



Bangladesh Meat Science Association (BMSA)

Constitution of the Bangladesh Meat Science Association (BMSA)

ARTICLE-I

1. The name of the association will be “Bangladesh Meat Science Association (BMSA)”.
2. Emblem Monogram
3. Headquarter of the association will be at the premises of the Faculty of Animal Husbandry, Bangladesh Agricultural University, Mymensingh-2202.

4. Aims and Objectives of the Association:

- a. To exchange, promote and transfer the recent advancement in the field of Meat Science among the members of the association for the improvement of education, research and extension services in the relevant field.
- b. To establish a reference laboratory for R & D of any products launch with the state-of-the-earth facilities
- c. To render possible services for the overall development of Meat Science Education, Research and Extension work in the country.
- d. To explore the problems and constrains prevailing in the sector of Meat Science and render appropriate advice to the Government, Non-government and relevant authorities.
- e. To arrange national and international conference, seminar, symposium and discussion on the subjects pertinent to Meat Science Education, Research and Extension.
- f. To publish a journal named “**Meat Research**” focused on Meat Animal Production, Meat Science and Technology, Quality and Safety issues of Meat and Meat Products with a view to share knowledge and experiences in the national and international arena.
- g. To support Government for the formation and implementation of policies regarding sectoral development of Meat Science and Technology.
- h. To generate financial assistance for performing various activities of the association from national and international agencies.
- i. To co-ordinate among the different government and non-government organizations for adopting realistic approaches in strengthening Meat Science Education, Research and Extension for national development.
- j. To express views and opinions on all matters affecting Meat Science Education, Research and Extension and its relation with economy of the country.
- k. To publish articles bulletins on regular basis for the awareness of the relevant educationist, researchers and extension service providers for the upliftment of the profession.
- l. To maintain effective contact with the academicians, researchers and extension service providers working at different Government and Non-government organizations for overall development in this sector.

- m. To contact, negotiate, cooperate and do all such other acts and deeds with individuals, farms, companies, NGO's institutions, organizations or any sector within or outside Bangladesh for promoting the objective of the association.
- n. To open, maintain and update website for promotion of education, research and extension in field of Meat Science.

ARTICLE-II

Rules and Regulations of the Association

Definition of the terminologies:

- a. Association means the Bangladesh Meat Science Association.
- b. Constitution means the memorandum, rules and regulations and other bylaws of the society framed and modified from time to time.
- c. Meat Science includes science and technological aspects regarding meat and meat products, quality and safety aspects of meat and meat products, and conversion of muscle to meat. It also includes meat animal rearing, breeding, feeding, management, processing, marketing of meat and meat products, all aspects of meat technology and biotechnology.
- d. Member means active and life of the society duly registered in accordance with article III.
- e. Executive Committee means the executive Committee of the Bangladesh Meat Science Association.
- f. Financial year means the calendar year of twelve months ending on 31 December.
- g. Term means two consecutive calendar years from 01 January to 31 December.

ARTICLE-III

1. Procedure of Registration for Membership:

a. Life member:

- i. Persons having bachelor degree in Animal Husbandry or who did his M.S. or Ph. D research in different area of meat science will be the active member of the association. To become an active member of the association, the person needs a proposer and a seconder from the member of the association.
- ii. Executive Committee after due consideration will allow such membership with prescribed fee, and terms and conditions.

b. Honorary member:

- i. Person having exceptionally high reputation and significantly contributing in the field of Meat Science and Technology, Meat Quality and Safety aspects and working closely for the sectoral development may be nominated as honorary member.
- ii. Persons engaged with Education, Research, Extension Service in the relevant field or working at Meat Industry for long time may be nominated as honorary member.

- 2. Rights and privileges of the members:** All members will enjoy the same rights, privileges, obligations and duties except honorary member in the affairs of the Association and can cast vote in the election of the office bearer of the association and participate in all activities of the institution consciously with patriotism and fellow feelings. The associate and honorary members will not enjoy the right of voting.
- 3. Enrolment of membership:** Any person having requisite qualification as mentioned under article III (a) willing to enroll as a member of the association will have to apply in a prescribed form obtainable from the association under his/her signature duly proposed and seconded by the active/life members and will have to pay necessary fees subject to the fulfillment of conditions as specified in article III (a). On receipt of the application along with fees, the general secretary will enter his name in the register of the Association and place it to the Executive Committee for approval.
- 4. Termination of membership:** Membership will be terminated on i) Death or ii) Resignation or iii) Expulsion provided that-
- a. In case of resignation membership will continue until it is accepted by the Executive Committee or until the expiry of two months from the date of receipt whichever is earlier.
 - b. There will be no refund of any subscription or fee already paid or any portion thereof.
 - c. Resignation from membership may be withdrawn before it is accepted by the Executive Committee.
 - d. A member is liable to disciplinary action extending to expulsion on the ground of written complaint launched by anybody against his/her acts or deeds prejudicial to the interest of the society. Executive Committee will examine the case and take decision by majority of the members, accordingly which will be placed in the general meeting of the Association for final decision.
- 5. Fees and subscription:**
- a. An amount of Tk. 5,000.00 (Five thousand) will have to be charged for life membership. Honorary members will not be required to pay any subscription.
 - b. The Executive Committee however can levy extra fees to face special circumstances with the prior decision of the Executive Committee.

ARTICLE-IV

1. Management of the affairs of the Association:

The overall activities of the Association will be vested on the Executive Committee and the member of the Executive Committee will consist of 27 (twenty seven) members as mentioned below:

Name of the position	No. of the position
1. President	1
2. Vice-president	2
3. Treasurer	1
4. General Secretary	1
5. Joint Secretary	2
6. Organizing Secretary	1
7. Publication Secretary	1
8. Social Affairs Secretary	1
9. International Affairs Secretary	2
10. Members	15
Total	27 (Twenty seven)

2. The function of the Executive Committee:

- a. The function of the Executive Committee will be the overall responsibilities of running the association and will formulate policy and programme of the Association.
- b. The Executive Committee will control fund of the Association and sanction necessary expenditures.
- c. The executive Committee may form sub-committee as and when necessary for specific purpose in different units of the Association.
- d. The Executive Committee will also implement the policy maker's decision as taken by the general body.
- e. The Executive Committee will be responsible for organizing and formation of new Executive Committee either by selection or conducting election within the member of the Association.

3. The functions of the members of the Executive Committee.

i. President:

- a. President of the Association will be the chief executive and will exercise all such power and functions including presiding over all meetings, lead rallies, discussions, seminar, workshop or any national or international program.

- b. In case of emergency, he/she may issue any order on behalf of the Executive Committee in consultation with General Secretary and will place the same before the Executive Committee within 30 days for approval.
- c. President will act according to the provisions of the constitution and will exercise such powers as have been vested on him by the constitution.
- d. President of the meeting may cast a vote in case of equality of votes in any meeting of the Association.
- e. President will be the presiding officer in the election of the formation of new Executive Committee for the next term.

ii. Vice-President:

In absence of the president from the head quarter the vice-president will exercise the normal powers and will perform normal functions of the president and will preside over all the meetings of the Association.

iii. Treasurer:

- a. Treasurer will receive all money and will disburse all payments on behalf of the association.
- b. He/she will maintain all accounts and funds of the Association.
- c. Treasurer will deposit all money received by him/her with a Bank account as determined by the Executive Committee. He/she will prepare financial report and present the same in the general meeting of the Association.

iv. General Secretary:

- a. General Secretary being the functional head of the Association will be responsible for running the Association and will perform such functions or exercise all such power as laid down in the constitution. For all his actions he/she will be responsible to the president and through him/her to the Executive Committee and the general body of the Association.
- b. He will conduct all meetings of the society and the Executive Committee in consultation with the president.
- c. He/she will be custodian of all the properties of the Association and will take such steps as he/she feels suitable for the proper safeguard and maintenance of such properties and articles.
- d. He/she will make and maintain liaison with other national and international organizations for purpose of exchange of information pertaining to the Association.
- e. He/she will prepare the annual report, supervise all the activities of the Association and distribute works to the sectional secretaries and office bearers.
- f. All general purchases and payments will be made by him/her on behalf of the Association and he/she will take the necessary sanction for such expenditure from the Executive Committee.

v. Joint Secretary:

Joint secretary will assist the General Secretary in all matters and will execute such power and perform such functions as are assigned to him by the general secretary and will act as general secretary in his/her absence.

vi. Organizing Secretary:

He/she will be responsible for all organizational affairs of the Association. He will maintain a register of the members of the Association.

vii. Publication Secretary:

He/she will be responsible for the publication of journals, bulletins and other periodicals of the Association.

viii. Social Affairs Secretary:

He/she will organize social service during Annual Meeting of the Association, raise and develop funds for helping distress members.

ix. International Affairs Secretary:

He/she will maintain all the contacts with other countries and establish a realistic linkage between Association and other Countries.

x. Members:

Members of the Executive Committee will have the same rights, privilege, obligation and duties within the Executive Committee.

ARTICLE-V

Election of the Executive Committee:

- a. To conduct the election, the Executive Committee will form an Election Commission consisting of one Presiding Officer (President of the Executive Committee) and two members who must be active or life members of the Association.
- b. Election of the Executive Committee will preferably be held by the 31 December in every two years. With valid reasons Executive Committee can extend time as they feel appropriate but that should not be exceeded 6 months from the date of expiry of the tenure of the committee or as per decision of the general meeting.
- c. The election date and time will be fixed by the Executive Committee and notified at least 45 days before the date of election.
- d. Voting will be made in secret ballots. Ballot papers duly signed by the president and general secretary will be sent to voters at least 15 days before the date of election. Voters residing outside the Headquarters will be sent ballot papers by registered post. Ballot papers must be reached to the Presiding Officer before prescribed time in the election schedule.
- e. Counting of votes must be held on the same day immediately after the voting in presence of the candidate or their authorized agents. The results of the election will be declared by the Presiding Officer as soon as counting of votes are completed.

- f. Each member will have one vote for each of the post.
- g. A candidate will not submit nomination paper for more than one post at a time and will not hold the same post for more than two consecutive terms.
- h. All members who have cleared their arrear subscription before the publication of final voter list will be eligible for casting vote or for seeking nomination. The final voter list will be sent to all voters at least 30 days before the date of election.
- i. Any voter of the Association will have the right to nominate any candidate for any post for election seconded by another voter and endorsed by the candidate in black and white.
- j. The nomination papers will be scrutinized by the Presiding Officer and a list of qualified candidates will be notified by the Presiding Officer at least 20 days before the date of election.
- k. Nominated candidate may withdraw their candidature by personal application to the Presiding Officer before the date of the list of qualified candidates.
- l. In case of a tie in ballot the decision will be taken on the basis of a toss.
- m. If the election is delayed due to any unavoidable circumstances the ongoing Executive committee will continue their activities up until the new Executive committee formed.
- n. Anything not included in this section will be decided by the Executive Committee as and when necessary.

ARTICLE-VI

General Meeting:

There will be at least one General Meeting annually consisting of all members of the Association. A minimum of 33% members will make the quorum at general meeting. The notice of the general meeting will be sent to the members at least two weeks before the meeting either by post or fax or email.

ARTICLE-VII

Amendment of the constitution:

- a. Any amendment of the constitution will be resolved in the general meeting of the Association with the opinion of the majority of the present members. But proposal for any amendment should be sent to the secretary at least one month before holding the general meeting.
- b. Anything not included in this constitution will be decided by the Executive Committee of the Association as and when necessary.

ARTICLE-VIII

Financial management:

A bank account should be maintained to collect, pay and maintain all transactions with respect to Bangladesh Meat Science Association. A two members (President/GS/Treasurer) signature is mandatory to withdrawal any amount of money from the above account. Treasurer will keep all financial statement and summarize each year.