

INDIAN SOCIETY OF SOIL SURVEY AND LAND USE PLANNING

RULES AND REGULATIONS

1. Name: The name of the Society shall be “**INDIAN SOCIETY OF SOIL SURVEY AND LAND USE PLANNING**”, hereinafter abbreviated as the ‘**ISSLUP**’.
2. The Headquarters of the Society shall be located at the National Bureau of Soil Survey and Land Use Planning, Amravati Road, Nagpur-440 033.
3. The Jurisdiction of the Society shall be all over India.
4. **Objectives**

The objectives of the ISSLUP shall be (i) to stimulate research and to collect, collate and disseminate information relating to all aspects of soil survey, pedology, and land use planning; (ii) To sponsor and organize symposia, seminars and conferences which provide forum for presentation of papers in all areas of soil survey, pedology and land use planning; (iii) to publish journal, bulletins, reports and other publications to achieve the objectives of the Society; (iv) to present a common forum for scientists working in soil survey, pedology and land use planning where they can discuss topics of mutual interest; (v) to enhance the education and teaching standards in soil survey, pedology and land use planning; (vi) to work in association with other national and international societies having similar objectives; and (vii) to undertake all other activities that may assist in the fulfilment of the above objectives of the Society.

5. **Membership and the privileges of the members:** The Society shall consist of Founder Members, Ordinary Members, Life Members, Student Members, Corporate Members, Institutional Members and Honorary Members.
 - a) **Founder Members** are those who joined the Society on the day of formation of the Society *i.e.* 20th Sept.1986 and others who become life members of the Society during the inaugural year and up to 31 March 1987. The Founder members have right of voting, holding any office of the ISSLUP and take part in the deliberations of scientific meetings organized by the ISSLUP. They shall receive, free of cost, a copy of the Journal of the ISSLUP from the year of admission.
 - b) **Ordinary Members:** Individuals holding a degree in Soil Science or kindred branches of science/technology can apply for membership of the ISSLUP in the prescribed proforma by paying admission fee and membership subscription. The Council of the society shall have discretion to admit or refuse admission on adequate grounds.

The admission fee and membership subscription are subject to changes, on the recommendation of the Council and on the approval of the General Body. The annual

membership subscription shall be for a calendar year and shall be due on the 1st January of each year. A member who pays annual membership subscription on or before 31st March each year only, shall have the right of voting, holding office, and other privileges of the ISSLUP. The defaulting members can rejoin the Society any time in that calendar year without having to pay the admission fee, but shall not have the right to receive issues of Journal published prior to that date. The defaulting members on the 31st December of that year shall automatically cease to be members and their names shall be struck off from the list. If such a defaulting member wants to rejoin the ISSLUP, he/she can do so by paying admission fee, besides the membership subscription.

- c) **Life Members:** Ordinary members, or those who are eligible to become so, may apply for Life Membership of the Society on payment of a compounded sum equivalent to 20 times the annual subscription at the rate prevailing at that time. Life members are exempt from payment of admission fee.

- d) **Students Members** are those enrolled in a university or academic institution for a recognised full time course of study. Students members shall receive, free of cost, a copy of the Journal of the ISSLUP from the year of admission. They may attend and take part in the deliberations of scientific meetings organized by the ISSLUP, but shall not have right of voting and holding any office of the ISSLUP. After completion of degree, they cease to be the Student Member.

Students can apply for Student membership of the ISSLUP in the prescribed proforma by paying admission fee and student membership subscription prevailing at that time. The Council of the society shall have a discretion to admit or refuse admission on adequate grounds.

- e) **Corporate Members:** Any person or scientific research Institutes, Universities or other such organizations whose association with ISSLUP is conducive to the interests of the ISSLUP and who pays a lump sum amount 500 times the annual subscription of a Member to the funds of the ISSLUP, may be admitted by the Council as Corporate member. A Corporate member shall receive, free of cost, a copy of the Journal of the ISSLUP from the year of admission. A Corporate member or his representative may attend and take part in the deliberations of scientific meetings organized by the ISSLUP, but shall not have right of voting and holding any office of the ISSLUP.

- f) **Institutional Members:** An organisation/institutional/association of people/body of individuals having interest in soil science or kindred branches of science/technology can apply for Institutional Membership in the prescribed proforma. The Council of the ISSLUP will consider such applications and shall have the discretion to admit or refuse admissions on adequate grounds. On admission, an Institutional Member will be required to pay annually a sum equivalent to 10 times the prevailing annual Membership subscription with no levy of admission fee. Institutional Member shall have the right to receive to

receive Journal, Newsletter and other material as decided by the Council of the Society on complimentary basis. A representative of the Institutional member can attend scientific meetings of the Society. Institutional member shall have no right of voting or holding office.

- 6) **Withdrawal of Membership:** Members may withdraw from the Society by signifying their willingness to do so in a letter addressed to the Secretary. The Society shall, however not be liable to return any fees that have been paid by the member in advance.
- 7) **Membership Disqualification:** Any member found indulging in acts contrary to the objectives, purposes and activities of the ISSLUP can be removed from the membership by the Council by following the due procedure as laid down in bye-laws.
- 8) **The Year of the Society** shall be from January to December.
- 9) **Executive Council:**

- a) The administration and management of the Society and its affairs shall be entrusted to the Executive Council consisting of the President, two Vice-Presidents, all Past-Presidents holding a membership of ISSLUP, Secretary, two Joint Secretaries, Treasurer, Chief Editor, 10 Councillors (two each five zones) and 2 co-opted members (optional) from broad geographical regions which remain unrepresented in the council. All persons on the Council shall work in honorary capacity. The five zones are:

Northern Zone: Consisting of Bihar, Delhi, Himachal Pradesh, Jammu & Kashmir, Punjab, Haryana, Uttarakhand and Uttar Pradesh

Central Zone: Consisting of Madhya Pradesh, Chhattisgarh, Maharashtra, and Dadra Nagar Haveli

Western Zone: Consisting of Gujarat and Rajasthan

Eastern Zone: Consisting of A & N Islands, Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Jharkhand, Sikkim, Tripura and West Bengal

Southern Zone: Consisting of Andhra Pradesh, Goa, Daman and Diu, Karnataka, Kerala, Lakshadweep, Pudduchery and Tamil Naidu

- b) All the members of the Council, except Past Presidents (Ex-officio), shall hold office for a period of two years.
- c) The members of the Council except the President, Vice-Presidents, Secretary, Joint Secretaries, Treasurer and Chief Editor shall be elected by the General Body of the Society.
- d) The Council shall invite nominations for President (1), Vice-Presidents (2), Secretary (1), Joint Secretaries (2), and Treasurer (1), who are the Member of the Society. The election

for these posts will be done by voting among the Council members (including Past-Presidents).

- e) One of the Vice-Presidents, the Secretary, one of the Joint Secretaries, Treasurer, and Chief Editor shall be from amongst the members at the Headquarters of the Society.
- f) In the month of October/November, the Executive Council shall invite from Ordinary, and Life Members, nominations for the offices falling vacant in the Council for the coming years.
- g) Each nomination duly proposed by a member and seconded by another, each with voting right, shall contain consent of the nominee, failing which the nomination shall be rejected by the Council. The Executive Council shall scrutinise the nominations and take further actions for conducting the election for the various offices. The Executive Council shall have the discretion to recommend additional names to the list of members nominated. The voting shall be by secret ballot and the ballot papers shall be opened before the members of the Executive Council. The names of the elected officers and councillors shall be announced by end of December.
- h) The Secretary shall be responsible for the conduct of the affairs of the Society in consultation with the President and in accordance with the rules and the directives of the Executive Council of the Society. He shall convene the meeting of the Executive Council and the Annual General Meeting. He shall be responsible for recording the Proceedings thereof. The Joint Secretaries shall help the Secretary in his work.
- i) The Treasurer shall be responsible for the financial affairs of the Society. He shall submit to the Executive Council a statement of accounts of the Society for each quarter of the year ending March, June, September and December.
- j) The Chief Editor shall be assisted by minimum four Editors nominated by the Executive Council, and they shall undertake the task of publishing the Journal, Newsletter, Reports and other Publications on behalf of the Society.
- k) The Executive Council may constitute, if necessary, committees for consideration of special subjects. For this purpose it may elect members from the Executive Council as well as from the General Body. The Committee so formed shall report to the Executive Council on matters referred to them.

10) Meetings of the Executive Council

The following rules shall be applicable to meetings of the Executive Council and Committees appointed by the Executive Council.

- a) The Executive Council shall meet as often as necessary and shall review the financial position of the Society, accept Ordinary members, Life Members and other categories of members, review the progress made in the publication and other activities of the

society and such other matters as the Executive Council is empowered to deal with under the rules.

- b) The Secretary in consultation with the President shall convene meetings of the Executive Council and shall intimate to all members the date, place and time of the meeting and agenda to be discussed.
- c) One-fourth of the members of the Executive Council shall form the quorum. When the Executive Council meeting is adjourned for want of quorum, the reconvened meeting will have no quorum requirement.
- d) The President, or in his absence, one of the Vice-Presidents shall take the chair. In the absence of the President and both the Vice-Presidents, the members of the Executive Council present shall elect a chairman from amongst themselves.
- e) The usual method of voting shall be by show of hands, but the votes shall be taken by ballot if a motion to this effect is duly carried.
- f) The Chairman shall be entitled to vote with other members of the Executive Council, and when the votes are equal, he shall have a second i.e. a casting vote.
- g) Minutes of every meeting of the Executive Council shall be recorded during its progress by the Secretary or one of the two Joint Secretaries or in their absence by one of the members of the Executive Council appointed by the chairman.
- h) A copy of the minutes of each meeting of the Executive Council shall be circulated to the members of the Executive Council and placed before it at the next meeting for confirmation.

11) General Meetings:

General Meeting of the society shall be of three kinds, viz. (i) Ordinary General Meeting, (ii) General Meeting and (iii) Extra-Ordinary General Meeting.

i) Ordinary General Meeting:

- a) Ordinary General Meeting may be convened by the Secretary, as and when required, at suitable centres to discuss scientific matters relating to colloquia, symposia, etc
- b) The President, or in his absence one of the Vice-Presidents or in their absence one of the members of the Executive Council chosen by those present shall take the chair.
- c) Notice of the meeting, the date, time and place, together with the business to be transacted thereat shall be given to all members at least fifteen days before the date of the meeting.
- d) The Secretary shall arrange for sending a copy of the Proceedings of the meeting to the members of the Executives Council of the Society as soon as possible after the termination of the meeting.

ii). General Meeting

a) The General Meeting of the society shall be held at an Institution on invitation or at the Headquarters atleast once in two year. Normally, the members shall be invited to suggest a suitable place for holding the meeting. This should have the concurrence of the Institution concerned. On receiving the suggestion, the Executive Council shall take such steps as may be considered necessary.

b) Notice of the meeting, the date, time and place and the business to be transacted thereat, shall be given to members at least one month before the date of the meeting.

c) The quorum for General meeting shall be thirty. If a meeting is adjourned for want of quorum, the reconvened meeting will have no quorum requirement.

d) The order of business at the meeting shall be as follows:

- i. The proceedings of the last meeting shall be read and confirmed, and signed by the Chairman
- ii. Presentation of the report by the secretary on the activities undertaken by the Society
- iii. Any donation or presents received by the society since the last meeting shall be announced, and exhibited if possible.
- iv. Presentation of the audited statement of accounts by the Treasurer.
- v. Presentation of awards/Honours to members, if any

e) The Secretary or in his absence one of the Joint Secretaries or one of the members of the Executive Council authorised for the purpose shall present the Executive Council's report on the activities of the society during the preceding year. An audited statement of receipts and expenditure for the year ending 31st March of the preceding year and estimate of receipt and expenditure for the current year shall be presented by the Treasurer.

f) Other reports and communication from the Executive Council shall be discussed.

g) The President shall then deliver his address.

h) Scientific papers and communication received by the Executive Council shall be read in the order determined by it.

iii). Extra Ordinary General Meeting:

a) The Extra-Ordinary General Meeting shall be convened either by a majority of members of the Executive Council or by the President, when called upon to do so by a requisition signed by not less than thirty ordinary/life members and stating the business to be transacted thereat.

- b) Notice of the date, time and place of the meeting and of the special business to be transacted thereat shall be given to all ordinary members and life members at least fifteen days before the date of the meeting.
- c) No business other than that included in the notice shall be transacted at such meetings.

12. Honours and Awards

- a) **Honorary Members:** shall be persons recognised by the Society for their eminent contributions or services to Soil Survey, Pedology and Land Use Planning. Their number shall be limited to ten at any given time and not more than two may be elected in a year. Honorary members shall be nominated by the Executive Council. They shall have all the privileges except that of voting or holding office and shall be exempt from payment of membership subscription, if not life member.

The conferment of the Honorary membership shall be in the form of a citation to be presented during the Society convention. The task of identifying the persons to be considered for conferment of Honorary Membership of ISSLUP shall be assigned to Committee constituted by the Council. The Committee shall comprise five members from amongst the Past Presidents, Honorary Members, Fellows and Executive Council of the ISSLUP. The Secretary ISSLUP will function as its Member Secretary. The Council shall consider the recommendations of the Committee and take final decision.

- b) **Fellows:** The ISSLUP shall have Fellows from amongst the sustaining active Members and Life Members (not in arrears of subscription for at least ten consecutive years) in recognition of their professional outstanding contributions and services to the ISSLUP. Total number of Fellows shall not at any time exceed 100 and the number of persons bestowed with fellowship each year shall not exceed four.

The valid nominations shall be evaluated by adjudging Committee, appointed by the President, which shall comprise five members from amongst the Past Presidents, Honorary Members, Executive Council and Fellows of the ISSLUP. The Secretary ISSLUP will function as its Member Secretary. The composition of the Judging committee so constituted will be kept confidential till recommendations of the Judging Committee are placed before the Council. The Council shall take action on the recommendation of the Judging Committee and declare the names of the persons to be bestowed with the fellowship of ISSLUP.

13. Funds and Accounts:

- a) The financial year of the ISSLUP shall be from April to March 31 of the following year, both days inclusive.
- b) The funds to the society shall consist of i) admission fees, ii) annual subscription of members, iii) life membership fees, iv) donation, v) grants-in-aid from government/Institutions, societies or individuals interested in the work of the

- society, vi) subscription to the journal of the society and sale proceeds of the publication, and vii) other sources as determined by the Executive Council.
- c) The accounts and vouchers for receipts and payments of the society shall be subject to examination by the Executive Council at any time and shall be subject to annual audit by a Chartered Accountant. The Annual statement of accounts shall, after audit, be made in the report to the Executive Council of the society by the Treasurer.
 - d) All securities and money which are the property of the society shall be lodged for safe custody in the name of the Society in such bank or banks as may be approved by the Executive Council for the purpose. The Executive Council may also make rules for fixing the limit for the cash to be kept with Treasurer and the imprest advance that may be given to the Secretary or Joint Secretary or any other members of the Executive Council.
 - e) The Bank Account of the Society shall be jointly operated by two office bearers, one of whom shall be the Treasurer and the other one either the Secretary or one of the Joint Secretaries. In the event of absence of the Treasurer for a longer period, the President or the Vice-President shall authorise one of the local member of the Executive Council to operate the accounts of the Society.
 - f) The Executive Council is empowered to incur necessary expenditure for publication and other activities of the society, for maintaining an office and necessary staff, etc., but an estimate of the proposed expenditure to be incurred under those heads during the year should be shown in the budget placed before the preceding General Meeting.
 - f) The Chartered Accountants for audit of the society's accounts shall be appointed at the General Meeting. The General Body shall also approve of the remuneration to be paid for the purpose.

14. Publication:

- 14.1.** The Executive Council shall be empowered to make necessary rules for publishing the Journal and bringing out other publication of the society, fixing i) The subscription to the Journal and prices for other publications, ii) the charges payable for the reprints, and iii) the rates for sales of back issues of the Journal, and for supply of free copies of society's publication either in exchange or without exchange.
- 14.2.** The subscription rates to the Journal of the Society will be fixed by the Executive Council and may be altered, if necessary. The Prices of other publications such as bulletins, monograph will be fixed by the Executive Council. The fees for membership of the Society may also be altered by the Executive Council, if found necessary.

15. Chapters

- a) The objectives of the Chapter of the ISSLUP shall be to have a forum for the scientists of the region in India to meet, discuss, and take steps to achieve the objectives of the ISSLUP, with particular reference to the region and also to assist the main body of the ISSLUP.
- b) Upon request of not fewer than 10 members of the ISSLUP, residing within a contiguous region, as defined in the request, the Council shall consider the same and take appropriate decision regarding the formation of a Chapter of the ISSLUP. The name of the Chapter shall bear the name of the place (town) of the headquarter of the Chapter as a prefix and shall be “----- Chapter of the Indian Society of Soil Survey and Land Use Planning”. The name of the State, except in case of Union Territory as a whole, shall not be the region.
- c) The Honorary Members, Life members, Ordinary Members and Student Members of the ISSLUP residing within the jurisdiction of the region shall be eligible to become members of the Chapter of that region. They shall enjoy such privileges as the Chapter may grant. A member may transfer his/her Chapter Membership to another Chapter when his/her place of residence does not fall within the jurisdiction of the previous Chapter.
- d) A Chapter shall frame its own rules and regulations, in harmony with the objectives of the ISSLUP, and shall have its own Executive Committee for administration and control of funds.
- e) A Chapter shall be empowered to collect admission fee and membership subscription of new members as well as annual membership subscription of continuing members and life membership subscription. It can also collect contributions from Corporate Members on behalf of ISSLUP. The Chapter shall be entitled to retain 10 per cent of all collections, to be added to the funds of the Chapter.
- f) A Chapter shall collect funds, receive donations or bequests made to the said Chapter, and may expend or invest the same in the interest of the Chapter at the discretion of its Executive Committee provided that the purposes are consistent with the objectives of the ISSLUP. A Chapter may open an account with any scheduled bank in the name of the Chapter and shall frame its own rules and regulations governing the financial transactions. The ISSLUP shall have no liability for any transactions made by any Chapter with any bank or with anyone else.
- g) A Chapter shall maintain a register of its members and shall take such action as may be necessary for collection of dues from members and Corporate Members and remittance to the ISSLUP. Each Chapter shall submit a brief report of its activities to the ISSLUP atleast one month before the announced date of the General Meeting. The reporting period shall be the period between two consecutive General meetings.

- h) Upon noticing that a Chapter is not functioning in conformity with the above provisions, the Council shall take note of it and take appropriate action.
- i) Any other matter, concerning Chapters not covered above, shall be decided by the ISSLUP Council.

16. By-laws and Alteration in the rules

- a) The Council shall make, amend or repeal such By-laws not in conflict with the existing Rules and Regulations of the Society. Such By-laws shall require the assent of one-half of the total number of members of the Council and shall become operative from the date of such assent unless a later date is specified.
- b) Proposals for modifications in the existing rules from ordinary members or life members of the society shall be sent to the secretary at least six week before the Annual or Extra-Ordinary General Meeting of the society.
- c) Proposals for additions, deletions or alterations in the existing rules shall be placed before the General Meeting or an Extra-Ordinary General Meeting of the society.
- d) The proposals shall be declared carried if accepted by two-third majority of the members present.

17. Dissolution:

In case of necessity, the society can be dissolved as per provision laid down under section 13 and 14 of the Societies Registration Act of 1860.