

## BYE-LAWS OF THE ASSS

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### ARTICLE 1. DEFINITIONS OF THE BYE-LAWS

**CLAUSE 1.** The Bye-laws of the ASSS, established and approved by the General Assembly, purpose to cover the detailed interpretations of the Statutes and to set rules for subjects that are not addressed by the Statutes. Therefore, they are secondary to and supportive to the Statutes, and cannot contradict Statutes.

**CLAUSE 2.** Changes to the Bye-laws can be made by a simple majority vote of the General Assembly on a formal motion.

**CLAUSE 3.** A revised Bye-law takes effect after approval by the General Assembly under conditions described in section A2.

### ARTICLE 2. BUREAU OFFICERS AND THEIR DUTIES

**CLAUSE 4.** The officers of the ASSS shall be the Members of the Executive Bureau as described in section J-20 of the Statutes.

**CLAUSE 5.** The **President** shall chair all meetings of the General Assembly, the Executive Committee and the Executive Bureau of the ASSS. He/She shall supervise the affairs of the Society, and provide leadership in the promotion of the objectives of the ASSS. Therefore, he/she shall verify that all resolutions and recommendations of the ASSS bodies are well carried into effect.

**CLAUSE 6.** The **Vice-President** assists the President and in the event of his absence or disability, performs the duties and exercises the powers of the

President. He/She shall also be responsible, in collaboration with the Executive Bureau, for the technical and organisational preparation of Technical meetings and the ASSS International Conference.

**CLAUSE 7.** The **Secretary General** shall carry on the affairs of the ASSS, therefore shall be custodian of the seal of the ASSS, attend all ASSS meetings and record all minutes of all proceedings in the books to be kept for that purpose. He/She shall organise and give notice of all meetings to the members of the General Assembly and shall perform such other duties as may be prescribed by the General Assembly or the President, under whose supervision he shall be. More specifically, the Secretary General shall:

- be responsible for the day-to-day administration and oversee the administration of the ASSS Secretariat on behalf of the Executive Bureau;
- serve as Secretary of the General Assembly and Executive Committee;
- maintain an up-to-date list of the full scientific structure of the ASSS;
- organize the recruitment of Secretariat staff, as appropriate;
- report on administrative matters to the General Assembly;
- insure the update of the ASSS website with the Directory of Soil Science Experts and Institutions in Africa
- supervise and organize the publications of the ASSS
- organize meetings, workshops and Conferences of the ASSS
- kick-off relevant initiative to strengthen the development of soil Science activities within the continent.

**CLAUSE 8.** The **Vice Secretary general** assists and discharges the Secretary General for some of his/her duties. He/she may be particularly in charge of updating the website of the ASSS in collaboration with the Secretary General, with whom he/she handles the day-to-day administration of the Society. He/She should come from another Sub-region and commonly use an Official language of the Society different from that of the Secretary General

**CLAUSE 9.** The **Treasurer** shall:

- oversee the administration of the finances of the ASSS, in accordance with the directives issued to him or her by the Executive Bureau and the General Assembly;
- serve as an *ex officio* member on any Ad'oc Committee dealing with Finance;
- report on financial matters to the Executive Bureau and the General Assembly.
- Work with immediate past President for finding financial support to the ASSS.

**CLAUSE 10.** The Treasurer is deputised by a **Vice-Treasurer** whose duties are assigned directly by the Treasurer. The Vice-Treasurer should come from another Sub-region and commonly use an Official language of the Society different from that the Treasurer

**CLAUSE 11.** The principal duties of the **immediate past-President** shall be to serve on the Executive Bureau and to advise the President. Thanks to his/she experience, he/she shall also help for finding financial supports to the ASSS.

**CLAUSE 12.** The Ex officio shall be a doyen of the ASSS acting as a Counsellor and whose duty is to advise and guide the Executive Bureau in the completion of its mandate.

### **ARTICLE 3. SCIENTIFIC COMMISSIONS, AD HOC COMMITTEES AND TASK FORCES**

**CLAUSE 13.** The subject matter groups of the ASSS shall be called Scientific Commissions. When necessary, scientific subdivisions may be created within Commissions. The Commissions are defined by subject, and are arranged to

cover the whole area of disciplinary interests of the ASSS. Each Commission shall be managed by a Committee, consisting of a Chairperson, a Vice-Chairperson and a Secretary.

**CLAUSE 14.** The Scientific Commission shall manage and direct its scientific program, and shall ensure that there is a suitable level of activity in all main topics within the Commission. Each Commission shall give careful attention to the development of Soil science, and ensure that it responds to new developments related to its scientific program.

**CLAUSE 15.** The Scientific Commission may make proposals for changes in the structure within the Commission, or make comments upon proposals arising from elsewhere, and send them to the Secretary-General at least 6-months in advance of the International Conference meeting for consideration by the Executive Committee, before being sent on, if necessary, to the General Assembly with the views of the Executive Committee.

**CLAUSE 16.** Each Commission shall outline a programme of action, report its activities to the Secretary General of ASSS annually. All information will be published and posted on the ASSS website.

**CLAUSE 17.** Commission Officers shall serve two years term renewable for a maximum of three terms.

**CLAUSE 18.** The Scientific Commissions listed below and may be subject to changes, in relation to advancement in Soil science.

### 1. Soil Physics

- Water movement, structure and aggregation, and modeling of water movement and contaminant movement.
- Soil erosion and land degradation factors (water, wind, etc.)

- Evaporation, transpiration and pedoclimate
- Irrigation, drainage, and soil water quality

## 2. **Soil Chemistry, Biology and Biochemistry**

- Analysis, acidity, liming, ion exchange, physical chemistry of soils, behavior of soil additives;
- Soil micro-organisms, organic matter, nitrogen transformations, microbial decomposition, rhizosphere dynamics, mycorrhizae, enzymes, and fate of organic material

## 3. **Soil Fertility & Plant Nutrition**

- Plant nutrients and plant nutrition, interaction of plant growth factors, and soil and plant tissue tests.
- Fertilizers both organic and inorganic use efficiency (quality, rate

## 4. **Pedology**

- Soil formation and geology, physical and chemical properties, soil classification, soil survey and mapping, interpretation of soil behavior,
- Frequency, distribution, formation, translocation, and properties of soil minerals.
- Wetland soil processes, classification, nutrient relationships, and water quality.
- Land suitability and watershed/river basin master plan development
- Land database development

## 5. **Land degradation, desertification and Soil & Water Management & Conservation**

- Characterisation of land degradation (Magnitude, severity, status and trend), land rehabilitation approaches and techniques
- Conservation agriculture and water harvesting
- Soil and water management and conservation techniques
- Cropping systems, and cultivation methods.

## **6. Soils and agroecosystems**

- Soil organic matter dynamics; biogeochemistry of deficient nutrients; long-term soil sustainability management practices; belowground processes and rhizosphere dynamics; water relations/hydrology; soil biodiversity.
- Impacts of deforestation and afforestation on soil qualities
- Ecosystems, watershed and wetland management

## **7. Soil, Environmental Quality and Climate Change**

- The role of soil in sustaining society and the environment: Influence upon and interaction of soils with the environment; efforts of soil scientists to maintain and improve the quality of the environment
- Diffuse pollution and soil pollutants
- Carbon sequestration, production of bio and agro-fuels
- Adaptation and mitigation to climate change.

## **8. Policies, socio-economical and archaeological aspects of land management**

- Policies and regulations on land use planning and land management
- Land management and livelihoods (poverty, food security ,economical growth,,,) )
- Soil history and archaeology

## **9. Education, consciousness-raising and modelling related to soil science**

- Education and capacities building
- Consciousness-raising in soil science and related issues
- Modelling approaches in soil science and decision support systems

**CLAUSE 19.** Ad hoc committees and task forces are established by the General Assembly or the Executive Committee and are responsible for the fulfilment of a specific task. Terms of references of the specific task are established by the Executive Committee and shall provide a description of the function and duties as well as the composition and tenure for each Ad hoc committee or task force.

**CLAUSE 20.** The activities of each Ad hoc committee or task force shall be reported yearly to the Executive Bureau via the Secretary General, through a written report delivered on due time.

## **ARTICLE 4. ELECTIONS, VOTES, AND NOMINATIONS**

**CLAUSE 21.** The general Assembly shall establish an Electoral Committee whose members are suggested by the Executive Bureau and consisting of a Chairperson, the Secretary general, acting as Secretary, and two other persons (preferably external persons if possible).

This Electoral Committee shall manage the election procedures for filling the offices of the Executive Bureau. The mandate of the Electoral Committee takes end after has completed the elections.

Officers of the Executive Bureau are elected by a simple majority of votes cast, on the basis of a list of candidates accompanied by biographical information and by acceptance of the candidate to serve if elected.

**CLAUSE 22.** For the election of the Scientific Commissions officers, the Electoral Committee shall follow the procedure described as follows:

- a. The Electoral Committee shall solicit candidates for the different offices within the Scientific Commissions, screen potential candidates and finalise candidate lists for preparation of ballots nine months in advance to the next ASSS International Conference.
- b. The votes of all Commission officers shall take place starting 6 months before International Conference and be completed within 90 days.
- c. Elections will be decided by a simple majority of votes cast. All officers of the Scientific Commissions can be re-elected for a maximum of three terms as stated in point 17.
- d. Members (as defined in Statute E) who are in good standing with a National Soil Society with close affiliation with the discipline of soil science can take part in the voting procedure. It will be the responsibility of the Adhering Organization or National Society to determine who is in good standing and is eligible to vote.
- e. Any person nominated as a candidate must be a Member in good standing as defined in Statute F.
- f. Members can vote for as many different officers as they feel comfortable. Voting shall be by postal and/or electronic methods or during the International Conference.
- g. If any candidate is discarded by the Electoral Committee, the reason must be given. Nominations of candidates shall be accompanied by a short statement describing the candidate's contribution to Soil Science and ASSS and their views on the development of Soil Science. Every effort shall be made to have a broad geographical representation of nominees. The screening of potential nominee candidates should result in two or three nominees for each position. Members shall not be nominated for more than two positions.
- h. The Electoral Committee shall ensure that there is a full list of acceptable names for all offices and that the ballot has a broad geographical representation of candidates.

- i. The Electoral Committee shall prepare ballots that include a brief (not more than one page) CV for each of the candidates.
- j. Organizing the voting shall be the responsibility of the National Society (Full and Associate Members). Upon completion of the voting, each National vote organizing committee shall provide the Electoral Committee with the votes from their Members.
- k. Precise guidelines for the voting procedures shall be distributed to Members by the Secretary General 6 months before the elections take place. The Secretary-General in concert with the Electoral Committee shall develop a procedure for the counting of all the votes.
- l. Voting by Members can be done by postal or electronic means using a procedure developed by the National Society or adhering organization to the Society on a one vote for one individual for each National Member
- m. The Electoral Committee shall receive all the ballots from all the voting constituencies. Those having the majority of votes cast shall then be declared elected.
- n. For all elections, the names of those elected shall be notified officially by the Secretary General and shall be published on the ASSS Website. A member elected in more than one position shall choose one and leave the others positions to his/her immediate challenger with highest votes cast.

**CLAUSE 23.** Candidate to the position of Honorary Members as defined in Statute E shall be nominated by any Full Member and the Secretary General shall be notified at least 6 months before the International Conference meeting. The material shall not be more than 2 pages long and should show the background of the individual and his or her service to the ASSS and the impact that this person has had on soil science promotion in Africa and worldwide. The nominations should be distributed to the members of the General Assembly at least three months before the International Conference meeting.

**CLAUSE 24.** Any proposal for expulsion shall be formally brought to the attention of the General Assembly in the form of a specific motion/agenda item with supporting evidences and shall be scrutinized carefully before voting.

**CLAUSE 25.** The election of Working Group officers shall take place at any organized meeting of the Working Group and elected officers will serve until termination of the Working Group mandate as defined in the Terms of Reference. Their names will be submitted to the Secretary-General as soon as possible after the election takes place. In case of abdication or prolonged suspension of a member, the Working group shall proceed to his/her replacement through the same procedure.

**CLAUSE 26.** Working Group elections shall be organized by the outgoing Chairperson and results of Working Group elections will be reported to the Secretary General.

## **ARTICLE 5. APPLICATIONS AND SUBSCRIPTIONS FOR MEMBERSHIP**

**CLAUSE 27.** Application for membership must be done by filling the membership application form downloadable on the ASSS website (or write to the Secretary General for more information) and paying the adhering fee and at least the on-going annual fees.

**CLAUSE 28.** Applications from a National organization Membership must be accompanied by a copy of its Statutes or a similar type of document, a description of its activities, proof of existence, and a signed statement that the applicant will comply with ASSS Statutes and Bye-laws. The minimum size of a Full or Associate Member is 20 members.

**CLAUSE 29.** The General Assembly shall fix the rates of adhering fee and annual fee for each category of member described in statutes E.

**CLAUSE 30.** The Students Members will pay a subscription fee of half the amount paid by Individual Members.

**CLAUSE 31.** Honorary Members shall be exempt from the payment of annual membership.

## **ARTICLE 6. MISCELLANEOUS**

**CLAUSE 32.** If need be, the General Assembly can authorize the recruitment of necessary staff for better functioning of the ASSS. The Secretary General shall insure their recruitment as appropriate.

**CLAUSE 33.** The management of this staff shall be insured by the Secretary General based on the labor legislation of his/her country.

**CLAUSE 34.** In case of non organization of two consecutive International Conferences, the Executive Bureau is dismissed and the Extraordinary General Assembly is organized with the approval of one third of the ASSS members.

**CLAUSE 35.** No change may be made in the Bye-laws except with the approval of the General Assembly by two-thirds of the votes cast by the Members taking part in the vote. Changes are effective at the end of the General Assembly adopting them, unless otherwise specified by a Resolution of the General Assembly.