



CONSTITUTION



Soil Science Society of Bangladesh (SSSB)
Email: sssb1958@gmail.com
Website: www.sssb1958.com

SOIL SCIENCE SOCIETY OF BANGLADESH (SSSB)

Established in 1958
Revised and Amended on 07/12/2024



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Preface

A well-designed and effective constitution is essential for the orderly and proper establishment, administration and external development of any institution or organization or society. The Soil Science Society of Bangladesh (SSSB) was formed in 1958 and it has a constitution describing the objectives, structure, management, responsibilities, duties, rights, and other relevant matters under some sections and sub-sections. Recently, the members of the society felt it necessary to revisit and update the constitution of the SSSB. With that end, a sub-committee was formed at the Executive Committee (EC) meeting on 15 June 2023 with Professor Dr. Md. Akhtar Hossain Khan as the convener, and Professor Dr. M. Jahiruddin, Professor Dr. Md. Mizanur Rahman, Dr. Md. Baktear Hossain and Mr. A.F.M. Manzurul Hoque as the members. The committee through discussion over several meetings prepared a draft revised constitution and once it was presented in an Executive Committee meeting. With the feedback from the meeting, the sub-committee further revised the draft constitution. Finally, the Executive Committee adopted the revised constitution on 01 May 2024 and duly approved it on 07 December 2024 at the Annual General Meeting (AGM) with a small change.

We are pleased to present an updated and contemporary constitution of SSSB. Our sincere gratitude and thanks are due to all the members of the sub-committee for their contribution to the amendment of SSSB constitution. We sincerely acknowledge Dr. Md. Shahidul Islam, Prof. Dr. ARM Solaiman and Prof. Dr. GKM Mustafizur Rahman for their valuable suggestions in updating the constitution and Dr. Md. Taiabur Rahman for his nice efforts in compiling all the edits and suggestions for producing the constitution to the present form.

Dr. Md. Abdul Bari

General Secretary
10 March 2025

Article I: Name

The name of the Society shall be the “Soil Science Society of Bangladesh”, otherwise referred to as “SSSB”. In this constitution the word “Society” will mean the SSSB.

Article II: Office

The office of SSSB will be situated at the Head Office of the Soil Resource Development Institute (SRDI), Krishi Khamar Sarak, Farmgate, Dhaka-1215, Bangladesh.

Article III: Objectives

The objectives of the Society shall be:

- a. to promote Soil Science and allied branches and disseminate the knowledge and its application;
- b. to encourage and strengthen basic and applied research in Soil Science;
- c. to promote and safeguard the interest of all Soil Scientists of Bangladesh and impart guidance to the young Soil Scientists in their career building;
- d. to publish a scientific journal; organize conferences, seminars and workshops at different institutes and places in the country; invite eminent scientists and scholars to deliver lectures; and to confer honorary fellowships, memberships, awards, etc.
- e. to work in association with the Soil Science Societies of other countries and to cooperate with other organizations having similar objectives.

Article IV: Membership

The membership of the Society shall consist of individuals or institutions actively interested in the objectives of the Society. There shall be five categories of membership: (1) General Member, (2) Life Member, (3) Associate Member, (4) Honorary Member, and (5) Institutional Member.

SECTION 1. General Membership

General Members shall be the persons having
M.Sc. / M.S. / M.Sc. (Ag) in Soil Science/ Soil,

Water and Environment from any recognized university / institution. Persons having degrees other than those mentioned above but working actively in the discipline of Soil Science at the institutes of National Agricultural Research System (NARS) or other government recognized organizations are also eligible to become General Members.

They shall be admitted to the society on paying their admission fee and membership subscription for the current year after they have been duly proposed for membership by any two Life Members of the Society and

approved either by a unanimous vote of the Executive Committee (EC) or by a majority of the votes of members present at a General Meeting of the Society. General Members shall have to pay annual subscription on or before due date to maintain their membership.

General Members shall be entitled to all the privileges of the Society and shall receive free of charge all the publications of the Society except such special publications which the EC may decide to issue to members on payment of the cost of production.

SECTION 2. Life Membership

All of the requirements for General Membership mentioned in the Section 1 of Article IV shall be applicable for obtaining Life Membership excepting that a Life Member shall have to pay the admission fee as fixed by the EC and thereafter approved at the General Meeting of the Society. A Life Member shall be exempted to pay annual subscription.

SECTION 3. Associate Membership

Students of Soil Science or Soil, Water and Environment Departments of Universities/Colleges are eligible to become Associate Members. Persons interested in the promotion of Soil Science may also become Associate Members.

They shall be admitted to the Society on paying their admission fee and membership subscription for the current year after they have been duly proposed for membership by any two Life Members of the Society and approved by a unanimous vote of the EC of the Society. Associate Members shall have to pay annual subscription on or before due date to maintain their membership. Associate Members shall enjoy all the privileges of General Members, except the voting right or holding office.

An Associate Member, if he/she thinks to be qualified to become a General Member, should apply to the EC with full bio-data. They must have at least 5 (five) years of service experience in the field of Soil Science and must have authored relevant publications.

SECTION 4. Honorary Membership

Honorary Members shall be the persons eminent for their contributions or services to Soil Science. There shall be maximum 10 (ten) Honorary Members of the Society. To fill up the vacant positions of Honorary Membership, at most two members may be inducted in a single year (January to December). Honorary Members shall be elected on the recommendations of the EC and by a three fifth majority of members present at a General Meeting. They shall enjoy all the privileges of the General Members excepting that of voting or holding office and shall be exempted from the payment of subscriptions.

SECTION 5. Institutional Membership

Institutional Members may be partnership companies, Institutions or other corporate bodies who are interested in the promotion of Soil education and research. Institutional Members shall have to pay annual subscription on or before due date to maintain their membership. They shall have all the privileges of General Members except the right of voting or holding office.

SECTION 6. Withdrawal of membership:

A member may withdraw his/her membership from the Society by a letter addressed to the General Secretary. The Society, however shall not be liable to return any fee that may already have been paid by the member. A withdrawing member whose subscription is not in arrear shall automatically recover the privileges of membership without re-election if he/she rejoins the Society within six months of withdrawal. He/She shall than become liable to pay all dues as if he/she had not withdrawn at all.

SECTION 7. Subscription of members

Subscription for different categories of membership will be fixed by the EC and thereafter approved in a General Meeting of the Society.

SECTION 8. Subscription in arrear

Members whose subscriptions are in arrear for more than one year shall be excluded from the privileges of membership until they shall have paid the arrears. A list of all such members, showing the amounts due from them shall be reported by the General Secretary in the Annual General Meeting (AGM).

The Treasurer shall, at the end of the financial year, send a letter to every such member at his/her last known address demanding payments of the arrears. If the arrears are not paid within two months of the dispatch of such letter, the name of the member shall be removed from the Society's Register. Any member whose name has been removed under this rule may be reelected on payment of his/her arrears. A fresh entrance fee is not necessary for such reelection.

Article V: Executive Committee

The administration, direction and management of the affairs of the Society shall be entrusted to an Executive Committee (EC). The Executive Committee of the Society shall consist of the following Office Bearers: one President, two Vice-Presidents, one General Secretary, two Joint Secretaries, one Treasurer, one Organizing Secretary, one Publicity and Publication Secretary, and ten EC Members.

In addition, the immediate past President and General Secretary shall be Ex-Officio EC members, so long as they continue to be members of the Society. The EC shall have power to fill up vacancies occurring between two

successive Biennial General Meetings (BGM).

The EC shall have the right to form different sub-committees as and when required. The EC shall fix the terms and conditions for such sub-committees.

Article VI: Functions and powers of the EC

1. President

- a. He/She will preside over all the meetings of the Society including EC Meetings and General Meetings.
- b. He/She shall have the power to convene an emergency EC Meeting.
- c. In case of emergency, he/she may in consultation with the EC take an action on behalf of the general body. But he/she shall report it to a General Meeting.
- d. He/She shall be a signatory of the Bank Accounts of the Society jointly with the Treasurer and the General Secretary.

2. Vice-President

In absence of the President the First Vice- President or in the case when both President and First Vice-President will be absent, the Second Vice-President will carry on the functions of the President. The President may assign such other duties to the Vice-Presidents as may be necessary for the smooth functioning of the Society.

3. General Secretary

- a. The General Secretary will be the Chief Executive Officer of the Society and shall be responsible for implementing the resolutions of all Meetings. He/She shall be accountable to the EC for his/her actions and shall work in consultation with the President.
- b. He/She shall give notice of the Meetings, and write proceedings of the Meetings.
- c. He/She shall prepare the report, for the AGM / BGM, in consultation with the President and arrange for the report to be approved by the EC before presenting it to the AGM / BGM.
- d. He/She shall be a signatory of the Bank Accounts of the Society jointly with the Treasurer and the President.
- e. He/She shall supervise and guide the staff, employed by the Society.
- f. Any letter of the Society shall be sent with his/her signature.

4. Joint Secretary

The Joint Secretaries will assist the General Secretary in discharging his/her duties and will do such other works as may be assigned to them by the EC.

In absence of the General Secretary the First Joint Secretary or in the case of both the General Secretary and the First Joint Secretary being absent, the Second Joint Secretary will act as the General Secretary.

5. Treasurer

- a. The Treasurer will assist the General Secretary to prepare the annual budget.
- b. He/She will keep the accounts of the Society and maintain necessary register and records of all transactions of the Society.
- c. He/She shall be a signatory of the Bank Accounts of the Society jointly with the President and General Secretary.
- d. He/She will prepare the financial report of the Society, arrange for it to be audited by the Auditors appointed by the EC and submit it to the EC before presenting it to the General Meeting.
- e. If the post of Treasurer falls vacant, the EC will appoint a new Treasurer from amongst the EC members.

6. Organizing Secretary

- a. The Organizing Secretary will help the General Secretary to arrange a meeting, to write resolutions of the meeting, and to implement the resolutions taken in a meeting. The Organizing Secretary will preserve all the documents of the Society.
- b. If the post of Organizing Secretary falls vacant, the EC will appoint a new Organizing Secretary from amongst the EC members.

7. Publicity and Publication Secretary

- a. The Publicity and Publication Secretary will be responsible to publish all the reports and souvenirs (except the journal) of the Society. All publicity related works will be accomplished under his/her supervision.
- b. If the post of Publicity and Publication Secretary falls vacant, the EC will appoint a new Publicity and Publication Secretary from amongst the EC members.

8. Member

The members of the Executive Committee shall be assigned with various responsibilities as decided by the Executive Committee.

Article VII: Tenure and Election of the Executive Committee

SECTION 1. Tenure of EC

The tenure of the Executive Committee shall be two (2) calendar years, beginning from the 1st January and shall continue till 31st December of

the next year. No Office Bearers of the Society shall be eligible to participate in the election as a candidate to the same post for more than two consecutive terms.

SECTION 2. Election of EC

- a. The election of the EC shall take place at the time of Biennial General Meeting (BGM) of the Society (Second year of the EC).
- b. Between 120 to 90 days before the end of their tenure, the EC shall constitute a three-member Election Commission and shall provide a list of General Members (who have paid their dues) and a list of Life Members. The Election Commission shall consist of one Chairman and two Members. No member of the Election Commission shall participate in the election as a candidate.
- c. The Election Commission shall invite nominations for the Office Bearers of the EC, on prescribed forms, at least 60 days before the BGM. The nomination form shall be duly filled in with the signatures of the Candidate, a Proposer, and a Secunder.
- d. The interested candidate shall have to submit signed nomination form within 15 days of the invitation of nomination. If a candidate submits nominations for more than one posts, all of his/her nomination forms shall be considered invalid.
- e. The Election Commission shall publish a primary list of valid candidates within two days from the last date of submission of nomination forms. All the members who submitted the nomination forms shall be provided with this list of valid candidates.
- f. A candidate may withdraw his/her candidature in writing within seven days from the publication of the primary list of valid candidates. Within two days from the last date of withdrawal, the Election Commission shall publish a final list of candidates. All of these works of Election Commission shall be finished at least 30 days before the BGM (day of election).
- g. If the valid nomination/s for a post is/are equal to or less than the number/s for that post (Article V) then the candidate/s shall be considered elected uncontested.
- h. If there is no valid nomination for a post then the Election Commission will conduct a fresh election only for that post. If number of valid nomination/s is/are less than the number/s for a post (Article V) then a fresh election will be held only for the remaining vacant number/s of that post. Such elections will be held within 90 days of the BGM following the rules mentioned in the Section 2 (the present Section) of Article VII.
- i. For the posts having more than one number, the seniority shall be

decided on the number of votes received. In case of tie, seniority will be determined by age (older shall be followed by the younger). If no vote was needed, the seniority shall be decided on the basis of age (older shall be followed by the younger).

- j. If vote was needed for a post and two or more candidates get the same number of votes, then the Election Commission shall take the decision through toss.

SECTION 3. Eligibility for participating the election of EC

- a. Only General and Life Members shall be eligible for participating the election of Executive Committee as a candidate or as a voter.
- b. All the membership dues (for both new and old members) should be paid at least 7 days before the appointment of Election Commission for participating the election of Executive Committee as a candidate or as a voter.

Article VIII: Installation: Assumption of Office

The newly elected EC shall assume the office of the Society on 1st January. In unavoidable circumstances, if election holds after 1st January, the newly elected EC shall assume the office of the Society within seven days of the election. The outgoing General Secretary / Organizing Secretary shall handover all the documents of the Society to the newly elected General Secretary / Organizing Secretary in an extended meeting of the EC held for the purpose.

Article IX: Meetings

SECTION 1. Executive Committee meetings

The following rules shall be applicable to meetings of the Executive Committee:

- a. Executive Committee Meeting shall be convened by the General Secretary in consultation with the President of the Society with three days' notice.
- b. The General Secretary in consultation with the President can convene an emergency EC Meeting with one day's notice. The President may also summon a special meeting of the EC giving notice to all other members.
- c. Seven members shall form a quorum.
- d. The President or, in his absence, the First Vice-President or, in absence of both, the Second Vice-President shall preside over the EC meeting. In the absence of all three mentioned above, the members of the EC present in the meeting shall elect one from among them to preside over the EC meeting.

- e. The Chairman of the meeting shall be entitled to vote with the other members of the EC, and when the votes are equal, he/she shall have a second vote i.e., a casting vote. The ordinary method of voting shall be ballots.
- f. Minutes of the proceedings of every meeting of the EC shall be taken during its progress by the General Secretary or the Joint Secretary, or in their absence, by one of the members of EC appointed by the Chairman.
- g. A copy of minutes of each meeting of the EC shall be sent to all EC members.

SECTION 2. General meetings

General meetings of the Society shall be of three kinds viz, Annual General Meeting (AGM), Biennial General Meeting (BGM) and Extraordinary General Meeting (EGM).

Section 2(i). Annual General Meeting (AGM)

The following rules shall be applicable to Annual General Meeting:

- a. The Executive Committee will decide the date, time, and place of the AGM of the Society. Notice of the date, time, and the place of AGM together with business to be transacted thereof, shall be given to all General and Life Members at least fifteen days before the date of the meeting. The General Secretary or, in his absence, the Joint Secretary shall serve the notice in consultation with the President of the Society.
- b. The President or, in his absence, the First Vice-President or, in absence of both, the Second Vice-President shall preside over the AGM. In the absence of all three mentioned above, the senior most (by age) member of the EC present in the meeting shall chair.
- c. One fifth of the total valid General and Life Members shall form a quorum of the AGM.
- d. The business to be transacted at the Annual General Meeting shall be (1) to read out and confirm the minutes of the last meeting after correction, if necessary, and signed by the Chairman; (2) to announce and exhibit any donations or gifts received by the Society since the last meeting; (3) to announce the names of persons / institutions elected as members of the Society since the last meeting and to elect membership, if necessary, in accordance with the Section 1 of Article IV of this constitution; (4) to discuss matters of current business and routine; (5) to consider and accept the Annual report of the General Secretary and the Financial report of audited Accounts presented by the Treasurer (6) open discussion on the reports, presented by the General Secretary and the Treasurer (7) delivery of President's address

Section 2(ii). Biennial General Meeting (BGM)

The following rules shall be applicable to Biennial General Meetings:

- a. The meeting shall be held at the end of the 2nd year of the tenure of an EC. The EC will decide the date, time, and place of the BGM. Notice of the date, time, and the place of BGM together with agenda shall be given to all General and Life Members at least fifteen days before the date of the meeting. The General Secretary or, in his absence, the Joint Secretary shall serve the notice in consultation with the President of the Society.
- b. The President or, in his/her absence, the First Vice-President or, in absence of both, the Second Vice-President shall preside over the BGM. In the absence of all three mentioned above, the senior most (by age) member of the EC present in the meeting shall chair.
- c. One fifth of the total valid General and Life Members shall form a quorum of the BGM.
- d. The agenda of the Biennial General Meeting shall be (1) to elect the EC for the next two years as provided for in the Article VII of this constitution; (2) to consider and accept the Biennial report of the General Secretary and the Financial report of audited Accounts presented by the Treasurer (3) open discussion on the reports, presented by the General Secretary and the Treasurer (4) delivery of President's address.

Section 2(iii). Extraordinary General Meeting (EGM)

The following rules shall be applicable to an Extraordinary General Meeting (EGM):

- a. Such meeting may be requisitioned by the General and Life Members with the signatures of at least one fifth of the total number of valid (dues properly paid up to date) General and Life Members and shall be convened by the President on notified specific issue/ issues called for.
- b. The President shall convene such EGM within 30 days of receiving requisition request. If the President fails to do so, one of the signatories may convene the EGM in accordance with the rules mentioned in this constitution.
- c. Notice of the date, time and place of the EGM and of special agenda shall be given to all General and Life Members at least fifteen days before the date of the meeting.
- d. No business other than that included in the notice shall be transacted at such meetings, nor shall any stranger be permitted to be present.
- e. The quorum for the meeting shall be same as for the AGM or BGM.

Article X: Funds and Accounts

- a. The funds of the Society shall consist of (i) admission fees and annual subscriptions of members, (ii) donations, (iii) grants as aids from any government, institutions, societies or individuals interested in the work of the Society and (iv) proceeds from its activities.
- b. The accounts and vouchers of the receipts and payments of the Society shall be subject to examination by the EC and be subject to annual audit. The Annual Statements of Accounts shall, after audit, be printed in the report of the Treasurer and be presented at the AGM / BGM.
- c. All securities and money which are the property of the Society, shall be lodged for safe custody in such bank/ banks as may be approved by the EC for the purpose.
- d. The accounts of the Society shall be opened jointly by the Treasurer, President, and the General Secretary. However, the accounts may be operated by the joint signature of the Treasurer and the President/General Secretary.
- e. All payments of the Society shall be made through crossed cheque.

Article XI: Journal

- a. The Society shall publish a scientific journal half yearly (in June and in December) in the name of Bangladesh Journal of Soil Science (Bangladesh J. Soil Sci.). The EC shall nominate an Editorial Board consisting of one Editor, one Joint Editor and Five members. The Editorial Board will take all necessary measures to publish the journal in time.
- b. The tenure of the Editorial Board normally shall coincide with the tenure of the EC.
- c. The EC will allocate a fund for the printing cost of the journal and honoraria (for reviewer) on request from the Editorial Board.

Article XII: Amendments

- a. Proposals for amendments of the existing constitution by any General or Life Member of the Society shall be sent to the General Secretary at least six weeks before the Annual General Meeting (AGM) or Biennial General Meeting (BGM) of the Society.
- b. Such proposals shall be circulated to all General and Life Members of the Society at least one month before the AGM / BGM or an Extraordinary General Meeting of the Society specially called for this purpose.
- c. The EC shall brought such proposals, along with remarks of the EC, before the AGM / BGM or an Extraordinary General Meeting (EGM) of the Society specially called for this purpose.
- d. The proposals shall be declared carried if accepted by a two thirds majority of the Members present in the AGM / BGM / EGM.