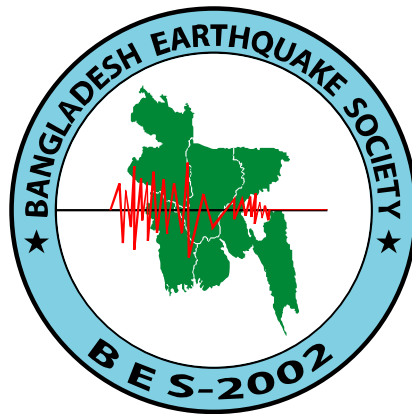


CONSTITUTION AND BYLAWS

OF

BANGLADESH EARTHQUAKE SOCIETY



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Table of Contents

Table of Contents

CONSTITUTION	3
Article 1 - The Society	3
Article 2 - Definition of Terms.....	3
Article 3 - Aims and Objectives of the Society	3
Article 4 - Membership and Subscription	4
Article 5 - General Body.....	4
Article 6 - Executive Committee	5
Article 7 - The Officers of the Society	6
Article 8 - Finance and Funds	8
Article 9 - Meetings of the Society	8
Article 11 - Amendment of the Constitution and Bylaws	9
Article 12 - Cessation and Termination of Membership of the Society	9
Article 13 - Establishment of the Society, Adoption of the Constitution, and Founder Member	10
BYLAWS	10
Clause I - Aims and Objectives of the Society.....	10
Clause II - Membership and Subscription.....	11
Clause III - Annual Reports.....	12
Clause IV - Election of Officers and Members of Executive Committee	12
Clause V - Local Chapters.....	13
Clause VI - Annual Lectures, Awards	14

CONSTITUTION

Article 1 - The Society

1.1 The name of the Society shall be "Bangladesh Earthquake Society" and shall be referred to as the "Society" hereafter. The short form of this name shall be "BES". It shall be a Society registered under the Societies Registration Act XXI of 1860.

1.2 A logo, which depicts the objective of the Society, shall be prepared and shall be used as per the decision of the Executive Committee.

1.3 The Headquarters of the Society shall be located at Dhaka. The Local Chapters may be formed in different places in Bangladesh.

1.4 The language of the Society shall be English/Bangla.

1.5 The year of the Society shall be January to December.

Article 2 - Definition of Terms

In this Constitution, except where the context otherwise defines:

- a) "Society" means Bangladesh Earthquake Society.
- b) "Constitution" means the main Constitution of the Society, and "Rule" and "Rules" mean the Rule and Rules formulated on the basis of the Constitution.
- c) "Member" means the individual who has obtained the membership of the Society as prescribed by the Constitution.
- d) "Executive Committee" means the Executive Committee constituted as per the constitution to run the affairs of the Society, comprising office bearers and executive members of the Society.
- e) "General Meeting" means the meeting of all members who have obtained membership as per the rules of the Society.

Article 3 - Aims and Objectives of the Society

3.1 The aims and objectives of the Society shall be mainly directed towards promoting research, development, and awareness in the field of earthquakes as stated hereinafter and detailed in the Bylaws.

3.1.1 To provide a forum for scientists and engineers of various specializations, social scientists, and disaster management specialists interested in earthquakes to come together and exchange ideas on the problems of earthquakes.

3.1.2 To disseminate knowledge in the field of earthquake dealing with scientific, engineering, economic, sociological, and other aspects.

3.1.3 To promote and undertake activities related to preparedness and mitigatory measures for reducing earthquake vulnerability.

3.1.4 To cooperate with other organizations for rescue operations, rehabilitation works, thorough checking of affected structures and lifelines, along with national and/or international teams if an earthquake occurs in Bangladesh.

Article 4 - Membership and Subscription

4.1 The membership of the Society is open to individuals or institutions associated with scientific, engineering, socio-economic, or other aspects of earthquake and/or Disaster Management as provided in the Bylaws.

4.2 The Society shall have Individual Members (annual or for life), Institution Members (annual or permanent), and Student Members (annual). Only Individual members would have the right to vote in the Executive Committee election.

4.3 Each category of members will have to pay a subscription (annual or life) as specified in Bylaws.

4.4 Only Individual Members would have the right to be elected as officers/members of the Executive Committee.

4.5 Application for membership shall be supported by at least two members of the Society and shall be made to the Secretary General in the prescribed proforma.

Article 5 - General Body

5.1 There shall be a General Body of the Society, which shall consist of all Individual Members of the Society.

5.2 The General Body shall:

1. elect the members of the Executive Committee.
2. review the works, performance, and programme of the society.
3. consider and approve the budget and audit report of the Society.
4. consider and decide upon such matters of general policy as may be referred to by the Executive Committee.
5. do such other things as may be conducive to the aims and objectives of the Society.

Article 6 - Executive Committee

6.1 The management of the Society shall be the responsibility of the Executive Committee as entrusted through the Societies Registration Act XXI of 1860 and Constitution and Bylaws.

6.2 The Executive Committee shall consist of the following:

Position	Number
President	1
Vice-Presidents	2
Secretary General	1
Editor	1
Treasurer	1
Individual Members	6
Representatives of Local Chapters*	3
<i>Ex-officio Members:</i>	
Immediate Past President	1
Immediate Past Secretary General	1
Total	17

* Manner of election/selection will be as detailed in the Bylaws

6.3 The vacancies after the election, if any, shall be filled in through nomination by the Executive Committee.

6.4 The Executive Committee shall be elected for a period of two years. It would ordinarily meet once in two months, but have at least six meetings, well distributed during its term.

6.5 A meeting of the Executive Committee may also be requisitioned, giving in writing the matter to be discussed to the Secretary General by not less than six members of the Executive Committee. Such a meeting shall be convened within 30 days of the receipt of the requisition.

6.6 The quorum for the Executive Committee Meeting shall be six. In case there is no quorum within half an hour of the time fixed for the Executive Committee Meeting, the meeting shall be adjourned. Only those emergency matters that cannot be kept pending

could be considered by the members present, with decisions reported at the next Executive Committee Meeting.

6.7 The Executive Committee shall have all the powers in the direction, management, and promotion of the aims and objectives of the Society, subject to any limitation imposed on its functioning by the General Body. The policy matters shall be decided by the Executive Committee within the framework of the Constitution and Bylaws.

6.8 The Secretary General shall issue the notice, ordinarily seven days in advance and prepare and circulate the minutes of the meetings for meetings of the Executive Committee in consultation with the President.

6.9 The Executive Committee shall be empowered to invest Society funds in Government securities and deposits in any scheduled bank and Bonds of public sector undertakings and in such other instruments. Withdrawals from the invested fund shall be made only with the Executive Committee's approval.

6.10 No office bearer shall hold the same office for more than two terms.

6.11 In case of vacancy in any office other than the President of the society, the Executive Committee shall make suitable arrangements subject to the Constitution and Bylaws.

6.12 If the President or the two Vice-Presidents is unable to chair a particular Executive Committee meeting, the Executive Committee members present may elect from among themselves the Chairman for the meeting by a simple majority.

6.13 The Executive Committee may give awards as detailed in the Bylaws.

6.14 The Executive Committee may provide a grant for post-Earthquake surveys.

Article 7 - The Officers of the Society

7.1 President

The President shall be the Prime Officer of the Society and will have overall responsibility to foster the aims and objectives of the Society in National and International spheres. The President shall preside over the Executive Committee Meetings and General Body Meetings. He may, in consultation with the Secretary General, take decisions on matters of an emergency nature and report them to the next meeting of the Executive Committee, consistent with the Constitution and Bylaws of the Society. He shall ordinarily represent the Society in National and International bodies and meetings.

7.2 Vice-Presidents

The Vice-Presidents shall perform such duties as may be delegated by the President or the Executive Committee. The Senior Vice-President (seniority being determined on the basis of seniority of membership) shall assume the office of the President in case of vacancy.

7.3 Secretary General

The Secretary General of the Society, who shall be a Dhaka-based member, shall be responsible for the maintenance of the office of the Society and shall work under the general direction of the President and Executive Committee for coordinating and expanding the frontiers of activities of the Society. Liaison with the local chapters and the International Societies, and the holding of the Society's Annual General Meeting, shall also be the responsibility of the Secretary General. He shall prepare the annual report and present it at the Annual General Meeting after it has been approved by the Executive Committee. He shall sign all contracts and legal documents on behalf of the Society.

7.4 Editor

The Editor shall, under the directions of the Executive Committee, be responsible for the technical publications, soliciting papers and other material for publication, review of the material and its printing, and maintaining the website of the Society. An Editorial Committee may be appointed by the Executive Committee to assist him in this work.

7.5 Treasurer

The Treasurer shall assist the Executive Committee and the Secretary General in financial matters. He shall prepare the budget estimate for each year, in consultation with the President and the Secretary General, and shall place it before the Executive Committee for its consideration and approval. He shall have the power to incur expenditure on behalf of the Society within the framework of the budget approved by the Executive Committee and shall manage the finance and accounts of the Society. He shall prepare an annual report containing the audited financial statement of the Society for the Annual General Meeting, after it has been approved by the Executive Committee.

7.6 Vacancy Arrangements

In case of a vacancy in the office of the Secretary General or the Editor, the Executive Committee shall nominate the new incumbent. Till such arrangement is made, one of the Vice-Presidents (to be nominated by the President) shall look after the duties of the Secretary General or the Editor, as the case may be.

7.7 Review of Actions

Action of any officer of the Society shall be subject to review by the General Body.

Article 8 - Finance and Funds

8.1 The Society shall raise funds through subscription, sale of publications, grants or donations from Government and other organizations, individuals, national and international agencies, investment of funds of the Society in Government Securities or fixed deposits with any scheduled bank or bonds of public sector undertakings with the prior approval of the Executive Committee, advertisements in Society publications and any other source approved by the Executive Committee.

8.2 The financial year of the Society shall be from 01 January to 31 December, and the annual subscription shall be payable in advance on 01 January each year.

8.3 The Society shall maintain a deposit account [savings/current] in any scheduled Bank into which all receipts of the Society, e.g. subscription, donation etc., collected, shall be deposited. The accounts shall be maintained and opened under the joint signatures of the Treasurer, the Secretary General, or the President.

8.4 The inventories of the Society shall be physically verified annually, for which a suitable arrangement shall be made by the Executive Committee. The stock checking report shall be made available to the auditors.

8.5 The accounts of the Society shall be audited by a Chartered Accountant every year and presented to the Executive Committee and General Meetings by the Treasurer. Auditors shall be appointed by the Executive Committee.

Article 9 - Meetings of the Society

9.1 The Executive Committee shall arrange General Body Meetings at least once a year, usually at the beginning of the year.

9.2 The meeting, at which the audited statement of accounts, including balance sheet and Annual Report regarding the activities of the Society, duly approved by the Executive Committee, will be presented, shall be called the Annual General Meeting.

9.3 The Secretary General shall issue the notice, ordinarily three weeks in advance, and prepare and circulate minutes in consultation with the President.

9.4 The quorum for the General Body Meeting shall be 15 Members who are on the rolls of the Society. In the absence of a quorum within one hour of the scheduled time, the meeting shall be automatically adjourned and reconvened the following day at the same venue and time, for which no notice would be necessary. In the reconvened meeting after an adjournment, there shall be no quorum requirement.

9.5 An Extraordinary General Meeting may be requisitioned, giving in writing the specific matter to be discussed to the Secretary General, signed by not less than one-third members in good standing. The meeting shall be arranged within 30 days of receiving such requisition.

Article 10 - Publications of the Society

10.1 The Society shall publish a technical bulletin and issue and promote other technical publications as may be approved by the Executive Committee.

10.2 The Society shall publish the BES Newsletter for disseminating news of interest to its members and other individuals/bodies.

10.3 The Secretary General's Annual Report, the Audited Statement of Accounts for the previous year, and the Minutes of the General Body Meeting will be published in the BES Newsletter.

Article 11 - Amendment of the Constitution and Bylaws

11.1 Amendments to the Constitution and Bylaws may be made only by the General Body.

11.2 Amendment to the Constitution and Bylaws shall be carried out only by a three-fifths vote obtained.

11.3 A vote for an amendment may be taken at a General Body Meeting of the Society for which 21 days' clear notice has been given.

11.4 The proposed amendments shall not be in conflict with the basic objectives of the Society as stated in the existing Constitution and Bylaws.

11.5 The Executive Committee may amend any Bylaws and implement these. However, these amendments would require approval by the General Body at the next AGM.

Article 12 - Cessation and Termination of Membership of the Society

12.1 A member of the Society shall cease to be a member if:

1. he is declared to be of unsound mind or found guilty of moral turpitude.
2. he resigns his membership by notice in writing addressed to the Secretary General.
3. any membership subscription payable by him remains unpaid for three months after the same becomes payable and the Executive Committee decides to terminate his membership for such default.
4. the Executive Committee, by a majority of 2/3 of its membership, decides that his activities are prejudicial to the interests of the Society and/or not in conformity with the aims and objectives of the Society.

12.2 Any person ceasing to be a member of the Society shall not be relieved hereby from any liability to the Society in respect of any subscription which became payable by him before the date of his ceasing to be such member, unless the Executive Committee otherwise decides.

Article 13 - Establishment of the Society, Adoption of the Constitution, and Founder Member

The Society shall be accepted as established if a meeting of at least twenty persons, who are eligible to become members of the Society, makes a decision to adopt this Constitution and establish the Society. Those persons who attended the first meeting to adopt the Constitution to establish the Society shall be the Founding Members of the Society.

BYLAWS

Clause I - Aims and Objectives of the Society

The Society will accomplish its aims and objectives:

I.1 By close interaction with the International Association for Earthquake Engineering and Bangladesh Academy of Sciences and liaison with other national and international organizations whose aims are akin to those of the Society.

I.2 Through the local chapters located in different places covering specific regions of Bangladesh.

I.3 Through the publication of Bulletin, Newsletter, Books, and Monographs on the topics of earthquake, which are of special interest to Bangladesh and are considered relevant.

I.4 By exchange of publications with international and national Societies/Agencies.

I.5 By holding technical meetings, seminars, workshops, training courses, panel discussions, symposia, conferences etc.

I.6 By establishing a library (specializing in earthquake-related materials) on the Society's premises.

I.7 By helping the planners in the country identify problems of research and development that deserve national priority and international programs.

I.8 By organizing technical committees and study groups on subjects of topical interest.

I.9 By contributing towards policy making and policy advocacy recommendations with permanent representation in the appropriate committees of the Government and private sector organizations.

I.10 By projecting the image of Society by sustained efforts towards improving the quality of contributions and discussions at the National and International Conferences.

I.11 By involving the maximum number of engineers, geologists, scientists, and professional organizations in its activities.

Clause II - Membership and Subscription

II.1 The eligibility for membership shall be as follows:

II.1.1 Individual Members

Membership of the Society is open to individuals:

1. associated with the study of earthquakes and/or Disaster Management; and
2. having a minimum bachelor's degree in any subject or Diploma in Engineering; and
3. either having published papers on earthquake and/or disaster management or having actively participated in earthquake and/or disaster management-related work for at least five years.

[The interpretation of active participation in earthquake and/or disaster preparedness-related work will be made by the executive committee]

II.1.2 Institution Members

The Institution Membership is open to:

1. Institutions, i.e., Universities, Colleges, Government Departments/Agencies, Consultancy and Construction Firms, NGOs and other organizations involved in Earthquake/Disaster preparedness activities.
2. Organizations associated with lifeline services.

II.1.3 No member (individual or institutional) is allowed to use the membership for any commercial purpose. In such cases, the executive committee will have the right to suspend membership of that individual or institution until the next AGM and, if necessary, can notify the public through the media. The AGM will decide on the issue of membership cancellation.

[The interpretation of 'commercial purpose' will be decided by the executive committee]

II.2 Membership Fees

Membership Type	Annual Fee	Life/Permanent Fee
Individual Member	Tk. 300	Tk. 3,000
Institution Member	Tk. 2,000	Tk. 20,000

Clause III - Annual Reports

III.1 The Annual report for any year will cover all the activities of the Society during the previous year and will be prepared by the Secretary General and presented by him in the AGM after getting it approved by the Executive Committee. There will be a separate Annual Financial Report containing the audited statement of accounts of the previous financial year and a Budget for the following financial year. This shall be prepared by the Treasurer and presented by him at the AGM after it has been approved by the Executive Committee.

Clause IV - Election of Officers and Members of Executive Committee

IV.1 Election shall be held by ballot following the system of simple majority.

IV.2 The Secretary General shall initiate the process of election of the Society during November.

IV.3 The Secretary General shall write/email to all eligible voting members by 30th November, inviting nominations for election to various offices of the Society and the members of the Executive Committee.

IV.4 While calling for nominations, the following will be specifically pointed out:

IV.4.1 Ex-officio members (under Article 6.2 vii of the Constitution) are not eligible for being nominated as members of the Executive Committee.

IV.4.2 No office bearer of the Executive Committee shall be eligible for the same office for more than two terms.

IV.4.3 The Secretary General and Treasurer shall be Dhaka-based.

IV.4.4 A Nomination duly proposed and seconded by an eligible voter, along with the consent of the candidate, will be required in the desired proforma.

IV.4.5 Those desirous to be present either in person or by representative at the time of opening the ballot boxes will make a request for the same at the time of filing nominations.

IV.5 Nominations received shall be scrutinized by an Election Committee of three persons (one Convenor and two persons) nominated by the Executive Committee. Further action on the election shall be taken by the Convenor of the committee.

IV.6 The nominations and ballots shall not be processed by those being proposed. The Executive Committee shall arrange for timely nominations of its members.

IV.7 Last date for receipt of withdrawal from the Society's office shall not be later than December 15th.

IV.8 Ballots will be opened and counted in the presence of the candidates or their representative, if any, at the office of the Society, and the results will be communicated in writing to the Secretary General and candidates immediately by the Convenor.

IV.9 The Convenor shall arrange to complete the elections and mail the results to all the members of the Society before the end of December.

IV.10 The elected officers and Executive shall take charge at the earliest and in any case before the end of January.

IV.11 The manner of election/selection of representatives of the local chapters will be based on a rotation system, i.e., local chapters will be selected based on their date of approval by the Executive Committee. If the approval date is the same for two or more chapters, English alphabetical order will be used.

Clause V - Local Chapters

V.1 To widen the activities of the Society, it is considered useful that Local Chapters be established at different places in the country.

V.2 Minimum number of members required to establish a Local Chapter shall be twenty.

V.3 A Local Chapter may be established by the Society after a group of not less than twenty Individual Members of BES formally make an application to this effect. Out of these twenty members, at least five must be from lifeline services, government agencies, universities, or research organizations, related to construction and/or disaster management, located in the same area. Only one Local Chapter may be established in one area's administrative divisions.

V.4 The affairs of the Local Chapter shall be carried out by a Local Managing Committee (LMC) consisting of a Chairman, a Secretary, and at least 3 members; the Local Managing Committee shall be elected by the Local Chapter members in a suitable manner.

V.5 The term of the Local Managing Committee of the Local Chapter shall be for two years, concurrent with the tenure of the Executive Committee. Office bearers shall be eligible for

re-election for only one more consecutive term. The names of the Chairman and Secretary of the Local Chapter shall be published in the Newsletter of BES.

V.6 The Local Chapter shall work under the banner of the Society and will follow the Society's Constitution and Bylaws.

V.7 The Local Chapter shall be responsible for making suitable arrangements for its activities.

V.8 The Local Chapter shall keep the BES Executive Committee informed about the activities that would be published in the BES Newsletter.

V.9 All funds collected by the Local Chapter in the name of BES shall be deposited in the accounts of BES. The Executive Committee may allocate funds to Local Chapters for carrying out their activities.

Clause VI - Annual Lectures, Awards

VI.1 There shall ordinarily be a BES Annual Lecture by an eminent speaker selected in advance by the Executive Committee, at the time of the Annual General Meeting. In addition, technical paper presentations, discussions, and other important activities to fulfill the Society's obligations may be arranged during the AGM.

VI.2 To accord recognition to the good research papers published in the BES Bulletin and other BES Publications, the Executive Committee may institute a number of awards, e.g. "BES Gold Medal", "Annual BES Award".

END OF CONSTITUTION AND BYLAWS

Bangladesh Earthquake Society Dhaka, Bangladesh