee, Sub-Committee, and Standing Committee for special kinds of activities as and when necessary.
- iv. Shall take any disciplinary action against any member for misconduct, willful neglect or default.
- v. Shall represent any matter which is considered to involve the interests

or aims and objectives of the Association to other organization or agency as and when necessary.

- vi. Shall appoint and remove any salaried employees of the Association.
- vii. Shall review and consider, as far as practicable all matters for placing them to the General Council.
- viii. Shall exercise all such powers, in addition to those expressly conferred on the Committee, and do all such acts and things in conformity with the aims, objectives, policies and program of the Association as and when deemed necessary.
- ix. Shall delegate such financial power to the President, Secretary General or any other office bearer as may be necessary to carry out the functions of the Association.
- x. Shall co-opt members as per the composition of the EC and also in case of vacancy arise in the EC.

**E) Obligation of the Executive Committee Members:** If any office bearer of the EC remains absent in the three successive EC meetings without informing in writing, his/her position will be declared vacant and replacement will be co-opted by the EC.

**F) Meeting of Executive Committee:**

- i. The Executive Committee shall meet as often as necessary, but not less than once every three months.
- ii. The meeting shall be called and the date, time and venue fixed by the Secretary General in consultation with the President.
- iii. The quorum for the meeting shall be formed by the presence of 1/3 members.

**G) Powers and Duties of Office Bearers:**

**President**

- i. The President shall administer the policy and programmatic affairs of the Association on behalf of the Executive Committee.
- ii. S/he shall preside over the meeting of the Executive Committee and annual general meeting of the General Council.
- iii. S/he shall make panel of the Vice-Presidents subject to approval of the Executive Committee.
- iv. S/he may sanction expenditure up to a total of Tk. 1,500.00 (Taka One thousand and five hundred only) without prior approval of the Executive Committee, provided it is put up in the next meeting of the Executive Committee for post-facto approval.
- v. S/he may call an emergency meeting of the Executive Committee.
- vi. S/he shall regulate the proceedings of the meeting: interpret the rules and regulations and decide doubtful points.
- vii. S/he shall, in addition to his/her ordinary vote have a casting vote in case of equality of votes.

## **President Elect**

- i. The President Elect will be closely working with the President and will be in a sort of training to become the President after two years.
- ii. In any EC meeting if the President is absent then one of the Vice Presidents will preside over the EC meeting. If any of the Vice Presidents are also absent then the President Elect will preside over the EC meeting.
- iii. President Elect will not have any power to sanction or approve any financial transaction.
- iv. President Elect will not be able to become a cheque signatory.

## **Vice-President**

- i. In the absence of the President, the Vice-President, in order of the panel, shall act and perform the duties of the President. Order of panel should be on the basis of the order arranged numerically as 1,2 and 3 and contested in the election for the post accordingly.

## **Secretary General**

- i. S/he shall execute and manage the affairs of the Association. S/he will be responsible for the efficient running of the office of the Association.
- ii. S/he shall convene meetings of the Executive Committee and of the General Council in consultation with the President. S/he shall also read minutes and issue agenda.
- iii. S/he shall prepare and submit Annual Report of the Association to the General Council.
- iv. S/he shall with the help of Organizing Secretary organize establishment of Branches where they do not exist.
- v. S/he shall prepare a budget in consultation with the Treasurer and get it passed at the annual meeting. S/he shall incur financial expenditure of the Association.
- vi. S/he shall be ex-officio member of all Committees.

## **Joint Secretary**

- i. S/he will assist the Secretary General in the performance of his/her duties.
- ii. S/he shall perform the duties of the Secretary General in the absence of the Secretary General.

## **Treasurer**

- i. Shall be responsible for managing the funds of the Association. Shall receive all monies of the Association and deposit them in a bank approved by Executive Committee to the credit of the Association and to be operated jointly by the Treasurer and the President/Secretary General.

- ii. Shall be responsible for collection of subscription of Direct Members attached to the office and the central fund contribution from the Local Branches if one exists.
- iii. Shall dispose of the bills for payment as sanctioned by the Secretary General and only on his/her written order.
- iv. Shall have that right to point out any error or discrepancy in the order of payment of the Secretary General and refer the order back to him/her with his/her remarks. In the event of disagreement still persisting between the Secretary General and the Treasurer the matter shall be referred to the Executive Committee for final decision.
- v. Shall be responsible for keeping up-to-date the accounts of the Association.
- vi. Shall get all the accounts audited by the Auditor of the Association.
- vii. Shall prepare an annual statement of the accounts and a balance sheet showing the financial position of the Association, get it audited by the Auditor appointed at the annual Meeting and put it for adoption by the General Council.
- viii. Shall help the Secretary General in preparing annual budget.

### **Organizing Secretary**

- v. S/he shall be responsible for organizing branches of the organization and maintaining coordination between the branches and the head office.
- vi. S/he will give membership drive.

### **Scientific and Publication Secretary**

- i. S/he shall be responsible to conduct the, scientific and all the publication activities of the Association.

### **Public Relation Secretary**

- i. S/he shall be responsible for the publicity maintaining all social media for the Association. Also responsible to conduct the social welfare and cultural activities of the Association.

### **Article 8 AMENDMENTS:**

Amendments or addition to the Bye-laws of the Constitution or the Constitution may be made by majority vote at the Annual General Meeting of the Association.