

TANZANIAN METEOROLOGICAL SOCIETY

BY-LAWS

(Enacted under Article 10 (5) of the Constitution of the
Tanzanian Meteorological society)

Article 1: FINANCIAL RESOURCES

Membership fees, annual dues and subscriptions, sales, gifts, donations, etc shall constitute the financial resources of the Society.

- (1) Membership fees shall be paid at the time of joining the society, at rate to be determined from time to time by the General Meeting.
- (2) Annual dues and subscriptions shall be payable by members of the society at rates determined from time to time by the General Meeting.
- (3) The treasurer may accept on behalf of the society, sales of Publications etc. provided that such sales are consistent with the objectives of the society and are approved by the Executive Board.
- (4) The president may accept on behalf of the society gifts and other donations made to the society and approved by the General Meeting.

Article 2: OFFICERS OF THE SOCIETY

- (1) All officers shall be elected bi-annually as provided for in the constitution and in accordance with the By-Laws.
- (2) All the officers shall be honorary and without remuneration.
- (3) The elective officers of the society are:
 - (i) PRESIDENT: The primary duties of the president shall be:
 - (a) To preside over the sessions of the General Meeting and the Executive Board;
 - (b) To guide and coordinate the activities of the society and its constituent bodies as specified by the General Meeting and in accordance with the constitution and By-Laws;
 - (c) To solicit funds for the society;
 - (d) The accounting officer of the society;

(e) To carry out specific duties as are prescribed by the decisions of the General Meeting and the Executive Board.

- (ii) VICE-PRESIDENT: Will assume the duties of the President when the President is absent or any other duties as referred to him by the President.

If the President of the society resigns or is not able to carry out his functions of that office, the Vice President of the society shall serve as President for the remainder of the term

- (iii) SECRETARY: Administratively the secretary is responsible to the President in discharging his duties. The primary duties of the Secretary shall be:

- (a) To facilitate the work of the General Meeting and the Executive Board.
- (b) To make minutes of the proceedings of the sessions of the General Meeting and the Executive Board and to record such minutes in document provided for that purpose;
- (c) To carry out the approved programmes, and conduct such business and correspondences as may be directed by the Executive Board.
- (d) To serve as an ex-officio non-voting member of all committees and any other body established by the General Meeting.
- (e) To assist in the editing and publishing of the Bulletin/Journal of the society.

- (iv) TREASURER: Administratively the Treasurer is responsible to the President in discharging his duties. His primary duties shall be:

- (a) To open, on behalf of the society and maintaining such banking accounts as may be deemed by the Executive Board;
- (b) To keep account of payment and receipts in the mode and manner which seems most proper to the Executive Board;
- (c) To present a financial statement at any time upon request by the President who shall have direction and control of money in his hands;

- (d) Payment by the society shall normally be made by cheque, bearing two signatures of either the President, the Secretary or the Treasure.
- (v) CHAIRMAN OF A COMMITTEE: The primary duties of chairman of a Committee shall be:
 - (a) To preside over sessions of the committee.
 - (b) To guide and co-ordinate the activities of the committee;
 - (c) To carry out such specific duties as prescribed by the decisions of the General Meetings and/or the Executive Board;
 - (d) To report to the General Meeting at its regular sessions on activities of the committee;
 - (e) To maintain files of official correspondence as chairman of the committee and to send copies of his correspondence to the President and the Secretary.

Article 3: MEETING, QUORUM AND VOTING

By meeting it is meant the ordinary and extra-ordinary sessions of the General Meeting and the Executive Board as defined in PARTS IV and V of the constitution.

- (1) Notice of the time and place of the sessions of the General Meeting shall be given in writing by the President to all members of the society not less than 21 days before the date on which the session is held.
- (2) Notice of the time and place of the sessions of the Executive Board shall be given in writing by the Secretary to all members of the Executive Board not less than 7 days before the date on which the session is held.
- (3) A quorum for the transaction of business at the sessions of the General Meeting shall be the simple majority of the members who are eligible to vote.
- (4) A quorum for the transaction of business at the sessions of the Executive Board shall be the simple majority of the members of the Executive Board.
- (5) Unless specified otherwise the affirmative votes of a simple majority of the voting members present at the General Meeting or

the Executive Board shall be required for the resolution of any question. Affirmative votes shall not include abstentions.

Article 4: COMMITTEES

Committee of Publications

The Committee Members shall act as scientific editors of the Bulletin/Journal of the Tanzania Meteorological society, determine the editorial policy and encourage Tanzanian Scientists to submit scientific papers to be considered for publication. The Chairman of the Committee shall be the Editor-in-chief of the Bulletin/Journal.

Article 5: AMENDMENTS

- (1) Amendments to the present By-Laws shall be submitted by any Member in writing to the President at least twenty one days in advance of its consideration by the Executive Board.
- (2) Any amendment shall require the affirmative vote of at least Two-thirds of the Executive Board, and shall be communicated to the members at a General Meeting.

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