

TANZANIA SOCIETY OF AGRICULTURAL ENGINEERS



**CONSTITUTION
AND
BYLAWS**

**ADOPTED: 20th, December 1973
REVISED: 19th, September 1991**

TSAE

Preamble

The Tanzania Society of Agricultural Engineers started as an Annual Conference of Agricultural Engineers in Tanzania in 1971. The first constitution of the Society was approved on 20th December 1973 during the 3rd conference held in Mwanza. The constitution was then amended in 1986. This current constitution was adopted at the General Assembly of the Society, at Arusha on 19th September 1991.

Definitions

1. "Agriculture" *means the business and art of crop and livestock production.*
2. "Agricultural Engineering" *means the profession of applying Engineering knowledge, principles and techniques to agriculture especially in all aspects and phases of agricultural production.*
3. "Society" *means the Tanzania Society of Agricultural Engineers (TSAE).*
4. "Tanzania" *means the United Republic of Tanzania.*
5. "Abroad" *means outside the United Republic of Tanzania.*
6. "Constitution" *means the Constitution of the Society.*
7. "Bylaws" *means the Bylaws of the Society.*
8. "Profession" *means Agricultural Engineering.*
9. "General Assembly" *means the General Assembly of the Society.*
10. "Executive Committee" *means the Executive Committee of the Society.*
11. "President" *means the President of the Society.*
12. "Vice-President" *means the Vice-President of the Society.*
13. "Honourary Secretary" *means the Honourary Secretary of the Society.*
14. "Honourary Treasurer" *means the Honourary Treasurer of the Society.*
15. "Society Register" *means the register of active members kept by the Honourary Secretary.*
16. "Member" *means registered member of the Society.*

Article I - Name and Location

1. The name of the Society shall be the Tanzania Society of Agricultural Engineers (TSAE) hereinafter referred to as the Society.
2. The Society will have an Emblem and an Official Seal which shall be approved by the General Assembly.
3. The legal location of the Society shall be the place where the Honourary Secretary conducts the Society's business

Article II - Objectives

1. To promote the application of engineering to agriculture development in Tanzania.
2. To foster Agricultural Engineering education in Tanzania by offering an impartial advice to training institutions in order to ensure that Agricultural Engineering is properly dealt with in programmes at all levels from certificate to degree training.
3. To encourage original research and the practical application of research findings to advance the standard of engineering application to agriculture in Tanzania.
4. To extend the association of Agricultural Engineers in Tanzania among themselves and with kindred associations in the various fields of engineering, agriculture and forestry in Tanzania and abroad.
5. To facilitate and guide the professional development of Agricultural Engineers and the advancement of the profession in Tanzania.
6. To promote design, development and manufacturing of engineering technologies needed for agricultural development in Tanzania.
7. To promote the welfare of members of the Society.

Article III - Membership

1. **Eligibility:** Membership of the Society shall be open to all persons or institutions actively interested or involved in the study or application of engineering to agriculture.
2. **Categories of members:** Four categories of members will be recognized. These will be: a) Professional member; b) Affiliate member; c) Institutional member; and d) Honourary member
3. **Class of members:** Members in each category will be classified as follows:-

a) Professional member

- | | |
|---------------------------|-------------------|
| - Life Member | LM (TSAE) |
| - Fellow Member | FM (TSAE) |
| - Associate Fellow Member | AFM (TSAE) |
| - Professional Member | PM (TSAE) |

- Graduate Professional Member **GPM (TSAE)**
- Student Member **SM (TSAE)**

b) Affiliate member

- Life Member **LM (TSAE)**
- Fellow Member **FM (TSAE)**
- Associate Fellow Member **AFM (TSAE)**
- Senior Affiliate Member **SAM (TSAE)**
- Affiliate Member **AM (TSAE)**

c) Institutional members: There shall be no classification for this category of membership. Each institutional member shall have one representative who shall vote for the institution.

d) Honorary members

- Honorary Life Member **HLM (TSAE)**
- Honorary Fellow Member **HFM (TSAE)**

Article IV - Organization

- 1. Patron:** The Society shall have a patron who is the Minister responsible for Agriculture by virtue of his/her office.
- 2. General Assembly:** There shall be a general assembly of all members on the Society Register which shall administer all affairs of the Society. The General Assembly shall be the highest authority of the Society.
- 3. Executive Committee:** The office bearers of this Society shall constitute the Executive Committee of the Society. The Office Bearers of the Society shall be:-
 - President
 - Vice-President
 - Honourary Secretary
 - Honourary Treasurer
 - Chairperson of Sub-Committees
 - The Immediate Past President
- 4. Sub-Committees:** The General Assembly may at its discretion form subcommittees of the Executive Committee in order to facilitate effective **execution of** Society matters.
- 5. Specialist Groups:** The General Assembly may at its discretion establish specialist Groups of the Society in order to further activities of Agricultural Engineering in the particular area of speciality.
- 6. Task Force and Ad-hoc Committees:** The General Assembly may at its discretion form a task force or an ad-hoc committee of Society members in order to facilitate effective execution of Society matters.

Article V - Finances

1. The financial means of the Society shall be acquired by:-
 - a) Membership fees and subscriptions.
 - b) Income from services rendered by the Society
 - c) Royalties from sales of Society publications.
 - d) Grants, donations, Legacies and funds received from organizations and individuals.
2. The funds of the Society shall be held in custody by the Honourary Treasurer, who shall:-
 - a) Operate an account in a bank approved by the Executive Committee.
 - b) Forward quarterly financial reports to the Executive Committee
 - c) Submit audited accounts to the General Assembly annually.
3. The Society finances shall be spent according to the annual budget prepared by the FASC and approved by the General Assembly.

Article VI - Representation

The President shall be the chief spokesman of the Society.

Article VII - Bylaws

The Society shall establish Bylaws concerning the conduct and procedures to be followed within the Society in implementing the Constitution.

Article VIII - Interpretation of the Constitution and Bylaws

1. The General Assembly of the Society shall have the final mandate in interpreting the constitution.
2. The Constitution may be amended only by the General Assembly. Amendments may be proposed by the Executive Committee, or by at least ten members of the Society acting in concert. Proposals for amendments must be received by the Honourary Secretary at least three months before a meeting of the General Assembly. The amendments shall take effect immediately after they have been ratified by two-third majority of votes cast in a meeting of the General Assembly called to amend the constitution.
3. The Bylaws may be amended by the Executive Committee by simple majority of the votes cast. Proposals for amendments of Bylaws may be by petition to the Honourary Secretary by a member of the Society.

By-Laws

A: Society Activities

1. Organization of Annual Scientific Conference at national level.
2. Organization of Agricultural Engineering Exhibitions and Competitions.
3. Sponsoring of Professional Development Courses, Seminars and Workshops.
4. Making recommendations to the Government of United Republic of Tanzania, Government of Zanzibar, Public and Private Institutions and individuals regarding several aspects of Agricultural Engineering.
5. Publication of Agricultural Engineering research results, proceedings, data books and text books.
6. Publication of a Newsletter.
7. Assisting members to join and participate in the activities of international engineering organizations and societies.
8. Sponsoring student prizes in local institutions providing training in Agricultural Engineering.

B: Application for New Membership

1. **Application:** Application for new membership in the categories of Professional member, Affiliate member or Institutional member or the Society shall be by completion of appropriate application forms by the candidate.
2. **Membership Application Forms:** - Application form I for Professional and Affiliate membership; and -Application Form II for Institutional membership.
3. The completed application forms shall be forwarded to the Honourary Secretary with the prescribed application fee.
4. The Honourary Secretary shall determine the eligibility of the applicant under Article III of the Constitution. In cases where the applicant is eligible for GPM or FAM or AM or Institutional membership the Honourary Secretary shall be empowered to admit the applicant to membership. Eligibility for any other class of membership shall be decided by the Executive Committee. All admissions shall be affected by the General Assembly.
5. New membership will start from the date the application was accepted.

C: Membership Class Qualifications

1. **Professional Category**
 - a) **Student Member:** Candidate for admission to the class of Student shall satisfy the General Assembly that he/she is above 18 years of age; and ii)

he/she is currently registered for undergraduate training in Agricultural Engineering related course at a recognized institution.

- b) **Graduate Professional Member:** Candidate for admission to the class of GPM shall satisfy the General Assembly that: i) he/she is above 20 years of age; and ii) he/she has a degree or equivalent qualification in Agricultural Engineering or related fields from a recognized institution.
- c) **Professional Member:** Admission to the class of Professional Member shall be by promotion of a Graduate Professional Member (GPM) who has i) been a member of the Society for at least three years; and ii) received adequate practical training as an Agricultural Engineer **OR** by direct admission of a Candidate who shall satisfy the General Assembly that: he/she has completed 5 years since graduating; and ,i) he/she has received adequate practical training as an Agricultural Engineer.
- d) **Associate Fellow Member:** Admission to the class of Associate Fellow Member shall be by promotion of a Professional Member who has i) **been a** live member of the Society continuously for at least 8 years and a member in the class of Professional for at least 5 years; ii) made recognized contribution to the profession (e.g. publications, inventions, designs, training) or by direct admission of a candidate who shall satisfy the General Assembly that: i) he/she has practised Agricultural Engineering for at least 10 years and **made** recognized contribution to the profession or he/she has been a registered engineer for at least 5 years.

2. **Affiliate Category**

- a) **Affiliate Member:** Candidate for admission to the class of Affiliate shall satisfy the General Assembly that: i) he/she is above 18 years of age and is involved in the application of Engineering to agriculture **at** supervisory level.
- b) **Senior Affiliate Member:** Admission to the class of Senior Affiliate Member shall be by promotion of an Affiliate Member who has i) been a live member of the Society continuously for at least 5 years; ii) actively participated in Society activities **OR** by direct admission of a candidate with a diploma or equivalent qualification in Agricultural Engineering related field from recognized institutions.
- c) **Associate Fellow Member:** Admission to the class of Associate Fellow Member shall be by promotion of a Senior Affiliate Member who has been a live member of the Society continuously for at least 12 years and a member in the class of Senior Affiliate Member for at least 8 years; ii) received further formal training in Agricultural Engineering or related fields; iii) made recognized contribution to the profession; and iv) actively participated in Society activities.

- 3. **Fellow Member:** Admission to the class of fellow member shall be by promotion of **AFM** who a) is at least 40 years of age; b) has been a live member of the Society continuously for at least 15 years; c) has made outstanding contribution to the profession and Society; and d) has been a member in the class of Associate Fellow for at least 5 years.

4. **Life member:** Admission to the class of life member shall be by promotion of a Fellow Member .no a) is at least 45 years of age; b) has been a live member of the Society continuously for at least 20 years; c) has been awarded recognition by national and/or international bodies for his/her contribution to Agricultural Engineering; d) has been a member in the class of Fellow for at least 5 years.
5. **Honourary Category:** a) Honourary members shall be elected directly into the class of Honourary Fellow or Honourary life member; b) Their number shall not exceed 3 for each class at any one particular time; c) Honourary members shall be nominated by three members in the class of **AFM** or above acting in concert, by completing proposal form II; and d) Honourary members shall be admitted by the General Assembly.

D: Promotion between Class of Membership

1. Members shall be proposed by the Executive Committee for promotion from one class to the next. The proposal shall be signed by the Honourary Secretary on behalf of the Executive Committee. The proposal must be seconded by a member in a class to which the member is being proposed, *or above*. *A member due for promotion will petition the Executive Committee.*

E: Membership Certificates and identity Cards

1. Society Certificates shall be issued to a member for each new class attained.
2. Identity card shall be issued to all members. The card shall be valid for one year only and shall be renewed upon payment of next year annual subscription. This will be done by affixing an appropriate stamp.

F: Responsibilities of a Member

1. Each member shall be expected to understand and abide to the constitution of the Society.
2. Each member shall be expected to uphold and advance the honour and dignity of the profession.
3. Each member shall be required to actively participate in functions of the society including special assignments
4. Each member shall be required to make continuous effort to up-grade his/her proficiency in the profession.
5. Each member shall pay his dues to the Society on time.

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G: Resignation, Re-admission, Expulsion, and Natural Termination

1. **Resignation:** Any member may retire from the Society by sending a resignation in writing to the Honourary Secretary.
2. **Expulsion:** The General Assembly may terminate the membership of any member who shall have wilfully contravened the Constitution and Bylaws of the Society or acted in a manner which damage the reputation of the Society. The General Assembly before taking such action shall accord the member the opportunity of appearing or making representations by writing to the General Assembly.
3. **Re-admission:** The General Assembly may re-admit to membership in the appropriate category and class any person whose membership has been terminated for any reason provided he or she satisfy the General Assembly that he/she is worth of re-admission.
4. **Natural termination:** Membership shall be terminated by decease.

H: Privileges

1. A member of the Society shall be charged reduced rates for all Society publications, services and functions.
2. Members shall be assisted by the Society in meeting the conditions for registration with the Engineers Registration Board.
3. The Society shall provide references in confidence for any member if requested.

I: General Assembly

1. The General Assembly shall meet at least once every year in association with the Scientific Conference.
2. The meeting of the General Assembly shall be chaired by the President or in his/her absence the vice-President or a temporary Chairman elected by the meeting.
3. The business of the General Assembly shall include:-
 - a) To consider and ratify amendments to the constitution; where a quorum of 50% of active members shall be required.
 - b) To consider and approve proposals for the formation of Specialist Groups of the Society.
 - c) To elect the Executive Committee of General Assembly.

- d) To receive and consider the Presidents' Annual report.
 - e) To consider and approve budgetary estimates for the next year.
 - f) To receive and approve audited statement of the financial position of the Society.
 - g) To endorse decisions made by President or Executive Committee since last General Assembly.
 - h) To select date and venue of the next Annual Assembly and Scientific conference which shall not be changed, except in very special circumstances, and only by the Executive Committee.
 - i) To administer all affairs of the Society as required by the Constitution. 5. All registered members of the Society Mending the General Assembly shad have one vote except
4. A quarter of the Registered members of the Society shall constitute a quorum except for amending the constitution.
5. All registered members of the Society attending the Genal Assembly shall have one vote except members who are also representatives of Institutional member, who shall have an extra vote for the Institution. The Chairman shaH have a casting vote.

J: Scientific Conference

- 1. The Executive Committee shall organize a Scientific Conference once every year which will be open to all members of the Society and invited guests for presentation and discussion of professional papers, posters and videos.
- 2. Members and Guests wishing to read a paper at the conference shall be required to submit an abstract of less than 200 words to the appointed editor 8 months before the date of the Scientific Conference. The full paper shall be submitted 3 months -before the date of the conference.
- 3. The appropriate sub-committee of the Executive Committee shall scrutinize the abstracts and select those which meet the prescribed standard and request the authors to submit the full paper five months before the conference.
- 4. The author of paper accepted for presentation shall submit the full paper according to the regulation governing submission of papers.
- 5. Author shall be entitled to receive 1 reprint of their papers Published in the Proceeding_
- 6. The Executive Committee shall publish the recommendations of the Scientific Conference in ways which will make them available to the widest audience.

K: The Executive Committee

- 1. The executive Committee shall meet at least four times in a year_
- 2. The Executive Committee meeting shall be chaired by the President or in his/her absence the Vice President or any other elected member of the meeting.

3. The duties of the Executive Committee shall be:
 - a) To propose to the General Assembly amendments to the Constitution.
 - b) To organize the Scientific Conferences.
 - c) To make annual budgetary estimates of the Society.
 - d) To elect members into the different subcommittees proposed by the General Assembly.
 - e) To consider and ratify the proposals of amendment of Bylaws.
 - f) To determine the rates of entrance fee, annual subscription and contributions to the Society.
 - g) To receive and approve financial statements of the Society between General Assembly meetings.
 - h) To conduct the business of the Society during the period between meetings of the General Assembly in accordance with the Constitution, Bylaws, and Resolutions of the General Assembly.

L: Sub-Committees of the Executive Committee

1. The sub-committees shall meet at least once in every three months but extraordinary meetings may be called at any time as necessary.
2. Each subcommittee shall have a chairperson who will be a member of the Executive Committee and three members elected by the Executive Committee.
3. There shall be two sub-committees namely:
 - a) Finance and Administrative subcommittee which shall: i) Handle all financial and administrative matters; ii) Find ways of raising funds from fees, contributions, sales and donations; iii) Arrange places and times for meeting and lectures; iv) Select and invite guest speakers for various Society meetings; v) Deal with all matters pertaining to membership, recruitment and discipline of members; and vi) Find ways of attracting new members.
 - b) Technical sub-committee which shall: Encourage design, research and development, consultancy and publications in the field of Agricultural Engineering; ii) Identify priority areas for above fields including relevant training of Engineers; iii) Provide linkage between institutions engaged in Agricultural Engineering; and iv) Supervise Society publications.

M: Specialist Groups

1. The General assembly shall establish specialist groups when the need arise..
2. Membership of such specialist group shall be open to all members interested in the particular specialist.
3. The Groups shall operate according to specialist group regulations of the Society.

N: Office-bearers of the Society

The following shall be the office bearers of the Society

1. **The President who shall:-** a) Chair all meetings as required by the constitution and the bylaws; b) Speak on behalf of the Society.
2. **Vice President who shall:-** a) Chair the Society meeting in the absence of the President; and b) Carry out any other duties as delegated by the Executive Committee.
3. **The honorary Secretary who shall:** a) Be in charge of the Society secretariat; b) Keep records of all meetings of the Society; c) Keep register of names and addresses of all members of the Society; d) Give adequate notice to all members concerning conferences and General Assembly ; e) Receive application forms for membership and admit the qualified candidates to membership as provided in the bylaws section B.4; and f) Administer day to day affairs of the Society as required in the constitution and bylaws.
4. **The honorary Treasurer who shall:** Handle the financial affairs of the Society according to the Financial Regulations of the Society.

O: Terms of Office

1. The term of office for all office bearers shall be three (3) years.
2. Any office-bearer may hold office for not more than two(2) terms of three (3) years each.
3. The term of office of any office bearer shall cease if: a) The officer becomes medically unfit; b) The officer resigns his/her office; c) The officer ceases to be member of the Society; or d) The General Assembly terminates his/her office by fifty percent of majority vote. However, the Executive Committee may suspend an officer who is found unfit for an office pending the decision by the General Assembly.

P: Elections

1. Any member seeking an office in the Society shall fill appropriate forms and be seconded by at least five members.
2. All office bearers shall be elected by members at a meeting of the General Assembly.
3. Election of office bearers shall be by secret ballot.

4. In all elections candidates shall be declared elected by simple majority of the votes cast.
5. The Honourary Secretary shall make available nomination forms six (6) months before the elections date.

Q: Finances

1. There shall be Financial Regulations of Society.
2. There shall be two separate accounts; c to for annual conferences and the another for normal day to day activities of the Society.
3. The financial year for the Society shall start on the First of January and end on the Thirty-First of December.

4. ENTRANCE FEES AND ANNUAL SUBSCRIPTIONS

CATEGORY OF MEMBERSHIP	APPLICATION FEE		ANNUAL SUBSCRIPTION	
	National Tshs	Foreigner US\$	National Tshs	Foreigner US\$
PROFESSIONAL MEMBER				
LIFE	-	-	-	-
FELLOW	-	-	5,000	50
ASSOCIATE FELLOW	10,000	100	5,000	50
PROFESSIONAL	10,000	100	5,000	45
GRADUATE PROFESSIONAL	5000	100	3,000	20
STUDENT			1,000	5
AFFILIATE MEMBER				
LIFE				
FELLOW	-	-	5,000	50
ASSOCIATE FELLOW	10,000	100	5,000	50
SENIOR AFFILIATE	5,000	50	3,000	20
AFFILIATE	2,500		1,000	
STUDENT AFFILIATE	-	-	1500	-
INSTITUTION MEMBERS	20,000	250	15,000	500

*Subject to change from year to year.