

## CONSTITUTION

### PERSATUAN SAINS TANAH MALAYSIA (MALAYSIAN SOCIETY OF SOIL SCIENCE)

#### CLAUSE 1 NAME

1. The Association shall be known as

**PERSATUAN SAINS TANAH MALAYSIA (MALAYSIAN SOCIETY OF SOIL SCIENCE)**

Hereinafter referred to as "the Association".

2. Meaning of name : **The Association shall be known as the “Persatuan Sains Tanah Malaysia (Malaysian Society of Soil Science)”**
3. Level : **Kebangsaan**

#### CLAUSE 2 ADDRESS

1. The registered address is

**DEPARTMENT OF LAND MANAGEMENT FACULTY OF AGRICULTURE  
UNIVERSITI PUTRA MALAYSIA  
43400 SERDANG  
SELANGOR**

or at such other place as may from time to time be decided by the Committee; and the postal address is

**BEG BERKUNCI 254, UPM  
43400 SERDANG  
SELANGOR**

2. The registered and postal addresses shall not be changed without the prior approval of the Registrar of Societies.

#### CLAUSE 3 OBJECTIVE

The general objectives of the Association shall be to foster the advancement of all branches of Soil Science in Malaysia, including Soil Physics; Soil Chemistry; Soil Biology; Soil Fertility and Plant Nutrition; Soil Genesis; Classification and Cartography; Soil Technology; Soil Mineralogy; and to establish an Education Fund for the purpose of promoting Soil Science in Malaysia.

#### CLAUSE 4 MEMBERSHIP

1. There shall be five grades of membership- Fellow Membership, Life Membership, Ordinary Membership, Associate Membership, Honorary Membership. 'Fellow Membership' shall be nominated by members, approved by the Management Committee and awarded to active members with significant contributions to Soil Science. 'Life' Membership shall be open to ordinary members who have been on the register of the Association for 5 consecutive years. 'Ordinary' Membership shall be open to all university graduates or diploma holders with proven experience who are engaged in the study of soil science. 'Associate' Membership shall be open to holders of diploma in Agriculture or Soil Science who have at least one year's appropriate working experience; or those with seven years relevant working experience and having attended an acceptable course in soil science or related discipline. 'Honorary' Membership shall be bestowed on people who have contributed eminently towards the development of Soil Science or a like discipline in Soil Science, would be beneficial to the development of Soil Science in the country.

2. Eligible persons who wish to join the Association should apply in writing to the management committee together with a payment of entrance fee of RM40.00 (Ringgit Malaysia forty only). The Management Committee retains the power to accept or reject any application. Where an application is rejected, the entrance fee will be refunded.

#### **PRIVILEGES OF MEMBERS**

'Ordinary' members and 'Life' members shall have the right to vote and to hold any office of the Association.

'Associate' members shall have all the rights and privileges of 'Ordinary' members, except the right to hold the post of President, Vice-President, Honorary Secretary, Honorary Treasurer, Honorary Assistant Secretary And Honorary Assistant Treasurer. 'Honorary' members will also enjoy all the rights and privileges of 'Ordinary' members, except that to vote or to hold any office of the Association.

#### **CLAUSE 5 RESIGNATION AND TERMINATION**

1. The annual subscription for ordinary and associate membership of the Association shall be RM50.00 (Ringgit Malaysia fifty only), payable in advance or through a banker's order.

2. Life members shall pay a lump sum payment of ten times the annual subscription on their election to life membership and shall be exempted from any further subscription.

3. Any member whose subscription is in arrears for more than twelve months, shall thereupon cease to be a member of the Association.

4. Any member who is away from Malaysia for periods exceeding 6 months, may request in writing for his membership to be suspended during such periods and

request that his subscription for the period be exempted.

## **CLAUSE 6 SOURCE OF INCOME**

Entrance fee of membership shall be RM40.00 (Ringgit Malaysia forty only) and the Annual Subscription for ordinary and associate membership of the Association shall be RM50.00 (Ringgit Malaysia fifty only).

## **CLAUSE 7 GENERAL MEETING**

1. The Annual General Meeting of the Association shall be held during the first quarter of the year, on a date and at a place determined by the Management Committee except in those years when a national Soil Conference is held and provided that the Conference is held in the first half of the year, in which case, the Annual General Meeting shall be made to coincide with the Conference.

2. The Honorary Secretary shall inform members in writing of the agenda, place, date and time of the Annual General Meeting, giving at least twenty-one days notice.

3. Twenty-five members shall constitute a quorum for the Annual General Meeting. In case a quorum is not obtained, the President shall adjourn the meeting to a date of not less than seven days and not more than fourteen days later. The agenda of the adjourned meeting shall be the same as that fixed for the original meeting. A quorum is not required for such adjourned general meetings for decisions to be made. However, if the number of member present is less than 25, no amendment to the constitution shall be considered or decisions affecting the whole membership shall be made.

4. The agenda for the Annual General Meeting shall include:

- a) Annual Report of the activities of the Association
- b) Audited Financial Statement of Accounts of the Association
- c) Amendments to the Constitution, which must be submitted in writing to the Honorary Secretary at least seven days before the Annual General Meeting.
- d) Election of a new Management Committee shall hold office bearers for a term of two years. The president can hold the position for two consecutive terms only. After serving two consecutive terms, the president may be re-elected to the same position following another two consecutive terms.
- e) Election of two Honorary Auditor for a term two years.
- f) Any other business notified by members to the Honorary Secretary in writing at least seven days before the Annual General Meeting.

### **EXTRA- ORDINARY GENERAL MEETING**

1. An Extra- Ordinary General Meeting shall be convened when either:-

- a) A request is made to the Management Committee in writing, stating the object

and reason for such meeting by at least eight members of the Association.

b) The Management Committee feels the desirability of holding one.

2. Notice and Agenda for an Extra-Ordinary General Meeting shall be sent to members not less than fourteen days before the date fixed for the meeting. Subjects other than those mentioned in the agenda shall not be discussed.

3. Twenty five members shall constitute a quorum for an Extraordinary General Meeting. The meeting shall be dissolved by the President if no quorum is present.

## **CLAUSE 8 COMMITTEE**

1. The affairs of the Association shall be managed by a Management Committee which shall be elected at the Annual General Meeting.

2. The Management Committee shall consists of a President, the Immediate Past President, 3 Vice-Presidents, one from each of the member States, Sabah, Sarawak and West Malaysia; an Honorary Secretary, an Honorary Treasurer, an Honorary Assistant Secretary and an Honorary Assistant Treasurer and four Committee Members.

The principal positions of the President, the Immediate Past President, the three Vice- Presidents, the Honorary Secretary, the Honorary Treasurer, the Honorary Assistant Secretary and the Honorary Assistant Treasurer shall be held by members who are of Malaysian citizenship.

## **VOTING**

1. Decisions of Annual and Extra-Ordinary General Meetings shall be by majority of votes of those present and those voting by proxy.

2. Forms for proxy voting shall be sent with the notices convening General Meeting and shall be taken into account only if the Secretary receives such completed forms before the meeting commences.

## **CLAUSE 9 DUTIES OF OFFICE BEARERS**

1. The President

a) The President shall take the chair at all general meetings of the Association and all meetings of the Management Committee. In the absence of the President, the Management Committee shall nominate one of the Vice-Presidents to chair the meeting.

b) The President or any person officiating as Chairman shall have a casting vote.

- c) The President or one of the Vice-President so designated, shall countersign all bills passed by the Management Committee and in conjunction with the Honorary Treasurer, shall sign all cheques on behalf of the Association.
- d) The President shall have the right to call meetings of the Management Committee.
- e) The President is empowered to act in cases of emergency by referring to at least two members of the Management committee, but these acts shall be reported to the Management Committee for rectification at the next immediate Management Committee Meeting.
- f) The President shall represent the Association in the Council of the International Union of Soil Sciences.

## 2. The Immediate Past President

The Immediate Past Presidents shall have all the power and duties of Committee Members.

## 3. The Vice- Presidents

Vice-Presidents shall be responsible for coordinating the activities in their respective member states and shall keep the Management Committee informed of such activities.

## 4. The Honorary Secretary

- a) The Honorary Secretary shall be responsible for calling all General Meetings of the Association and all meetings of the Management Committee.
- b) The Honorary Secretary shall keep minutes of The General Meetings of the Management Committee. He shall keep all members informed of all the important activities of the Association.
- c) The Honorary Secretary shall conduct the correspondences of the Association under the direction of the Management Committee, and shall keep a register of all members of the Association.
- d) The Honorary Secretary shall prepare an annual report of the Association and submit the same to the Management Committee for consideration and adoption before presentation to the Annual General Meeting.

## 5. The Honorary Treasurer

- a) The Honorary Treasurer shall be responsible for the collection and accounting of all the funds of the Association and shall issue receipts for all payments made to the Association.
- b) The Honorary Treasurer shall give notice to members whose subscriptions are in arrears.
- c) The Honorary Treasurer shall open such banking account as the Management Committee may direct and shall deposit there in all monies received by him on behalf of the Association, except such amounts as may be decided by the Management Committee to be held by him as the Treasurer's imprest.
- d) All cheques shall be signed by the Honorary Treasurer and the President or, in the absence of the President, the Vice President so designated.
- e) The Honorary Treasurer shall prepare the Statement of Accounts for the current financial year, have it audited, and submit the same to the Annual General Meeting for consideration and adoption and also a list of members in benefit.

6. The Honorary Assistant Secretary

a) The Honorary Assistant Secretary shall assist the Honorary Secretary and shall be responsible to keep minutes of the meetings of the Management Committee.

7. The Honorary Assistant Treasurer

a) The Honorary Assistant Treasurer shall assist the Honorary Treasurer in the discharge of his duties and in particular, the collection and accounting of the funds of the Association and in the sales of the Association's publications.

8. Committee Members

Committee Members shall assist in the execution of all activities of the Association and shall have such special duties as may be determined by the Management Committee from time to time.

9. The Management Committee

a) The Management Committee shall have power to appoint a member to fill any casual vacancy in the Management Committee until the next Annual General Meeting and delegate any of their duties and powers to a sub-committee appointed by it.

b) The Management Committee shall meet at least once every three months.

c) Five members of the Management Committee shall form a quorum.

d) Minutes shall be kept of all the proceedings of the Management Committee and shall be open to inspection by any member of the Association on at least one week's notice in writing to the Honorary Secretary.

e) The Management Committee shall have the power to collect and disburse the funds of the Association.

f) The Management Committee shall have the power to appoint, pay and dismiss any servant employed by the Association.

g) Any three members of the Management Committee shall in writing to the Honorary Secretary, call for a meeting of the Management Committee.

h) The Management Committee shall manage the education fund.

**CLAUSE 10 FINANCIAL PROVISION**

The financial year of the Association shall be from 1st January to 31st December.

**CLAUSE 11 AUDITORS**

The Honorary Auditors shall be required to audit the accounts of the Association for the financial year, and to prepare a report or certificate of audit for the Annual General Meeting.

**CLAUSE 12 PROPERTY ADMINISTRATOR**

Nil

**CLAUSE 13 INTERPRETATION**

The interpretation of the Constitution and Rules shall rest with the Management Committee and any decision made shall be reversed only by a two-thirds majority of a General Meeting.

**CLAUSE 14 ADVISOR / PATRON**

The Association may at a General Meeting, elect a distinguished person to be the Patron of the Association.

**CLAUSE 15 PROHIBITION**

nil

**CLAUSE 16 AMENDMENT OF CONSTITUTION**

The Rules of the Association may be amended by a two-thirds majority of the members present at the General Meeting or by two-thirds in a referendum of all registered members of the Association.

All additions or alteration to these Rules shall not be enforced without the prior permission of the Registrar of Societies.

**CLAUSE 17 DISSOLUTION**

The Association shall be dissolved, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged and the remaining assets and funds shall be transferred to a bona fide Association or societies or other approved organisations having objects similar to those of the Association. Such beneficiaries shall be determined by a majority vote of members of the Association.

**CLAUSE 18 FLAG, LOGO AND BADGE**

1. Flag
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- Description
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## 2. Logo



### Description

The copyright of logo or emblem of the Association belongs to Association. Any prior use of promotional materials (i.e logo, emblem, banner) by third party requires prior consent and approval of the Management Committee.

## 3. Badge

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### Description

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