

**Constitution  
of  
THE ZOOLOGICAL SOCIETY, KOLKATA  
with amendment upto 16<sup>th</sup> October, 2020**

**ARTICLE - I**

**NAME AND OBJECT**

**Section 1.** The Society shall be called 'The Zoological Society, Kolkata' and shall be located in Kolkata.

**Section 2.** The aims and objects of the Society shall be

- (a) Association of persons interested in zoological science for the furtherance of the cause of Zoology and allied sciences.
- (b) Presentation and discussion of new or important facts and problems in Zoological sciences.
- (c) Adoption of measures as shall tend to the advancement and popularization of the subject.
- (d) Publication of Proceedings, Journals, Memoirs and other matters as may be desirable.
- (e) Securing and managing funds, endowments for the promotion of Zoology.
- (f) Performing all other acts that may assist in conduce to or necessary for the fulfillment of the aims and objects of the Society.

**ARTICLE - II**

**A. MEMBERSHIP**

**Section 1.** The membership of the Society shall consist of three classes.

- (a) Ordinary membership (for 1 year) open to all (those who have interest in Zoology).
- (b) Associate membership (for 2 years) open only to bonafide College / University students of Zoology.
- (c) Life membership open to all those who have interest in Zoology.

**Section 2.** Selection to membership of the society shall be on the approval of the Executive Council after being duly proposed and seconded by an ordinary or a life member.

**Section 3.** Privileges of an ordinary and life member shall be

- (a) to vote, and/or, hold office (except for one of the post of Executive members, which shall be reserved for one of the Associate members) ;
- (b) to attend all the meetings of the Society;
- (c) to use the Library;
- (d) to receive all publications of the Society at a rate to be determined by Executive Council;
- (e) any other privileges that may be offered by the Executive Council from time to time.

**Section 4.** Privileges of an Associate member shall be

- (a) to vote, and/or, hold office of one of the Executive members only;
- (b) to attend all the meetings of the Society;
- (c) to use the Library;
- (d) to receive all publications of the Society at a rate to be determined by the Executive Council;
- (e) any other privileges that may be offered by the Executive Council for time to time.

The Associate member in the Executive Council shall enjoy all the privileges of an executive member.

## **B. FELLOWSHIP**

**Section 1.** The Society shall award Fellowships to persons in recognition of their erudition, scholarship and services rendered to the Society/Country. The life members are only eligible for the award of fellowship.

**Section 2.** The fellows shall be elected by the Fellowship sub-committee consisting of (i) the President, (ii) General Secretary of the Society and (iii) three other persons to be nominated by the Executive Council each year who may not necessarily, be members of the Society. The Council shall be generally guided by the academic standing of the candidates at the time of election of Fellows.

**Section 3.** The Presidents, Vice-Presidents and General Secretaries of the Society shall be declared as its Fellows / National Fellows of the society provided they fulfill the criteria of that fellowship. They should have contributed to the cause of the society and also to the Zoological Science at recognized National / International levels over a long span of time.

**Section 4.** The name of the fellows shall be proposed by an existing fellow and seconded by **two** of the above categories on the prescribed form to be supplied by the Society on request. It is imperative that before proposing a name for fellowship the proposer shall get his/her consent to fulfill the obligations. The form shall contain the following points to be filled by the proposer : (1) Full Name (2) Date of birth (3) Academic qualifications, (4) Field of interest, (5) List of publications with copies of 10 best career publications and or documents of scientific attainments.

**Section 5.** There shall be fellows of three categories :

- (1) Fellows elected from among the persons mentioned in Section 3 shall pay an admission fee of Rs.5,000/-(Rupees Five thousand) only.
- (2) Honorary National Fellows shall be only from distinguished zoologists of the country.
- (3) Honorary Foreign Fellows shall be from amongst the reputed Biologists of foreign countries.

**Section 6.** Each year not more than 10 fellows are to be elected from the three categories.

**Section 7.** The names of persons recommended by the Fellowship Committee shall be approved by the Executive Council.

**Section 8.** At the Annual general meeting, the persons elected and nominated will be conferred with the Fellowship of the Society by the President / Chairman of the meeting.

**Section 9.** The fellows of all the categories are eligible to use FZS (Cal.) after their names.

**Section 10.** The nomination form for the Honorary Fellowship and Honorary National Fellows can be submitted by the proposer within the stipulated date of every year.

The Fellowship sub-committee shall meet to consider the applications.

### **ARTICLE - III ADMINISTRATION**

**Section 1.** The administration of the Society shall vest in an Executive Council.

**Section 2.** The Executive Council shall consist of one President, two Vice-Presidents, one General Secretary, one Assistant Secretary, one Treasurer, one Editor-in-Chief, one Editor, one Associate Editor, one Executive Member (Institutional collaboration), one Executive Member (Business and Resource Generation), one Executive Member (Knowledge Centre & Academic Programmes) and ten [9 and 1 Associate member] council members.

Newly elected Executive Council is empowered to co-opt two other members considering their interest and commitment to the Society.

The term of office of the Executive Council shall be for four years.

**Section 3.** The members of the Executive Council shall be elected by ballot once in every four years and the result will be declared in the year concerned at the Annual General Meeting of the Society. Editor-in-Chief, Editor and one Associate Editor will be nominated by the Executive Council. The official term shall commence within a fortnight after Annual General Meeting.

**Section 4.** The office-bearers in Section 2 shall discharge the duties usually to their respective offices (see bye-laws)

**Section 5.** Vacancies in the Executive Council arising out of nonacceptance, resignation, death or otherwise shall be filled in by the Executive Council at its next meeting and such changes shall be reported to the next executive meeting of the Society.

**Section 6.** The Executive Council can propose such bye-laws as may appear conducive to the good administration of the Society, and the attainment of its objectives, provided such bye-laws are not inconsistent with anything in the constitution and are approved in a general meeting of the Society.

**Section 7.** There shall be an editorial board consisting of the Editor-in-chief, Editor, Associate Editors and 13 other members. The members of the Editorial Board shall be nominated by the Executive Council and they will remain in the office for four years.

#### **Article -IV**

#### **QUORUM**

**Section 1.** One third of the members shall constitute a quorum for the general meeting of the Society, nine shall form a quorum for the meeting of the Executive Council and hundred shall form a quorum of the requisition meeting.

**Section 2.** Rules regarding quorum shall not apply to adjourned meeting.

#### **Article – V**

#### **GENERAL ELECTION**

**Section 1.** All elections to the Executive Council shall take place after the close of its financial year in March.

**Section 2.** The General Secretary shall prepare a list of members of the Society on the role on March 31st of the year. Such members will be entitled to vote. A list of voters shall be circulated amongst the members or uploaded in the website at least six weeks before the date of the general election and invite nomination from the members, for each in the prescribed form.

The nomination paper duly filled in, along with the consent of the nominee or nominees for each official shall be returned to the General Secretary within a fort

night from the date of issue. A candidate can not seek election to more than one office.

If nomination is not received for any of the office or offices on the expiry of the scheduled date, the Executive Council shall nominate person or persons for those offices.

**Section 3.** The General Secretary shall announce date of scrutiny of nomination papers and last date of withdrawal of nomination papers. After proper scrutiny he shall prepare the ballot paper from the nominations and such ballot papers shall be circulated amongst the voters at least three weeks before the general election each year. The ballot paper shall have a blank space to put mark of elect against the desired candidates by the voters. Such ballot papers shall be returned to the General Secretary, as advised by him in special envelopes provided for the purpose within a fortnight from the date of issue.

**Section 4.** One of the Executive Council members shall be elected or nominated by the Associate members only.

**Section 5.** The General Secretary shall notify the date of counting of ballot papers. At the time of counting there should be scrutineers appointed by the General Secretary besides the candidates in person or their authorised representatives.

**Section 6.** A majority shall elect. In case of a tie the election shall be decided by a toss by the President, or the Chairman of the meeting.

**Section 7.** There shall be an Editorial Board consisting of the Editor-in-Chief, Editor, two Associate Editors and 13 other members. The members of the Editorial board shall be nominated by the Executive Council and they will remain in the Office for four years.

**Section 8.** All retiring members of the Executive Council shall be eligible for re-election. The Executive Council shall co-opt the retiring General Secretary in Executive Council if he is not elected as a member in the newly formed Executive Council.

**Section 9.** All election disputes relating to elections to the Executive Council shall be referred to in writing to the President within two days of the announcement of the election result. The decision of the President shall be final.

**Section 10.** In conducting Election if there is any contesting candidate against General Secretary then one Presiding officer may be appointed by the Executive Council in smooth conduct of the Election.

## Article – VI

### CHANGES OF THE CONSTITUTION

- Section 1.** Amendments to the constitution may be adopted at the annual general meeting of the Society upon approval of two-thirds of the members voting.
- Section 2.** Amendments may be proposed by any Ordinary member and must reach the Secretary for circulation to all members of the Society at least two months before the annual general meeting.
- Section 3.** Amendments to the constitution may also be adopted in the general meeting of the Society specially convened for the purpose by the Executive Council, upon approval of the two-thirds of member voting.
- Section 4** All such proposals for amendments shall be circulated to the members at least two weeks before the meeting.

## BYE-LAWS

### ARTICLE- I

#### SUBSCRIPTION

**Section 1.** The annual subscription for Associate members (students only) Rs.300/- (for 2 years) and Ordinary members Rs.1000/- (for one year) only. The subscription of life membership shall be Rs.5,000/- only. Life member for Research Scholars is (Early Bird-Researchers) Rs.5000/- (with five non-refundable instalment facility within one financial year, if needed). The Fellowship enrolment is Rs.5,000/- only. Institutional Journal subscription (sale proceeds through Springer).

The life membership subscription will be fixed with the banks and the annual interest will be accrued in the Savings Bank Account maintained for the same will be spent. The building Fund amount will remain fixed for a long period which may be utilized at the time of need of the Society, particularly for building purposes.

All the endowment funds will be kept in separate Savings Bank accounts opened in the name of endowment. The money given by the donor will be fixed and the annual interest will be deposited by the bank in the respective savings account. The annual prize etc. of the endowment will be given from the respective account and shall not be utilized for any other purpose.

The Provident fund account of the office assistant will be maintained separately. All the accrued amount in this provident fund account with interest etc. will be utilized for payment of due provident fund amount after retirement of the office assistant.

**Section 2.** Ordinary members may register as life member if continued for five years consecutively and upon payment of Rs.2,000/- further at the completion of 5<sup>th</sup> year.

**Section 3.** Any member in arrears of subscription for one year shall cease to be a member of the Society. Upon payment of arrears he/she shall be reinstated by the Executive Council.

**Section 4.** The financial year shall begin on the 1<sup>st</sup> April and end on the 31<sup>st</sup> March of the following year. Annual subscription shall fall due on the first of April each year.

## **ARTICLE- II**

### **PRESIDENT AND VICE-PRESIDENTS**

**Section 1** The President shall preside at all meeting of the Society.

**Section 2** One Vice-Presidents shall preside all sessions designated by the President.

**Section 3** One of them shall assume the duties of the President in the latter's absence.

**Section 4** In the absence of the President or any of the Vice-Presidents, the members present shall elect a Chairman for that meeting, from amongst themselves.

**Section 5** On the resignation of the General Secretary or in case of non-acceptance of the office by the newly elected General Secretary, the Executive Council meeting may be called, if necessary, by order of the President of the Society.

## **ARTICLE- III**

### **GENERAL SECRETARY AND ASSISTANT SECRETARY**

**Section 1.** The General Secretary shall keep the records of the Society, look after general administration and management of the Society.

**Section 2.** The General Secretary shall normally convene meeting of the Executive Committee with at least seven days notice and general meeting with ten days notice. However, in case of emergency, a General meeting (scientific lectures) may be convened by the General Secretary at his discretion.

**Section 3.** He shall be an ex-officio member of all the committees appointed by the Society.

**Section 4.** The Assistant Secretary shall assist General Secretary in his duties.

## **ADMINISTRATION**

**Section 2 :** The Executive Council shall consist of a President, two Vice-Presidents, a General Secretary, one Assistant Secretary, a Treasurer, an Editor-in-Chief, one Editor and two Associate Editors, a Institutional Collaboration and Coordinator, a Business & Resource Generation, a Knowledge Centre & Academic Programme and ten / 9 (other 0 +1 (Associate)/ members.

New Executive Council should be empowered to co-opt two other members considering their interest and commitment to the Society.

### **ARTICLE- IV**

#### **TREASURER**

**Section 1.** The Treasurer shall be in charge of the funds of the Society.

**Section 2.** At the Annual General Meeting of the Society he shall present an audited statement of accounts of the Society, which shall be circulated in advance amongst the members at least a week before the Annual General Meeting.

### **ARTICLE- V**

#### **EXECUTIVE MEMBER (BUSINESS & RESOURCE GENERATION)**

The executive member shall be responsible for the proper management of the business side of the Society.

### **ARTICLE- VI**

#### **EXECUTIVE MEMBER (KNOWLEDGE CENTRE & ACADEMIC PROGRAMME)**

The executive member shall be responsible for the proper up-keep and upgradation of the Society's Library and the preparation of list of Books, Journals and Periodicals with the clear ideas of total holdings of the Library which may be printed and circulated for ready reference of the readers and members. He will also coordinate all academic programmes initiated by the Society.

### **ARTICLE-VII**

#### **EDITORIAL BOARD**

The Editor in-Chief, Editor and the editorial board shall be responsible for editing the manuscripts for the Proceedings and other publications of the Society and explore awareness for financial resource generation in consultation with other Executive Council members. Three subject Editors may be nominated by the Executive Council to upgrade the Scientific standard of the Journal and for editing purpose.



**ARTICLE-VIII****ASSOCIATE EDITORS**

Associate Editors shall be responsible for assisting the Editor-in-Chief and the Editorial Board for printing of the Proceedings and other publications of the Society through the press.

**ARTICLE- IX****EXECUTIVE MEMBER  
(INSTITUTIONAL COLLABORATION AND COORDINATOR)**

The executive member shall correspond with and contact foreign and Indian institutions for organizing outreach and societal programmes and collaboration of the Society.

**ARTICLE- X****APPOINTMENT OF AUDITOR**

The General accounts of the Society will be audited by an independent qualified Auditor every year and such audited accounts will be placed before the annual general meeting for approval of the members.

The general members of the Society will appoint the Auditor at the Annual General Meeting of the Society every year.

**ARTICLE- XI****ANNUAL REPORT**

*Section 1.* The General Secretary shall on behalf of the Executive Council, present a report of the activities of the Society at the Annual General Meeting.

*Section 2.* The Editor-in-chief, Editor, Associate Editors and the Executive members with specific responsibilities shall submit reports of their works and Sections to the Executive Council for inclusion in the Annual Report.