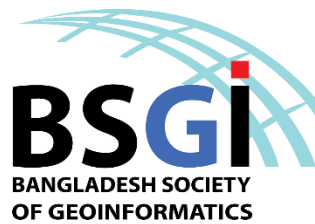


# CONSTITUTION

A SOCIETY REGISTRATION UNDER  
THE SOCIETY REGISTRATION ACT, XXI OF 1860



## BANGLADESH SOCIETY OF GEOINFORMATICS

C/o. Professor. Dr. A.S.M. Maksud Kamal  
Room # 406; Department of Disaster Science and Management,  
Curzon Hall, University of Dhaka  
Hello: +880-1711-560355; +880-01302-691055, +880-01759-760944  
E-mail: [bsgi.org.bd@gmail.com](mailto:bsgi.org.bd@gmail.com) & [info@bsgi.org.bd](mailto:info@bsgi.org.bd)  
Web: [www.bsgi.org.bd](http://www.bsgi.org.bd)

**A SOCIETY REGISTRATION**  
**THE SOCIETY REGISTRATION ACT, XXI OF 1860**  
**RULES AND REGULATIONS**  
**OF**  
**BANGLADESH SOCIETY OF GEOINFORMATICS**

**1. Definition**

In this rules and Regulations unless there by anything in the subject of context Inconsistent there with

- a. **SOCIETY** means BANGLADESH SOCIETY OF GEOINFORMATICS
- b. Rules and Regulations or Rule' means the Rules and Regulations of BANGLADESH SOCIETY OF GEOINFORMATICS
- c. Memorandum of Associations means the Memorandum of Association of **BANGLADESH SOCIETY OF GEOINFORMATICS**
- d. Governing body' means the Governing body of **BANGLADESH SOCIETY OF GEOINFORMATICS**
- e. Member' means a member of **BANGLADESH SOCIETY OF GEOINFORMATICS** belonging to whatever class whatever any voting right or not
- f. Year' means in respect of accounting ,the financial year and in other respect ,the English Calendar year.
- g. Board of Directors means the Board of Directors of **BANGLADESH SOCIETY OF GEOINFORMATICS**

**2. CATEGORIES OF MEMBERSHIP AND ELIGIBILITY**

**A. Individual Member:**

1. **Student Member:** Any Bangladesh University level student is qualified to be student member
2. **Associate Member:** Any Bangladesh citizen with graduate level education is eligible to be associate member
3. **General Member:** An Associate member with 2 years of practical experience in GIS RS or any new applicant with graduate level education and at least 3 years of practical experience in the field of GIS RS can apply for Membership
4. **Honorary Member:** Any reputed Bangladesh citizen is eligible to be an Honorary Member of the society.

**B. Corporate Member:**

Companies, organization or bodies operating in Bangladesh in fields related to GIS RS are eligible to be corporate Member of BSGI. Represented by a Nominated person working for the organization .

**C. Sponsor Member:** A companies, or organization ,not necessarily associated with GIS OR RS , that wishes to provide an annual sponsorship to the society is eligible for sponsor Membership

**D. International Member:** Foreign citizens and other related organizations who wish to be associated with the society can become International Members.

**3. MEMBERSHIP FEES**

- a. Application for membership shall be made to the secretary and admission shall be subject to the approval of the Executive committee.
- b. Membership fees are payable annually to the Society and the level of fees will be determined annually at the Annual General Meeting (AGM). All membership shall cease within twelve months after the last AGM and will be renewed if the member pays their prescribed membership fee.

#### **4. THE EXECUTIVE COMMITTEE**

- a. The society shall consist of an elected Committee hereinafter referred to as the Executive Committee
- b. The Executive Committee shall consist of a President, Vice president General Secretary, joint Secretary, Treasurer and eight other members all of whom shall be fully paid up members and shall be elected at the annual general meeting to be held in every two years.
- c. The Executive Committee members shall hold office for two years but are eligible for election for further term.
- d. Any Executive committee member who ceases to be a member of the society shall automatically cease to be an office thereof the vacancy created by such an event shall be filled by elected at the general meeting resolving the expulsion.
- e. Meetings of the Executive Committee shall be held per quarter. The president shall determine the date and place of meeting. The agenda must be circulated three weeks prior to the meeting taking
- f. Two Third (2/3) members of the Executive Committee shall constitute a quorum at a meeting.
- g. the Executive committee may form sub-committee, assign to a Committee such power as it may deem fit but shall not be divested of any power which it has so assigned to a committee and may review, amend or withdraw any decision of such Committee.
- h. The Executive Committee may make decisions or take such action as deemed necessary in accordance with the aims and objectives of the Society.

#### **PRESIDENT**

- a. The President shall, unless Prevented by illness or other sufficient cause, preside over all meetings of the Committee and at general meetings.
- b. He/she will also spearhead the direction of the society.
- c. The president shall guide the society in all matters related to the Society
- d. The President shall be responsible for smooth operation of the society
- e. The president shall perform any other duties as assigned by the executive committee.

#### **VICE PRESIDENT**

- a. The vice president shall assist the president in all matters relating to the society
- b. The vice President shall take the charge of the president in his/her absence or inability to attend unless otherwise mentioned
- c. The vice president will preside over all meetings in absence of the president

#### **GENERAL SECRETARY**

- a. The General secretary in consultation with the president of the EC shall Call all Executive Committee. General and special meetings as laid down in the Constitution or as desired by the EC. The agenda for such meetings should be decided in Consultation with the president
- b. The General Secretary shall keep records of the minutes of the proceedings of all meetings of the society and get confirmation in the following meetings
- c. The General Secretary shall deal with all correspondence of the society under the general supervision of the Executive Committee in cases of urgent matters where the Executive Committee cannot be consulted. He she shall consult the chairperson. The decision reached shall be subject to ratification or otherwise at the next Executive Committee meetings.
- d. The General Secretary shall discharge the functions assigned to him/her by the executive committee.

- e. The General secretary shall submit the yearly report of the activities of the society which needs prior approval of the Executive Committee.

#### **JOINT SECRETARY**

- a. The joint Secretary shall assist the secretary in all matters relating to the society
- b. The joint secretary will discharge the duties of the general Secretary in his/her absence or inability as and when necessary.
- c. He/she will perform any other duties which may be assigned to him/ her by the Executive Committee.

#### **TREASURER**

- a. The treasurer shall receive and also disburse, under the direction of the Executive Committee, all moneys to the Society and shall issue receipts for all moneys received by him and preserve vouchers for all moneys paid by him and the treasurer is responsible to the Executive Committee for producing proper books of account and for all money received and paid in favour of the society.
- b. He/she shall present the books of account of the society to EC/General body from time to time when he/she asked by them.

#### **EXECUTIVE MEMBERS**

The executive members shall cooperate with other office bearers of the society in discharging all the activities of the society, however, each Executive member will focus on specific issues as follows.

**Professional Affairs:** Member professional Affairs will track the GIS/RS use in Government and Non-Governmental organization in Bangladesh he /she will report on any professional development in this matter

**Membership Affairs:** Member, Membership affairs will handle all the matters related to membership of the society including collection of member, evaluation and approval of membership applications .

**Publication:** Member publication will be responsible for all types of publications and publicities of the society. he/she will be responsible for maintaining and updating the web site of the society.

**Training:** member Training will be responsible for conducting training, workshops, seminars on GIS RS on behalf of the society.

**Liaison & marketing:** Member liaison will be responsible to promote BSGI among the civil society and key partners. He will also be responsible to develop and maintain the BSGI website.

**Corporate Affairs:** Member Research & Development will be selected among the corporate member and will be responsible in ideal with corporate membership

**Research & Development:** Members Research & Development will prepare research proposal, curriculum development and partnership with education institutes.

**International Relations:** Member international relations will deal with the international members and also keep relation with international agencies and Geo-informatics societies and track international events on Geo-informatics.

#### **5. VOTE OF MEMBERS**

Members may vote for the election of the executive committee members at the Annual General meeting.

A Corporate member shall be entitled to one vote.

## **6. ELECTION**

The election of the Executive Committee shall be held in the month of August/September every alternate year.

- a. An Election Commission comprising three members including one Chief Election Commissioner will be formed by the EC when the decision for holding an election is taken.
- b. Once Election Commission is formed it will carry out all the activities for successful holding of the election and the secretariat will provide necessary help
- c. The election shall be held by secret postal ballot or by secret ballot or by consensus at the election meeting.
- d. The election commission will declare the result on the election day personal campaign of any sort will not be allowed and the election commission can take punitive measure if any candidate is found to violate the above rule.
- e. In the event of any vacancy occurring in the EC, the EC shall co-opt any general member to fill the vacancy.
- f. The tenure of the Executive Committee will be 2 years commencing from October 1 to September 30 of alternate years. If for any unavoidable reason, the election cannot be held in the due time. The past EC shall continue till 31 December of the same year during which time an election should be arranged.

## **7. FINANCIAL YEAR**

- a. The financial year of the society shall be from 1<sup>st</sup> October.
- b. A membership fee from members shall be collected to fund the functions of the society.
- c. The Executive Committee shall be responsible to the allocation of funds of the Society and shall in general to the fund
  - i. Administration allowances the officers and out of meetings.
  - ii. The cost of the journal and other publications by the society.
  - iii. Subvention for members to attend international meetings.
  - iv. The cost of organizing conferences meetings and symposia.
  - v. The travel and accommodation costs of overseas specialists invited by the Society to conduct educational and train in a programmes .
  - vi. Dues payable for membership to international societies.
  - vii. Any other issues decided by the Executive Committee.

## **8. BANKING**

The Society shall open bank account in the name of the Society with any schedule Bank / Banks and such bank account shall be operated under the such signatures as may be decided by the Executive Committee from time to time.

## **9. INSPECTION OF ACCOUNTS**

The books of account and all documents relating thereto and a list of member of the Society shall be available for inspection by any member of the Society on giving a notice in writing to the Society.

An auditor shall be nominated for the following year in the Annual General Meeting. All accounts, records and documents of the Society shall be opened to inspection by the auditor at any time. The treasurer shall produce an account of receipts and payments and statement of assets and liabilities made up to a date which shall not be less than six weeks and not more than three months before the date of the annual general meeting. The auditor shall examine such annual account and statement and either clarify that they are correct, duly vouched and in accordance with the law or report to the Society in what respect they are found to be incorrect, unvouched or not in accordance with the law.

A copy of the auditor's report on account and statement together with such account and statements shall be furnished to all members at the same time as the notice convening the annual general meeting is sent out. An

auditor may be paid such honorarium for his duties as may be resolved by the annual general meeting appointing him. And the auditor shall not be appointed amongst the member of the committee of the Society.

## **10. GENERAL MEETING**

There shall be two classes of general meetings of the Society: Special General Meeting and Annual General Meeting and 2/3 members present amongst the member of the Society shall form the quorum for any Executive Committee Meeting and Annual General Meeting.

## **11. SPECIAL GENERAL MEETINGS**

- a. A Special General Meeting can be called for the purpose of amending the Constitution, Disbandment or any other issue.
- b. A Special General Meeting can be called by  $\frac{1}{4}$  Members of the Society.
- c. The Members must hold the Special General Meeting than three months of written request to the executive body.

## **12. ANNUAL GENERAL MEETING**

- a. The Annual General Meeting shall be held not later than 30<sup>th</sup> September of each year. Notice in writing of such a meeting accompanied by the annual statement of account and the agenda for the meeting shall be sent to all members not less than 21 days before the date of the meeting and 2/3 members present in person or by proxy shall.

The agenda for any annual general meeting shall consist of the following :

- i. Confirmation of the minutes of the previous annual general meeting.
- ii. Confirmation of the accounts.
- iii. Election of office bearers and the committee members.
- iv. Appointment of auditors.
- v. Such other matters as the committee may decide or as to which notice shall have been given in writing by a member or members to the secretary at least four weeks before the date of meeting.

## **13. LEGAL PERSONALITY**

- a. The Society is a non-profit making organization.
- b. There shall be no contractual or legally binding relationship between the Executive Committee and its members, beyond that of a member's commitment to pay their membership fees.
- c. The Society shall not be liable for any debts incurred by a member.

## **14. INDEMNITY**

Every member of the Executive Committee of any Sub-committee, auditor, employee or servant of the Society shall be indemnified against all liabilities arising out of acts and things done by him in performance of duties Society, by way of damages otherwise, and all losses, costs, charges and expenses which he may incur or become liable by reason of any contract entered into or any act or deed done by him as such member, auditor officer, employee servant in any way or about the discharge of his duties.

## 15. FRAMING AND AMENDMENT OF RULES

The Executive Committee may frame new rules and regulations and may also amend, alter, vary or repeal the existing rules and regulations of the Society not being inconsistent with the memorandum of association of the Society.

## 16. WINDING UP

The Society may, by a resolution taken in a General Meeting in that regard. Decide to voluntarily wind up the Society. In the Event of any such winding up or dissolution or for any other reason, property and assets remaining in surplus after satisfaction of all debts and liabilities, shall be given or transferred to some other dissolutions having objects similar to those of the Society as may be decided by the 3/5<sup>th</sup> other in a General meeting of the member of the Society.

We hereby certified that it is the true copy of the constitution of the Society in Pursuance of the above rules and regulations of the Society.

<b>Name, Address, Nationality, and Occupation of Subscribers</b>	<b>Position</b>	<b>Signature</b>
<b>1. Amanat Ullah Khan</b> Son of Late M.S.Khan And Mrs. Jahanara Begum <b>Date of birth</b> : 01/01/1951 <b>Permanent Address</b> : 697A,Rabeya Rahman lane,Nur Ahmed Road,b Chittagong, Bangladesh <b>Nationality</b> : Bangladeshi	President	
<b>2. Mir Abdul Matin</b> Son of Mir Faize Ahmed And Mrs. Safia Begum <b>Date of birth</b> : 15/01/1967 <b>Permanent Address</b> : puraton Koshba, Karbala Road, Jessore, Bangladesh <b>Nationality</b> : Bangladeshi	General Secretary	
<b>3. Dr. K.M. Maniruzzaman</b> Son of K.M. Waliuzzaman And Mrs. Meher Zaman <b>Date of birth</b> : 10/10/1962 <b>Permanent Address</b> : Vill: Majhail, P.O: Nakole. P.S: Sripur, Dist: Magura, Bangladesh <b>Nationality</b> : Bangladeshi	Vice-President	