

Constitution of Bangladesh Clinical Psychology Society (BCPS)

1. **Name:** The name of the Society shall be: “Bangladesh Clinical Psychology Society”.
2. **Registered Office of the Society:** 83, New Polton, Azimpur, Dhaka-1205.
3. **Nature of the Society:** Nonprofit, Non-Government, Non-political and Charitable.
4. **Objectives:** The objective of the Society shall be:

(a). General Objectives:

- (I). To promote the development of Clinical Psychology in Bangladesh.
- (II). To promote the highest standard in training, research, practice, teaching and supervision, program development and evaluation, consultation, public policy, professional practice, and other activities that promote psychological health in individuals, families, groups and organizations in the area of Clinical Psychology.
- (III). To respond to the national objectives, necessities, crises, and emergencies relevant to mental health field.
- (IV). To enhance quality of professional practice and service delivery maintaining ethical standard and transparency for all in-person or all types of technological mode.

(b). Specific Objectives:

- (I) To organize professional activities and research, conference, seminar, workshops and training to fulfill the needs in this field.
- (II). To render expert advice to the Government and other relevant bodies on issues in Clinical Psychology and mental health.
- (III). To collaborate with similar national and international associations/ societies and regional and global organizations for the advancement of Clinical Psychology.

(IV) To publish scientific journals and popular periodicals, books, educational and training materials in the areas of Clinical Psychology.

(V) To formulate, and maintain ethical standards in research and practice in Clinical Psychology

(VI) To execute any type of public welfare or charitable activities.

(VII). To provide psychosocial support in community during natural or man made disasters.

5. Income:

(a). The income and property of the Society whatsoever derived shall be applied solely towards the promotion of the objectives and the purposes of the Society as set forth in this memorandum and no portion hereof shall be paid or transferred directly or indirectly by way of dividend, bonus, salary, honorarium, pocket money or otherwise howsoever by way of profit to the persons who at any time are or have become members of the Society.

(b). In order to be able to fulfill objectives of the Society, the Society will urge and accept donations in cash or kind, from the persons forming the Society and the executive committee or from any person, institution, societies, or companies from home or abroad and use the same towards the promotion and maintenance of the objectives of the Society provided that the Society shall not receive any foreign donation without undergoing the formalities as laid down in the Foreign Donation (Voluntary Activities) Regulations Ordinance (Ordinance No. XLVI of 1978) and the Foreign Contributions (Regulation) Ordinance (Ordinance No. XXXI of 1982) as amended from time to time.

6. The Society shall:

- a). Institute, conduct, defend or compromise legal proceedings by or against the Society or its office bearers in respect of matters affecting the Society.
- b). Make rules and regulations or by-laws not inconsistent with the law, or with the memorandum of the Society for the proper administration of the Society and all its institutions and projects and programs.
- c). Do all such other lawful acts, matters, deed and things as are incidental or conducive to the attainment of the objectives.
- d). The Society in a Annual General Meeting(AGM) or Extra Ordinary General Meeting (EGM) at any time may alter, amend, substitute by special resolution subject to approval from the appropriate authority any clause of this memorandum.

7. Dissolution or Winding up:

If, upon the winding up or dissolution of the Society, there shall remain any assets after liquidation all its debts and liabilities, shall not be paid to or distributed among the members of the Society, the same shall be given or transferred to or applied to some other Society, to be determined by the 3/5th majority of the members of the Society.

THE SOCIETIES REGISTRATION ACT, 1860

(ACT. XXI OF 1860)

RULES & REGULATIONS OF BANGLADESH CLINICAL PSYCHOLOGY SOCIETY

1. In these rules and regulations, unless the context otherwise requires:
 - a. The Society means **BANGLADESH CLINICAL PSYCHOLOGY SOCIETY**
 - b. President means President of the Executive Committee.
 - c. Office means the registered office for the time being of the Society.
 - d. Government means Government of the People's Republic of Bangladesh.
 - e. Member means a member of the Society whose name appears and/or is borne on the Register of the Members.
 - f. Month means English calendar month.
 - g. Seal means the Common Seal of the Society.
 - h. Annual General Meeting (AGM) means the Biennial General Meeting of the Society .
 - i. Rules means any rules, regulations, by-laws and procedures framed by the Executive Committee for the proper function of the Society.
 - j. Proxy means an attorney duly constituted or appointed under an instrument of proxy, power of attorney or other authority in writings.
 - k. In Writing and Written include printing, lithography, laser printing, type writing, telex, fax, e-mail and other modes of representing or reproducing words in visible form.

1. Clinical Practice means providing different psychological therapies to support persons with mental illness. It will also cover providing psychological therapies to support persons who are not ill but feels necessity of taking such support. Moreover, psychological assessment and psychological assessment reports will also be included in clinical practice.
2. **Membership:** An interested individual can apply for any of the following categories of the Society's membership.
 - (a). **General Member:**
 - (i). Any person having completed at least three year accredited post graduate training in Clinical Psychology or its equivalent degree (equivalence to be determined by the Executive Committee of the Society) will be designated as "Clinical Psychologist" and entitled for general membership.
 - (ii). Psychologists involved in teaching and research in Clinical Psychology at the time of establishing the Department of Clinical Psychology at the University of Dhaka in Bangladesh will be designated as "Clinical Psychologist" and entitled for general membership of the society.
 - (b). **Affiliate member:**
 - (i). Any person from Bangladesh or from a foreign country having special interest and involvement in teaching, research and practice in mental health or in the field of psychology will be entitled for affiliated membership of the Society.
 - (ii). Any person having completed one year post graduate training in Clinical Psychology will be designated as "Assistant Clinical Psychologist" and will be entitled for affiliate membership.
 - (c). **Trainee Member:** A person receiving training in accredited postgraduate course in Clinical Psychology from any recognized University or Institute.

(d). Honorary Member: Honorary membership may be offered to those having record of services of distinction in mental health as determined by the Executive Committee.

(e). Life Member: Only a general member is eligible for the life membership on payment of a fixed amount of money at a time as decided by the General Body. The candidate of life membership should have significant contribution and at least 10 years of experience in the mental health field.

(f). Members (general and affiliate) who are engaged in Clinical Practice will be considered as having 'Practitioner' status approved by the BCPS. As for example, a general member can be non practicing general member or practicing general member. Similarly affiliate members can also be practicing affiliate member or non practicing affiliate member. Practicing members can apply for non-practicing status and non-practicing members can apply for practicing status to the Executive Committee (EC) of BCPS. BCPS will give practitioner status to only those members who have Clinical Psychology background (minimum requirement is at least one year post graduate training in Clinical Psychology for Assistant Clinical Psychologist and three year post graduate training for Clinical Psychologists).

(g). Validity of Membership: All membership except for honorary and life member will be valid for one year from the date of approval of membership and will be renewed subsequently at every year. Renewal of life members and honorary members is not essential.

(h). Benefits for Members:

- (i). Can propose any project proposal and can play significant role in it's management with active collaboration of Executive Committee.
- (ii). Can play role, can raise questions to ensure transparency and accountability of BCPS's activities.
- (iii). General Members can cast votes and take decisions in the Annual General Meeting as per necessity of BCPS.
- (iv). General Members can participate in election for holding posts in Executive Committee.
- (v). Members will get free copies or copies in subsidized rate of any of the documents published by BCPS.
- (vi). Members can have access in members zone (will get password) at BCPS's website (www.bcps.org.bd).

(i). Checking Clinical Documents: Executive Committee of BCPS will form a sub-committee for checking clinical documents (case-note, log, assessment reports etc) of its practicing members. All members with practitioner status must submit the documents if the sub-committee asks for it.

(j). Keeping Minimum Clinical Record: All members with practitioner status (general or affiliate) must maintain minimum clinical record (following guideline regarding minimum clinical record keeping of BCPS).

(k). Cancellation/ suspension and reinstallation of membership:**(i). Cancellation/ suspension of membership:**

- (i-1). If somebody might resign from membership on his/her own.
- (i-2). If some body dies or become psychologically unfit (loss judgment and insight).
- (i-3). If any member is involved with activities that is subversive with BCPS's activities.

(i-4). If any body is involved with unethical practice that is contradictory with the code of conduct/ethical guideline of BCPS and is unwilling to change his/her behavior in this regard.

(i-5). Membership will be postponed if yearly subscription is not given for one subsequent year. One month notice will be served by treasurer before taking such action. The member can revive his membership within one year by applying to EC. After one year, his/her membership will be terminated automatically. The member can apply for membership if he desires in due process to the Executive Committee and need not to pay dues if he gets membership status.

(ii).Process of Cancellation of Membership:

Executive Committee will deliver show cause notice to any member if it feels that there is specific ground to cancel membership (or withholding it for specific time) of the member. The member should respond within two weeks after receiving of the notice. EC will consider the reply in next EC meeting and decide accordingly. Two third members present in the EC meeting should support decision regarding cancellation or suspension of the membership for certain duration. If the member does not respond the notice within subsequent one month, his/her membership will be cancelled automatically. Any member will have right to challenge decision regarding termination of membership or withholding it for specific time in the Annual General Meeting.

(iii). Regaining the membership: Candidate have to apply for membership following rules of membership application after two years if he is suspended from membership. Members who are suspended for a specific period will regain membership automatically after suspension period is over if no other decision is

taken regarding the matter. BCPS will provide the information on suspension in its website. Members whose membership is postponed due to not paying yearly fees can apply for membership in the due process and can regain it if EC decides so.

3. Finance:

(a). Sources of income:

(i). **Membership fees:** Membership fees (yearly fees) for different categories shall be set by the General Body.

(ii). **Entry fees:** Members of all categories shall pay a fixed amount of money decided by General Body as entry fees.

(iii). **Donation:** Special donation can be taken from members or any citizen of Bangladesh.

(iv). **Other fees:** Registration fees of conferences and training workshops etc.

(v). Member(s) can earn money on behalf of BCPS by doing different money earning activities and thus can increase fund of BCPS.

(vi). BCPS can take money in any amount as donation from any person, organization, donor agency and government.

(b). Financial Management:

(i) . Rules of expenditure of money and keeping bank account:

(i-1). An account shall be opened in the name of the Society in a Scheduled Bank located in Dhaka Metropolitan City and all receipts of the Society shall be deposited in that account.

(i-2). The account will be operated by joint signature of any two of the following: president, general secretary and treasurer.

C. Financial transactions of the organization:

(i). All financial dealings will be run following financial guideline of BCPS.

(ii). Before spending any amount of money, it is a requirement to prepare a requisition note and pass it duly. Treasurer or any person designated by EC can pass the requisition note.

(iii). All money collected in favor of BCPS must be deposited to the bank account of BCPS. A highest amount of BDT 20,000 can be kept as petty cash to carry out day to day expenditure of the BCPS secretariat.

(iv). After spending money, the expenditure must be approved in subsequent Executive Committee Meeting. The total expenditure should be approved in Annual General Meeting finally.

(v). A budget for next one year need to be passed in Annual General Meeting. It can be revised as per requirement by EC in any point of the year. This change need to be supported in subsequent Annual General Meeting.

(d). Audit: An auditing firm will be employed by Annual General Meeting to audit the income and expenditure of BCPS.

4. General Body of the Society:

(a). General and life members as mentioned under clause-2 shall constitute the General Body of the Society.

(b). The General Body shall:

(i). Meet annually at the time of the Annual General Meeting of the Society.

(ii). Pass the budget of the Society and approve the accounts of the income and expenditure duly audited.

(iii). Elect the office bearers and members of the Executive Committee as per clause-7.

(iv). General body will take decisions regarding termination of a member's membership if EC recommends.

(v). Consider all matters as may fall within its purview.

(c). **The quorum** for the meetings of the General Body shall be one third of the total general and life members who are currently in Bangladesh. If quorum is not fulfilled in the AGM then a second meeting will be called and decisions can be made by this meeting even if the quorum is not fulfilled.

(d). **Extraordinary General meeting(s) (EGM)** of the General Body may be convened by the President, Vice President, General Secretary or by a written requisition form at least one third of the total general and life members enrolled. The quorum of such a meeting shall be one fourth of the total general and life members enrolled. During calling extraordinary meetings, hierarchical order should be maintained and the next person can only call meeting if the senior one refuses to do so. EGM can take any decisions as per necessity.

5. The Executive Committee:

(a). Executive Committee shall comprise the following positions:

1. President:	01
2. Vice-president:	01
3. General Secretary	01
4. Joint Secretary	01
5. Treasurer	01
6. Organizing Secretary:	01
7. <u>Members</u>	<u>03</u>
Total =	09

(b). Powers and Functions of the Executive Committee: The Executive Committee shall be solely responsible for conducting the regular activities of the Society including preparation of budget, fixing the date and time of the Annual General Meeting, Extraordinary General Meeting and additional meetings and keeping contact with foreign Psychological Association(s)/societies and organize accreditation visit as per clause 12.

(c). Meetings: The Executive Committee shall meet at least three times a year. Voting motions shall be passed by a simple majority.

(d). Quorum: The quorum of the Executive Committee meetings shall be half of its members.

(e). Functions of the office bearers of the Executive Committee (EC):

i. President: The President shall preside over all the meetings of the executive committee, of the General Body and other meetings of the Society. He/she will have a casting vote in case of a tie.

ii. Vice-President: In the absence of the President the Vice-president shall perform all functions of the President.

iii. General Secretary: The General Secretary shall monitor and facilitates activities of the Society, keep all the records of the society, make correspondence relating to the business of the society and keep minutes of the meetings of the Executive Committee and such other meetings. He/she shall consult with the President before taking all significant decisions, report to the Executive Committee in all such matters that fall within its purview and correspond with the members of the Society.

v. Treasurer: The Treasurer shall be the custodian of the Society's fund and shall operate its accounts and process the bills of the Society after obtaining the approval of the President/EC. He/she shall look after all matters relating to the funds of the Society. He/she shall present a draft budget to the Executive Committee which will be finalized in Annual General meeting (AGM). He/she shall present financial report in annual General meeting (AGM).

iv. Joint Secretary: The Joint Secretary shall perform all the functions of the General Secretary in his/her absence. He/she shall assist the General Secretary in his/her functions.

vi. Members: Members of EC shall attend in EC meetings, participate in decision making process in such meetings, facilitate EC office bearers' work and follow and execute EC Decisions.

(f). Situational Vacancy: If there is a situational vacancy (more than six months) in the office bearer post of the committee, EC might temporarily appoint one from the EC members on the post and he/she will work in the post till the next Annual General Meeting where the appointment shall be formalized. No new member should join the EC before approval from Annual General Meeting or Extraordinary General Meeting. General Meeting or Extraordinary General Meeting can elect office bearer (s) of Executive Committee (EC) from general members or from life members of the society if there is a situational vacancy of the post.

6. Election:

(a). Executive Committee: Executive Committee will be elected with vote in secret ballot of general members during Biannual General Meeting.

(b). Only general members and life members shall be eligible to vote and to seek position in the Executive Committee. Election of the office bearers and the members of the Executive Committee shall be held at the Annual General Meeting of General Body after every two years. Election shall be held by secret ballots.

(c). Office bearers of EC must not occupy same post for more than two consecutive terms. But it is possible that he or she might be elected again after a gap of one term (2 years).

(d). President of Ex-Executive Committee will be member of New Executive Committee by virtue of post (if he is not elected as any other office bearer).

(e). Election Commission: In order to run the election, executive committee will select three member election commission along with one election commissioner. Members of the election commission might be member/s of the society who shall not take part in the election as candidate or who are not member of the society. There will be an election commissioner who will run the election process.

(f). Process of the election: One member will cast one vote. No vote can be given with help of a representative. Election commission will declare election topbill (schedule) before thirty days of the election. Nomination should be submitted 15 Days before election takes place. The nomination can be submitted through post, internet or in hand to the Election Commission. Election Commission will give nomination paper and will

declare rules of submitting nomination. One general member should provide support for each nominee. Withdrawals of nomination should be take place before election takes place. Decision of the election commission will be final.

(g). Tenure: Tenure of Executive Committee will be two years from date of election. Election will be held in the Biannual General Meeting.

7. **Office of the Society:** 83, New Poltan, Azimpur, Dhaka-1205.
8. **Additional Meeting (s):** EC will arrange additional meeting (s) as per need. Participant of additional meeting can suggest or can propose for consideration of the EC. Any proposal/decision taken during these meetings will need to be approved by EC. All members as mentioned in clause 2 will participate in additional meetings.
9. **Code of Conduct:** The Society shall maintain an Ethical Guideline/Code Of Conduct approved by the General Body which all members shall abide by. The Executive Committee is empowered to investigate allegations of breaches of the ethical guideline/ Code of Conduct by any member and to take action as per decision of the General Body.

10. Accreditation:

(a). The Society shall accredit all existing training courses in Clinical Psychology, which shall involve a visit to the course along with a thorough assessment of the components and their quality by those members of the accreditation committee of the society who are not currently paid staff of that specific training course.

(b). Accreditation is for a period of three years.

(c). The Society shall give provisional accreditation as appropriate to any new training courses that are proposed.

11. **Amendment of Constitution:** All proposals for amendment of any part (s) of the constitution shall have to be duly proposed and seconded by the members of the Society. Such a proposal should reach the General Secretary at least one month before the Annual General Meeting (AGM) or Extraordinary General Meeting (EGM). Upon receipt of the proposals, the General Secretary shall notify all members of the Society of the proposals before the General Body seats at its Annual General Meeting (AGM) or at its Extraordinary General Meeting (EGM) for consideration. Decisions in favor of the amendments shall require the approval of two-third majority of the members present in the Annual General Meeting. If the amendment of the constitution need to be done in Extraordinary General Meeting (EGM) then one third of the total general and life members who are currently living in Bangladesh will be considered as quorum in such EGM. Two third of the members of the EGM have to support the amendment of the constitution.

12.

Annex:

(Following part is not part of Constitution. Rather it is a brief history of amendment of the Constitution).

Current proposed amendment of constitution of Bangladesh Clinical Psychology Society (BCPS) was presented by Md. Zahir Uddin, General Secretary, BCPS in Annual General Meeting held in 24-12-2011

Constitution of Bangladesh Clinical Psychology Society (BCPS) (Former the Bangladesh Clinical Psychology Association-BCPA) had undergone three amendments as follows:

1st Amendment: 6th June in 2009

2Nd Amendment: 23rd February in 2010

3rd Amendment: 24th December 2011 (current amendment)

Proposal for third amendment of BCPS is prepared by a sub-committee consisted of following members:

Member Secretary: Md. Zahir Uddin

Member: Kamal Uddin Ahmed Chowdhury

Member: Tarun Kanti Gayen

- The End -